

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday September 13, 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 7:28; the Board took no action and advised its representatives.

Present:

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

Absent: Justin Kai.

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

Others Present: Linda Barnello.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Board Matters

1. *Resignation of Justin Kai from Board of Directors, Effective September 14, 2016:* The Board accepted Kai's letter of resignation. Dreikosen stated the Board has sixty days to make an appointment; physical notices will be placed at the Marinwood Market, the Community Center and Creekside Park. All information will be placed online and in the Marin IJ. Barnello stated the Board needs to follow its bylaws as well as suggesting the notice be placed physically in as many places as possible. The Board decided the deadline for submitting an application will be October 31, 2016 with the interview process and appointment to occur at the Regular Board Meeting of November 8, 2016.

M/s Perry/ Shea to accept resignation letter from Board member Justin Kai, effective September 14, 2016.

Ayes: Perry, Naylor, Kleinman-Green and Shea. Nays: None. Absent: Kai. Motion carried.

Consent Calendar

a. *Draft Minutes of Regular Meeting of August 9, 2016:* No comments.

b. *Draft Minutes of Special Meeting of August 31, 2016:* No comments.

c. *Bills Paid Nos. 158-282:* Perry asked about the GASB 68 reports. Dreikosen replied they are mandatory reports from PERS regarding pensions. Shea inquired about Fire overtime costs. Roach replied Heine was out on strike team.

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

Absent: Kai. Motion carried.

Public Comment Open Time for Items Not on Agenda

Barnello commented the current Board has been very oppressive, shows prejudices and has exhibited disgraceful behavior. Barnello commented she is happy Mr. Kai has stepped down.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities. Committee Member(s): Jeff Naylor and Bill Shea:* Naylor commented the committee had given attention to the Capital needs of the District and spoke with the Park and Recreation staff for a forecast of replacement. The committee had reached out to two OPEB providers who will come to speak to the Board at the October and November meetings, respectively.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Discuss Next Project(s). Committee member(s): Izabela Perry:* Perry reported the Handbook is ready for Counsel review and then will head to the Labor Group. Next projects are Record Retention Policy and Website Design.

3. *Resolution 2016-06: Adopting a Conflict of Interest Code:*

M/s Perry/ Shea to approve Resolution 2016-06 Adopting a Conflict of Interest Code. Ayes: Perry, Naylor, Kleinman-Green and Shea. Nays: None. Absent: Kai. Motion carried.

4. *Resolution 2016-07: Requesting Temporary Transfer of Funds from Marin County Treasurer:* The District is not in the red, but this will cover when it occurs; no interest is incurred until that point in time.

M/s Shea/Naylor to approve Resolution 2016-07 Requesting Temporary Transfer of Funds from Marin County Treasurer. Ayes: Perry, Naylor, Kleinman-Green and Shea. Nays: None. Absent: Kai. Motion carried.

5. *District Manager Report*: Dreikosen commented work continues on the QuickBooks accounts consistency; working towards consistency in all departments. The solar project is going well. Progress continues on the Maintenance Shed; information was uncovered from 2010 which has been helpful. Upon further review the \$80,000 in Measure A funding may not be enough to complete the project. Barnello questioned who is doing the financing for the solar project. Dreikosen stated C2 Beta Holdings, but the District contract is not financing solar equipment and construction costs only purchasing the power the system produces.

Barnello stated she would like a copy of the project management document regarding the Maintenance Shed written by Naylor. Dreikosen replied it is on the website included with the July 2016 Park and Recreation Commission Agenda. Barnello asked what the aesthetic will be for the Maintenance shed. Naylor replied the drawings are preliminary the CSD needs an architect, hopefully pro-bono.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of September 8, 2016*: No comments.

2. *Fire Chief Report and Activity Summary Report for August 2016*: Roach commented there is an interested buyer for the Reserve Type 1 engine with a concrete offer of \$18,000 over three years. Roach would like to accept that offer and earmark the money towards a new Utility vehicle. Dreikosen added the Commission would like Roach to counter the offer for two years. Roach will investigate countering the offer.

3. *Resignation of James Rey from Fire Commission; Effective Immediately*: The Board accepted the resignation letter from Rey. Roach added a letter from the Board would be nice.

M/s Perry/ Shea to accept Resignation letter from Fire Commissioner James Rey, effective immediately.

Ayes: Perry, Naylor, Kleinman-Green and Shea. Nays: None. Absent: Kai. Motion carried.

4. *Letter from Irving Schwartz, Alternate Fire Commissioner, Requesting Appointment to Become Regular Fire Commissioner*: Shea commented Schwartz has been a good addition to the Commission, good questions and broad experience.

M/s Shea/Perry to appoint Irving Schwartz to become a Regular Fire Commissioner. Ayes: Perry, Naylor, Kleinman-Green and Shea. Nays: None. Absent: Kai. Motion carried.

5. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13*:

M/s Shea/ Perry to approve agreement between the County of Marin and Marinwood Community Services for Fire Protection and Emergency Services to County Area 13. Ayes: Perry, Naylor, Kleinman-Green and Shea. Nays: None. Absent: Kai. Motion carried.

6. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site*:

M/s Perry/ Shea to approve agreement between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services. Ayes: Perry, Naylor, Kleinman-Green and Shea. Nays: None. Absent: Kai. Motion carried.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of August 23, 2016*: No comments.

2. *Recreation and Park Maintenance Activity Reports*: DeMarta reported the After School program is going really well; there has been a lot of positive feedback. The fall events schedule is set: Brewfest will be October 1st from 12-5. The Art Show is October 8th 3-7. Harvest Festival is October 14th from 5-7.

New and Other Business

1. *Election of Board Vice-President to Fill Role Vacated by Current Vice-President*:

M/s Perry/ Naylor to nominate Bill Shea to fill Vice-President Seat. Ayes: Perry, Naylor and Kleinman-Green.

Abstaining: Shea. Nays: None. Absent: Kai. Motion carried.

2. *District Manager Objectives and Performance Evaluation: Approve Evaluation Template and Discuss Board Involvement Process*: Naylor commented Manager Evaluations should occur twice a year to insure the Board and Manager have a continuous dialogue. The Board agreed upon February and August.

M/s Shea/ Perry to approve District Manager Objectives and Performance Evaluation as well as Evaluation Template with evaluations to occur twice yearly in February and August. Ayes: Perry, Naylor and Kleinman-Green. Abstaining: Shea. Nays: None. Absent: Kai. Motion carried.

3. *District Staff Performance Reviews: Confirm Staffing Positions to Receive Reviews and Annual Timing of Reviews*:

M/s Shea/ Perry to approve performance reviews as presented in memo from District Manager. Ayes: Perry, Naylor and Kleinman-Green. Abstaining: Shea. Nays: None. Absent: Kai. Motion carried.

4. *Requests for Future Meeting Agenda Items*:

- Sale of Fire Engine.
- Video recording of Board Meetings.
- Bylaw amendment regarding Board vacancies.

Recognitions and Board Member Items of Interest

Shea stated he would like to recognize the outgoing President. Perry suggested the Board write Kai a letter.

Naylor commented he attended his first Music in the Park and it was very enjoyable; thank you to Bill Hansell for securing the bands.

Kleinman-Green thanked her fellow Board members for their dedication to the community.

The meeting was adjourned at 9:01PM.

The date of the next Regular Board Meeting was set for October 11, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan