

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

Tuesday – August 11, 2020 – 6:45 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.	CLOSED SESSION <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters</i>	
B.	OPEN SESSION: CALL TO ORDER & ROLL CALL OF DIRECTORS <i>Open Session shall begin at the conclusion of Closed Session and no earlier than 7:30 PM.</i>	
C.	AGENDA	Adopt
D.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of July 14, 2020 (Remote Meeting) b. Bills Paid Nos. 4701 – 4808	Approve
E.	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>	
F.	DISTRICT MATTERS	
	1. Proposed Amendments to Marinwood CSD Mission Statement	Approve
	2. Proposed Statement Opposing Systemic Racism	Approve
	3. Fiscal Year 2019-2020 Year-End Profit & Loss Financial Statements (Pre-audit)	Review
	4. District Manager Report	Review
G.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of August 4, 2020	Review
	2. Chief Officer Report and Activity Summary	Review
	3. Date of Next Fire Commission Meeting – September 1, 2020	
H.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of July 28, 2020	Review
	2. Recreation and Park Maintenance Activity Reports	Review
	3. Date of Next Park & Recreation Commission Meeting – August 25, 2020	
I.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
J.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – September 8, 2020	

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

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – July 14, 2020

Time and Place: 7:30PM via Teleconference

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

Present:

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

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

Guests: Bill Hansell of Hansell Design

A. Call to Order

President Naylor called the meeting to order at 7:30PM

B. Agenda

No proposed changes to the Agenda.

Board President Naylor verbally stated the attached “BLM Support Statement”

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of June 9, 2020 (Remote Meeting)*

b. *Bills Paid Nos. 4565-4700*

Perry 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. Impact of Covid-19 on district cash flow

E. District Matters:

1. *Marin County Grand Jury Report: “Follow-Up Report on Web Transparency of Agency Compensation Practices”- Approve and Authorize District Manager to Submit Response on Behalf of Marinwood CSD*

Perry to approve/Oyserman to second Approve and Authorize District Manager to Submit Response on Behalf of Marinwood CSD to the Marin County Grand Jury Report as presented.

All in favor. Motion carried unanimously.

2. *District Manager Report*

Board received the District Manager’s Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of July 7, 2020*

Board reviewed Draft Minutes of Fire Commission Meeting

2. *Appointment of Marinwood CSD Board Director to Serve as the Marinwood Alternate on the Marin Wildfire Prevention Authority Board of Directors*

Director Shea was appointed as Alternate Board Director representing Marinwood CSD on the Marin Wildfire Prevention Authority Board of Directors

3. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

4. *Date of Next Fire Commission Meeting – August 4, 2020*

G. Park and Recreation Matters:

1. *Park Maintenance Facility Replacement Project Update*
Board received Park Maintenance Facility Replacement Project Update
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – July 28, 2020*

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

- Naylor requests BLM Support Statement be discussed at a future meeting

Meeting adjourned at 9:59PM

Tiffany Combrink, Secretary

BLM Support Statement from Board President Naylor:

In the past year Marinwood and our adjoining communities have experienced two well publicized events which demonstrate that racial prejudice exists here and should be a concern not only for people of color but for us all.

Prejudice was often evident in last year's acrimonious battle over the name of our local school district and received national attention. This year in the wake of the deaths of several black citizens at the hands of police officers a number of Marinwood citizens peacefully protested this unequal treatment as well as the too often fatal use of excessive force by law enforcement by chalking messages on sidewalks that "Black Lives Matter". Another member of our community confronted the peaceful protesters with obscene verbal attack which was captured on video and well publicized.

While I do not believe that these events represent the values of the majority of our extended community, we must strive to do better and suggest that our board adopt the following statement of support:

The Marinwood Community Services District:

- Stands in support of Black Lives Matter.
- Opposes any suppression of our citizen's rights to peacefully and non-destructively protest against all forms of systemic racism.
- Welcomes all people to our community to utilize our facilities, our parks and playgrounds and participate in our programs in a safe, responsible manner.
- Supports the initiatives to eliminate unequal treatment of people of color and the use of excessive force by law enforcement.
- Supports identifying situations to safely dispatch appropriate first responders rather than law enforcement.
- Supports identifying and eliminating all systemic racism in education, housing and general welfare which continue to impact people of color.

