

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MARCH 22, 2016, 7:30PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK DR, SAN RAFAEL, CA 94903

#	Time	Item	Commission Action
1	7:30 PM	Agenda	Adopt
2	7:35 PM	Public Comment	
3	7:40 PM	Draft Minutes of January 26, 2016 P&R Commission Meeting	Approve
4	7:45 PM	Minutes of February 9, 2016 & March 8, 2016 Board Meetings	Review
5	7:50 PM	Fiscal Year 16/17 Draft Park & Recreation Budgets	Review
6	8:15 PM	Update: Park Maintenance Shop Repair/Replacement Project Recommendation as assigned by Board of Directors	Discuss
7	8:30 PM	Creation of Possible "Marinwood Wildlife Restoration Donor Fund" and other Fundraising and Development Opportunities	Discuss
8	8:50 PM	Recruitment Ideas to Fill Open Commission Spots	Discuss
9	9:05 PM	Set Schedule for 2016 Park & Rec Facility Inspections	Set Schedule
10	9:15 PM	Park and Recreation Report	Review
11	9:25 PM	Requests for Future Agenda Items	
12	9:30 PM	Adjourn	

Requests for disability-related modifications or accommodations, aids or services may be made to the District office no later than 72 hours prior to the meeting by contacting (415) 479-0775

NEXT P&R COMMISSION MEETING TO BE HELD ON APRIL 26, 2016 AT 7:30 PM AT THE MARINWOOD COMMUNITY CENTER

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

January 26, 2016

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

Present:

Commissioners: Kimberly Call, John Tune, Shane Valentine and Jon Campo.

Staff: Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Board Members: Justin Kai and Jeff Naylor.

Others present: Linda Barnello.

Agenda

No changes or additions.

Designation of Commission Chair and Vice Chair for 2016

Valentine volunteered to be Chair. Call volunteered to be Vice Chair.

M/s Tune/ Campo to nominate Valentine as Commission Chair and nominate Call as Vice Chair. Ayes: Call, Tune, Valentine and Campo. Nays: None. Motion carried unanimously.

Public Comment

No comments.

Minutes of November 24, 2015 Park and Recreation Commission Meeting

Call stated she would like to add language to the minutes. "Call stated she personally does not support use of any product of Monsanto due to its reputation of corporate harm". "Call offered to contact the City of Richmond which has banned use of glyphosate and inquire as to their IPM program and their alternatives". "Call commented if the panhandle is adjacent to school property and is a pathway to school than perhaps that would require leash use on that pathway for public safety". Call would like to strike the language "Call replied that since the ordinance was passed there have been instances of dogs being attacked, therefore the ordinance should be updated to require dogs be placed on leash in the panhandle."

M/s Tune/ Campo to approve Minutes of November 25, 2015 as amended. Ayes: Call, Tune, Valentine. Nays: None. Abstaining: Campo. Motion carried.

Review of Draft Board Minutes of December 8, 2015 and January 12, 2016

No comments.

Creation of Report and Recommendation: Park Maintenance Shop Repair/Replacement as assigned by Board of Directors

Valentine commented the Board had asked the Commission to define a plan of action for the maintenance shed. Naylor stated the Board would like to review the risks facing the District and the current shed is in a dilapidated state. Staff needs a safe dry place to keep tools and the Board would like information on the requirements of repair and or replacement of the maintenance shed. Naylor stated Measure A money could possibly be used for the project. Call replied Measure A funds are already earmarked, does the Board have any other revenue streams dedicated for the project. Naylor replied not at this time. Tune asked what year the shed was constructed. DeMarta replied the Maintenance area has been located in the same spot for many decades; past Commissions have tried to replace the maintenance shed, but there were pushbacks from the residents in the area. The residents do not want the shed at that location due to the mild activity it brings, but DeMarta noted the shed does predate the current residents. Call asked if Dreikosen allocated staff time for this project. Naylor replied not at this time. John Tune and Jon Campo volunteered to meet with DeMarta to inspect the current state of the shed and to come up with possible ideas for repair and/or replacement.

Integrated Pest Management (IPM) Plan – Draft

Valentine thanked Call for submitting her findings regarding the City of Richmond's IPM Policy. Call commented Berkeley and Richmond both have bans on herbicides. They have connections with Cal Berkeley and incorporate the use of volunteers to pull weeds and place mulch. Campo commented it is hard to eliminate all herbicides especially when there is the issue of poison oak, invasive species, median stripes and stump trees. The use of herbicides is so infrequent

and in such small amounts it should not be an issue; it is used as a last resort with very specific timing. Campo stated he would like to add a “Pesticide Application Notice” to the current draft IPM for further continuity to the policy. Campo distributed the “Notice” to all Commissioners and members of the public. Tune stated he had written a one page concise “Approved Pesticide List” for inclusion in the IPM. Tune distributed his list to all Commissioners and members of the public. Call commented she would like clarification of the written policy versus the in-use policy. Tune replied the CSD has not used any herbicide in over a year. Call commented she would like the CSD to avoid use of neonicotinoids as well; they are harmful to bees. Valentine thanked Campo and Tune for all the work they dedicated to completing the IPM draft.

M/s Valentine/ Tune to approve Integrated Pest Management Plan with additions by Tune and Campo and recommend approval by the Board of Directors. Ayes: Valentine, Tune and Campo. Nays: Call. Motion carried.

Park and Recreation Reports

DeMarta reported the next community event is “Raise a Glass, a Winter Wine Tasting” which will take place on February 27th from 2-5pm. Staff has been hard at work finalizing the 2016 summer programs and the pool will open in a few weeks for lifeguard training and the swim team. DeMarta commented he had applied to a myriad of grants, but Marinwood is not considered as an underserved area therefore the CSD might not be awarded many grants. DeMarta reported staff is working on providing an after school program for the fall of 2016; space is an issue, but hopefully it will bring in an estimated revenue of \$30,000. The park maintenance staff will be finishing the new pool picnic area by February. Additionally staff had been monitoring culverts in the CSD. Staff has dealt with a few large trees that have fallen and was notified about another tree that had fallen in Lucas Valley Estates.

Requests for Future Agenda Items

- Website review/updates
- Marinwood Wildlife Restoration Foundation and Fund
- General fundraising

The meeting concluded at 9:01PM.

The date of the next Park and Recreation Commission meeting is February 23, 2016 at 7:30PM at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday February 9, 2016

Time and Place: 5:30PM Marinwood Community Center classroom.

Closed Session

Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters. Closed session began at 5:30pm. Closed session ended at 6:31pm. No action was taken; the Board advised its representatives.

Present:

Board Members: President Justin Kai, Bill Shea, Izabela Perry, Leah Kleinman-Green and Jeff Naylor.
Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Supervisor Robyn Bruton and Administrative Assistant Carolyn Sullivan.
Others Present: Stephen Nestel, Linda Barnello, Tom Boyd, Ron Duben, Marin County Deputy Sheriff and Ray Day.
Park and Recreation Commissioners: Shane Valentine and Jon Tune.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

M/s Shea/ Naylor to approve agenda. Ayes: Perry, Naylor, Kai, Shea and Kleinman-Green. Nays: None.
Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Barnello recited government code sections 54954.3 and 54952.2 from the Brown Act.

Nestel stated the District should purchase a video camera to record Board meetings.

Policy Matters

1. *Ordinance 2011-03: Revision to Ordinance to Require Leash Restrictions on Multi-Use Trails including Marinwood Park Panhandle Trail:* Dreikosen stated this revision was brought to the Board by the Park and Recreation Commission who recommended the revision to require leash restrictions. There were thirty-one correspondences to the District Manager, eighteen opposing the revision, thirteen in support of the revision. Valentine commented the Commission saw this issue as a clarification matter regarding multi-use trails on District property. The Commission's interest is to have a trail safe and comfortable for all to use. Kai asked what the current designation of the panhandle trail is. Dreikosen responded it is undefined, but it was his understanding the 2011 Ordinance was to consider the panhandle as "open space" to allow dogs to walk off leash. Tune stated the Ordinance is open to different perspectives. Tune believes the language in the current Ordinance already maintains that the panhandle is leash restrictive. Day commented he is a supporter of allowing dogs to walk off leash and questioned what spurred this Ordinance revision. Kai replied it was his understanding there was an incident on the trail. Day stated dog owners should have a small area for their dogs to walk off leash. A resident commented that their dog walks off leash in the wooded area near the creek and has never experienced a negative incident. They commented enforcement will be an issue. A resident commented leash restrictions create as many problems as they solve and requested the Board not restrict the residents by changing the Ordinance. A resident and dog trainer stated it is the owner's responsibility to read the signals of other dogs and owners. People need to be responsible for their own dogs and respectful of others. A resident commented that his dog spurred this discussion of revision of the Ordinance. Dog owners in this community all know each other and the resident stated he had taken responsibility for his dog's behavior and had paid for all the veterinarian bills to the owner of the other dog. Boyd, a resident of forty years, stated he is familiar with the situation and stated he has never experienced any negative incident with dogs off leash. A resident stated her husband often walks in the panhandle and has been frightened by dogs off leash. Barnello commented her dog has been attacked three times in the panhandle, the Ordinance in question is very ambiguous, the panhandle is part of the Marinwood Park and safety should be the main concern. The Deputy Sheriff stated that McInnis Park will be undergoing renovations to the dog park area and it will be closed for a time. If the CSD acknowledges the park panhandle as an off leash area it might become a hotbed for dog owners to bring their dogs to run off leash. Kai commented that the bail schedule needs to be included in the Ordinance in order for the Ordinance to be enforceable by the proper authorities. Shea stated after listening to all the comments from the public he has an issue with restricting the residents even further regarding this topic. Kleinman-Green commented she has sat through many meetings regarding this topic over the

years, but the residents in attendance currently are not representative of all dog owners. Kleinman-Green added she has seen many irresponsible dog owners that expose the District to possible liabilities. Naylor stated the District has an Ordinance in place for the panhandle, further enforcement of the Ordinance will be an issue. Naylor noted he has sympathy for the owner whose dog was attacked, but there have been so few incidents in the panhandle he recommends the Ordinance remains as is. Perry stated she understands the incidents are rare and that enforcement will be an issue, but it's the Board's responsibility to protect the District against possible liabilities. Kai stated the location of the off leash dogs is bothersome being located so close to the middle school as well as it being used by walkers and bicyclists. Kai added the District needs to err on the side of caution and limit potential liabilities.

M/s Kleinman-Green/ Perry to approve revision to Ordinance 2011-03 to Require Leash Restrictions on Multi-Use Trails including Marinwood Park Panhandle Trail; to include and incorporate the Marin County Municipal Ordinance Bail Schedule and to direct District Manager to draft and submit letter to the Marin Humane Society authorizing their agency to enforce Ordinance 2011-03 and issue citations. Ayes: Perry, Kai, Kleinman-Green. Nays: Naylor and Shea. Motion carried.

Consent Calendar

a. *Draft Minutes of Regular Meeting of January 12, 2016*: No additions.

b. *Bills Paid Nos. 690-773*: Board asked for clarification on a few items.

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

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Liabilities. Committee Member(s): Jeff Naylor and Bill Shea*: Naylor reported the Committee met three times to discuss pension liabilities. Discussion included saving money by opting to pay liability in one lump yearly sum versus the monthly payments and making reserve payments to a restricted account. Naylor reported the Committee had polled local Fire Services to gain knowledge on revenues and expenditures. The salary structure for the Marinwood Fire Department is 75% salary with 24% revenues. Shea added the District's OPEB liabilities for 2015/16 is 2.7 million with costs rising.

(The Board took a five minutes recess)

Kai commented due to the late hour he will move Item J (2) to before H (2).

Park and Recreation Matters

2. *Integrated Pest Management (IPM) Policy- Created and recommended for Board approval by Park and Recreation Commission*: Valentine reported discussion first began when Perry was Chair of the Commission, John Tune and Jon Campo were instrumental in educating the Commission on this topic. Valentine commented the policy is very transparent, but fears a knee jerk reaction from the community and advises being proactive with education to the public regarding this policy. Tune added the District has the responsibility to maintain its infrastructure with few resources; this policy defines and clarifies staff actions. Valentine added the policy is very nuanced and very site specific. Barnello commented she had attended the meetings while discussion occurred and appreciated the level of discussion held by the Commission. Shea stated the policy was well thought out. Kleinman-Green and Naylor agreed. Kai thanked Perry for bringing the topic before the Commission.

M/s Shea/ Kleinman-Green to approve Integrated Pest Management (IPM) Policy as recommended by the Park and Recreation Commission. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

District Matters

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Review of Draft Board Bylaws. Committee Member(s): Izabela Perry*: Perry stated this is only the first draft. Naylor gave Perry his comments for review. The Board members will send the District Manager their comments for subsequent drafts.

3. *Update on Upcoming Accounting System Transition*: Dreikosen stated the County's official statement is looking at a July 1, 2016 transition. Naylor commented the District needs more information from the County. Dreikosen agreed.

4. *District Website: Potentially appoint Board Member to work with staff to identify potential updates and possible rework of current District website*: Item Tabled.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of February 2, 2016*: No additions.

2. *Fire Department- Activity Summary Report for January 2016*: Roach reported he needs to obtain a membership ID for Marin Maps.

3. *Fire Chief Report*: Roach reported the engine is set to be delivered Friday February 12th. Additionally Roach is looking into a potential May 1 new hire which would be a paramedic.

4. *Update on Implementation of Paramedic Personnel on Engine:* Roach reported things are moving forward positively.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of January 26, 2016:* No additions.

3. *Recreation and Park Maintenance Activity Reports:* Recreation Supervisor Robyn Bruton stated Raise a Glass a Winter Wine Tasting is set for February 27, 2016 from 2-5. Summer registration is set to open February 22 for residents and pool members and February 29 for non-residents.

New and Other Business

1. *SEED Solar Power Project:* Dreikosen reported that Danlin Corporation will be the construction company for the solar project. Danlin stated once they receive the notice to proceed, things will move quickly.

2. *Appointments of Liaison Directors to LAFCO and Shared Services Agreement/San Rafael:* Shea and Kai were appointed to LAFCO. Naylor and Kai were appointed to Shared Services Agreement/San Rafael.

3. *Requests for future Meeting Agenda Items:*

- MERA alternate position
- Action plan for audit recommendations
- District Transparency Award
- Solar status

Recognitions and Board Member Items of Interest

Kai congratulated Dreikosen on the birth of his second son.

The meeting was adjourned at 11:00pm.

The date of the next Regular Board Meeting was set for March 8, 2016.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday March 8, 2016

Time and Place: 5:30PM Marinwood Community Center classroom.

Closed Session

Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters. Closed session began at 5:30pm. Closed session ended at 6:50pm. No action was taken; the Board advised its representatives.

Present:

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

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Cesar Correa, Ryan Brackett and Stephen Heine and Administrative Assistant Carolyn Sullivan.

Others Present: Stephen Nestel, Frank Gober, Ray Day, David Kunhardt and Bill McNicholas.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

M/s Perry/ Shea to approve agenda as presented. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Solar Power Purchase Agreement

1. *Presentation of Solar Project Engineering and Design by Sol-Ed and Danlin Solar including Request for Notice to Proceed to Construction:* Kunhardt reported Danlin Solar had been hired for the construction work for the project. Frank Gober from Danlin Solar presented the plans for the project. Gober commented he is a Marinwood resident and is very familiar with the pool complex. Gober spoke on the timetable for the project and stated if he received the Notice to Proceed he would begin the process of permitting as soon as possible. Gober commented the production of the steel will also be a factor in the timetable. The Board had safety concerns regarding construction occurring in conjunction with summer camps. DeMarta commented construction of the canopy occurring after June 13th would not be feasible. Dreikosen broached the topic of postponing the canopy until after the peak summer season, if needed. Gober replied that might be a possibility. Day stated with multiple projects being built at the same time, will Danlin have the capacity to work on all the jobs at once. Gober replied yes, these are not large projects for the company. Nestel inquired why Kunhardt had recommended against canopy structures for the Old Adobe School projects, yet recommended canopy construction for the CSD. Kunhardt replied the school site had acreage to work with and ground mounting would save the school a significant amount of money; the CSD has no acreage to work with. Naylor stated the CSD is not in a position to own a solar system at this time.

M/s Shea/ Kleinman-Green to approve Solar Project Engineering and Design by Sol-Ed and Danlin Solar including Request for Notice to Proceed to Construction. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Consent Calendar

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

b. *Bills Paid Nos. 774-857:* Shea commented overtime costs continue to be high. Roach replied the department is not fully staffed. Naylor questioned the DC Electric bill. Dreikosen replied it is the bill for regular streetlight maintenance.

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

Public Comment Open Time for Items Not on Agenda

Nestel stated a Sheriff attended the last Board meeting. The Sheriff gave his opinion on a topic. It was wrong of the Board to allow the Sheriff to politicize the issue. Kai owes the public an apology. Kai replied the Sheriff was in attendance in response to past outbursts by community members and the Board did not solicit the Sheriff's opinion.

