

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

Tuesday – August 10, 2021 – 7:30 PM

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

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

Meeting ID: 823 1481 3460

ATTENTION: This will be a virtual meeting of the Marinwood CSD Board of Directors 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 July 13, 2021 (Remote Meeting) b. Bills Paid Nos. 5559 – 5658	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 Year-End Profit & Loss Financial Statements (Pre-audit)	Review
	2. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of August 3, 2021	Review
	2. Chief Officer Report and Activity Summary	Review
	3. Date of Next Fire Commission Meeting – September 7, 2021	
G.	PARK AND RECREATION MATTERS	
	1. Recreation and Park Maintenance Activity Reports	Review
	2. Date of Next Park & Recreation Commission Meeting – August 24, 2021	
H.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I.	PUBLIC COMMENT ON CLOSED SESSION ITEMS	
J.	CLOSED SESSION <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters</i>	
K.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – September 14, 2021	

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 – July 13, 2021

Time and Place: 7:30PM via Teleconference

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

Present:

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

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

A. Call to Order & Roll Call of Directors

President Shea called the meeting to order at 7:30pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of June 8, 2021 (Remote Meeting)*

b. *Bills Paid Nos. 5484-5558*

Case to approve/Ruggeri 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. Accessibility of Marinwood Park and playground; suggestion for more senior-friendly programming

E. District Matters:

1. *District Manager Report*

Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

2. *Date of Next Fire Commission Meeting – August 3, 2021*

G. 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 – July 27, 2021*

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

- none

Regular Meeting adjourned at 8:29PM

I. Public Comment of Closed Session Items

No public comments were received

J. Closed Session:

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

Closed session convened at 8:29PM and came out of closed session at 10:07PM. No reportable action taken.
Board gave direction to representative.

Meeting adjourned at 10:10PM

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 August 10, 2021

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5559	7/1/2021	Astro Jump of the North Bay	1,699.00	Camp activity	Rec	5220819	Summer	1,699.00
5560	7/1/2021	VSP	387.94	Vision - July	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
5561	7/1/2021	Delta Dental Plan of CA	2,105.84	Dental - July	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
5562	7/1/2021	SDRMA	259.80	Life Ins - July	Fire	5130120	General	92.84
					Park	5130120	General	49.99
					Rec	5130120	General	116.97
5563	7/2/2021	Marinwood CSD	167,874.26	Fire salaries	Fire	5110110	General	26,329.34
				Fire OT	Fire	5120110	General	14,419.71
				FLSA	Fire	5110319	General	1,035.17
				Acting Pay	Fire	5110310	General	286.32
				4850 pay	Fire	5110110	General	4,010.72
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Rec hourly	Rec	5110210	General	2,230.75
				Park salary	Park	5110110	General	4,293.60
				Pool staff	Rec	5110210	Pool	11,735.26
				Swim Team	Rec	5110210	Swim Team	900.00
				Aquatics	Rec	5110210	Aquatics	4,957.50
				Summer	Rec	5110210	Summer	73,138.41
				PR fees	Fire	5210230	General	170.98
				PR fees	Rec	5210230	General	415.65
				PR fees	Park	5210230	General	13.92
				SS + Medicare	Fire	5140140	General	3,439.33
				SS + Medicare	Rec	5140140	General	8,229.43
				SS + Medicare	Park	5140140	General	327.52
				EDU + SUI	Fire	5140145	General	10.59
				EDU + SUI	Rec	5140145	General	1,664.92
				Benefits withholding	Park	2120066	General	-777.60
				Benefits withholding	Rec	2120066	General	-1,218.61
				Benefits withholding	Fire	2120066	General	-5,561.85
5564	7/2/2021	Marinwood CSD	12,492.63	Retire 07/02/2021	Park	5130510	General	1,094.79
					Rec	5130510	General	1,935.72
					Fire	5130510	General	9,462.12
5565	7/2/2021	Marinwood CSD	47,974.83	Health Ins July	Park	5130120	General	11,365.61
					Rec	5130120	General	7,743.48
					Fire	5130120	General	28,865.74
5566	7/2/2021	Hansell Design	4,531.25	Arch construction admin	Measure A	5220910	General	4,531.25
5567	7/2/2021	National Academy of Athletic	1,344.00	Sports camp	Rec	5210146	Summer	1,344.00
5568	7/2/2021	Incredifix	1,665.00	Action movie camp	Rec	5210146	Summer	1,665.00
5569	7/2/2021	Mike Schulist	600.00	Jazz camp	Rec	5210146	Summer	600.00
5570	7/6/2021	Marinwood CSD	454,478.00	FY 21/22 Pension UAL	Park	5130510	General	38,520.00
					Rec	5130510	General	51,061.00
					Fire	5130510	General	364,897.00
5571	7/6/2021	SDRMA	122,268.15	FY 21/22 Work Comp Ins	Fire	5140115	General	76,662.13
					Park	5140115	General	21,152.39
					Rec	5140115	General	24,453.63
5572	7/6/2021	Marin Emergency Radio Autl	21,207.00	FY 21/22 MERA oper. Fee	Park	5210920	General	2,121.00
					Fire	5210920	General	19,086.00
5573	7/6/2021	Marin Emergency Radio Autl	1,995.00	FY 21/22 MERA bond princij	Park	5211710	General	191.82
					Fire	5211710	General	1,726.37
				FY 21/22 MERA bond intere	Park	5211715	General	7.68
					Fire	5211715	General	69.13
5574	7/6/2021	Marin General Services Autl	500.00	FY 21/22 Member contributi	Streetlights	5211610	General	500.00
5575	7/6/2021	SDRMA	46,239.50	FY 21/22 P/L & Auto Ins	Fire	5210525	General	17,182.70
					Rec	5210525	General	14,045.80
					Park	5210525	General	15,011.00
5576	7/6/2021	Pest Plus	259.00	Pest control	Rec	5220310	General	169.00
					Fire	5220310	General	90.00
5577	7/6/2021	Holly Dresden	968.00	refund summer camp	Rec	4631920	Summer	968.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5578	7/6/2021	PG&E	1,634.34	Streetslights	Streetslights	5210825	General	1,634.34
5579	7/9/2021	Robyn Bruton	183.62	summer craft supplies	Rec	5220819	Summer	183.62
5580	7/9/2021	Comcast	126.39	Cable - July	Fire	5210725	General	126.39
5581	7/9/2021	Denielle Durham	40.00	Refund pool daily fees	Rec	4631917	Pool	40.00
5582	7/9/2021	Marinwood Market	2,315.00	Market lunches	Rec	5220819	Summer	2,315.00
5583	7/9/2021	Sprint	484.30	cell phones	Fire	5210725	General	484.30
5584	7/9/2021	Play Well Teknologies	1,728.00	Lego camp	Rec	5210146	Summer	1,728.00
5585	7/9/2021	Jerry Mehcz	5,241.60	Tennis	Rec	5210146	Tennis	5,241.60
5586	7/9/2021	Mike Schulist	840.00	Jazz camp	Rec	5210146	Summer	840.00
5587	7/14/2021	Marin Prof FF Local 1775	1,764.00	June Dues	Fire	5211330	General	882.00
				July Dues	Fire	5211330	General	882.00
5588	7/14/2021	California Assoc. of Prof. FF	531.00	LTD - June	Fire	5130120	General	265.50
				LTD - July	Fire	5130120	General	265.50
5589	7/14/2021	Studio Weeren	180.00	web maintenance	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
5590	7/14/2021	Marinwood Market	2,832.50	Market lunches	Rec	5220819	Summer	2,832.50
5591	7/14/2021	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
5592	7/14/2021	DC Electric	281.78	SL maint - May	Streetslights	5210915	General	281.78
5593	7/14/2021	Willscot	496.79	Mobile office - July	Park	5220310	General	496.79
5594	7/14/2021	TIAA Commercial Finance	559.89	Copier lease	Park	5220130	General	55.99
					Rec	5220130	General	363.93
					Fire	5220130	General	139.97
5595	7/14/2021	Jennifer Henerlau	80.00	Notary services	Park	5220110	General	80.00
5596	7/14/2021	DMV	10.00	CERT trailer registration	Fire	5210910	General	10.00
5597	7/14/2021	State of CA - Dept of Justice	224.00	fingerprinting	Rec	5210128	General	224.00
5598	7/15/2021	Marinwood CSD	166,271.73	Fire salaries	Fire	5110110	General	25,485.98
				Fire OT	Fire	5120110	General	20,380.32
				FLSA	Fire	5110319	General	202.70
				Acting Pay	Fire	5110310	General	217.20
				4850 pay	Fire	5110110	General	4,010.72
				Holiday pay	Fire	5110313	General	3,411.12
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Rec hourly	Rec	5110210	General	2,156.25
				Park salary	Park	5110110	General	4,443.12
				Park hourly	Park	5110210	General	544.00
				Pool staff	Rec	5110210	Pool	11,527.91
				Swim Team	Rec	5110210	Swim Team	912.00
				Aquatics	Rec	5110210	Aquatics	5,665.75
				Summer	Rec	5110210	Summer	62,829.58
				Preschool	Rec	5110210	Preschool	231.25
				PR fees	Fire	5210230	General	210.41
				PR fees	Rec	5210230	General	396.06
				PR fees	Park	5210230	General	17.43
				SS + Medicare	Fire	5140140	General	4,022.79
				SS + Medicare	Rec	5140140	General	7,492.00
				SS + Medicare	Park	5140140	General	380.60
				EDU + SUI	Fire	5140145	General	16.24
				EDU + SUI	Rec	5140145	General	1,443.37
				EDU + SUI	Rec	5140145	General	9.79
				Benefits withholding	Park	2120066	General	-777.60
				Benefits withholding	Rec	2120066	General	-1,218.61
				Benefits withholding	Fire	2120066	General	-5,561.85
5599	7/15/2021	Marinwood CSD	13,350.26	Retire 07/16/2021	Park	5130510	General	1,109.38
					Rec	5130510	General	1,917.18
					Fire	5130510	General	10,323.70
5600	7/15/2021	Marinwood CSD	47,979.83	Health Ins Aug	Park	5130120	General	11,366.79
					Rec	5130120	General	7,744.28
					Fire	5130120	General	28,868.76
5601	7/15/2021	US Bank Corp Pmt Svcs	19,441.63	online meeting subscription	Fire	5211325	General	27.49
				supplies	Fire	5220810	General	249.33
				trailer hitch for water trailer, i	Fire	5210910	General	67.87
				staff meeting supplies	Park	5211325	General	75.51
				office supplies	Park	5220110	General	483.61
				mini park playground repairs	Park	5220210	General	2,762.27
				fence rental	Park	5220310	General	2,201.14

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				supplies	Park	5220310	General	77.03
				software	Rec	5210122	General	79.99
				fingerprinting	Rec	5210128	General	175.00
				staff training supplies	Rec	5211315	General	249.01
				staff meeting supplies	Rec	5211325	General	77.89
				software, email subscription:	Rec	5220110	General	208.81
				website hosting	Rec	5220110	General	21.99
				supplies	Rec	5220819	General	183.15
				vending supplies	Rec	5220826	Pool	375.00
				staff training	Rec	5211315	Pool	83.88
				staff training supplies	Rec	5211315	Pool	266.77
				pool equip, slide repair	Rec	5220215	Pool	2,692.17
				punch passes, pool supplies	Rec	5220819	Pool	249.12
				vending supplies	Rec	5220826	Pool	246.26
				preschool photos	Rec	5220819	Preschool	48.54
				camp supplies, first aid, band	Rec	5220819	Summer	8,539.80
5602	7/19/2021	Astro Jump of the North Bay	459.00	Camp entertainment	Rec	5220819	Summer	459.00
5603	7/19/2021	Sedgwick	2,436.37	4850 overpayment	Fire	5140116	General	2,436.37
5604	7/19/2021	DC Electric	281.78	SL maint - June	Streetlights	5210915	General	281.78
5605	7/19/2021	Swann Freslon	486.00	refund summer camp	Rec	4631920	Summer	486.00
5606	7/19/2021	Jane Voloshin	726.00	refund summer camp	Rec	4631920	Summer	726.00
5607	7/19/2021	Allstar Fire Equipment	3,228.20	(16) shirts	Fire	5220825	General	3,228.20
5608	7/19/2021	Landesign	2,985.00	landscape contractor	Park	5211125	General	2,985.00
5609	7/19/2021	Marin Sanitary	2,164.96	Garbage June 2021	Park	5210815	General	1,515.47
					Rec	5210815	General	432.99
					Fire	5210815	General	216.50
5610	7/19/2021	Marin Municipal Water	5,999.37	Water May/June	Fire	5210835	General	263.52
					Rec	5210835	General	1,061.82
					Park	5210835	General	4,674.03
5611	7/19/2021	National Academy of Athletic	2,064.00	Sports camp	Rec	5210146	Summer	2,064.00
5612	7/19/2021	Incredifix	1,020.00	Minecraft camp	Rec	5210146	Summer	1,020.00
5613	7/19/2021	AT&T	274.25	Phones - June	Fire	5210725	General	147.06
					Park	5210725	General	22.55
					Rec	5210725	General	104.64
5614	7/19/2021	CalPERS	8,333.00	CERBT July 2021	Park	5130130	General	3,250.00
					Rec	5130130	General	583.00
					Fire	5130130	General	4,500.00
5615	7/20/2021	VSP	387.94	Vision - Aug	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
5616	7/20/2021	Marinwood Market	2,930.00	Market lunches	Rec	5220819	Summer	2,930.00
5617	7/20/2021	Got Gophers	275.00	Pest control	Park	5211532	General	275.00
5618	7/20/2021	AT&T	77.19	Internet	Park	5210725	General	77.19
5619	7/20/2021	49er Communications	14,321.58	Hi-Band Radio Complement	Fire	5220916	General	14,321.58
5620	7/20/2021	SDRMA	227.70	Life Ins - Aug	Fire	5130120	General	92.85
					Park	5130120	General	49.99
					Rec	5130120	General	84.86
5621	7/20/2021	PG&E	772.48	Gas - June	Rec	5210810	General	718.15
					Fire	5210810	General	54.33
5622	7/22/2021	Delta Dental	2,105.84	Dental - Aug	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
5623	7/22/2021	Abbey Loberman	950.00	refund summer camp	Rec	4631920	Summer	950.00
5624	7/22/2021	PG&E	412.81	Electric - June	Rec	5210810	General	262.72
					Fire	5210810	General	11.91
					Park	5210810	General	138.18
5625	7/22/2021	Staples	216.55	office supplies	Rec	5220110	General	173.70
				lanyards	Rec	5220819	Summer	42.85
5626	7/22/2021	Schultz Entertainment	275.00	Camp entertainment	Rec	5220819	Summer	275.00
5627	7/22/2021	Schultz Entertainment	275.00	Camp entertainment	Rec	5220819	Summer	275.00
5628	7/22/2021	Astro Jump of the North Bay	1,059.00	Camp activities	Rec	5220819	Summer	1,059.00
5629	7/22/2021	Home Depot	136.01	Park maint.	Park	5220310	General	136.01
5630	7/22/2021	Murray Building	9,328.54	construction payment	Measure A	5220910	General	9,328.54
5631	7/23/2021	City of San Rafael Fire Dept	51,093.05	Chief services Q3/Q4	Fire	5210146	General	51,093.05
5632	7/23/2021	County of Marin	1,446.00	County Counsel Q4	Park	5210131	General	1,084.50
					Fire	5210131	General	361.50
5633	7/23/2021	National Academy of Athletic	2,616.00	Sports camp	Rec	5210146	Summer	2,616.00
5634	7/23/2021	Jerry Mehciz	4,627.20	Tennis	Rec	5210146	Tennis	4,627.20
5635	7/23/2021	Lucas Fretwell	63.35	park expenses	Park	5220825	General	63.35
5636	7/23/2021	Grainger	861.54	wire shelving	Fire	5220810	General	174.57
				trash bags	Rec	5220310	Building	686.97
5637	7/23/2021	Ongaro & Sons	452.00	backflow testing	Park	5220310	General	452.00
5638	7/23/2021	County of Marin	155.39	fuel - May	Park	5220610	General	155.39
5639	7/23/2021	County of Marin	3,294.23	FY 21/22 LAFCO Fees	Park	5211610	General	823.56
					Rec	5211610	General	823.56

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Fire	5211610	General	1,647.11
5640	7/23/2021	Kaiser Foundation Health Pl	1,626.00	FF Physicals	Fire	5140130	General	1,626.00
5641	7/23/2021	Ewing Irrigation	381.48	Irrigation maint.	Park	5220310	General	381.48
5642	7/23/2021	Siteone	452.74	Irrigation supplies	Park	5220310	General	452.74
5643	7/23/2021	Leslie's Pool Supply	425.61	pool chems	Rec	5220710	Pool	425.61
5644	7/23/2021	Comcast	139.92	Internet - July	Fire	5210725	General	69.96
					Rec	5210725	General	69.96
5645	7/23/2021	CPRS	170.00	CPRS membership - Bruton	Rec	5211330	General	170.00
5646	7/23/2021	Marin Resource Recycling	152.75	Debris dump	Park	5210815	General	152.75
5647	7/26/2021	Kona Ice of North Marin	1,098.90	Camp entertainment	Rec	5220819	Summer	1,098.90
5648	7/26/2021	National Appliance	155.00	appliance repair	Fire	5220310	General	155.00
5649	7/26/2021	Allstar Fire Equipment	103.50	shirts	Fire	5220825	General	103.50
5650	7/26/2021	C.A.P.F.	265.50	LTD - Aug	Fire	5130120	General	265.50
5651	7/26/2021	AFLAC	39.75	Disability ins - July	Park	5130120	General	39.75
5652	7/26/2021	All Star Rents	271.41	Equipment rental	Park	5211220	General	271.41
5653	7/26/2021	Marinwood Market	3,434.00	Market lunches	Rec	5220819	Summer	3,434.00
5654	7/26/2021	Marin Ace	304.28	supplies	Rec	5220310	General	21.83
					Park	5220310	General	194.41
					Fire	5220810	General	88.04
5655	7/27/2021	County of Marin - CDA	7,686.13	Maint facility permit issue fee	Measure A	5220910	General	7,686.13
5656	7/27/2021	Marinwood CSD	171,253.61	Fire salaries	Fire	5110110	General	28,637.26
				Fire OT	Fire	5120110	General	15,521.00
				Acting Pay	Fire	5110310	General	133.32
				4850 pay	Fire	5110110	General	859.44
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Rec hourly	Rec	5110210	General	1,290.00
				Park salary	Park	5110110	General	4,507.20
				Park hourly	Park	5110210	General	616.25
				Pool staff	Rec	5110210	Pool	15,071.17
				Swim Team	Rec	5110210	Swim Team	628.00
				Aquatics	Rec	5110210	Aquatics	6,122.50
				Summer	Rec	5110210	Summer	72,642.02
				Preschool	Rec	5110210	Preschool	249.75
				PR fees	Fire	5210230	General	165.44
				PR fees	Rec	5210230	General	422.70
				PR fees	Park	5210230	General	16.91
				SS + Medicare	Fire	5140140	General	3,609.23
				SS + Medicare	Rec	5140140	General	8,462.08
				SS + Medicare	Park	5140140	General	391.04
				EDU + SUI	Fire	5140145	General	10.59
				EDU + SUI	Rec	5140145	General	1,636.43
				EDU + SUI	Rec	5140145	General	11.09
				Benefits withholding	Park	2120066	General	-792.55
				Benefits withholding	Rec	2120066	General	-1,218.61
				Benefits withholding	Fire	2120066	General	-5,561.85
5657	7/27/2021	Marinwood CSD	12,289.37	Retire 07/30/2021	Park	5130510	General	1,120.26
					Rec	5130510	General	1,917.18
					Fire	5130510	General	9,251.93
5658	7/27/2021	Liebert Cassidy Whitmore	1,311.00	Legal services	Fire	5210131	General	1,311.00
TOTAL:			1,485,864.14					1,485,864.14

Total by Department:

Streetlights	2,697.90
Fire Department	804,896.55
Recreation Department	507,997.44
Park Department	148,726.33

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: August 10, 2021
Re: Preliminary Year-End Profit & Loss Financial Statements

Directors,

Please see the included pre-audit year-end *profit & loss budget to actuals* financial report for fiscal year 2020-2021. Please note, this report and the associated financial statements solely represent operating revenue and expenditures for the fiscal year against the original operating budget approved by the Board of Directors. The data remains subject to change as any adjustments are identified during the annual fiscal audit.

While not as drastic as the final months of FY 19/20, the ongoing public health situation with COVID-19 continued to have an impact on our services throughout the year. This is most evident in our Recreation programs and offerings in which staff was tasked with creating a plan and respective budget taking into account many unknown variables leading to more questions than answers. In all, and as reflected in the attached financial report, staff did an admirable job navigating the constant evolution of various restrictions while maximizing program participation opportunities.

Through it all, the District managed to conclude the fiscal year with a strong financial performance and a June 30, 2021 cash balance in the General Fund of approximately \$5.88 million.

For the fiscal year, total revenue exceeded operating expenses by approximately \$990,000.

- Total combined ad valorem tax revenue (revenue minus County-levied fees) exceeded budget forecasts by approximately \$189,000. The District was, however, very conservative when budgeting the ad valorem property tax projections given the state of the public health situation at the time.
- Through Q3 (3/30/21) the District had realized approximately \$21K in interest revenue. This figure is much lower than anticipated based on past performance of lower general fund balances and was greatly impacted by the conservative investment strategy implemented by the County. We expect to realize Q4 interest revenue from the County at some point later this month.
- Capital Reserves Designation was budgeted at \$100,000. However, this is not an actual expenditure and accordingly not recognized within the P&L statement. It is included in the budget to account for these desired reserves during budget preparation.

The following notable items are represented within the P&L Statement but were booked as Accounts Payable or Accounts Receivable. The associated revenue and/or expenditures were known and earned or incurred prior to June 30, 2020 and booked against the balance sheet for accounting purposes:

Accounts Receivable:

- Strike Team Reimbursement (Fire - 4640415): \$93,669.25
Awaiting reimbursement from State

- Shared Services overtime reimbursement from San Rafael FD (Fire – 4570110): \$13,259.67
Billing invoice has been sent to City of San Rafael
- Paramedic incentive reimbursement from San Rafael FD (Fire – 4710631): \$17,047.88

Accounts Payable:

- San Rafael Chief Officer Services (Fire – 5210146): \$51,093.05
Invoice has since forth been received and payment processed

Additionally, slightly over \$527K in unearned revenue for summer camp and pool fees were received during FY 20/21 and deferred to FY 21/22 revenue, accordingly.

Regarding capital expenditures, we were able to complete the following capital projects and expenditures during the fiscal year:

- Touchless bathroom fixtures were installed in the community center.
- A new phone system was installed in the community center and fire station.
- A trail rescue cart was purchased for the fire department.
- New pool covers were purchased.
- Cargo containers were purchased for the parks department.

The following planned capital projects and expenditures were not completed and were subsequently carried over to the 2021/2022 fiscal year:

- Portable generator for the fire department to be used during power outages.
- Replacement of aging existing furnace for community center.
- Top coat applications to tennis courts at Marinwood Park and Creekside Park.
- ADA chair lift for pool to replace aging existing chair lift.
- New tree and limb chipper for Parks department
- New utility vehicle for Park department to replace existing aging utility vehicle

In regards to recreation department program financials and as referenced earlier, several revenue and expense drivers were impacted throughout the course of the year in relation to original budgeted projections. These variables are illustrated in the actual financial performance as detailed in the financial statements. In a broad overview they include but are not limited to:

- We had planned and budgeted for a full-year preschool program and after school program. The preschool program was not implemented until January 2021 (1/2 year) and the after-school program served a small number of youth due to the fluctuating circumstances of the local school schedules.
- Due to seasonality challenges, summer programs were budgeted based on the model for summer 2020 which only allowed for a limited number of participants. Summer 2021 allowed for a greater number of participants. As the first several weeks of the 2021 summer fall within the 2020/2021 fiscal year, the increased participation and resulting revenue is reflected within the respective financial statement.
- We had budgeted for no pool operations. The evolving public health restrictions did eventually allow for some level of pool operations.

Other individual department specific summary and variance notes are included immediately following the financial statements.

In summary, while District staff were able to manage finances successfully through the varying degrees of the public health situation and close the fiscal year with a significant financial net gain to our general fund, fiscal year 21/22 and beyond still contains much uncertainty. Further long-term fiscal impacts still need to be monitored. As the pandemic continues it is reasonable to expect health care costs to rise accordingly directly impacting our OPEB UAL. Global investment markets continue to fluctuate which could have an impact on our Pension UAL.