**MARINWOOD COMMUNITY SERVICES DISTRICT
REQUEST FOR PAYMENT OF CLAIMS**

Treasury Fund 8067

Classes:
Street lights
Fire
Recreation
Park

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4701	7/2/20	SDRMA	229.87	Life Ins July	Fire	5130120	General	89.87
					Park	5130120	General	60.56
					Rec	5130120	General	79.44
4702	7/2/20	Delta Dental	2,105.84	Dental July	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
4703	7/2/20	VSP	387.94	Vision July	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
4704	7/2/20	Marinwood CSD	45,116.47	Health Ins July	Park	5130120	General	10,472.83
					Rec	5130120	General	7,498.17
					Fire	5130120	General	27,145.47
4705	7/2/20	SDRMA	140,580.88	WC FY20/21	Fire	5130120	General	93,345.70
					Park	5130120	General	24,601.65
					Rec	5130120	General	22,633.53
4706	7/2/20	Marin General Svcs Authorit	500.00	MGSA JPA fee FY20/21	Street lights	5211610	General	500.00
4707	7/2/20	US Bank Operations Center	18,160.90	Principle MERA bond FY20/	Park	5211710	General	1,746.24
				Interest MERA bond FY20/2	Park	5211715	General	69.85
				Principle MERA bond FY20/	Fire	5211710	General	15,716.16
				Interest MERA bond FY20/2	Fire	5211715	General	628.65
4708	7/2/20	Marin Emergency Radio Aut	1,995.00	Debt Principle / MERA financ	Park	5211710	General	191.82
				Debt Principle / MERA financ	Fire	5211710	General	1,726.37
				Debt Interest / MERA financ	Park	5211715	General	7.68
				Debt Interest / MERA financ	Fire	5211715	General	69.13
4709	7/2/20	Marin Emergency Radio Aut	18,565.00	MERA operating fee FY20/2	Park	5210920	General	1,856.00
				MERA operating fee FY20/2	Fire	5210920	General	16,709.00
4710	7/2/20	Marinwood CSD	116,449.67	Fire salaries	Fire	5110110	General	28,792.24
				Fire OT	Fire	5120110	General	10,914.12
				FLSA	Fire	5110319	General	673.04
				4850	Fire	5110110	General	2,870.56
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec Salary	Rec	5110110	General	7,100.00
				Park Salary	Park	5110110	General	5,959.20
				Pool staff	Rec	5110210	Pool	2,170.00
				Summer staff	Rec	5110210	Summer	45,307.76
				Preschool	Rec	5110210	Preschool	207.00
				PR fees	Fire	5210230	General	169.30
				PR fees	Rec	5210230	General	251.14
				PR fees	Park	5210230	General	21.41
				SS + Medicare	Fire	5140140	General	3,301.56
				SS + Medicare	Rec	5140140	General	4,725.76
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	972.25
				Benefits clearing	Park	2120066	General	-837.96
				Benefits clearing	Rec	2120066	General	-1,169.08
				Benefits clearing	Fire	2120066	General	-5,491.18
4711	7/2/20	Marinwood CSD	12,219.53	Retire 07/03/2020	Park	5130510	General	1,268.81
					Rec	5130510	General	1,780.65
					Fire	5130510	General	9,170.07
4712	7/2/20	SDRMA	52,095.35	FY20/21 P/L & Auto Ins	Fire	5210525	General	19,834.44
					Rec	5210525	General	15,457.01
					Park	5210525	General	16,803.90
4713	7/2/20	Pitney Bowes	317.22	postage meter lease	Park	5220110	General	63.44
					Rec	5220110	General	190.34
					Fire	5220110	General	63.44
4714	7/2/20	PG&E	1,569.64	Streelights - June	Street lights	5210825	General	1,569.64
4715	7/2/20	Marin Prof Firefighters Local	882.00	Dues - June	Fire	5211330	General	882.00
4716	7/2/20	Studio Weeren	180.00	Web Maint. July-Aug-Sept	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
4717	7/6/20	Sonic	19.95	Website hosting	Park	5210122	General	3.99
					Rec	5210122	General	11.97
					Fire	5210122	General	3.99
4718	7/6/20	Marin Prof Firefighters Local	882.00	Dues - July	Fire	5211330	General	882.00
4719	7/6/20	Smith's Gopher Trapping	350.00	Pest Control	Park	5211532	General	350.00
4720	7/6/20	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
4721	7/6/20	Pest Plus	259.00	Pest Control	Rec	5220310	General	169.00
					Fire	5220310	General	90.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4722	7/6/20	Nancy Galvin	700.00	Refund summer camp	Rec	4631920	Summer	700.00
4723	7/6/20	Margo Beren	870.00	Refund summer camp	Rec	4631920	Summer	870.00
4724	7/6/20	Alexandria Quam Rios	1,690.00	Refund summer camp	Rec	4631920	Summer	1,690.00
4725	7/6/20	Rebekah Stout	1,400.00	Refund summer camp	Rec	4631920	Summer	1,400.00
4726	7/6/20	Mary Krone	180.00	Refund summer camp	Rec	4631920	Summer	180.00
4727	7/6/20	Stacey Rosenbaum	255.00	Refund summer camp	Rec	4631920	Summer	255.00
4728	7/6/20	Karsson Hevia	1,500.00	Refund summer camp	Rec	4631920	Summer	1,500.00
4729	7/6/20	Noel Kosiek	2,100.00	Refund summer camp	Rec	4631920	Summer	2,100.00
4730	7/6/20	Merrit Harrison	750.00	Refund summer camp	Rec	4631920	Summer	750.00
4731	7/6/20	Armand Raquel-Santos	700.00	Refund summer camp	Rec	4631920	Summer	700.00
4732	7/6/20	Shannon Tracy	510.00	Refund summer camp	Rec	4631920	Summer	510.00
4733	7/6/20	Julia Hennessy	180.00	Refund summer camp	Rec	4631920	Summer	180.00
4734	7/6/20	Mary Krone	180.00	Refund summer camp	Rec	4631920	Summer	180.00
4735	7/6/20	Marinwood CSD	407,770.00	FY 20/21 PERS UAL	Park	5130510	General	36,529.00
					Rec	5130510	General	48,422.00
					Fire	5130510	General	322,819.00
4736	7/7/20	Airgas	167.29	pool chems	Rec	5220710	Pool	167.29
4737	7/7/20	Leslie's Pool Supplies	143.08	pool chems	Rec	5220710	Pool	143.08
4738	7/7/20	Personal Exposure Reportin	80.00	Annual subscription	Fire	5211330	General	80.00
4739	7/7/20	TIAA Commercial Finance	526.73	copier lease	Park	5220130	General	52.68
					Rec	5220130	General	342.37
					Fire	5220130	General	131.68
4740	7/15/20	Carol Elgie	75.00	Refund preschool	Rec	4631922	Preschool	75.00
4741	7/15/20	Megan Patterson	1,640.00	Refund summer camp	Rec	4631920	Summer	1,640.00
4742	7/15/20	Shital Patel	1,640.00	Refund summer camp	Rec	4631920	Summer	1,640.00
4743	7/15/20	Beth Arce	75.00	Refund preschool	Rec	4631922	Preschool	75.00
4744	7/15/20	Favor Kirkland	1,400.00	Refund summer camp	Rec	4631920	Summer	1,400.00
4745	7/15/20	Sofia Santamaria	3,028.00	Refund summer camp	Rec	4631920	Summer	3,028.00
4746	7/15/20	Mariana Nadler	1,740.00	Refund summer camp	Rec	4631920	Summer	1,740.00
4747	7/15/20	Antje Moran	700.00	Refund summer camp	Rec	4631920	Summer	700.00
4748	7/15/20	County of Marin	3,617.98	FY 20/21 LAFCO	Park	5211610	General	904.50
					Rec	5211610	General	904.50
					Fire	5211610	General	1,808.98
4749	7/15/20	PG&E	590.69	Gas - June	Rec	5210810	General	544.34
					Fire	5210810	General	46.35
4750	7/15/20	SolEd Solar	2,415.44	Solar - June	Rec	5210810	General	1,744.23
					Fire	5210810	General	671.21
4751	7/15/20	Astro Jump	75.00	Snowcone machine	Rec	5220819	Summer	75.00
4752	7/15/20	DC Electric	549.44	SL maint. - May	Street lights	5210915	General	274.72
				SL maint. - June	Street lights	5210915	General	274.72
4753	7/15/20	C.A.P.F.	531.00	LTD - June	Fire	5130120	General	265.50
				LTD - July	Fire	5130120	General	265.50
4754	7/17/20	Sarah Azerad	1,400.00	Refund summer camp	Rec	4631920	Summer	1,400.00
4755	7/17/20	Diana Bojorquez	700.00	Refund summer camp	Rec	4631920	Summer	700.00
4756	7/14/20	Aimee Zimmerman	1,640.00	Refund summer camp	Rec	4631920	Summer	1,640.00
4757	7/17/20	Barbara Snekevick	1,400.00	Refund summer camp	Rec	4631920	Summer	1,400.00
4758	7/17/20	Mary Krone	700.00	Refund summer camp	Rec	4631920	Summer	700.00
4759	7/17/20	Marinwood Market	2,680.00	Market lunches 06/15-06/26	Rec	5220819	Summer	2,680.00
4760	7/17/20	Marinwood CSD	113,783.76	Fire salaries	Fire	5110110	General	27,973.12
				Fire OT	Fire	5120110	General	13,364.64
				Shift Differential	Fire	5110310	General	270.72
				4850 pay	Fire	5110110	General	2,870.56
				Holiday	Fire	5110313	General	3,304.68
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	5,959.20
				Pool staff	Rec	5110210	Pool	1,305.88
				Summer	Rec	5110210	Summer	39,110.50
				Preschool	Rec	5110210	Preschool	216.00
				Tennis	Rec	5110210	Tennis	315.00
				PR fees	Fire	5210230	General	188.83
				PR fees	Rec	5210230	General	224.72
				PR fees	Park	5210230	General	21.55
				SS + Medicare	Fire	5140140	General	3,648.38
				SS + Medicare	Rec	5140140	General	4,210.36
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	813.94
				Benefits withholding	Park	2120066	General	-837.96
				Benefits withholding	Rec	2120066	General	-1,169.08
				Benefits withholding	Fire	2120066	General	-5,619.83

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4761	7/17/20	Marinwood CSD	13739.91	Retire 07/17/2020	Park	5130510	General	1,324.63
					Rec	5130510	General	1,870.35
					Fire	5130510	General	10,544.93
4762	7/17/20	Ian Fein	1400.00	Refund summer camp	Rec	4631920	Summer	1,400.00
4763	7/17/20	Ksenia Lister	1400.00	Refund summer camp	Rec	4631920	Summer	1,400.00
4764	7/17/20	Allison Fiscallini	1640.00	Refund summer camp	Rec	4631920	Summer	1,640.00
4765	7/17/20	Alison Morris	820.00	Refund summer camp	Rec	4631920	Summer	820.00
4766	7/17/20	Armand Raquel-Santos	700.00	Refund summer camp	Rec	4631920	Summer	700.00
4767	7/17/20	Marinwood CSD	45102.42	Health Ins Aug	Park	5130120	General	10,469.57
					Rec	5130120	General	7,495.83
					Fire	5130120	General	27,137.02
4768	7/20/20	Roxanne Rapan	820.00	Refund summer camp	Rec	4631920	Summer	820.00
4769	7/20/20	Hilary Mize	820.00	Refund summer camp	Rec	4631920	Summer	820.00
4770	7/20/20	Emergency Equip Mgmt	330.67	FF pant/belt - Correa	Fire	5220825	General	330.67
4771	7/20/20	Pitney Bowes	500.00	Postage	Fire	5220110	General	185.00
					Rec	5220110	General	315.00
4772	7/20/20	SDRMA	229.87	Life Ins Aug	Fire	5130120	General	89.87
					Park	5130120	General	60.56
					Rec	5130120	General	79.44
4773	7/20/20	Ewing Irrigation Products	1447.24	Irrigation maint	Park	5220310	General	1,447.24
4774	7/20/20	Leslie's Pool Supplies	284.45	pool chems	Rec	5220710	Pool	284.45
4775	7/20/20	Ongaro & Sons	452.00	annual backflow testing	Park	5210835	General	369.00
					Rec	5210835	General	41.50
					Fire	5210835	General	41.50
4776	7/20/20	Greatland	219.91	checks	Park	5220110	General	54.98
					Fire	5220110	General	54.98
					Rec	5220110	General	109.95
4777	7/20/20	L.N. Curtis & Sons	1628.45	fire hose	Fire	5220810	General	1,628.45
4778	7/28/20	County of Marin	1898.25	Q4 County Counsel	Park	5210131	General	993.00
					Rec	5210131	General	583.50
					Fire	5210131	General	321.75
4779	7/28/20	County of Marin	380.19	radios battery & charger	Fire	5220210	General	380.19
4780	7/28/20	Kaiser Foundation Health	20.00	Summer staff TB testing	Rec	5140130	General	20.00
4781	7/28/20	Bruce King	7500.00	Structural engineering	Measure A	5220910	General	7,500.00
4782	7/28/20	PG&E	627.27	Electric - June	Rec	5210810	General	418.44
					Fire	5210810	General	11.91
					Park	5210810	General	196.92
4783	7/28/20	Joy Walker	820.00	Refund summer camp	Rec	4631920	Summer	820.00
4784	7/28/20	Hagel Services	872.76	Janitorial supplies	Rec	5220827	Building	872.76
4785	7/28/20	County of Marin	173.66	Gas - May	Park	5220610	General	173.66
4786	7/28/20	AT&T	253.50	Phones - June	Fire	5210725	General	136.78
					Park	5210725	General	19.76
					Rec	5210725	General	96.96
4787	7/28/20	Burton's Fire	319.56	vehicle maint.	Fire	5210910	General	319.56
4788	7/28/20	Marin Landscape Materials	1390.97	Grounds maint.	Park	5220310	General	1,390.97
4789	7/28/20	State of CA - Dept of Justice	512.00	Fingerprinting	Rec	5210128	General	512.00
4790	7/28/20	Landesign	2985.00	Landscape contractor	Park	5211125	General	2,985.00
4791	7/28/20	Verizon	41.61	Data - June	Fire	5210725	General	41.61
4792	7/28/20	Comcast	126.30	cable - July	Fire	5210725	General	126.30
4793	7/28/20	Comcast	139.92	Internet - July	Fire	5210725	General	69.96
					Rec	5210725	General	69.96
4794	7/28/20	VSP	387.94	Vision Aug	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
4795	7/28/20	Delta Dental	2105.84	Dental Aug	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
4796	7/28/20	Romig Engineers	5950.00	Geotechnical engineering	Measure A	5220910	General	5,950.00
4797	7/29/20	CalPERS	8333.00	OPEB Trust Contribution	Park	5130130	General	3,416.00
					Rec	5130130	General	667.00
					Fire	5130130	General	4,250.00
4798	7/29/20	Allstar Fire Equipm	333.04	CO monitor	Fire	5220810	General	333.04
4799	7/29/20	Staples	312.75	office supplies	Rec	5220110	General	312.75
4800	7/29/20	VOID	0.00	void				0.00
4801	7/29/20	Sprint	259.48	cell phones	Fire	5210725	General	259.48
4802	7/29/20	Marin Municipal Water Dist	5758.65	Water May/June	Fire	5210835	General	263.52
					Rec	5210835	General	837.82
					Park	5210835	General	4,657.31
4803	7/29/20	Marin Sanitary Service	2076.90	Garbage - July	Park	5210815	General	1,453.83
					Rec	5210815	General	415.38
					Fire	5210815	General	207.69
4804	7/29/20	Emergency Equip Mgmt	24.00	patches	Fire	5220825	General	24.00
4805	7/29/20	Quill	172.09	COVID - sanitizing supplies	Fire	5220810	General	172.09
4806	7/29/20	Marin Ace	477.53	fire supplies	Fire	5220810	General	9.35

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4807	7/30/20	Marinwood CSD	122198.64	park supplies	Park	5220810	General	468.18
				Fire salaries	Fire	5110110	General	29,706.68
				Fire OT	Fire	5120110	General	18,051.84
				FLSA	Fire	5110319	General	820.29
				Shift Differential	Fire	5110310	General	29.28
				4850 pay	Fire	5110110	General	2,928.80
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	5,959.20
				Pool staff	Rec	5110210	Pool	3,344.13
				Summer	Rec	5110210	Summer	41,308.98
				Preschool	Rec	5110210	Preschool	459.00
				PR fees	Fire	5210230	General	191.68
				PR fees	Rec	5210230	General	227.65
				PR fees	Park	5210230	General	20.27
				SS + Medicare	Fire	5140140	General	3,927.08
				SS + Medicare	Rec	5140140	General	4,532.92
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	862.95
				Benefits withholding	Park	2120066	General	-837.96
				Benefits withholding	Rec	2120066	General	-1,169.08
				Benefits withholding	Fire	2120066	General	-5,777.62
				4808	7/30/20	Marinwood CSD	13306.22	Retire 07/31/2020
	Rec	5130510	General					1,870.35
	Fire	5130510	General					10,111.24
TOTAL:			1,224,281.66					1,224,281.66

Total by Department:

Streetlights	2,619.08
Fire Department	719,013.47
Recreation Department	338,006.68
Park Department	151,192.43



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: August 11, 2020
Re: Proposed Amendments to Mission Statement

Directors,

Created in the 1960's, the Marinwood Community Services District Mission Statement has remained unchanged for decades. As it stands, the statement limits each of the services the District provides for the exclusive benefit of District residents. As our service capabilities have grown, our community borders extended and cooperative agreements for emergency services created, the District serves far more than our District's residents. In fact the District now serves residents from all parts of the County and often beyond.

To recognize the growth in the quality and extent of the services the Marinwood CSD offers as well as to reflect that the District is and has been for many years, welcoming and inclusive, the following amendments to the Marinwood CSD mission statement are proposed for adoption:

Current Mission Statement	Proposed Mission Statement
The purpose of the Marinwood Community Services District is:	The purpose of the Marinwood Community Services District is:
<ul style="list-style-type: none">To provide fire protection and emergency services to the residents of the District	<ul style="list-style-type: none">To provide fire protection and emergency services for the District and other served communities
<ul style="list-style-type: none">To provide street lighting services to the residents of the District	<ul style="list-style-type: none">To provide street lighting services for District residents
<ul style="list-style-type: none">To develop and promote recreation programs and activities which satisfy the majority demands of the residents of the District	<ul style="list-style-type: none">To develop and promote recreation services and opportunities which satisfy the majority needs of the public
<ul style="list-style-type: none">To develop and maintain park areas and recreational facilities and preserve open spaces for the enjoyment of the residents of the District	<ul style="list-style-type: none">To develop and maintain park areas and recreational facilities and to preserve open spaces for public enjoyment
	<ul style="list-style-type: none">To designate our District's parks, recreation services and facilities as open, available and welcoming of all people

Recommendation: Adopt the amendments to the Marinwood CSD mission statement as presented.

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: August 11, 2020
Re: District Statement Opposing Systemic Racism

Directors,

As a rule, the Marinwood CSD Board of Directors confines its discussion to policies and decisions focused on the District's jurisdiction:

- Fire and Emergency Response Services
- Parks and Recreation
- Street Lighting

However, recent events in our community and the significance of the current movement to address systemic racism are compelling reasons for the board to take a stand for social justice here and everywhere.

It has been proposed to discuss and potentially adopt the following statement opposing systemic racism and of support for Black Lives Matter:

The Marinwood Community Services District:

- Stands in support of Black Lives Matter.
- Opposes any suppression of our citizen's rights to peacefully and non-destructively protest against all forms of systemic racism.
- Welcomes all people to our community to utilize our facilities, our parks and playgrounds and participate in our programs in a safe, responsible manner.
- Supports the initiatives to eliminate unequal treatment of people of color and the use of excessive force by law enforcement.
- Supports identifying situations to safely dispatch appropriate first responders rather than law enforcement.
- Supports identifying and eliminating all systemic racism in education, housing and general welfare which continue to impact people of color.

Recommendation: Adopt the statement as presented.

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: August 11, 2020
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 2019-2020.

With the current public health crisis dominating the final several months of the fiscal year, FY19-20 was far from a typical year. Marinwood CSD was not immune to the fiscal impacts attributed to the COVID-19 pandemic and resulting shelter-in-place orders issued by the Public Health Officer forcing our spring recreation programs to an immediate halt in addition to the complete overhaul of our summer camp and pool operations models. The resulting refunds of payments already received as well as the transfer of payments towards our redesigned programs presented several accounting challenges as well. With this in mind, the District managed to conclude the fiscal year with a strong financial performance and a June 30, 2020 cash balance in the General Fund of approximately \$4.5 million

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.

Individual department specific summary and variance notes are included immediately following the financial statements. Other items of note include:

Total fiscal year revenue exceeded operating expenses by approximately \$800,000.

- Total combined ad valorem tax revenue (revenue minus County-levied fees) exceeded budget forecasts by approximately \$155,000
- Through Q3 (3/30/20) the District had realized approximately \$49K in interest revenue versus the \$15K originally budgeted. 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 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): \$36,674.26
Payment has since forth been received and deposited
- County Schools Portion of County Farm Fire Service Agreement (Fire – 4631145): \$11,209
Payment yet to be received but expected based on communications with MCOE.

Accounts Payable:

- San Rafael Chief Officer Services (Fire – 5210146): \$49,604.91
Invoice has since forth been received and payment is being processed
- OPEB Actuarial Report (All Depts – 5210120): \$7900
Invoice has since forth been received and payment made

In regards to recreation department program finances, the following is a high-level and conservative year-end summary of revenue and expenditures directly impacted by COVID-19 cancellations:

- Program related revenue was below pre-COVID budgeted expectations by approximately \$500,000. However;
- Program related expenditures were below pre-COVID budgeted expectations by approximately \$420,000.

This resulted in a net negative fiscal impact of approximately \$80,000 as of 6/30/20.
Items considered in this high-level analysis include:

Revenue – Community Events, Tennis, Pool Operating & Memberships, Adult Rec Programs, Summer Rec Programs and other Youth Rec Programs.

Expenditures – Part-Time/Seasonal Salaries and associated payroll taxes, Fingerprinting, Independent Contractor Fees, Pool Chemicals, Rec Program Supplies & Services

Not included in this analysis are other impacted yet more difficult to measure expenditure impacts such as reductions in utility fees, janitorial supplies, pool maintenance costs, office supplies, etc.

Additionally, slightly over \$200K in unearned revenue for summer camp fees was received during FY 19/20 and deferred to FY 20/21 revenue accordingly.

Further long-term fiscal impacts still need to be monitored closely. It is expected the sharp decline in stock market valuations will have a significant impact on the future liabilities of the District's pension unfunded accrued liability (UAL). As the pandemic continues it is reasonable to expect health care costs to rise accordingly directly impacting our OPEB UAL. The District recently received our most recent OPEB actuarial report but staff has yet had opportunity to fully analyze the findings. This report will be presented at the September board meeting by the reporting actuary. Additionally, the District also this week received the most recent CalPERS pension valuations which are hoped to be analyzed and findings presented at the September meeting as well.

In summary, while District staff were able to manage finances successfully through the initial stages of the current public health crisis and close the fiscal year with a significant financial net gain to our general fund, fiscal year 20/21 and beyond still contains much uncertainty. Even though the District's initial FY 20/21 operating budget projects a modest net gain, the District's future economic reality, as well as that of the country as a whole, remains anyone's guess at this point, including the nation's top economists.

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	DISTRICT TOTAL		
	Jul '19 - Jun 20	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	1,685,151.86	1,620,000.00	104.02%
4110111 · PropTax - Admin Fee (Contra)	-22,656.15	-25,000.00	90.63%
4110115 · PropTax - Unitary	11,768.47	9,500.00	123.88%
4110120 · PropTax - Current Unsecured	32,347.21	27,500.00	117.63%
4110140 · ERAF - Excess	220,702.85	155,500.00	141.93%
4110145 · ERAF - PY/Reverse	20,958.40	10,000.00	209.58%
4110210 · PropTax - Supplemental Current	36,550.81	33,000.00	110.76%
4110215 · PropTax - Supplemental Unsecure	1,411.90	500.00	282.38%
4110225 · PropTax - Supplemental Redempt	1,242.85	1,000.00	124.29%
4110510 · PropTax - Prior Unsecured	1,274.11	1,000.00	127.41%
4120610 · Special Tax Assessment	1,560,242.67	1,558,156.00	100.13%
4120611 · Special Tax- Admin Fee (contra)	-3,578.00	-4,900.00	73.02%
4220115 · Building Plan Review	8,469.00	2,000.00	423.45%
4410125 · Interest- Co. Pooled Investment	49,492.90	15,000.00	329.95%
4410127 · Interest- ERAF Co. Pooled	400.48	100.00	400.48%
4410215 · Rental Income - Pool & Picnic	17,394.44	25,000.00	69.58%
4410225 · Rental Income - Community Ctr	11,195.21	43,000.00	26.04%
4511210 · HOPTR	7,611.40	7,500.00	101.49%
4530527 · Grant Rev - Designated	17,368.33	0.00	100.0%
4570110 · Expense Reimbursements	58,683.33	500.00	11,736.67%
4631145 · Service Contract Revenue	93,093.00	94,205.00	98.82%
4631911 · Advertising Sales	8,157.52	8,000.00	101.97%
4631912 · Vending Sales	11,862.52	20,000.00	59.31%
4631914 · Community Events	12,975.75	18,170.00	71.41%
4631915 · Tennis	31,139.75	61,000.00	51.05%
4631917 · Pool Operating Rev	245,934.44	277,000.00	88.79%
4631918 · Pool Memberships	49,676.24	80,000.00	62.1%
4631919 · Adult Rec Programs	11,527.36	35,150.00	32.8%
4631920 · Summer Rec Programs	984,832.92	1,168,640.00	84.27%
4631922 · Youth Rec Programs	199,784.72	396,930.00	50.33%
4640321 · CSA 13 Contract Rev	590,603.00	591,311.00	99.88%
4640329 · Unused Credit	104.99	0.00	100.0%
4640415 · OES Reimbursements	71,140.04	0.00	100.0%
4710615 · Donations (General)	1,500.00	1,000.00	150.0%
4710631 · Paramedic Reimbursement	28,022.13	33,000.00	84.92%
4710642 · Miscellaneous Rev	3,161.75	900.00	351.31%
Total Revenue	6,059,548.20	6,264,662.00	96.73%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	DISTRICT TOTAL		
	Jul '19 - Jun 20	Budget	% of Budget
Expenditures			
5110110 · Salaries - Regular Staff	1,380,698.27	1,398,126.00	98.75%
5110210 · Salaries - PT/Seasonal/Temp	805,771.48	1,072,449.00	75.13%
5110310 · Acting Pay	3,308.14	10,000.00	33.08%
5110313 · Holiday Pay	35,951.52	36,494.00	98.51%
5110319 · FLSA Pay	14,926.51	19,746.00	75.59%
5120110 · Overtime Pay	260,352.00	100,500.00	259.06%
5130120 · Benefits - Group Medical	518,108.66	553,010.00	93.69%
5130130 · OPEB Trust Contribution	100,000.00	100,000.00	100.0%
5130510 · PERS - Pension	577,654.72	589,600.00	97.97%
5140115 · Workers Comp Ins.	164,626.94	193,046.00	85.28%
5140116 · 4850 Reimbursements (Contra)	-11,503.84	0.00	100.0%
5140130 · Physician Services	986.00	4,514.00	21.84%
5140140 · Social Security & Medicare	187,592.25	201,123.00	93.27%
5140145 · Unemployment Ins.	17,779.13	26,254.00	67.72%
5210120 · Consultant Fees	18,200.00	19,900.00	91.46%
5210122 · Marketing	37,384.99	37,650.00	99.3%
5210128 · Fingerprinting/Background	3,916.00	6,100.00	64.2%
5210131 · Legal Services	6,682.50	22,000.00	30.38%
5210146 · Indep. Contractor Fees	181,260.75	210,710.00	86.02%
5210210 · Audit & Accounting	12,800.00	14,000.00	91.43%
5210230 · Payroll Service Fees	9,812.30	10,850.00	90.44%
5210525 · Insurance - General	34,383.14	40,137.00	85.66%
5210530 · Legal Settlements	142,500.00	0.00	100.0%
5210725 · Telecom - Phone/Internet/Cable	12,959.57	12,400.00	104.51%
5210810 · Utilities - Gas & Electric	46,860.15	59,420.00	78.86%
5210815 · Garbage Removal	37,342.74	32,985.00	113.21%
5210825 · Utilities - Street Light Elec.	16,712.85	17,500.00	95.5%
5210835 · Utilities - Water & Sewer	45,164.03	45,260.00	99.79%
5210910 · Maint. - Vehicles	16,451.95	18,000.00	91.4%
5210915 · Maint. - Streetlights	3,522.44	6,375.00	55.25%
5210920 · MERA Operating	17,661.00	17,661.00	100.0%
5210940 · Maint. - Park Heavy Equipment	94.56	3,500.00	2.7%
5211110 · Janitorial Services	15,089.00	20,000.00	75.45%
5211125 · Community Landscape Contract	35,820.00	38,500.00	93.04%
5211140 · Vegetation Management	15,000.00	40,000.00	37.5%
5211220 · Equipment Rental	2,896.81	4,500.00	64.37%
5211310 · Awards & Incentives	419.27	2,000.00	20.96%
5211315 · Professional Development	8,645.88	15,000.00	57.64%
5211325 · Conferences & Meetings	2,789.05	5,250.00	53.13%
5211330 · Memberships & Dues	9,475.08	10,865.00	87.21%
5211440 · Travel	0.00	3,800.00	0.0%
5211520 · Publications & Legal Notices	0.00	900.00	0.0%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	DISTRICT TOTAL		
	<u>Jul '19 - Jun 20</u>	<u>Budget</u>	<u>% of Budget</u>
5211528 · Tree Maint. & Services	7,200.00	18,000.00	40.0%
5211532 · Weed & Pest Control	4,110.00	2,800.00	146.79%
5211545 · Election Expense	3,391.34	5,000.00	67.83%
5211610 · County-Wide Fees	8,917.36	10,510.00	84.85%
5211710 · Long Term Debt - Principal	54,429.76	54,427.00	100.01%
5211715 · Long Term Debt - Interest	8,465.43	8,468.00	99.97%
5220110 · Admin & Office Supplies	15,832.43	21,425.00	73.9%
5220130 · Copier Lease & Printing	8,309.63	10,200.00	81.47%
5220210 · Equip. Maintenance/Replacement*	18,893.44	26,000.00	72.67%
5220215 · Pool Maintenance	8,502.81	23,500.00	36.18%
5220220 · Small Tools	932.49	2,000.00	46.63%
5220310 · Land & Buildings Maintenance	39,411.70	60,000.00	65.69%
5220610 · Gasoline/Fuel	2,427.00	6,500.00	37.34%
5220710 · Pool Chemicals	7,141.30	12,000.00	59.51%
5220810 · Miscellaneous Supplies	12,755.68	22,900.00	55.7%
5220819 · Rec Program Supplies & Services	158,379.45	251,140.00	63.06%
5220825 · Uniforms & Apparel	8,557.48	11,400.00	75.07%
5220826 · Vending Supplies	9,629.06	12,000.00	80.24%
5220827 · Janitorial Supplies	9,895.98	17,500.00	56.55%
5220830 · Volunteer Fire Department	1,516.26	10,000.00	15.16%
5220910 · Capital Outlay - Improvements	62,803.55	99,000.00	63.44%
5220916 · Capital Outlay - New Equipment	17,369.26	20,000.00	86.85%
5220920 · Capital Reserves Designation	0.00	100,000.00	0.0%
Total Expenditures	<u>5,258,967.25</u>	<u>5,824,895.00</u>	<u>90.28%</u>
Net Gain/Loss	<u><u>800,580.95</u></u>	<u><u>439,767.00</u></u>	<u><u>182.05%</u></u>

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	Park Dept		
	Jul '19 - Jun 20	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	766,744.10	737,100.00	104.02%
4110111 · PropTax - Admin Fee (Contra)	-10,308.54	-11,375.00	90.63%
4110115 · PropTax - Unitary	5,354.65	4,322.00	123.89%
4110120 · PropTax - Current Unsecured	14,717.98	12,512.00	117.63%
4110140 · ERAF - Excess	100,419.79	70,752.00	141.93%
4110145 · ERAF - PY/Reverse	9,536.07	4,550.00	209.58%
4110210 · PropTax - Supplemental Current	16,630.61	15,015.00	110.76%
4110215 · PropTax - Supplemental Unsecure	642.41	227.00	283.0%
4110225 · PropTax - Supplemental Redempt	565.49	455.00	124.28%
4110510 · PropTax - Prior Unsecured	579.72	455.00	127.41%
4120610 · Special Tax Assessment	383,415.26	383,103.00	100.08%
4120611 · Special Tax- Admin Fee (contra)	-876.60	-1,200.00	73.05%
4410125 · Interest- Co. Pooled Investment	22,519.27	6,825.00	329.95%
4410127 · Interest- ERAF Co. Pooled	182.22	100.00	182.22%
4511210 · HOPTR	3,463.18	3,412.00	101.5%
4570110 · Expense Reimbursements	150.00		
4710642 · Miscellaneous Rev	0.00	150.00	0.0%
Total Revenue	1,313,735.61	1,226,403.00	107.12%
Expenditures			
5110110 · Salaries - Regular Staff	217,848.67	233,685.00	93.22%
5110210 · Salaries - PT/Seasonal/Temp	10,802.63	7,200.00	150.04%
5120110 · Overtime Pay	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	126,752.79	135,550.00	93.51%
5130130 · OPEB Trust Contribution	32,004.84	32,000.00	100.02%
5130510 · PERS - Pension	58,369.75	63,580.00	91.81%
5140115 · Workers Comp Ins.	28,173.22	32,945.00	85.52%
5140140 · Social Security & Medicare	12,446.46	18,466.00	67.4%
5140145 · Unemployment Ins.	596.10	1,164.00	51.21%
5210120 · Consultant Fees	9,275.00	7,600.00	122.04%
5210122 · Marketing	1,040.13	500.00	208.03%
5210128 · Fingerprinting/Background	30.00		
5210131 · Legal Services	4,703.33	10,000.00	47.03%
5210210 · Audit & Accounting	3,200.00	3,500.00	91.43%
5210230 · Payroll Service Fees	660.12	650.00	101.56%
5210525 · Insurance - General	11,053.44	12,087.00	91.45%
5210530 · Legal Settlements	142,500.00		
5210725 · Telecom - Phone/Internet/Cable	1,423.05	1,350.00	105.41%
5210810 · Utilities - Gas & Electric	4,140.31	4,300.00	96.29%
5210815 · Garbage Removal	26,897.27	23,500.00	114.46%
5210835 · Utilities - Water & Sewer	22,269.92	22,340.00	99.69%
5210910 · Maint. - Vehicles	1,141.88	2,000.00	57.09%
5210920 · MERA Operating	1,766.00	1,766.00	100.0%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	Park Dept		
	Jul '19 - Jun 20	Budget	% of Budget
5210940 · Maint. - Park Heavy Equipment	94.56	3,500.00	2.7%
5211125 · Community Landscape Contract	35,820.00	38,500.00	93.04%
5211220 · Equipment Rental	2,896.81	4,500.00	64.37%
5211315 · Professional Development	1,698.35	2,000.00	84.92%
5211325 · Conferences & Meetings	391.16	500.00	78.23%
5211330 · Memberships & Dues	1,904.00	2,450.00	77.71%
5211440 · Travel	0.00	800.00	0.0%
5211528 · Tree Maint. & Services	7,200.00	18,000.00	40.0%
5211532 · Weed & Pest Control	4,110.00	2,800.00	146.79%
5211545 · Election Expense	1,695.67	2,500.00	67.83%
5211610 · County-Wide Fees	1,087.59	1,250.00	87.01%
5211710 · Long Term Debt - Principal	1,862.20	1,862.00	100.01%
5211715 · Long Term Debt - Interest	152.02	152.00	100.01%
5220110 · Admin & Office Supplies	1,621.50	1,800.00	90.08%
5220130 · Copier Lease & Printing	830.95	790.00	105.18%
5220210 · Equip. Maintenance/Replacement*	3,083.02	9,000.00	34.26%
5220220 · Small Tools	823.92	1,500.00	54.93%
5220310 · Land & Buildings Maintenance	29,421.72	37,000.00	79.52%
5220610 · Gasoline/Fuel	2,341.77	2,500.00	93.67%
5220810 · Miscellaneous Supplies	1,254.04	2,000.00	62.7%
5220825 · Uniforms & Apparel	324.55	500.00	64.91%
5220827 · Janitorial Supplies	472.29	1,000.00	47.23%
5220910 · Capital Outlay - Improvements	39,596.04	30,000.00	131.99%
5220916 · Capital Outlay - New Equipment	0.00	12,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	15,000.00	0.0%
Total Expenditures	855,777.07	806,587.00	106.1%
Net Gain/Loss	457,958.54	419,816.00	109.09%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	Recreation Dept		
	Jul '19 - Jun 20	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	256,143.08	246,240.00	104.02%
4110111 · PropTax - Admin Fee (Contra)	-3,443.74	-3,800.00	90.63%
4110115 · PropTax - Unitary	1,788.81	1,444.00	123.88%
4110120 · PropTax - Current Unsecured	4,916.78	4,180.00	117.63%
4110140 · ERAF - Excess	33,546.84	23,636.00	141.93%
4110145 · ERAF - PY/Reverse	3,185.68	1,520.00	209.58%
4110210 · PropTax - Supplemental Current	5,555.72	5,016.00	110.76%
4110215 · PropTax - Supplemental Unsecure	214.61	76.00	282.38%
4110225 · PropTax - Supplemental Redempt	188.92	152.00	124.29%
4110510 · PropTax - Prior Unsecured	193.67	152.00	127.41%
4410125 · Interest- Co. Pooled Investment	7,522.92	2,280.00	329.95%
4410127 · Interest- ERAF Co. Pooled	60.87		
4410215 · Rental Income - Pool & Picnic	17,394.44	25,000.00	69.58%
4410225 · Rental Income - Community Ctr	11,195.21	43,000.00	26.04%
4511210 · HOPTR	1,156.94	1,140.00	101.49%
4570110 · Expense Reimbursements	895.17	500.00	179.03%
4631911 · Advertising Sales	8,157.52	8,000.00	101.97%
4631912 · Vending Sales	11,862.52	20,000.00	59.31%
4631914 · Community Events	12,975.75	18,170.00	71.41%
4631915 · Tennis	31,139.75	61,000.00	51.05%
4631917 · Pool Operating Rev	245,934.44	277,000.00	88.79%
4631918 · Pool Memberships	49,676.24	80,000.00	62.1%
4631919 · Adult Rec Programs	11,527.36	35,150.00	32.8%
4631920 · Summer Rec Programs	984,832.92	1,168,640.00	84.27%
4631922 · Youth Rec Programs	199,784.72	396,930.00	50.33%
4640329 · Unused Credit	104.99		
4710615 · Donations (General)	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	2,304.96	250.00	921.98%
Total Revenue	1,898,817.09	2,416,676.00	78.57%
Expenditures			
5110110 · Salaries - Regular Staff	292,754.28	287,831.00	101.71%
5110210 · Salaries - PT/Seasonal/Temp	794,968.85	1,065,249.00	74.63%
5130120 · Benefits - Group Medical	89,239.11	91,424.00	97.61%
5130130 · OPEB Trust Contribution	9,000.33	9,000.00	100.0%
5130510 · PERS - Pension	76,397.24	76,136.00	100.34%
5140115 · Workers Comp Ins.	41,843.73	49,056.00	85.3%
5140140 · Social Security & Medicare	88,831.70	102,879.00	86.35%
5140145 · Unemployment Ins.	15,708.56	22,500.00	69.82%
5210120 · Consultant Fees	2,975.00	4,100.00	72.56%
5210122 · Marketing	36,204.73	36,150.00	100.15%
5210128 · Fingerprinting/Background	3,698.00	5,500.00	67.24%
5210131 · Legal Services	1,328.83	2,000.00	66.44%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	Recreation Dept		
	Jul '19 - Jun 20	Budget	% of Budget
5210146 · Indep. Contractor Fees	83,014.04	112,463.00	73.82%
5210210 · Audit & Accounting	3,200.00	3,500.00	91.43%
5210230 · Payroll Service Fees	4,505.11	5,000.00	90.1%
5210525 · Insurance - General	10,075.18	10,787.00	93.4%
5210725 · Telecom - Phone/Internet/Cable	1,985.33	2,200.00	90.24%
5210810 · Utilities - Gas & Electric	32,993.82	40,350.00	81.77%
5210815 · Garbage Removal	6,963.67	6,200.00	112.32%
5210835 · Utilities - Water & Sewer	16,353.39	15,870.00	103.05%
5211110 · Janitorial Services	15,089.00	20,000.00	75.45%
5211315 · Professional Development	5,075.70	3,000.00	169.19%
5211325 · Conferences & Meetings	1,763.31	3,500.00	50.38%
5211330 · Memberships & Dues	3,226.00	3,700.00	87.19%
5211440 · Travel	0.00	2,000.00	0.0%
5211520 · Publications & Legal Notices	0.00	500.00	0.0%
5211610 · County-Wide Fees	2,127.59	2,750.00	77.37%
5220110 · Admin & Office Supplies	10,393.31	14,325.00	72.55%
5220130 · Copier Lease & Printing	5,401.24	7,435.00	72.65%
5220215 · Pool Maintenance	8,502.81	23,500.00	36.18%
5220310 · Land & Buildings Maintenance	7,220.09	16,000.00	45.13%
5220710 · Pool Chemicals	7,141.30	12,000.00	59.51%
5220819 · Rec Program Supplies & Services	158,379.45	251,140.00	63.06%
5220825 · Uniforms & Apparel	2,518.13	2,500.00	100.73%
5220826 · Vending Supplies	9,629.06	12,000.00	80.24%
5220827 · Janitorial Supplies	9,196.55	13,500.00	68.12%
5220910 · Capital Outlay - Improvements	16,284.50	60,000.00	27.14%
5220916 · Capital Outlay - New Equipment	0.00	8,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	2,500.00	0.0%
Total Expenditures	1,873,988.94	2,406,545.00	77.87%
Net Gain/Loss	24,828.15	10,131.00	245.07%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	Fire Dept		
	Jul '19 - Jun 20	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	662,264.68	636,660.00	104.02%
4110111 · PropTax - Admin Fee (Contra)	-8,903.87	-9,825.00	90.63%
4110115 · PropTax - Unitary	4,625.01	3,734.00	123.86%
4110120 · PropTax - Current Unsecured	12,712.45	10,808.00	117.62%
4110140 · ERAF - Excess	86,736.22	61,112.00	141.93%
4110145 · ERAF - PY/Reverse	8,236.65	3,930.00	209.58%
4110210 · PropTax - Supplemental Current	14,364.48	12,969.00	110.76%
4110215 · PropTax - Supplemental Unsecure	554.88	197.00	281.67%
4110225 · PropTax - Supplemental Redempt	488.44	393.00	124.29%
4110510 · PropTax - Prior Unsecured	500.72	393.00	127.41%
4120610 · Special Tax Assessment	1,152,594.91	1,150,828.00	100.15%
4120611 · Special Tax- Admin Fee (contra)	-2,644.15	-3,600.00	73.45%
4220115 · Building Plan Review	8,469.00	2,000.00	423.45%
4410125 · Interest- Co. Pooled Investment	19,450.71	5,895.00	329.95%
4410127 · Interest- ERAF Co. Pooled	157.39		
4511210 · HOPTR	2,991.28	2,948.00	101.47%
4530527 · Grant Rev - Designated	17,368.33		
4570110 · Expense Reimbursements	57,638.16		
4631145 · Service Contract Revenue	93,093.00	94,205.00	98.82%
4640321 · CSA 13 Contract Rev	590,603.00	591,311.00	99.88%
4640415 · OES Reimbursements	71,140.04		
4710615 · Donations (General)	1,500.00		
4710631 · Paramedic Reimbursement	28,022.13	33,000.00	84.92%
4710642 · Miscellaneous Rev	856.79	500.00	171.36%
Total Revenue	2,822,820.25	2,597,458.00	108.68%
Expenditures			
5110110 · Salaries - Regular Staff	870,095.32	876,610.00	99.26%
5110310 · Acting Pay	3,308.14	10,000.00	33.08%
5110313 · Holiday Pay	35,951.52	36,494.00	98.51%
5110319 · FLSA Pay	14,926.51	19,746.00	75.59%
5120110 · Overtime Pay	260,352.00	100,000.00	260.35%
5130120 · Benefits - Group Medical	302,116.76	326,036.00	92.66%
5130130 · OPEB Trust Contribution	58,994.83	59,000.00	99.99%
5130510 · PERS - Pension	442,887.73	449,884.00	98.45%
5140115 · Workers Comp Ins.	94,609.99	111,045.00	85.2%
5140116 · 4850 Reimbursements (Contra)	-11,503.84		
5140130 · Physician Services	986.00	4,514.00	21.84%
5140140 · Social Security & Medicare	86,314.09	79,778.00	108.19%
5140145 · Unemployment Ins.	1,474.47	2,590.00	56.93%
5210120 · Consultant Fees	5,950.00	8,200.00	72.56%
5210122 · Marketing	140.13	1,000.00	14.01%
5210128 · Fingerprinting/Background	188.00	600.00	31.33%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	Fire Dept		
	Jul '19 - Jun 20	Budget	% of Budget
5210131 · Legal Services	650.34	10,000.00	6.5%
5210146 · Indep. Contractor Fees	98,246.71	98,247.00	100.0%
5210210 · Audit & Accounting	6,400.00	7,000.00	91.43%
5210230 · Payroll Service Fees	4,647.07	5,200.00	89.37%
5210525 · Insurance - General	13,254.52	17,263.00	76.78%
5210725 · Telecom - Phone/Internet/Cable	9,551.19	8,850.00	107.92%
5210810 · Utilities - Gas & Electric	9,726.02	14,770.00	65.85%
5210815 · Garbage Removal	3,481.80	3,285.00	105.99%
5210835 · Utilities - Water & Sewer	6,540.72	7,050.00	92.78%
5210910 · Maint. - Vehicles	15,310.07	16,000.00	95.69%
5210920 · MERA Operating	15,895.00	15,895.00	100.0%
5211140 · Vegetation Management	15,000.00	40,000.00	37.5%
5211310 · Awards & Incentives	419.27	2,000.00	20.96%
5211315 · Professional Development	1,871.83	10,000.00	18.72%
5211325 · Conferences & Meetings	634.58	1,250.00	50.77%
5211330 · Memberships & Dues	4,345.08	4,715.00	92.15%
5211440 · Travel	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	0.00	400.00	0.0%
5211545 · Election Expense	1,695.67	2,500.00	67.83%
5211610 · County-Wide Fees	5,497.18	6,260.00	87.81%
5211710 · Long Term Debt - Principal	52,567.56	52,565.00	100.01%
5211715 · Long Term Debt - Interest	8,313.41	8,316.00	99.97%
5220110 · Admin & Office Supplies	3,817.62	5,300.00	72.03%
5220130 · Copier Lease & Printing	2,077.44	1,975.00	105.19%
5220210 · Equip. Maintenance/Replacement*	15,810.42	17,000.00	93.0%
5220220 · Small Tools	108.57	500.00	21.71%
5220310 · Land & Buildings Maintenance	2,769.89	7,000.00	39.57%
5220610 · Gasoline/Fuel	85.23	4,000.00	2.13%
5220810 · Miscellaneous Supplies	11,501.64	20,900.00	55.03%
5220825 · Uniforms & Apparel	5,714.80	8,400.00	68.03%
5220827 · Janitorial Supplies	227.14	3,000.00	7.57%
5220830 · Volunteer Fire Department	1,516.26	10,000.00	15.16%
5220910 · Capital Outlay - Improvements	6,923.01	9,000.00	76.92%
5220916 · Capital Outlay - New Equipment	17,369.26	0.00	100.0%
5220920 · Capital Reserves Designation	0.00	82,500.00	0.0%
Total Expenditures	2,508,760.95	2,587,638.00	96.95%
Net Gain/Loss	314,059.30	9,820.00	3,198.16%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
Fiscal Year 2019-2020

	Streetlights		
	Jul '19 - Jun 20	Budget	% of Budget
Revenue			
4120610 · Special Tax Assessment	24,232.50	24,225.00	100.03%
4120611 · Special Tax- Admin Fee (contra)	-57.25	-100.00	57.25%
Total Revenue	24,175.25	24,125.00	100.21%
Expenditures			
5210825 · Utilities - Street Light Elec.	16,712.85	17,500.00	95.5%
5210915 · Maint. - Streetlights	3,522.44	6,375.00	55.25%
5211610 · County-Wide Fees	205.00	250.00	82.0%
Total Expenditures	20,440.29	24,125.00	84.73%
Net Gain/Loss	3,734.96	0.00	100.0%

Marinwood Community Services District
2019-2020 Year-End P&L Budget-to-Actuals Summary and Variance Notes

GL Number **GL Description** **Summary Notes:**
PARK DEPT:

5110110	Salaries - Reg. Staff	<i>Under budget due to retirement, vacancy and subsequent hiring of new employee</i>
5110210	Salaries - PT/Temp	<i>Over due to use of temp staff during full-time position vacancy</i>
5210120	Consultant Fees	<i>Includes costs of JARPA consultant contracted for storm drain repair application</i>
5211532	Weed & Pest Control	<i>Increased needed gopher & mole trapping services</i>
5220210	Equip Maint./Replace	<i>\$8K budgeted annually for playground part replacement not fully needed in FY 19/20</i>
5220910	Cap Outlay - Improve	<i>Consists of storm drain repair costs. Budgeted resurface of parking lot deferred to future</i>
5220916	Cap Outlay - New	<i>Budgeted for utility vehicle replacement, deferred to FY 20/21 as needed</i>

RECREATION:

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

5220310	Land/Bldg Maint.	<i>Budgeted amount of CC floor repair allocated to Cap Outlay in accord. with District policy</i>
5220910	Cap.Outlay - Improve	<i>Deffered budgeted replacement of kitchen cabinets/counters & aging heater furnace</i>
5220916	Cap. Outlay - New	<i>Budgeted hydraulic pool chair replacement deferred to 20/21 as needed</i>

FIRE DEPT:

4530527	Grant Rev - Desig	<i>Received for purchase of new thermal imaging devices</i>
4570110	Exp. Reimbursements	<i>Payment for SSA OT incurred at SRFD</i>
4640415	OES Reimb.	<i>Reimbursements for out-of-county strike team assignments, including OT incurred</i>
5110310	Acting Pay	<i>Variable expense incurred as needed. Having full staff in all ranks off-set need in FY19/20</i>
5120110	Overtime	<i>Approx \$95K due to out-of-county and San Rafael shared service assignments (reimbursed)</i>
5211140	Vegetation Mgmt	<i>Significant projects cancelled for Spring 2020 due to public health crisis</i>
5220916	Cap Outlay - New	<i>Thermal Imagers purchased w/ grant funding (see above)</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.

Prop 68 Funding

In November 2018, California voters approved Prop 68, the “Parks, Environment and Water Bond Act of 2018.” Of the many funding opportunities included with the Act, I have submitted the initial application and qualification materials and the District has been approved as an eligible recipient of Prop 68 “Per Capita Funding” through the State of California Office of Grants & Local Services. Qualified projects must be capital outlay for recreational purposes and not be for operations, maintenance or repairs. The District is expected to receive up to \$177,952 in funding based on the project costs. There is a 20% funding match requirement for each grant recipient. I will be attending a mandatory 3-hour workshop for grant recipients on Aug 11 and will present more information regarding this grant opportunity at a future board meeting.

LAFCo – Fire Working Group

I have been in recent communication with LAFCo executive officer Jason Fried expressing our need to re-engage agency discussions regarding potential consolidation of fire protection and emergency response services. The group took a temporary hiatus from discussions due to the current public health crisis with the needed priority of the staff involved being to focus their efforts on that challenging situation. Mr. Fried has sent a correspondence to the group requesting to continue our meetings and fact-finding efforts.

Marinwood & Lucas Valley Estates “Chipper Day” August 24:

As a direct result of funding provided through Measure C and the Marin Wildfire Prevention Authority, each member agency jurisdiction will be participating in residential “Chipper Days.” This program is coordinated by and provided in partnership with FireSafe Marin. This program is intended to reduce flammable vegetation from residential properties in effort to make properties more fire resistant and resilient. Property Owners/Residents must register in advance for the program through their online portal located at: www.chipperday.com/marin. Registration is first-come first-served. The event is anticipated to be able to accommodate up to 60 curbside pick-ups. The included flyer and announcement has been posted on NextDoor and information is available on the District’s website at <http://marinwood.org/marinwood-csd-residential-chipper-day-event-august-24-2020>.

Bi-annual OPEB Actuarial Report (GASB 75):

Nicolay Consulting recently completed the District’s Bi-Annual OPEB Actuarial and Valuation report. GASB 75 requires public agencies to complete this report every two years. Gary Cline, the actuary who completed the report, will join the September 8th board meeting to present the findings.

FY 19/20 Financial Audit:

I have been soliciting proposals and referrals from various accounting firms to perform our FY 19/20 financial audit. Our prior audit firm, R.J. Ricciardi, submitted a proposal identifying a new audit partner as the lead, which is acceptable under GASB. I’m hoping to have enough proposals prior to the next meeting so we can engage this process.

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 4, 2020

Time and Place: 7:00PM Via Teleconference

Present:

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

Absent: Greg Stilson (CSA 13 Alternate)

Board Director: Sivan Oyserman

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

Farac called the meeting to order at 7:04 PM.

1. Agenda

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

2. Public Comment on Non-Agenda Items

There were no comments from the public.

3. Commissioner Items of Interest

-Marinoff shared concerns regarding weed abatement near County Farm.

-Elsbree inquired about status of volunteers if needed.

-Farac commented regarding recently completed AmeriCorps St. Louis vegetation management work.

-Dreikosen informed Commission of upcoming "Chipper Day" in Marinwood & Lucas Valley Estates on Aug 24.

4. Draft Minutes of July 7, 2020 Fire Commission Meeting

M/s Elsbree/Karsenti to approve Draft Minutes of July 7, 2020 Fire Commission Meeting as presented. All in favor. Motion carried unanimously.

5. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary.

6. Requests for Future Agenda Items

-Information regarding HHS posting of COVID-19 activity specific to Marinwood

The meeting was adjourned at 7:45 PM.

The date of the next Fire Commission meeting is September 1, 2020.

Submitted,
Eric Dreikosen



To: Marinwood Board of Directors
From Darin White, Fire Chief
Date: August 11, 2020
Re: Fire Department Update

Marin Wildfire Prevention Authority-

The Countywide Disaster Coordinator position has recently been vacated and discussions with an identified as very qualified candidate have begun. This position is critical for delivering countywide disaster preparedness through coordination and collaboration across all counties and agencies. Programs such as Get ready 5th grade and Get Ready are viewed favorably as programs that can get more of the population educated as to the importance of emergency preparedness than focusing on CERT programs alone. The new Coordinator will also provide assistance to existing CERTs. This position will need to deliver results quickly as it is only funded for one more year.

The MWPA's Executive Officer recruitment has been narrowed down to the final four candidates. The interviews were held on Monday, August 3, 2020. More information will follow.

Vegetation Management

Americorps St. Louis crews completed well over an estimated 400 hours of fuel removal in Marinwood. It is estimated that their fuel reduction work involved approximately **4.22 acres of land**. The crews also cut/ hauled an **estimated 118 cubic yards of vegetation**.

Their main work areas were located at:

- Off Ellen Drive and behind Las Gallinas
- Alongside the base of the Queenstone Fire Road and behind the homes on Las Gallinas, Ninestone, Blackstone, and Valleystone
- The ridge top above Elvia Court
- Various spots behind Idylberry Road to make sure the goats had a clear path to graze

The crews have returned to St. Louis and discussions are underway to have a new team of personnel return to provide additional work in mid-late October of this calendar year.

Updated goat grazing figures for Marinwood on the Idylberry Fire Road are at approximately 15 acres.

Guidelines/COVID-19:

On July 20, 2020 Governor Gavin Newsom issued an exemption to public health orders and allowed barbershops, hair salons, and nail salons to operate outdoors. Schools, however, are required to operate remotely and this will lead to all students adjusting to continued distance learning. Many businesses are advising employees that they will expand work from home (remote/virtual) until at least July of 2021. Previously, the target date was set for December 31, 2020 and it now appears that many businesses and municipal governments have decided to plan for extending the return of their employees given the rising rate of infections, lack of a vaccine, and increase in COVID-19 deaths across multiple age ranges.

Vaccinations?

According to a report in the Associated Press an experimental COVID-19 vaccination study was launched on Monday July 27, 2020. The vaccine is in its final stage of testing and was developed by the National Institute of Health and Moderna, Inc. (a U.S. Government sponsored program). Some 30,000 people across the U.S. in areas of increased infections are being administered either the actual vaccine or a placebo. Subjects of the study are not being advised as to which they will have injected into their arms.

Pfizer Inc. announced it began its study of a vaccine candidate in the U.S. and elsewhere, with approximately 30,000 people targeted for recruitment. According to the Associated Press article, it will be at least November or December before the results are available and analyzed for the varying doses delivered effectiveness.

As of Aug 6, 2020, The United States had 4,821,636 cases reported; 158,174 deaths; California has 528,181 cases and 9,729 deaths to-date. Out of 56,667 cases in the Bay Area, Marin County figures are as follows: 2,980 confirmed cases, 55 deaths, 20 persons currently hospitalized and 86 others who had been hospitalized previously. 2,609 have recovered. These figures do not include the recent COVID-19 figures involving San Quentin prison inmates and staff. The number of positive tests has been trending upward over the past several weeks due to increased testing and exposures. Currently, over 53,505 Marin County residents have completed the testing.

Fire Incidents

July 2020

San Rafael E652 was dispatched at around 0300 and departed at 0400 on Monday morning 7/20/2020. The Engine was staffed by San Rafael Captain Chris Cooper, Marinwood Engineer Cesar Correa, San Rafael Firefighter/Paramedic Jacob Cliff, and San Rafael Firefighter/Paramedic John Swartz. They joined other local government Type 3 engines to become Strike Team 2140C under the leadership of Central Marin fire Battalion Chief David Glen. They were assigned to the Platina Fire in Shasta County. Later that evening Captain Cooper reported that the Strike Team had been released from the Platina Fire and was sent to Redding Staging for resupply. From there E652 with the rest of the Strike Team was reassigned to the Gold fire in Lassen County. The Strike Team returned after a 14 day assignment. (See photo on next page.)

Pictured in the photo below are Marinwood Fire Department's Engineer Cesar Correa and San Rafael Fire Department's FFPM Jacob Cliff or FFPM John Swartz.



Marinwood Fire Department Statistics: July 2020

The Marinwood Fire Department has responded to 88 emergency calls in July 2020 through July 28; of these, 9 calls were cancelled en route. About half of the calls were medical incidents. The department responded to a rail vehicle fire in Novato and had a cover assignment on a vegetation fire, also in Novato. COVID-19 was suspected or confirmed on five of the Department's medical assist calls.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER*	TOTAL
Marinwood	10	9	1	0	1	N/A	0	21
CSA 13	4	2	3	0	0	N/A	0	9
Old JPA (Mont Marin)	4	3	1	0	0	N/A	0	8
New JPA (East of 101)	19	7	3	0	0	N/A	0	29
SR Mutual Aid	6	5	3	0	0	0	0	14
MC JPA	0	0	0	0	0	N/A	0	0
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato Matrix	0	4	0	1	0	2	0	7
Total number	43	30	11	1	1	2	0	88
<i>Percentage of total</i>	<i>48.9%</i>	<i>34.1%</i>	<i>12.5%</i>	<i>1.1%</i>	<i>1.1%</i>	<i>2.3%</i>	<i>0.0%</i>	

Call types:

MA	Medical assist
PSA	Service call
FA/NN	Fire alarm
FIRE	Fire
HAZMAT	Hazardous material incident (e.g., spill)
COVER	Coverage for other stations
OTHER	Other incident(s): NA

Average response time for Engine 58:	5 minutes, 58 seconds
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Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – July 28, 2020

Time and Place: 7:00PM via Teleconference

Present:

Commissioners: Chair John Tune, Jon Campo, and Anne Sjahsam.

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

Board Director: Bill Shea

1. Agenda

Campo to approve / Sjahsam to second agenda as presented. All in favor. Motion carried unanimously.

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of February 25, 2020 P&R Commission Meeting

Sjahsam to approve / Campo to second Draft Minutes of February 25, 2020 P&R Commission Meeting.
All in favor. Motion carried unanimously.

4. Draft Minutes of July 14, 2020 Board Meeting

Commission reviewed minutes.

5. Update from the District Manager on Select Initiatives

Commission received update from district manager

6. Recreation and Park Maintenance Activity Report

Commission received Maintenance Activity Report.

7. Commissioner Items of Interest – Requests for Future Agenda Items

- Discussion on how the Commission can engage in identification of Marin Wildfire Prevention Authority funded vegetation management projects occurring in Marinwood Open Space areas.
- Update on Ponti Ridge trail

8. Adjourn

Meeting adjourned at 8:13PM

Tiffany Combrink, Secretary

Parks and Recreation Report
August 2020
Submitted by: Luke Fretwell, Recreation Director

Recreation

Camps

The Recreation Department is currently wrapping up the 8th week of camp, with one left to go. The summer has gone extremely well in spite of the many challenges brought about by the COVID-19-related health guidelines and restrictions. We were able to serve 378 individual campers this summer and the parent feedback has been overwhelmingly positive and appreciative. We look forward to wrapping up a strange but successful summer season next week.

Pool

We opened the pool for limited adult lap swim on Monday, July 20th. Swimmers reserve lanes in advance a 45-minute swim either MWF or T/Th. We have been filling almost every spot each week and things are going smoothly. Staff is currently planning the fall pool schedule, which will be announced shortly.

Fall Programming

Though we are still awaiting official guidance from Marin County Health, we are currently planning for modified versions of our adult and youth programs to run this fall.

Preschool

Due to the many uncertainties surrounding childcare and schools, we have decided to postpone the start of our traditional preschool program until later in the year. In the meantime we will be offering a smaller, more outdoor-based program for preschool-age children until our traditional preschool program resumes. Details will be announced in the coming weeks.

After School Program

We are currently planning to run our After School Program in a limited capacity, which will likely need to follow similar guidelines to our summer camp program. We are planning on offering 2 different groups of 12 kids who will not be mingling or sharing supplies or equipment. We will finalize and announce the details as soon as official guidance from the County comes out.

Recreation Classes

In addition to a small host of virtual classes and programs, we are hoping and tentatively planning to offer some outdoor adult recreation programs this fall, including tennis, Pilates, photography, and yoga. We will be finalizing and distributing the (digital only) fall issue of our Marinwood Review in the next few weeks, which will include all of our programs and classes we will be offering this fall.

Office

In accordance with health department recommendations, the community center office remains closed to the public until further notice. Staff, however, continue to conduct business and communicate via phone and email, and meet customers outside on the patio who require in-person assistance.

Parks and Maintenance

Park Maintenance Facility

Staff has continued cleaning out and packing up the park shop in preparation for moving into the temporary workshop/storage area that will be erected for parks maintenance operations during the new facility construction. We are currently planning our temporary workspace which we will begin assembling as soon as summer camp ends.

Open Space

Signage was added on August 5th at the upper entrance to Blackstone Canyon Trail informing bikers that the trail is for hiking only. This will hopefully cut down on mountain bikers riding down this trail from Queenstone. We will continue to monitor the trail usage and add additional signage as needed.

Staff has continued to monitor the open space for hazards and have removed a handful of rope swings and mountain bike jumps this past month.

Projects

In addition to making the transition to the temporary park shop space, other upcoming maintenance projects include adding temporary shade sails to the north patio of the community center, making repairs to the community center kitchen, reviving the turf in the main park after camp ends, and leveling the patios around the community center, among other things.