

MARINWOOD PARK AND RECREATION COMMISSION

**AGENDA FOR P&R COMMISSION MEETING**

**Tuesday, February 25, 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 January 28, 2014 Commission meeting
4. Review of draft Board Minutes of February 11, 2014
5. Budget 2014-15 - *draft*
6. Measure A
  - a. Allocation and 2013-14 revenue
  - b. FY 2014-15 budget Measure A-funded items
  - c. Long-term Measure A funding plan
7. Maintenance and Recreation activities reports
8. Goals and Objectives for the Recreation Department in 2014-15
9. Commission priorities for its 2014-15 work plan
10. Q&A – discussion with staff re: items not otherwise covered on the agenda
11. Date and time for next Commission meeting: March 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

**January 28, 2014**

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

**Present:**

Commissioners: Chair Izabela Perry, Tom Kunkel, Eammon O'Brien and Sarah Paoli.

Absent: Kimberly Call.

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

Others present: Directors: Deana Dearborn, Bill Shea and Justin Kai, Linda Barnello, Eric Dreikosen and Chris Hanson.

**Approval of Agenda**

Perry asked Commissioners and staff introduce themselves to everyone in the room.

**Public Comment**

No comments.

**Minutes of November 26, 2013 Commission Meeting**

M/s Kunkel/O'Brien to approve minutes of November 26, 2013 Commission Meeting.

Approved unanimously.

**Review of draft Board Minutes of January 14, 2014**

No comments.

**Summer program 2014 budget recommendations**

Perry noted for full disclosure she had met with DeMarta, Bruton and Fretwell last week to discuss their recommendations. She said the staff had taken great time and consideration in coming up with these recommendations.

Pool: Fretwell stated 2013 was the best pool season the District had seen in awhile, with strong revenues good attendance. This year the fee structure is designed in a very organized manner. The fee structure is based upon a resident individual rate and all other memberships derive from that. In the past there has been no structure for our membership fees; if these recommendations are accepted all memberships in the future will have an increase of the same percentage. Barnello objected to the amount of increase for the "resident senior" membership. Perry replied the 2013 fee was unreasonably low and the proposed price would be in line with other pools in the area, not to mention our facility offers a longer season. DeMarta reiterated the 2013 rate was disproportionately low, even some of the senior rate members agreed. The staff has worked hard to increase lap swim times and try to accommodate all members. The proposed increase in question equates to \$24 over a 28 week pool season, or about a dollar a week for seniors. Fretwell added in comparison with nearby pool facilities Marinwood has a longer season and a larger discount for its residents. O'Brien asked if staff would consider a smaller increase for resident seniors. DeMarta replied if the Commission would like to decrease the proposed recommendation that is their decision, but noted that lap swim hours – the activity where most seniors are represented - are the most expensive to staff. Paoli noted a 25% increase is high, but she understands why staff has made these recommendations. Dearborn asked if Marinwood would be offering any Groupon deals. DeMarta replied yes, they have worked in the District's favor in the past, and last year we were able to find a good balance. He added that the redemption rates are quite low and our operational costs do not change. Perry commented it has become a good marketing tool. Shea asked the qualification age for a "senior". Fretwell replied 60. Dearborn asked if Marinwood takes into account hardship circumstances. DeMarta replied Marinwood offers a few scholarship memberships as well as payment plans. Kai reiterated DeMarta's sentiment in regards to lap swimmers willing to pay more for their memberships. The lap swimmers do appreciate the less crowded facilities and are willing to pay for that luxury.

M/s Perry/Kunkel to approve the recommendations presented by staff for the 2014 pool rate schedule.

Ayes: Kunkel, Paoli and Perry. Nays: O'Brien.

O'Brien commented his nay was representative. If the Board decides the increase to seniors to too large the Commission would like to see a 12.5% increase or \$12 increase for the season, and the same percent the following year.

Summer Day Camps: Robyn Bruton presented the staff recommendation of a 6% increase to the summer camp programs. Even with this proposed increase Marinwood will stay competitive with other camp options. This year Marinwood will be offering more camp options and have secured the Dixie School campus for additional space. Perry stated when one looks at the summer comparison spreadsheet they will see the pool facility earning about \$50,000 while the summer programs bring in \$200,000. O'Brien commented the drop-in rate will remain the same. Bruton replied yes. O'Brien added he had heard complaints from local daycares saying Marinwood is "stealing" their clientele over the summer months, due to our high quality and reasonable rates. Dearborn commented the rates for residents are good. Horne commented in the economic downfall of a few years ago he saw other recreation programs failing, but DeMarta discovered a great model of offering high quality traditional summer day camps that still maintain affordability.

M/s Perry/Paoli to approve staff recommendations for 2014 summer camp rates.  
Motion carried unanimously.

#### **Budget 2014/15**

Perry asked if there was an increase to property taxes. Horne replied the County is suggesting 4%, while he is estimating about 3.5%. Perry asked about the 4% salary increases. Horne replied they are built-in step increases, but noted that the Recreation employees have greatly increased their productivity only to see their paychecks decrease. He would like to see wage increases in recognition of the success of Recreation staff in increasing programs and participation. Horne stated staff will be working on line-by-line budget estimates next week.

#### **Earth Day observation ideas**

Perry would like to see a simple project, but with high visibility to the community. Horne stated the project needs to be within our grounds and be simple enough for everyone to participate, and they should not be maintenance. Paoli commented she hesitates to do a project on Earth Day, it's a Tuesday and there are so many other activities planned around that time. Harrelson added he would hesitate to do any new plantings due to the drought restrictions. Dearborn added it is wise to consider age appropriate participation. Another suggestion would be to offer free childcare so parents can get fully involved. Perry appreciated all the suggestions and stated a Community Day would be appropriate; she will think of some specific projects and come back to the Commission. Harrelson added one project he has done in the past is to have young children find/hunt for acorns, older children can germinate the acorns and the oldest children can help dig and plant the sapling. Getting parent involvement would be critical, but it has worked as a school project in the past. Eric Dreikosen commented that the projects involving youth should have an educational element as well and suggested looking at what other public agencies are planning.

#### **Tennis court resurfacing**

Perry stated this item would be eligible for Measure A funding, additionally the Marinwood Tennis Association has raised about \$4,000 to help with costs. DeMarta commented he had met with Francie Burkhart from the Association and they would like to see a formal bid for the resurfacing. Paoli noted the bid from 2011 was about \$12,900, what is the expected cost for 2014. Horne replied possibly \$14,000. Perry noted she would like the Commission to re-visit the Measure A allocation spreadsheet next month.

#### **Board policy for appointing Commission members**

Horne noted he had drafted the policy and stated it could be attached to the Authority and Responsibilities document. Kunkel stated he disagreed with the requirement that standing Commission members must write a letter of intent to remain on the Commission; since each Commissioner has been vetted by the Board, a letter of intent should be unnecessary for a Commissioner to be re-appointed. Dearborn replied it had been her idea, since as a new Board member she wanted to get to know the Commissioners; the intention is for a written policy. Kunkel stated in regards to potential Commission candidates the District Manager has received 6 letters of intent, only 2 of those candidates are in attendance this evening. He added each Commissioner serves at the pleasure of the Board and at any time the Board may release a Commissioner. The Commission recommended that the wording in the draft policy to read, "Commissioners whose terms are expiring must may submit a letter of interest if they wish to be re-appointed."

#### **Commission Priorities for its 2014-15 work plan**

Tabled.

#### **Maintenance and Recreation activities reports**

Perry asked if Commissioner had any questions on the submitted reports. Kunkel asked if any of the Maintenance staff had approached a woman in the open space walking six dogs. Harrelson replied he had been notified that Kunkel had called the Maintenance office and one crew member did go to the trail head, but failed to see the woman. Kunkel asked if Harrelson would call the woman whose number he had acquired. Harrelson stated he would call her and discuss the open space rules.

Harrelson commented MMWD has placed water restrictions in the area, the landscaped areas in Marinwood use reclaimed water, except Lucas Valley Estates which uses potable water; those residents will see a difference in their landscaped areas. O'Brien replied the CSD should notify the LVE residents of this issue.

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

No other questions.

The meeting concluded at 9:30 PM.

The date of the next Park and Recreation Commission meeting is February 25, 2014 at 7:30 PM at the Marinwood Community Center Classroom.

Respectfully submitted,  
Carolyn Sullivan

# Marinwood Community Services District

Minutes of Board of Directors Meeting  
Tuesday, February 14, 2014

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

**Present:**

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

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Administrative Assistant Carolyn Sullivan, Firefighters: Ryan Brackett, Steve Heine and Brian Smith.

Others present: Linda Barnello, Mike Ralston, Ray Day, Ray Decker, Stephen Nestel and Jonathan Whelan.

**Call to Order and Pledge of Allegiance**

**Agenda**

Barnello asked how items are placed on the agenda. Hansell responded any Board member can contact Horne to have an item placed on the agenda.

**Seed Fund Photovoltaic Project Report**

Jonathan Whelan from the consulting firm Optony presented a power point detailing the possibility of solar energy at Marinwood. Whelan stated all the information about the SEED project is available at:

<http://www.solarroadmap.com/regional-initiatives/seed/>

Nestel asked if Horne was present at the vetting process for the vendor. Horne stated no, he thought it best be left to the professionals as to the vetting process as he does not have expertise in the field. Hansell commented he would like discussion of this project to remain on the agenda. Dearborn stated she had several questions regarding the proposed project and will forward them to Horne for Whelan to answer.

**Fiscal Matters and Long-Range Planning**

1. *FY 2014-15 Budget:* Horne distributed the budget to actual in the packet and confirmed he is working on the variable budget options: Combined Fire Chief/District Manager, new hire District Manager, and Park employee layoffs. Horne had met with Harrelson and Roach to go through line by line, and will next meet with DeMarta. Hansell stated the capital expenditure for the Fire Dept is included in the budget and the end result is \$44,636 in the black. The target of \$300,000 reserves is not being met. Horne agreed, but stated he is compelled to try to save over time to maintain service levels. Horne stated he would like to meet with the Finance Committee to review budget spreadsheets. Hansell added the Personnel Committee needs to reconvene as well. Dearborn asked if salary adjustments were included in this budget. Horne replied it does include a 1% raise for firefighters as negotiated in the MOU as well as engineer differential.

2. *District Manager position- direction to staff re: District Manager position in budget and process to fill the position:* Dearborn asked if the Board can take the combined position off the table. Hansell invited Roach to speak. Roach commented if he were to move into the District Manager position there would need to be some oversight at the Fire Department. Read stated with the Shared Services agreement Marinwood may use San Rafael Battalion Chiefs. Hansell commented that the Personnel Committee met and Fire Commissioner Jim Rey had reservations about the combined position, he does not believe it will work. Dearborn agreed and stated she is not in favor of combining the District Manager and Fire Chief roles, but she is not against having Roach be considered for the District Manager position. Hansell stated it is not required to have an RFP for District Manager, but it might be a good idea. Kai commented it makes sense to consider Roach for the Manager role; he will have the time and knowledge to continue to work on Fire department issues as well as the ability to shadow Horne for some time before the transition. Horne stated he does not have a fixed timeline for retirement, but it should be in an orderly fashion. Hansell noted after Horne retires he may still be available to the District as a consultant if he chooses for a maximum of 1,000/hr a year. Shea stated he does not approve of a combined position. Horne noted the District may not be able to afford the market rate for a District Manager or Fire Chief at the moment. Hansell asked if Roach were to become Manager how the Fire department would fill the role. Roach replied with the existing Captains and assistance from San Rafael. Dearborn stated the Board needs to sit down with San Rafael and the Marinwood Fire Union to discuss the possibilities. Hansell commented he has trouble believing that if Roach were to be Manager it would be a cost savings, additionally he questions if it would be best practice to abandon a search process for a new Manager. Captain Heine stated he cannot speak for everyone, but it would be wise for the Board to sit down with the Union. Heine added as a Captain he has no problem taking on more responsibility. Ray Day commented when he had worked for the City of San Diego he had experienced times of re-organization, and the City did not need to have an RFP or open enrollment for positions. If the intent is to save money the community should be thankful for the re-organization. Hansell asked Horne's opinion. Horne replied the current model has worked well for the District. The Board asked Chief to find out what it will cost for San Rafael to provide operational and administrative support.

### Comments from Public on Non-Agenda Items

Day asked the status of Read's spreadsheet she was going to provide. Read apologized and replied she will send it to Horne.

### Consent Calendar

1. *Minutes of Regular Meeting of January 14, 2014:*
2. *Bills paid nos. 717-806:* Dearborn asked what the bill was for the Marinwood Firefighters Union. Roach replied the annual Awards banquet dinner.
3. *Marin County Pooled Investment Fund Dec 31, 2013 report and statement of Investment Policy:* Dearborn asked why the Board reviews the report. Horne replied the law requires the Board to do so.

M/s Read/Dearborn to approve consent calendar. Motion carried unanimously.

### Correspondence

Hansell reported the Board had received letters from Kathleen Gaines and Alissa Ralston both stating their disapproval of the Resolution supporting Marin Community Alliance Suit.

### Park and Recreation Matters

1. *Report of Park and Recreation Commission meeting of January 28, 2014:* No additions.
2. *Rates for 2014 Summer Programs and Pool Season:* Barnello reiterated her displeasure at the proposed rate increase for senior individual memberships. Dearborn asked about how many people purchase the senior individual memberships. DeMarta replied about fifty. DeMarta noted the staff had taken great consideration in coming up with the new fee structure. Nestel commented as a frequent lap swimmer the members would rather pay more and have the time for lap swim. Kai agreed, he too is a frequent lap swimmer and in speaking with the members knows how much they value their lap swim. Read stated she appreciated Barnello's concerns, but the price was too low to begin with. Dearborn stated there are scholarships available. Shea commented he agrees with the new fee structure, it is simple and concise.

M/s Read/Kai to approve 2014 pool season rates. Motion carried unanimously.

DeMarta reported a 6% increase in summer program fees is an appropriate increase with the cost of field trips and transportation increasing as well.

M/s Read/Dearborn to approve 2014 summer program fees. Motion carried unanimously.

3. *Commission vacancy:* DeMarta reported two people were in attendance at the last Commission meeting. One of those, Chris Hanson has rescinded his application. Horne stated he recommended to all candidates they attend a meeting to confirm their interest.

M/s Read/Dearborn to appoint Eric Dreikosen to the Park and Recreation Commission. Motion carried unanimously.

4. *Recreation and Maintenance activities reports:* Kai asked if the District would be providing sandbags for residents. Harrelson responded yes, sand and bags are available at the maintenance shed. Mike Ralston thanked the staff for providing sandbags.

5. *RFP for Park and Community Landscape Maintenance:* Horne commented he had tweaked the former one, changing frequency schedules. Dearborn offered to meet with Horne and Harrelson to review the documents with the intention of a July 1, 2014 start date.

### Fire Department Matters

1. *Fire Chief Operations Report:* Dearborn stated in regards to the goals she would like to see a timetable.
2. *Shared Services Agreement with San Rafael:*

M/s Read/Dearborn to approve Shared Services Agreement with San Rafael. Motion carried unanimously.

### Recognitions and Board Member Items of Interest

Kai commented his wife is pregnant and expecting a baby boy. Board and staff offered their congratulations. Hansell thanked staff for a great Wine Tasting event.

### New and Other Business

1. *Draft Resolution in support of Marin Community Alliance Suit:* Dearborn commented the District should demand full and cumulative Environmental Impact Reports (EIR), seeing that projects planned are within the MCSD service area. Kai stated he is in support of this Resolution. Hansell commented he strongly agrees with the opposition. The "Whereas" statements are taken directly from a private party and are not necessarily fact. Every proposed project is vetted in the County and by signing this Resolution the District is giving clout to a private party. CSD Directors are elected to represent the District not to speak on matters outside its purview. This Resolution indicates a direct tie-in with the CSD and its budget, which is a stretch and many people in the community would be upset if the Board approves this Resolution. Dearborn commented to be fiscally responsible the District needs to be aware of potential

housing in our neighborhood. Day stated it may make a difference if "Marin Community Alliance" were removed from the Resolution. Hansell replied as individuals we may have strong opinions, while acting as Board members it is inappropriate to act on those opinions. Read stated this matter is outside the jurisdiction of the Board and we are wasting staff time. Ralston commented if this Resolution is approved it will set a precedent for a public entity to support a private lawsuit. Ralston added it is outside the CSD's jurisdiction and would demand to know if any Board member contributed fiscally to the Marin Community Alliance, and if they did they should recuse themselves from a vote on this Resolution; additionally it is widely felt in this community that it is inappropriate and unwise for the Board to support a monetary donation or a Resolution of support to a private party. Nestel commented the Board needs to recognize the effects of the housing and plan for it. Dearborn offered to modify her Resolution removing any reference to Marin Community Alliance; she strongly feels that a full EIR is in the best interest of the District. Kai offered his support of a modified Resolution for approval in March.

M/s Kai/Dearborn to amend the Resolution for approval at the March Regular Board meeting. Ayes: Kai and Dearborn. Nays: Read, Hansell and Shea.

Shea stated he agrees with the Marin Community Alliance and the need for a full EIR, but recognized if this is again approached next month the same conversation will occur with potentially more opposition in the audience.

2. *Inquiry regarding cell antenna on CSD property:* Hansell stated last time this topic was broached there was huge backlash. Roach offered to get more information for the Board on the topic.

3. *Board meeting schedule and communication with community:* Kai reported he had spoken with DeMarta and the District may send out emails having residents opt-in for an email list. DeMarta stated staff needs to know what type of information the resident would be receiving if they were to join the email list. The Recreation department is moving forward with distributing the Marinwood Review only twice a year and focusing efforts on becoming more digital. It is possible for the District to provide a hard copy newsletter for residents on a quarterly basis.

4. *Board Action items list:* Hansell urged the Board to review this document.

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

The meeting was adjourned at 11:00PM.

Respectfully submitted,  
Carolyn Sullivan

**Long Term Needs for Marinwood CSD based on inspections of Summer 2013**

Location	Project	Priority	Estimated Cost - low	Estimated Cost - high
<b>Creekside Park</b>				
	Resurface tennis courts	Med	\$20,000	\$45,000
	Oak tree removal	Low	\$10,000	
<b>Marinwood Park</b>				
	Annual tree pruning	Low	\$15,000	
	Replacement of street trees	High	\$2,500	\$8,000
	Replace sidewalk 4,800 sq.ft.	High	\$144,000	\$240,000
	Shading for picnic area	Low	\$17,000	\$20,000
	Rebuild school tennis courts	High	\$75,000	\$85,000
<b>Park Panhandle</b>				
	Apply for stream restoration grants			
	Remove diseased trees - <u>annual cost</u>	High	\$10,000	
<b>Pool Complex</b>				
	Additional filter	High	\$35,000	
	Additional pump	Med	\$25,000	
	Add solar panels to picnic area and pool complex	Low	\$100,000	
	Replace sinks in restrooms	Low	\$15,000	
	Add lights in changing rooms	Low	\$20,000	
<b>Community Center Complex</b>				
	Install air conditioning system	High	\$18,000	
<b>Total</b>			<b>\$506,500</b>	<b>\$646,000</b>

### Measure A Special District Sales Tax Revenue Allocation Formulas and Estimate

The 50% Base allocation was selected by the Special Districts.

Agency	Population	% Pop. of Total	Even Distrib.	Per Capita	\$40K Base	\$30K Base	50% base	\$20K Base	\$10K Base
Bel Marin Keys	2,200	8.86%	\$ 48,750	\$ 34,561	\$ 46,203	\$ 43,293	\$ 41,655	\$ 40,382	\$ 37,471
Marin City	2,962	11.93%	\$ 48,750	\$ 46,531	\$ 48,352	\$ 47,897	\$ 47,641	\$ 47,441	\$ 46,986
<b>Marinwood</b>	<b>4,800</b>	<b>19.33%</b>	<b>\$ 48,750</b>	<b>\$ 75,405</b>	<b>\$ 53,534</b>	<b>\$ 59,002</b>	<b>\$ 62,077</b>	<b>\$ 64,470</b>	<b>\$ 69,937</b>
Muir Beach	295	1.19%	\$ 48,750	\$ 4,634	\$ 40,832	\$ 31,782	\$ 26,692	\$ 22,733	\$ 13,684
Strawberry	5,000	20.14%	\$ 48,750	\$ 78,547	\$ 54,098	\$ 60,210	\$ 63,648	\$ 66,322	\$ 72,435
Tamalpais	6,859	27.63%	\$ 48,750	\$ 107,750	\$ 59,340	\$ 71,442	\$ 78,250	\$ 83,545	\$ 95,648
Tomales	210	0.85%	\$ 48,750	\$ 3,299	\$ 40,592	\$ 31,269	\$ 26,024	\$ 21,946	\$ 12,622
Firehouse Community	2,500	10.07%	\$ 48,750	\$ 39,273	\$ 47,049	\$ 45,105	\$ 44,012	\$ 43,161	\$ 41,217
<b>Total Population</b>	<b>24,826</b>	<b>100.00%</b>	<b>\$ 390,000</b>						
Total Allocation	390,000								
Tot. - \$40K Base	70,000								
Tot. - \$30K Base	150,000								
Tot. - 50% base	195,000								
Tot. - \$20K Base	230,000								
Tot. - \$10K Base	310,000								

### Marinwood nine year estimated revenue

\$ 558,697

\*population numbers were taken from lafco.marin.org

\*\*These numbers are estimates. The population numbers, as well as the estimated total revenue (approx. 400k), will likely shift slightly.

\*\*\*The \$400k was not adjusted down by the BOE administration fee in this spreadsheet. With the admin fee, the estimate is closer to \$390222 for FY 2

**Measure A Disbursements**

FY 2012-13		FY 2013 - 2014										FY 2014-15									
April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
Collection Period			Collection Period			Collection Period			Collection Period			Collection Period			Collection Period			Collection Period			

January 2014 payment received: \$42K