

MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, January 27, 2015

7:30 PM – Marinwood Community Center Classroom

#	Time	Item	Commission Action
1	7:30 PM	Agenda	
2	7:35 PM	Designation of P&R Commission Chair for 2015	Approve
3	7:45 PM	Public Comment	
4	7:50 PM	Minutes of December 23, 2014 P&R Commission Meeting	Approve
5	7:55 PM	Draft Minutes of January 13, 2015 Board Meeting	Review (Non-action)
6	8:00 PM	2015 Pool Rates	Approve
7	8:15 PM	2015 Camp Rates	Approve
8	8:30 PM	Park and Recreation Report	Review (Non-action)
9	8:50 PM	Q&A on Non-Agenda Items	
10	9:00 PM	Adjourn	

NOTES TO COMMISSIONERS:

Please confirm attendance to Eric Dreikosen at 479-7751 (or edreikosen@marinwood.org) or Paula Collins at 479-0775 at the Community Center by 5:00 PM the day before the meeting.

Next P&R Commission meeting to be held on February 24, 2015 at 7:30 PM at the Marinwood Community Center

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

December 23, 2014

Time and Place: 7:00 Marinwood Community Center Classroom

Present:

Commissioners: Izabela Perry, Kimberly Call, Eric Dreikosen, Shane Valentine, Tom Kunkel and Sivan Oyserman.

Absent: Linda Barnello and Sarah Paoli.

Staff: District Manager Thomas Horne, Recreation Director Shane DeMarta, and Administrative Assistant Carolyn Sullivan.

Others present: John Tune.

Board members: Justin Kai.

Agenda

No changes or additions.

Public Comment

No comments.

Minutes of November 25, 2014 Commission Meeting

John Tune commented he had retired as San Rafael City Parks Superintendent, not began as Superintendent and has lived in Marinwood for 23 years.

M/s Perry/ Call to approve Minutes of November 25, 2014. Ayes: Perry, Dreikosen, Kunkel and Call.

Abstain: Oyserman and Valentine.

Review of Board Minutes of December 9, 2014

No comments.

Park and Recreation activities reports

Perry offered thanks to DeMarta for his help with the Parks Department. Oyserman thanked the Parks and Rec Department for providing sandbags for residents during the storm.

DeMarta reported Winterfest had a good turnout. Upcoming events are Raise a Glass on February 28th from 2-5pm. Holiday camp is going well and we are seeing new attendees which is great. The staff is currently working on the Spring/Summer Review and solidifying summer programs. Valentine asked if staff had a plan for summer programs regarding space and attendance. DeMarta replied we are out of space and unfortunately at the mercy of the school district for rental space.

Perry asked if staff has considered providing after school programming. DeMarta replied yes, it would be possible for our community center to be added as a bus stop, but we will need to review further.

Valentine asked if staff has considered memberships for the community center. Offering discounts on Community events and early bird deals on programming. DeMarta replied the subject has been broached, but was rejected by the previous Director. DeMarta also commented residents pay property taxes which goes to our operations, it is a residents right to have access to the facilities. It could be a possibility to open camp registration to residents only before opening to the general public.

DeMarta reported Park duties are going well, he has made a schedule for the crew. The storm was a bit chaotic, but staff did a great job. Oyserman stated she liked seeing new plantings throughout the park, but would really like to see native flowers. DeMarta agreed and stated there needs to be a cohesive plan for plantings, but unfortunately the budget is blown for this year and staff needs to watch expenses. This year we experienced more tree work than anticipated and a lot of the budget was spent on tree work. DeMarta stated the trees nearest to the creek bank were hit hard during the recent storm. Tune commented trees on the creek bank don't begin their life very structurally sound and they grow for sun, their life span is shorter than others. Dreikosen asked if any trees in the panhandle are a danger to property. DeMarta replied probably, but it is open space, the residents are aware that their homes border the open space. Perry commented tree maintenance is a budget line we should look into for the 2015/16 budget. DeMarta reported the crew has also cleaned out the pool pump room, cleaned up around their shed, and eliminated extra wood chips, but there is still a lot of work to be done. Call commented it is great to see progress. Dreikosen noted the Park staff really takes pride in their jobs and DeMarta is providing good leadership.

2014 Inspection Results Update

DeMarta reported on the short term updates than have been completed or scheduled. DeMarta added he had gone out to Creekside Park and spoke with residents using the facility. The residents he had spoken to were very happy with the area. It is nice to hear positive feedback.

Recognition of Tom Kunkel

Perry stated she very much appreciated Kunkel's time on the Commission, he always held himself with class, grace and wisdom and is sad to see him resign. Oyserman commented his knowledge will be missed. Kunkel replied he is humbled and thanked the fellow Commissioners. Kunkel stated his children (and Grandchildren) have enjoyed the parks and tennis courts and feels very fortunate to have had the ability to raise his children in such a fantastic environment. Justin Kai stated on behalf of the Board we are exceptionally grateful for Kunkel and his many years of service to this community. Call stated she always appreciates Kunkel's perspective and it is very unlikely another Commissioner will serve 25 years. Call stated she would like to see a bench with a commemorative plaque be placed in a location of Kunkel's choosing.

Q&A discussion with staff re: items not otherwise covered on the agenda

Kai thanked the Commissioners for serving and relayed a message from the Board to make attendance at Commission meetings a priority.

The meeting concluded at 8:30PM.

The date of the next Park and Recreation Commission meeting is January 27, 2015 at 7:30pm in the Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday January 13, 2015

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

Present:

Board Members: President Tarey Read, Deana Dearborn, Justin Kai, Bill Hansell and Bill Shea.

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Ryan Brackett, Jeff Smith and Brian Smith and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Chair Izabela Perry.

Others Present: Stephen Nestel, Eric Dreikosen and Linda Barnello.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

1. *Minutes of Regular Meeting of December 9, 2014:* Kai stated in regards to the absences in the Park and Recreation Commission it should state “multiple” Commissioners have missed, not to directly call them out by name. Stephen Nestel objected and stated the number of absences should be counted by name. The Board noted they are aware of the absences and have reiterated proper attendance to all Commissioners.
2. *Bills Paid nos. 518-636:* Dearborn stated she had questions regarding “holiday pay”. Roach replied it is paid twice a year and it is an additional half time pay for the firefighters. Dearborn asked what the “legal fees” were for. Horne replied personnel issues. Dearborn asked why there were so many bills paid towards “vehicle maintenance”. Roach replied it is continual maintenance for Engine 58. Nestel asked if the \$17,000 for Firefighter overtime was over budget. Roach replied the department is down personnel, the line is over budget, but some of the costs are being reimbursed by the State.

Open Time for Items not on Agenda

Nestel commented the Board should consider abandoning Roberts Rules in favor of Rosenberg’s Rules, which are easier to understand. Nestel commented he had sent emails regarding this issue and did not receive a response. It is the Board’s duty to converse with the public. Nestel added he believes the main room of the center needs fans, the air conditioner that was purchased is going to be too costly.

Horne stated he will look into Rosenberg’s Rules. Hansell stated the meetings of the CSD Board are just that, Board meetings. The public may observe, and comment, but the purpose is for the Board to meet, discuss and decide matters. Read stated the Board has never to her knowledge not conversed with the public. Read added if a member of the public is going to accuse a Board member of violating the Brown Act, then the accuser should provide the Board with a copy of the Brown Act with the section highlighted that is being violated.

Barnello questioned why the Employee Handbook could not be broken up into two; one for Miscellaneous employees, one for Fire. Hansell replied that question has been brought up before. Horne commented there is a lot of overlap between the Departments.

Roach stated Ryan Brackett was honored as Firefighter of the Year at the annual Fire Department dinner. Roach stated Jeff Smith a volunteer with the District has been hired as a temporary Firefighter to help with the fact the Department is down personnel.

Financial Matters

1. *Second Quarter Budget Report:* Horne reported overtime costs are high, but not too bad. The District did receive property taxes and can project that it will receive \$30,000 more than originally projected. Horne does have to do a budget adjustment for pool capital expenditures. Dearborn commented the District Manager is always projecting and she would rather have a more detailed approach. Read stated monthly forecasting would require a lot of work. It would be possible to go back and look at quarterly averages historically. Read stated the new Manager could provide us with quarterly forecasts. DeMarta noted that he and his staff look at expenditures and revenues on a monthly basis and are always very aware of the

budget. Kai commented the CSD could save time and move towards a two year budget rather than one. Horne replied yes that might be a possibility, but the timing now is not right.

2. *Long Range Budget Status:* Horne provided a graph and commented if the District can keep up the current level of revenues over expenditures it will be possible to save for retiree costs. This projection does not include wages or benefit changes. Barnello asked how much per year is the unfunded liability for retiree health. Horne replied it is over \$300,000, but it is not necessary to save that amount each year.
3. *Review January 2013 Sustainability Committee Report:* Read stated she wanted to look at what had been accomplished and what still needs to be done. Read commented the passage of Measure G had helped the outlook. Horne stated the reduction in Park staff and the added benefit costs the employees had absorbed had helped. Read commented option three on the report (District Manager, Outsourced Fire Chief and Park/Rec Manager) is still available. The Board should consider outsourcing the Fire Chief position. Hansell replied the current Chief is very affordable, any savings the District will see will disappear in subsequent years. Nestel asked if any consideration had been given to combining Fire Departments. Read replied yes, Hansell and herself had spent years attending meetings regarding the combining of the Marinwood and San Rafael Departments. Hansell stated there are station differences, revenues and salaries are higher in San Rafael. Hansell added in past discussions it had been determined that Fire Stations in Marin are distributed properly and there should be no elimination of stations. Roach agreed northern Marin stations operate in a true boundary drop. Hansell commented an ideal situation would be to move towards a County Fire Department. Ultimately it is up to the citizens to decide how much they are willing to pay for Fire Service. In regards to option three Hansell would recommend waiting until the current chief had retired. Horne commented with the current change in Management, Roach is very much an asset to the District. Kai stated he agreed with Hansell. Dearborn commented the Board chose option one, not three and it is working; the remaining staff had stepped up. Hansell replied the reality is that DeMarta is doing two jobs for the compensation of one. Dearborn stated she felt that discussion had already occurred. Kai additionally noted the District will lose control of the Department under option three. Hansell agreed it would be hard to put back together once the outsourcing had occurred. Dearborn questioned the purpose of this discussion at this point in time. Read replied the District needs to save money. Hansell replied the District shouldn't be looking at option three for at least five years. Read replied the District is not meeting its goals. Hansell stated the recreation department continues to meet their revenue goals, but the issue is space. It would be beneficial to the District to increase its square footage. Additionally the Board needs to keep an eye on the Park outsourcing and whether it makes sense to outsource additional staff. Perry stated expense wise the Recreation and Park Departments are running a very tight ship. DeMarta has been performing miracles bringing in an additional \$100,000/year; it is unreasonable to expect that from DeMarta every year moving forward. The hole for the District is \$300,000 and that is going to be hard to fill. Perry continued she hates taxes, but it might be the only option. The District has an extensive Capital Improvement plan and community expectations have risen over the past few years.

Fire Department Matters

1. *Fire Chief Operations Report:* Roach stated he will be meeting with Chief Grey next week regarding shared services and the paramedic program. Hansell stated he appreciated the temporary new hire and wished the Union would allow the hiring of an additional temporary firefighter.
2. *Implementation of paramedic program:* See above.

Park and Recreation Matters

1. *Draft Report of Park and Recreation Commission meeting of December 23, 2014:* No comments.
2. *Recreation and Maintenance activity report:* DeMarta reported the winter community events had gone very well. The next upcoming event is "Raise a Glass" a winter wine tasting which will be held February 28th. Holiday camp had concluded and net revenue was up by \$16,000 over last year. The staff is working on the Spring/Summer Review. DeMarta had met with the Supervisors to discuss budget and programming for the summer. Additionally the Recreation department will be adding new sponsors for Community Events.

Hansell thanked staff for Horne's retirement party, it was a very nice evening.

DeMarta reported he had cancelled the community center janitorial and will be moving forward with in-house janitorial. Additionally DeMarta had met with a pool contractor to secure a bid for new heaters and filters. Dearborn asked to see the report. DeMarta replied he had sent the report to Marin Energy as well

to check for rebates on the new equipment. DeMarta reported he had been working with the Park staff on safety issues as well. Hansell asked if removal of the Park Maintenance shed is something that is being considered. DeMarta replied staff needs to go through an inventory and decide what items need to stay. Hansell requested a policy for the staff regarding proper placement of materials and equipment. DeMarta agreed. Barnello commented she had emailed DeMarta regarding the positive appearance of the panhandle, residents are noticing.

New and Other Business

1. *Board member Commission liaison appointments- the Board President will appoint Board members to committee and to commission liaison positions:* Read stated she will be adding a new appointment; parliamentarian for Roberts Rules, that appointment will go to Justin Kai as well as MERA Representative and Park and Recreation Commission liaison. Read stated there is no Personnel Committee at this time and will appoint ad-hoc committees as needs and issues arise. Read will have Dearborn review the Employee Handbook. Read assigned herself and Shea to Representatives to the Fire Commission. Hansell will work on the solar energy project. Read appointed herself to be liaison for Fire Shared Services. Read stated she will not be making any changes to the Fire wage negotiations; it will remain Jeff Naylor, Bill Shea and Tarey Read. Hansell stated he will be the backup on the Fire Shared Services.
2. *Status of Power Purchase Agreement:* Hansell stated the District had received the preliminary engineering. Horne noted there is no visual or set schedule. The contractor was on site and Horne commented he personally did not feel the project would be completed by the beginning of the pool season. Dearborn had hesitations regarding staging and project management. Horne replied staging was discussed. Nestel commented the project is not reasonable and urged the Board not to place solar panels at the pool facility. Hansell commented he is willing to assist in design free of charge and will bring visual representation to the Board. Dearborn asked to be included in any future meetings with the contractor.

Recognitions and Board Member Items of Interest

Hansell noted this would be Horne's last meeting.

Dearborn thanked the Lion's Club for the bulb plantings. Read asked that a thank you letter be sent.

Horne reported LAFCO is seeking nominations.

CLOSED SESSION

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6: Closed session began at 10:00PM. Closed session ended at 11:45PM, the Board gave direction to the Districts lead negotiator.

The date of the next Regular Board meeting is February 10, 2015 at 7:30PM.

The meeting was adjourned at 11:46PM.

Respectfully submitted,
Carolyn Sullivan

2015 Pool Rates Proposal

2014 Rates			3% increase		5% increase		7% increase	
Daily Drop-in	non-res	res	non-res	res	non-res	res	non-res	res
Adult	\$8	\$7	\$8	\$7	\$8	\$7	\$8	\$7
Child	\$7	\$6	\$7	\$6	\$7	\$6	\$7	\$6
Senior	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
babies	(≤1) free	free						
Deck use	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Punch Passes								
# of punches	5	5	5	5	5	5	5	5
Price	\$30	\$25	\$30	\$25	\$30	\$25	\$30	\$25
Price per visit	\$6	\$5	\$6	\$5	\$6	\$5	\$6	\$5
Membership								
Season	3/31-10/17 (28 weeks)		3/30-10/16 (28 weeks)		3/30-10/16 (28 weeks)		3/31-10/17 (28 weeks)	
Family	(3-4) \$389	\$311	(3-4) \$401	\$320	(3-4) \$409	\$327	(3-4) \$416	\$333
Additional member	\$32	\$21	\$32	\$21	\$32	\$21	\$32	\$21
Individual	\$198	\$158	\$204	\$163	\$208	\$166	\$212	\$169
Couple	\$297	\$237	\$306	\$244	\$312	\$249	\$318	\$254
Senior	(60+) \$149	\$119	(60+) \$154	\$123	(60+) \$156	\$125	(60+) \$159	\$127
Senior Couple	\$224	\$179	\$231	\$184	\$235	\$188	\$240	\$192

Recommended Rates for 2015

Park & Recreation Report – January 2015
Shane DeMarta, Recreation Director

Recreation Report

Winter Events:

Raise a Glass, winter wine tasting:

Raise a Glass will be held February 28th from 2pm-5pm. We will have 13 wineries here to pour wines from Sonoma, Napa and Marin County.

Holiday Camp:

Holiday Camp was extremely successful this year. Gross revenue was \$22,200 vs \$20,100 in 2013. The next camp we will be offering is Mid-Winter Break Camp, Feb 17th -20th.

Budget:

Working on 2015/16 preliminary budget with Recreation Supervisors.

Marketing:

- Developing spring/summer marketing strategies for summer camps and pool.
- Obtaining sponsors for the 2015/16 season with a goal of \$10,000 for special events.

2015 Camp and Pool Rates:

- We are recommending an increase of 7% for summer camps for the 2015 season. Normally, my recommendation is for a 5% increase; however we will be experiencing higher costs this summer due to an increase in camp staffs pay as well as higher supply costs. A 7% increase makes us competitive with other local camps. We will be priced higher than camps in Novato, City of San Rafael, San Anselmo and Corte Madera. Mill Valley, Strawberry and most of the private camps are at a higher rate.

We had record profits in camps last summer (\$287,000) and with a 7% increase we are positioned to meet or surpass our 2015 revenue goals.

- We are recommending a 5% increase in pool rates for the 2015 season. We have historically raised fees by 3-5%. We are recommending 5% because of infrastructure/operating costs we will be incurring to get the pool up and running this season including, two new heaters and a new filter. Our pricing makes us competitive with TL and Hamilton pools.

Park Report

General Maintenance:

- Mow turf weekly
- Empty garbage and dog receptacles twice weekly
- Clean building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts

Projects:

Community Center:

- Remove, cleaned and painted all air vents
- Deep cleaned bathrooms
- Replace two bathroom toilets
- Updating landscaping (in progress)

Pool:

- Met with consultant regarding the pump room
- Order new heater and filter for the tot-pool (in-progress)
- Order new media for filter in main pool (in-progress)
- Order new heater for main pool (in-progress)

Playgrounds:

Main Park:

- Replaced Sand
- Installed new drain

Mini Park:

- Completed pressure washing of all equipment

Creekside Park:

- Pressure washed all equipment
- Pressure washed and stained shade structure
- Install new shade cloth on shade structure (in-progress)
- Thoroughly cleaned park grounds
- Added woodchips to landscaping

Panhandle:

- Removed downed tree in Miller Creek (next to mini park)
- Removed dirt pile and wood chips
- Opened access to new areas of the Panhandle for walkers

Misc:

- Provided Park staff with first aid kits
- Reviewed Chainsaw safety procedures
- CPR/First Aid Class scheduled for Thursday Jan. 29