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	DISTRICT TOTAL		
	Jul '20 - Jun 21	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	1,780,841.81	1,680,000.00	106.0%
4110111 · PropTax - Admin Fee (Contra)	-25,429.68	-25,000.00	101.72%
4110115 · PropTax - Unitary	12,226.72	10,000.00	122.27%
4110120 · PropTax - Current Unsecured	33,789.97	29,000.00	116.52%
4110140 · ERAF - Excess	235,552.69	155,500.00	151.48%
4110145 · ERAF - PY/Reverse	12,351.67	13,500.00	91.49%
4110210 · PropTax - Supplemental Current	35,687.13	33,000.00	108.14%
4110215 · PropTax - Supplemental Unsecure	677.06	500.00	135.41%
4110225 · PropTax - Supplemental Redempt	1,170.53	1,000.00	117.05%
4110510 · PropTax - Prior Unsecured	1,011.20	1,000.00	101.12%
4120610 · Special Tax Assessment	1,599,771.72	1,598,327.00	100.09%
4120611 · Special Tax- Admin Fee (contra)	-3,578.00	-4,900.00	73.02%
4220115 · Building Plan Review	13,098.00	4,500.00	291.07%
4410125 · Interest- Co. Pooled Investment	20,861.03	25,000.00	83.44%
4410127 · Interest- ERAF Co. Pooled	86.81	100.00	86.81%
4410215 · Rental Income - Pool & Picnic	3,612.15	12,500.00	28.9%
4410225 · Rental Income - Community Ctr	-580.77	21,500.00	-2.7%
4511210 · HOPTR	7,559.64	7,500.00	100.8%
4570110 · Expense Reimbursements	68,545.37	500.00	13,709.07%
4631145 · Service Contract Revenue	96,219.00	94,156.00	102.19%
4631911 · Advertising Sales	2,365.18	8,000.00	29.57%
4631912 · Vending Sales	4,105.01	0.00	100.0%
4631914 · Community Events	598.23	8,490.00	7.05%
4631915 · Tennis	79,065.09	30,500.00	259.23%
4631917 · Pool Operating Rev	78,587.89	19,000.00	413.62%
4631919 · Adult Rec Programs	4,650.07	26,085.00	17.83%
4631920 · Summer Rec Programs	567,446.37	420,976.00	134.79%
4631922 · Youth Rec Programs	189,081.04	335,859.00	56.3%
4640321 · CSA 13 Contract Rev	623,058.00	611,357.00	101.91%
4640415 · OES Reimbursements	93,669.25	0.00	100.0%
4710615 · Donations (General)	117.80	1,000.00	11.78%
4710631 · Paramedic Reimbursement	50,268.05	33,000.00	152.33%
4710642 · Miscellaneous Rev	40,671.51	900.00	4,519.06%
Total Revenue	5,627,157.54	5,152,850.00	109.21%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	DISTRICT TOTAL		
	Jul '20 - Jun 21	Budget	% of Budget
Expenditures			
5110110 · Salaries - Regular Staff	1,389,407.93	1,433,712.00	96.91%
5110210 · Salaries - PT/Seasonal/Temp	370,062.37	464,269.00	79.71%
5110310 · Acting Pay	4,958.54	10,000.00	49.59%
5110313 · Holiday Pay	37,321.20	37,496.00	99.53%
5110319 · FLSA Pay	16,255.41	22,509.00	72.22%
5120110 · Overtime Pay	370,211.99	100,500.00	368.37%
5130120 · Benefits - Group Medical	541,350.86	554,255.00	97.67%
5130130 · OPEB Trust Contribution	100,000.00	100,000.00	100.0%
5130510 · PERS - Pension	624,326.98	637,770.00	97.89%
5140115 · Workers Comp Ins.	140,553.93	146,698.00	95.81%
5140116 · 4850 Reimbursements (Contra)	-61,569.46	0.00	100.0%
5140130 · Physician Services	20.00	1,830.00	1.09%
5140140 · Social Security & Medicare	154,803.22	157,608.00	98.22%
5140145 · Unemployment Ins.	8,900.72	19,805.00	44.94%
5210120 · Consultant Fees	7,500.00	16,500.00	45.46%
5210122 · Marketing	7,285.28	38,310.00	19.02%
5210128 · Fingerprinting/Background	7,485.00	6,000.00	124.75%
5210131 · Legal Services	6,507.75	17,000.00	38.28%
5210146 · Indep. Contractor Fees	228,592.30	154,708.00	147.76%
5210210 · Audit & Accounting	13,160.00	14,000.00	94.0%
5210230 · Payroll Service Fees	8,464.85	11,450.00	73.93%
5210525 · Insurance - General	52,042.75	59,935.00	86.83%
5210725 · Telecom - Phone/Internet/Cable	14,220.53	13,370.00	106.36%
5210810 · Utilities - Gas & Electric	46,667.92	58,365.00	79.96%
5210815 · Garbage Removal	29,707.85	36,030.00	82.45%
5210825 · Utilities - Street Light Elec.	19,094.35	17,500.00	109.11%
5210835 · Utilities - Water & Sewer	44,539.73	47,830.00	93.12%
5210910 · Maint. - Vehicles	15,052.02	18,000.00	83.62%
5210915 · Maint. - Streetlights	3,367.24	6,125.00	54.98%
5210920 · MERA Operating	18,565.00	18,566.00	100.0%
5210940 · Maint. - Park Heavy Equipment	2,430.96	3,500.00	69.46%
5211110 · Janitorial Services	0.00	20,000.00	0.0%
5211125 · Community Landscape Contract	35,820.00	38,500.00	93.04%
5211140 · Vegetation Management	3,500.00	40,000.00	8.75%
5211220 · Equipment Rental	6,435.78	4,500.00	143.02%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	8,280.74	18,000.00	46.0%
5211325 · Conferences & Meetings	2,059.70	4,250.00	48.46%
5211330 · Memberships & Dues	9,675.18	11,015.00	87.84%
5211440 · Travel	471.20	3,300.00	14.28%
5211520 · Publications & Legal Notices	247.62	900.00	27.51%
5211528 · Tree Maint. & Services	16,250.00	18,000.00	90.28%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	DISTRICT TOTAL		
	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
5211532 · Weed & Pest Control	2,775.00	3,800.00	73.03%
5211545 · Election Expense	250.00	5,000.00	5.0%
5211610 · County-Wide Fees	11,616.98	10,655.00	109.03%
5211710 · Long Term Debt - Principal	56,265.66	56,260.00	100.01%
5211715 · Long Term Debt - Interest	6,643.23	6,650.00	99.9%
5220110 · Admin & Office Supplies	17,602.51	23,500.00	74.9%
5220130 · Copier Lease & Printing	6,915.70	9,955.00	69.47%
5220210 · Equip. Maintenance/Replacement*	17,065.92	27,100.00	62.97%
5220215 · Pool Maintenance	12,068.73	2,500.00	482.75%
5220220 · Small Tools	2,419.67	2,000.00	120.98%
5220310 · Land & Buildings Maintenance	57,778.08	59,000.00	97.93%
5220610 · Gasoline/Fuel	2,152.17	3,500.00	61.49%
5220710 · Pool Chemicals	7,638.00	1,500.00	509.2%
5220810 · Miscellaneous Supplies	10,432.00	23,650.00	44.11%
5220819 · Rec Program Supplies & Services	71,241.69	112,440.00	63.36%
5220825 · Uniforms & Apparel	5,130.58	8,900.00	57.65%
5220826 · Vending Supplies	1,307.57	0.00	100.0%
5220827 · Janitorial Supplies	7,525.57	18,000.00	41.81%
5220830 · Volunteer Fire Department	35.94	10,000.00	0.36%
5220910 · Capital Outlay - Improvements	7,137.00	50,500.00	14.13%
5220916 · Capital Outlay - New Equipment	26,836.35	53,700.00	49.98%
5220920 · Capital Reserves Designation	0.00	100,000.00	0.0%
Total Expenditures	<u>4,634,865.79</u>	<u>4,972,716.00</u>	<u>93.21%</u>
Net Gain/Loss	<u>992,291.75</u>	<u>180,134.00</u>	<u>550.86%</u>

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	Park Dept		
	Jul '20 - Jun 21	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	518,224.95	488,880.00	106.0%
4110111 · PropTax - Admin Fee (Contra)	-7,400.04	-7,275.00	101.72%
4110115 · PropTax - Unitary	3,557.98	2,910.00	122.27%
4110120 · PropTax - Current Unsecured	9,832.88	8,439.00	116.52%
4110140 · ERAF - Excess	68,545.83	45,250.00	151.48%
4110145 · ERAF - PY/Reverse	3,594.34	3,928.00	91.51%
4110210 · PropTax - Supplemental Current	10,384.95	9,603.00	108.14%
4110215 · PropTax - Supplemental Unsecure	197.03	145.00	135.88%
4110225 · PropTax - Supplemental Redempt	340.62	291.00	117.05%
4110510 · PropTax - Prior Unsecured	294.26	291.00	101.12%
4120610 · Special Tax Assessment	392,871.74	392,890.00	100.0%
4120611 · Special Tax- Admin Fee (contra)	-880.18	-1,200.00	73.35%
4410125 · Interest- Co. Pooled Investment	6,070.57	7,275.00	83.44%
4410127 · Interest- ERAF Co. Pooled	25.26	100.00	25.26%
4511210 · HOPTR	2,199.86	2,182.00	100.82%
4710642 · Miscellaneous Rev	36,750.00	150.00	24,500.0%
Total Revenue	1,044,610.05	953,859.00	109.51%
Expenditures			
5110110 · Salaries - Regular Staff	200,162.43	223,827.00	89.43%
5110210 · Salaries - PT/Seasonal/Temp	9,217.80	7,200.00	128.03%
5120110 · Overtime Pay	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	132,249.14	142,727.00	92.66%
5130130 · OPEB Trust Contribution	41,000.00	41,000.00	100.0%
5130510 · PERS - Pension	52,054.51	58,790.00	88.54%
5140115 · Workers Comp Ins.	24,601.65	25,732.00	95.61%
5140140 · Social Security & Medicare	11,008.75	17,712.00	62.15%
5140145 · Unemployment Ins.	373.24	765.00	48.79%
5210120 · Consultant Fees	1,875.00	7,500.00	25.0%
5210122 · Marketing	1,073.83	530.00	202.61%
5210131 · Legal Services	3,056.56	5,000.00	61.13%
5210210 · Audit & Accounting	3,290.12	3,500.00	94.0%
5210230 · Payroll Service Fees	518.83	750.00	69.18%
5210525 · Insurance - General	16,751.30	18,550.00	90.3%
5210725 · Telecom - Phone/Internet/Cable	1,435.93	1,450.00	99.03%
5210810 · Utilities - Gas & Electric	1,941.63	4,515.00	43.0%
5210815 · Garbage Removal	22,098.91	25,630.00	86.22%
5210835 · Utilities - Water & Sewer	24,614.50	23,450.00	104.97%
5210910 · Maint. - Vehicles	1,761.02	2,000.00	88.05%
5210920 · MERA Operating	1,856.00	1,857.00	99.95%
5210940 · Maint. - Park Heavy Equipment	2,430.96	3,500.00	69.46%
5211125 · Community Landscape Contract	35,820.00	38,500.00	93.04%
5211220 · Equipment Rental	6,435.78	4,500.00	143.02%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	Park Dept		
	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>% of Budget</u>
5211315 · Professional Development	0.00	2,000.00	0.0%
5211325 · Conferences & Meetings	699.98	500.00	140.0%
5211330 · Memberships & Dues	1,951.00	2,540.00	76.81%
5211440 · Travel	0.00	800.00	0.0%
5211520 · Publications & Legal Notices	247.62		
5211528 · Tree Maint. & Services	16,250.00	18,000.00	90.28%
5211532 · Weed & Pest Control	2,775.00	3,800.00	73.03%
5211545 · Election Expense	62.50	1,250.00	5.0%
5211610 · County-Wide Fees	904.50	1,250.00	72.36%
5211710 · Long Term Debt - Principal	1,938.06	1,938.00	100.0%
5211715 · Long Term Debt - Interest	77.53	78.00	99.4%
5220110 · Admin & Office Supplies	676.16	2,000.00	33.81%
5220130 · Copier Lease & Printing	691.58	765.00	90.4%
5220210 · Equip. Maintenance/Replacement*	10,308.23	10,500.00	98.17%
5220220 · Small Tools	2,419.67	1,500.00	161.31%
5220310 · Land & Buildings Maintenance	45,715.39	37,000.00	123.56%
5220610 · Gasoline/Fuel	2,152.17	2,500.00	86.09%
5220810 · Miscellaneous Supplies	2,709.28	2,350.00	115.29%
5220825 · Uniforms & Apparel	464.13	500.00	92.83%
5220827 · Janitorial Supplies	319.33	1,000.00	31.93%
5220910 · Capital Outlay - Improvements	0.00	19,500.00	0.0%
5220916 · Capital Outlay - New Equipment	8,900.00	18,000.00	49.44%
5220920 · Capital Reserves Designation	0.00	12,500.00	0.0%
Total Expenditures	<u>694,890.02</u>	<u>799,756.00</u>	<u>86.89%</u>
Net Gain/Loss	<u>349,720.03</u>	<u>154,103.00</u>	<u>226.94%</u>

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	Recreation Dept		
	Jul '20 - Jun 21	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	578,773.60	546,000.00	106.0%
4110111 · PropTax - Admin Fee (Contra)	-8,264.64	-8,125.00	101.72%
4110115 · PropTax - Unitary	3,973.68	3,250.00	122.27%
4110120 · PropTax - Current Unsecured	10,981.74	9,425.00	116.52%
4110140 · ERAF - Excess	76,554.63	50,538.00	151.48%
4110145 · ERAF - PY/Reverse	4,014.29	4,388.00	91.48%
4110210 · PropTax - Supplemental Current	11,598.33	10,725.00	108.14%
4110215 · PropTax - Supplemental Unsecure	220.04	163.00	134.99%
4110225 · PropTax - Supplemental Redempt	380.42	325.00	117.05%
4110510 · PropTax - Prior Unsecured	328.64	325.00	101.12%
4410125 · Interest- Co. Pooled Investment	6,779.83	8,125.00	83.44%
4410127 · Interest- ERAF Co. Pooled	28.21		
4410215 · Rental Income - Pool & Picnic	3,612.15	12,500.00	28.9%
4410225 · Rental Income - Community Ctr	-580.77	21,500.00	-2.7%
4511210 · HOPTR	2,456.88	2,438.00	100.77%
4570110 · Expense Reimbursements	0.00	500.00	0.0%
4631911 · Advertising Sales	2,365.18	8,000.00	29.57%
4631912 · Vending Sales	4,105.01	0.00	100.0%
4631914 · Community Events	598.23	8,490.00	7.05%
4631915 · Tennis	79,065.09	30,500.00	259.23%
4631917 · Pool Operating Rev	78,587.89	19,000.00	413.62%
4631919 · Adult Rec Programs	4,650.07	26,085.00	17.83%
4631920 · Summer Rec Programs	567,446.37	420,976.00	134.79%
4631922 · Youth Rec Programs	189,081.04	335,859.00	56.3%
4710615 · Donations (General)	117.80	1,000.00	11.78%
4710642 · Miscellaneous Rev	3,589.06	250.00	1,435.62%
Total Revenue	1,620,462.77	1,512,237.00	107.16%
Expenditures			
5110110 · Salaries - Regular Staff	293,591.56	300,894.00	97.57%
5110210 · Salaries - PT/Seasonal/Temp	360,844.57	457,069.00	78.95%
5130120 · Benefits - Group Medical	89,705.21	90,693.00	98.91%
5130130 · OPEB Trust Contribution	8,000.00	8,000.00	100.0%
5130510 · PERS - Pension	74,481.97	77,066.00	96.65%
5140115 · Workers Comp Ins.	22,606.58	23,550.00	95.99%
5140130 · Physician Services	20.00		
5140140 · Social Security & Medicare	55,553.04	57,353.00	96.86%
5140145 · Unemployment Ins.	7,432.65	17,500.00	42.47%
5210120 · Consultant Fees	1,875.00	3,000.00	62.5%
5210122 · Marketing	5,937.47	36,750.00	16.16%
5210128 · Fingerprinting/Background	7,485.00	5,500.00	136.09%
5210131 · Legal Services	1,321.57	2,000.00	66.08%
5210146 · Indep. Contractor Fees	127,398.31	53,514.00	238.07%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	Recreation Dept		
	Jul '20 - Jun 21	Budget	% of Budget
5210210 · Audit & Accounting	3,290.13	3,500.00	94.0%
5210230 · Payroll Service Fees	2,979.72	5,500.00	54.18%
5210525 · Insurance - General	15,457.01	16,935.00	91.27%
5210725 · Telecom - Phone/Internet/Cable	2,234.04	2,200.00	101.55%
5210810 · Utilities - Gas & Electric	35,575.86	40,350.00	88.17%
5210815 · Garbage Removal	5,072.61	6,810.00	74.49%
5210835 · Utilities - Water & Sewer	13,616.91	16,980.00	80.19%
5211110 · Janitorial Services	0.00	20,000.00	0.0%
5211315 · Professional Development	7,053.74	6,000.00	117.56%
5211325 · Conferences & Meetings	1,029.84	2,500.00	41.19%
5211330 · Memberships & Dues	3,066.00	3,800.00	80.68%
5211440 · Travel	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	0.00	500.00	0.0%
5211545 · Election Expense	62.50	1,250.00	5.0%
5211610 · County-Wide Fees	1,749.50	2,750.00	63.62%
5220110 · Admin & Office Supplies	13,183.31	14,500.00	90.92%
5220130 · Copier Lease & Printing	4,495.21	7,275.00	61.79%
5220215 · Pool Maintenance	12,068.73	2,500.00	482.75%
5220310 · Land & Buildings Maintenance	8,826.85	16,000.00	55.17%
5220710 · Pool Chemicals	7,638.00	1,500.00	509.2%
5220819 · Rec Program Supplies & Services	71,241.69	112,440.00	63.36%
5220825 · Uniforms & Apparel	1,709.73	0.00	100.0%
5220826 · Vending Supplies	1,307.57	0.00	100.0%
5220827 · Janitorial Supplies	6,346.37	15,000.00	42.31%
5220910 · Capital Outlay - Improvements	7,137.00	31,000.00	23.02%
5220916 · Capital Outlay - New Equipment	10,601.91	23,000.00	46.1%
5220920 · Capital Reserves Designation	0.00	10,500.00	0.0%
Total Expenditures	1,291,997.16	1,497,179.00	86.3%
Net Gain/Loss	328,465.61	15,058.00	2,181.34%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	Fire Dept		
	Jul '20 - Jun 21	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	683,843.26	645,120.00	106.0%
4110111 · PropTax - Admin Fee (Contra)	-9,765.00	-9,600.00	101.72%
4110115 · PropTax - Unitary	4,695.06	3,840.00	122.27%
4110120 · PropTax - Current Unsecured	12,975.35	11,136.00	116.52%
4110140 · ERAF - Excess	90,452.23	59,712.00	151.48%
4110145 · ERAF - PY/Reverse	4,743.04	5,184.00	91.49%
4110210 · PropTax - Supplemental Current	13,703.85	12,672.00	108.14%
4110215 · PropTax - Supplemental Unsecure	259.99	192.00	135.41%
4110225 · PropTax - Supplemental Redempt	449.49	384.00	117.06%
4110510 · PropTax - Prior Unsecured	388.30	384.00	101.12%
4120610 · Special Tax Assessment	1,182,674.98	1,181,212.00	100.12%
4120611 · Special Tax- Admin Fee (contra)	-2,644.15	-3,600.00	73.45%
4220115 · Building Plan Review	13,098.00	4,500.00	291.07%
4410125 · Interest- Co. Pooled Investment	8,010.63	9,600.00	83.44%
4410127 · Interest- ERAF Co. Pooled	33.34		
4511210 · HOPTR	2,902.90	2,880.00	100.8%
4570110 · Expense Reimbursements	68,545.37		
4631145 · Service Contract Revenue	96,219.00	94,156.00	102.19%
4640321 · CSA 13 Contract Rev	623,058.00	611,357.00	101.91%
4640415 · OES Reimbursements	93,669.25		
4710631 · Paramedic Reimbursement	50,268.05	33,000.00	152.33%
4710642 · Miscellaneous Rev	336.59	500.00	67.32%
Total Revenue	2,937,917.53	2,662,629.00	110.34%
Expenditures			
5110110 · Salaries - Regular Staff	895,653.94	908,991.00	98.53%
5110310 · Acting Pay	4,958.54	10,000.00	49.59%
5110313 · Holiday Pay	37,321.20	37,496.00	99.53%
5110319 · FLSA Pay	16,255.41	22,509.00	72.22%
5120110 · Overtime Pay	370,211.99	100,000.00	370.21%
5130120 · Benefits - Group Medical	319,396.51	320,835.00	99.55%
5130130 · OPEB Trust Contribution	51,000.00	51,000.00	100.0%
5130510 · PERS - Pension	497,790.50	501,914.00	99.18%
5140115 · Workers Comp Ins.	93,345.70	97,416.00	95.82%
5140116 · 4850 Reimbursements (Contra)	-61,569.46		
5140130 · Physician Services	0.00	1,830.00	0.0%
5140140 · Social Security & Medicare	88,241.43	82,543.00	106.9%
5140145 · Unemployment Ins.	1,094.83	1,540.00	71.09%
5210120 · Consultant Fees	3,750.00	6,000.00	62.5%
5210122 · Marketing	273.98	1,030.00	26.6%
5210128 · Fingerprinting/Background	0.00	500.00	0.0%
5210131 · Legal Services	2,129.62	10,000.00	21.3%
5210146 · Indep. Contractor Fees	101,193.99	101,194.00	100.0%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	Fire Dept		
	Jul '20 - Jun 21	Budget	% of Budget
5210210 · Audit & Accounting	6,579.75	7,000.00	94.0%
5210230 · Payroll Service Fees	4,966.30	5,200.00	95.51%
5210525 · Insurance - General	19,834.44	24,450.00	81.12%
5210725 · Telecom - Phone/Internet/Cable	10,550.56	9,720.00	108.55%
5210810 · Utilities - Gas & Electric	9,150.43	13,500.00	67.78%
5210815 · Garbage Removal	2,536.33	3,590.00	70.65%
5210835 · Utilities - Water & Sewer	6,308.32	7,400.00	85.25%
5210910 · Maint. - Vehicles	13,291.00	16,000.00	83.07%
5210920 · MERA Operating	16,709.00	16,709.00	100.0%
5211140 · Vegetation Management	3,500.00	40,000.00	8.75%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	1,227.00	10,000.00	12.27%
5211325 · Conferences & Meetings	329.88	1,250.00	26.39%
5211330 · Memberships & Dues	4,658.18	4,675.00	99.64%
5211440 · Travel	471.20	1,000.00	47.12%
5211520 · Publications & Legal Notices	0.00	400.00	0.0%
5211545 · Election Expense	125.00	2,500.00	5.0%
5211610 · County-Wide Fees	8,462.98	6,155.00	137.5%
5211710 · Long Term Debt - Principal	54,327.60	54,322.00	100.01%
5211715 · Long Term Debt - Interest	6,565.70	6,572.00	99.9%
5220110 · Admin & Office Supplies	3,743.04	7,000.00	53.47%
5220130 · Copier Lease & Printing	1,728.91	1,915.00	90.28%
5220210 · Equip. Maintenance/Replacement*	6,757.69	16,600.00	40.71%
5220220 · Small Tools	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	3,235.84	6,000.00	53.93%
5220610 · Gasoline/Fuel	0.00	1,000.00	0.0%
5220810 · Miscellaneous Supplies	7,722.72	21,300.00	36.26%
5220825 · Uniforms & Apparel	2,956.72	8,400.00	35.2%
5220827 · Janitorial Supplies	859.87	2,000.00	42.99%
5220830 · Volunteer Fire Department	35.94	10,000.00	0.36%
5220916 · Capital Outlay - New Equipment	7,334.44	12,700.00	57.75%
5220920 · Capital Reserves Designation	0.00	77,000.00	0.0%
Total Expenditures	2,625,017.02	2,651,656.00	99.0%
Net Gain/Loss	312,900.51	10,973.00	2,851.55%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2020-2021

	Streetlights		
	Jul '20 - Jun 21	Budget	% of Budget
Revenue			
4120610 · Special Tax Assessment	24,225.00	24,225.00	100.0%
4120611 · Special Tax- Admin Fee (contra)	-53.67	-100.00	53.67%
4710642 · Miscellaneous Rev	-4.14		
Total Revenue	24,167.19	24,125.00	100.18%
Expenditures			
5210825 · Utilities - Street Light Elec.	19,094.35	17,500.00	109.11%
5210915 · Maint. - Streetlights	3,367.24	6,125.00	54.98%
5211610 · County-Wide Fees	500.00	500.00	100.0%
Total Expenditures	22,961.59	24,125.00	95.18%
Net Gain/Loss	1,205.60	0.00	100.0%

Marinwood Community Services District
Fiscal Year 2020-2021 Year-End P&L Budget-to-Actuals Summary and Variance Notes

GL Number GL Description Summary Notes:
PARK DEPT:

4710642	Miscellaneous Rev.	<i>Revenue received from PG&E testing project on CSD property</i>
5110110	Salaries - Reg. Staff	<i>Current staff vacancy</i>
5110210	Salaries - PT/Temp	<i>Additional use of temp staff during full-time position vacancy</i>
5210120	Consultant Fees	<i>Did not need Geotech services held in Budget as contingency</i>
5210122	Marketing	<i>Staff recruitment ads for vacant position</i>
5210810	Gas & Electric	<i>Demolition of maintenance facility in November 2020</i>
5211220	Equip. Rental	<i>Temporary rental of portable restroom in temporary work area</i>
5220310	Land & Bldg Maint.	<i>Temporary modular office lease and related utility feed work needed to accommodate</i>

RECREATION:

The majority of recreation variances and summary notes were included in accompanying staff report

4410215	Rental-Pool & Picnic	<i>Limited timing and availability past year due to public health</i>
4410225	Rental-Comm Center	<i>Refund from rental booked prior year</i>
4631911	Ad Sales	<i>No Catalog published. Reduced cost and participation in digital advertising clients</i>
4631914	Community Events	<i>Only conducted virtual art show in past year due to public health</i>
4631919	Adult Rec Programs	<i>Most planned classes did not occur due to public health</i>
4631922	Youth Rec Programs	<i>Significantly reduced preschool program (1/2 year) and after school program</i>
52110210	Salaries - P/T	<i>Reduced programs (preschool, after school, etc.)</i>
5210122	Marketing	<i>Majority of amount budgeted for cost of printed program catalogs not published</i>
5210146	Indep. Contractors	<i>More tennis classes and sports programs than planned. Resulted in increased revenue</i>
5220819	Program Supplies	<i>Lower in-house programs than planned past year due to public health</i>
5220827	Janitorial Supplies	<i>Reduced facility usage due to public health</i>

FIRE DEPT:

4570110	Exp. Reimbursements	<i>Reimbursement for Shared Services OT incurred at SRFD. Includes Q3-Q4 from prior year</i>
4640415	OES Reimb.	<i>Reimbursements for out-of-county strike team assignments, including OT incurred</i>
4710631	Paramedic Reimb.	<i>Includes Q3-Q4 from prior year. (1.5 years total)</i>
5120110	Overtime	<i>\$120K due to out-of-county and San Rafael shared service assignments (reimbursed)</i>
5211140	Vegetation Mgmt	<i>Majority of projects completed under MWPA funding and guidanc. Line reduced for 21/22</i>

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.

Park Maintenance Facility Replacement Project:

After almost 3 full months since submitting our building permit application (not including the entire design review process conducted prior, the 3rd party plan check process or the project bidding process) the County has finally completed their review and the **building permit has been issued**. I have been provided no real reason as to why the review took so long, especially given the outcome of their review resulted in no changes to the plans submitted. Regardless, now that the permit has been issued we conducted a final pre-construction meeting with the builder, architect, structural engineer and myself. Construction is anticipated to begin this week.

Goats Grazing on District Open Space:

As you may have noticed, we recently had goats grazing the areas of open space identified in our planning efforts as presented last March (Presentation can be viewed here: <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>). The areas included the open space immediately behind homes stretching from the end of Peachstone Terrace towards the west along Miller Creek Road and Idylberry Road to the end of our open space properties at the County Facilities on Idylberry. We also had goats graze the lower portion of "Grasshopper Hill" located in the northern portion of Marinwood, bordering Blackstone Dr, Heatherstone Dr and Johnstone Dr.

Now that the goat grazing has concluded for the season, I will continue to work with the vegetation management specialists of the San Rafael Fire Department to solidify plans and dates to bring in the various hand crews to the areas also presented last March. These include not only the areas where we just had goat grazing, but also the open space area along Elvia Ct and west of Las Gallinas from Peachstone Terrace to Valleystone Dr.

Possible Return to In-Person Meetings:

In accordance with Executive Order N-29-20 issued by the Governor of the State of California (the Order), the vast majority of public agencies throughout the State have been conducting remote online meetings of the governing body and respective commissions and committees. The Order is currently set to expire on September 30, 2021. Upon expiration public agencies would be required to once again conduct in-person meetings and provide a location by which the public can attend the respective meetings. The majority of public agencies throughout the State, including Marinwood CSD, are not required to provide both an in-person and remote means by which the public could participate. This is due to the financial limitations and hardships that would be placed upon smaller agencies by instituting such a requirement. However, due to the current public health status associated with the recent increase of COVID-19 case counts, it is possible the Order may be extended to a future date yet to be determined. If the Order is not extended, Marinwood CSD would resume meetings being conducted in a public location as of October 2021.

Other Items of Note:

- **Oaks Senior Living Facility:** In speaking with the project civil engineer, the proposed Oaks Senior Living Facility project located immediately past Marinwood Market above HWY 101 appears to be moving forward again. While the District has no jurisdiction over building projects, the facility would be annexed into the Marinwood CSD area and there may be future tax revenue implications.

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
August 3, 2021

Time and Place: 7:00PM Via Teleconference

Present:

Commissioners: Chair Steve Farac, Tom Elsbree, Pascal Karsenti

Absent: Ron Marinoff, Greg Stilson (CSA 13 Alternate)

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

Board: Kathleen Kilkenny

Farac called the meeting to order at 7:02 PM.

1. Agenda

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

2. Public Comment on Non-Agenda Items

There were no comments from the public.

3. Commissioner Items of Interest

-Commissioner Elsbree inquired as to the maintenance responsibility of the Red Eucalyptus trees located in the roadway median between Las Gallinas Ave and Marinwood Ave. He was informed that it falls under the jurisdiction of the County of Marin and that PG&E also performs tree maintenance here due to the overhead power lines located in this area.

4. Draft Minutes of June 1, 2021 Fire Commission Meeting

M/s Elsbree/Karsenti to approve Draft Minutes of June 1, 2021 Fire Commission Meeting as presented. Ayes: Farac, Elsbree, Karsenti. Nays: None. Absent: Marinoff. Motion carried.

5. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary.

6. Requests for Future Agenda Items

-Farac requested additional information regarding the connectivity of ZoneHaven with other potential applications.

The meeting was adjourned at 7:54 PM.

Eric Dreikosen



To: Marinwood Board of Directors

From Darin White, Fire Chief

Date: August 10, 2021

Re: Fire Department Update

Marin Wildfire Prevention Authority-

On July 15, 2021, MWPA Director, Mark Brown, and staff, presented the recommendations for CORE funding allocation and projects that did not require CEQA review (or have already received approvals). In Marinwood, fire road work, fuel reduction work between open space and approximately 900 homes, and goat grazing projects were given formal approval.

Defensible Space and Home Hardening Grant Programs: MWPA staff began meeting with member agencies to discuss how to design Core grant programs for defensible space and home hardening and how best to coordinate with other grant programs in the JPA area. Challenges range from differing amounts of grants being considered by different JPA members, criteria for qualifying for the grants (i.e. demonstrated fiscal constraints, offsetting significant costs incurred in order to become compliant, lack of administrative capacity to implement and operate a grant program, and other considerations. MWPA staff will develop a plan to hire contract staff for grant management (presumably countywide) and will bring a proposal to the Board for future consideration.

At the August 5, 2021 Executive Board meeting, and as the Marin Wildfire Prevention Authority enters its second full fiscal year there is an identified need to transition from a focus at the Board level of building the organization to governance of the organization. Additionally, there is no language in the Joint Powers Agreement or Board bylaws stipulating how officers of the Board are elected. To address these issues, staff recommends that the Executive Committee offer input into the formation of two temporary ad hoc subcommittees to develop recommendations for the MWPA Board. The first ad hoc subcommittee would focus on MWPA's transition from build-out to organizational governance. Some of these transitional items are at the strategic/policy level and some are at the operational level. Director Brown proposed that an ad hoc subcommittee work with staff to create a recommended road map for this transition, and then present its recommendation to the Board of Directors. A second ad hoc subcommittee would evaluate the current structure of officers and the most appropriate procedure to use for nominating and electing officers and with succession planning in view as well.

Vegetation Management

536 inspections have been completed in Marinwood and 2 at the Lucas Valley Estates. Two goat grazing projects have been completed on Idylberry Rd. and Grasshopper Hill.

Guidelines/COVID-19:

As feared COVID-19 cases have risen in recent weeks with the spread of the delta variant, a far more infectious mutation that is reported to be able to spread among both vaccinated and unvaccinated individuals. Although, persons who are vaccinated have not perished they are able to spread the virus to both vaccinated and unvaccinated persons. It is suspected that the virus is passed in smaller social settings and private gatherings where both vaccinated and unvaccinated persons are interacting. People who are not vaccinated are being advised not to attend movie theaters, restaurants, or other indoor places where face masks are removed to for the purpose of eating and drinking.

Marin County joined several other Bay Area counties on Monday, August 2, 2021, by mandating that face coverings be worn when in indoor public places. The mandate became effective on Tuesday August 3, 2021. Some counties have taken it a step further to order that masks be used in private settings where it is believed at least 60% or more of the transmissions are taking place (Marin IJ).

Many institutions, government agencies, and private sector businesses are mandating vaccination for their employees. The list includes Kaiser Hospital, University of California, Los Angeles Fire Department, City of San Francisco, State employees, health care workers, and the Department of Veterans Affairs (which has an estimated 115,000 employees). The American Medical Association and American Nurses Association have signed a joint statement calling on mandatory vaccination for health care workers. It has been stated that if the color tiered system was still in use, we would be in the most restrictive tier, purple, and the precautions would surpass those that are being imposed right now.

Traffic Advisory

Marin County DPW advises the following regarding the curve realignment project on Lucas Valley Road east of Big Rock:

- Temporary traffic signals are currently operational for one way traffic control.
- The roadway through the construction zone has been designed to accommodate fire apparatus.
- The temporary lane and signal will be in place through November 2021.
- Please test drive the road to ensure fire apparatus can get through. (It will not accommodate T54)
- Contact DPW Engineer Rachel Calvert if you have any questions or concerns: 415-246-5017.

I've also been informed that the project at some point will require blasting. Marin County Fire Department will be reviewing and approving the blasting plan. When I receive more information on this, I'll pass it along. Please refer to the following links for additional information:

<https://www.marincounty.org/depts/pw/divisions/projects/engineering/lucas-valley-road-curve-realignment>

<https://www.marinij.com/2021/04/19/risky-curve-on-lucas-valley-road-slated-for-upgrades/>



Marinwood Fire Department Statistics: July 2021

The Marinwood Fire Department has responded to 112 emergency calls in July 2021 through July 28; of these, 11 calls were cancelled en route. More than half of the calls were medical incidents; three calls involved a confirmed COVID-19 case. The department responded to one structure fire and four vegetation fires, all in San Rafael.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	17	10	1	0	0	N/A	0	28
CSA 13	2	1	3	0	0	N/A	0	6
Old JPA (Mont Marin)	2	0	2	0	0	N/A	0	4
New JPA (East of 101)	29	16	0	1	0	N/A	0	46
SR Mutual Aid	5	1	0	4	0	0	1	11
MC JPA	6	1	0	0	0	N/A	0	7
MC Mutual Aid	0	2	0	0	0	N/A	0	2
Novato	1	5	0	0	0	2	0	8
Total number	62	36	6	5	0	2	1	112
<i>Percentage of total</i>	<i>55.4%</i>	<i>32.1%</i>	<i>5.4%</i>	<i>4.5%</i>	<i>0.0%</i>	<i>1.8%</i>	<i>0.9%</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): citizen complaint

Average response time for Engine 58:	5 minutes, 14 seconds
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RECREATION

Summer Camps

Summer Wrap-up. Marinwood's Summer Camp Program will conclude on Friday, August 13th, after running for 9 weeks. Last week the summer camp and pool staff members were treated to an end-of-summer pool party as a thank you and opportunity to celebrate the summer. We had a stellar staff this year and we are extremely grateful to them for their hard work and dedication in pulling off another exciting Marinwood summer.

2 COVID cases. After 7 weeks without any instances of COVID, we received word on Monday, August 2nd that both a camper and staff member had tested positive. We immediately shut down the two impacted camp groups, sent the campers home, contacted Public Health for further instructions, and alerted all our camp families. Despite some initial mixed messaging regarding siblings of COVID-impacted campers, the health officials we worked with greatly helped us determine which steps to take and how to keep our camp families informed. Both impacted camps were able to resume this week. Parents, though disappointed by the news and disruption, were overwhelmingly gracious and understanding.

Pool

Strong attendance. Warm weather, as well as a limited supply of open pools in the area, have brought large crowds to Marinwood pool this past month. It has been encouraging to see the pool bustling with so much activity. Swim lessons have also remained almost completely booked all summer.

Fall season. There are two weeks left in the summer pool season before we transition to our fall schedule. This fall we will be offering lap swim, recreation swim, private and semi-private swim lessons, water polo, and lifeguard training. The pool will close for the season on Friday, October 8th.

Fall Classes & Events

Classes. The rec staff is currently finalizing our fall/winter roster of classes and programs. We are relieved to see many of our longstanding programs return and excited to be adding a few new ones. The Fall/Winter Marinwood Review will be out in September.

Events. We are planning to be able to host some community events this fall. While details are still being worked out for some of our events, the schedule is starting to come together including the Lions Club Car Show (9/8) and the Fall (in-person) Art Show (11/6). Other events taking place this fall/winter will include the Halloween Harvest Festival and Winterfest, among others.

Rentals

While we have already resumed renting our picnic and pool party areas this summer, pending further health restrictions, we are planning on accepting new building rental applications this September.

PARKS & BUILDING MAINTENANCE

Tree Work

A large dangling limb hanging about 40 feet in the air in the Firemen's Group Picnic Area was reported to us on July 21st. We were able to have one of our tree service contractors come out and remove the hazard later that day. In the meantime, the fire department was able to block off the area to protect unsuspecting walkers.

Irrigation

Last month staff discovered an irrigation leak on our property just west of the firehouse. We identified a compromised joint, cracked from several roots interweaving the lines. Staff cleared the area of roots and debris and laid new pipes. Timing was unfortunate as this repair straddled a hot weekend and irrigation had to be shut off during a few 90-degree days. The turf suffered considerably, especially near the tennis courts where a lack of water and non-stop foot traffic has left the area bald and dusty in spots. We will be working to revitalize the turf immediately following the close of summer camp and expect things to be recovering quickly.

Firemen's Hill Project

This past few weeks staff completed work on the walking path through the firemen's hill. The area was leveled, weed barrier and gopher wire laid down, and a new surface of decomposed granite added and compacted. Decorative rocks have been added to the area and new plantings will be added in the coming months.

Pool Maintenance

Supply chain challenges. The pool has run relatively smoothly this summer despite some new and unprecedented challenges with our chemical and equipment supply chains. A national titanium shortage has delayed shipment of a much needed chlorine generator replacement cell, causing us to require more supplemental liquid chlorine that we would otherwise need. Additionally, a national chlorine shortage has made it challenging to acquire liquid chlorine. Bulk orders have consistently been cancelled or delayed and the few local pool supply stores that have chlorine on hand have begun rationing, necessitating multiple trips per week to stay stocked. In spite of all of this, staff has managed to keep the pool balanced and chlorinated and we are optimistic that we will make it through the season.

Clarity. Over the last month the pool has seen a rise in the use of zinc oxide and zinc oxide-based sunscreens by pool patrons as well as pool staff. Our filtration system does not effectively filter zinc and we began experiencing clarity issues a few weeks ago as the water became more and more saturated, even causing us to close for a few hours one afternoon due to limited visibility of the bottom of the pool. After some brainstorming, staff was able to identify zinc as the culprit. We have asked staff to limit their zinc use and have employed some clarifier agents in the water that significantly improve the filtration and the clarity has significantly improved as a result.

Yellow Jackets

Throughout the summer we have seen a steady rise in the yellow jacket population in the parks, resulting in an inordinate number of stings and bites at camp. Staff have added traps throughout the property and have contacted vector control to identify and eliminate nests. Staff will continue to monitor the situation as needed.

Some of our ongoing and upcoming work includes repairing a deteriorating open space fence on Kernberry, cleaning up the landscaping at the intersection at Bridgegate and Creekside, repairing the turf in all 3 parks, among other projects and repairs.

Daily/Weekly Duties:

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