

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday November 14, 2017

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

Present:

Board Members: Leah Green, Irv Schwartz, Jeff Naylor, Izabela Perry and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Firefighters Ryan Brackett, Sean Day, Jeff Smith and Administrative Assistant Carolyn Sullivan.

Others Present: Linda Barnello, Stephen Nestel, Bob Brier.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

M/s Perry/ Naylor to approve agenda as presented. Ayes: Perry, Naylor and Shea. Absent: Green and Schwartz. Nays: None. Motion carried.

(Green arrived)

Consent Calendar

a. *Draft Minutes of Regular Meeting of October 10, 2017:* Perry commented she would like the minutes to reflect the fact the letter received from Bob Brier "is libel".

b. *Bills Paid Nos. 1532-1633:* Perry questioned why the pool chemical expense line was high this past season. DeMarta replied we experienced some clarity issues during the very hot days resulting in purchasing more clarifier than in past years. Naylor questioned the high cost for the San Francisco Chronicle. Sullivan replied it is the annual subscription for the fire department. Green suggested negotiating the cost next year. Barnello questioned the costs for SolEd Solar and PG&E and if the District is saving money. Naylor replied the electricity bill is \$1656.00 less than it was this time last year. Nestel commented Sullivan spun her minutes regarding his comments about the Millers. Nestel commented he would like to see the dispute mediated to avoid going to court.

M/s Green/ Naylor to approve Consent Calendar as presented. Ayes: Perry, Naylor, Shea and Green. Absent: Schwartz. Nays: None. Motion carried.

Public Comment Open Time for Items Not on Agenda

Barnello commented the letter Schwartz had included in the Board packet was a violation of the Brown Act. The Board members stated the first time they saw the letter was in the publicly distributed Board packet. Dreikosen stated he disagrees with Barnello's allegation regarding the letter's inclusion being a Brown Act violation.

Nestel commented he did notice the financial report in the packet, but there is no good report on the revenues.

District Matters

1. *Fiscal Year 2017/2018 1st Quarter Profit and Loss Budget to Actuals and Variance Report:* Dreikosen noted he included a detailed variance summary with notes. The Recreation Department revenue is stronger than expected and most all expenditures are on track with us holding a good cash position at this time relative to past years. Dreikosen noted this report does not include any unfunded liabilities or future capital needs. It does include the OPEB Trust contribution of \$15,000 and would suggest making the November and December OPEB contributions this quarter. Perry inquired about the overtime costs. Dreikosen replied the Fire Department is currently down two positions, but there is a plan in place for the near future. Barnello stated there is no relief firefighter to cover absences and the Chief had previously mentioned hiring a relief would be a financial wash. Dreikosen noted that Fire Department revenues for contract services were received and credited this quarter.

2. *Update: Marinwood CSD Emergency Services Succession (ESS) Committee to analyze and recommend potential alternatives for future operations and delivery of emergency services to the community:* Naylor reported the committee held their second meeting and looked at pension costs and financial trends. Heads of the sub-committee were assigned and discussion occurred regarding a ten year timeline, five years past and five years forecast. Additional discussion occurred regarding reaching out to the broader audience, possibly contacting the IJ. Barnello commented mailers are expensive, but volunteers could walk and distribute fliers to get the word out. Nestel commented he worries about the sub-committees meeting in private. Additionally the Fire Department responds to calls outside the community, yet the community pays 100% of the costs. Naylor stated the committee is looking at all possible options including mergers, but information is still being gathered. Dreikosen stated the current shared services agreement could be examined as well. Perry commented she would like to recognize Naylor for his leadership and strategy and requested for people to withhold their emotions and listen to the data from ESS. Barnello stated there are services that San Rafael provides to Marinwood such as dispatch and call recording that need to be considered.

3. *Resolution 2017-09: Fixing the Employer's Contribution under the Public Employees' Medical and Hospital Care Act:* Dreikosen commented this is an annual resolution. Naylor stated he had noticed a retiree still has a family plan, maybe the District should review. Dreikosen replied PERS is very much cognizant of the members and their plans but will try to look into it.

M/s Perry/ Green to approve Resolution 2017-09 Fixing the Employers Contribution under the Public Employees' Medical and Hospital Care Act. Ayes: Perry, Naylor, Shea and Green. Absent: Schwartz. Nays: None. Motion carried.

4. *Increase cash held in Wells Fargo checking account by \$45,000 to a total revolving balance of \$225,000 to accommodate requirement of electronic payments of health premiums to CalPERS:* Dreikosen commented this is a requirement by CalPERS beginning January 1, 2018.

M/s Perry/ Green to approve cash held in Wells Fargo checking account by \$45,000 to a total revolving balance of \$225,000 to accommodate requirement of electronic payments of health premiums to CalPERS. Ayes: Perry, Naylor, Shea and Green. Absent: Schwartz. Nays: None. Motion carried.

5. *District Managers Report:* Dreikosen commented the DMV had waived the "use fee" so that check is null and void. Thanks to the Chief for doing a good job promptly solving the concern.

Fire Department Matters

1. *Draft minutes of Fire Commission meeting on November 7, 2017:* Naylor inquired about an update on the vegetation management issue. Dreikosen replied there is no update since the meeting, but the current fires are on the forefront of people's minds. Barnello stated she attends all the San Rafael Fire meetings and informed the Board that San Rafael hired someone for vegetation management. Barnello stated the District should use Measure A money for vegetation management. Dreikosen replied the Measure A fund projects are vetted and the direction has been to use the funds for deferred park & recreation maintenance and capital needs; the County ultimately are the ones who approve the Districts plans. Nestel commented the District needs resources to monitor the health of the open space.

2. *Fire Department kitchen remodel project: Accept bid from lowest qualified bidder in response to notice inviting bids and authorize staff to enter into contract with lowest qualified bidder to complete project as specified:* Dreikosen commented he, Roach and Schwartz had met with CWS Construction after the last meeting.

Motion Green to accept bid for \$87,000 from CWS Construction and move the project along. The motion failed due to lack of second.

Naylor questioned what if the Board were to redefine the scope of the project and rebid, additionally what would happen if no one bid the second time around. Dreikosen replied the project would have to begin again from square one and the Board would have to keep bidding until something came in; this runs the risk of higher bids. Naylor commented the scope has been ill defined from the beginning. Green stated she is frustrated with this process and can absolutely see both sides, but with the recent fires in the area the cost of construction is going to increase, the Board needs to do what makes sense and move this project forward. Perry commented the whole DIR procedure is painful, but agreed with Green, the District needs to move forward. Barnello reminded the Board that the District could buy appliances at a later date, but it won't save any money, it'll be a wash due to the contractor being able to receive contractor prices for the same appliances. The Fire Department has agreed to give up the purchase of the new utility vehicle in order to keep the kitchen project moving forward. Naylor replied that is an irrational idea; there should be no fixed asset purchases until ESS had concluded with their findings. Brackett asked Naylor if that was a Board decision or a personal one. Naylor replied it was his opinion. Nestel stated the District should move forward with a maximum amount of \$25,000. A community member stated the District should not keep kicking the can down the road, contractor prices will continue to increase. Shea stated he hates the low bid, but it's the only one the District has. Dreikosen commented the low bid has not been rejected, and he believes the staff can work with contractor to negotiate a project cost of \$77,000. If the Board were to rebid the project and begin from the beginning again there is no certainty that the bids received will be any lower in price.

M/s Perry/ Shea to give the District Manger authority to enter into contract with CWS Construction not to exceed \$77,000. Ayes: Perry, Shea and Green. Absent: Schwartz. Nays: Naylor. Motion carried.

Dreikosen asked Captain Brackett if he thought the motion and plan moving forward was reasonable. Brackett replied he cannot speak for everybody, but he believes it is a reasonable plan.

3. *Fire Activity Summary and Chief Report:* A community member commented it would be helpful if Fire information was posted on Nextdoor regarding high winds and fire danger, etc. Dreikosen replied the Chief does post when needed. (Schwartz arrived)

Park and Recreation Matters

1. *Draft minutes of Park and Recreation Commission meeting on October 24, 2017:* Naylor inquired how often the mini park is used. DeMarta replied the mini park is heavily used by families with small children. Naylor asked why the idea of placing a surveillance camera was so quickly dismissed. Perry replied parents have concerns with cameras filming their children. DeMarta stated he had spoken with park patrons and the issue is with the middle school aged children. Staff will add more signage and possibly additional fencing to deter the older kids from entering the area.

Nestel commented it would be nice to switch to a different type of playground material more natural looking. DeMarta commented a playground representative had visited recently and came with many options for new material.

2. *Park and Recreation Commission list of findings from annual facility tours and inspections:* Dreikosen stated this is a good resource to have for staff as well as Board and Commission. Schwartz inquired about the pathways in Lucas Valley Estates (LVE). DeMarta replied the pathways at the community center and adjacent parks were addressed this year. Dreikosen stated access to the pathways at LVE are very difficult, he believes the paths were installed before the homes were built. Barnello inquired if any of the pathways she had suggested were fixed. DeMarta replied they will most likely be addressed next fiscal year.

3. *Recreation and Park maintenance activity reports:* DeMarta inquired if anyone had questions regarding his report. Shea asked if Brew Night was successful. DeMarta replied yes, there were about 60 attendees and the feedback was very good. Nestel asked why there were so many vehicles near the maintenance area. DeMarta replied there is a tree company working to remove tree debris in the creek.

New and Other Business

1. *Requests for future meeting agenda items:*

- Perry: Creek status re: pump house.
- Perry: Status of maintenance shed replacement.
- Perry: Energy costs year over year.
- Shea: FEMA status update.
- Barnello: Written policy re: District correspondence to public.

Recognitions and Board Member Items of Interest

The meeting was adjourned at 9:30PM.

The date of the next Regular Board Meeting was set for December 12, 2017 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan