

MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, July 22, 2014

7:00 PM – Marinwood Community Park at Tennis Courts

#	Time	Item	Goal
1	7:00 PM	Recreation facility inspection – Marinwood Community Park	Understand maintenance requirements
2	7:30 PM	Public Comment	
3	7:35 PM	Minutes of June 24, 2014 Commission Meeting	Approve
4	7:40 PM	Draft Minutes of July 8, 2014 Board Meeting	Review
5	7:45 PM	Park and Recreation Reports	Review
6	7:55 PM	Q&A on Non-Agenda Items	
7	8:00 PM	Commission Priorities for 2014-15	<i>Tabled to August 26</i>
8	8:00 PM	Community Center signage	<i>Tabled to August 26</i>
	8:00 PM	Adjourn	

Date and time for next Commission meeting: 7:00 PM August 26, 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

June 24, 2014

Time and Place: 7:00 Creekside Park

Present:

Commissioners: Chair Izabela Perry, Tom Kunkel, Shane Valentine, Eric Dreikosen, Sivan Oyserman, and Linda Barnello.

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

Absent: Kimberly Call

Others present: Director Deana Dearborn and Liz Dale.

Recreation Facility Inspection

The Commissioners inspected Creekside park including the play structure, tennis court, creek and large oak tree on the grounds. Dale commented her neighbors are very concerned with the overgrowth of shrubs in the area. She and Fire Chief Roach had inspected some areas of concern in the Upper Lucas Valley area.

Harrelson noted the large oak tree in the center of the park is afflicted with sudden oak death. Harrelson has been and will continue to monitor the tree.

A few Commissioners requested Harrelson remove the padlock on the southern side of the tennis courts.

Public Comment

Dale reiterated her concern of the high weeds in the area and requested that the contracted landscapers attend to the areas in question as soon as possible. She commented Lucas Valley Estates residents pay taxes and this is a safety issue that needs to be resolved.

Minutes of May 27, 2014 Commission Meeting

Kunkel questioned if the Commission already has bylaws in place. Perry replied the Commission has some, but they are not as formal as needed. Horne stated there needs to be language regarding Commission appointments and vacancies.

Kunkel stated Marinwood is a small community and while he supports order he fears the Commission is becoming too bureaucratized. Barnello stated she feels the Brown Act is being violated. Dreikosen responded he understood Kunkel's point of view, but the Commission is a government entity and it is a good idea to have bylaws.

Barnello stated she only had two specific items of interest regarding "Commission Priorities", not Perry's whole list as the minutes reflected. Barnello also stated it was she that requested the job descriptions in the Commission packet, not Perry. Kunkel asked if the Maintenance schedule has been reviewed. Perry replied not yet, she would like to review it as well as digitize the schedule for the future. Dearborn added it is wise to keep things in writing especially once Harrelson departs. Barnello stated she would like to shadow Harrelson for a day. Harrelson responded no, he cannot have a citizen follow him for liability reasons.

M/s Dreikosen/ Kunkel to approve minutes of May 27, 2014. Ayes: Dreikosen, Perry, Kunkel, Barnello and Oyserman. Abstain: Paoli and Valentine. Absent: Call.

Review of draft Board Minutes of June 10, 2014

No comments.

Park and Recreation activities reports

Harrelson commented the horseshoe pits were upgraded thanks to a crew of volunteers. Perry requested the Commission write a letter of thanks. Barnello questioned why there are hay bales near the maintenance shed. Harrelson replied they are used for erosion control. Oyserman asked if there was something the staff could do about the amount of garbage that is collected in the trash cans on weekends. DeMarta replied the lifeguards collect the trash in the park on weekends and bring it to the large dumpster. Perry stated it would be nice to somehow relay to the public that leaving trash outside the designated cans is prohibited. DeMarta stated he could try to organize a more frequent schedule for park trash cans to be emptied.

