

MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, January 28, 2014

7:30 PM – Marinwood Community Center classroom

1. Approval of agenda – *delete or table items, add discussion items*
2. Public Comment – comments from the public on non-agenda items
3. Minutes of November 28, 2013 Commission meeting
4. Review of draft Board Minutes of January 14, 2013
5. Summer program 2014 budget recommendations
6. Budget 2014-15 – *current draft*
7. Earth Day observation activities
8. Tennis court resurfacing - *status*
9. Board policy for appointing Commission members – *draft outline*
10. Commission priorities for its 2014-15 work plan
11. Maintenance activities reports
12. Q&A – discussion with staff re: items not otherwise covered on the agenda
13. Date and time for next Commission meeting: February 25, 2014

NOTE TO COMMISSIONERS:

- *If you will be unable to attend the meeting, please notify Tom Horne 479-7751 or Paula Collins 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 26, 2013

Time and Place: 7:30 Marinwood Community Center Classroom.

Present:

Commissioners: Izabela Perry, Tom Kunkel, Eamonn O'Brien and Kimberly Call.

Absent: Sarah Paoli and Stephen Shoup.

Staff: District Manager Tom Horne, Park Manager Gary Harrelson, Recreation Director Shane DeMarta, Recreation Supervisor Robyn Bruton and Administrative Assistant Carolyn Sullivan.

Others present: Deana Dearborn and Justin Kai.

Approval of Agenda

Perry introduced Robyn Bruton the new Recreation Supervisor.

Public Comment

No comments.

Minutes of October 22, 2013 Commission Meeting

M/s O'Brien/ Call to approve minutes of October 22, 2013 Commission Meeting.
Motion carried unanimously.

Review of draft Board Minutes of November 12, 2013

No additional comments.

Set Priorities for 2014-15 Measure A-funded capital projects

Horne stated the CSD will be receiving the first payment in January. Because there was no July disbursement, and due to a built-in delay of three months between tax collection and the disbursement to County, there will only be one payment of \$30,000 received this fiscal year. Perry added the money has already been spent on the new community center flooring, and recreation storage shed. O'Brien commented the longer the kitchen repairs are deferred it increases the probability of less rental revenues. Horne agreed and added the stove/oven is a critical situation. DeMarta added the kitchen repairs cannot be done in the summer season. Call commented she would like to see a commercial grade kitchen. Harrelson replied there is not enough room and it is very costly. Perry suggested the HVAC and stove purchases could be planned for May with the revenue expected in July. Perry added the Commission needs to look at tennis court repairs as well. O'Brien agreed and noted they are heavily used. Dearborn asked if closing them would be an option. DeMarta replied that is not advised; the CSD receives a lot of revenue from our tennis programs and tennis league. The tennis league requires four courts in order to hold USTA tournaments. DeMarta added that the Friends of Marinwood Tennis are currently raising money to help repair the courts. O'Brien stated the larger issue is access through the Miller Creek school grounds. Perry stated staff should begin discussions now with school officials to see if the project is possible. Perry asked Horne to contact McLellan to do a walkthrough of the grounds. Perry also requested Horne receive a quote on updating the lighting in the reception hall. Dearborn asked if the tennis court repairs could be listed as routine maintenance in the budget. DeMarta replied, yes, but there is a lack of general fund money. Dearborn inquired about the park bathroom which is in the long term plan. Horne replied yes, the new facilities would be located near the tennis courts.

“Authority and Responsibility of the Park and Recreation Commission” recommend to Board

Call commented she disagrees with G(4) which states, “Commission members are required to attend monthly meetings. Three absences in a row will trigger Commission’s request to the Board of Directors to remove absent commissioner from their duties. Absences due to extenuating circumstances are exempt.” O'Brien replied the wording is fine, this Commission serves the Board, it is the Board’s responsibility to remove a commissioner if need be. Kunkel added, when a person joins the Commission they know what to expect, the wording is adequate. Call commented she would like to add, “Three absences in a row will trigger (Chairperson inquiry into the nature of the absence, and may) trigger commission’s request to the Board...” Kunkel asked the status of Shoup’s involvement on this Commission. Perry responded she had contacted him and he informed her he will be submitting his resignation letter to the Board. Due to work commitments he will no longer be able to serve. Perry stated she would like to see the Commission vacancies posted to Nextdoor, Neighborberries, and the CSD websites.

M/s O'Brien/ Kunkel to recommend to the Board the “Authority and Responsibility of the Park and Recreation Commission” as amended by Call.

Motion carried unanimously.

Maintenance and Recreation activities reports

Harrelson stated his crew had removed the Marinwood sign on the corner of Lucas Valley Road and Las Gallinas Ave to prepare for refurbishing. Bob Kaufman, long time resident and former Board and Commission member, will be volunteering his time to repaint the sign. Harrelson added in the past one maintenance worker has helped Kaufman with the signs, that worker will most likely be laid off so the Lions Club has offered to volunteer. Perry asked what STRAW was. Harrelson replied Students and Teachers Restoring a Watershed. STRAW works with local school classes removing invasive species and the Maintenance crew help by hauling away the material. Horne reported the sidewalk to the firehouse needed repairs; Chief Roach received bids with the lowest one coming in \$2,100; our Maintenance crew was able to do the repairs for \$1,200.

DeMarta reported the Winter Review was sent to the printers and staff is working on a new layout to provide a cleaner look with added articles, feedback survey and trail map. Staff has also been working on health and safety outreach by providing CPR/First Aid classes to outside agencies. DeMarta is hoping this will be another revenue stream for the Recreation budget and is aiming to bring in \$10,000 this year. Kai asked if the Review is done in-house. DeMarta responded yes. O'Brien commented he would like to see CSD policies, Commission agendas, and minutes be placed on the CSD website. Kai added he would like to see development issues and related documents on the CSD website.

Dearborn asked how the Recreation Dept. garners volunteers for its events. DeMarta responded our volunteers are all part time summer staff. Many of our events involve children and our staff are all fingerprinted prior to employment. Dearborn stated she would like to see a community work day to build volunteer database as well as community morale. Perry stated this has been brought up many times in the past, but will add it to the Commission agenda. Call stated she would like to reduce the invasive grasses and non native species in our community. This is something that volunteers can help with.

Goals and Objectives for the Recreation Department in 2014-15.

Call commented in "Volunteerism and Partnerships" there does not need to be a specific number allocated. DeMarta agreed it should state, "Increase outreach". DeMarta stated he would like to stay away from specific percentages. It is the goal of the Recreation Department to come up with new ideas and revenue streams. Additionally these goals and objectives should be reviewed on a calendar basis. Perry replied in January the Commission will look at the 2014 goals and objectives.

Q&A discussion with staff re: items not otherwise covered on the agenda

Horne commented Kunkel, Perry and Call are all up for reappointment. Kunkel, Perry and Call all requested to be reappointed.

M/s Kunkel/ O'Brien to appoint Perry as chair to the Park and Recreation Commission for 2014.

Motion carried unanimously.

Kunkel asked if each new Board member would receive proper documents in regards to their new positions. Horne replied yes.

Perry thanked staff and Commissioners for their time and dedication to the community.

The meeting concluded at 9:35PM.

The date of the next Park and Recreation Commission meeting is January 28, 2014 at 7:30 at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Minutes of Board of Directors Meeting

Tuesday, January 14, 2014

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

Present:

Board Members: President Bill Hansell, Tarey, Deana Dearborn and Bill Shea.

Absent: Justin Kai.

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Administrative Assistant Carolyn Sullivan, Firefighters: Ryan Brackett, Cesar Correa and Ross Anderson. Park and Recreation Commissioners: Izabela Perry, Tom Kunkel and Eamonn O'Brien.

Fire Commissioners: Ron Marinoff.

Others present: Linda Barnello, Cameron Case, Ray Day, Ray Decker, Pam Case, Sherry Fink, Bob Fink, Mike Ralston, Damien Perry, JoAnn Hastings, Bill McNicholas, Gabriela Shea, Stephen Nestel, Robin Miller, Tom Taylor and Sharon Hall.

Call to Order and Pledge of Allegiance

Agenda

Dearborn noted a correction in the agenda under Item F, it should read Damien Perry.

Fiscal Matters and Long- Range Planning

1. *FY 2014-15 Budget:* Horne distributed the current draft budget summary and commented he will provide budgets with staffing alternatives for next month. Hansel asked if the current budget sum included the lease cost for a fire engine. Horne replied yes it is included, it is estimated at \$50,000 per year for the next ten years. Dearborn stated she would like to add discussion regarding staffing levels and the District Manager position. Hansell agreed, but commented he would like the Personnel Committee to meet beforehand. Marinoff stated it might be possible for CSA 13 to come up with their portion of the cost for the fire engine before the CSD enters into a lease. If that is the case it will help lower the financing. Read thanked Marinoff for that offer. Dearborn questioned if the new Recreation program fees were included in the budget sum. DeMarta replied no. Hansell acknowledged the Recreation Department has done a good job at creating revenue, and stated he had spoken to DeMarta about possible expansion of the facilities to allow for more programs and generate revenue to the District.

Comments from Public on Non-Agenda Items

Cameron Case commented he would encourage the CSD to inquire about video recording the meetings and upload them to the CSD website. Read agreed and asked Horne to inquire about our bandwidth and the cost. Hansell commented Justin Kai was also going to meet with DeMarta to discuss communication efforts.

Linda Barnello stated she would like to set up a non-profit for the Marinwood Fire Department for residents to donate money.

Consent Calendar

1. *Minutes of Regular Meeting of December 10, 2013:* Read had one correction, she did not vote for herself, but wouldn't decline the nomination for Vice President. Dearborn inquired why the auditor does not make recommendations to the CSD. Hansell replied that is the role of an independent auditor. Dearborn asked the status of the RFP. Hansell replied it is moving forward. Horne stated he is aiming for it to go out in March. Shea asked that it be given to the Board by the February Regular meeting.

2. *Minutes of Special Meeting of January 5, 2013:* Dearborn stated she hadn't seen a post from MCSD on NextDoor informing the public as to why Board Members may not respond to inquiries regarding District matters. Horne replied he will write a post.

3. *Bills paid nos. 615-716:* Dearborn asked if the \$1750 payable to City of San Rafael for the Fire Chiefs vehicle was a onetime payment. Hansell replied yes, it was the cost of the title transfer. Roach noted he had done research on other options, but this was the best deal.

M/s Read/Shea to approve Consent Calendar. Motion carried unanimously.

CSD Participation in Marin Community Alliance Lawsuit

1. *Lucas Valley Estates HOA letter requesting CSD financial participation in legal challenge to County Housing Element:*

M/s Read/Shea to reject Lucas Valley Estates HOA letter requesting CSD financial participation in the amount of \$50,000 in legal challenge to County Housing Element. Motion carried unanimously.

Read commented there are serious questions to address regarding this issue. Some of those include: a written justification by the MCA (Marin Community Alliance) attorney, the total cost of the legal challenge, a written copy of the engagement letter between MCA and their attorney, information on whether the County has responded to the challenge, and which Judge has the case. Read commented under her calculations the District only stands to lose property taxes of about \$6,780 year. Marinoff stated the main concern is the Dixie School District and the money it would lose if housing is built. Read agreed, but stated we may not spend CSD money on this challenge, it is a gift of public funds and each individual Board Member who acts outside the jurisdiction of the CSD may be monetarily responsible. Ray Day stated he disagreed with Read's calculations and came to a number closer to \$90,000 as a loss to the District if the housing is built. Read requested Day give his spreadsheet to Horne. Hansell asked Horne to read Counsel's response to the CSD inquiry if the District may contribute to the challenge.

Horne read, *"It is my understanding that your District has been asked to contribute District funds to assist in the payment of legal fees in support of an action brought by the Marin Community Alliance (the "Alliance") against the County of Marin. It is my understanding that the litigation was brought by the Alliance and a private party to challenge the adoption of an update to the County's Housing Element of its General Plan alleging that the County failed to comply with the requirements of the California Environmental Quality Act ("CEQA"). Your District is not a named party to this lawsuit. I reviewed the request of the Alliance as well as a cursory review of the actual action filed. California Constitution Article XVI, Section 6 prohibits a public agency from gifting public funds. Contribution to the Alliance's litigation fund in an action that the District is not named as an interested party raises the issue of whether such a contribution would constitute a gift of public funds. The determination of whether the payment of public funds is an unconstitutional gift is fact driven. The basic rule is that the funds must be expended for a public purpose, which expenditure furthers the purpose of the public entity. In terms of your District, any analysis would focus on the services which the District actually provides. There would need to be a strong justification as to how the lawsuit is furthering the District's purposes, i.e. how are its ratepayers benefitting. The District would also need to be careful with respect to what fund it proposes to pay any such contribution."*

One community member stated it is not a legal opinion. Read responded the Board asked Horne to obtain a general opinion. The community member asked how the question to CSDA was stated. Horne replied he had formed the question with Kai and Dearborn's approval. Case stated as a prior Board Member himself he is surprised the Board is even considering a monetary contribution. He added staff has done a great job at finding sponsors for the Recreation Department these sponsors may take a step back if they see the Board is so informal with its funds. Mike Ralston stated he supports the Board's current motion; MCA is a collection of citizens and it would be gift of public funds. Robin Miller a member of MCA stated the Alliance is looking for the CSD's support, and to answer Read's questions the County has replied, but no judge has been assigned. MCA has hired Kevin Haroff from Marten Law Firm. The issue is that the County has abbreviated the CEQA process for the affordable housing sites. JoAnn Hastings commented she too supports the Boards current motion; there is a lot of passion regarding this topic, but there is also fear mongering happening. Eamonn O'Brien stated he hopes MCA is successful with its challenge, but agrees with Read. It would be different if the CSD brought its own challenge, but as of now a monetary contribution should not be made. He added fiscal responsibility is why there are three new Board Members sitting on this Board; giving away \$50,000 is unconscionable especially when the Board is considering staff layoffs. One community member stated contributing money is outside the CSD's jurisdiction and encouraged individuals to donate money to MCA's challenge. Nestel commented he disagrees with Read's assessment of how much money the District will lose, if all the proposed housing is built it will gut the District's finances. Shea commented this lawsuit is interesting, and recommends the Board supports the challenge, but not financially. Dearborn stated the Board should write a letter of support. Dearborn agreed the CSD does not have the financial stability to donate money. She added she had done a lot of research on this matter and as of now there is not enough information about the proposed projects in our District, but there are a lot of assumptions. She appreciates the work done by MCA and understands why they are challenging the County. Gabriella Shea commented she had spent many hours educating herself on the proposed housing, she agrees with the lawsuit, but it is not the CSD's jurisdiction. If anyone believes in the challenge they should personally gift money.

M/s Dearborn/Shea to write a letter of support for the legal challenge to County Housing element.

Read commented if Dearborn would like to do the research regarding whether the Board should write a letter of support that is fine, but no staff time should be spent on the matter. Horne questioned to who the letter would be written to. Hansell suggested if Dearborn is willing to do the research she should present it to the Board in February. He noted it is not considered a "regular" item for the Board agenda due to the fact this matter falls outside the purview of the CSD. Dearborn withdrew her motion, but will prepare something for the Board to review for the February meeting.

2. *Letter from Counsel re: legality of financial participation:* Horne had read Counsel's letter.

3. *Letter from Damien Perry re: proposed CSD financial participation:* Perry spoke referencing his letter and his concern about the CSD donating funds to MCA.

4. *Letter from Ray Day re: proposed CSD financial participation:* Day spoke referencing his letter and requested the Board write a letter of support to MCA and donate funds to their challenge.

Hansell noted the Board had received four additional letters from Cameron and Pam Case, Kathleen Gaines, Gary and Dona Novack and Nancy Hillman all in opposition to the Board supporting a financial donation to MCA.

Correspondence

1. *Commissioner Russ Albano re: proposed District Manager/Fire Chief position:* The Board acknowledged the letter.

Park and Recreation Matters

1. *Recreation and Maintenance Activity Reports:* DeMarta reported Holiday Camp went well and saw a 20% increase in attendance. Winter programming is going well and the Swing Night Special Event last Saturday was well attended. The next event will be "Raise a Glass" a winter wine tasting. It is scheduled for Saturday February 8th from 2-5 pm. Hansell thanked staff for the Swing Night event, it was a great night.

Harrelson reported we are beginning to discuss the draught restrictions and will work within our means for water availability. Harrelson stated staff has been working on pool maintenance building new benches and tables for the area. Case thanked Harrelson and his staff for helping plant bulbs along with the Lions Club.

2. *Commission vacancy:* Horne commented 5-6 people have inquired about the position, they were instructed to send a letter with their qualifications and attend the next Park and Recreation Commission meeting. The staff has advertised the vacancy on Marinwood Mommies website, MCSD website, sign boards, email blasts, and flyers at the community center. Dearborn stated the CSD needs a formal policy re: vacancies and appointments for Commissions. Perry replied the Park and Commission will prepare a draft for the Board.

Fire Department Matters

1. *Report of Fire Commission meeting of January 8, 2014:* Roach reported the Commission voted in favor (all except Jeff Naylor) to support the Shared Services Agreement with San Rafael. Roach stated Naylor acknowledged operationally it would be a success, but financially it is not a smart move. Dearborn asked if Naylor provided any specifics. Roach replied with Marinwood responding to more calls it is wear and tear on our engines; and the backfilling of a San Rafael firefighter is more costly than a Marinwood Firefighter. Hansell stated the Board should be prepared for Marinwood firefighters to demand equal pay to their San Rafael counterparts once negotiations are re-opened.

2. *Chiefs Operation Report:* Roach reported he will be meeting with the Captains next week and the rotation of shifts had occurred. Hansell asked the status of staff. Roach replied there is one firefighter on 4850 (disability pay).

3. *Shared Services Agreement with San Rafael:* Every Board member stated their approval with the Agreement. The Board will finalize the agreement at the February Board meeting.

4. *Resolution No. 2014-01 CSD Representatives to MERA Board of Directors:* Nestel was not in favor of Chief Roach being the MERA representative while Kai is the alternate. Read replied the heart and soul of MERA is first responders, the representative needs to understand how the system operates. Nestel commented this is a democracy and the Board should not have staff be their representative. Hansell replied the Representative does not vote on MERA matters without the Boards approval.

M/s Read/Dearborn to approve Resolution No, 2014-01 appointing Roach as representative and Kai as alternate to MERA Board of Directors. Motion carried unanimously.

Recognitions and Board Member Items of Interest

Horne stated Form 700 Conflict of Interest forms are due.

New and Other Business

1. *Letter from Director Kai proposing additional meetings and improvements to communications with the community:* Read requested this item be postponed until Kai is in attendance. Dearborn asked if the Board may use the current email list the Recreation Department holds. DeMarta replied no, anyone interested in receiving Board communications would have to opt-in to a separate email list. Cameron Case commented while he understands educating the public is of great importance he asked the Board to be considerate of staff, adding another meeting may not be the wise choice.

2. *Board Action items status:* No update.

3. *Other New Business:* Day stated he will give Horne his spreadsheet with his calculations.

Hansell commented in regards to Bridge Housing the project is still a ways off, the County is just now in the process of hiring a consultant for an EIR.

The date of the next Regular Board meeting is February 11, 2014 at 7:30PM.

The meeting was adjourned at 10:00PM.

Respectfully submitted,
Carolyn Sullivan

Recreation Report – January 2014

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Shane DeMarta, Recreation Director

Holiday Camp:

Holiday Camp was extremely successful this year; attendance was up by 25% and we brought in over \$5,000 in additional net revenue. We are one of the few centers that offer camp over winter break, it's been a great way to get new campers to feed into our summer day camps.

Mid-Winter camp is scheduled for Feb. 18-21st and will be held at Miller Creek Middle School.

Winter Classes:

Registration for winter programs has been very strong; some of our most popular programs are listed below:

- Tae Kwon Do (children & teens)
- Tennis (children, teens, adults)
- ZUMBA Fitness (adults & teens)
- Ballet (children)
- Mini-Sports (children)
- Yoga (teens & adults)
- Parents Night Out (children)
- Babysitter (teens)
- CPR & First Aid (teens and adults)

Winter Special Events:

- Café Marinwood presents... Swing Night. Saturday, Jan 11th
 - Featuring music by, Steve Lucky and the Rhumba Bums
 - Free dance lessons
 - Martini Bar
 - Free Child Care
- "Raise a Glass" Winter Wine Tasting (Saturday, February 8th)

This wine tasting event is one of our most popular events of the season. This year we will feature 10 local wineries including well-known names such as, *Cline*, *Gundlach* Bundschu, and *Tin Barn*. In addition to wine tasting there will be live Gypsy Jazz music by Éclair de Lune, free child care and appetizers by Marinwood Market.

2014 Camp and Pool Fee Recommendations:

Camp: We are recommending a 6% increase in camp fees for this summer.

Pool: We are recommending that we streamline pool rates for 2014. In order to for the rates to make "sense" moving forward we used the Resident Individual rate as a baseline in order to figure out all other rates. An explanation of rate structure will happen at the meeting.

2014 Summer Camp Comparisons

Proposed 2013 Rates

| Agency | Marinwood |
|------------------|-----------------------|
| Rates/ Week | |
| Resident | \$160 |
| Non- Resident | \$188 |
| Daily Drop-In | \$42 |
| Extended Care/Wk | \$100 |
| Price/ Hour | R: \$5.33, NR: \$6.27 |

| Agency | Mill Valley |
|------------------|-----------------------|
| Rates/ Week | |
| Resident | (A) \$206 (B) \$259 |
| Non- Resident | \$51 (6.5 hours) |
| Daily Drop-In | n/a |
| Extended Care/Wk | (A) \$6.33 (B) \$5.18 |

| Agency | San Rafael |
|------------------|-----------------------|
| Rates/ Week | |
| Resident | \$173 |
| Non- Resident | \$184 |
| Daily Drop-In | n/a |
| Extended Care/Wk | n/a |
| Price/ Hour | R: \$5.67, NR: \$6.00 |

| Agency | Novato |
|------------------|--------|
| Rates/ Week | |
| Resident | 173* |
| Non- Resident | n/a |
| Daily Drop-In | n/a |
| Extended Care/Wk | n/a |
| Price/ Hour | \$4.94 |

| Agency | Strawberry |
|------------------|------------|
| Rates/ Week | |
| Resident | \$265 |
| Non- Resident | n/a |
| Daily Drop-In | n/a |
| Extended Care/Wk | \$30 |
| Price/ Hour | \$7.57 |

Proposed 2014 Rates

| Agency | Marinwood |
|------------------|-----------------------|
| Rates/Week | |
| Resident | \$170 |
| Non-Resident | \$199 |
| Daily Drop-in | \$42 |
| Extended Care/Wk | \$100 |
| Price/Hour | R: \$5.66, NR: \$6.63 |

| Agency | Mill Valley |
|------------------|-----------------------|
| Rates/ Week | |
| Resident | (A) \$216 (B) \$272 |
| Non- Resident | \$51 (6.5 hours) |
| Daily Drop-In | n/a |
| Extended Care/Wk | (A) \$6.65 (B) \$8.36 |

| Agency | San Rafael |
|------------------|-----------------------|
| Rates/ Week | |
| Resident | \$182 |
| Non- Resident | \$193 |
| Daily Drop-In | n/a |
| Extended Care/Wk | n/a |
| Price/ Hour | R: \$6.06, NR: \$6.43 |

| Agency | Novato |
|------------------|--------|
| Rates/ Week | |
| Resident | 182* |
| Non- Resident | n/a |
| Daily Drop-In | n/a |
| Extended Care/Wk | n/a |
| Price/ Hour | \$6.06 |

| Agency | Strawberry |
|------------------|------------|
| Rates/ Week | |
| Resident | \$265 |
| Non- Resident | n/a |
| Daily Drop-In | n/a |
| Extended Care/Wk | \$30 |
| Price/ Hour | \$7.57 |

(A) 9:30-4:00
(B) 8:00-6:00

* Field Trips have an additional fee

2014 Marinwood Pool Membership Fee Proposal

| | <u>2013</u> | <u>2014</u> | <u>% increase</u> |
|------------------------|-------------|-------------|-------------------|
| Resident Family | \$292 | \$311 | 7% |
| Additional member | \$21 | \$21 | |
| Resident Individual | \$150 | \$158 | 5% |
| Resident Couple | \$207 | \$237 | 14% |
| Resident Senior | \$95 | \$119 | 25% |
| Resident Senior Couple | \$182 | \$179 | -2% |
| | | | |
| NR Family | \$374 | \$389 | 4% |
| Additional member | \$32 | \$32 | |
| NR Individual | \$207 | \$198 | -5% |
| NR Couple | \$265 | \$297 | 12% |
| NR Senior | \$148 | \$149 | 1% |
| NR Senior Couple | \$224 | \$224 | 0% |

2014 Pool Rates Comparison

| | Marinwood 2013 | | Marinwood 2014 | | Terra Linda 2014 | | Hamilton 2014 | |
|---------------------|----------------------|-------|-----------------------|-------|---------------------|---------------------|----------------------|---------------------|
| Daily Drop-in | non-res | res | non-res | res | non-res | res | non-res | res |
| Adult | \$8 | \$7 | \$8 | \$7 | \$9 | \$5 | \$9 | \$5 |
| Child | \$7 | \$6 | \$7 | \$6 | \$7 | \$4 | \$7 | \$4 |
| Senior babies | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Deck use | (<1) free | free | (<1) free | free | free | free | (<1) free | free |
| | n/a | n/a | n/a | n/a | n/a | n/a | n/a | n/a |
| Punch Passes | | | | | | | | |
| # of punches | 5 | 5 | 5 | 5 | 15 | 15 | 15 | 15 |
| Price | \$30 | \$25 | \$30 | \$25 | \$71 | \$67 | \$78 | \$71 |
| Price per visit | \$6 | \$5 | \$6 | \$5 | \$4.73 | \$4.46 | \$5.20 | \$4.73 |
| Membership | | | | | | | | |
| Season | 4/1-10/18 (28 weeks) | | 3/31-10/17 (28 weeks) | | 4/4-9/28 (25 weeks) | | 5/17-9/28 (19 weeks) | |
| Family | (3-4) \$374 | \$292 | (3-4) \$389 | \$311 | (3) \$323 | \$308 | (3) \$290 | \$264 |
| Additional member | \$32 | \$21 | \$32 | \$21 | \$46, \$16, \$40... | \$42, \$17, \$40... | \$36, \$35, \$40... | \$36, \$35, \$40... |
| Individual | \$207 | \$150 | \$198 | \$158 | \$222 | \$211 | \$182 | \$165 |
| Couple | \$265 | \$207 | \$297 | \$237 | \$286 | \$272 | \$242 | \$220 |
| Senior | (60+) \$148 | \$95 | (60+) \$149 | \$119 | (50+) \$148 | \$141 | \$157 | \$143 |
| Senior Couple | \$224 | \$182 | \$224 | \$179 | \$222 | \$211 | \$182 | \$165 |

**Marinwood CSD
Budget 2014- 2015, Summary of all Departments**

1/24/14:
THIS CURRENT DRAFT
DOES NOT REFLECT
PROPOSED CHANGES
TO CAMP AND POOL
RATES 0

July 1, 2014 Beginning Balance:

| |
|---------------------------------|
| Marin Co. Fund 73700 |
| Wells Fargo Payroll |
| Wells Fargo Savings |
| <u>Cash on Hand for Deposit</u> |
| Total |

0 Fund Balance

OPERATIONS

| Revenue | Department | Revenue |
|---------|-----------------------|------------------|
| | Park Department | 331,388 |
| | Recreation Department | 1,258,092 |
| | Fire Department | 1,626,645 |
| | Street Light | 23,960 |
| | <u>Property Tax</u> | <u>1,438,340</u> |
| | Total | 4,678,425 |

Revenue 4,678,425

| Operating Expense | Department | Expenditures |
|-------------------|-----------------------|------------------|
| | Park Department | 680,121 |
| | Recreation Department | 1,708,863 |
| | Fire Department | 2,202,940 |
| | <u>Street Light</u> | <u>23,960</u> |
| | Total | 4,615,885 |

| Capital Expense | Department | Capital Expenditures |
|-----------------|-----------------------|----------------------|
| | Park Department | 0 |
| | Recreation Department | 0 |
| | Fire Department | 59,238 |
| | <u>Street Light</u> | <u>0</u> |
| | Total | 59,238 |

Expenditure (4,675,123)

Net Operational and Capital 3,302

| Reserves and Contingencies | |
|---|----------------|
| Reserve for Capital replacement; 2.25% of total revenue | 110,000 |
| Unfunded Liabilities Reserve; 3.25% of total revenue | 146,000 |
| <u>Fund Balance restoration; 1% of total revenue</u> | <u>45,000</u> |
| Total | 301,000 |

Contingencies (301,000)

Projected Change in Available Fund Balance: (297,698)

Projected Available Fund Balance as of June 30, 2015: (297,698)

Marinwood Community Services District
Fiscal Year 2013-2014 Budget to Actuals Comparison
as of 12/31/13

| Department | Budget 2013-14 | Actual to 12/31/13 | % | Projected 6/30/14 | Proposed 2014/15 | |
|---|-----------------------|---------------------------|--------------|--------------------------|-------------------------|------------------|
| Park | | | | | | |
| Revenue | | | | | | |
| Taxes | 311,872 | 180,153 | 57.8% | 0 | 359,585 | 15.30% |
| Special Taxes | 320,281 | 176,048 | 55.0% | 0 | 328,644 | 2.61% |
| <u>Miscellaneous</u> | <u>2,599</u> | <u>356</u> | <u>13.7%</u> | <u>0</u> | <u>2,744</u> | |
| Total | 634,752 | 356,556 | 56.2% | 0 | 690,973 | 8.86% |
| Expenditure | | | | | | |
| Salaries and Benefits | 525,692 | 265,364 | 50.5% | 0 | 560,532 | 6.63% |
| Services and Supplies | 115,265 | 93,343 | 81.0% | 0 | 117,655 | 2.07% |
| Debt Service | 1,934 | 1,816 | 93.9% | 0 | 1,934 | 0.00% |
| <u>Capital Expenditure</u> | <u>0</u> | <u>0</u> | | <u>0</u> | <u>0</u> | |
| Total | 642,891 | 360,524 | 56.1% | 0 | 680,121 | 5.79% |
| <i>Park Revenue minus Expenditure</i> | <i>-8,139</i> | <i>-3,968</i> | | <i>0</i> | <i>10,852</i> | |
| Recreation | | | | | | |
| Revenue | | | | | | |
| Taxes | 488,148 | 280,691 | 57.5% | 0 | 503,419 | 3.13% |
| User Fees | 1,330,651 | 664,277 | 49.9% | 0 | 1,253,651 | -5.79% |
| <u>Miscellaneous</u> | <u>4,544</u> | <u>1,003</u> | | <u>0</u> | <u>4,441</u> | -2.27% |
| Total | 1,823,343 | 945,972 | 51.9% | 0 | 1,761,511 | -3.39% |
| Expenditure | | | | | | |
| Salaries and Benefits | 1,205,892 | 641,059 | 53.2% | 0 | 1,192,451 | -1.11% |
| Services and Supplies | 455,947 | 328,819 | 72.1% | 0 | 456,237 | 0.06% |
| Debt Service | 60,356 | 60,356 | 100.0% | 0 | 60,175 | -0.30% |
| <u>Capital Expenditure</u> | <u>81,000</u> | <u>36,717</u> | | <u>0</u> | <u>0</u> | |
| Total | 1,803,195 | 1,066,951 | 59.2% | 0 | 1,708,863 | -5.23% |
| <i>Rec Revenue minus Expenditure</i> | <i>20,148</i> | <i>-120,980</i> | | <i>0</i> | <i>52,648</i> | <i>161.31%</i> |
| Fire Department | | | | | | |
| Revenue | | | | | | |
| Taxes | 555,948 | 319,676 | 57.5% | 0 | 575,336 | 3.49% |
| Special Taxes | 938,965 | 516,095 | 55.0% | 0 | 963,336 | 2.60% |
| Contracts for Service | 640,674 | 9,600 | 1.5% | 0 | 644,519 | 0.60% |
| Grants & Reimbursements | 0 | 81,072 | | 0 | 0 | |
| <u>Fees, recoveries, interest</u> | <u>18,977</u> | <u>858</u> | <u>4.5%</u> | <u>0</u> | <u>18,790</u> | -0.99% |
| Total | 2,154,564 | 927,301 | 43.0% | 0 | 2,201,981 | 2.20% |
| Expenditure | | | | | | |
| Salaries and Benefits | 1,872,080 | 983,848 | 52.6% | 0 | 1,918,279 | 2.47% |
| Services and Supplies | 198,741 | 117,602 | 59.2% | 0 | 207,110 | 4.21% |
| Debt Service | 77,735 | 76,699 | 98.7% | 0 | 77,551 | -0.24% |
| <u>Capital Expenditure</u> | <u>0</u> | <u>220</u> | | <u>0</u> | <u>59,238</u> | |
| Total | 2,148,556 | 1,178,369 | 54.8% | 0 | 2,262,178 | 5.29% |
| <i>Fire Dept. Revenue minus Expendi</i> | <i>6,008</i> | <i>-251,067</i> | | <i>0</i> | <i>-60,197</i> | <i>-1102.00%</i> |
| Street Light | | | | | | |
| Revenue | | | | | | |
| Special Taxes | 23,960 | 13,265 | 55.4% | 0 | 23,960 | 0.00% |
| Loan and rebate | 0 | 86,957 | | | | |
| <u>Interest</u> | <u>0</u> | <u>0</u> | | <u>0</u> | <u>0</u> | |
| Total | 23,960 | 100,221 | 418.3% | 0 | 23,960 | 0.00% |
| Expenditure | | | | | | |
| Services and Supplies | 21,750 | 9,348 | 43.0% | 12,188 | 23,960 | 10.16% |
| <u>Capital Expenditure</u> | <u>0</u> | <u>0</u> | | <u>0</u> | <u>0</u> | |
| Total | 21,750 | 9,348 | | 12,188 | 23,960 | 10.16% |
| <i>Street Light Revenue minus Expen</i> | <i>2,210</i> | <i>90,873</i> | | <i>-12,188</i> | <i>0</i> | |
| TOTAL REVENUE | 4,636,619 | 2,330,050 | 50.3% | 0 | 4,678,425 | 0.90% |
| TOTAL EXPENDITURE | 4,616,392 | 2,615,191 | 56.7% | 12,188 | 4,675,123 | 1.27% |
| Change in Fund Balance | 20,227 | -285,141 | | -12,188 | 3,302 | -83.67% |

January 23, 2014

School side tennis court resurfacing

Four of Marinwood CSD's five tennis courts are at Marinwood Community Park. The two original courts – courts nos. 1 & 2 – are located between Miller Creek Road and Miller Creek. Courts 3 & 4 are located across the pedestrian bridge from courts 1 & 2, and are actually on Miller Creek Middle School property. The attached table provides a timeline of the construction and major maintenance contracts for all of the District's courts.

Courts 1& 2 were completely reconstructed in 2008. Courts 3 & 4 are seriously deteriorated, and should be reconstructed as well. Note the disclaimer in the final paragraph of the attached 2011 proposal for resurfacing from Adams.

In 2011, we thought best to rebuild the courts instead of resurface. However, financial and logistical issues prevented timely action for the 2012-13 budget.

In the meantime, for safety reasons, staff recommends that we proceed with resurfacing this summer so that they can continue to be used. Resurfacing should give us at least two years to come up with a long-term plan for the courts. The request for proposals for the work should be issued in April or May, for work to be done in mid-August.

Tom Horne
District Manager

Construction and Maintenance of Marinwood CSD Tennis Courts

| Year | Court | Work | Cost |
|------|----------------|-----------------------|----------|
| 1964 | Park (1 & 2) | Construction | |
| 1968 | Park (1 & 2) | Resurface | 2,288 |
| 1972 | Park (1 & 2) | Lights | 3,769 |
| 1974 | Park (1 & 2) | Resurface | 3,888 |
| 1983 | Park (1 & 2) | Resurface | 3,430 |
| 1991 | Park (1 & 2) | Slipsheet resurfacing | 22,220 |
| 2000 | Park (1 & 2) | Acrylic Resurfacers | 6,295 |
| 2008 | Park (1 & 2) | Re-construction | 52,188 |
| 1974 | School (3 & 4) | Construction | 25,244 |
| 1983 | School (3 & 4) | Resurface | 3,430 |
| 1990 | School (3 & 4) | Slipsheet resurfacing | 25,447 |
| 2000 | School (3 & 4) | Resurface | 6,295 |
| 1990 | Creekside | Construction | 25,500 |
| 2012 | Creekside | Re-paint | In-house |

ADAMS SURFACING
219 DOYLE PARK DRIVE
SANTA ROSA, CA 95405
707 528-9651
FAX 707 544-5349

July 12, 2011

TO: Marinwood Community Services District

Attn.: Thomas Horne, District Manager

Job: Resurfacing 2 Tennis Courts for Marinwood Community Services District

PROPOSAL

1. Run sanding machine over all raised cracks on two courts.
2. Pressure wash entire surface of both courts.
3. Fill all cracks and gouges with Novabond Court Patch and/or Elastamuric Crack Filler.
4. Apply one coat of Acrylic Resurfacer to the entire surface of two courts.
5. Apply three coats of Nova Acrylic Color Coat system. The first two coats will be textured with sand. The final coat is a sealer coat. Colors will be Nova Green and Nova Red.
6. Measure and apply game lines with Novatex white line paint.

PRICE: \$12,900.00 (Twelve thousand nine hundred dollars)

Price good for three months from proposal date.

These courts are in extremely poor condition. The proper fix is complete removal of existing asphalt and re-paving with 2 inches of new asphalt. This proposal above is a quick fix to allow for improved playability for a time. Therefore, Adams Surfacing cannot offer any type of warranty on this project.

Submitted by:



Steve Adams
License #689697

Accepted By:

Date: 7-12-11

Date:

Policy for appointing members to the Marinwood Community Services
District Fire Commission and Park and Recreation Commission

Draft Outline

A. Board appoints commissions

1. Two year terms, with members staggered between even and odd number calendar year appointments.
2. Fire Commission has up to seven members. Members include one alternate, and a representative from CSA 13 appointed by the Lucas Valley Homeowners Association. CSA 13 may also appoint an alternate representative.
3. The Park and Recreation has up to seven members, including one alternate.

B. Appointment process:

1. In every October regular Board meeting, the Board announces terms expiring at end of year, and invites applications. Commissioners whose terms are expiring must submit a letter of interest if they wish to be re-appointed.
2. Board announces vacancies as they occur due to resignation of commissioners.
3. Announced via:
 - a. CSD e-mail lists
 - b. CSD website
 - c. CSD Facebook page
 - d. Local community e-mail lists and groups
 - e. Sign boards
4. Interested residents must submit a letter stating their interest, any specific areas of interest, and any relevant knowledge or skills.
5. Appointments to expiring terms will be done in the January meeting.
6. Applicants are encouraged to attend a Commission meeting prior to appointment.

January 13, 2014

To: Park & Recreation Commission, Board of Directors

From: Gary Harrelson, Park Manager

Subj: Maintenance

PARK- Routine job tasks were performed, turf maintenance, trash pick-up, etc. Due to the lack of rain we have focused our attention toward other projects we couldn't do in the summer months because of the high use in the park. One of the issues we will have to address is the future water restrictions that will be imposed. Right now the irrigation systems are off, as is routine during the winter. When we are scheduled to resume irrigating the park we have options to accommodate MMWD's anticipated requirements. We will leave the water off at the corner of Lucas Valley Road & Miller Creek Road and the area by the shed and tennis courts. The main park and the pool areas we will continue to irrigate. There are a couple of areas that aren't used by the public, the front of the firehouse and community center, meaning they aren't running or playing on the turf. If necessary, we can those areas die - it shows the public we are doing our part to manage our water use and helping to sustain water supplies. If the appearance of green grass is important we can use turf paints the same products you see used in NFL stadiums, the paint lasts about a month after application.

POOL- The pool area is where we have focused on project we can't do when open to the public. Staff has repaired the fencing between the wading pool and main pool. This was rotten and needed to be replaced, the same was true of the bench that runs along the length of the pool. We are replacing the Deck-O-Seal caulking between the coping (edge of the pool) and the actual deck concrete. We are beginning to work up the heaters, pumps, etc for the pool opening in March.

MEDIANS & ISLANDS- The Lion's Club planted bulbs at Marinwood Ave and other locations. I had some pine trees trimmed on Blackstone Dr traffic island. Branches from these trees were putting stress on phone lines. ATT doesn't trim branches away from their lines, and PG&E does around the power only. The pine trees in this island should be removed completely, but the cost to do this is \$4,000 - \$6,000.

January 7, 2014

To: Park & Recreation Commission

From: Gary Harrelson

Subj: Owl Boxes

Tom and I met with a representative of the Hungry Owl Project in December.

We discussed locations and number of owl boxes, costs for maintaining the boxes on an annual basis. Of course people think this is the panacea to the gopher population in the park, it's not. Using natural predators is one tool, in conjunction with trapping. This won't eliminate the pest. Control is what we want to achieved, which is a balance of the food source to the population of the predators. The owls need to have a food source, that food source is gophers, mice and rats. The other consideration is the owls won't just hunt in the park, but throughout the District lands. With that in mind the Community as a whole must be willing to forego baiting/poisoning of the mentioned food sources. The process takes about 90 days, before the installation of the owl boxes. This is to allow the poison that have been used to 1)do what it was intended to do, and 2)to eliminated the poisons from the population of rodents. Why? Because the food source contains poisons that affect reproduction in the owls. In other words, they could die, if they consume the poisoned rodent. So, we have to encourage the cessation of baits.

The number of owls boxes we would start with could be 3-5, the locations could be in the panhandle area and along the base of the open space behind Idlyberry.

Owl Box Costs-

\$400 per box plus tax, installed

\$115 per box plus tax, if we install

Annual cleaning - \$40/box

Hi Tom,

It was lovely to meet with you and Gary earlier this week. Thank you for showing me around the Marinwood Community Park and taking the time to discuss the options available for owl nesting box installations.

As promised I dug out a couple of statistics for you that you may find useful when putting your report together regarding raptor poisonings and rodent consumption by barn owls.

In 2012, approximately 80% of ALL raptors (owls, hawks etc) brought into WildCare, our local wildlife hospital, were tested positive for rodenticide poisoning. Rodenticides are a huge threat to owls, hawks and any wildlife that consume rodents.

A single Barn Owl family can consume 3,000 rodents in a single 4 month breeding cycle and in the greater Bay Area, they frequently have multiple breeding cycles per year. However, owls alone will not completely eliminate rodents. We also recommend removing sources of food, habitat and it will also help to use additional non-toxic methods of pest control (trapping, exclusion etc). Using Barn Owls for rodent control works best for larger properties.

I have attached a link to our website which Gary may find very helpful. It provides detailed information on selecting a safe area for install Barn Owl nesting boxes http://hungryowl.org/nesting_boxes/barnowl_where.html

Also I have attached a copy of our invoice for the consultation and a copy of the W-9. Please can you forward this onto the accounts department.

If you or Gary have any additional questions please let me know and I will try and help you, email is the best way to reach me.

Happy Holidays and Best Wishes, Sandra

Sandra Libreri
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