MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, December 23, 2014

7:00 PM – Marinwood Community Center Classroom

#	*Time*	*Item*	*Goal*
1	7:00 PM	Agenda	
2	7:05 PM	Public Comment	
3	7:10 PM	Minutes of November 25, 2014 Commission Meeting	Approve
4	7:20 PM	Draft Minutes of December 9, 2014 Board Meeting	Review
5	7:30 PM	Park and Recreation Reports	Review
6	7:50 PM	2014 Inspection Results - Update from the Park Dept.	Review
7	8:10 PM	Recognition of Tom Kunkel	
8	8:20 PM	Q&A on Non-Agenda Items	
9	8:30 PM	Adjourn	

NOTES TO COMMISSIONERS:

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

MARINWOOD COMMUNITY SERVICES DISTRICT
MINUTES OF PARK AND RECREATION COMMISSION MEETING

November 25, 2014

Time and Place: 7:00 Marinwood Community Center Classroom

Present:
Commissioners: Izabela Perry, Kimberly Call, Eric Dreikosen, Sarah Paoli and Linda Barnello.
Absent: Shane Valentine and Sivan Oyserman.
Staff: District Manager Thomas Horne, Recreation Director Shane DeMarta, and Administrative Assistant Carolyn Sullivan.
Others present: Director Justin Kai, Brian Frack and John Tune.

Recreation Facility Inspection- Community Center
The Commissioners conducted an inspection of the Community Center including the Main Hall and Kitchen facilities. Perry noted the flooring was replaced in the summer of 2013 thanks to Measure A funding. DeMarta commented the lighting in the main hall needs to be addressed, the current fixtures are not adequate. The kitchen is in desperate need of updates and there is money set aside from Measure A to provide the much needed updates. Items of discussion were as follows:

Recycling receptacles for community center, new window coverings for community center, new signage for occupancy limit and heat/cool controls, lighting for outside bulletin board, new shelving for kitchen refrigerator, patching of broken bricks on columns at entrance to community center, cleaning the light fixtures upon entrance to community center, cleaning doors to restrooms and main hall and applying a satin finish to said doors, restroom partition replacement and cleaning of ventilation grates throughout building.

Agenda
Barnello stated the agenda doesn't state the minutes are "draft".

M/s Paoli/ Call to approve agenda. Ayes: Kunkel, Perry, Paoli, Dreikosen and Call. Nays: Barnello.

Public Comment
No comments.

Minutes of September 23, 2014 Commission Meeting
Barnello stated she had revisions. The revisions are as follows:

1. (Change and add) Call asked "just what exactly is this request" and "is there anyone that could clean the paths."
2. (Change) Harrelson said, "it's onto the bid, the contractor's responsibility".
3. (Change) "about another one (path) they have to deal with because nobody knows it was there".
4. (Change) "another fence catching on fire from the debris that is right up against the fence".
5. (Change) "debris" (not weeds).
6. (Change) "within" (not with).
7. (Change) REMOVE "numerous lengthy" THESE WERE NOT SAID HERE.
8. (Add) Perry continued "so theoretically any resident can write to staff about their concerns".
9. (Add) Barnello stated "which I did".
10. (Change) "detail" should replace "small details" Perry did NOT say small details.
11. (Remove) "rather than inundate staff" Paoli NEVER SAID THAT.
12. (Add) Barnello said, "you didn't see the email request that I made asking that this item be put on a future agenda for discussion, that was my request and Mr. Horne and Izabela both said no".

Kunkel asked if Barnello was recording this meeting. Barnello replied yes. Kunkel stated it is discourteous not to inform the Commission of the recorder.
Dreikosen commented in regards to the September meeting he did not feel as if there was a personal attack on Barnello.

M/s Call/ Paoli to approve Minutes of September 23, 2014 as amended. Motion carried unanimously.

Review of Board Minutes of October 14, 2014 and Draft Minutes of November 18, 2014
Dreikosen commented in regards to the draft November 18th minutes under public comment he agrees with Barnello's comment for everyone to be courteous and respectful, but does not necessarily agree with Barnello's allegations of Brown Act violations. At the August P&R Commission meeting the reading of Barnello's email constituted discussion. Additionally at the September P&R Commission meeting the allegation of being refused a copy of Perry's letter does not

violate the Brown Act. It was not a letter, it was Perry's personal notes. Dreikosen added he has strong support and confidence in Perry as Chair of the Park and Recreation Commission.
Perry thanked Dreikosen.
Barnello stated she didn't say the discussion (at the August meeting) was a violation, she stated the item was not agenized, therefore it was a Brown Act violation.
Call stated there was no "Barnello bashing" at the meeting; we as Commissioners need to work together as a team.
Kunkel asked in regards to salary compensation what is burdened versus unburdened. Horne replied burdened includes benefits, retirement, and payroll taxes.

Park and Recreation activities reports
DeMarta reported the Recreation department has had good events this fall. The Halloween Harvest Festival was very well attended and the first Wine and Canvas Night was a huge success. The department is working on new classes for the winter including, Italian, Yoga, Ukulele for kids, Guitar for all ages, weekend music for toddlers and soccer for kids. Perry asked how the department arrives at offering classes. DeMarta replied we try to catch trends such as ukulele and we have offered Italian in the past and it was successful.
Paoli stated she appreciated Fretwell providing recertification to her and the swim coaching staff.
DeMarta reported on summer financials from 2014. The pool revenue was down a bit due to the restructuring of the Waterdevils contract and by offering less groupon deals. DeMarta reported he and Fretwell had met with the Waterdeils and will be setting the price at $75/swimmer for the 2015 season. Call asked why the decrease in groupon offers. DeMarta replied the department was instructed to offer fewer deals. Dreikosen asked how the aquatic wages decreased. DeMarta replied we offered fewer Lifeguard Training classes and were able to shave about ten minutes from overlapping lifeguard shifts which helped reduce costs. Perry asked about the status of the food vending offered at the facility. DeMarta replied the past year was not as good as anticipated and is very disappointed in our vendor this past summer. DeMarta is looking into a vending shed staffed by Marinwood employees rather than contract with an outside agency. Perry asked about a balance of healthy food and junk food available for purchase. Call added the YMCA has a good healthy vending machine. DeMarta replied the vending revenue for the YMCA is a small part of their revenue income whereas it is a large part of ours and unfortunately junk food brings in the most revenue. Perry thanked DeMarta for the 2014 summer report and suggested next year the dollar and percentages changes be added to the spreadsheet.
DeMarta reported he had met with the Park staff and will be providing them with a reoccurring schedule. Additionally the Park and Recreation staff conducted a creek and open space assessment.
Dreikosen asked what the long term vision is for the Park staff. DeMarta replied it is somewhat dependent upon the new District Manager. Barnello asked if there were any creek blockages of concern. DeMarta replied yes they identified four areas, but not emergency situations.
Horne reported Park Maintenance Worker Victor Sibbaluca had received his Playground Inspection Certification.

2014 Inspection Results Summary
Perry distributed the complied report to the Commissioners and staff. Staff will look over the report and determine short-term items and priorities.
Call asked for volunteers to plank valley oaks during the rainy season. DeMarta replied plantings could occur in the open space and he and Call should speak offline.
Barnello commented due to the "Barnello bashing" she is rescinded her offer to pay for a handrail at the pedestrian pathway east of the maintenance building near the Park Panhandle.
Perry said she would remove it from the report.
Dreikosen commented as of now there are no mandatory requirements for zero entry into the tot pool. DeMarta replied that is correct, but would like to see upgrades to the tot pool in the future. Horne commented the tot pool needs a new filter and it would be a good idea to purchase a filter that would be accommodating to pool upgrades. Kai asked who would require the District to provide a zero entry facility. DeMarta replied it would be a legal requirement initiated by the State.

Commission Reappointments and Replacement Outreach
There was lengthy discussion regarding who was up for reappointment. The Commission concluded that Kunkel, Dreikosen, Barnello, Valentine and Oyserman are up for reappointment. If the Commissioners would like to write a letter to the Board requesting reappointment, letters are due to the District Manager by December 4, 2014.

Correspondence:

a. *Letter requesting support for Lucas Valley Road Scenic Highway designation*: Perry reported the Board will be writing a letter of support. Horne commented the Commission has no jurisdiction over this matter, but Commissioners may write letters of support as citizens.
b. *Email from Stephen Nestel re*: wood chips in park: Perry reported this items has been addressed. DeMarta stated the woodchips that Nestel was concerned about have been removed.

Q&A discussion with staff re: items not otherwise covered on the agenda
Linda Barnello read her letter to the Commission; it is as follows:

I want to let everyone know that this has been a very sad and difficult time for me, after hearing several commissioners bashing me for things they think I did or did not do. I thank and appreciate the folks who stood up for me, and also those who remained neutral, conducting themselves with curtsey and respect.

*I would **like** to tell you that I am going to resign from this commission immediately, **BUT** I am not a quitter. So I am not going to resign. I honestly believe that if everyone understands the truth, rather than making assumptions on things they were not privy to, and if everyone understands the rules the commissions, (as well as the Board, and staff), are bound by, in my opinion this commission will run much more smoothly and effectively in the coming years.*

The letters I have written to the CSD have been written as a private citizen, specifically the Pedestrian Pathway emails, that several commissioners think were overwhelming. I did not email P&R commissioners, so I do not understand why some would think they were overwhelming. The letters that I have written as a commissioner have only been written as directed by the Chair.

On May 14, 2014 I sent an email to the Chair, asking if I should cc her on any emails I may write to Gary Harrelson about possible Marinwood Park problems. The Chair's response was 'It is not necessary to include me on the emails'.

I want to point out that the assumption about the Fire Chief not responding to my Pedestrian Pathway letter is illogical. The Fire Chief and Director Hansell were only cc'd and I did not expect a response from either.

I was told to request that an item I wished to discuss at a commission meeting to be put on the agenda. This is exactly what I did, but was refused by both the Chair and the District Manager.

I was told that if it doesn't end up on an agenda, I can always bring it up on the non agenda section of the meeting. This is exactly what I did in August, but it is now being considered as what "created the confrontation". I was just following the rules.

I have been following the rules and worked on requests from the Chair. I have not spent time outside the Commission working with staff, as the Chair did when setting Park & Rec priorities several months ago.

My writing technique has been criticized. I was never an English major, and I try to write simply but with enough detail, so folks won't be confused and have to ask questions.

I was criticized for reading my letter, which made a meeting last over an hour. Even before we became commissioners, we are given documentation describing the time commitment of two hour meetings once a month.

As Board member Read stated in last week's CSD Board meeting, 'Any personal commentary in the course of the meeting is inappropriate'.

The Commissioners Code of Conduct and Ethics (adopted 11/8/11) states 'Commissioners must conduct themselves with courtesy and respect to each other.....'

I just want to end by saying that back in March and April this year, I had a couple of email Q&A's with Director Hansell, asking some questions about how Boards and Commissioners are run. Director Hansell gave me many great answers, including that both types of meetings follow Robert's Rules. He suggested I purchaser the book, which I did.

Dreikosen commented that the cancellation of the October Commission meeting was arbitrary. The agenda was posted. Barnello replied it is the law that the agenda needs to be posted on the website. Dreikosen commented there needs to be a formal procedure for Commissioners to report possible Brown Act violations. Perry commented the Commission needs bylaws and asked who would be assisting the Commission in Brown Act training. Horne replied County Counsel may come to provide training for Board members and Commission members.

Paoli stated the 8th annual Rob Paoli Memorial Basketball Tournament was held on November 15th and was a great success. The Firefighters had taken Rob's turnout jacket and had it framed for Sarah and Kellie. Paoli stated she would love to donate money to the Recreation department for a camp scholarship for summer 2015. DeMarta thanked Paoli.

Perry noted there were two people in attendance who are interested in holding a seat on the Commission and asked each to introduce themselves.
Brain Frack stated he has lived in Marinwood for 4 years and his wife was raised in Marinwood. He is the former pastor of the Lucas Valley Community Church, and has worked in the community for 13 years.
John Tune stated he has lived in Marinwood for 35 years and his son participated in the Recreation programs and well as the Waterdevils. Tune added he is recently retired, but made his career in Park Departments. In 1984 he began working for the City of San Rafael as the Parks Superintendent. Tune has seen all sides of the Parks departments including budgets and maintenance. He stated he has experience and is credentialed. Tune is backflow certified and an arborist. He stated he would enjoy working on the Commission.

Perry distributed the Marinwood Community Services District Property Overview. It is a document she had complied with help from Gary and Tom. It includes a list of Marinwoods parks and facilities and duties and projects of the Parks department. She will be making the document available to the Board. Kunkel thanked her and stated her work was impressive. Horne agreed and thanked Perry for serving as Chair. He added Perry had spent so much of her time for this community and it was very worthwhile.
Kai stated if may speak on behalf of the Board, he thanked Perry for this document and stated the Board appreciated her time as Chair.

The meeting concluded at 9:37PM.
The date of the next Park and Recreation Commission meeting is December 23, 2014 at 7:00 at the Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday December 9, 2014

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:
Board Members: President Bill Hansell, Deana Dearborn, Justin Kai, Tarey Read and Bill Shea.
Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighter Ryan Brackett and Administrative Assistant Carolyn Sullivan.
Park and Recreation Commissioners: Chair Izabela Perry, Eric Dreikosen, Sivan Oyserman and Linda Barnello.
Fire Commissioners: Jeff Naylor and Ron Marinoff.
Others Present: Stephen Nestel, Ray Day, John Tune and Cameron Case.

Call to Order and Pledge of Allegiance

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. The Board entered into Closed Session at 7:02PM.

Closed Session
Public Employee Appointment; the Board will meet in closed session pursuant to section 4957(b)(1) of the Government code to closed session to consider appointment of District Manager.

The Board exited closed session at 8:17; no action was reported.

Agenda
No changes or additions.

Consent Calendar

a. Minutes of Regular meeting of November 18, 2014 and Special Meeting of November 17, 2014: No changes.
b. Bills paid nos. 433-517: Dearborn asked about the PG&E charges. Horne replied payment was due for the solar, but will be reimbursed. Dearborn asked about the payment to State Roofing. Horne replied it was the roof inspection for solar.

M/s Read/ Dearborn to approve consent calendar. Motion carried unanimously.

Open Time for Items not on Agenda
Cameron Case reported the Lions Club will do their annual bulb plantings this weekend. Hansell thanked the Lions Club.
Horne stated he would like to recognize Izabela Perry for her work on the Marinwood Property Overview. Perry complied information regarding maintenance and operations for the District.
Nestel stated the Firemen's picnic area is dangerous. Trees have gone down in the area and someone is going to get hurt; the District needs to address the issue. The same goes for the Park Maintenance shed; please address the issue.
Barnello asked the status of the solar project. Horne replied the financing is being completed.

District Manager Position
Hansell reported the candidate that the Board offered employment to declined the offer. Read stated the Board has modified the contract and it includes hiring the Manager as an "at will" employee with an annual salary of $97,004, raises subject to performance, no severance package, standard benefit package, two weeks' vacation and administration leave and the District will pay for professional training.
Hansell stated the Manager will be 2%at 62 in PERS and the candidate the Board has considered was part of the initial process. Shea stated he is in support of this candidate. Kai agreed with Shea. Ray Day asked if the Board may share what happened to last candidate. Read replied the candidate felt the salary they had negotiated was going to be a drain on the District.

M/s Read/ Shea to offer employment to the new District Manager with the modified contract. Motion carried unanimously.

Hansell commented with the formalities done he would like to introduce the new District Manager, Eric Dreikosen. Dreikosen thanked the Board and stated he is very humbled and honored to take the position.

Commendation

M/s Read/Shea to commend Thomas Horne on 18 years of service to the Marinwood Community Services District and to name a trail in his honor. Motion carried unanimously.

Hansell stated staff and the Board would like to name the "Horne" trail in honor of the Manager. The trail is located at the end of Valleystone Drive. In a separate recognition Hansell read:

"*County of Marin Certificate of Recognition Tom Horne. For his 18 years of service as District Manager to the Marinwood Community Services District and his dedication to the Marinwood community; whether preserving and enhancing recreational assets, providing assistance at special events or working on the trails, Tom has been an integral part of the community center, in its truest sense.*" Signed Susan Adams, Marin County Board of Supervisors. Horne thanked everyone and stated the people here are so rewarding and the staff is such a good team it was an honor to serve this community. Case stated on behalf on the Lions Club it was a pleasure to work with Horne. Nestel stated Horne is a remarkable guy, his passion for the outdoors is wonderful and he has given so much to this community.

Financial Matters

1. Impact of post-PEPRA CalPERS Plan Actuarial Valuations: Horne commented we knew this was coming and it is reflected in the 10 year budget. It will affect long term planning, but will not break the District. Hansell thanked Horne for the report. Horne stated the information is available on the website as well. Dearborn would like this item to be placed on the January agenda. Horne commented he encouraged the Board members to come speak with him to understand this report.

Fire Department Matters

1. Fire Chiefs Operations Report: Roach reported the storm will be approaching tomorrow, we will have extra staff on hand and sandbags will be available at the Park Maintenance Shed.
   Roach reported he had hired a temporary firefighter due to the fact two members of the Department are out on disability.
2. Implementation of paramedic program: Hansell stated his displeasure at the lack of implementation thus far.

Park and Recreation Matters

1. Draft report of Park and Recreation Commission meeting of November 25, 2014: Dearborn stated Kunkel should be added to the attendance. Sullivan apologized and will fix the mistake.
2. Recreation and Maintenance activity reports: DeMarta reported Winterfest will be held on December 12th and the next big event is Raise a Glass which will held on February 28th. Staff is finalizing Winter Camp which will be held here during the two weeks of holiday break. Staff has also begun concentrating on summer 2015; conducting research about pricing and schedules. DeMarta reported he has been meeting with the Park Staff daily. A tree had fallen in the panhandle and he had coordinated to have the fallen debris removed. He and the Park Staff had conducted a thorough walk through of the creek and cleared blockages. The staff will also concentrate on the v-ditches before the storm hits. Dearborn asked if the staff walked up to Lucas Valley. DeMarta replied they walked the creek as far as it would go. Hansell thanked DeMarta for stepping up and taking on the responsibilities of two Department Heads. Dearborn agreed and thanked DeMarta. Hansell also thanked the staff for the Marinwood Holiday Houses sign.

New and Other Business

1. Appoint Fire Commissioners:

   M/s Read/ Shea to reappoint Rudy Gelenter, Russ Albano, Tom Elsbree and Jeff Naylor. Motion carried unanimously.
2. Appoint Park and Recreation Commissioners:

   M/s Kai/ Read to appoint John Tune to Ton Kunkel's seat, Sivan Oyserman will to Shane Valentine's seat and Valentine will move to the alternate seat for the upcoming term. Ayes: Kai, Read and Hansell. Nays: Dearborn and Shea.

   Kai commented it is not easy to make that motion, but feels it is in the best interest of the Commission. Hansell agreed and stated it will change the Commission to a five plus one alternate Commission. Read commented the resume of John Tune is thoroughly impressive. Horne agreed, Tune was a former member of the Pool Commission and will bring a lot of knowledge to the table. Hansell stated it was requested that the Commission should work on bylaws which would be a good idea. Dearborn stated she has attended the Commission meetings and realizes there are personality conflicts, but Barnello puts in dedication and her efforts should be recognized. Barnello deserves to have a position; I would not repoint Valentine. Nestel commented this decision is a betrayal of Barnello's dedication. Barnello stated she was personally bashed at the August meeting. She stated she had asked Hansell for help, but was denied. Barnello stated she has asked people to abide by the Brown Act and Roberts Rules; she stated she has followed Roberts Rules, but still kept being interrupted. Barnello has asked for people to follow the rules and be responsible. Barnello stated she

did not continue the conflict, the Chair of the Commission did and stated she had to defend herself. Perry stated she has been on the Commission since 2012 and the Commission operated seamlessly until Barnello was appointed. Hansell commented Barnello's characterization of being denied help is inaccurate. It is not a personality issue; it is an inability to work with others, a lack of perspective and an inability to see others points of views. Shea stated the Commission should have the ability of varying points of views. Hansell agreed, but the majority should be recognized. Horne stated he appreciates Barnello's work, but the Commissions job is to look at the large picture, not get absorbed in every minute small detail. The Board did express displeasure at the absences by Valentine and stated they are of concern and should be watched closely.

3. Resolution No. 2014-13 Finding it Necessary to Temporarily Employ Retiree under Cal PERS:
   M/s Read/ Shea to approve Resolution 2014-13 Finding it Necessary to Temporarily Employ Retiree under CalPERS. Motion carried unanimously.
4. Resolution No. 2014-13 Adopting Conflict of Interest Code:
   M/s Kai/ Read to approve Resolution No. 2014-14 Adopting Conflict of Interest Code. Motion carried unanimously.
5. Election of Board President and Vice President for calendar year 2105:
   M/s Shea/ Kai to elect Dearborn to President. Dearborn declined the offer. Motion failed.
   M/s Dearborn/ Kai to elect Read to President. Motion carried unanimously.
   M/s Shea/ Read to elect Kai to Vice President. Motion carried unanimously.
6. Other New Business: Dearborn stated she is not thrilled with the absences in the Park and Recreation Commission. Horne agreed, and stated Dreikosen is knowledgeable about bylaws.

Recognitions and Board Member Items of Interest

Kai asked for a follow up of Liz Dale's request for a letter to be sent on behalf of the Board. Horne replied the letter is ready for Hansell to sign.

Barnello stated she would like to recognize Chief Roach for his work on Measure A. Because of his tireless work the community will not have to come up with $40,000.

The date of the next Regular Board meeting is January 13, 2014 at 7:30PM.

The meeting was adjourned at 9:57PM.

Respectfully submitted,
Carolyn Sullivan

Park & Recreation Report – December 2014

Shane DeMarta, Recreation Director

Recreation Activities

Winter Events:

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Winterfest was held on Friday, December 12th here at the Marinwood Community Center. The event was successful and participants had a lot of fun.

***Raise a Glass*, winter wine tasting:**

Planning is underway for our annual winter wine tasting, *Raise a Glass* which will be held February 28th. Thus far, we have eight wineries that will be pouring and hope to solidify another two or three in the coming weeks.

Holiday Camp:

Holiday camp is scheduled for the weeks of Dec 22 and Dec 29th. The camps are extremely popular and average approx. 60-80 campers. Campers participate in an array of activities including, arts and crafts, sports, music, and special events.

Marinwood Review:

Work is well underway on the Spring/Summer Marinwood Review. We have a mid-January deadline so staff is busy finalizing camp and pool info to bring to the Commission in January.

Park Activities

Scheduling:

I have been meeting with the Parks staff daily and have come up with a basic schedule for re-occurring maintenance such as, mowing, blowing, cleaning of the Community Center, checking storm drains and the creek, playground inspections, etc. In addition, we are finalizing a schedule for larger projects such as turf maintenance, painting, extra landscaping, pool operations, etc.

Recent Storm:

The recent storms have kept the parks staff busy. Over the past week we have dealt with the following:

- Walked the open space to clear v-ditches and culverts.
- Dealt with two downed trees in the panhandle
- Walked the entire creek and cleared 4 downed trees/blockages.
- Made sand bags available to homeowners.
- Cleared several drains along Miller Creek

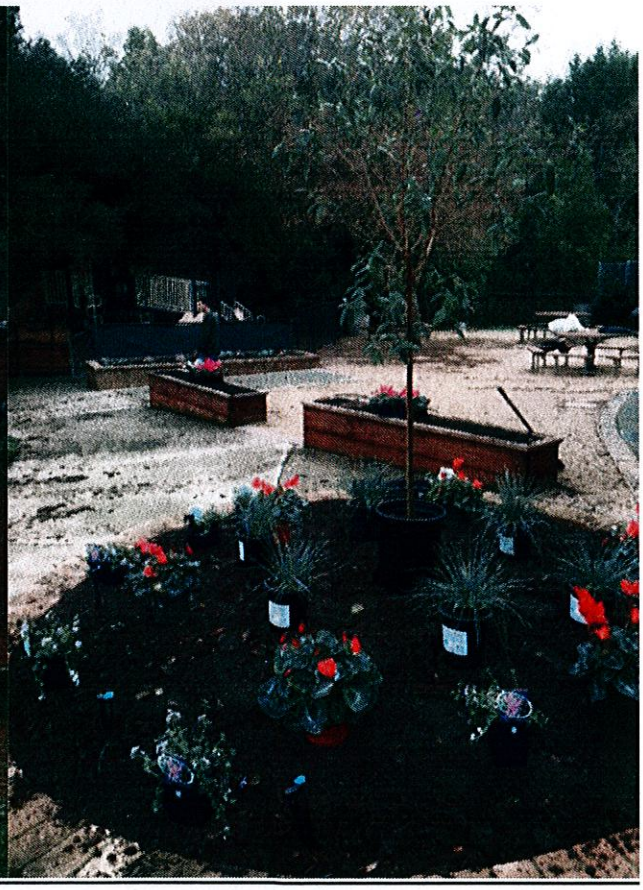
Parks Staff will be removing two more trees in the Fireman's Picnic area continue to monitor the creek and drainage as the storms persist.

General Maintenance:

- Deep cleaning of the Community Center including, bathrooms and kitchen.
- Cleaned group picnic area and did a re-planting of flowers
- Replanted front flowerbed.
- Cleaned dead plants from main entrance
- Cleaned and inventoried pool pump house
- Cleaned and replaced all lighting around Community Center
- Started work on removing misc. "junk" around maintenance shed.
- Started sanding and staining decorative wood in the Reception Hall

I have been very happy with the amount of work and the enthusiasm that Parks Staff has shown and I look forward to working with them in the coming months to complete deferred maintenance and projects.

Recent Park Maintenance Pics:

Clearing Drains in the Estates

Downed Tree near Las Gallinas (staff removed)