

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

Tuesday – October 8, 2024 – 6:00 PM

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

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

	Item Description:	Board Action
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	AGENDA	Adopt
C.	PUBLIC COMMENT ON CLOSED SESSION ITEMS	
D.	CLOSED SESSION <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters</i>	
E.	OPEN SESSION: <i>(Open Session will begin no earlier than 7:00PM)</i>	
F.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of September 10, 2024 b. Bills Paid Nos. 8731 – 8801	Approve
G.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
H.	DISTRICT MATTERS	
	1. District Manager Report	Review
I.	FIRE DEPARTMENT MATTERS	
	1. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13	Approve
	2. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site	Approve
	3. Request for Ballot Measure to Increase Paramedic Tax in Conjunction with a Potential Contract for Service with City of San Rafael to Provide Complete Fire Protection Services	Discuss
	4. Chief Officer Report and Activity Summary (verbal report)	Review
J.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of September 24, 2024	
	2. Recreation and Park Maintenance Activity Reports	Review
K.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
L.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – November 12, 2024	

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 – September 10, 2024 – 6:00pm

Time and Place: 6:00PM Marinwood Community Center classroom.

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

Present:

Board Members: Vice President Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea.
Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Accounting & Payroll Manager Tiffany Combrink.

Absent: Board President Kathleen Kilkenny

A. Call to Order & Pledge of Allegiance

Board Vice President Case called the meeting to order at 6:01pm.

B. Agenda

Agenda adopted as presented.

C. Public Comment on Closed Session Items

No public comments were received.

D. Closed Session

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

Convened at 6:03PM and adjourned at 6:55PM with no reportable action taken

E. Open Session

Vice President Case called the open session to order at 7:03PM

F. Consent Calendar

a. *Draft Minutes of Regular Meeting of August 13, 2024*

b. *Draft Minutes of Special Meeting of August 27, 2024*

c. *Bills Paid Nos. 8650 - 8730*

Ruggeri to approve/Oyserman to second “consent calendar as presented.”

Aye: Case, Oyserman, Ruggeri, Shea. Absent: Kilkenny. Motion carried.

G. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comments regarding:

a. No public comments received

H. District Matters

1. *Update on Pension Liability Analysis with August 2024 Release of CalPERS Annual Valuation Reports for Measurement Date of June 30, 2023*

Board received Update on Pension Liability Analysis

2. *District Manager Report*

Board received District Manager Report

I. Fire Department Matters:

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

J. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports

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

- Director Oyserman requested future discussion regarding options to address long-term pension and OPEB liabilities.

L. Adjourn

Meeting adjourned at 8:20PM

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 October 8, 2024

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8731	9/5/2024	Airgas	619.77	pool chems	Rec	5220710	Pool	619.77
8732	9/5/2024	AFLAC	58.92	disability - Aug	Park	5130120	General	58.92
8733	9/5/2024	Buck's Saw Service	287.02	equipment maintenance	Park	5220210	General	287.02
8734	9/5/2024	Comcast	412.34	Cable - Aug	Fire	5210725	General	206.17
				Cable - Sept	Fire	5210725	General	206.17
8735	9/5/2024	Comcast	149.80	internet - Sept	Rec	5210725	General	74.90
					Fire	5210725	General	74.90
8736	9/5/2024	Coverall	1,176.00	janitorial - Sept	Rec	5211110	Building	1,176.00
8737	9/5/2024	EverBank	751.93	copier lease	Rec	5220130	General	488.75
					Fire	5220130	General	187.98
					Park	5220130	General	75.20
8738	9/5/2024	Ewing Irrigation	18.06	irrigation maintenance	Park	5220310	General	18.06
8739	9/5/2024	Folger Graphics	11,785.92	Fall Winter 2024 catalog	Rec	5210122	General	11,785.92
8740	9/5/2024	Marin Sanitary Service	3,615.25	Garbage - Aug	Park	5210815	General	2,530.68
					Rec	5210815	General	723.05
					Fire	5210815	General	361.52
8741	9/5/2024	Marinwood CSD	94,617.17	Fire Salaries	Fire	5110110	General	24,750.88
				Fire OT	Fire	5120110	General	17,853.88
				Acting Pay	Fire	5110310	General	297.60
				4850 Pay	Fire	5110110	General	3,757.60
				Admin Asst	Fire	5110110	Admin	1,111.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,111.36
				Admin Asst	Park	5110110	Admin	555.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,976.40
				Rec Dir	Park	5110110	General	1,275.60
				Rec salary	Rec	5110110	General	9,085.60
				Park salary	Park	5110110	General	8,321.60
				Park hourly	Park	5110210	General	60.00
				Building attendants	Rec	5110210	Building	256.00
				Pool Staff	Rec	5110210	Pool	10,752.05
				Aquatics	Rec	5110210	Aquatics	295.00
				Summer	Rec	5110210	Summer	2,861.00
				Preschool	Rec	5110210	Preschool	2,859.00
				Afterschool	Rec	5110210	afterschool	1,224.00
				Community	Rec	5110210	Community	201.00
				PR fees	Fire	5210230	General	185.90
				PR fees	Rec	5210230	General	143.11
				PR fees	Park	5210230	General	29.04
				SS + Medicare	Fire	5140140	General	3,569.59
				SS + Medicare	Rec	5140140	General	2,678.22
				SS + Medicare	Park	5140140	General	736.53
				EDU + SUI	Rec	5140145	General	162.07
				EDU + SUI	Park	5140145	General	0.96
				Benefits withholding	Park	2120066	General	-1,370.39
				Benefits withholding	Rec	2120066	General	-1,464.83
				Benefits withholding	Fire	2120066	General	-5,428.24
8742	9/5/2024	Marinwood CSD	14,584.34	Retire 09/06/24	Park	5130510	General	2,117.56
					Rec	5130510	General	2,331.35
					Fire	5130510	General	10,135.43
8743	9/6/2024	Got Gophers	275.00	pest control	Park	5211532	General	275.00
8744	9/6/2024	Hagel Services	1,801.90	janitorial supplies	Rec	5220827	Building	1,801.90
8745	9/6/2024	Jackson's Hardware	515.44	supplies	Park	5220310	General	515.44
8746	9/6/2024	Marin Prof Firefighters	1,120.00	Sept dues	Fire	5211330	General	1,120.00
8747	9/6/2024	Marinwood Market	841.00	MIP Summer 2024	Rec	5220819	Community	841.00
8748	9/6/2024	Mill Valley Refuse	316.07	porta potty	Park	5211220	General	316.07
8749	9/9/2024	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
8750	9/9/2024	PG&E	1,654.89	Streetlights - Aug	Streetlights	5210825	General	1,654.89
8751	9/9/2024	PG&E	3,144.43	electric - July	Rec	5210810	General	2,128.08
					Fire	5210810	General	751.01
					Park	5210810	General	265.34
8752	9/9/2024	Pitney Bowes	500.00	postage	Rec	5220110	General	300.00
					Fire	5220110	General	100.00
					Park	5220110	General	100.00
8753	9/9/2024	Postal Palace	31.07	headset repair shipping	Fire	5220110	General	31.07
8754	9/9/2024	Project A	40.00	email hosting	Park	5220110	General	20.00
					Fire	5220110	General	20.00
8755	9/9/2024	Quality Painting Enterprises	3,667.56	paint interior main room	Rec	5220310	Building	3,667.56
8756	9/9/2024	SiteOne Landscaping	728.79	irrigation maintenance	Park	5220910	General	728.79
8757	9/9/2024	Studio Weeren	180.00	web maintenance Q2	Park	5210122	General	36.00
					Rec	5210122	General	108.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8758	9/9/2024	Wells Fargo	644.08	copier lease	Fire	5210122	General	36.00
					Rec	5220130	General	418.65
					Fire	5220130	General	161.02
					Park	5220130	General	64.41
8759	9/11/2024	A&S Landscape	124.55	sand	Park	5220310	General	124.55
8760	9/11/2024	Able Tire & Brake	49.09	ATV tire mount	Park	5210910	General	49.09
8761	9/11/2024	AT&T	369.53	phones - Aug	Fire	5210725	General	168.47
					Park	5210725	General	31.49
					Rec	5210725	General	169.57
8762	9/11/2024	calPERS	8,333.00	CERBT Sept	Park	5130130	General	1,833.00
					Rec	5130130	General	833.00
					Fire	5130130	General	5,667.00
8763	9/11/2024	Home Depot	113.42	fluorescent tubes	Rec	5220310	Building	113.42
8764	9/11/2024	Jochum Architects	785.00	bunkroom architect plan che	Fire	5220910	General	785.00
8765	9/11/2024	L.N. Curtis & Sons	157.51	hose retaining rubber bands	Fire	5220810	General	157.51
8766	9/11/2024	Landesign	3,263.00	landscape contractor	Park	5211125	General	3,263.00
8767	9/11/2024	Liebert Cassidy Whitmore	217.50	legal services	Fire	5210131	General	217.50
8768	9/11/2024	Marin Resource Recovery	152.00	debris dump	Park	5210815	General	152.00
8769	9/11/2024	Marin Municipal Water Distri	6,183.60	water Jul/Aug	Fire	5210835	General	515.00
					Rec	5210835	General	3,488.14
					Park	5210835	General	2,180.46
8770	9/11/2024	Marinwood Market	3,815.25	summer lunches 0729-0802	Rec	5220819	Summer	3,815.25
8771	9/11/2024	PG&E	866.04	gas - Aug	Rec	5210810	General	835.65
					Fire	5210810	General	30.39
8772	9/18/2024	Marinwood CSD	300.00	Fall art show prizes, juror fee	Rec	5220819	Community	300.00
8773	9/18/2024	Marinwood CSD	105,196.39	Fire Salaries	Fire	5110110	General	24,750.88
				Fire OT	Fire	5120110	General	22,940.05
				FLSA	Fire	5110319	General	564.70
				Acting Pay	Fire	5110310	General	101.04
				4850 Pay	Fire	5110110	General	3,757.60
				Holiday	Fire	5110313	General	3,054.48
				Admin Asst	Fire	5110110	Admin	1,111.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,111.36
				Admin Asst	Park	5110110	Admin	555.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,976.40
				Rec Dir	Park	5110110	General	1,275.60
				Rec salary	Rec	5110110	General	9,085.60
				Park salary	Park	5110110	General	8,321.60
				Park hourly	Park	5110210	General	230.00
				Building attendants	Rec	5110210	Building	368.50
				Pool Staff	Rec	5110210	Pool	10,531.03
				Aquatics	Rec	5110210	Aquatics	332.50
				Summer	Rec	5110210	Summer	437.06
				Preschool	Rec	5110210	Preschool	6,089.00
				Afterschool	Rec	5110210	afterschool	1,849.75
				PR fees	Fire	5210230	General	181.30
				PR fees	Rec	5210230	General	121.39
				PR fees	Park	5210230	General	24.41
				SS + Medicare	Fire	5140140	General	4,220.52
				SS + Medicare	Rec	5140140	General	2,766.94
				SS + Medicare	Park	5140140	General	749.53
				EDU + SUI	Rec	5140145	General	178.29
				EDU + SUI	Park	5140145	General	3.68
				Benefits withholding	Park	2120066	General	-1,370.39
				Benefits withholding	Rec	2120066	General	-1,464.83
				Benefits withholding	Fire	2120066	General	-5,428.24
8774	9/18/2024	Marinwood CSD	15,692.73	Retire 09/20	Park	5130510	General	2,117.56
					Rec	5130510	General	2,331.35
					Fire	5130510	General	11,243.82
8775	9/18/2024	Marinwood CSD	48,109.44	Health - Oct	Park	5130120	General	11,000.00
					Rec	5130120	General	9,333.62
					Fire	5130120	General	27,775.82
8776	9/18/2024	AFLAC	58.92	disability - Sept	Park	5130120	General	58.92
8777	9/18/2024	AT&T	80.25	park internet - Sept	Park	5210725	General	80.25
8778	9/18/2024	County of Marin	375.38	park fuel - July	Park	5220610	General	375.38
8779	9/18/2024	DC Electric	585.29	SL maintenance - Aug	Streetlights	5210915	General	322.46
				SL light shield	Streetlights	5210915	General	262.83
8780	9/18/2024	Marinwood Market	3,838.75	summer lunches 0805-0809	Rec	5220819	Summer	3,838.75
8781	9/18/2024	Pet Waste Eliminator	320.42	pet waste bags	Park	5220310	General	320.42
8782	9/18/2024	SolEd Solar Holdings	2,229.13	Solar - Aug	Rec	5210810	General	1,616.87
					Fire	5210810	General	612.26
8783	9/18/2024	SDRMA	4,982.59	WC reconciliation	Park	5140115	General	1,951.85
					Rec	5140115	General	1,706.86
					Fire	5140115	General	1,323.88
8784	9/26/2024	Jerry Mehcziz	3,523.20	tennis	Rec	5210146	Tennis	3,523.20
8785	9/26/2024	Carol Neel	200.00	MahJongg	Rec	5210146	Adult	200.00
8786	9/26/2024	Susie Kelly	112.50	Fall art show	Rec	5220819	Community	112.50

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8787	9/26/2024	Katherine Peper	206.25	Fall art show	Rec	5220819	Community	206.25
8788	9/26/2024	Richard Hannigan	63.75	Fall art show	Rec	5220819	Community	63.75
8789	9/26/2024	Dove Govrin	168.75	Fall art show	Rec	5220819	Community	168.75
8790	9/26/2024	Patsy Chador	93.75	Fall art show	Rec	5220819	Community	93.75
8791	9/26/2024	Susan Press	185.00	Fall art show	Rec	5220819	Community	185.00
8792	9/26/2024	Alaina Fuetsch	41.49	preschool supplies	Rec	5220819	Preschool	41.49
8793	9/27/2024	Janet Carter	410.50	Pilates	Rec	5210146	Adult	410.50
8794	9/27/2024	US Bank Corp Pmt Syst	27,076.44	S. Day paramedic renewal	Fire	5211315	General	250.00
				zoom subscription	Fire	5211325	General	27.99
				MS office renewal	Fire	5220110	General	69.99
				engine supplies	Fire	5220210	General	170.88
				Queenstone fire supplies	Fire	5220810	General	105.80
				CEQA exempt filing fee	MWPA	5820200	General	52.50
				mule tires and maintenance	Park	5210910	General	979.02
				zoom subscription	Park	5211325	General	14.25
				park maintenance	Park	5220310	General	263.24
				GIT BBQ	Rec	5220819	Aquatics	176.60
				bathroom sign	Rec	5220819	Building	18.39
				community event supplies	Rec	5220819	Community	4,023.24
				LGIT	Rec	5211315	General	325.00
				zoom subscription	Rec	5211325	General	45.73
				office supplies	Rec	5220110	General	1,076.21
				supplies	Rec	5220819	General	702.25
				staff meeting	Rec	5211315	Pool	38.63
				supplies	Rec	5220819	Pool	96.85
				vending	Rec	5220826	Pool	6,508.79
				supplies	Rec	5220819	Preschool	252.98
				staff meeting	Rec	5211315	Summer	528.72
				supplies	Rec	5220819	Summer	10,723.59
				cleaning supplies	Rec	5220827	Summer	78.99
				marketing	Rec	5210122	General	261.00
				vending	Rec	5220826	Pool	285.80
8795	9/27/2024	City of San Rafael	541.19	Engine maintenance	Fire	5210910	General	541.19
8796	9/27/2024	Comcast	149.80	internet - Oct	Rec	5210725	General	74.90
					Fire	5210725	General	74.90
8797	9/27/2024	Comcast	206.17	Cable - Oct	Fire	5210725	General	206.17
8798	9/27/2024	Delta Dental	1,903.20	Dental - Oct	Fire	5130120	General	1,018.99
					Park	5130120	General	468.83
					Rec	5130120	General	415.38
8799	9/27/2024	PG&E	2,955.23	electric - Aug	Rec	5210810	General	2,193.10
					Fire	5210810	General	495.39
					Park	5210810	General	266.74
8800	9/27/2024	SDRMA	264.42	life ins - Oct	Fire	5130120	General	78.23
					Park	5130120	General	88.69
					Rec	5130120	General	97.50
8801	9/27/2024	VSP	365.12	vision - Oct	Fire	5130120	General	191.69
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
TOTAL:			388,461.29					388,461.29

Total by Department:

Streetlights	2,240.18
Fire Department	172,331.00
Recreation Department	158,430.59
Park Department	55,407.02
Measure A	0.00
MWPA	52.50
Capital	0.00
Unclassified	0.00

District Manager Report
October 8, 2024
Submitted by: Eric Dreikosen, District Manager

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

Fire Station Bunk Room Conversion Project:

As of the time of this writing, we are still awaiting response from the County in regards to our submitted plan review permit application. Inquiries were sent to the County Building Department on October 3, 2024 as to the status of permit issuance and cause for delay.

Payroll Conversion:

As previously informed, our long-time payroll provider, Accuchex, announced they were closing their business. Since that time, we reviewed and met with multiple providers and ultimately selected ADP as our new payroll provider. This was partially due to Accuchex selecting ADP as their preferred partner and established transition teams within both companies for the specific purpose of ensuring as smooth a transition for their clients as possible.

I'd like to acknowledge our Accounting & Payroll Manager, Tiffany Combrink, for all of her time and efforts put forth in regards to this transition. This has been a large undertaking and she has managed it as well as can be, especially given our limited resources, while also maintaining her other work duties.

Our first "live" pay date utilizing ADP occurred on October 4, 2024. As can be assumed with a transition of this nature, it was not without a few challenges along the way, some still outstanding but nothing that can't be resolved.

In the coming weeks we will begin to transition to ADP's "Time & Attendance" system to record hours worked for all employees. This will require training for our staff including additional training for management level staff who will be responsible for approving timesheets of their direct reports and hourly employees.

The final stage of the transition will involve implementation of their corresponding work scheduling system for our hourly recreation staff (preschool, after school, pool, camps). This too will require additional training for our management staff.

Other Items of Note:

- Special taxes have been finalized with the County Tax Collector for both of Marinwood's special assessments impacting the Park Department and Fire Department tax revenue.
- The County Planning Department will be hosting an Open House for the proposed Marinwood Plaza Affordable Housing Development. The Open House will occur on October 15th from 5:30 – 7:30 PM at the Marin Wildfire Prevention Authority Conference Room (1600 Los Gamos Dr, Rm 335). Housing matters are not within the CSD's subject matter jurisdiction and this is being shared for informational purposes only.

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.



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: October 8, 2024
Re: Fire Protection Agreements for CSA 13 and Juvenile Hall Site

Directors,

Please see the included annual Agreements for Fire Protection and Emergency Services between the Marinwood Community Services District and the County of Marin for both CSA 13 and the juvenile hall site and surrounding facilities located on Jeanette Prandi Way in Lucas Valley.

The annual agreement fees for service are calculated using complex and long-standing formulas involving square footage of residences and other structures, current year fire department budgeted expenditures and prior year reconciliation of budgeted versus actual expenditures.

For the CSA 13 agreement, total fees for service have increased by approximately 2.5% from the prior fiscal year, FY 23-24.

For the juvenile hall site agreement, total fees for service have increased by approximately 3.5% from the prior fiscal year, FY 23-24.

Both Agreements have been provided to the County Administrator's Office for their review and are anticipated to be presented to the County Board of Supervisors for formal approval at an upcoming meeting.

Staff Recommendation: Approve both Agreements for Fire Protection and Emergency Services for CSA 13 and the Juvenile Hall Site and surrounding facilities (separate action for each Agreement).

MARINWOOD COMMUNITY SERVICES DISTRICT

**AGREEMENT BETWEEN THE COUNTY OF MARIN AND MARINWOOD
COMMUNITY SERVICES DISTRICT FOR FIRE PROTECTION AND
EMERGENCY SERVICES TO COUNTY SERVICE AREA 13**

THIS AGREEMENT, made and entered into this ____ day of _____, 2024, by and between the MARINWOOD COMMUNITY SERVICES DISTRICT, hereinafter referred to as "District," and the COUNTY OF MARIN, acting on behalf of County Service Area No. 13, hereinafter referred to as "Service Area:"

WITNESSETH

For and in consideration of the mutual promises and covenants hereinafter contained, the parties hereto do hereby agree as follows:

1. This agreement shall be for Fiscal Year 2024-2025 (July 1, 2024 through June 30, 2025)
2. District agrees to provide the residents and property owners of Service Area with fire protection and emergency services in the Service Area for the above-referenced period. Such fire protection and emergency services will be provided on the same basis as it is provided to the residents and property owners of the District.
3. In consideration of the provisions of such fire protection and emergency services, Service Area agrees to pay District the sum of \$753,096.00, as calculated on Exhibit A, payable in installments as follows:

January 31, 2025	\$ 376,548.00
April 30, 2025	\$ 188,274.00
June 30, 2025	\$ 188,274.00

4. In the event the cost of providing such service by District to Service Area exceeds the aforesaid sum of \$753,096.00, the amount to be charged Service Area in the following fiscal year shall be increased by a sum equal to Service Area's pro-rata share of the excess, as said share is calculated in Exhibit A. In the event the cost of providing service by District to Service Area is less than the aforesaid sum, the amount

to be charged Service Area in the following year shall be decreased by Service Area's pro-rata share of said surplus.

5. The District agrees as part of its ongoing annual contract with Service Area that it will not charge CSA 13 for litigation costs and damages incurred by the District.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year above written.

COUNTY OF MARIN

Dennis Rodoni
President, Board of Supervisors

ATTEST: _____
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT

Kathleen Kilkenny
President, Board of Directors

ATTEST: _____
Eric Dreikosen, District Manager

Approved by the Board of Directors of the Marinwood Community Services District at a regular meeting of the Board held on the 8th day of October, 2024.

EXHIBIT A

COUNTY SERVICE AREA NO. 13 FIRE PROTECTION CONTRACT

CALCULATION FOR FISCAL YEAR 2024-25

CALCULATE ADJUSTED FIRE BUDGET:

Total Marinwood Fire Budget FY 2024-25	3,178,744	
Adjust: 2024/2025 Engine Lease Payment	-43,000	
Adjust: 2024/2025 Fire Department Capital Reserves Allocation	-80,000	
Adjust: 2024/2025 OPEB Trust Contribution Allocation	<u>-68,000</u>	
 Adjusted Fire Budget		2,987,744

CALCULATE SQUARE FOOTAGE RATIO:

Square footage Marinwood CSD 2024-25	3,340,299	
Square footage CSA 13 2024-25	<u>1,156,906</u>	
Total square footage	4,497,205	
Ratio of square footage		25.73%

CSA 13 Contract per CSD Budget for Fiscal Year 2024-25:	768,747	
Less: Pro-rata Share of Under Budget Surplus 2023-24	-15,651	
Less: Credit for 2023-24 Out-of-County & reimbursements	-	
Total of Payments due from CSA 13:		<u>\$ 753,096</u>

**AGREEMENT BETWEEN THE COUNTY OF MARIN AND
MARINWOOD COMMUNITY SERVICES DISTRICT FOR FIRE PROTECTION
AND EMERGENCY RESPONSE SERVICES FOR THE JUVENILE HALL SITE**

THIS AGREEMENT, made and entered into this ___ day of _____, 2024, by and between the COUNTY OF MARIN, hereinafter referred to as “County” and the MARINWOOD COMMUNITY SERVICES DISTRICT, hereinafter referred to as “District”:

WITNESSETH

For and in consideration of the mutual promises and covenants hereinafter contained, the parties hereto do hereby agree as follows:

1. This Agreement shall be for Fiscal Year 2024-2025.
2. District agrees to provide the residents and property owners of the area known as “Juvenile Hall Site”, hereinafter “Site”, with fire protection and emergency response services for FY 2024-2025. Said services will be provided on the same basis as it is provided for the residents and property owners of District.
3. In consideration of the provisions of said structural fire protection, County agrees to pay District the sum of \$115,984.00, as calculated on Exhibit A. Said payment shall be due and payable on or before January 31, 2025.
4. The basic charge shall be .5435 cents per square foot, plus the fire square footage charge assessed in District for the current fiscal year, .4060 cents per square foot. The total square footage charge is applied to the total square footage of all structures on the Site, formerly called the County Farm, including the Rotary Club Senior Housing, County offices, Juvenile Hall, and County schools. Billing for the structures used by Marin County Schools shall be sent to the Marin County Office of Education; billing for all other County structures and Rotary Club Housing shall be sent to the County Auditor or their designee.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year above written.

COUNTY OF MARIN:

Dennis Rodoni
President, Board of Supervisors

ATTEST: _____
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT:

Kathleen Kilkenny
President, Board of Directors

ATTEST: _____
Eric Dreikosen, District Manager

Approved by the Board of Directors of Marinwood Community Services District at a regular meeting of the Board held the 8th day of October, 2024.

EXHIBIT A

JUVENILE HALL SITE FIRE SERVICE CHARGE CALCULATION

Basic charge	.5435 cents	
Marinwood CSD service charge 2024-2025 (approved by voters November 2011)	.4060 cents	
Total <u>service charge rate</u> , County Farm		.9495 cents
<u>Square footage</u> County Schools	14,708	
<u>Square footage</u> County Farm facilities:		
Rotary Senior Housing est. 53,732 sq. ft.		
County buildings 53,713 sq. ft.	107,445	
Total square feet, County Farm		122,153 sq. ft.
Service charge County Schools (sq ft x .service charge rate)	\$13,965	
Service charge other County (sq ft x .service charge rate)	<u>\$102,019</u>	
TOTAL FIRE PROTECTION SERVICES TO JUVENILE HALL SITE, FY 2024-2025		\$ 115,984



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: October 8, 2024
Re: Marinwood Paramedic Tax – Fire Department Contract for Service with SRFD

Directors,

This is an informational item for discussion only. There is no formal action of the Board to be taken at this time.

Background:

Marinwood Community Services District and the City of San Rafael have a long history of partnership in providing fire protection and emergency response services to our respective communities. Formal agreements include but are not limited to provisions for shared staffing opportunities, ambulance services and most recently chief officer services.

The two agencies have long discussed potential for complete consolidation of the Marinwood Fire Department into the City of San Rafael Fire Department. Approximately five years ago both agencies engaged in an exploratory process facilitated by LAFCo to identify the potential legal avenues and obstacles of such a consolidation.

Through the LAFCo process, it was determined that as a municipality the City of San Rafael does not have the jurisdiction to assume legal responsibility for fire protection beyond their city limits. This process did however result in three possible options allowing for further consolidation:

1. Both agencies could dissolve their responsibility for fire protection and form an independent special district, specifically a Fire Protection District, to be responsible for providing fire protection to our combined service areas. The newly formed District would be completely independent of both agencies and governed by their own elected Board of Directors.
2. Marinwood CSD could dissolve their responsibility for fire protection and the City of San Rafael form a dependent special district specific to fire protection. The boundary could then be expanded to serve the Marinwood-Lucas Valley area allowing the dependent special district of San Rafael to assume the legal responsibility for fire protection of the combined service area. As a dependent special district under the City of San Rafael, the San Rafael City Council would serve as the governing body for the newly formed dependent special district.
3. Marinwood CSD could engage in a contract for service with the City of San Rafael to provide fire protection to the Marinwood CSD service area. Marinwood CSD would remain the agency legally responsible for fire protection but would essentially be staffed by San Rafael fire personnel.

The City of San Rafael indicated they were not inclined to pursue either of the first two options, understandably. While there was some discussion regarding the exploration of the third option, a potential contract for service, such discussions nor a proposal materialized.

Current Status:

Staff from both agencies have recently re-engaged informal conversations regarding the potential of a contract for service between our two agencies. In doing so, San Rafael city management expressed two initial concerns:

1. Assurances that the City of San Rafael would not inherit the Unfunded Accrued Liabilities (UAL) of the current Marinwood CSD safety pension obligations.
2. Upon further exploration, should a contract for service be deemed plausible and practical by both agencies, a condition of such a contract would be for Marinwood CSD to place a measure on the ballot allowing for an increase to the current special assessment for paramedic services (Paramedic Tax).

Regarding the UAL concerns, staff are in process of confirming what is believed that with a contract for service the City of San Rafael would not inherit Marinwood's unfunded accrued safety pension liabilities.

Regarding any potential increase to the Paramedic Tax, as stated earlier this would ultimately be a matter for the voters to decide during an election. However, as the legal authority for fire protection and emergency response services to Marinwood-Lucas Valley, it is the responsibility of the Marinwood CSD Board of Directors to place such a measure on the ballot. Special tax measures require a two-thirds (66.67%) approval vote to succeed.

For context, Marinwood CSD property owners are currently assessed an annual Paramedic Tax in the amount of \$85, the maximum amount currently allowable as approved by the voters in November 2006 (Measure M). A similar ballot measure (Measure Q) allowing for a further increase of the Paramedic Tax was placed on the ballot in November 2010 but was not approved by the voters. No other ballot measures addressing the Paramedic Tax have been placed on the ballot since that time.

While this amount has remained unchanged for the past 18 years, the costs of providing paramedic services have increased significantly.

Next Steps:

Again, there is no formal action to be taken at this time. However, the City of San Rafael are seeking informal assurances from Marinwood CSD that the District would indeed be willing to place a measure on the ballot asking Marinwood-Lucas Valley voters to increase the Paramedic Tax should an eventual contract for service of fire protection materialize.

If and when the provisions and associated costs of a potential contract for service are tentatively agreed upon by both parties, such an Agreement would be presented to the Board of Directors during a public meeting for the Board's consideration and potential approval as well as the San Rafael City Council.

Similarly, any ballot measures addressing the Paramedic Tax would also be presented to the Marinwood Board of Directors during a public meeting for formal approval prior to filing with the County Election Department.

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting

Tuesday – September 24, 2024

Time and Place: 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo, Ian Fein, Ryan Madden

Staff: District Manager Eric Dreikosen

Board Director: Chris Case

1. Agenda

No changes were requested by Commissioners. The agenda was adopted as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received.

3. Draft Minutes of July 23, 2024 P&R Commission Meeting

M/s Campo/Madden to approve Draft Minutes of July 23, 2024 P&R Commission Meeting. All in favor.
Motion carried unanimously.

4. Minutes of August 13, 2024 and September 10, 2024 Board Meetings

Commission reviewed minutes.

5. Pickleball Trial Update (verbal report)

Commission received verbal update regarding the Pickleball trial to take place on lower tennis court #4 (nearest Miller Creek Middle School) and were informed staff anticipated having the court ready for pickleball play within the next 1-2 weeks. Commission suggested notice be sent to immediate neighbors, middle school administration and posted on social media once specific start date is established.

6. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

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

-None

8. Adjourn

Meeting adjourned at 8:20 PM

Eric Dreikosen, District Manager

Parks and Recreation Report

October 2024

Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Fall Art Show

The Recreation Department hosted our annual fall art show on Saturday, September 21st from 3-7pm. The show featured over 50 local artists who submitted pieces on the theme “creative combinations,” and was juried by Libby Garrison, Art Curator for Marin Cultural Services District. I want to thank Susan Press for curating another terrific and well-received show. It was our most well-attended show since the event’s inception, and we are pleased with the growing audience the Art Show has garnered.

Halloween Harvest Festival

Our annual Halloween Harvest Festival takes place Friday, October 11th from 5-6:30pm in Marinwood Park. This year’s event will feature carnival games, bounce houses, a pumpkin patch, a photo station, spooky music, refreshments, and food truck, and lots of treats. The Lions Club will once again be donating the pumpkins and manning the pumpkin patch. We are looking forward to seeing everyone in costume.

Final Weeks of the Pool Season

The pool will close for the season on Friday, October 4th. The final two weeks have been unprecedentedly busy due to unusually hot weather. The lap lanes have been maxed out with 2-3 swimmers in every lane during adult lap swim hours, while recreation swim has seen an influx of brand-new patrons seeking refuge from the hot weather. While the pool has been well-staffed for the normal fall attendance, the full-time staff has stepped in on several days to make sure we have adequate coverage for the unusually large late-season crowds. It has been an exciting note to end the season on.

Pickleball Pilot Program

In the coming days staff will be commencing a pickleball pilot program on Marinwood Tennis Court #4 (the one closest to Miller Creek Middle School). Temporary lines for two pickleball courts will be laid down on the court, one on either side of the net, in the same direction of play as tennis. Mobile pickleball nets for use on the courts will be placed along the fence for public use. Signage will be placed at both sets of tennis courts announcing the pilot program, which will also be promoted online. During the program we will be soliciting feedback and have set up a special email address for receiving pickleball comments.

PARKS MAINTENANCE ACTIVITY REPORT

Lead Maintenance Worker Position

On September 29th the Marinwood Parks Maintenance Department was restructured, with one of the three “Maintenance Worker II” positions changing to “Lead Maintenance Worker.” Longtime Parks Maintenance staff member Estevan Chavez has been promoted to the new position and the transition is going smoothly. This new position was created in part to provide more consistent direction and communication for the Parks Maintenance Staff, as well as to assist the Recreation Director with planning, training, and other administrative responsibilities. I am thrilled to have Estevan working in this capacity and am looking forward to working with him to improve the organization, efficiency, and overall performance of Marinwood’s Parks Maintenance Department.

Post-Summer Turf Rehabilitation

The Parks staff has begun the annual post-summer turf rehabilitation treatment, which will include aerating, leveling out low spots, seeding, fertilizing, and top-dressing the grass in both parks and at the pool.

Other work completed this past month included significant pruning and trimming in all three parks, replacing the aging drip systems behind the community center, repairing drinking fountains, and replacing worn tennis nets.