

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday December 13, 2016

Time and Place: 6:30PM Marinwood Community Center classroom.

Closed Session

1. *Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore; Eric Dreikosen. Represented employees: Marinwood Professional Firefighters.*
2. *Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(5): Number of Cases Unknown.*

Closed Session began at 6:34. Closed Session ended at 7:32; no action was taken, the Board advised its representatives.

Present:

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

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Firefighter Ryan Brackett, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Fire Commissioners: Ron Marinoff.

Others Present: Bill McNicholas, Stephen Nestel, Jon Parkinson and Pascal Karsenti.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Introduction of Newly-Appointed Board Director

Irv Schwartz stated he is happy to serve.

Consent Calendar

a. *Draft Minutes of Regular Meeting of November 8, 2016:* No comments.

b. *Bills Paid Nos. 478-564:* Naylor asked what the specifics were for bill number 508 for vehicle maintenance. Roach replied he would look at the invoice and get back to him.

M/s Perry/ Shea to approve Consent Calendar. Ayes: Perry, Naylor, Kleinman-Green and Shea. Abstaining: Schwartz. Nays: None. Motion passed.

Public Comment Open Time for Items Not on Agenda

Nestel commented it is the duty of the Board and staff to provide records I requested, my request is being ignored.

Additionally the District is not solvent; with a community of 1,700 homes and no tax base. The District needs to buckle down with fiscal responsibility.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities, Committee Member(s): Jeff Naylor and Bill Shea:*

a. *Recommendation to Proceed with Establishment of Retiree Medical Benefit Trust Fund via CalPERS California Employers' Retiree Benefit Trust (CERBT); Delegate Authority to Request Reimbursement:* Naylor stated the Committee has been working on unfunded liabilities for a year. This current recommendation has nothing to do with pensions, but the community should still be concerned with pension liabilities. PEPRRA did help with new hires, but only retroactive reform would address the full issue. Staff has completed an extensive capital reserve list with ten-year projections. It is the intention of this Board to place capital reserves a higher priority than OPEB savings. This recommendation does not mandate the District fund continuously; we may deposit only when fiscally allowed to do so. There will be no charges until the District begins to deposit savings at a fee of 10 basis points. OPEB payments need to be placed in an irrevocable trust in order to see a reduction in liability. The District may withdrawal funds for current liabilities and it should be noted that the liability will fluctuate due to employee turnovers etc.

M/s Naylor/ Shea to direct the District Manager to work with our auditor and the County to determine the appropriate accounts and entries to journal capital reserves to our balance sheet and report back on status by the January 2017 Board meeting. Ayes: Perry, Naylor, Kleinman-Green and Shea. Abstaining: Schwartz. Nays: None. Motion passed.

M/s Naylor/ Shea to approve the creation of an OPEB trust account with California Employer's Retiree Benefit Trust (CERBT) and authorize the District Manager to complete all application materials for signature by the Board president and submission to CERBT per their instructions. Ayes: Perry, Naylor, Kleinman-Green and Shea. Abstaining: Schwartz. Nays: None. Motion passed.

Perry asked Naylor to summarize why the Committee is recommending CERBT. Naylor responded CERBT focuses exclusively on OPEB and only in California, they provide good reporting and are very familiar with Special Districts. Nestel commented that Naylor works for Wells Fargo and questioned if there would be any conflict of interest. Naylor replied no. Nestel stated this recommendation is a one way trip for District funds and the District does not have the financial stability to open this account.

M/s Naylor/ Perry to instruct the District Manager to prepare the “Delegation of Authority to Request Disbursements” form designating the District Manager and the Board President as the delegates for signature by the Board president and submission to CERBT. Ayes: Perry, Naylor, Schwartz, Kleinman-Green and Shea. Nays: None. Motion passed.

Marinoff asked for an explanation. Naylor replied CERBT requires two signatures for withdrawal of funds. McNicholas asked if health benefits are included in union negotiations. Naylor stated benefits may be a negotiable issue. Dreikosen reminded the public the District may withdrawal from this account, but funds may only be used for OPEB. Kleinman-Green commented this account is good for the employees as well as taxpayers, this Board is looking forward to the future. Perry added the benefit for the taxpayers is that this account will collect interest. Naylor stated everything this Board is working towards is to protect the taxpayer and it is insulting to be questioned otherwise.

M/s Naylor/ Perry to direct the District Manager to file and sign the Certification of OPEB funding policy and GASB OPEB standards reporting compliance with asset allocation strategy two as a starting point and with contribution policy not directly tied to the actuarially determined contribution (ADC). Further that we indicate that we will regularly review our ability to contribute and do so only when the District budget allows.

Ayes: Perry, Naylor, Kleinman-Green and Shea. Abstaining: Schwartz. Nays: None. Motion passed.

2. *District Website: Update and review of work completed to date on revised website:* Perry commented she had worked with staff as well as the District’s website designer to bring forth the updated website. A few updates are “Urgent Alerts” for Fire Department matters; “Quick Links” for community members to stay in touch with topics of their choice and the ability to be included on an email list serve; and the website is now more mobile friendly. It is a living website and new material will continue to be added. Perry asked Dreikosen to contact the Grand Jury to let them know with the rollout of this website we have met all their standards as well as contacting the CSDA to show excellence. Naylor thanked Perry and Collins for their work; it was well thought through. Naylor suggested reducing picture size and re-working “menus” to appear less busy. Perry noted the suggestions.

3. *District Manager Report:* Dreikosen stated the annual audit is underway and will be presented at the January meeting albeit there were a few challenges trying to tie out three accounting systems. Nestel commented there was nothing in the report about the solar project. Dreikosen replied there is no news.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting on December 6, 2016:* Roach reported there wasn’t a quorum until about $\frac{3}{4}$ the way through the meeting.

2. *Fire Activity Summary and Chief Report:* Naylor questioned if there were boundaries for the CERT trailer. Roach replied no, if the Department has the availability and the resources he would send the trailer to other locations for mutual aid. Shea asked about the repairs to the new engine. Roach replied they are all complete and everything was under warranty. Roach commented the Captain’s test is almost complete; the candidates have undergone a written examination as well as extensive and elaborate tactical scenarios. Roach commented that one of the candidates, Ryan Brackett was in the audience. Roach stated he would like to move forward with the hiring of a full time position and a temporary position; it will reduce overtime costs. Marinoff commented he concurred with the Chief’s recommendations; it has been very chaotic with staffing levels within the Department lately. Roach also stated that the Department’s annual dinner was held; Jeff Smith and Brandon Selvitella were presented with Firefighter of the year awards.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of November 22, 2016:* Perry asked where the new plantings will be located. DeMarta replied adjacent to the new Creekside Picnic area and wrapping around the path in the main park. Schwartz asked if staff had contacted the water department in regards to the new plantings. DeMarta replied no, but he will inquire if that is mandatory.

2. *Recreation and Park Maintenance Activity Reports:* No additional comments.

3. *Authorize purchase of new vehicle for Park Maintenance needs:* DeMarta replied the old truck has been decommissioned; it is no longer fit for duty. DeMarta stated he had done research and found the best price through a contact of Roach’s. Dreikosen added it is the same dealer that the County of Marin uses for vehicle purchases. Ideally the price will be \$27,998 out the door for a 2017 F250; it is bare bones with no added features. Naylor commented this is a necessity. Nestel stated the District should buy a used vehicle at auction.

M/s Naylor/ Shea to approve purchase of the F250 as recommended by DeMarta. Ayes: Perry, Naylor, Kleinman-Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Schwartz commented DeMarta should inform the dealer that the purchaser is located in an unincorporated part of Marin County; the tax is different.

4. *Draft position announcement and proposed wages for Preschool Supervisor:* DeMarta commented Susan Press the preschool Director is retiring in June 2017 after 32 years. Staff has analyzed the financials to achieve the proposed salary and staff will be putting together a panel for the interview process. Perry commented the District should recognize Press for her years of dedication to the community. DeMarta agreed.

M/s Perry/ Shea to approve position announcement and proposed wages for Preschool Supervisor. Ayes: Perry, Naylor, Kleinman-Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

New and Other Business

1. *Appoint incoming Fire Commissioners:*

M/s Perry/ Naylor to re-appoint Tom Elsbree, Dan Curran and Russ Albano; appoint Frank Strasheim to the vacant Regular position and Pascal Karsenti to the vacant Alternate position, both expiring 12/31/17. Ayes: Perry, Naylor, Kleinman-Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Naylor commented the two new applicants have good experience. Karsenti stated he is happy to serve.

2. *Appoint incoming Park and Recreation Commissioners:*

M/s Shea/ Perry to re-appoint John Tune and appoint Jon Parkinson to regular positions. Ayes: Perry, Naylor, Kleinman-Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Parkinson commented he looks forward to helping the community.

3. *Election of Board Officers for 2017: President and Vice President:*

M/s Perry/ Kleinman-Green to elect Shea as Board President for 2017. Ayes: Perry, Naylor, Kleinman-Green and Schwartz. Abstaining: Shea. Nays: None. Motion carried.

M/s Perry/ Naylor to elect Schwartz as Vice President for 2017. Ayes: Perry, Naylor, Kleinman-Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

4. *Requests for future meeting agenda items:*

- Naylor- Regular e-newsletter
- Schwartz- Lobby tidiness
- Schwartz- Fire inspection status of commercial buildings (brought about by the Oakland fire)
- Nestel- Investigate the malfeasance re: Solar Project

Recognitions and Board Member Items of Interest

DeMarta thanked Perry for her time spent on updating the website.

Dreikosen thanked Kleinman-Green for her role as Board President due to the resignation of Director Kai.

Dreikosen recognized Schwartz and his award of being the Distinguished Citizen of the Year by the Marin Council of Boy Scouts of America.

The meeting was adjourned at 9:20PM.

The date of the next Regular Board Meeting was set for January 10, 2017 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan