

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday July 12, 2016

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

Closed Session

1. *Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. 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.*

The Board exited closed session at 7:35; the Board took no action and advised its representatives.

Present:

Board Members: President Justin Kai, Jeff Naylor, Bill Shea and Leah Kleinman-Green.

Absent: Izabela Perry.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Sean Day, Keith Larson and Stephen Heine and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Shane Valentine.

Others Present: Stephen Nestel

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

a. *Draft Minutes of Regular Meeting of June 14, 2016:* Naylor stated when replying to Barnello's comments he wanted to reflect the notion that the Board has latitude in regards to public comment. The Board may decide when and how long it invites public comment and the Board can decide whether public comment occurs before Board deliberations or during Board deliberations.

M/s Kleinman-Green/Shea to approve Consent Calendar. Ayes: Naylor, Kai, Kleinman-Green and Shea.

Nays: None. Absent: Perry. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Nestel commented there are some items missing from the minutes. Nestel stated the public is not receiving accurate minutes, they are political spin. The CSD has broken the law in regards to migratory bird habitat with the cutting of the blackberry bushes in the park. Nestel stated he had contacted California Fish and Wildlife. Nestel also stated the CSD needs to deal with the electrical hazard in the park.

Dreikosen replied DC Electric is working with PG&E to resolve the issue.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities. Committee Member(s): Jeff Naylor and Bill Shea:* Naylor commented there has been no real movement on the OPEB front, but suggested that Naylor, Shea and Dreikosen research the other three providers and report back to the Board with their findings. Nestel commented the CSD should spend the time to research all the options as well as consider the CSD's capital needs. Naylor replied the decision is not just a financial one, there are audit, reporting and GASB issues to consider as well.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Discuss Next Project(s). Committee Member(s): Izabela Perry:* Due to Perry's absence the agenda item was postponed until the August meeting.

a. *Discuss adding another Director as member of Committee and potentially appoint a Director:* Naylor stated he would like to withdraw his proposal. Having Perry be the official committee member gives the flexibility for her to work with Director's on a policy by policy basis. Kai agreed the flexibility is a positive. Nestel stated the Board is not restricted to have only Directors on the Committee's; the Board needs to be public in their deliberations; these are standing committees not ad-hoc. Naylor responded in regards to the Unfunded Liabilities Committee the committee gave itself one year to reach a recommendation. Dreikosen noted in regards to policy updates it was discussed between he and Perry an idea to have each policy introduced be placed on the agenda at least twice before adoption. Naylor suggested the Board hold a publically held workshop, not a Board meeting to discuss policies. Kai commented it is a good outline to publically introduce the updated policy at one meeting and adopt at the following meeting. The work that is conducted in the Committees are all publically discussed.

b. *Draft: Marinwood CSD Payroll Management Policy*: Kai commented this policy was introduced last month. Shea commented it is straightforward. Naylor commented the date of the current policy manual is over forty years old; there are compelling reasons for the policies to be updated.

M/s Shea/Kleinman-Green to approve Marinwood CSD Payroll Management Policy. Ayes: Naylor, Kai, Kleinman-Green and Shea. Nays: None. Absent: Perry. Motion carried unanimously.

c. *Draft: Marinwood CSD Credit Card Policy*: Shea asked if there are dollar figures for each card. Dreikosen replied they vary seasonally. Nestel commented there are limits on petty cash there needs to be limits on credit cards. Naylor replied there are authorization limits on each card and staff has discretion to set those limits; the Board trusts its District Manager. Naylor added there are enough safeguards in this policy. Valentine stated the credit cards are reconciled and paid on a monthly basis; any abuse would present itself in a timely manner.

M/s Kleinman-Green/Shea to approve Marinwood CSD Credit Card Policy. . Ayes: Naylor, Kai, Kleinman-Green and Shea. Nays: None. Absent: Perry. Motion carried unanimously.

3. *District Manager Report*: Dreikosen stated the past few weeks have been spent on the close of the fiscal year and the beginning of a new one; the new QuickBooks accounting system is up and running. Nestel asked if security measures are in place. Dreikosen noted a professional had installed the program and it is not online. Dreikosen stated Danlin had provided the District with an updated timeline for the solar energy project; construction will resume in August. Nestel commented he had received a nasty note from the District Manager regarding the blackberry bushes; the law was broken and there needs to be accountability for the action that was taken. Naylor commented he had reviewed the email by Dreikosen before it was sent and supports the District Manager.

Fire Department Matters

1. *Fire Chief Report and Activity Summary Report for June 2016*: Roach reported there was no Commission meeting in July. The Department had been contacted for strike team assignments, but due to staffing levels declined the assignment. The new engine is in service and performing well. The shared services agreement is continuing to be helpful to the Department as well. Roach reported a Captain's exam will be held later this year. Nestel asked if there are strength and weight qualification for the Captain's exam. Roach replied each Firefighter is required to go through a physical exam every other year.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of June 28, 2016*: Valentine reported the Commission is halfway through their yearly grounds inspection tour. Valentine commented that the vegetation issue was discussed and Nestel was in attendance at the meeting. A policy regarding vegetation management was not on the agenda therefore it was not broached. Naylor replied he is not convinced that the CSD needs a policy due to a single event; the incident was handled internally. Nestel stated the CSD needs to be consistent with its guidelines for vegetation care.

2. *Recreation and Park Maintenance Activity Reports*: DeMarta reported staff is in full summer mode; so far programming has been great. The tennis courts received a new slip coat, Adams Surfacing did a great job. Music in the Park continues to be a success; the next one will take place on July 22nd. Staff is finalizing the fall Review, deadline for submittals will be in two weeks. Naylor Commented the Board needs to reach out to the community seeing that attendance at the regular meetings are sparse; he stated the CSD needs to keep the newsletter going. Kai commented the Board needs to inform the public on what the CSD does and what their purview is. Nestel commented Naylor is right the CSD needs to be on top of the newsletter as well as add video clips and produce it regularly.

New and Other Business

1. *Requests for Future Meeting Agenda Items*:

- Naylor: Begin work on drafting objectives for District Manager.
- Nestel: CSD discussion on financial impacts of homeless shelter on Mark Drive. Kleinman-Green responded that is not the CSD's purview; it is a County matter. Kai commented it would be premature to have any discussions at this time.

Recognitions and Board Member Items of Interest

DeMarta thanked the Fire Department for their assistance today on two separate occasions. Captain Heine was a great help and had wonderful manner with our staff. Roach commented Heine is doing a great job as the Training Officer. Dreikosen recognized Naylor for his attendance at the Special District Leadership Academy.

The meeting was adjourned at 9:12PM.

The date of the next Regular Board Meeting was set for August 9, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan