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**MARIN COUNTY  
PARKS**

PRESERVATION • RECREATION

www.marincountyparks.org

**MEMORANDUM**

Marin County Parks, 3501 Civic Center Dr, Suite 260, San Rafael, CA 94903

**DATE:** October 27, 2017  
**TO:** Bolinas Lagoon Advisory Council  
**FROM:** James Raives, Senior Open Space Planner  
**SUBJECT:** Procedures and Protocols for Reporting Downed Trees

**DISCUSSION**

For several years Bolinas Lagoon Advisory Council members have been dealing with the issue of trees that have fallen into the lagoon. Recently, a question was raised about the procedure for reporting trees that have fallen into the lagoon.

There are several methods for reporting issues to Marin County Parks. The most effective method is to call our field office at (415) 473-2816. A message left on this voicemail will be quickly sent to the appropriate person to investigate the issue. Another tool for reporting an incident, such as a fallen tree, is to use the online incident reporting form (see link below), which is available at [www.marincountyparks.org](http://www.marincountyparks.org). Click on the "Contact Us" menu and follow the links to the "Incident Report"

(<https://forms2.marincounty.org/lc/IncidentReport>).

As always, if there is an issue or a question, you are welcome to contact me at (415) 473-3745 or [JRaives@marincounty.org](mailto:JRaives@marincounty.org).