DeMarta commented summer programs are in full swing. Dreikosen asked how many kids attend the camps. DeMarta replied 300-500 per day. Music in the Park begins Friday the 27th from 6-8. Dearborn asked if all the camps are full. DeMarta replied yes, for the most part, but there might be some availability in the older age camps. DeMarta added as of today the Recreation department has already surpassed gross revenue for all of summer 2013. Dearborn asked if the camp is too crowded. DeMarta replied the camps have spread out and the Recreation department has secured two satellite locations, Miller Creek School and Dixie School. Dreikosen asked if Mary Silveira has a summer camp. Paoli

responded it is only daycare. Kunkel asked if there is an agency that rates summer camps. DeMarta replied no. Horne added the growth in the Recreation department speaks for itself. Oysserman thanked staff, the tot pool situation has gotten better.

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

Oysserman asked if there could be a stop sign placed at Cedarberry. Perry replied the MCSD has tried, the County will not place one.

Commission Priorities for its 2014-15

Perry asked the Commissioners to state their priorities for the upcoming year. Oysserman replied her topics of interest are the tot pool, and implementing more parent tot programs.

Paoli commented she would like to see more programming aimed for special needs students, specifically swim lessons. Valentine commented he doesn't have any specific projects per se, but would like to see a shift in the current culture of Marinwood. Valentine stated he was taken aback at a recent Commission meeting when it seemed the public had taken control over the conversation and began dictating the meeting. Barnello replied according to the Brown Act she had the right to speak. Valentine replied it is not a matter of legality; it is a matter of politeness and culture. Horne added, the public may speak at meetings, but may not have an equal participation in the meetings. Horne noted it seems Valentine and Dreikosen are on the same wavelength re: bylaws. Dreikosen commented it is a political time in the community right now, but as with anything it will pass with time. Barnello commented she had spoken to Hansell and was under the impression that meetings were a time for debate. Dearborn stated Board meetings differ from Commission meetings, and she is thankful for the voluntary position the Commissioners have undertaken, she acknowledged the culture is not the best right now.

Kunkel commented he has no specific priorities. He was asked to be on the Commission many years ago and has enjoyed his time. He commented he is very disappointed the Board decided to outsource Park maintenance duties and is very disappointed the Board decided to release the Park Manager. Kunkel commented his past interests have centered on the creek and open space preservation and assuring our parks are for children and families, not animals. He added he would like to see maintenance staff have a presence on the grounds until 5pm.

Dearborn asked when Harrelson departs if DeMarta will take over some of manager responsibilities. Horne replied yes in regards to Recreation facilities.

Community Center Signage

Perry distributed some documents for review by the Commissioners. Commissioners will review and come back with any questions or suggestions.

The meeting concluded at 8:40PM.

The date of the next Park and Recreation Commission meeting is July 22, 2014 at 7:00at the Marinwood Community Park.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday July 8, 2014

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

Present:

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

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Joel White, Esteban Cespedes and Brian Smith, Park Manager Gary Harrelson, Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Izabela Perry and Linda Barnello.

Fire Commissioners: Ron Marinoff.

Others Present: Katie Roach, Stephen Nestel and Walter Dods.

Call to Order and Pledge of Allegiance

Agenda

Horne stated the letters to the County Supervisors are ready for signatures.

Financial Matters

1. *Current FY Budget status:* Horne reported the fiscal year had ended on June 30th. The budget had ended with about \$150,000 to the black. Hansell commented the recreation budget was impressive; revenue increased by \$259,000 while maintaining expenses. Barnello asked what is done with the \$150,000. Hansell replied it is operationally positive, but the overall timeline of budget still needs more money dedicated to capital expenditures and unfunded liabilities. Barnello asked if we could use the money to save the Park Manager position. Hansell replied the budget is set assuming the outsourcing and the CSD still needs to address long term savings. Dearborn stated the CSD does borrow about \$400,000/year from the County due to the timetable of receiving property taxes.

2. *District Manager Position:*

a. *Timetable for hiring:* Hansell commented he had been involved in the executive search for the Marin Food Bank and stated it was helpful to have an involved Board. Horne commented page four of Andres' letter provides a schedule. Hansell commented the sample schedule is about 14-16 weeks with a breakdown of tasks and allows for Board discussion, a few months to accept applications and has the new employee beginning in December 2014.

b. *Proposals for Executive Search services:* Horne suggested holding a special meeting to interview a few of the companies who had submitted proposals. Nestel requested that the Board search for a District Manager from the private sector. Hansell commented the Board had received four proposals: IMS Consulting \$5,500, hourly rate \$95, Regional Government Services \$10,000, CPS HR Consulting \$17,000 with \$4,500-6,000 reimbursable expense estimate and Koff and Associates \$18,000 with \$7,000 reimbursable expense estimate. Read commented she likes CPS HR Consulting, they offer a two year guarantee. If the employee leaves the position within two years they will conduct a free search. Dearborn commented she would prefer IMS Consulting. Some of the proposals seem too large scale for the needs of this community. Shea commented he agreed with Dearborn, CPS seems a bit too costly for our needs and added he does not like the idea of going through more bureaucracy. Kai commented it is important to look at the private sector not just government or non-profit entities. Horne stated he had spoken with representatives from the companies. Koff and Associates have a very specific process, but seem too large for the needs of this District; he added he is more comfortable with IMS Consulting. Mr. Anders from IMS is a former City Manager and is knowledgeable about CSD's. The CSD has used the services of Regional Government Services in the past and would be comfortable using them again, and CPS has a very good reputation. Nestel asked the Board to keep in mind the scale of the District as it only employs twenty full time employees. Perry agreed and commented this District is not large, and feels the success of the search will lie in the job description. Perry added the Board should have a specific idea of what they want to see in a new District Manager. Dods suggested the Board interview the potential companies for the executive search. Barnello asked where Horne gathered the list of companies. Horne replied CSDA list serve. Hansell commented all Board members should sign up for the CSDA list serve, it is very worthwhile. Hansell added he recognizes Horne's recommendation of IMS Consulting, Andres seems economical and well versed, but CPS seems very detail orientated with a good recruitment aspect.

M/s Read/Kai to interview CPS HR Consulting and IMS Consulting with expectation hiring one or the other to assist in the District Manager search. Motion carried unanimously.

Horne will contact the two companies and set up a special meeting before the August Board meeting.

c. *Review draft job description:* Horne reported the draft has been through the Personnel Committee. Dearborn commented she has a few additions regarding language about facility maintenance and operations as well as developing procedures and policies. She added this draft is not detailed enough. Hansell replied the Board will continue to work on this draft and requested Dearborn give her changes to Horne.

Seed Fund Solar Electric Project

Horne reported he had received an email today; the status is that the contractor is in negotiations with San Rafael regarding the discount date and the percentage of discount. Horne hopes to see a representative at the August Board meeting. Nestel stated he had spoken to someone who had installed solar and is expected to see a return after three years, not the twelve that is estimated in the proposed project. He argued that it is a waste of time dealing with one vendor. Horne replied the vendor was chosen by San Rafael after a lengthy vetting process and added he has never heard of a three year return on investment regarding solar projects. Dearborn stated there is usually a ten year average of return.

Open Time for Items not on Agenda

Dods asked the status of the paramedic tax election. Roach replied he has no update.

Consent Calendar

1. *Minutes of Regular meeting of June 10, 2014*: Dods would like to clarify in regards to the past Fire Chief; he was speaking about Chief Long, not Chief Neuhaus. Dearborn commented discussion regarding recommendations and interviewing of the new District Manager was more detailed than was reflected in the minutes.

2. *Bills paid nos. 1056-1280*:

M/s Dearborn/ Kai to approve consent calendar. Ayes: Dearborn, Kai, Shea and Hansell. Abstaining: Read.

Correspondence

a. *Letter to LAFCO re: service study*: Hansell read aloud the letter (see Board packet for full letter). Barnello asked how the District will be engaged. Hansell replied LAFCO has a very specific process, it is their review. Horne added LAFCO will send a detailed questionnaire to begin the review. Marinoff commented the Board should re-affirm to LAFCO that the MCSD should have Silveira ranch and Grady ranch in its sphere of influence. Nestel commented if it is for non-profit purposes it will become a liability. Marinoff replied Nestel is mistaken; the fire tax is a square footage tax.

Fire Department Matters

1. *Minutes of Fire Commission meeting of July 1, 2014*: Marinoff stated the Hoytt's need to take care of the weed abatement at the Marinwood Plaza. Roach agreed, he stated he has asked repeatedly for the weeds to be trimmed and maintained and has received no answer. Roach would like to send a letter requesting the issue be resolved within two weeks; if the problem is not resolved the CSD should hire someone to do the work and send the bill to the Hoytt's and as a last resort place a lean on the property. The Board supports Roach's recommendations.

2. *Fire Chief Operations Report*: Roach reported the Department had a strike team dispatched to Napa County. The shared services agreement is underway and White had the opportunity to work at a San Rafael station last week. White commented the shift went smoothly and stated good things will come from this agreement. Kai asked if Roach could provide any information on the two suspicious fires that had occurred in Marinwood and San Rafael. Roach replied it is an ongoing investigation and he may not comment at this point. Nestel inquired about a brush fire in Lucas Valley. Roach replied it was most likely a campfire, the department as well as the Sherriff were notified and are keeping a watchful eye in the area.

3. *Purchase Type 1 Fire Engine*:

a. *Approve purchase form KME*: Roach reported if the District were to receive the down payment from CSA 13 it would be quite helpful in reducing the lease payments. Shea re-affirmed that this was all vetted through the Fire Commission. Dearborn asked the life span of the engine. Roach responded about 15-20 years. Kai commented he understood the need for the engine, but with the new potential development changes coming to the District he questioned whether it would be wiser to postpone the purchase. Roach stated the engine will fit the District needs and mutual aid will assist as well. Hansell commented he appreciated all the work done on this project.

M/s Read/ Shea to approve purchase from KME. Motion carried unanimously.

b. *Authorize Fire Chief to negotiate financing*: Marinoff commented Roach should speak to Connolly regarding the down payment from CSA 13. Hansell agreed, and thanked Marinoff for his out-of-the box thinking in regards to the financial payment from CSA 13.

M/s Shea/ Dearborn to authorize Fire Chief to negotiate financing. Motion carried unanimously.

c. *Request CSA 13 prepayment of pro-rata share of purchase cost*:

M/s Shea/ Dearborn to request CSA 13 prepayment of pro-rata share of purchase cost. Motion carried unanimously.

4. *Marinwood Firefighters Union*:

a. *Implementation of paramedic firefighter position*: Horne reported no meeting date had been set and Bagala is out of state.

b. *Negotiations re: wages only as provided in MOU*: Horne reported he had received no response from Bagala. Hansell asked if the contract changes were made. Horne reported the contract changes were made 7/1/2014.

Park and Recreation Matters

1. *Report of P&R Commission meeting of June 24, 2014*: Dearborn asked if the request made by Dale was taken care of. Harrelson replied his staff had trimmed the weeds at the playground which is CSD property and the outsourced crew will begin their work there on Friday. Roach stated he has asked the Conservation Corp to assist in the areas not on CSD property. Dearborn asked if the padlock has been removed from the tennis courts. Harrelson replied yes. Barnello stated she saw a tree swing in the area. Harrelson replied he and his staff remove them.
2. *Community Landscape maintenance outsourcing*: Horne reported they will begin Friday.
3. *Recreation and Maintenance activities update*: DeMarta reported summer is in full swing and our programming is spread out over three campuses. Revenue is higher than expected and the staff is beginning to work on fall programming. Dearborn commented DeMarta reported he had finished staff evaluations. DeMarta replied yes he had sat down with his staff prior to the start of summer to go through expectations and goals. Nestel asked who acquires the liquor license for the recreation programs. DeMarta replied we are sponsored by the Lions Club and are required to have a liquor license provided by ABC (Alcoholic Beverage Control). Dearborn commented she has been impressed with the summer camps. They are safe, well organized and the staff has been great. She requested the department raise prices for next year. Hansell commented he had noticed drivers in the community speeding. DeMarta replied yes he had noticed this issue as well and had contacted the Sherriff. The Sherriff had come out to increase patrols in the area and issued citations. White commented traffic due to swim meets has been out of control. Hnasell suggested DeMarta speak to the Waterdevils.

New and Other Business

1. *Amend Contract with CalPERS to provide additional two years service credit.*
 - a. *Approve Certification of Compliance with Government Code Section 20903*: Horne reported the Park Manager position is being eliminated before his retirement age and this opens the window to provide a two year service credit. Shea asked if this is a one-time only situation. Horne replied yes, it is specific to only the Park Manager.
M/s Read/Kai to approve Certification of Compliance with Government Code Section 20903.
Motion carried unanimously.
 - b. *Resolution of Intention to Approve an Amendment to Contract*:
M/s Shea/ Read to approve Resolution of Intention to Approve an Amendment to Contract. Motion carried unanimously.
2. *Board Action items status*: No updates.
3. *Other new business*: No updates.

Committee Reports

No report.

Recognitions and Board Member Items of Interest

Hansell thanked the firefighters for the fourth of July pancake breakfast. Hansell also thanked the Lions Club and their volunteers for helping fix up the horseshoe pit.

Kai requested the email correspondence be sent by Horne regarding parcel taxes and requested discussion be placed on the August agenda with Greg Stepanicich present. Dearborn replied she would hesitate to invite Stepanicich as this point in time if the CSD would be billed. Hansell agreed to place it on the agenda.

The date of the next Regular Board meeting is August 8, 2014 at 7:30PM.

The meeting was adjourned at 10:15PM.

Respectfully submitted,
Carolyn Sullivan

July 7, 2014

To: Board of Directors and P&R Commission

From: Gary Harrelson

Subj: Maintenance (updated 7-17-14)

PARK - Routine turf maintenance was performed; we are now splitting days to mow because the camps begin around 8:30am. It takes about three hours to do the mowing, edging and backpack blowing. We also empty all of the trash containers throughout the park.

The tennis courts are being patched and recoated. Remember this is just a patch, the courts will start cracking within 2-3 months. You may get 2-3years of play before having to completely renovate them.

COMMUNITY CENTER - I had to come in early to remove and replaced a toilet. There was a plastic knife stuck in the toilet that caused paper towels to stop the water flow. Repairs were made to the Men's' room door, someone had kicked out the vent/grill.

POOL - We had the power supply unit repaired earlier this season. That did not address the problem of production as I thought it would. The problem turned out to be the actual cell. What is happening is we are operating the cell 24/7 during the season at 100% capacity. Based on the bather loads we require at least two of these units, three would be better. Essentially, we are burning the unit out trying to keep-up with demand, so instead of lasting 5 - 7years we are replacing it in 2 - 3years. These units cost \$19,000; we have replaced the cell twice. Cost of the unit when new is \$40,000 to \$45,000. We received the unit last week; one part was missing and should be delivered Monday. We will then install and calibrate the unit.

MISC - I responded to a question from a resident regarding a tree in the open space adjacent to their property. They wanted to know if it was dead and who was responsible to remove it. Turned out the tree was on their property, it was dead and two other trees next to it were also dying. The cause was /is the extended drought, the tree was planted outside of its normal/preferred environment, with those factors affecting the tree insects and disease began attacking the weakened trees. Another resident complained about dumping in a traffic island, this was by one of the neighbors. The island in question belonged to a homeowners' association and not our responsibility, to find this out I had to research the county assessor office records.

The landscape contractor has started. In house staff is no longer doing maintenance on the islands, median strips, walkways and signs.