

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

Tuesday – June 9, 2020 – 7:30 PM

Internet Address: <https://us02web.zoom.us/j/89814336661>

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

Meeting ID: 898 1433 6661

ATTENTION: This will be a virtual meeting of the Marinwood CSD Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the “raise hand” feature located within the Zoom application screen. If connected via telephone, please dial “*9” (star, nine).

	Item Description:	Board Action
A.	CALL TO ORDER & ROLL CALL OF DIRECTORS	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of May 12, 2020 (Remote Meeting) b. Bills Paid Nos. 4406 – 4564	Approve
D.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
E.	DISTRICT MATTERS	
	1. Fiscal Year 2020-2021 Proposed District Operating Budget	Approve
	2. Resolution 2020-04: Determining the Fiscal Year 2020-2021 Appropriations Limit on Tax Proceeds	Approve
	3. Fiscal Year 2020-2021 Publicly Available Pay Schedules of All Positions	Approve
	4. Resolution 2020-05: A Regularly Scheduled Election be Held in This Jurisdiction; Requesting the Board of Supervisors to Consolidate with any Other Election Conducted on Said Date, and Requesting Election Services by the Marin County Elections Department	Approve
	5. Temporary Construction License Agreement between Marinwood CSD and PG&E to Allow for PG&E to Conduct Gas Pipeline Pressure Testing within Marinwood Property	Approve
	6. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of June 2, 2020	Review
	2. Chief Officer Report and Activity Summary	Review
	3. Date of Next Fire Commission Meeting – July 7, 2020	
G.	PARK AND RECREATION MATTERS	
	1. Fiscal Year 2020-2021 “Measure A” Work Plan	Approve
	2. Recreation and Park Maintenance Activity Reports	Review
	3. Date of Next Park & Recreation Commission Meeting – June 23, 2020	
H.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – July 14, 2020	

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

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – May 12, 2020

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/UC0dvM2PvtsEzE25cRAf4Jmg>

Present:

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

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

A. Call to Order

President Naylor called the meeting to order at 7:32PM

B. Agenda

No proposed changes to the Agenda.

C. Introduction and Welcome of Recently Appointed Fire Chief Darin White

D. Consent Calendar

- a. *Draft Minutes of Regular Meeting of March 10, 2020*
- b. *Bills Paid Nos. 4156-4274 (March) and Nos. 4275-4405 (April)*
Perry to approve/Shea to second “consent calendar as presented.”
All in favor. Motion carried unanimously.

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

Board of Directors received public comment regarding:

- a. Coronavirus S.I.P.

F. District Matters:

1. *Draft District Budget Models and Projections for Fiscal Year 2020-2021*
Board received draft of District Budget Models and Projections for Fiscal Year 2020-2021
2. *Resolution 2020-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*
Oyserman to approve/Perry to second Resolution 2020-02.
All in favor. Motion carried unanimously.
3. *Resolution 2020-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance.*
Perry to approve/Oyserman to second Resolution 2020-03.
All in favor. Motion carried unanimously.
4. *District Manager Report.*
Board received the District Manager’s report.

G. Fire Department Matters:

1. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
2. *Draft Emergency Agreement Among Participating Marin County Fire Agencies to Share Personnel*
Green to approve/Oyserman to second authorization to District Manager and Fire Chief to execute Emergency Agreement Among Participating Marin County Fire Agencies to Share Personnel upon receipt of final version.
All in favor. Motion carried unanimously.

3. *Appoint a Marinwood CSD Board Director to the Marin Wildfire Prevention Authority Board of Directors*
Perry moves to appoint Director Leah Green to the Marin Wildfire Prevention Authority Board of Directors /Oyserman to second.
All in favor. Motion carried unanimously.
4. *Date of Next Fire Commission Meeting – June 2, 2020 (tentative)*

H. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
2. *Date of Next Park & Recreation Commission Meeting – May 26, 2020 (tentative)*

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

- Board President Naylor recognized the efforts of Marinwood Preschool Manager Kate Kelly in keeping contact with her students (via videos and activity packets)
- Board President Naylor recognized the latest Grand Jury report and noted that MCSD is in compliance with Grand Jury recommendations to post salaries online.

Meeting adjourned at 10:02PM

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 9, 2020

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4406	5/1/20	SolEd Solar Holdings	1,415.56	Solar - March	Rec	5210810	General	1,022.10
					Fire	5210810	General	393.46
4407	5/1/20	Delta Dental	2,105.84	Dental - May	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
4408	5/1/20	Marin County	202.43	Fuel - Feb	Park	5220610	General	202.43
4409	5/1/20	Pest Plus	259.00	Pest control	Rec	5220310	General	168.35
					Fire	5220310	General	90.65
4410	5/1/20	Dept. of Justice	32.00	Fingerprinting	Rec	5210128	General	32.00
4411	5/1/20	Marin Prof FF Local 1775	882.00	Dues - May	Fire	5211330	General	882.00
4412	5/1/20	Smith's Gopher Trapping	350.00	Pest Control	Park	5211532	General	350.00
4413	5/1/20	Mariana Nadler	78.00	Refund Pool Membership	Rec	4631918	Pool	78.00
4414	5/1/20	Leo Gershek	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4415	5/1/20	Christina Fontanez	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4416	5/1/20	Seth Davis	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4417	5/1/20	Riley Schondel	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4418	5/4/20	Erin McNamara	59.00	Refund Swim Lessons	Rec	4631917	Aquatics	59.00
4419	5/4/20	Jasmine Spurgeon	62.00	Refund Swim Lessons	Rec	4631917	Aquatics	62.00
4420	5/4/20	Carri Demarta	112.00	Refund Swim Lessons	Rec	4631917	Aquatics	112.00
4421	5/4/20	Angela Bauman	177.00	Refund Swim Lessons	Rec	4631917	Aquatics	177.00
4422	5/4/20	Caroline Wells	56.00	Refund Swim Lessons	Rec	4631917	Aquatics	56.00
4423	5/4/20	Ilda Tejada	31.00	Refund Swim Lessons	Rec	4631917	Aquatics	31.00
4424	5/4/20	Rieko Inoue	170.00	Refund Tennis	Rec	4631915	Tennis	170.00
4425	5/4/20	Steven Kemp	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4426	5/4/20	Sara Frack	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4427	5/4/20	Elina Coulter	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4428	5/4/20	Devon Carter	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4429	5/4/20	Rosalyn Trudeau	19.00	Refund Tennis	Rec	4631915	Tennis	19.00
4430	5/4/20	Arlo Seaver	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4431	5/4/20	Carolyn Reibel	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4432	5/6/20	Marinwood CSD	61,748.72	Fire salaries	Fire	5110110	General	27,973.12
				Fire OT	Fire	5120110	General	7,650.36
				FLSA	Fire	5110319	General	1,307.22
				4850	Fire	5110110	General	2,870.56
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec Salary	Rec	5110110	General	7,100.00
				Park Salary	Park	5110110	General	5,959.20
				Bldg Attnd	Rec	5110210	Building	104.00
				Summer planning	Rec	5110210	Summer	272.00
				Preschool	Rec	5110210	Preschool	1,089.00
				PR fees	Fire	5210230	General	113.90
				PR fees	Rec	5210230	General	43.72
				PR fees	Park	5210230	General	15.73
				SS + Medicare	Fire	5140140	General	3,037.71
				SS + Medicare	Rec	5140140	General	1,189.97
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	7.90
				Benefits clearing	Park	2120066	General	-837.96
				Benefits clearing	Rec	2120066	General	-1,169.08
				Benefits clearing	Fire	2120066	General	-5,491.18
4433	5/6/20	Marin Municipal Water Distri	3,035.47	Water - Mar/Apr	Fire	5210835	General	262.52
					Rec	5210835	General	671.13
					Park	5210835	General	2,101.82
4434	5/6/20	Sarah Vigil	287.50	Refund Picnic Rental	Rec	4410215	Pool	287.50
4435	5/6/20	Kristin Mathewson	253.00	Refund Summer Camp	Rec	4631920	Summer	253.00
4436	5/6/20	Smith's Gopher Trapping	350.00	Pest Control	Park	5211532	General	350.00
4437	5/6/20	PG&E	1,537.78	Streetlights	Streetlights	5210825	General	1,537.78
4438	5/6/20	Mona Moaveni	69.00	Refund Tennis	Rec	4631915	Tennis	69.00
4439	5/6/20	Bruno Santos	64.00	Refund Tennis	Rec	4631915	Tennis	64.00
4440	5/6/20	Bonnie Spitz	124.00	Refund Tennis	Rec	4631915	Tennis	124.00
4441	5/6/20	Cindy Zerger	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4442	5/6/20	Izabela Perry	126.00	Refund Tennis	Rec	4631915	Tennis	126.00
4443	5/6/20	Janova Lerdal	126.00	Refund Tennis	Rec	4631915	Tennis	126.00
4444	5/6/20	Suzanne Egan	126.00	Refund Tennis	Rec	4631915	Tennis	126.00
4445	5/6/20	Irina Drazien	126.00	Refund Tennis	Rec	4631915	Tennis	126.00
4446	5/6/20	Yanhao Zhu	126.00	Refund Tennis	Rec	4631915	Tennis	126.00
4447	5/6/20	Priyanka Bhandarkar	126.00	Refund Tennis	Rec	4631915	Tennis	126.00
4448	5/6/20	Mary Rosenthal	252.00	Refund Tennis	Rec	4631915	Tennis	252.00
4449	5/6/20	Christine Giron	44.00	Refund Tennis	Rec	4631915	Tennis	44.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4450	5/6/20	David Bobrow	126.00	Refund Tennis	Rec	4631915	Tennis	126.00
4451	5/6/20	Wendy Tarantino	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4452	5/6/20	Mary Moynihan	85.00	Refund Tennis	Rec	4631915	Tennis	85.00
4453	5/6/20	Raquel Gueits	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4454	5/6/20	Gary Markrack	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4455	5/6/20	Margaret Garvey	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4456	5/6/20	Mandy Tachiki	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4457	5/7/20	Jaemi Naish	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4458	5/7/20	Brian Smith	162.50	Refund Lifeguard Training	Rec	4631919	Aquatics	162.50
4459	5/7/20	Yulia Cornwell	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4460	5/7/20	Evan Gabbard	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4461	5/7/20	Dea Ann Joslin	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4462	5/7/20	Kristin Dickinson	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4463	5/7/20	Cindy Weaver	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4464	5/7/20	Andi Bishop	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4465	5/7/20	Jennifer Anderson	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4466	5/7/20	Svetlana Nolte	325.00	Refund Lifeguard Training	Rec	4631919	Aquatics	325.00
4467	5/7/20	Camille Hale	2,099.00	Refund Summer Camp	Rec	4631920	Summer	2,099.00
4468	5/7/20	Marin Ace	60.97	Fire supplies	Fire	5220810	General	60.97
4469	5/7/20	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
4470	5/7/20	AFLAC	26.50	Disability Ins April	Park	5130120	General	26.50
4471	5/7/20	Grainger	186.72	Supplies	Fire	5220810	General	156.21
				Vehicle maint.	Fire	5210910	General	30.51
4472	5/7/20	Heather Ellison	3,006.00	Refund Pool Membership	Rec	4631918	Pool	350.00
				Refund Summer Camp	Rec	4631920	Summer	1,576.00
				Refund Swim Lessons	Rec	4631917	Aquatics	1,080.00
4473	5/7/20	Neyda Fabiola Ayala	500.00	Refund Building Rental	Rec	4410225	Building	500.00
4474	5/11/20	Wendy Wood	110.00	Refund CPR class	Rec	4631919	Adult	110.00
4475	5/11/20	Erin-Marie MacEwen	486.00	Refund Summer Camp	Rec	4631920	Summer	486.00
4476	5/11/20	Starla Sousa	400.00	Refund Summer Camp	Rec	4631920	Summer	400.00
4477	5/11/20	Danielle Tully	316.00	Refund Summer Camp	Rec	4631920	Summer	316.00
4478	5/11/20	Adriann Farrell	1,422.00	Refund Summer Camp	Rec	4631920	Summer	1,182.00
				Refund Swim Lessons	Rec	4631917	Aquatics	240.00
4479	5/12/20	Marinwood CSD	12,387.46	Retire 05/08/2020	Park	5130510	General	1,268.81
					Rec	5130510	General	1,780.66
					Fire	5130510	General	9,337.99
4480	5/12/20	Buck's Saw Service	116.54	Supplies	Park	5220310	General	116.54
4481	5/12/20	Kate Kelly	101.23	Reimburse expenses	Rec	5220819	Preschool	101.23
4482	5/12/20	Ace Promotional Specialties	2,480.82	Pool staff shirts	Rec	5220825	Pool	2,480.82
4483	5/12/20	Honey Bucket	82.72	Porta potty	Park	5211220	General	82.72
4484	5/12/20	Comcast	149.92	Internet	Fire	5210725	General	74.96
					Rec	5210725	General	74.96
4485	5/12/20	Sprint	259.48	cell phones	Fire	5210725	General	259.48
4486	5/12/20	Verizon	41.61	Data	Fire	5210725	General	41.61
4487	5/12/20	TIAA Commercial Finance	526.73	Copier lease - May	Park	5220130	General	52.67
					Rec	5220130	General	342.37
					Fire	5220130	General	131.69
4488	5/12/20	Sonic	19.95	Website hosting	Park	5210122	General	3.99
					Rec	5210122	General	11.97
					Fire	5210122	General	3.99
4489	5/12/20	PG&E	528.14	Gas - Apr	Rec	5210810	General	397.58
					Fire	5210810	General	130.56
4490	5/12/20	Marin Sanitary Services	3,049.19	Garbage - May	Park	5210815	General	2,134.43
					Rec	5210815	General	609.84
					Fire	5210815	General	304.92
4491	5/14/20	Liz Weldon	759.00	Refund Summer Camp	Rec	4631920	Summer	759.00
4492	5/14/20	Steven Komorowki	355.00	Refund Summer Camp	Rec	4631920	Summer	355.00
4493	5/14/20	Irene Lakritz	2,215.00	Refund Summer Camp	Rec	4631920	Summer	2,215.00
4494	5/14/20	Dayan Perera	998.40	Refund Summer Camp	Rec	4631920	Summer	998.40
4495	5/14/20	Angie Withey	1393.00	Refund Summer Camp	Rec	4631920	Summer	1,393.00
4496	5/14/20	Joe Weisshaar	3500.00	Refund Summer Camp	Rec	4631920	Summer	3,396.00
				Refund Tennis	Rec	4631915	Tennis	104.00
4497	5/14/20	Comcast	126.30	Cable	Fire	5210725	General	126.30
4498	5/14/20	C.A.P.F.	265.50	LTD - May	Fire	5130120	General	265.50
4499	5/15/20	Adriana Broullon	150.00	Refund Swim Lessons	Rec	4631917	Aquatics	150.00
4500	5/15/20	Karen Converse Matthies	1,747.00	Refund Summer Camp	Rec	4631920	Summer	1,747.00
4501	5/15/20	Danielle Meshorer	380.00	Refund Summer Camp	Rec	4631920	Summer	380.00
4502	5/15/20	Stan Epstein	380.00	Refund Summer Camp	Rec	4631920	Summer	380.00
4503	5/15/20	Edgardo Vazquez	500.00	Refund Building Rental	Rec	4410225	Building	500.00
4504	5/15/20	Marinwood CSD	45,116.47	Health Ins - June	Park	5130120	General	10,472.83
					Rec	5130120	General	7,498.17
					Fire	5130120	General	27,145.47
4505	5/15/20	Special District Risk Manage	233.26	Life Ins - June	Fire	5130120	General	90.95
					Park	5130120	General	61.56
					Rec	5130120	General	80.75
4506	5/15/20	DC Electric Group Inc	274.72	Streetlights	Streetlights	5210915	General	274.72

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4507	5/15/20	Ewing Irrigation Products Inc	778.21	Irrigation maint.	Park	5220310	General	778.21
4508	5/15/20	Landesign Construction & M	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
4509	5/15/20	L.N. Curtis & Sons	1,543.70	Equip. maint.	Fire	5220210	General	1,543.70
4510	5/15/20	SolEd Solar Holdings I, LLC	1,801.25	Solar - April	Rec	5210810	General	1,301.15
					Fire	5210810	General	500.10
4511	5/18/20	Erin McNamera	1,870.00	Refund Swim Lessons	Rec	4631917	Aquatics	295.00
				Refund Summer Camp	Rec	4631920	Summer	1,575.00
4512	5/18/20	Maryann Rodriguez	62.00	Refund Swim Lessons	Rec	4631917	Aquatics	62.00
4513	5/18/20	Camille Hale	310.00	Refund Swim Lessons	Rec	4631917	Aquatics	310.00
4514	5/18/20	Kiersten Hoey	253.00	Refund Summer Camp	Rec	4631920	Summer	253.00
4515	5/18/20	Kiersten Hoey	943.00	Refund Summer Camp	Rec	4631920	Summer	943.00
4516	5/18/20	Ticia Ikeda	775.00	Refund Swim Lessons	Rec	4631917	Aquatics	775.00
4517	5/18/20	Lynne Derby	963.00	Refund Summer Camp	Rec	4631920	Summer	963.00
4518	5/18/20	Cinthy Walsh	612.00	Refund Summer Camp	Rec	4631920	Summer	612.00
4519	5/18/20	Aimee Toubia	2,228.00	Refund Summer Camp	Rec	4631920	Summer	2,228.00
4520	5/18/20	Jaime McAlister	511.00	Refund Summer Camp	Rec	4631920	Summer	511.00
4521	5/20/20	Amy Weiss	253.00	Refund Summer Camp	Rec	4631920	Summer	253.00
4522	5/20/20	Sallumeh Mahmoudi	2,818.00	Refund Summer Camp	Rec	4631920	Summer	2,818.00
4523	5/20/20	Vision Services Plan	387.94	Vision - June	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
4524	5/20/20	Victoria Kellar	716.00	Refund Summer Camp	Rec	4631920	Summer	716.00
4525	5/21/20	Delta Dental Plan of Californ	2,105.84	Dental - June	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
4526	5/21/20	Marinwood CSD	61,407.52	Fire salaries	Fire	5110110	General	28,485.72
				Fire OT	Fire	5120110	General	8,540.64
				4850 pay	Fire	5110110	General	2,357.96
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	5,959.20
				Summer	Rec	5110210	Summer	484.50
				Preschool	Rec	5110210	Preschool	1,044.00
				PR fees	Fire	5210230	General	111.90
				PR fees	Rec	5210230	General	43.62
				PR fees	Park	5210230	General	15.63
				SS + Medicare	Fire	5140140	General	3,045.03
				SS + Medicare	Rec	5140140	General	1,194.82
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	10.17
				Benefits withholding	Park	2120066	General	-837.96
				Benefits withholding	Rec	2120066	General	-1,169.08
				Benefits withholding	Fire	2120066	General	-5,491.18
4527	5/22/20	Honey Bucket	185.83	Porta potty	Park	5211220	General	185.83
4528	5/22/20	Rachel Collins	1,255.00	Refund Summer Camp	Rec	4631920	Summer	1,255.00
4529	5/22/20	Rupali Chaudhuri	654.00	Refund Summer Camp	Rec	4631920	Summer	654.00
4530	5/22/20	Jonni Graves	2,362.00	Refund Summer Camp	Rec	4631920	Summer	2,140.00
				Refund Pool Membership	Rec	4631917	Pool	222.00
4531	5/22/20	Melissa Omahony	1,151.00	Refund Swim Lessons	Rec	4631917	Aquatics	480.00
				Refund Summer Camp	Rec	4631920	Summer	233.00
				Refund Pool Membership	Rec	4631917	Pool	438.00
4532	5/22/20	April Smith	1,404.00	Refund Summer Camp	Rec	4631920	Summer	1,404.00
4533	5/22/20	Erin McNamara	222.00	Refund Pool Membership	Rec	4631917	Pool	222.00
4534	5/22/20	Katlin Pena	264.00	Refund Summer Camp	Rec	4631920	Summer	264.00
4535	5/22/20	American Family Life Assur	26.50	Disability Ins May	Park	5130120	General	26.50
4536	5/26/20	PG&E	886.22	Electric - April	Rec	5210810	General	549.32
					Fire	5210810	General	12.32
					Park	5210810	General	324.58
4537	5/26/20	Airgas USA LLC	390.25	Pool chems	Rec	5220710	Pool	390.25
4538	5/26/20	Comcast	149.92	Internet	Fire	5210725	General	74.96
					Rec	5210725	General	74.96
4539	5/26/20	James Gearhart	759.00	Refund Summer Camp	Rec	4631920	Summer	759.00
4540	5/26/20	Ashley Bird	253.00	Refund Summer Camp	Rec	4631920	Summer	253.00
4541	5/26/20	Allstun Grammer	394.00	Refund Summer Camp	Rec	4631920	Summer	394.00
4542	5/26/20	Tiffany Pomfret	1,856.00	Refund Summer Camp	Rec	4631920	Summer	1,267.00
				Refund Swim Lessons	Rec	4631917	Aquatics	589.00
4543	5/26/20	Sheryl Manis	486.00	Refund Summer Camp	Rec	4631920	Summer	486.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4544	5/26/20	Christina Mitaine	639.00	Refund Summer Camp	Rec	4631920	Summer	417.00
				Refund Pool Membership	Rec	4631918	Pool	222.00
4545	5/26/20	Adriann Farrell	438.00	Refund Pool Membership	Rec	4631918	Pool	438.00
4546	5/26/20	Marta Malik	1,738.00	Refund Summer Camp	Rec	4631920	Summer	1,388.00
				Refund Pool Membership	Rec	4631918	Pool	350.00
4547	5/26/20	Melissa Millerick	1,225.00	Refund Summer Camp	Rec	4631920	Summer	1,225.00
4548	5/26/20	Rebecca Minnich	1,382.00	Refund Summer Camp	Rec	4631920	Summer	1,382.00
4549	5/26/20	Tammy Ackerman	2,351.00	Refund Pool Membership	Rec	4631918	Pool	334.00
				Refund Summer Camp	Rec	4631920	Summer	2,017.00
4550	5/26/20	Natalie Levine	759.00	Refund Summer Camp	Rec	4631920	Summer	759.00
4551	5/26/20	Carmelita Resende	1,377.60	Refund Summer Camp	Rec	4631920	Summer	1,377.60
4552	5/26/20	Sean Kelsey	253.00	Refund Summer Camp	Rec	4631920	Summer	253.00
4553	5/26/20	Victoria Worch	1,171.00	Refund Summer Camp	Rec	4631920	Summer	1,171.00
4554	5/28/20	AT&T	247.22	Phones - Apr	Fire	5210725	General	135.97
					Park	5210725	General	19.68
					Rec	5210725	General	91.57
4555	5/28/20	Marin County Tax Collector	159.99	Gas - Mar	Park	5220610	General	96.52
				Gas - Apr	Park	5220610	General	63.47
4556	5/28/20	Cal-Steam	81.47	Irrigation maint.	Park	5220310	General	81.47
4557	5/28/20	L.N. Curtis & Sons	1,583.85	Supplies	Fire	5220810	General	1,338.82
				Equip. maint.	Fire	5220210	General	245.03
4558	5/29/20	TIAA Commercial Finance	575.05	Copier lease - June	Park	5220130	General	57.51
					Rec	5220130	General	373.78
					Fire	5220130	General	143.76
4559	5/29/20	Marinwood CSD	12,075.21	Retire 05/22/2020	Park	5130510	General	1,268.81
					Rec	5130510	General	1,780.65
					Fire	5130510	General	9,025.75
4560	5/29/20	Ace Promotional Specialties	1,067.88	Camp staff uniforms	Rec	5220819	Summer	1,067.88
4561	5/29/20	Kitty Baker	872.00	Refund Summer Camp	Rec	4631920	Summer	872.00
4562	5/29/20	AT&T	96.30	Internet	Park	5210725	General	96.30
4563	5/29/20	California Public Employees	16,666.00	OPEB April	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
				OPEB May	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
4564	5/29/20	Standard 5-10-25 Cent Store	85.76	Supplies	Fire	5220810	General	24.59
					Park	5220810	General	61.17
TOTAL:			308,767.94					308,767.94

Total by Department:

Streetlights	1,812.50
Fire Department	146,246.79
Recreation Department	115,001.76
Park Department	45,706.89

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 9, 2020
Re: Fiscal Year 20-21 Proposed Operating Budget

Directors,

Please see the included FY 20-21 proposed operating budget.

At the May board meeting, staff informed the Board that we expected to operate *some level* of reduced summer programming in accordance with forthcoming Public Health guidelines due to COVID-19. Two separate budget models were presented to the Board given the uncertainties remaining at the time. One model represented traditional summer recreation operations. The second model represented no summer recreation operations. It was stated the final proposed budget would fall somewhere in between the two.

As also stated at the May board meeting, it is important to understand the challenges of creating fiscal year budgets and illustrating impacts when one of our primary annual revenue and expense generators, summer camp and pool operations, have seasons that spread across two separate fiscal years. We typically budget revenue and expense from these programs on a seasonal basis but fully contained within the budget for the second of the two impacted fiscal years. We achieve consistency within the budget projections when viewed over two or more years.

The ongoing public health crisis impact on programs prevents consistency with previous years and adds uncertainty as to the extent of our program offerings this year. Public health restrictions in Spring-Summer 2021 may extend limits to programs we can offer or may allow full operations. This significantly adds to the challenges referenced above.

The proposed budget is based strictly on what we know at this time resulting in downsized 2020 summer camp programs in response to the public health crisis. Budget assumptions include cancelling the 2020 public pool season other than for use by our limited camp programs and does not take into account the possibility of summer camps and pool operations returning to normal in spring 2021. However, the budget does assume a return to our normal recreation program participation in the Fall (preschool, afterschool, etc) which we anticipate may be allowed by the Public Health Officer.

Throughout this summer, we expect further guidance from public health as it relates to late-Summer and Fall programming options and potential impacts to our operations. We also anticipate that as we approach the 2021 summer camp and pool season we will have a clearer understanding of those potential impacts.

Given the unpredictability of the pandemic, the FY20/21 budget may require periodic adjustments during the fiscal year.

Upon adjusting our programs in accordance with Public Health requirements we now project a net gain of approximately \$180,000, compared to the \$140,000 figure presented in May with no summer operations. This includes the District continuing to contribute to both our OPEB Trust and our Designated Reserves at the \$100,000 level each as has been achieved for the past several years.

Staff recommendation: Adopt the FY 20/21 proposed budget as presented, taking into account the strong likelihood of future budget amendments given the uncertainties remaining as stated above.

Please note the following budget details covered in prior draft budget presentations:

Tax Revenue:

Property Taxes represent conservative estimates. Total amount budgeted for Current Secured (4110110) actually represents what is anticipated to be received this fiscal year based on the initial December allocation. All other general property taxes have little if any adjustments from prior year

Expenditures:

Line items such as various utilities and select operating costs remain consistent with prior year. However, it stands to reason that with our serving a reduced program this summer coupled with the potential of no public pool season, items such as various utilities could be significantly lower than what is projected.

District-Wide:

➤ 5140115 – Workers' Comp Ins:

While the basic rates remain unchanged for FY 20/21, our Experience Modification Factor (EMOD) has decreased from 196% to 165%. The EMOD is factored in after the basic rate estimates have been calculated. Of note: Workers' Comp costs are directly related to total staff wages paid and hours worked. This amount is estimated in the Spring of every year for the following fiscal year and then reconciled shortly after the following year-end. Given our reduction in staffing due to program reductions it is anticipated we will receive a significant true-up payment in FY 21/22 as part of the reconciliation process for FY 20/21. (The District also anticipates a reconciliation payment to be received in FY 20/21 based on our staff reductions resulting from the cancelled programs in Spring 2020)

➤ 5210525 – Insurance – General:

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

➤ 5211545 – Election Expense:

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

➤ 5220916 – Capital Outlay – New Equipment:

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

Park:

➤ 5130510 – PERS Pension:

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

➤ 5220210 – Equip. Maintenance/Replacement:

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

➤ 5220910 & 5220916 – Capital Outlays:

Current capital outlay needs include tennis court surface repairs for both the Creekside Park tennis court in Lucas Valley Estates and tennis courts 1 & 2 in Marinwood Park. Also included is a carry-

over item from the current fiscal year budget for a new utility vehicle to replace the aging John Deere "Gator." Park maintenance staff have also requested the purchase of a small commercial-grade tree & limb chipper for tree debris. Initial cost estimate is \$5000 - \$6000 and has been added to the budget. This item will help in greatly reducing the need for debris piles after in-house tree work and would allow such work to be immediately chipped into the dump trailer.

Recreation:

Note: Staff have made conservative revenue projections as it relates to the summer camp program and have also been judicious in regards to summer camp supplies expenditure needs.

- 5220910 & 5220916 – Capital Outlays:
Include upgrading the community center restroom to commercial grade touchless fixtures; needed pool deck concrete repairs; new pool covers as well as carry-over items from the current fiscal year budget which include the anticipated replacement of the aging hydraulic chair lift for the pool (ADA compliance) and anticipated replacement of an aging furnace for the community center. The need for commercial grade touchless fixtures in the community center restrooms have become even more relevant in light of the current public health situation. Should this work be approved we will immediately begin the informal bid process with the hopes of having this work performed as soon as possible upon the conclusion of summer.

Fire:

- 4631145 – Service Contract Revenue; 4640321 – CSA 13 Contract Revenue:
Amounts budgeted are placeholders and will change. Final figures are not able to be calculated until the close of the fiscal year and the current agreements are reconciled against the relative projections used at the time for CSA 13.
- 5130120 – Benefits Medical; 5130130 – OPEB Trust Contribution:
Decreases from prior year are due to a decrease in retiree health costs.
- 5130510 – PERS Pension:
Increased by approximately \$50K due to a significant increase in the required UAL payment as well as moderate increases to the normal rate associated with payroll wages.
- 5210146 – Independent Contractor Fees:
The current agreement costs for Chief Officer Services with San Rafael have been updated to reflect the annual escalator of 3%.
- 5220110 – Admin & Office Supplies:
Increase from prior year due primarily to budgeting for two new computers & related hardware/software to replace two outdated work computers utilized constantly.
- 5220210 – Equipment Maintenance/Replacement:
Previous draft budgets included the purchase of both replacement and additional exercise equipment. These items have been removed from the proposed budget. As we gain greater clarity into District finances throughout the year, these items can be reconsidered if financial circumstances allow.
- 5220310 – Land & Buildings Maintenance:
Previous draft budgets included the purchase of new turnout lockers, a long-recognized need. This item has been temporarily removed from the proposed budget. However, if financial circumstances allow, staff recommends making this a priority and moving forward with this expenditure.
- 5220916 – Capital Outlays:
Includes purchase of a Trail Rescue Cart which can be carried into open space for emergency response and patient transport. Also includes new 10,000 watt industrial generator to replace the aging generator used to power emergency functions of the fire station during power shutdown events and incidental power outages.

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	DISTRICT TOTAL			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	1,620,000.00	1,600,696.81	1,680,000.00	3.7%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-22,656.15	-25,000.00	0.0%
4110115 · PropTax - Unitary	9,500.00	11,768.47	10,000.00	5.26%
4110120 · PropTax - Current Unsecured	27,500.00	32,347.21	29,000.00	5.45%
4110140 · ERAF - Excess	155,500.00	220,702.85	155,500.00	0.0%
4110145 · ERAF - PY/Reverse	10,000.00	20,958.40	13,500.00	35.0%
4110210 · PropTax - Supplemental Current	33,000.00	24,644.56	33,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	1,411.90	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	1,217.23	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,274.11	1,000.00	0.0%
4120610 · Special Tax Assessment	1,558,156.00	1,481,789.65	1,598,327.00	2.58%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-3,578.00	-4,900.00	0.0%
4220115 · Building Plan Review	2,000.00	7,230.00	4,500.00	125.0%
4410125 · Interest- Co. Pooled Investment	15,000.00	49,492.90	25,000.00	66.67%
4410127 · Interest- ERAF Co. Pooled	100.00	400.48	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	25,000.00	17,394.44	12,500.00	-50.0%
4410225 · Rental Income - Community Ctr	43,000.00	12,695.21	21,500.00	-50.0%
4511210 · HOPTR	7,500.00	3,805.70	7,500.00	0.0%
4530527 · Grant Rev - Designated	0.00	17,368.33		
4570110 · Expense Reimbursements	500.00	58,683.33	500.00	0.0%
4631145 · Service Contract Revenue	94,205.00	81,884.00	94,156.00	-0.05%
4631911 · Advertising Sales	8,000.00	7,240.62	8,000.00	0.0%
4631912 · Vending Sales	20,000.00	11,862.52	0.00	-100.0%
4631914 · Community Events	18,170.00	8,921.45	8,490.00	-53.27%
4631915 · Tennis	61,000.00	44,946.19	30,500.00	-50.0%
4631917 · Pool Operating Rev	277,000.00	292,296.88	19,000.00	-93.14%
4631918 · Pool Memberships	80,000.00	109,694.04	0.00	-100.0%
4631919 · Adult Rec Programs	35,150.00	10,972.66	26,085.00	-25.79%
4631920 · Summer Rec Programs	1,168,640.00	1,634,965.36	420,976.00	-63.98%
4631922 · Youth Rec Programs	396,930.00	198,824.52	335,859.00	-15.39%
4640321 · CSA 13 Contract Rev	591,311.00	442,952.25	611,357.00	3.39%
4640329 · Unused Credit	0.00	104.99		
4640415 · OES Reimbursements	0.00	34,465.78		
4710615 · Donations (General)	1,000.00	1,500.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	33,000.00	28,022.13	33,000.00	0.0%
4710642 · Miscellaneous Rev	900.00	2,904.84	900.00	0.0%
Total Revenue	6,264,662.00	6,449,205.66	5,152,850.00	-17.75%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	DISTRICT TOTAL			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
Expenditures				
5110110 · Salaries - Regular Staff	1,398,126.00	1,272,776.31	1,433,712.00	2.55%
5110210 · Salaries - PT/Seasonal/Temp	1,072,449.00	789,234.69	464,269.00	-56.71%
5110310 · Acting Pay	10,000.00	3,127.66	10,000.00	0.0%
5110313 · Holiday Pay	36,494.00	32,646.84	37,496.00	2.75%
5110319 · FLSA Pay	19,746.00	13,690.45	22,509.00	13.99%
5120110 · Overtime Pay	100,500.00	229,471.32	100,500.00	0.0%
5130120 · Benefits - Group Medical	553,010.00	531,006.62	554,255.00	0.23%
5130130 · OPEB Trust Contribution	100,000.00	91,663.00	100,000.00	0.0%
5130510 · PERS - Pension	589,600.00	581,383.12	637,770.00	8.17%
5140115 · Workers Comp Ins.	193,046.00	164,626.94	146,698.00	-24.01%
5140116 · 4850 Reimbursements (Contra)	0.00	-910.14		
5140130 · Physician Services	4,514.00	986.00	1,830.00	-59.46%
5140140 · Social Security & Medicare	201,123.00	175,686.01	157,608.00	-21.64%
5140145 · Unemployment Ins.	26,254.00	17,453.22	19,805.00	-24.56%
5210120 · Consultant Fees	19,900.00	10,300.00	16,500.00	-17.09%
5210122 · Marketing	37,650.00	36,723.08	38,310.00	1.75%
5210128 · Fingerprinting/Background	6,100.00	2,800.00	6,000.00	-1.64%
5210131 · Legal Services	22,000.00	5,980.50	17,000.00	-22.73%
5210146 · Indep. Contractor Fees	210,710.00	131,655.84	154,708.00	-26.58%
5210210 · Audit & Accounting	14,000.00	12,800.00	14,000.00	0.0%
5210230 · Payroll Service Fees	10,850.00	9,146.10	11,450.00	5.53%
5210525 · Insurance - General	40,137.00	34,383.14	59,935.00	49.33%
5210530 · Legal Settlements	0.00	142,500.00		
5210725 · Telecom - Phone/Internet/Cable	12,400.00	11,890.56	13,370.00	7.82%
5210810 · Utilities - Gas & Electric	59,420.00	43,947.35	58,365.00	-1.78%
5210815 · Garbage Removal	32,985.00	35,034.94	36,030.00	9.23%
5210825 · Utilities - Street Light Elec.	17,500.00	15,158.57	17,500.00	0.0%
5210835 · Utilities - Water & Sewer	45,260.00	45,164.03	47,830.00	5.68%
5210910 · Maint. - Vehicles	18,000.00	10,597.40	18,000.00	0.0%
5210915 · Maint. - Streetlights	6,375.00	3,247.72	6,125.00	-3.92%
5210920 · MERA Operating	17,661.00	17,661.00	18,566.00	5.12%
5210940 · Maint. - Park Heavy Equipment	3,500.00	94.56	3,500.00	0.0%
5211110 · Janitorial Services	20,000.00	15,089.00	20,000.00	0.0%
5211125 · Community Landscape Contract	38,500.00	32,835.00	38,500.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	40,000.00	0.0%
5211220 · Equipment Rental	4,500.00	2,804.16	4,500.00	0.0%
5211310 · Awards & Incentives	2,000.00	419.27	2,000.00	0.0%
5211315 · Professional Development	15,000.00	9,295.88	18,000.00	20.0%
5211325 · Conferences & Meetings	5,250.00	2,704.08	4,250.00	-19.05%
5211330 · Memberships & Dues	10,865.00	11,917.50	11,015.00	1.38%
5211440 · Travel	3,800.00	0.00	3,300.00	-13.16%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	DISTRICT TOTAL			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
5211520 · Publications & Legal Notices	900.00	0.00	900.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,500.00	18,000.00	0.0%
5211532 · Weed & Pest Control	2,800.00	3,760.00	3,800.00	35.71%
5211545 · Election Expense	5,000.00	0.00	5,000.00	0.0%
5211610 · County-Wide Fees	10,510.00	8,072.36	10,655.00	1.38%
5211710 · Long Term Debt - Principal	54,427.00	54,429.76	56,260.00	3.37%
5211715 · Long Term Debt - Interest	8,468.00	8,465.43	6,650.00	-21.47%
5220110 · Admin & Office Supplies	21,425.00	15,350.52	23,500.00	9.68%
5220130 · Copier Lease & Printing	10,200.00	8,309.63	9,955.00	-2.4%
5220210 · Equip. Maintenance/Replacement*	26,000.00	21,065.48	27,100.00	4.23%
5220215 · Pool Maintenance	23,500.00	8,502.81	2,500.00	-89.36%
5220220 · Small Tools	2,000.00	932.49	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	60,000.00	35,107.01	59,000.00	-1.67%
5220610 · Gasoline/Fuel	6,500.00	2,427.00	3,500.00	-46.15%
5220710 · Pool Chemicals	12,000.00	6,751.05	1,500.00	-87.5%
5220810 · Miscellaneous Supplies	22,900.00	11,287.69	23,650.00	3.28%
5220819 · Rec Program Supplies & Services	251,140.00	165,083.05	112,440.00	-55.23%
5220825 · Uniforms & Apparel	11,400.00	8,557.48	8,900.00	-21.93%
5220826 · Vending Supplies	12,000.00	9,629.06	0.00	-100.0%
5220827 · Janitorial Supplies	17,500.00	8,766.22	18,000.00	2.86%
5220830 · Volunteer Fire Department	10,000.00	1,276.26	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	99,000.00	62,803.55	50,500.00	-48.99%
5220916 · Capital Outlay - New Equipment	20,000.00	17,369.26	53,700.00	168.5%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
Total Expenditures	5,824,895.00	5,009,437.83	4,972,716.00	-14.63%
Net Gain/Loss	439,767.00	1,439,767.83	180,134.00	-59.04%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	Park Dept			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	737,100.00	728,317.05	488,880.00	-33.68%
4110111 · PropTax - Admin Fee (Contra)	-11,375.00	-10,308.54	-7,275.00	-36.04%
4110115 · PropTax - Unitary	4,322.00	5,354.65	2,910.00	-32.67%
4110120 · PropTax - Current Unsecured	12,512.00	14,717.98	8,439.00	-32.55%
4110140 · ERAF - Excess	70,752.00	100,419.79	45,250.00	-36.04%
4110145 · ERAF - PY/Reverse	4,550.00	9,536.07	3,928.00	-13.67%
4110210 · PropTax - Supplemental Current	15,015.00	11,213.27	9,603.00	-36.04%
4110215 · PropTax - Supplemental Unsecure	227.00	642.41	145.00	-36.12%
4110225 · PropTax - Supplemental Redempt	455.00	553.83	291.00	-36.04%
4110510 · PropTax - Prior Unsecured	455.00	579.72	291.00	-36.04%
4120610 · Special Tax Assessment	383,103.00	364,148.61	392,890.00	2.55%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-876.60	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	6,825.00	22,519.27	7,275.00	6.59%
4410127 · Interest- ERAF Co. Pooled	100.00	182.22	100.00	0.0%
4511210 · HOPTR	3,412.00	1,731.59	2,182.00	-36.05%
4570110 · Expense Reimbursements		150.00		
4710642 · Miscellaneous Rev	150.00	0.00	150.00	0.0%
Total Revenue	1,226,403.00	1,248,881.32	953,859.00	101.83%
Expenditures				
5110110 · Salaries - Regular Staff	233,685.00	200,763.07	223,827.00	-4.22%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	10,802.63	7,200.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	135,550.00	127,814.81	142,727.00	5.29%
5130130 · OPEB Trust Contribution	32,000.00	29,337.00	41,000.00	28.13%
5130510 · PERS - Pension	63,580.00	59,771.37	58,790.00	-7.53%
5140115 · Workers Comp Ins.	32,945.00	28,173.22	25,732.00	-21.89%
5140140 · Social Security & Medicare	18,466.00	11,536.56	17,712.00	-4.08%
5140145 · Unemployment Ins.	1,164.00	596.10	765.00	-34.28%
5210120 · Consultant Fees	7,600.00	7,300.00	7,500.00	-1.32%
5210122 · Marketing	500.00	1,036.14	530.00	6.0%
5210128 · Fingerprinting/Background		30.00		
5210131 · Legal Services	10,000.00	4,196.33	5,000.00	-50.0%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210230 · Payroll Service Fees	650.00	614.84	750.00	15.38%
5210525 · Insurance - General	12,087.00	11,053.44	18,550.00	53.47%
5210530 · Legal Settlements		142,500.00		
5210725 · Telecom - Phone/Internet/Cable	1,350.00	1,297.74	1,450.00	7.41%
5210810 · Utilities - Gas & Electric	4,300.00	3,904.65	4,515.00	5.0%
5210815 · Garbage Removal	23,500.00	25,241.31	25,630.00	9.06%
5210835 · Utilities - Water & Sewer	22,340.00	22,269.92	23,450.00	4.97%
5210910 · Maint. - Vehicles	2,000.00	1,141.88	2,000.00	0.0%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	Park Dept			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
5210920 · MERA Operating	1,766.00	1,766.00	1,857.00	5.15%
5210940 · Maint. - Park Heavy Equipment	3,500.00	94.56	3,500.00	0.0%
5211125 · Community Landscape Contract	38,500.00	32,835.00	38,500.00	0.0%
5211220 · Equipment Rental	4,500.00	2,804.16	4,500.00	0.0%
5211315 · Professional Development	2,000.00	1,698.35	2,000.00	0.0%
5211325 · Conferences & Meetings	500.00	377.41	500.00	0.0%
5211330 · Memberships & Dues	2,450.00	1,904.00	2,540.00	3.67%
5211440 · Travel	800.00	0.00	800.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,500.00	18,000.00	0.0%
5211532 · Weed & Pest Control	2,800.00	3,760.00	3,800.00	35.71%
5211545 · Election Expense	2,500.00	0.00	1,250.00	-50.0%
5211610 · County-Wide Fees	1,250.00	1,087.59	1,250.00	0.0%
5211710 · Long Term Debt - Principal	1,862.00	1,862.20	1,938.00	4.08%
5211715 · Long Term Debt - Interest	152.00	152.02	78.00	-48.68%
5220110 · Admin & Office Supplies	1,800.00	1,621.50	2,000.00	11.11%
5220130 · Copier Lease & Printing	790.00	830.95	765.00	-3.16%
5220210 · Equip. Maintenance/Replacement*	9,000.00	5,255.06	10,500.00	16.67%
5220220 · Small Tools	1,500.00	823.92	1,500.00	0.0%
5220310 · Land & Buildings Maintenance	37,000.00	25,376.03	37,000.00	0.0%
5220610 · Gasoline/Fuel	2,500.00	2,341.77	2,500.00	0.0%
5220810 · Miscellaneous Supplies	2,000.00	1,254.04	2,350.00	17.5%
5220825 · Uniforms & Apparel	500.00	324.55	500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	472.29	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	30,000.00	39,596.04	19,500.00	-35.0%
5220916 · Capital Outlay - New Equipment	12,000.00	0.00	18,000.00	50.0%
5220920 · Capital Reserves Designation	15,000.00	0.00	12,500.00	-16.67%
Total Expenditures	806,587.00	823,318.45	799,756.00	-0.85%
Net Gain/Loss	419,816.00	425,562.87	154,103.00	-63.29%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	Recreation Dept			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	246,240.00	243,305.91	546,000.00	121.73%
4110111 · PropTax - Admin Fee (Contra)	-3,800.00	-3,443.74	-8,125.00	113.82%
4110115 · PropTax - Unitary	1,444.00	1,788.81	3,250.00	125.07%
4110120 · PropTax - Current Unsecured	4,180.00	4,916.78	9,425.00	125.48%
4110140 · ERAF - Excess	23,636.00	33,546.84	50,538.00	113.82%
4110145 · ERAF - PY/Reverse	1,520.00	3,185.68	4,388.00	188.68%
4110210 · PropTax - Supplemental Current	5,016.00	3,745.97	10,725.00	113.82%
4110215 · PropTax - Supplemental Unsecure	76.00	214.61	163.00	114.47%
4110225 · PropTax - Supplemental Redempt	152.00	185.03	325.00	113.82%
4110510 · PropTax - Prior Unsecured	152.00	193.67	325.00	113.82%
4410125 · Interest- Co. Pooled Investment	2,280.00	7,522.92	8,125.00	256.36%
4410127 · Interest- ERAF Co. Pooled		60.87		
4410215 · Rental Income - Pool & Picnic	25,000.00	17,394.44	12,500.00	-50.0%
4410225 · Rental Income - Community Ctr	43,000.00	12,695.21	21,500.00	-50.0%
4511210 · HOPTR	1,140.00	578.47	2,438.00	113.86%
4570110 · Expense Reimbursements	500.00	895.17	500.00	0.0%
4631911 · Advertising Sales	8,000.00	7,240.62	8,000.00	0.0%
4631912 · Vending Sales	20,000.00	11,862.52	0.00	-100.0%
4631914 · Community Events	18,170.00	8,921.45	8,490.00	-53.27%
4631915 · Tennis	61,000.00	44,946.19	30,500.00	-50.0%
4631917 · Pool Operating Rev	277,000.00	292,296.88	19,000.00	-93.14%
4631918 · Pool Memberships	80,000.00	109,694.04	0.00	-100.0%
4631919 · Adult Rec Programs	35,150.00	10,972.66	26,085.00	-25.79%
4631920 · Summer Rec Programs	1,168,640.00	1,634,965.36	420,976.00	-63.98%
4631922 · Youth Rec Programs	396,930.00	198,824.52	335,859.00	-15.39%
4640329 · Unused Credit		104.99		
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	2,099.43	250.00	0.0%
Total Revenue	2,416,676.00	2,648,715.30	1,512,237.00	-37.42%
Expenditures				
5110110 · Salaries - Regular Staff	287,831.00	269,741.64	300,894.00	4.54%
5110210 · Salaries - PT/Seasonal/Temp	1,065,249.00	778,432.06	457,069.00	-57.09%
5130120 · Benefits - Group Medical	91,424.00	91,130.91	90,693.00	-0.8%
5130130 · OPEB Trust Contribution	9,000.00	8,250.00	8,000.00	-11.11%
5130510 · PERS - Pension	76,136.00	77,958.62	77,066.00	1.22%
5140115 · Workers Comp Ins.	49,056.00	41,843.73	23,550.00	-51.99%
5140140 · Social Security & Medicare	102,879.00	85,295.21	57,353.00	-44.25%
5140145 · Unemployment Ins.	22,500.00	15,382.65	17,500.00	-22.22%
5210120 · Consultant Fees	4,100.00	1,000.00	3,000.00	-26.83%
5210122 · Marketing	36,150.00	35,550.80	36,750.00	1.66%
5210128 · Fingerprinting/Background	5,500.00	2,582.00	5,500.00	0.0%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	Recreation Dept			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
5210131 · Legal Services	2,000.00	1,172.83	2,000.00	0.0%
5210146 · Indep. Contractor Fees	112,463.00	83,014.04	53,514.00	-52.42%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210230 · Payroll Service Fees	5,000.00	4,289.04	5,500.00	10.0%
5210525 · Insurance - General	10,787.00	10,075.18	16,935.00	56.99%
5210725 · Telecom - Phone/Internet/Cable	2,200.00	1,749.50	2,200.00	0.0%
5210810 · Utilities - Gas & Electric	40,350.00	30,992.44	40,350.00	0.0%
5210815 · Garbage Removal	6,200.00	6,529.11	6,810.00	9.84%
5210835 · Utilities - Water & Sewer	15,870.00	16,353.39	16,980.00	6.99%
5211110 · Janitorial Services	20,000.00	15,089.00	20,000.00	0.0%
5211315 · Professional Development	3,000.00	5,075.70	6,000.00	100.0%
5211325 · Conferences & Meetings	3,500.00	1,719.58	2,500.00	-28.57%
5211330 · Memberships & Dues	3,700.00	3,226.00	3,800.00	2.7%
5211440 · Travel	2,000.00	0.00	1,500.00	-25.0%
5211520 · Publications & Legal Notices	500.00	0.00	500.00	0.0%
5211545 · Election Expense			1,250.00	
5211610 · County-Wide Fees	2,750.00	1,282.59	2,750.00	0.0%
5220110 · Admin & Office Supplies	14,325.00	9,950.17	14,500.00	1.22%
5220130 · Copier Lease & Printing	7,435.00	5,401.24	7,275.00	-2.15%
5220215 · Pool Maintenance	23,500.00	8,502.81	2,500.00	-89.36%
5220310 · Land & Buildings Maintenance	16,000.00	7,051.74	16,000.00	0.0%
5220710 · Pool Chemicals	12,000.00	6,751.05	1,500.00	-87.5%
5220819 · Rec Program Supplies & Services	251,140.00	165,083.05	112,440.00	-55.23%
5220825 · Uniforms & Apparel	2,500.00	2,518.13	0.00	-100.0%
5220826 · Vending Supplies	12,000.00	9,629.06	0.00	-100.0%
5220827 · Janitorial Supplies	13,500.00	8,066.79	15,000.00	11.11%
5220910 · Capital Outlay - Improvements	60,000.00	16,284.50	31,000.00	-48.33%
5220916 · Capital Outlay - New Equipment	8,000.00	0.00	23,000.00	187.5%
5220920 · Capital Reserves Designation	2,500.00	0.00	10,500.00	320.0%
Total Expenditures	2,406,545.00	1,830,174.56	1,497,179.00	-37.79%
Net Gain/Loss	10,131.00	818,540.74	15,058.00	48.63%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	Fire Dept			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	636,660.00	629,073.85	645,120.00	1.33%
4110111 · PropTax - Admin Fee (Contra)	-9,825.00	-8,903.87	-9,600.00	-2.29%
4110115 · PropTax - Unitary	3,734.00	4,625.01	3,840.00	2.84%
4110120 · PropTax - Current Unsecured	10,808.00	12,712.45	11,136.00	3.03%
4110140 · ERAF - Excess	61,112.00	86,736.22	59,712.00	-2.29%
4110145 · ERAF - PY/Reverse	3,930.00	8,236.65	5,184.00	31.91%
4110210 · PropTax - Supplemental Current	12,969.00	9,685.32	12,672.00	-2.29%
4110215 · PropTax - Supplemental Unsecure	197.00	554.88	192.00	-2.54%
4110225 · PropTax - Supplemental Redempt	393.00	478.37	384.00	-2.29%
4110510 · PropTax - Prior Unsecured	393.00	500.72	384.00	-2.29%
4120610 · Special Tax Assessment	1,150,828.00	1,094,627.29	1,181,212.00	2.64%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-2,644.15	-3,600.00	0.0%
4220115 · Building Plan Review	2,000.00	7,230.00	4,500.00	125.0%
4410125 · Interest- Co. Pooled Investment	5,895.00	19,450.71	9,600.00	62.85%
4410127 · Interest- ERAF Co. Pooled		157.39		
4511210 · HOPTR	2,948.00	1,495.64	2,880.00	-2.31%
4530527 · Grant Rev - Designated		17,368.33		
4570110 · Expense Reimbursements		57,638.16		
4631145 · Service Contract Revenue	94,205.00	81,884.00	94,156.00	-0.05%
4640321 · CSA 13 Contract Rev	591,311.00	442,952.25	611,357.00	3.39%
4640415 · OES Reimbursements		34,465.78		
4710615 · Donations (General)		1,500.00		
4710631 · Paramedic Reimbursement	33,000.00	28,022.13	33,000.00	0.0%
4710642 · Miscellaneous Rev	500.00	805.41	500.00	0.0%
Total Revenue	2,597,458.00	2,528,652.54	2,662,629.00	2.51%
Expenditures				
5110110 · Salaries - Regular Staff	876,610.00	802,271.60	908,991.00	3.69%
5110310 · Acting Pay	10,000.00	3,127.66	10,000.00	0.0%
5110313 · Holiday Pay	36,494.00	32,646.84	37,496.00	2.75%
5110319 · FLSA Pay	19,746.00	13,690.45	22,509.00	13.99%
5120110 · Overtime Pay	100,000.00	229,471.32	100,000.00	0.0%
5130120 · Benefits - Group Medical	326,036.00	312,060.90	320,835.00	-1.6%
5130130 · OPEB Trust Contribution	59,000.00	54,076.00	51,000.00	-13.56%
5130510 · PERS - Pension	449,884.00	443,653.13	501,914.00	11.57%
5140115 · Workers Comp Ins.	111,045.00	94,609.99	97,416.00	-12.27%
5140116 · 4850 Reimbursements (Contra)		-910.14		
5140130 · Physician Services	4,514.00	986.00	1,830.00	-59.46%
5140140 · Social Security & Medicare	79,778.00	78,854.24	82,543.00	3.47%
5140145 · Unemployment Ins.	2,590.00	1,474.47	1,540.00	-40.54%
5210120 · Consultant Fees	8,200.00	2,000.00	6,000.00	-26.83%
5210122 · Marketing	1,000.00	136.14	1,030.00	3.0%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	Fire Dept			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
5210128 · Fingerprinting/Background	600.00	188.00	500.00	-16.67%
5210131 · Legal Services	10,000.00	611.34	10,000.00	0.0%
5210146 · Indep. Contractor Fees	98,247.00	48,641.80	101,194.00	3.0%
5210210 · Audit & Accounting	7,000.00	6,400.00	7,000.00	0.0%
5210230 · Payroll Service Fees	5,200.00	4,242.22	5,200.00	0.0%
5210525 · Insurance - General	17,263.00	13,254.52	24,450.00	41.63%
5210725 · Telecom - Phone/Internet/Cable	8,850.00	8,843.32	9,720.00	9.83%
5210810 · Utilities - Gas & Electric	14,770.00	9,050.26	13,500.00	-8.6%
5210815 · Garbage Removal	3,285.00	3,264.52	3,590.00	9.28%
5210835 · Utilities - Water & Sewer	7,050.00	6,540.72	7,400.00	4.96%
5210910 · Maint. - Vehicles	16,000.00	9,455.52	16,000.00	0.0%
5210920 · MERA Operating	15,895.00	15,895.00	16,709.00	5.12%
5211140 · Vegetation Management	40,000.00	0.00	40,000.00	0.0%
5211310 · Awards & Incentives	2,000.00	419.27	2,000.00	0.0%
5211315 · Professional Development	10,000.00	2,521.83	10,000.00	0.0%
5211325 · Conferences & Meetings	1,250.00	607.09	1,250.00	0.0%
5211330 · Memberships & Dues	4,715.00	6,787.50	4,675.00	-0.85%
5211440 · Travel	1,000.00	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	0.0%
5211545 · Election Expense	2,500.00	0.00	2,500.00	0.0%
5211610 · County-Wide Fees	6,260.00	5,497.18	6,155.00	-1.68%
5211710 · Long Term Debt - Principal	52,565.00	52,567.56	54,322.00	3.34%
5211715 · Long Term Debt - Interest	8,316.00	8,313.41	6,572.00	-20.97%
5220110 · Admin & Office Supplies	5,300.00	3,778.85	7,000.00	32.08%
5220130 · Copier Lease & Printing	1,975.00	2,077.44	1,915.00	-3.04%
5220210 · Equip. Maintenance/Replacement*	17,000.00	15,810.42	16,600.00	-2.35%
5220220 · Small Tools	500.00	108.57	500.00	0.0%
5220310 · Land & Buildings Maintenance	7,000.00	2,679.24	6,000.00	-14.29%
5220610 · Gasoline/Fuel	4,000.00	85.23	1,000.00	-75.0%
5220810 · Miscellaneous Supplies	20,900.00	10,033.65	21,300.00	1.91%
5220825 · Uniforms & Apparel	8,400.00	5,714.80	8,400.00	0.0%
5220827 · Janitorial Supplies	3,000.00	227.14	2,000.00	-33.33%
5220830 · Volunteer Fire Department	10,000.00	1,276.26	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	9,000.00	6,923.01		-100.0%
5220916 · Capital Outlay - New Equipment	0.00	17,369.26	12,700.00	
5220920 · Capital Reserves Designation	82,500.00	0.00	77,000.00	-6.67%
Total Expenditures	2,587,638.00	2,337,333.53	2,651,656.00	2.47%
Net Gain/Loss	9,820.00	191,319.01	10,973.00	11.74%

Marinwood Community Services District
FY 2020-2021 BUDGET
Proposed: June 9, 2020

	Streetlights			
	19/20 Budget	Actuals* 5/31/2020	20/21 Budget	% Change in Budget
Revenue				
4120610 · Special Tax Assessment	24,225.00	23,013.75	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-100.00	-57.25	-100.00	0.0%
Total Revenue	<u>24,125.00</u>	<u>22,956.50</u>	<u>24,125.00</u>	<u>0.0%</u>
Expenditures				
5210825 · Utilities - Street Light Elec.	17,500.00	15,158.57	17,500.00	0.0%
5210915 · Maint. - Streetlights	6,375.00	3,247.72	6,125.00	-3.92%
5211610 · County-Wide Fees	250.00	205.00	500.00	100.0%
Total Expenditures	<u>24,125.00</u>	<u>18,611.29</u>	<u>24,125.00</u>	<u>0.0%</u>
Net Gain/Loss	<u>0.00</u>	<u>4,345.21</u>	<u>0.00</u>	<u>0.0%</u>



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 9, 2020
Re: Resolution 2020-04: Appropriations Limit

Directors,

Please see the included Resolution 2020-04 determining the Fiscal Year 2020-2021 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.

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

Staff recommendation is to approve Resolution 2020-04 as presented.

RESOLUTION NO. 2020-04

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
DETERMINING THE 2020-2021 APPROPRIATIONS LIMIT ON TAX PROCEEDS**

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District, County of Marin, State of California, that the Marin County Unincorporated percentage change in population for the year 2019 be utilized in calculation of the maximum limit applicable to the 2020-2021 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 2020-2021 appropriations of tax proceeds is

\$ 2,211,171

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 2020-2021, including the special taxes for Fire Protection and Prevention and for Park, Open Space and Street Landscape Maintenance, is calculated to be

\$ 3,785,273

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 9th day of June, 2020 by the following vote:

AYES:

NOES:

ABSENT: Naylor

MARINWOOD COMMUNITY SERVICES DISTRICT

Jeff Naylor, 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 2020-2021**

CALIFORNIA PER CAPITA PERSONAL INCOME: 3.73%

CPCPI Factor = $(3.73\% + 100)/100 = 1.0373$

POPULATION FACTOR (Marin County Unincorporated 2019): -0.59%

Population Factor = $(-0.59 + 100)/100 = 0.9941$

RATIO OF CHANGE FOR 2020-2021: $1.0373 \times 0.9941 = 1.0312$

(Note: The above information is taken from the State of California Department of Finance letter "Price Factor and Population Information" dated May 2020.)

	Street Lights	Fire Dept.	Park & Rec	TOTAL
Appropriations Limit for Proceeds of Taxes for Fiscal Year 2019-2020:	\$ 259,189	\$1,244,344	\$ 640,736	\$ 2,144,269
Change Factor for 2020-2021:	<u>x 1.0312</u>	<u>x 1.0312</u>	<u>x 1.0312</u>	
Appropriations Limit for 2020-2021 Based on Per Capita and Population Change:	<u>\$ 267,276</u>	<u>\$ 1,283,168</u>	<u>\$ 660,727</u>	<u>\$ 2,211,171</u>
ADD:				
Maximum proceeds from voter-approved Fire Protection and Park Maintenance taxes:		<u>\$ 1,181,212</u>	<u>\$ 392,890</u>	<u>\$ 1,574,102</u>
TOTAL APPROPRIATION LIMITATION FOR FISCAL YEAR 2020-2021:	<u>\$ 267,276</u>	<u>\$ 2,464,380</u>	<u>\$ 1,053,617</u>	<u>\$ 3,785,273</u>



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 9, 2020
Re: Fiscal Year 20-21 Publicly Available Pay Schedules

Directors,

Please see the included FY 20-21 Publicly Available Pay Schedules. Approval of the Pay Schedules is required to be performed by the governing body each fiscal year.

Approval of the presented pay schedules does not constitute wage increases to any positions. However, the pay schedules do include the previously approved wage increases for firefighters, effective July 1, 2020 as agreed in the current MOU between the District and employee group as well as State mandated increases to the minimum wage where applicable.

Staff recommendation: Approve the FY 20-21 Publicly Available Pay Schedules as presented.

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2020-2021 PAY SCHEDULE

Effective Date: July 1, 2020

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	20.82	21.86	22.96	24.10	25.31	26.57
Base Pay - Month	3,609.00	3,789.00	3,979.00	4,178.00	4,387.00	4,606.00
Base Pay - Year	43,308.00	45,468.00	47,748.00	50,136.00	52,644.00	55,272.00

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	37.78	39.67	41.65	43.74	45.92	48.22
Base Pay - Month	6,548.00	6,876.00	7,220.00	7,581.00	7,960.00	8,358.00
Base Pay - Year	78,576.00	82,512.00	86,640.00	90,972.00	95,520.00	100,296.00

ASSISTANT RECREATION DIRECTOR

Base Pay - Hour	26.91	28.25	29.67	31.15	32.71	34.34
Base Pay - Month	4,664.00	4,897.00	5,142.00	5,399.00	5,669.00	5,952.00
Base Pay - Year	55,972.80	58,760.00	61,713.60	64,792.00	68,036.80	71,427.20

RECREATION SUPERVISOR

Base Pay - Hour	23.40	24.57	25.80	27.09	28.45	29.87
Base Pay - Month	4,056.00	4,259.00	4,472.00	4,696.00	4,931.00	5,178.00
Base Pay - Year	48,672.00	51,108.00	53,664.00	56,352.00	59,172.00	62,136.00

SENIOR ADMINISTRATIVE ASSISTANT

Base Pay - Hour	24.88	26.12	27.42	28.79	30.24	31.75
Base Pay - Month	4,312.00	4,527.00	4,753.00	4,991.00	5,241.00	5,503.00
Base Pay - Year	51,744.00	54,324.00	57,036.00	59,892.00	62,892.00	66,036.00

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	22.32	23.44	24.61	25.84	27.13	28.49
Base Pay - Month	5,416.00	5,687.00	5,971.00	6,270.00	6,584.00	6,913.00
Base Pay - Year	64,992.00	68,244.00	71,652.00	75,240.00	79,008.00	82,956.00

ENGINEER

Base Pay - Hour	23.20	24.36	25.58	26.86	28.20	29.61
Base Pay - Month	5,630.00	5,912.00	6,208.00	6,518.00	6,844.00	7,186.00
Base Pay - Year	67,560.00	70,944.00	74,496.00	78,216.00	82,128.00	86,232.00

CAPTAIN

Base Pay - Hour	26.22	27.53	28.91	30.35	31.87	33.47
Base Pay - Month	6,363.00	6,681.00	7,015.00	7,366.00	7,734.00	8,121.00
Base Pay - Year	76,356.00	80,172.00	84,180.00	88,392.00	92,808.00	97,452.00

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2020-2021 PAY SCHEDULE

Effective Date: July 1, 2020

BASE SALARY RANGES FOR FULL-TIME ADMINISTRATION POSITIONS

	LOW	HIGH
<u>DISTRICT MANAGER</u>		
Base Pay - Hour	46.15	69.23
Base Pay - Month	8,000.00	12,000.00
Base Pay - Year	96,000.00	144,000.00

ADMINISTRATIVE ASSISTANT

Base Pay - Hour	23.08	31.73
Base Pay - Month	4,000.00	5,500.00
Base Pay - Year	48,000.00	66,000.00

HOURLY WAGES FOR PART-TIME AND SEASONAL POSITIONS

	LOW	HIGH
Building Attendant	20.00	22.00
Camp Counselor	13.00	23.00
Janitorial Assistant	13.00	14.00
Lifeguard	13.00	22.00
Pool Attendant	13.00	14.00
Preschool Director	28.00	38.00
Preschool Teacher	20.00	25.00



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 9, 2020
Re: Resolution 2020-05: November Election

Directors,

Please see the included Resolution 2020-05 calling for an election to be held in November 2020 for the Board Director positions becoming available.

This resolution is a requirement of the Marin County Elections Department and the language contained within was provided to the District by their department.

Staff Recommendation: Approve Resolution 2020-05 as presented.

Of Note: The District will have three seats open for election to the Board of Directors. Terms will expire in December 2020 for Directors Green, Naylor and Perry. District residents desiring to run for election to the Board of Directors must declare their intent and submit the required paperwork to the Marin County Elections Department office between July 13, 2020 and August 7, 2020. In the event one or more incumbents do not file for re-election, non-incumbents only will have an extended filing period until August 12th. More information regarding filing procedures can be found on the County's website: <https://www.marincounty.org/depts/rv>

RESOLUTION OF THE GOVERNING BODY OF THE MARINWOOD COMMUNITY SERVICES DISTRICT

ATTEST: _____
Tiffany Combrink, Secretary

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 9, 2020
Re: Temporary Construction License Agreement with PG&E

Directors,

Please see the included Temporary Construction License Agreement proposed between PG&E and Marinwood CSD.

PG&E has requested use of District property to conduct hydrostatic pressure testing on their natural gas pipeline which runs directly through said property (underground). The initial term of the agreement would be for six (6) months, with an option for PG&E to extend the term on a month to month basis for up to three (3) additional months. PG&E is proposing to compensate the District in the amount of \$31,500 for the initial six (6) month term and \$5250 per month for each of the additional 3 months if an extension is requested and approved.

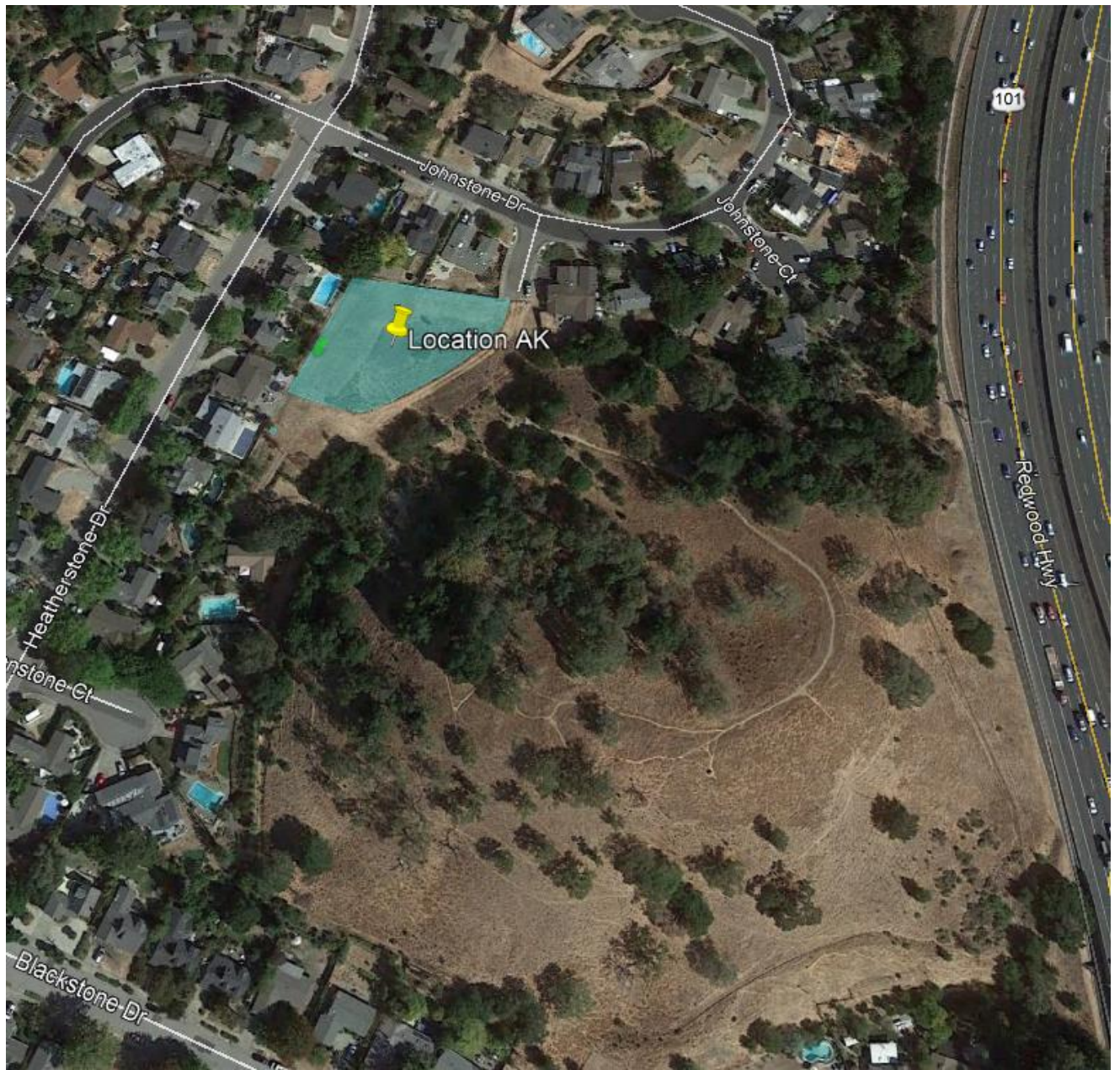
The property in question is Assessor Parcel Number (APN) 164-211-04, commonly referred to as Grasshopper Hill. The parcel borders residences on Blackstone Drive, Heatherstone Drive, Ironstone Court, Johnstone Drive and Johnstone Court, with access through the gate located at the end of Limestone Grade (see included satellite image). The agreement requires written notice be provided to all residences located within 500 feet of the impacted parcel, consistent with County policy.

This parcel does contain one District-sanctioned trail referred to as Grasshopper Trail which leads to a trail stop at the top of the hill. The proposed work area does not impede access to this trail.

It should be noted the work PG&E is proposing is a function of their safety testing protocols. Similar projects will be taking place throughout the county along this line from Northern to Southern Marin.

This agreement has been vetted through District legal counsel based on the original agreement provided by PG&E and represents all legal counsel suggestions.

Staff recommendation: Authorize District Manager to execute Temporary Construction License Agreement with PG&E.



TEMPORARY CONSTRUCTION LICENSE AGREEMENT

MARINWOOD COMMUNITY SERVICES DISTRICT (“Property Owner”), hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation (“PG&E”), a temporary construction license (“TCL”), to be used in connection with PG&E’s T-1461 Natural Gas Pipeline L-021F Hydrostatic Pressure Test project (“PG&E’s Project”), within Property Owner’s lands which are situated in the City of San Rafael, County of Marin, State of California, identified as County Assessor’s Parcel Number 164-211-04 (the “Property”).

The only activities allowed under this TCL are described as follows:

- a. to use for laydown and staging purposes, including the right to park vehicles, locate construction trailers, portable restrooms, water storage tanks, and to store materials and equipment.
- b. to construct and use bore pit(s), subject to Property Owner’s reasonable approval, not to be unreasonably withheld.
- c. to use existing and/or proposed road(s).
- d. temporary storage of liquefied natural gas (LNG) and/or compressed natural gas (CNG) along with associated equipment and appurtenances, including hoses, trailers, vehicles and to convey such gas to PG&E’s pipeline facilities,), subject to Property Owner’s reasonable approval, not to be unreasonably withheld.
- e. discharge of uncontaminated hydrotest water and ground water in conjunction with PG&E’s Project. Water will be applied consistent with permit conditions and in a manner in which no ponding or flooding will occur and at rates similar to construction methods utilized for dust control and/or irrigation to support re-vegetative restoration measures. The water will be lost to evapotranspiration or infiltrate to the groundwater table, re- charging the water table.

The activities described above shall be within the area(s) delineated on the map attached and referred to as (“Temporary License Area”).

1. Term. The term of this TCL shall be for a period of six (6) months commencing on July 1, 2020 and shall terminate on December 31, 2020 (the “Term”). PG&E shall have the right, subject to the terms herein, to extend the Term on a month to month basis for up to three (3) month(s) by giving the Property Owner written notice of its intention prior to the expiration of the Term. This TCL shall be irrevocable during the Term, except in the case of material breach of the terms and conditions of this TCL. After the Term, either party may terminate this TCL, upon thirty (30) days advance written notice to the other party.
2. Compensation. PG&E shall pay Property Owner Thirty One Thousand Five Hundred Dollars (\$31,500) as compensation for this TCL after receiving a completed IRS W-9 Form and an executed copy of this TCL. In the event a party terminates this TCL, any remaining rent due

shall be pro-rated daily using a thirty (30) day calendar month. If PG&E extends the Term of this TCL, PG&E shall pay Property Owner Five Thousand Two Hundred Fifty Dollars (\$5,250.00) per month for the duration of the extended Term.

3. Non-Exclusive Use; Access; Fencing. During the Term of this TCL, PG&E shall have the right to use the Temporary License Area and the right of ingress to and egress from the Temporary License Area solely for the activities described above and for no other purpose. PG&E shall have the further right to erect and maintain temporary fencing and gates with a locking device to enclose the Temporary License Area and shall remove such fencing and gates at the end of the Term. In no event may any use of the Temporary License Area by PG&E, its employees, contractors, consultants, subcontractors, subconsultants, materialmen, suppliers, and workers thereof violate any applicable law, rule or regulation relating to the Temporary License Area or materially impact Property Owner's normal business operations in the adjacent properties. Property Owner and its agents have the right, and PG&E shall permit Property Owner and its agents, to enter onto the Temporary License Area at all times for any purpose related to maintenance of the landscape, lighting, drainage, or on an emergency basis, provided that, except in the case of an emergency, Property Owner provides twenty-four (24) hours' notice to PG&E prior to entry.
4. Indemnification. PG&E is solely responsible for the activities, supervision, and safety and welfare of all persons and property on the Temporary License Area during the Term of this TCL. This Agreement is made upon the express condition that Property Owner shall be free from all liabilities and claims for damages and/or suits for or by reason of any injuries or injuries to any to any person or persons or property of any kind whatsoever, whether the person or property of PG&E, its agents, or employees, or third persons, from any cause or causes whatsoever while in or upon the Temporary License Area or any activity during the Term of this TCL, or occupancy or use of the Temporary License Area or any activity carried on by PG&E in connection therewith. PG&E hereby covenants and agrees to release, forever discharge, and/or indemnify, defend, and hold harmless Property Owner, its agents, its employees, its volunteers, and its officers, from any and all claims, losses, suits, demands, causes of action of whatever kind and nature, proceedings, damages, or liabilities, including but not limited to attorneys' fees, on account of or by reason any such injuries, death, liabilities, claims, suits, or losses however occurring or damages growing out of the same, whether or not caused by the negligence, wrongful, willfulness, act, or omission of Property Owner.
5. Compliance with Laws. Interpretation and enforcement of this TCL shall be governed by the laws of the State of California. PG&E shall use and occupy the Temporary License Area in a careful, safe and lawful manner which does not interfere with the use of the surrounding premises. PG&E agrees that its use of the Temporary License Area shall at all times be in full

compliance with all applicable laws, codes, statutes, ordinances, regulations, and policies and procedures. In conjunction therewith, PG&E shall obtain, at its sole cost and expense, any other approvals and permits necessary to use the Temporary License Area, if applicable.

PG&E is required under state and local law to re-stabilize any disturbed project location within the Temporary License Area in order to control soil erosion and sediment runoff, in accordance with applicable project permits. PG&E shall have the right to access the Temporary License Area as reasonably necessary to allow it to meet any applicable project permit obligations after the Term.

6. Storm Water Pollution Prevention Plan (SWPPP). The State of California Construction General Permit (SWPPP) requires that PG&E shall establish a uniform vegetative cover equivalent up to 70% coverage of pre-construction vegetative conditions (wood mulch or gravel is acceptable also); and shall return the Temporary License Area to its original line and grade and/or compacted to achieve stabilization. Property Owner understands and agrees that PG&E's establishment of a uniform vegetative cover may require PG&E to access the Temporary License Area upon and after the Term to perform the permit's required inspections. PG&E shall have the right to access the Temporary License Area to allow it to meet its State mandated obligations.
7. Restoration. Upon completion of PG&E's Project, PG&E shall repair any damage and restore the Temporary License Area to as near as practicable to the condition that existed prior to PG&E use under this TCL.
8. Notice of Construction and Use of Temporary License Area to Property Owner's Residents. In addition to any other mandated notices already provided to residents and businesses by PG&E for PG&E's Project, PG&E shall provide written notice via First Class United States Mail to all residents of Property Owner whom residences border or are within 500 feet of the impacted parcel. Such written notice shall include at the minimum, details of PG&E's Project, details of PG&E's use of the Temporary License Area, the anticipated start date of PG&E's use of the Temporary License Area, the expected end date of PG&E's use of the Temporary License Area, PG&E's work hours at the Temporary License Area, and potential impact of to traffic due to PG&E's use of the Temporary License Area, if applicable.
9. Insurance. PG&E certifies it is insured under a major risk management program with large self- insured retentions, with the minimum amount of \$1,000,000 covering PG&E's use of the Temporary License Area under this TCL. PG&E agrees to name Property Owner as an additional insured on its policies covering PG&E's use of the Temporary License Area under this TCL. PG&E shall provide a certificate of proof of such insurance before use of the

Temporary License Area. Providing and maintaining the above insurance coverage is a material term of this Agreement.

10. Hazardous Materials. As used in this Agreement, the term “Environmental Law(s)” means any past, present or future federal, state or local law relating to (a) the environment, human health or safety, including, without limitation, emissions, discharges, releases or threatened releases of Hazardous Materials (as defined below) into the environment (including, without limitation, air, surface water, groundwater or land), or (b) the manufacture, generation, refining, processing, distribution, use, sale, treatment, receipt, storage, disposal, transport, arranging for transport, or handling of Hazardous Materials. As used in this Agreement, the term “Hazardous Materials” means and includes any hazardous or toxic materials, substances or wastes as now or hereafter designated or regulated under any Environmental Laws including, without limitation, asbestos, petroleum, petroleum hydrocarbons and petroleum based products, urea formaldehyde foam insulation, polychlorinated biphenyls (“PCBs”), and freon and other chlorofluorocarbons.

Except for ordinary and general office supplies, such as copier toner, liquid paper, glue, ink and common household cleaning materials, and motor vehicle fuel stored in fuel tanks of motor vehicles used on site in compliance with all Environmental Laws (some or all of which may constitute Hazardous Materials), PG&E agrees not to cause or permit any Hazardous Materials to be brought upon, stored, used, handled, generated, released or disposed of on, in, under or about the Temporary License Area or any other portion of the Temporary License Area by PG&E, its agents, officers, directors, shareholders, members, managers, partners, employees, subtenants, assignees, licensees, contractors or invitees (collectively, “PG&E Parties”), without the prior written consent of Property Owner, which consent Property Owner may withhold in its sole and absolute discretion.

Upon the expiration or earlier termination of this Agreement, PG&E agrees to promptly remove from the Temporary License Area, at its sole cost and expense, any and all Hazardous Materials, including any equipment or systems containing Hazardous Materials which are installed, brought upon, stored, used, generated or released upon, in, under or about the Temporary License Area or any portion thereof by PG&E or any of PG&E’s Parties. To the fullest extent permitted by law, PG&E agrees to promptly indemnify, protect, defend and hold harmless Property Owner and Property Owner’s residents, members, shareholders, partners, officers, directors, managers, employees, agents, contractors, successors and assigns (collectively, “Property Owner Parties”) from and against any and all claims, damages, judgments, suits, causes of action, losses, liabilities, penalties, fines, expenses and costs (including, without limitation, clean-up, removal, remediation and restoration costs, sums paid in settlement of claims, attorneys’ fees, consultant fees and expert fees and court costs) which arise or result from the presence of Hazardous Materials

on, in, under or about the Temporary License Area, or any other portion of the Temporary License Area and which are caused or permitted by PG&E or any of PG&E's Parties. The provisions of paragraph will survive the expiration or earlier termination of this Agreement. Property Owner shall give PG&E written notice of any evidence of water leaks or water infiltration in the Temporary License Area promptly upon discovery of same. At its expense, PG&E shall investigate, clean up and remediate any water leaks or water infiltration in the Temporary License Area. Investigation, clean up and remediation may be performed only after PG&E has Property Owner's written approval of a plan for such remediation. All clean up and remediation shall be done in compliance with all applicable laws and to the reasonable satisfaction of Property Owner.

11. Condition and Maintenance of the Temporary License Area. The parties acknowledge that Property Owner is not in the business of operating construction or storage of construction equipment facilities at the Temporary License Area for the benefit of off-site businesses and that this Agreement and the License granted hereunder are entered into as an accommodation to PG&E. PG&E further acknowledges that it has examined the condition of the Temporary License Area and agrees to use the Temporary License Area in an "as is" condition, with no warranty or representation by Property Owner as to the physical condition of the Temporary License Area or any security provided thereon. PG&E will perform regular maintenance in the Temporary License Area, meaning that PG&E shall maintain the Temporary License Area in a clean manner, free of debris, or Hazardous Materials.
12. Security. All watchmen or other protective service desired by PG&E must be arranged for by special agreement with the Property Owner and PG&E is responsible for all such costs. Property Owner assumes no responsibility whatsoever for any property placed on the Temporary License Area by PG&E, its employees, its partners, its agents, its partners, its volunteers, its guests, its patrons, and its invitees. PG&E expressly releases and discharges Property Owner from any and all liabilities for any loss, injury, or damages to person or property that may be sustained by reason of the use of the Temporary License Area under this Agreement.
13. Effect of Invalidity. If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of its terms and provisions to persons and circumstances other than those to which it has been held invalid or unenforceable shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
14. Notice by a Party. Any notice required to be given under this Agreement may be personally delivered to a party, or may be sent by overnight courier service (e.g., Federal Express), or by

electronic transmission with a confirming copy sent by overnight courier service, to either party addressed as follows:

To PG&E: _____

To Property Owner: Attn.: Eric Dreikosen

District Manager

Marinwood Community Service District

775 Miller Creek Road, San Rafael, California 94903-1323

edreikosen@marinwood.org

15. Abandoned Property. Any property, including but not limited to vehicles, construction trailers, portable restrooms, water storage tanks, and equipment the left on the Temporary License Area by PG&E, its agents, its guests, its patrons, its employees, its volunteers, its partners, and its invitees shall, after a period of five (5) days from the end of the Term, be deemed abandoned and shall become property of the Property Owner to be disposed of or utilities at Property Owner's sole discretion. All costs associated with the removal or disposal of PG&E's property by Property Owner will be at PG&E's expense and Property Owner will have the right to recover said costs by any means legally permissible.
16. Entire Agreement. This TCL supersedes all previous oral and written agreements between and representation by or on behalf of the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This TCL may not be amended except by a written agreement executed by PG&E and Property Owner.
17. Use of Name. PG&E agrees not to use Property Owner's name, logos, and/or marks for any advertising or other purposes without the prior written approval of Property Owner.
18. Relationship of Parties. Nothing contained herein shall be deemed or construed by the parties, nor by any third party, as creating the relationship of principal and agent or of partnership or of joint venture between the parties, it being understood and agreed that PG&E shall not, in any way, be considered to be an officer, agent, employee, or partner of Property Owner.

19. Authority of Signatory. Each party to this TCL warrants to the other that it has the right and authority to enter into and consummate this TCL and all related documents.
20. Successors, Heirs, and Assigns. PG&E may not assign or otherwise transfer all or any part of its interest in this Agreement or in the Temporary License Area without the prior written consent of Property Owner, which consent shall be granted or withheld in Property Owner's sole and absolute discretion.
21. Heading and Captions. The headings and captions set forth herein are for convenience of reference only and shall not affect the interpretation of this Agreement or limit or amplify any of its terms or provisions.
22. Electronic Signatures. This TCL may be executed by electronic signature(s) and transmitted either by facsimile or in a portable document format ("pdf") version by email and such electronic signature(s) shall be deemed as original for purposes of this TCL and shall have the same force and effect as a manually executed original.

PROPERTY OWNER: MARINWOOD COMMUNITY SERVICES DISTRICT

By: _____

Name: _____

Its: _____

Date: _____

PG&E: PACIFIC GAS AND ELECTRIC COMPANY

By: _____

Name: _____

Its: _____

Date: _____

District Manager Report

June 12, 2020

Submitted by: Eric Dreikosen, District Manager

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

Summer Camp

I feel it important to highlight the tremendous and thoughtful efforts of our Recreation staff. Recreation Director Luke Fretwell, Assistant Recreation Robyn Bruton, Recreation Supervisor Stephanie Moret and Senior Administrative Assistant Carolyn Sullivan have worked tirelessly in preparation for our summer camp program beginning next week. Until this year, no one anywhere has ever been faced with the daunting task of implementing a youth summer camp amidst a constantly evolving global pandemic. Their efforts have been nothing short of inspired, especially these past two weeks upon receiving the final public health guidance as it relates to summer camps. Our community is incredibly fortunate to have such dedicated, caring and exceptionally talented professionals. In my 30-plus years working with youth development agencies and programs, I am as proud and impressed with their collective efforts as I have ever been.

Marin Wildfire Prevention Authority (MWPA):

I participated in two MWPA Operations Committee meetings this past month, including leading the sub-committee tasked with formation of the Committee Bylaws. The Operations Committee as a whole continues to make excellent progress, especially given the MWPA as a whole is still in it's infancy.

Local Vegetation Management Projects

With the assistance of the San Rafael Fire Department Vegetation Management Inspectors, we have identified multiple unique project opportunities. It appears less likely that we will be able to realize the benefits of receiving a dedicated AmeriCorps team as previously thought. However, the projects have been submitted to the MWPA for possible funding approval. In the meantime, we will be moving forward with a smaller project that will bring goats in to graze the open space area behind residences along Idylberry Road stretching to Queenstone Fire Road. I have approved a formal agreement and are working on establishing firm dates with the vendor.

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

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF FIRE COMMISSION MEETING
June 2, 2020

Time and Place: 7:00PM Via Teleconference

Present:

Commissioners: Chair Steve Farac, Tom Elsbree, Pascal Karsenti, Ron Marinoff, Greg Stilson

Absent: None

Board Director: Sivan Oyserman

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

Farac called the meeting to order at 7:05 PM.

1. Agenda

M/s Marinoff/Elsbree to approve agenda as presented. All in favor. Motion carried unanimously

2. Public Comment on Non-Agenda Items

There were no comments from the public.

3. Commissioner Items of Interest

-Karsenti inquired about the Marin Wildfire Prevention Authority and how revenue and tax losses might impact wildfire prevention.

-Stilson announced that the annual 4th of July Pancake Breakfast will be cancelled this year due to the public health crisis.

-Elsbree announced the Las Gallinas Lions Club had cancelled their upcoming annual car show

-Farac inquired as to any status on research of sirens and other emergency alert systems

4. Draft Minutes of March 3, 2020 Fire Commission Meeting

M/s Marinoff/Elsbree to approve Draft Minutes of March 3, 2020 Fire Commission Meeting as presented. All in favor.
Motion carried unanimously

5. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary

Commissioner Marinoff left the meeting at 8:30 PM

6. Requests for Future Agenda Items

-Updates on MWPA and other wildfire prevention projects

The meeting was adjourned at 8:42 PM.

The date of the next Fire Commission meeting is July 7, 2020.

Submitted,
Eric Dreikosen



To: Marinwood Board of Directors

From Darin White, Fire Chief

Date: June 9, 2020

Re: Fire Department Update

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

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

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

There are 4 Core Programmatic Areas. They include:

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

There are 2 additional areas:

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

On May 14, the OPS Committee met and accepted public input which included comments from the Marin Audubon Society, the marin Chapter of the Native Plants Society, who conveyed special appreciation for the ESP Partnership description that was distributed which will include a wide representation of backgrounds and perspectives on environmental considerations and evaluations such as impacts on birds, tree removals, etc.

On May 21, the Committees presented progress reports and an Executive Summary of the Workplan and proposed core projects to the MWPA Board of Directors. Guiding principles for the projects were developed including: 1) Public Safety and risk reduction 2) Effective use of public funds 3) Coordination and collaboration among agencies 4) Incentivizing voluntary compliance through education and support 5) Apply ecologically sound practices and 6) Social and environmental equity.

Projects will fall under three main categories: Core Allocation (60%), Defensible Space- (20%) and agency specific (20%)

A draft of By-Laws has been created and will be received on June 4 and feedback on them will be provided afterwards.

Currently, the Executive Officer recruitment is underway and the executive recruiter has worked with Fire Chiefs, City Manager Jim Schutz and others on priorities for the position. The application closing date was extended to June 10, 2020.

Vegetation Management

A job announcement was sent out via Western Daily Dispatch, Cal Opps, and regional community colleges for Temporary Seasonal Defensible Space Inspectors. We are recruiting for 6 personnel and will provide in-house training to ensure the quality of inspections meet our expectations. The announcement closed Friday June 5, 2020. As of Monday June 1, 2020 there were 7 applicants. This number is anticipated to increase as the job announcement reaches numerous other sites and targeted areas. However, it is unknown what effects that current events have on applicant awareness/interest. Training is targeted for completion during the first week in July and those inspectors will be in the field immediately afterwards. Last year we had 2 inspectors conducting vegetation management inspections and this year we will be staffed with up to 8 inspection staff.

After San Rafael Fire Department Vegetation Management Inspection staff and I visited with a couple of the larger Fire Departments in the County to evaluate their inspection programs, I am proposing a hybrid model of seasonal and permanent/highly trained staff to assist with future year inspections, effective the spring/summer of 2021. Additionally, agreements are being finalized with AmeriCorps and Cal Fire Delta crews to provide very competitively priced teams of personnel to remove hazardous fuels. AmeriCorps is anticipated to begin vegetation removal work on June 15, 2020.

Goat grazing is scheduled to begin on July 1.

Budget

Given the pandemic, the Shelter in Place orders, and other impacts to our economy and way of life, the City of San Rafael is exploring innovative measures to reduce costs, make informed and necessary reductions in staff or services, and enhance existing opportunities for revenue generation, including increasing the paramedic tax from \$95.00 to \$99.00 a year. As such, the Fire Department staff are exploring ways of meeting targeted percentages that can contribute to reducing the mounting deficit and have recently began discussions with Local 1775 Executive Board leadership to explore possible methods for achieving savings.

Guidelines/COVID-19:

On Monday, May 18, 2020 many retail operations resumed with allowed access to curbside services. This decision takes into consideration the following:

- Governor's allowances/orders
- Continued review of indicators
- The curve appears to have flattened
- Hospitals are now prepared for a surge (if one were to occur)

- Testing sites are in operation 5 days a week from 7 a.m. to 7 p.m. and these will expand to 7 days a week.
- Increased availability of testing

New re-opening guidelines took effect on June 1st and has effectively increased the number of businesses who can return to some form of active status including barbershops, beauty salons, summer camps, certain daycare facilities along with possible upcoming guidance for places of worship.

As of June 3, 2020, The United States had 1,851,520 cases reported; 107,175 deaths; California has 120,260 cases and 4,421 deaths to-date. Out of 14,506 cases in the Bay Area, Marin County figures are as follows: 526 confirmed cases, 17 deaths, 2 persons currently hospitalized and 52 others who had been hospitalized previously. The number of positive tests has been trending upward over the past few weeks due to increased testing. Currently, nearly 14,000 Marin County residents have completed the testing.

Pacific Gas and Electric (PG&E) and Public Safety Power Shutoffs (PSPS)

PG&E has provided information to First Responders which outlines some recent improvements and modifications to potential PSPS events in the likely event that conditions warrant more proactive measures to prevent future major wildfire events. These include but are not limited to:

- New High Definition cameras in High Fire-Threat areas
- System hardening with more poles, covered lines and undergrounding of utilities
- Temporary Micro Grids (these will allow the safe energizing of certain customers during the PSPS) An expansion on this effort is the Community Microgrid Enablement Program (CMEP)
- Enhanced Vegetation Management (increased number of inspectors to inspect lines, almost doubled the number of aerial inspections via 65 helicopters, up from 35)
- Improved coordination with first responders and critical service providers
- Increased partnerships to deliver assistance to vulnerable communities (There will be additional support to vulnerable communities in preparation for extended power outages and disasters for medical, lodging, transportation, and backup power needs)
- Community Resource Center model alterations given the social distancing requirements

2019 Details for Marin County: Two events: 1) Oct. 9-12 impacted 9,800 customers, 1 Community Resource Center (CRC) was opened and it had @220 visitors and 2) Oct. 26-Nov.1 impacted 120,700 customers, 3 CRCs opened and with @3,515 visitors.

Consider these sites for additional information: pge.com/backupper; prepareforpowerdown.com; pge.com/weather; and pge.com/mywildfirealerts; safetyactioncenter.pge.com; and during a PSPS event...pge.com/PSPSupdates.

PG&E hosted a Webex meeting for first responder and emergency management on Wednesday June 3, 2020 and has scheduled a [Community/Customer Wildfire Safety Webinar](#) (Planned for Marin communities on June 10).

As part of their efforts to reduce the impact of PSPS events, they appear to be installing sectional devices in areas of Marinwood and Lucas Valley.

PG&E is working with the California Foundation for Independent Living Centers (CFILC) to fund resources including portable back up power, accessible transportation, hotel vouchers and food stipends, and medical baseline application assistance. Additional information can be located at pge.com/specialresources. The regional CFILC location is at 710 Fourth street in San Rafael, Ca. 94901

Potential Community Resource Centers (CRCs) are either set with pending locations, awaiting ADA/electrical review or agreements in place. Some nearby CRCs include the following:

- Albert J. Boro Community Center, San Rafael
- Costco Wholesale, Novato
- Lincoln Hall Community Church, San Rafael

Promotions John Papanikolaou has successfully completed his probationary period and was promoted to Captain permanently in May 2020.

Fire Incidents



Deer Valley Vegetation Fire

On the afternoon of Friday, May 8, 2020, firefighters worked quickly to extinguish a [vegetation fire near Highway 101](#) on the Silvera Ranch property near the St. Vincent's exit. The fire was caused by vehicle that had crashed onto the property after the driver lost control while traveling on Highway 101. The fire was limited to a 1/2 acre in size.



West End Neighborhood House Fire

On Wednesday, May 21, 2020, firefighters were dispatched to the 2200 block of Fifth Avenue. Upon arrival, they found the front portion of a single family dwelling [heavily involved in fire](#). The lone occupant heard an explosion in the carport and found the front area of the home in flames. She had to escape out a back door and cross into a neighbor's yard. Fortunately, firefighters were able to limit the fire spread to the front of the dwelling. The cause is under investigation.



I-580 Vegetation Fire

On Saturday, May 9, 2020, firefighters extinguished a vegetation fire along eastbound Highway 580 that burned approximately 1/2 acre of dry grass and brush. The fire was possibly caused by a malfunctioning vehicle.

Marinwood Fire Department Statistics: May 2020

The Marinwood Fire Department responded to 107 emergency calls in May 2020 (through May 27); of these, 13 calls were cancelled en route. A majority of the calls were medical incidents. The department responded to five fires: two structure fires in San Rafael, a structure fire in Novato, a vegetation fire in San Rafael, and a structure fire in Novato. COVID-19 was suspected on two of the Department's medical assist calls.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER*	TOTAL
Marinwood	14	13	1	0	1	N/A	0	29
CSA 13	5	3	1	0	0	N/A	0	9
Old JPA (Mont Marin)	4	1	0	0	1	N/A	0	6
New JPA (East of 101)	30	5	4	0	1	N/A	0	40
SR Mutual Aid	5	5	0	2	0	1	0	13
MC JPA	1	1	1	1	0	N/A	0	4
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato Matrix	0	3	0	2	0	1	0	6
Total number	59	31	7	5	3	2	0	107
<i>Percentage of total</i>	<i>55.1%</i>	<i>29.0%</i>	<i>6.5%</i>	<i>4.7%</i>	<i>2.8%</i>	<i>1.9%</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): NA

Average response time for Engine 58:	5 minutes, 55 seconds
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Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 9, 2020
Re: FY 20/21 "Measure A" Work Plan

Directors,

The County of Marin has provided a 2020/2021 revenue estimate of approximately \$70,000 for Marinwood CSD as a result of "Measure A" funding. This is a conservative estimate due to a projection of up to a 25% loss in total sales tax revenue as a result of the shelter in place order.

In total, we have carry-over funds of approximately \$314,500 from prior year revenues in addition to 20/21 revenue estimates of \$70,000, bringing our available "Measure A" fund balance to approximately \$384,500 for FY 20/21.

For FY 2020/2021, staff recommends continuing the following work plan:

1. Park Maintenance Facility Replacement Project

It should be noted that while the District is required to submit an annual "Measure A Work Plan" to the County, the Plan may be amended throughout the year via a simple amendment request and approval process.

Recreation

The Recreation Department spent much of the spring season researching, preparing, and planning for many theoretical summer scenarios while shut down and sheltering amidst the COVID-19 pandemic, but on May 22nd we received word from the health department that summer camps would be allowed to operate, though with numerous restrictions and requirements. The days and weeks since have been a whirlwind of adjusting plans, creating new protocols, hiring and training staff, acquiring supplies, strategizing logistics, collaborating with other agencies, and much more in attempts to get our summer program up and running in just 3 weeks. Fortunately, much of our preparation the past couple months has proved congruent with the current health guidelines and we are on track for camps to start June 15th, our originally scheduled start date.

Though the continuing shelter at home order--with its many restrictions on group interaction, facility use, and travel--has severely limited our ability to provide our normal schedule of recreation programming to our community, it has had the unforeseen effect of more closely uniting the many Parks and Recreation agencies of Marin and creating a new and vibrant sense of community among them. While closely collaborating with our Recreation peers throughout Marin County on how to interpret and respond to the various health orders, we have established good relationships and formed partnerships that will allow us to share ideas and resources long after the pandemic ends, and we are grateful for that opportunity.

Summer Camps

Per the current health guidelines for operating summer camps, we have had to make numerous changes to our program, including but not limited to:

- Limiting enrollment to 12 campers per camp group (down from our usual 42)
- Extending session lengths from one week to three weeks
- Preventing campers and staff of one camp from mingling or interacting with those of other groups
- Implementing rigorous cleaning and sanitizing protocols
- Cancelling field trips, outside entertainers, and our Overnight Adventure stay away camp
- Eliminating the sharing of communal spaces and equipment by camp groups

In order to allow our camps to have access to dedicated indoor space this summer, we asked the Miller Creek School District for classroom space at Miller Creek Middle School, where we have historically rented a small number of rooms for our specialty camps each summer. In a show of tremendous support, the school district has offered to rent us 5 large classrooms, use of the gym, field, blacktop, and 5 restrooms, which will greatly assist in our ability to keep our camps separate, to provide campers needed breaks from the sun, and will allow us more space to run activities. We are especially grateful knowing the school has a great deal of unprecedented planning and preparation to do for the coming school year in light of the health order.

One of the many challenges we have faced in trying to bring our program into compliance with the health guidelines has been deciding how to reduce enrollment from the 42 campers we already had registered in most of our camps to the required 12. A limited supply of seasoned and experienced camp staff, coupled with a lack of available facilities, prevented us from being able to expand beyond the 14 camps we normally operate. We settled on deciding enrollment by random drawing of currently enrolled participants, with Marinwood residents drawn first. While some camp parents have been understandably disappointed to lose spots in camp, the overall parent sentiment has been overwhelmingly supportive and appreciative of our efforts to still run camps in spite of the health restrictions and required enrollment reductions.

From a financial perspective, while we have had to reduce camp enrollment by almost 70%, slight increases in fees and efficient scheduling of staff have positioned us to not only cover expenses but also generate a modest amount of revenue this summer. While the road has been difficult, we are relieved to be able to offer childcare to over 200 families this summer.

I want to recognize Assistant Recreation Director Robyn Bruton for taking on the lion's share of planning, training, and preparation for camp; and Senior Administrative Assistant Carolyn Sullivan for practically single-handedly handling the daunting enrollment process, including responding to just under 2,000 emails last week alone. It would have been impossible to get summer camps up and running without the unbelievable amount of work and dedication from these two.

Pool/Aquatics

While the current health order prohibits swimming pools from opening to the public, it does allow pools to be utilized by summer camps and we are grateful that our campers will get to swim this summer. Recreation Supervisor Stephanie Moret has worked with camp staff to create a camp swim schedule that maximizes camper pool time while following all necessary guidelines and meeting all sanitization requirements (i.e. wiping down all high touch surfaces and communal areas between each camp group, etc.). Stephanie will be bringing the pool staff in in small groups this week to refresh on rescue and CPR skills and learn new COVID-19-inspired techniques and protocols so everyone is ready to keep the pool safe this summer. Since only one camp of 12 will be using the pool at a time this summer, staffing will consist of 2 lifeguards per day.

Shelter at Home Activities and Programs

Once our summer camp program is up and running we will be launching our Shelter at Home Activities and Programs, which will include community photography contests, family scavenger hunts, open space hiking challenges, and more. Details will be announced in the next edition of our new digital newsletter, which will come out in the next few weeks.

Parks/Maintenance

The Parks Department has resumed its normal schedule in advance of summer camps starting on June 15th. Beyond the normal daily facility checks and routine maintenance, the crew has been reseeding, fertilizing, and top dressing the turf in the Main and Mini Parks, readying the pool for reopening for summer camp use, adding shade sails around the community center for summer camp use, and cleaning up the grounds.

Repairs

The staff is currently addressing a broken water main in the far field, near the tennis courts.

Open Space

On May 20th the staff worked with one of our regular tree trimming contractors to disassemble and remove a large treehouse structure that had been constructed in the open space.

Dead Tree Removal

Also on May 20th we had a dead bay tree removed from next to the playground in the Main Park. The arborist's report determined the tree to be rotted throughout and posing a safety risk due to possible falling limbs in a high-density area. The stump was left intact for tree ring observation and climbing.

Upcoming Projects

In the coming weeks staff will be making repairs to the kitchen and classroom, posting additional trail signage in the open space, and refreshing the landscaping in the 3 parks, at the pool, and around the community center.