

MARINWOOD COMMUNITY SERVICES DISTRICT

MINUTES OF PARK AND RECREATION COMMISSION MEETING

April 22, 2014

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

Present:

Commissioners: Chair Izabela Perry, Tom Kunkel, Shane Valentine, Kimberly Call, Eric Dreikosen and Sarah Paoli.

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

Others present: Directors Deana Dearborn, Bill Shea and Justin Kai; Linda Barnello, Sivan Oyserman and Stephen Nestel.

Approval of Agenda

No changes or additions.

Public Comment

Barnello asked if the Maintenance vehicles may drive on the sidewalk. Horne replied yes. Barnello asked if Harrelson uses rat poison in the parks. Harrelson replied that they only use traps and place the dead gophers in the open space to feed larger wildlife.

Nestel commented he appreciates the temporary bathroom facilities, but would like to see a more permanent facility located at the tennis courts.

Minutes of March 25, 2014 Commission Meeting

Call had a correction to the minutes; she had said that she would like the District to 'reduce rodenticide use'.

Review of draft Board Minutes of April 8, 2014

Barnello requested her name be added to the list of attendees. Sullivan apologized.

Kunkel asked Horne to define LAFCO (Local Agency Formation Commission). Horne responded it was formed in the 1960's to encourage the orderly formation and development of local government agencies. They are directed by the State Legislature to conduct service studies and will be examining Marinwood in 2015. Dearborn asked if the Marinwood Board has any power to overrule a LAFCO decision. Horne replied no.

Dreikosen asked if the Commission vacancy was posted. Horne replied yes, on Nextdoor, the CSD website, the community center, etc.

Kunkel asked if Harrelson's position was being eliminated. Horne replied yes, that is the current budget model. Kai stated that decision was at the Board's discretion, but Harrelson did submit a resignation letter. Kunkel replied, which came first, the budget model or the letter. Horne replied, the budget model. Kunkel asked if Harrelson would have been fired if he had not submitted his resignation letter. Kai replied from his perspective he would not be fired. Perry stated Park staff re-structuring discussions have been ongoing for multiple years and the outcome of those discussions are revealed in the 2014/15 Budget.

Budget 2014-15 draft

a. District Manager Position recommendations: Perry stated the last time the Commission discussed this matter was in the summer of 2013 and it had recommended that the Board consider the combined position of District Manager/Fire Chief with Tom Roach filling the role; since then the Board has taken the combined position off the table. Perry stated her personal opinion has changed and would like to see the two positions remain separate. Additionally she added she would not feel comfortable offering the position to someone who has reservations about accepting the position. Barnello interjected that Roach wants the job. Kai interjected that Roach does indeed want the job of District Manager. Valentine commented he acknowledges this is his first meeting as a Commissioner, but feels the Commission members should be able to discuss topics first without being interrupted by the public and/or Board members. Perry agreed and thanked Valentine. Call asked if Roach were to become the District Manager, who would carry out the role of the Fire Chief. Perry replied it would be outsourced to San Rafael as well as to the Marinwood Fire Captains. Call asked what would be the budget implications of that process. Horne replied the total costs are unknown. Perry noted while at first it appeared that this option would save money, it might not be the case in the long run and the CSD would be losing some control of costs to San Rafael. Dreikosen inquired who has the authority for hiring a new District Manager. Horne replied that the Board hires the District Manager, and added that he is only the second Manager hired in the history of the District. He said that his position had been advertised throughout the State and he was interviewed first by a panel and then by the Board in a regular Board meeting. Dreikosen replied there should be a clear procedure for the process which results in hiring the most qualified person for the position. It is a liability to the District to hire someone unqualified. Kai

responded there are two options. The Board may hire from within or seek new candidates. Call replied the CSD needs to look at the larger view and question if the Fire Chiefs qualifications fit the Manager position. Perry commented ultimately it is a Board decision how to proceed, but encouraged all Commissioners to attend Board meetings to maintain up to date on the matter. Dreikosen commented discussion should be centered on the position not the person. Valentine agreed. Perry responded the reason for the specific personal discussion is somewhat related to the fact that Roach has such a stake in this community. He was raised in Marinwood and knows this community very well. Dearborn commented everyone has brought up very good points regarding a vision for Marinwood and a hiring policy. The Commission concluded that they are unable to reach a recommendation due to lack of information specifically regarding budget implications and job description of District Manager.

Barnello stated she is very concerned at the condition of the Maintenance shed and the fact there is no money set aside for repairs or improvements. Harrelson replied the CSD has already discussed this problem. The Park and Recreation Commission had a plan set in place and the money to build a new shed. The project was halted due to a resident threatening legal action. Dearborn asked if there was a work around. Horne replied the CSD would be grandfathered in; in regards to a setback from the creek. Nestel commented he was a Commissioner when the new maintenance shed was being discussed and stated the residents did not want a metal shed to replace the existing structure.

Measure A

Horne reported he had updated the list of projects and commented he agreed with Nestel that a permanent bathroom facility is of importance for the grounds near the tennis courts. The cost of a permanent structure is about \$65,000. Horne urged the new Commissioner's to do a walk through of the CSD grounds with this list in hand. Call commented she would like staff's input as well, the Recreation Department brings in the most revenue, and the Commission should have their priorities in mind as well. DeMarta replied he and Harrelson will sit down and look at the list.

Request from Lucas Valley Estates HOA to include Creekside Park tennis courts in bid process for tennis court resurfacing.

Horne reported he had requested Steve Adams (the winning bid contractor) look at the courts. Adams replied that the surface of the courts is fine, the visible cracking is structural and the courts would need a full re-build, not a re-surfacing which is what is being done to the lower courts. Perry stated the Board should respond to Liz Dale's inquiry, but requested Horne forward Adam's correspondence to Dale. Kai asked if the courts were under warranty. Harrelson replied no, they were built in 1989 and were poorly constructed to begin with. The tennis courts were built by the developer; the CSD had no control over the contract.

Request for Proposals for Landscape Maintenance

Horne reported there will be a mandatory walk-through of the facilities on Friday, April 25, 2014. Perry thanked Dearborn for her help with the RFP.

Proposal for event information signs at Community entrance and Community Center

Perry stated this item was requested by Nestel. Nestel commented the Community needs an official sign board to publicize meetings and events. Perry stated possible locations that were previously discussed were adjacent to the existing wooden Marinwood entrance signs. Nestel replied the signage should be basic and should not cost more than \$500 for materials and he suggested having the Lions Club perform the labor. He added Cameron Case (a current Lion) seemed interested in the project. Perry replied the signs need to be covered and locked to prevent vandalism. Valentine commented he has concerns with aesthetics; he does not want cheap looking signs cluttering the entrances to Marinwood. Call stated most people are numb to these signs, Steve Jobs had the right idea; less is more. Perry noted in regards to public meetings they are always held on the second and fourth Tuesdays of every month. They are consistent and usually never deviate. Dreikosen commented no sign such as the ones presented has ever drawn him in, and they are not appropriate for the entrances to the community, but a possible location could be the Community Center. Nestel stated the Commission does not understand the need for signage, the people of this community have not known about Board elections for the past 15 years, the line of communication needs improvement. Kunkel responded the District does a lovely magazine for people to read, all the information is available. Paoli agreed, having been a past Commissioner years ago the communication from the District has greatly improved, and the website is always up to date. Dreikosen noted added signage will not engage the unengaged. Horne commented the current wooden Marinwood signs were restored by Bob Kaufman a resident of over 40 years and he has kept them looking beautiful. Any added signs in those locations are inappropriate. Perry called for a motion to approve signs be placed on Lucas Valley and Las Gallinas as well as Miller Creek and Marinwood Ave. No motion was made.

M/s Perry/ Dreikosen to look into appropriate signage for Community Center.

Ayes: Perry, Dreikosen, Call, Paoli and Valentine.

Nays: Kunkel.

Nestel left the meeting.

Maintenance and Recreation activities reports

Perry asked if the Commissioners had questions. Kunkel asked about the temporary bathroom facilities. Harrelson replied we'd had one there in the same location in the past. It will be cleaned weekly and be fenced so as to not be too visible.

Commission Priorities for its 2014-15

Call requested this item be moved to the beginning of the May meeting. Commissioners agreed.

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

Valentine suggested the agenda include a time frame per agenda item.

Dreikosen noted Nestel left the meeting a bit annoyed and asked if the Commission should write him a letter. Horne replied the topic is not dead, but it should be noted that the medians in Marinwood are not owned by the CSD. The CSD had to get permission by the County to place the wooden signs that are located in the entrances to the community.

The meeting concluded at 9:35PM.

The date of the next Park and Recreation Commission meeting is May 27, 2014 at 7:30 at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan