

Marinwood Community Services District

Minutes of Board of Directors Meeting Tuesday February 14, 2017

Time and Place: 7:00PM 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. Canceled.*
2. *Conference with Legal Counsel – Existing Litigation Pursuant to Government Code 54956.9(d)(1): Name of Case: Anderson, et al., v. Marinwood Community Services District. Canceled.*
3. *Public Employee Performance Evaluation Section 94597(b)(1): Title District Manager.*

The Board entered Closed Session at 7:00PM. The Board exited Closed Session at 7:25PM no reportable action was taken.

Present:

Board Members: President Bill Shea, Leah Kleinman-Green, Izabela Perry, Jeff Naylor and Irv Schwartz.
Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.
Park and Recreation Commission Members: John Tune.
Others Present: Residents from Lucas Valley Estates.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

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

Fiscal Matters

1. *Presentation of Fiscal Year 2015-2016 Audited Basic Financial Statements and Management Report – Michael O’Connor, CPA, RJ Ricciardi Inc.:* O’Connor presented the financial statements. On page ten the Board would like to change the wording from “designated for capital replacement” to “unassigned”. O’Connor noted that management is doing a good job at maintaining the financial records. In the Management Report the Board requested the observations on pages 4 and 6 be updated to reflect current status.

M/s Naylor/ Kleinman-Green to accept Fiscal Year 2015-2016 Audited Basic Financial Statements and Management Report as amended. Ayes: Perry, Naylor, Shea, Kleinman-Green and Schwartz. Nays: None. Motion carried unanimously.

2. *Fiscal Year 2016-2017 2nd Quarter Budget to Actuals and Variance Report:* Naylor requested a GL be added for “Professional Services” in next year’s budget. This will separate the website design and similar work from regular “office supplies”. The Board would like to see a contra-expense budget line for 4850 reimbursements.

Consent Calendar

a. Draft Minutes of Regular Meeting of January 10, 2017: Perry commented the minutes should reflect Shea as President. Sullivan apologized.

b. Bills Paid Nos. 623-725: Perry questioned the bill paid for fire consulting. Roach replied it was for the Fire Department website. Naylor questioned the ASCAP fee. DeMarta replied it is licensing fees the Recreation Department pays for holding music events and playing licensed music.

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

Public Comment Open Time for Items Not on Agenda

No comments.

District Matters

1. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Discuss next project(s). Committee Member(s): Izabela Perry:*

a. *Marinwood CSD Capitalization and Depreciation Policy:* Naylor suggested adding verbiage, “Donated capital assets should be reported *and depreciated* at their estimated fair *market* value at....” Naylor suggested deleting the word “deleted” and replace with “otherwise removed from service”. Schwartz suggested under Attachment A deleting “Fire Vehicles” and replacing it with “Fire Apparatus”.

M/s Perry/Schwartz to approve Marinwood CSD Capitalization and Depreciation Policy as amended. Ayes: Perry, Naylor, Shea, Kleinman-Green and Schwartz. Nays: None. Motion carried unanimously.

b. *Resolution 2017-01: Establishing Financial Reserve Policy*: Dreikosen commented he had run this through County Counsel; they had no legal concerns. Naylor suggested deleting “on annual basis” and replacing it with “periodically”.

M/s Perry/Schwartz to approve Resolution 2017-01: Establishing Financial Reserve Policy. Ayes: Perry, Naylor, Shea, Kleinman-Green and Schwartz. Nays: None. Motion carried unanimously.

2. *District Manager Report*: Naylor asked about the conversion to Quick books and the audit process. Dreikosen replied the data for the audit mostly still originated from SAP as that was the system of record for FY 15/16.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of February 7, 2017*: Naylor questioned whom the 2017 MERA Representative was. Roach replied he was the Representative, but the Board may always have an alternate. Shea volunteered.

2. *Fire Activity Summary and Chief Report*: Roach commented he and Dreikosen had begun to look at the budget. Brian Smith has taken the duty of performing maintenance on the SCBA's. The two new hires graduate the academy on Saturday. The Department will soon have paramedics on all three shifts.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of February 7, 2017*: No additions.

2. *Park Maintenance Facility Replacement Initiative: Update and Next Steps*: Dreikosen noted Schwartz has been a great resource for the project. Sibbaluca had done a few sketches detailing Department needs while maintaining the current footprint. Perry asked what the next steps are. Dreikosen replied the District needs a professionally drawn rendering to begin community outreach. Shea suggested the District set a timeline for the process. Kleinman-Green commented it is going to be difficult to achieve a professional CAD drawing; hiring a professional would only be about \$1,800. Naylor agreed and commented he had been working on the pros/cons of other possible locations. Naylor stated there are so few other spots located on District land. Schwartz commented he knows of a few professionals in the District who have the capability to produce CAD drawings; he will reach out and gather information.

3. *Landscape Maintenance Needs and Concerns Regarding Berms along Lucas Valley Road and Fronting Lucas Valley Estates*: DeMarta commented Schwartz has been a great asset with historical knowledge of the berms. DeMarta stated the area had been neglected other than to trim the high weeds; the crew was not adhering to their contract. When it was pointed out to the company they then began to implement their contract. Within an hour an angry resident notified the District of their displeasure that the foliage was being trimmed and has since planted trees on District property. DeMarta stated the District cannot do custom landscape jobs for each resident that fronts the berm. The residents at 3 Verbena Court stated Gary had planted the trees fifteen years ago and reassured them that they would grow and help screen the noise and headlights. Schwartz commented he had helped design the berm and retaining wall for a sound barrier and plantings to help screen. The Masterplan stated that the District held responsibility for maintaining the berm. Schwartz commented there is no need for all the trees to be limbed up; it is logical for the maintenance company to properly trim and shape the current foliage. Perry commented trimming needs to occur in places for sightline and for bicyclists to safety ride in the bike lane. Perry added as a resident of Appleberry that backs up to Lucas Valley Road she understands residents' concerns of over trimming seeing what the County had recently done to Lucas Valley Road. DeMarta commented this berm trimming is only scheduled for a once a year clean-up of foliage. Naylor stated sightline for vehicles is important; there doesn't need to be any radical trimming.

4. *Recreation and Park Maintenance Activity Reports*: DeMarta commented our first Homebrew Happy Hour was a success and thanked to Damien Perry, Jim Philes and Ryan Conkling for donating homebrew beers. The next event is Raise a Glass Winter Wine Tasting on February 25th from 2-5. Summer Camp registration opens tomorrow for residents and pool members and February 27th for non-residents.

The After School program is going well and has increased spots for next year.

DeMarta stated both the tot and main pools are leaking and need shell replacement. On average the plaster shells last seven years; we are on year eight.

Staff had concluded the interviews for the Preschool Supervisor position and will make a decision shortly.

The Park staff has been working on storm damage related issues on the grounds, in the open space and on the fire roads. There is an issue behind the pool pump room, the creek has eroded it's banks and is undercutting the bank in that area. The District needs professional assistance for this issue, it is a sheer cliff into the creek below. Schwartz stated the District needs to find out if any disaster funding may be granted to help with the situation. Roach replied he will contact OES and Damon Connolly. Schwartz asked Dreikosen to inquire with County Counsel if the Board may meet for emergency action.

New and Other Business**1. Requests for Future Meeting Agenda Items:**

- Status of Maintenance Shed replacement.
- Status of creek erosion issues regarding pump room at pool facility.
- Senate Bill 415, changing election cycle to even year elections.
- List of milestones and important dates for Board.

Recognitions and Board Member Items of Interest

Schwartz stated the Marinwood Review is fantastic.

Perry thanked Schwartz for his expertise in both landscape and building matters. Perry also thanked DeMarta and the maintenance crew for their work with storm related issues.

Naylor thanked Dreikosen and Sullivan for their efforts in moving the Districts accounting system. Naylor added he would like to invite anyone interested in a meeting of "CO\$T", Coalition of Sensible Taxpayers, tomorrow evening at the Spinnaker in Sausalito.

The meeting was adjourned at 10:08PM.

The date of the next Regular Board Meeting was set for March 14, 2017 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan