

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday August 9, 2016

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

Closed Session

Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore; Eric Dreikosen. Represented employees: Marinwood Professional Firefighters.

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, Izabela Perry and Leah Kleinman-Green.

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

Others Present: Stephen Nestel, Robert Eves, Irv Schwartz, Jeff Smith and Danielle Dinnerman.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Presentation

"The Oaks" Proposed Senior Living Center and Project Required Wetlands Mitigation Impact on District Open Space Adjacent to Development Site: Robert Eves, President of Venture Corp, distributed a flyer on the proposed project site. The project was approved by the County approximately 12 years ago for a senior complex with 126 apartments. Jeff Smith commented the area of the wetlands mitigation is only a few hundred feet and there might be a small section of grassland mitigation as well.

Consent Calendar

1. *Draft Minutes of Regular Meeting of July 12, 2016:* Nestel stated the minutes are inaccurate. The CSD has violated the Migratory Bird Law. The CSD has the obligation to follow the law, the CSD needs to follow the policy the government has put into place. The CSD has been irresponsible in managing its resources. Naylor asked if Nestel was threatening the District. Nestel replied the District has violated the law.

2. *Bills Paid Nos. 1-157:* Naylor commented that July is the highest month for the CSD for bills and the CSD did pay its unfunded liabilities upfront for the year. Shea questioned the payment to San Rafael for overtime costs. Roach stated it is payment for Quarter three and four. The CSD has received payment from San Rafael as well to offset the costs.

M/s Perry/Shea to approve Consent Calendar. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Danielle Dinnerman spoke on the sober living home that had opened in the District. She urged the CSD to inform parents of CSD participants of the location of the home.

Fiscal Matters

1. *FY 16-17 Budget Amendment: Recognize Fire Dept. Grant and Funded Expenses:* Dreikosen stated it was a grant received to purchase new SCBA's.

M/s Perry/Kleinman-Green to approve FY 16-17 Budget Amendment to Recognize Fire Dept. Grant and Funded Expenses. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities Committee Member(s): Jeff Naylor, Bill Shea:* Naylor stated the Committee as well as the District Manager have and will continue to conduct interviews of OPEB Trust providers and begin to compare the results. The CSD has the obligation to place the funds with a company that holds a Section 115 certificate in order to realize a positive impact on the OPEB discount rate. Dreikosen commented he is still waiting to hear from ICMA.

2. *Update from Ad-Hoc Committee to Revise, Create District Policies, and Procedures: Discuss Next Project(s). Committee Member(s): Izabela Perry:* Perry commented the website and handbook are a work in progress. Nestel urged Perry to speak with DeMarta regarding the website; it needs to be inviting or else it will fail.

3. *Board Bylaws: Proposed Amendment regarding Commission Meeting Times:*

M/s Perry/Kleinman-Green to approve Board Bylaws of Proposed Amendment regarding Commission Meeting Times. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

4. *District Manager's Report:* Dreikosen stated he is continuing to update QuickBooks to make reports easier to read and more user friendly.

The solar energy project continues to move forward and will be breaking ground at the pool area the week of August 22nd.

Dreikosen stated he had received notice of a proposed residential construction project near Rocking H Ranch and questioned if the homes should be annexed to the CSD. Roach stated it would be his suggestion to have annexation be condition of development.

Nestel asked about the financing for the solar project. Dreikosen replied there is nothing new to report.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of August 3, 2016:* No additions.

2. *Fire Chief Report and Activity Summary Report for July 2016:* Roach reported the department has been busy. A CERT meeting was held recently with good attendance. The Lions Club was awarded a \$7,000 grant for an emergency trailer to use for CERT related matters.

The Department will be holding a Captain's Test soon with four very qualified candidates.

The Ponti Fire Road is being considered for decommission and being made into a multi-use trail; the Marin County Parks and Open Space Department is leading the process. Nestel commented the CSD needs to make sure who will be held liable for the area.

Roach reported Brian (Otis) Smith has resigned from the Fire Department to pursue another career; the Department is sorry to see him leave.

Kai asked about the fire outbreaks in northern San Rafael. Roach replied there was a homeless encampment near McInnis, but there has been no new activity as of late.

3. *Fire Commission Bylaws: Proposed Amendment Changing Time of Meeting and Creation of Vice-Chair Position:*

The Fire Commission requested the meeting time be moved to 7:00pm as well as create a Vice-Chair position.

M/s Perry/Shea to approve Fire Commission Bylaws for proposed Amendment Changing Time of Meeting and Creation of Vice-Chair. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of July 26, 2016:* DeMarta reported the Commission had conducted their walk-through of the main park and playground. Perry stated she would like to see more involvement from the Commission regarding the update of the Maintenance Shop.

2. *Recreation and Park Maintenance Activity Reports:* DeMarta reported we are in the final two weeks of camp programming and the summer has gone great. Pool staff experienced a possible spinal injury in the pool and the staff performed excellent; in the end the child was safe and okay.

The park staff discovered a large water leak in a pipe located near the Firehouse; they were able to repair it themselves. Park staff will begin to repair the turf and the community center after the heavy usage during the summer months.

New and Other Business

1. *Marin County Grand Jury Report: Discuss and Potentially Approve Draft Response to Recent Report regarding 911 First Responder Referral Program:*

M/s Perry/Kleinman-Green to approve Response to Recent Report regarding 911 First Responder Referral Program. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Marin County Grand Jury Report: Discuss and Potentially Approve Draft Response to Recent Report regarding Sex Trafficking in Marin County:*

M/s Perry/Kleinman-Green to approve Response to Recent Report regarding Sex Trafficking in Marin County. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

3. *District Manager Objectives: Discuss Creation of Position Goals and Objectives:* Naylor stated it should be an annual or semi-annual review. Perry would like to add "conduct employee evaluations" to the list as well as "pursue grants" and "masters usage of QuickBooks".

4. *Requests for Future Meeting Agenda Items:*

- Perry: Present employee evaluation schedule.
- Perry: Discuss 10 year strategic plan.

Recognitions and Board Member Items of Interest

Perry thanked Dreikosen, Sullivan and Naylor for the calm accounting transition.

Naylor commented the Board should recognize Brian (Otis) Smith and his many years serving the District.

The meeting was adjourned at 9:31PM.

The date of the next Regular Board Meeting was set for September 13, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

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August 9, 2016

Marinwood Community Service District
775 Miller Creek Road
San Rafael, CA. 94903

RE: Sober Living Home at 536 Cedarberry Lane, San Rafael

Dear Board:

I am here to advise you that the above address is being used as a sober living facility run by Lindsay Ferguson, owner of : MARIN SERVICES FOR MEN/MARIN OUTPATIENT & RECOVERY SERVICES, 701 C Street, Ste 8, San Rafael, 415-485-6736. Mr Ferguson maintains a family practice therapy location at 1005A St, #209 in San Rafael, 415-259-4515. Mr Ferguson is certified for Alcohol and/or Drug Program by the California Department of Health Care Services. His certification is #210033AN.

The current location is less than 500 feet from the Marinwood day camp, day care center, and children's park. While the Board may have no jurisdiction regarding this, it is incumbent on you to inform all parents of this operation, and to act accordingly to insure the safety of all children. In the event that something bad occurs, the District will no doubt be a party to any lawsuit suit that is filed.

It is my understanding that this operation is scheduled to open another location on Idylberry in the Upper Lucas Valley Area. I am still trying to find out the location, however like this center, we only learned of it days before the patients moved in.

I have been in touch with Damon Connolly's office by phone, and today emailed him regarding the meeting tonight.

Thank you for your time.



Danielle Dinnerman