

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

**Tuesday – July 11, 2023 – 7:30 PM**

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

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

	Item Description:	Board Action
<b>A.</b>	<b>CALL TO ORDER</b>	
<b>B.</b>	<b>AGENDA</b>	Adopt
<b>C.</b>	<b>CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of June 13, 2023 b. Bills Paid Nos. 7389 – 7481	Approve
<b>D.</b>	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E.</b>	<b>DISTRICT MATTERS</b>	
	1. Recommended Pay Schedule Wage Adjustments for Non-Represented Full-time Positions	Approve
	2. District Manager Report	Review
<b>F.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Chief Officer Report and Activity Summary (Verbal Report)	Review
<b>G.</b>	<b>PARK AND RECREATION MATTERS</b>	
	1. Recreation and Park Maintenance Activity Reports	Review
<b>H.</b>	<b>BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I.</b>	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – August 8, 2023</b>	

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

# Marinwood Community Services District

## Draft Minutes of Board of Directors Meeting Tuesday – June 13, 2023

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

**Note:** *This meeting as well as prior meetings of the Board of Directors may be viewed in their entirety on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25cRAf4Jmg>

### **Present:**

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, San Rafael Fire Chief Darin White.

### **A. Call to Order**

### **B. Agenda**

Agenda adopted as presented

### **C. Consent Calendar**

- a. Draft Minutes of Regular Meeting of May 9, 2023
- b. Bills Paid Nos. 7306 – 7388  
Case to approve/Shea to second “consent calendar as presented.”  
All in favor. Motion carried unanimously.

### **D. Public Comment Open Time for Items Not on Agenda**

Board of Directors received public comment regarding

- a. Kindness, senior needs and park benches, playground project

### **E. District Matters**

1. *Resolution No. 2023-05: Determining the 2023-2024 Appropriations Limit on Tax Proceeds*  
Shea to approve/Ruggeri to second Resolution No. 2023-05: Determining the 2023-2024 Appropriations Limit on Tax Proceeds. All in favor. Motion carried unanimously.
2. *Draft Policy for Pay Schedule Review of Non-Represented Full-time Positions*  
Shea to approve/Case to second Draft Policy for Pay Schedule Review of Non-Represented Full-time Positions as presented. All in favor. Motion carried unanimously.
3. *Fiscal Year 2023-2024 Pay Schedules of All Positions*  
Shea to approve/Ruggeri to second Fiscal Year 2023-2024 Pay Schedules of All Positions as presented. All in favor. Motion carried unanimously.
4. *District Manager Report*  
Board received District Manager Report

### **F. Fire Department Matters:**

1. *Resolution No. 2023-06: Government Code section 21156. Determination of Disability Status for Application of Industrial Disability Retirement Submitted by Employee.*  
Kilkenny to approve/Shea to second Resolution No. 2023-06: Government Code section 21156. Determination of Disability Status for Application of Industrial Disability Retirement Submitted by Employee. All in favor. Motion carried unanimously.
2. *Chief Officer Report and Activity Summary*  
Board received Chief Office Report and Activity Summary.

### **G. Park and Recreation Matters:**

1. *Marinwood Park Playground – Play Structures Replacement Project: Accept Recommended Proposal Received in Response to District Issued Request for Proposals and Authorize Staff to Enter into Contract with Selected Vendor.*  
Shea to approve/Kilkenny to second Marinwood Park Playground – Play Structures Replacement Project: Accept Recommended Proposal Received in Response to District Issued Request for Proposals and Authorize Staff to Enter into Contract with Selected Vendor. All in favor. Motion Carried Unanimously.

2. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

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

- Director Case mentioned he would check-in with staff regarding placement of a park bench in open space off Queenstone Fire Road as discussed during a prior P&R Commission meeting

**I. Adjourn**

Meeting adjourned at 8:58PM

Eric Dreikosen, District Manager

**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 July 11, 2023

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7389	6/1/2023	US Bank Corporate Pmt Svc	15,824.96	offsite back up	Fire	5210122	General	8.60
				online meeting subscription	Fire	5211325	General	27.99
				offsite back up	Park	5210122	General	8.60
				online meeting subscription	Park	5211325	General	186.68
				supplies	Park	5220310	General	172.17
				CPR certs/ lifeguard certs	Rec	5220819	Adult	960.00
				supplies	Rec	5220819	Afterschool	428.69
				art show supplies	Rec	5220819	Community	403.85
				offsite back up, email subscr	Rec	5210122	General	446.09
				fingerprinting	Rec	5210128	General	210.00
				cell phones	Rec	5210725	General	40.38
				CPR staff training supplies	Rec	5211315	General	59.42
				staff meeting supplies	Rec	5211325	General	46.16
				staff meeting supplies	Rec	5211325	General	65.55
				staff meeting supplies	Rec	5211325	General	210.26
				office supplies, music subsci	Rec	5220110	General	414.85
				phone, internet line repair	Rec	5220310	General	50.06
				supplies	Rec	5220819	General	55.84
				cleaning supplies	Rec	5220827	General	141.37
				job listing	Rec	5210122	Pool	75.00
				Red Cross staff certs	Rec	5211315	Pool	966.00
				pool hose, pumps, supplies,	Rec	5220215	Pool	4,528.60
				pool chems	Rec	5220710	Pool	150.45
				pool supplies, ping pong tabl	Rec	5220819	Pool	1,621.39
				vending supplies	Rec	5220826	Pool	1,454.82
				supplies	Rec	5220819	Preschool	522.94
				Red Cross staff certs	Rec	5211315	Summer	1,320.00
				shelf for camp supplies	Rec	5220819	Summer	79.98
				supplies	Rec	5220819	Youth	1,169.22
7390	6/2/2023	Marinwood CSD	103,624.45	Fire salaries	Fire	5110110	General	29,589.76
				Fire OT	Fire	5120110	General	19,476.26
				Acting Pay	Fire	5110310	General	340.80
				4850 pay	Fire	5110110	General	1,548.48
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80
				Park salary	Park	5110110	General	7,192.80
				Park hourly	Park	5110210	General	454.50
				Building attendants	Rec	5110210	Building	248.00
				Pool staff	Rec	5110210	Pool	10,952.91
				Swim Team	Rec	5110210	Swim Team	1,790.00
				Aquatics	Rec	5110210	Aquatics	120.00
				Summer	Rec	5110210	Summer	3,276.83
				Preschool	Rec	5110210	Preschool	6,210.13
				Afterschool	Rec	5110210	Afterschool	1,638.00
				PR fees	Fire	5210230	General	209.86
				PR fees	Rec	5210230	General	166.56
				PR fees	Park	5210230	General	28.18
				SS + Medicare	Fire	5140140	General	4,052.71
				SS + Medicare	Rec	5140140	General	3,104.84
				SS + Medicare	Park	5140140	General	584.10
				EDU + SUI	Rec	5140145	General	293.07
				EDU + SUI	Park	5140145	General	7.27
				Benefits withholding	Park	2120066	General	-1,067.31
				Benefits withholding	Rec	2120066	General	-1,355.16
				Benefits withholding	Fire	2120066	General	-5,481.34
7391	6/2/2023	Marinwood CSD	13,495.88	Retire 06/02/23	Park	5130510	General	1,552.68
					Rec	5130510	General	2,107.50
					Fire	5130510	General	9,835.70
7392	6/2/2023	Airgas USA	553.81	pool chems	Rec	5220710	Pool	553.81
7393	6/2/2023	Astro Jump	303.45	06/07 preschool	Rec	5220819	Preschool	303.45
7394	6/2/2023	Bay Area Janitorial Force	1,250.00	Janitorial - June	Rec	5211110	Building	1,250.00
7395	6/2/2023	C.A.P.F.	236.00	LTD June 2023	Fire	5130120	General	236.00
7396	6/2/2023	Comcast	146.55	Internet - June	Rec	5210725	General	73.28
					Fire	5210725	General	73.27
7397	6/2/2023	DC Electric	299.22	SL maintenance April	Streetlights	5210915	General	299.22
7398	6/2/2023	Got Gophers	275.00	pest control	Park	5211532	General	275.00
7399	6/2/2023	Jorge's Tree Service	4,500.00	dead fallen tree removal - op	MWPA	5820100	General	4,500.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7400	6/2/2023	Marin County Sheriff's Office	705.00	Tablet Command Support Q	Fire	5211610	General	705.00
7401	6/2/2023	Marin Sanitary Service	2,313.25	Garbage - May	Park	5210815	General	1,619.28
					Rec	5210815	General	462.65
					Fire	5210815	General	231.32
7402	6/2/2023	PG&E	1,923.76	Streetlights - May	Streetlights	5210825	General	1,923.76
7403	6/2/2023	SF Bay Region RWQCB	2,734.00	creek bank repair	Capital	5220910	FEMA	2,734.00
7404	6/6/2023	Jessica Pumpa	799.00	refund summer camp	Rec	4631920	Summer	799.00
7405	6/6/2023	Rob Tulipani	876.00	refund summer camp	Rec	4631920	Summer	876.00
7406	6/6/2023	Chrissy Costello	1,142.40	Zumba	Rec	5210146	Adult	1,142.40
7407	6/6/2023	Jerry Mehcz	7,573.60	Tennis	Rec	5210146	Tennis	7,573.60
7408	6/11/2023	A&S Landscape Materials	609.62	maintenance facility landsca	Measure A	5220910	General	609.62
7409	6/11/2023	Able Tire & Brake	52.44	lawnmower/tractor repair	Park	5210910	General	52.44
7410	6/11/2023	ASCAP	13.75	2023 music fee adjustment	Rec	5220819	Community	13.75
7411	6/11/2023	Astro Jump	339.00	06/14 summer	Rec	5220819	Summer	339.00
7412	6/11/2023	Astro Jump	1,959.00	06/21 summer	Rec	5220819	Summer	1,959.00
7413	6/11/2023	AT&T	321.20	Phones - May	Fire	5210725	General	163.72
					Park	5210725	General	3.49
					Rec	5210725	General	153.99
7414	6/11/2023	CalSkate Rohnert Park	1,422.00	06/21 field trip	Rec	5220819	Summer	1,422.00
7415	6/11/2023	CalPERS	8,337.00	CERBT June 2023	Park	5130130	General	2,587.00
					Rec	5130130	General	587.00
					Fire	5130130	General	5,163.00
7416	6/11/2023	County of Marin Environmen	845.00	Annual pool facility renewal f	Rec	5211610	Pool	845.00
7417	6/11/2023	Comcast	157.14	Cable - June	Fire	5210725	General	157.14
7418	6/11/2023	GeoMorph Design	17,531.75	erosion protection design/pe	Capital	5210120	FEMA	14,770.00
				RWQCB app fee	Capital	5220910	FEMA	2,761.75
7419	6/11/2023	Hagel Services	1,590.87	janitorial supplies	Rec	5220827	Building	1,590.87
7420	6/11/2023	Home Depot	135.39	supplies	Park	5220310	General	135.39
7421	6/11/2023	Kate Kelly	187.06	preschool supplies	Rec	5220819	Preschool	187.06
7422	6/11/2023	Marin Resource Recovery	546.00	debris dump	Park	5210815	General	546.00
7423	6/15/2023	Marinwood CSD	119,825.87	Fire salaries	Fire	5110110	General	31,138.24
				Fire OT	Fire	5120110	General	5,858.64
				FLSA	Fire	5110319	General	525.38
				Holiday Pay	Fire	5110313	General	3,336.24
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80
				Park salary	Park	5110110	General	7,192.80
				Park hourly	Park	5110210	General	1,197.00
				Building attendants	Rec	5110210	Building	201.50
				Pool staff	Rec	5110210	Pool	14,574.89
				Swim Team	Rec	5110210	Swim Team	1,970.00
				Aquatics	Rec	5110210	Aquatics	155.63
				Summer	Rec	5110210	Summer	27,794.71
				Preschool	Rec	5110210	Preschool	1,753.00
				Afterschool	Rec	5110210	Afterschool	1,368.00
				PR fees	Fire	5210230	General	262.83
				PR fees	Rec	5210230	General	420.08
				PR fees	Park	5210230	General	49.34
				SS + Medicare	Fire	5140140	General	3,398.78
				SS + Medicare	Rec	5140140	General	4,908.84
				SS + Medicare	Park	5140140	General	640.89
				EDU + SUI	Rec	5140145	General	720.53
				EDU + SUI	Park	5140145	General	19.16
				Benefits withholding	Park	2120066	General	-1,067.31
				Benefits withholding	Rec	2120066	General	-1,355.16
				Benefits withholding	Fire	2120066	General	-5,481.34
7424	6/15/2023	Marinwood CSD	14,536.63	Retire 06/16	Park	5130510	General	1,552.68
					Rec	5130510	General	2,107.50
					Fire	5130510	General	10,876.45
7425	6/15/2023	Helen Pogrel	78.00	refund swim lesson	Rec	4631917	Aquatics	78.00
7426	6/15/2023	Travis Guenther	292.00	refund summer camp	Rec	4631920	Summer	292.00
7427	6/15/2023	Ace Promtional Specialties	1,262.54	Pool staff shirts	Rec	5220825	Pool	1,262.54
7428	6/15/2023	Bedrock Computer Services	75.00	onsite network support	Rec	5210725	General	75.00
7429	6/15/2023	PG&E	2,352.50	Gas - May	Rec	5210810	General	2,209.70
					Fire	5210810	General	142.80
7430	6/15/2023	Pirate 4 Hire	1,200.00	06/29 camp entertainment	Rec	5220819	Summer	1,200.00
7431	6/15/2023	Shultz Entertainment	345.00	06/15 camp entertainment	Rec	5220819	Summer	345.00
7432	6/15/2023	Silbermann's Ice Cream	360.00	vending supplies	Rec	5220826	Pool	360.00
7433	6/15/2023	Six Flags	8,856.90	07/26 field trip	Rec	5220819	Summer	8,856.90
7434	6/15/2023	TIAA Commercial Finance	638.90	copier lease	Rec	5220130	General	415.29
					Fire	5220130	General	159.73
					Park	5220130	General	63.88
7435	6/16/2023	John Paul Kessler	87.75	GIT BBQ supplies	Rec	5220819	Aquatics	87.75

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7436	6/16/2023	Swift Biological	1,611.25	biological study	Capital	5210120	FEMA	1,611.25
7437	6/16/2023	Sequoia Ecological Consultir	2,370.28	nesting bird surveys	MWPA	5820200	General	2,370.28
7438	6/16/2023	Landesign	3,075.00	landscape contractor	Park	5211125	General	3,075.00
7439	6/16/2023	Ongaro & Sons	8,436.89	HVAC maintenance	Rec	5220310	General	308.22
				Furnace replacement	Rec	5220910	General	7,756.47
				HVAC maintenance	Rec	5220310	General	372.20
7440	6/16/2023	Allstar Fire Equipment	6,730.99	Turnout replacements	Fire	5220810	General	6,730.99
7441	6/16/2023	Grainger	175.70	small engine fuel	Fire	5220610	General	175.70
7442	6/16/2023	Emergency Equipment Manag	410.63	Boots - Correa	Fire	5220810	General	410.63
7443	6/16/2023	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
7444	6/16/2023	Postal Palace	96.61	fedex shipping	Fire	5220110	General	96.61
7445	6/16/2023	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
7446	6/16/2023	S&S Worldwide	839.60	summer crafts	Rec	5220819	Summer	839.60
7447	6/16/2023	SiteOne	1,181.19	Irrigation maintenance	Park	5220310	General	1,181.19
7448	6/16/2023	SolEd	2,176.55	solar - May	Rec	5210810	General	1,573.30
					Fire	5210810	General	603.25
7449	6/16/2023	Sprint	179.53	cell phones	Fire	5210725	General	179.53
7450	6/16/2023	Marin Ace	172.48	supplies	Park	5220310	General	172.48
7451	6/16/2023	State of CA - Dept of Justice	416.00	fingerprinting	Rec	5210128	General	416.00
7452	6/16/2023	AT&T	82.70	internet	Park	5210725	General	82.70
7453	6/16/2023	Leslie's Pool Supply	1,093.86	pool chems	Rec	5220710	Pool	1,093.86
7454	6/16/2023	Mill Valley Refuse	674.12	porta potty	Park	5211220	General	674.12
7455	6/16/2023	Pet Waste Eliminator	303.10	pet waste bags	Park	5220810	General	303.10
7456	6/16/2023	Staples	1,217.17	office supplies	Rec	5220110	General	129.87
					Rec	5220819	Summer	1,087.30
7457	6/16/2023	Poor Man's Whiskey	800.00	2023 MIP	Rec	5220819	Community	800.00
7458	6/16/2023	Jerry Mehciz	2,809.60	Tennis	Rec	5210146	Tennis	2,809.60
7459	6/16/2023	National Academy of Athletic	5,234.40	All Sorts of Sports Camp	Rec	5210146	Summer	5,234.40
7460	6/16/2023	Chri Longstreet	278.00	refund summer camp	Rec	4631920	Summer	278.00
7461	6/16/2023	Jamie Katoff	33.00	refund swim lesson	Rec	4631917	Aquatics	33.00
7462	6/16/2023	Sofia Sason	514.00	refund summer camp	Rec	4631920	Summer	250.00
				refund tennis	Rec	4631915	Tennis	264.00
7463	6/16/2023	Laura Gifillan	292.00	refund summer camp	Rec	4631920	Summer	292.00
7464	6/16/2023	Suzanne Bourque	275.00	refund summer camp	Rec	4631920	Summer	275.00
7465	6/16/2023	Lauren Hoernlein	275.00	refund summer camp	Rec	4631920	Summer	275.00
7466	6/16/2023	US Bank Corporate Pmt Svc	19,255.45	online meeting subscription	Fire	5211325	General	27.99
				engine supplies	Fire	5220210	General	455.96
				hazmat incident crew lunch	Fire	5220810	General	397.64
				John Deere keys	Park	5210910	General	11.90
				online meeting subscription	Park	5211325	General	14.25
				inspection kit/ Juarez memo	Park	5220310	General	1,442.21
				gas	Park	5220610	General	115.78
				lifeguard training supplies	Rec	5220819	Adult	1,039.40
				food and craft supplies	Rec	5220819	Afterschool	455.61
				brewfest marketing and sup	Rec	5220819	Community	1,149.89
				fingerprinting	Rec	5210128	General	1,785.00
				coffee	Rec	5211315	General	100.00
				online meeting subscription	Rec	5211325	General	45.73
				office supplies	Rec	5220110	General	661.79
				bike rack / AED pads	Rec	5220819	General	478.09
				pool chair hydrant key	Rec	5220210	Pool	19.43
				pool maintenance	Rec	5220215	Pool	2,874.96
				pool chems	Rec	5220710	Pool	181.68
				pool supplies	Rec	5220819	Pool	581.67
				vending supplies	Rec	5220826	Pool	303.98
				craft and grad supplies	Rec	5220819	Preschool	453.40
				summer marketing	Rec	5210122	Summer	950.00
				CPR training	Rec	5211315	Summer	1,816.00
				supplies	Rec	5220110	Summer	433.61
				supplies	Rec	5220819	Summer	3,459.48
7467	6/22/2023	County of Marin	201.43	fuel - Nov	Park	5220610	General	201.43
7468	6/22/2023	Joan Reuter	500.00	MIP band 06/23	Rec	5220819	Community	500.00
7469	6/22/2023	The Permanente Medical Gr	20.00	TB testing	Rec	5140130	Summer	20.00
7470	6/22/2023	TL Computer Repair	100.00	server repair	Park	5220110	General	25.00
					Rec	5220110	General	25.00
					Fire	5220110	General	50.00
7471	6/22/2023	PG&E	1,390.08	electric - May	Rec	5210810	General	1,177.95
					Fire	5210810	General	12.32
					Park	5210810	General	199.81
7472	6/29/2023	Living Systems Land Manag	23,600.00	goat grazing	MWPA	5820300	General	23,600.00
7473	6/29/2023	Sequoia Ecological Consultir	1,760.57	nesting bird surveys	MWPA	5820200	General	1,760.57
7474	6/29/2023	Jorge's Tree Service	34,000.00	veg management - grasshop	MWPA	5820200	General	34,000.00
7475	6/29/2023	Jerry Mehciz	2,881.20	Tennis	Rec	5210146	Tennis	2,881.20
7476	6/29/2023	Incredifix	2,150.00	Action Stop Movie camp	Rec	5210146	Summer	2,150.00
7477	6/29/2023	Mike Schulist	1,815.00	Jazz Camp	Rec	5210146	Summer	1,815.00
7478	6/29/2023	Shelly Amoroso	99.00	refund swim lesson	Rec	4631917	Aquatics	99.00
7479	6/29/2023	Silbermann's Ice Cream	780.00	vending supplies	Rec	5220826	Pool	780.00
7480	6/29/2023	National Academy of Athletic	2,776.00	Flag Football camp	Rec	5210146	Summer	2,776.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7481	6/29/2023	Mike Testa Plumbing	970.02	water fountain plumbing	Rec	5220310	General	970.02
TOTAL:			476,887.04					476,887.04

Total by Department:

Streetlights	2,222.98
Fire Department	133,592.24
Recreation Department	214,661.79
Park Department	37,692.56
Measure A	609.62
MWPA	66,230.85
Capital	21,877.00

# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** July 11, 2023  
**Re:** Proposed Pay Schedule Adjustments

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Directors,

Please see the attached Proposed Pay Schedule Adjustments document and accompanying details presented below for non-represented full-time positions.

Last month the Board approved the Pay Schedule Review of Non-Represented Full-Time Positions Policy (Policy). This Policy calls for the board to annually review current pay schedules of non-represented full-time positions and to consider staff recommendations for potential pay schedule adjustments. This Policy established the following factors to be reviewed when considering Pay Schedule adjustments:

- a. Current District Pay Schedules of non-represented full-time positions within the following departments and functions:
  - i. Park
  - ii. Recreation
  - iii. Administrative
- b. Pay Schedules of similar positions identified within comparable agencies and/or organizations. To the extent possible and practical, the same agencies/organizations will be utilized each year as points of comparison, and those agencies will be made known to the Board of Directors.
- c. Consumer Price Index (CPI) change factor for the preceding December as published by the U.S. Bureau of Labor & Statistics (BLS).

In determining the District's ability to afford any proposed Pay Schedule adjustments, the Policy also identifies Board review of the most recent audited financial statements as well as the impact to the respective operating budget. Both of these documents can be found on the District's website: <https://www.marinwood.org/finance>

The following information will focus on Policy items A - C as stated above.

## Item A – Current District Pay Schedules

The current Pay Schedules of the applicable positions are attached for the Board's reference.

## Item C – Consumer Price Index (CPI) change factor

The CPI change factor for December 2022 as published by the U.S. Bureau of Labor & Statistics for the San Francisco Region was stated at 4.9%. (<https://www.bls.gov/data/>)



## Item B – Pay Schedules of Comparable Agencies

Marinwood CSD is a fairly unique agency. While we represent one of the smaller agencies in our region in regards to financial and staffing resources available, the offerings provided by our Recreation Department rival and often exceed those of much larger agencies in terms of scope and individuals served. Our Parks Maintenance staff perform a wide range of duties that are often performed by specialized employees or focused individual departments within comparable agencies. Staff made their best efforts at this time to identify similar positions of comparable agencies, recognizing it was not an *apples-to-apples* comparison. Staff will continue this research in hopes of identifying the most accurate set of comparable positions for future reviews.

With that understanding, staff believes the data presented below does represent an accurate assessment of where our agency currently stands in regards to pay schedules offered by similar local agencies.

### **Parks Maintenance:**

The chart below shows the current base salary pay schedule for our park maintenance position as well as the current base salary pay schedule for similar positions in the area:

<b><u>Maintenance Worker II</u></b>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		A	B	C	D	E	EE (10 Yr)	
<b>Marinwood</b>	<b>Monthly:</b>	<b>4,168</b>	<b>4,376</b>	<b>4,595</b>	<b>4,825</b>	<b>5,066</b>	<b>5,319</b>	
	<b>Annual:</b>	<b>50,016</b>	<b>52,512</b>	<b>55,140</b>	<b>57,900</b>	<b>60,792</b>	<b>63,828</b>	
San Rafael	Monthly:	5,357	5,625	5,906	6,202	6,512		
	Annual:	64,284	67,500	70,872	74,424	78,144		
Novato	Monthly:	5,110	5,366	5,633	5,916	6,211		
	Annual:	61,320	64,392	67,596	70,992	74,532		
Marin County	Monthly:	6,240				6,814		
	Annual:	74,880				81,764		
Tamalpais CSD	Monthly:	5,668	5,967	6,281	6,611	6,959		
	Annual:	68,021	71,601	75,369	79,336	83,512		
Mill Valley	Monthly:	4,435	4,657	4,890	5,134	5,391	5,661	5,944
	Annual:	53,220	55,884	58,680	61,608	64,692	67,932	71,328
Corte Madera	Monthly:	5,180	5,440	5,712	5,997	6,298		
	Annual:	62,160	65,280	68,544	71,964	75,576		
San Anselmo	Monthly:	5,355	5,620	5,902	6,197	6,507		
	Annual:	64,260	67,440	70,824	74,364	78,084		

As illustrated in the chart above, the top level of the District's pay schedule (achieved in the 10<sup>th</sup> year of employment) is lower than the entry level of similar positions for all but three (3) of the comparable agencies. As such, staff recommends the Board consider implementing a 7.5% pay schedule adjustment for the Parks Maintenance position to be applied to all steps as listed above.

The following chart illustrates the impact of a 7.5% pay schedule adjustment to the Parks Maintenance position:

<b><u>Maintenance Worker II</u></b>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE (10 Yr)
<b>Marinwood</b>	<b>Monthly:</b>	<b>4,168</b>	<b>4,376</b>	<b>4,595</b>	<b>4,825</b>	<b>5,066</b>	<b>5,319</b>
	<b>Annual:</b>	<b>50,016</b>	<b>52,512</b>	<b>55,140</b>	<b>57,900</b>	<b>60,792</b>	<b>63,828</b>
7.5% Increase	Monthly:	4,481	4,705	4,940	5,187	5,446	5,719
	Annual:	53,772	56,460	59,280	62,244	65,352	68,616

Fiscal Impact: Applying a 7.5% pay schedule adjustment for this position (3 total personnel) would result in a fully burdened fiscal impact of approximately \$18,573 to the FY23-24 operating budget.

### **Recreation Dept Positions:**

Given the varying degree of tasks and responsibilities identified from agency to agency, comparing our specific positions to those of similar position titles made comparing pay schedules a challenging exercise. Again though, staff believes the data presented below does represent an accurate assessment of where our agency currently stands in regards to pay schedules offered by similar local agencies.

### **Recreation Director:**

The chart below shows the current base salary pay schedule for our recreation director position as well as the current base salary pay schedule for other recreation director positions in the area:

<b><u>Recreation Director</u></b>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		A	B	C	D	E	EE	
<b>Marinwood</b>	<b>Monthly:</b>	<b>6,875</b>	<b>7,219</b>	<b>7,580</b>	<b>7,959</b>	<b>8,357</b>	<b>8,775</b>	
	<b>Annual:</b>	<b>82,500</b>	<b>86,628</b>	<b>90,960</b>	<b>95,508</b>	<b>100,284</b>	<b>105,300</b>	
San Rafael	Monthly:	13,814	14,505	15,230	15,991	16,791		
	Annual:	165,768	174,060	182,760	191,892	201,492		
Novato	Monthly:	12,428	13,049	13,702	14,387	15,106		
	Annual:	149,136	156,588	164,424	172,644	181,272		
Mill Valley	Monthly:	8,145	8,552	8,980	9,429	9,900	10,395	10,915
	Annual:	97,740	102,624	107,760	113,148	118,800	124,740	130,980
Corte Madera	Monthly:	11,298	11,864	12,456	13,079	13,733		
	Annual:	135,576	142,368	149,472	156,948	164,796		
San Anselmo	Monthly:	10,537	11,092	11,676	12,290	12,937		
	Annual:	126,444	133,104	140,112	147,480	155,244		
Albany	Monthly:	12,594	13,224	13,885	14,579	15,308	16,073	
	Annual:	151,128	158,688	166,620	174,948	183,696	192,876	

As clearly illustrated, the pay schedule for our recreation director position is significantly lower than the vast majority of comparable agencies. It should also be noted our recreation director position is responsible for the overall management of both the Recreation Department and Park Department.

Considering the District's financial resources, staff recommends the Board consider implementing a 5.5% pay schedule adjustment for the Recreation Director position to be applied to all steps as listed above. The following chart illustrates the impact of a 5.5% pay schedule adjustment to the Recreation Director position:

<u>Recreation Director</u>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
<b>Marinwood</b>	<b>Monthly:</b>	<b>6,875</b>	<b>7,219</b>	<b>7,580</b>	<b>7,959</b>	<b>8,357</b>	<b>8,775</b>
	<b>Annual:</b>	<b>82,500</b>	<b>86,628</b>	<b>90,960</b>	<b>95,508</b>	<b>100,284</b>	<b>105,300</b>
5.5% Increase	Monthly:	7,253	7,616	7,997	8,397	8,817	9,258
	Annual:	87,036	91,392	95,964	100,764	105,804	111,096

Assistant Recreation Director and Recreation Supervisor:

As stated, identifying matching position titles & responsibilities proved to be challenging for the specific positions. As such, the chart below shows the current base salary pay schedule for our assistant recreation director position and our recreation supervisor position compared to current base salary pay schedules for only "recreation supervisor" positions identified in other agencies:

<u>Recreation Supervisor</u>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		A	B	C	D	E	EE	
<b>Marinwood</b>	<b>Monthly:</b>	<b>5,188</b>	<b>5,447</b>	<b>5,720</b>	<b>6,006</b>	<b>6,306</b>	<b>6,622</b>	
	<b>Annual:</b>	<b>62,256</b>	<b>65,364</b>	<b>68,640</b>	<b>72,072</b>	<b>75,672</b>	<b>79,464</b>	
<b>Marinwood</b> <b>Rec Supervisor</b>	<b>Monthly:</b>	<b>4,716</b>	<b>4,952</b>	<b>5,200</b>	<b>5,460</b>	<b>5,733</b>	<b>6,020</b>	
	<b>Annual:</b>	<b>56,592</b>	<b>59,424</b>	<b>62,400</b>	<b>65,520</b>	<b>68,796</b>	<b>72,240</b>	
San Rafael	Monthly:	7,964	8,362	8,780	9,219	9,680		
	Annual:	95,568	100,344	105,360	110,628	116,160		
Novato	Monthly:	6,231	6,543	6,870	7,213	7,574		
	Annual:	74,772	78,516	82,440	86,556	90,888		
Tamalpais CSD*	Monthly:	5,702	6,002	6,318	6,650	7,000		
	Annual:	68,418	72,019	75,810	79,800	84,000		
<i>*Coordinator Position; TCSD does not have supervisor position</i>								
Mill Valley	Monthly:	6,485	6,809	7,147	7,506	7,881	8,275	8,689
	Annual:	77,820	81,708	85,764	90,072	94,572	99,300	104,268
Corte Madera	Monthly:	6,910	7,255	7,618	7,999	8,399		
	Annual:	82,920	87,060	91,416	95,988	100,788		

San Anselmo	Monthly:	6,315	6,633	6,964	7,311	7,678	
	Annual:	75,780	79,596	83,568	87,732	92,136	
Albany	Monthly:	6,235	6,546	6,873	7,217	7,578	7,957
	Annual:	74,820	78,552	82,476	86,604	90,936	95,484
Strawberry	Monthly:						
	Annual:	80,000				93,000	

As the chart illustrates, the pay schedules of both of our respective positions are significantly lower than the recreation supervisor position of all other agencies.

Once again considering the District's financial resources, staff recommends the Board consider implementing a 5.5% pay schedule adjustment for both the Assistant Recreation Director position and the Recreation Supervisor position to be applied to all steps as listed above. The following charts illustrate the impact of a 5.5% pay schedule adjustment to both positions:

#### **Assistant Recreation Director**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
<b>Marinwood</b>	<b>Monthly:</b>	<b>5,188</b>	<b>5,447</b>	<b>5,720</b>	<b>6,006</b>	<b>6,306</b>	<b>6,622</b>
	<b>Annual:</b>	<b>62,256</b>	<b>65,364</b>	<b>68,640</b>	<b>72,072</b>	<b>75,672</b>	<b>79,464</b>
5.5% Increase	Monthly:	5,473	5,747	6,034	6,336	6,653	6,986
	Annual:	65,676	68,964	72,408	76,032	79,836	83,832

#### **Recreation Supervisor**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
<b>Marinwood</b>	<b>Monthly:</b>	<b>4,716</b>	<b>4,952</b>	<b>5,200</b>	<b>5,460</b>	<b>5,733</b>	<b>6,020</b>
	<b>Annual:</b>	<b>56,592</b>	<b>59,424</b>	<b>62,400</b>	<b>65,520</b>	<b>68,796</b>	<b>72,240</b>
5.5% Increase	Monthly:	4,975	5,224	5,485	5,759	6,047	6,349
	Annual:	59,700	62,688	65,820	69,108	72,564	76,188

#### **Senior Administrative Assistant:**

This position which almost exclusively serves the recreation department was extremely challenging to identify comparable positions without extensive direct conversations with personnel from the comparable agencies. While most every agency shows varying levels of administrative assistant positions, information readily available did not list specific responsibilities and/or departments served. That said, our research showed the same trend as with the above positions in that our pay schedules for administrative positions were below, and in some cases significantly, those of the comparable agencies.

Staff recommends the Board consider implementing a 5.5% pay schedule adjustment for the Senior Administrative Assistant position to be applied to all steps. The following chart illustrates the impact of a 5.5% pay schedule adjustment to the Senior Administrative Assistant position:

**Senior Administrative Assistant**

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
<b>Marinwood</b>	<b>Monthly:</b>	<b>4,527</b>	<b>4,753</b>	<b>4,991</b>	<b>5,241</b>	<b>5,503</b>	<b>5,778</b>
	<b>Annual:</b>	<b>54,324</b>	<b>57,036</b>	<b>59,892</b>	<b>62,892</b>	<b>66,036</b>	<b>69,336</b>
5.5% Increase							
	Monthly:	4,776	5,015	5,266	5,529	5,805	6,095
	Annual:	57,312	60,180	63,192	66,348	69,660	73,140

**Fiscal Impact:** Applying a 5.5% pay schedule adjustment for all recreation department positions listed above (4 total personnel) would result in a fully burdened fiscal impact of approximately \$20,665 to the FY23-24 operating budget.

**District Administration Position:**

Beyond the District Manager position, the District relies on only one other position to manage all District-wide business administration needs.

**Administrative Assistant:**

Much like the senior administrative assistant position, staff were challenged to find similar positions amongst comparable agencies. For the District, this position is primarily responsible for all accounting, payroll, and benefit management needs, amongst other responsibilities. Of note, responsibilities of this position have expanded considerably over the past several years as the District's administrative needs have expanded. To provide greater clarity, the Board should consider changing the title of this position from "Administrative Assistant" to "Accounting and Payroll Manager" at a future meeting.

The pay schedule for this position is fairly unique amongst the District in that rather than being presented as a step system, it was established as a traditional salary range. The current salary range for this position as approved by the Board is \$60,000 - \$78,000 annual salary.

Consistent with the Recreation Department positions, staff is recommending a 5.5% salary adjustment for this position. Of note, a 5.5% salary adjustment will remain within the established Board-approved salary range and does not require formal Board approval. It is being presented here for transparency and to be added to the total fiscal impact of all recommended pay schedule adjustments.

**Fiscal Impact:** Applying a 5.5% salary adjustment for the administrative assistant position above would result in a fully burdened fiscal impact of approximately \$4,204 to the FY23-24 operating budget.

**Summary:**

If the Board approves all recommended pay schedule adjustments, the fully burdened total fiscal impact (wages, workers' comp, pension, payroll taxes) to the FY23-24 operating budget would be \$43,442.

For context, the currently approved FY23-24 operating budget projects a net gain of \$443,625. After applying the proposed pay schedule adjustments, the amended budget would still project for a net gain of over \$400,000.

**Staff Recommendation:** Approve all recommended Pay Schedule adjustments as presented.

PROPOSED PAY SCHEDULE ADJUSTMENTS

FY 2023-2024

MARINWOOD COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2023-2024 PAY SCHEDULE  
Current

EFFECTIVE JULY 9, 2023

MARINWOOD COMMUNITY SERVICES DISTRICT  
FISCAL YEAR 2023-2024 PAY SCHEDULE  
Proposed Adjustments

BASE SALARY RANGES FOR FULL-TIME PARK DEPARTMENT POSITIONS						
	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
<b><u>MAINTENANCE WORKER II</u></b>						
Base Pay - Hour	24.05	25.25	26.51	27.84	29.23	30.69
Base Pay - Month	4,168.00	4,376.00	4,595.00	4,825.00	5,066.00	5,319.00
Base Pay - Year	50,016.00	52,512.00	55,140.00	57,900.00	60,792.00	63,828.00
BASE SALARY RANGES FOR FULL-TIME RECREATION DEPARTMENT POSITIONS						
	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
<b><u>RECREATION DIRECTOR</u></b>						
Base Pay - Hour	39.66	41.65	43.73	45.92	48.21	50.63
Base Pay - Month	6,875.00	7,219.00	7,580.00	7,959.00	8,357.00	8,775.00
Base Pay - Year	82,500.00	86,628.00	90,960.00	95,508.00	100,284.00	105,300.00
<b><u>ASSISTANT RECREATION DIRECTOR</u></b>						
Base Pay - Hour	29.93	31.43	33.00	34.65	36.38	38.20
Base Pay - Month	5,188.00	5,447.00	5,720.00	6,006.00	6,306.00	6,622.00
Base Pay - Year	62,254.40	65,374.40	68,640.00	72,072.00	75,670.40	79,456.00
<i>*Steps A &amp; B adjusted to match 5% step system. No changes to Steps C-EE</i>						
<b><u>RECREATION SUPERVISOR</u></b>						
Base Pay - Hour	27.21	28.57	30.00	31.50	33.08	34.73
Base Pay - Month	4,716.00	4,952.00	5,200.00	5,460.00	5,733.00	6,020.00
Base Pay - Year	56,596.80	59,425.60	62,400.00	65,520.00	68,806.40	72,238.40
<i>*Steps A &amp; B adjusted to match 5% step system. No changes to Steps C-EE</i>						
<b><u>SENIOR ADMINISTRATIVE ASSISTANT</u></b>						
Base Pay - Hour	26.12	27.42	28.79	30.24	31.75	33.33
Base Pay - Month	4,527.00	4,753.00	4,991.00	5,241.00	5,503.00	5,778.00
Base Pay - Year	54,324.00	57,036.00	59,892.00	62,892.00	66,036.00	69,336.00
BASE SALARY RANGES FOR FULL-TIME ADMINISTRATION POSITIONS						
	LOW	HIGH				
<b><u>ADMINISTRATIVE ASSISTANT</u></b> (Accounting, Payroll and Benefits Manager)						
Base Pay - Hour	28.85	37.50				
Base Pay - Month	5,000.00	6,500.00				
Base Pay - Year	60,000.00	78,000.00				
<i>*No change. Proposed increase falls within approved salary range</i>						

BASE SALARY RANGES FOR FULL-TIME PARK DEPARTMENT POSITIONS						
	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
<b><u>MAINTENANCE WORKER II (7.5% Increase)</u></b>						
Base Pay - Hour	25.85	27.14	28.50	29.93	31.42	32.99
Base Pay - Month	4,481.00	4,705.00	4,940.00	5,187.00	5,446.00	5,718.00
Base Pay - Year	53,772.00	56,460.00	59,280.00	62,244.00	65,352.00	68,616.00
<b><u>BASE SALARY RANGES FOR FULL-TIME RECREATION DEPARTMENT POSITIONS</u></b>						
	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
<b><u>RECREATION DIRECTOR (5.5% Increase)</u></b>						
Base Pay - Hour	41.84	43.94	46.14	48.44	50.87	53.41
Base Pay - Month	7,253.00	7,616.00	7,997.00	8,397.00	8,817.00	9,258.00
Base Pay - Year	87,036.00	91,392.00	95,964.00	100,764.00	105,804.00	111,096.00
<b><u>ASSISTANT RECREATION DIRECTOR (5.5% Increase)</u></b>						
Base Pay - Hour	31.58	33.16	34.81	36.55	38.38	40.30
Base Pay - Month	5,473.00	5,747.00	6,034.00	6,336.00	6,653.00	6,986.00
Base Pay - Year	65,676.00	68,964.00	72,408.00	76,032.00	79,836.00	83,832.00
<b><u>RECREATION SUPERVISOR (5.5% Increase)</u></b>						
Base Pay - Hour	28.70	30.14	31.64	33.23	34.89	36.63
Base Pay - Month	4,975.00	5,224.00	5,485.00	5,759.00	6,047.00	6,349.00
Base Pay - Year	59,700.00	62,688.00	65,820.00	69,108.00	72,564.00	76,188.00
<b><u>SENIOR ADMINISTRATIVE ASSISTANT (5.5% Increase)</u></b>						
Base Pay - Hour	27.55	28.93	30.38	31.90	33.49	35.16
Base Pay - Month	4,776.00	5,015.00	5,266.00	5,529.00	5,805.00	6,095.00
Base Pay - Year	57,312.00	60,180.00	63,192.00	66,348.00	69,660.00	73,140.00

District Manager Report

July 11, 2023

Submitted by: Eric Dreikosen, District Manager

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

**FEMA Claim/Creek Bank Failure:**

We are currently awaiting final revisions to the civil engineering plans for the needed retaining wall to be located immediately behind the pool mechanical building at the top of the creek bank. Once completed we will be able to finalize the complete set of construction plans to be submitted to the County and FEMA for formal review and approval. Upon approval, we will finalize the RFP for the construction of work to be performed.

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

**Fire Department Staffing:**

For the past several months the District has been actively recruiting for a vacant firefighter-paramedic position. Unfortunately, we have not had great success in receiving applications from qualified applicants. Further compounding our staffing challenges, we recently had a firefighter-paramedic suffer an off-duty injury that will keep him out of work for the next several months.

I recently met with our fire captains to have initial discussions about possible options to help relieve our current staffing challenges. Amongst other things, we discussed the possibility of recruiting for EMT-level firefighters who are in process of pursuing their paramedic certification. I will continue to flush out possible ideas with our fire captains and then meet with our Fire Chief for additional feedback and refinement in an effort to create a viable strategy to help our department fill the vacant position and provide much needed staffing relief to our active firefighters.

*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.*

## **RECREATION ACTIVITY REPORT**

### Summer Camp

The summer camp season has started strongly and we are extremely pleased with our part-time summer camp staff. Highlights from the first few weeks have included:

- Campers and staff returning from the Six Flags Discovery Kingdom field trip with several 6-foot- tall stuffed animals, which were won at the theme park, one of which has become something of a mascot in the older camps.
- A hilarious performance from “Captain Jack Spareribs” and his famous pet monkey, both longtime favorites of our annual summer performers
- The annual all-camp staff basketball game in Week 2, where all our summer campers got to root for their staff as they faced off in a spirited game of hoops.
- The Teddy Bear Tea Party in Week 3 where our youngest campers were treated to “tea” (lemonade) and snacks, fun crafts, and story time

### Pool

The recent warm weather has brought some decent crowds to the pool, which has been a welcome change of pace after a relatively mild start to the summer. Enrollment in group and private swim lessons, as well as the GIT program continues to be strong and all programs have been running smoothly.

### Music in the Park

The summer Music in the Park series kicked off on Friday, June 23<sup>rd</sup> and, despite the cool and windy weather, brought a great crowd. The event featured two bands, The Dogwood String Band and The Family Whiskey Band, both of whom put on high-quality performances that had the crowd dancing and singing along. Marinwood Market provided food, Curtis Silbermann came to sell Silbermann’s Ice Cream, and Marinwood Recreation Staff sold refreshments, snacks, and sweatshirts.

The next Music in the Park will take place on Friday, July 7<sup>th</sup> from 6-8pm and feature Angeline and the Snack Machine, plus several special guest musicians in a “celebration of women in music.”

### Summer Brewfest

Our Summer Brewfest will take place on Saturday, July 22<sup>nd</sup> from 3-7pm in the park. Always one of our most popular events, this year’s festival will feature around 10 breweries, live music, and delicious food by Forrest Fire BBQ. Staff are currently working out the final details and acquiring last-minute supplies to make sure this year’s event is a success.

### Fall Schedule

The Recreation Staff have begun putting together the schedule of programs, classes, and events for the fall and winter seasons and Carolyn has begun assembling the fall/winter Marinwood Review, our semi-annual activity catalog. More details will be announced in the coming months.



## **PARKS MAINTENANCE ACTIVITY REPORT**

### Creekside Park

This past month the parks maintenance staff spent time addressing maintenance needs at Creekside Park, including:

- Adjusting the drip irrigation and changing out some leaky tubing
- Inspecting and making adjustment to playground equipment
- Pruning and weeding throughout the park
- Adding sand to the sandbox

### Mini Park

Work was also performed at the Mini Park, including:

- Repairing DG path after displacement and rutting was discovered, likely from motorized bikes
- Minor graffiti removal
- Repairs to two cracked sprinkler heads
- Pruning and weeding throughout

### Main Park

Maintenance this month in the main park included:

- Pruning the blackberry and ivy off the fences
- Filling low spots and holes in the turf caused by gopher activity
- Inspecting and adjusting equipment in the playground, including changing out some aging swing chains and connectors

### Pool

Maintenance at the pool has included cutting back the ivy on the fences, replacing the privacy screening on some of the gates and fences, repairing the emergency fire gate, and pruning and weeding in the tot pool area.

### Ongoing Projects

Staff have begun rehabilitating the north end of the main park after it was converted into a temporary corp. yard while the new maintenance facility was constructed. Irrigation valves and lines have been unearthed and tested, and several repairs made. Preparations are being made to replace the turf as well as adding some other plantings, picnic benches, and a walking path.

### Miller Creek Median Cleanup

This past few weeks significant work has been performed on the four long medians north of Quietwood on Miller Creek Road. Work has involved limbing up trees and hedges, pruning back overgrowth, and removing dead trees and branches. The area is looking much improved.

### Daily/Weekly Tasks:

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