Fiscal Matters

1. *Draft District Budget for Fiscal Year 2016-2017:* Dreikosen stated this is a first draft, details will change. The County has decided not to do an estimation of property taxes, so Dreikosen will use last year's numbers. Measure A funding is estimated at \$80,000 and Workers Compensation experience modification decreased. Dreikosen noted this

budget includes making the recommendation for making the Administrative Assistant a full time position, the CSD has outgrown the current one and one-half administrative positions allocated. The Budget will be back on the agenda for the April meeting. Perry questioned why there are reserves in the Fire Budget if they are unfunded; the Board should refrain from placing items in the reserves if the funding is not in place. Shea questioned the unfunded liabilities and OPEB expenditures. Sullivan replied the unfunded liabilities are included in the budget. Dreikosen replied OPEB is not included in the budget. Kleinman-Green questioned if the CSD can show operations as a loss with the inclusion of all the liabilities. Dreikosen replied yes. Nestel commented the Board should think carefully about making the Administrative Assistant a full time position and look carefully at the costs.

2. *Set Date for Public Hearing for Fiscal Year 2016-2017 Budget:* The date is set for April 26, 2016 at 6:00pm.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities Committee Member(s): Jeff Naylor, Bill Shea:* Naylor included in the packet a presentation and status update. Naylor reported the District could save \$8,200 by making a once yearly payment for unfunded liabilities versus the monthly payments the District currently makes. The Annual Required Contributions will continue to increase, the estimates and predictions were made upon the data from the actuarial report. The District should be concerned with the impact of a 1% discount rate decrease. Naylor presented the impact of the decrease in the tables included in his presentation.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Review of Draft Board Bylaws. Committee Member(s): Izabela Perry:* Perry commented draft two was included in the packet. Nestel stated the Board Bylaws need to include language regarding a draft agenda to be open to the public one week before the posted agenda for public to make suggestions and comments. Nestel added he is interrupted every time he speaks and the Board needs to adopt a standard of decorum. Naylor commented he would like the bylaws to address conflict of interest issues. Perry replied it is included in Article Fourteen, but it could be broken out separately. Naylor requested a chain of command for speaking with staff; Board members should go through the District Manager. Kai suggested that Board Members and Commission Members should be granted free access to the pool facilities considering that the facility is under their purview. Perry replied that idea does not sit well with her. Shea stated the Board members serve without compensation and free access would set a bad precedent. Naylor and Kleinman-Green agreed with Perry and Shea. Kai stated language should be added to include the Board President may increase/decrease a speaker's time limit within accordance to Rosenberg's Rules. Kai stated there should be a section for social media as well; mis-information needs clarification. Perry replied it is advisable for information to originate from the District Manager; Board members should not be on social media acting as Board members.

3. *Update on Upcoming Accounting System Transition:* Dreikosen reported he has not received any status from the County. Naylor commented Sullivan has been very vocal about concerns with the lack of communication regarding training of the new County system. Naylor suggested the Board give direction to the District Manager to purchase Quickbooks. The Board agreed with Naylor and gave direction to Dreikosen to purchase the software.

4. *Review Audit Recommendations from Audit Management Report of 6/30/15:* Dreikosen commented Kleinman-Green offered to review the quarterly reconciliation of the Wells Fargo payroll account.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of March 1, 2016:* No additions.

2. *Fire Department – Activity Summary Report for February 2016:* Roach reported the Department is using a new emergency reporting system; the response report includes types of calls which the Commission requested to see.

3. *Fire Chief Report:* Roach reported the new engine is almost done; radios are being installed in Sacramento and the engine should be in use by the end of the month. Staffing has been challenging; currently the department has three employees out on injury.

4. *Update on Implementation of Paramedic Personnel on Engine:* Roach reported the recruitment process is beginning; Chief Grey and Chief Roach are sorting out operational issues.

Park and Recreation Matters

1. *Recreation and Park Maintenance Activity Reports:* DeMarta reported "Raise a Glass" a winter wine tasting went very smoothly; attendance was about 110 people. The next event is Breakfast with Bunny which will occur directly after the Lion's Club Easter egg hunt on March 26. The pool complex has opened for Lifeguard Training classes, which is a good source of revenue. DeMarta reported registration for summer programming had opened; within two weeks the Recreation Department had brought in more than half a million dollars in revenue.

2. *Staff Recommendation to Purchase Ozone Generator for pool:* DeMarta commented attached in the packet is information from Gary Gockel who the CSD has been working with over the past year. Gockel and staff recommend the ozone generator for the pool which will eliminate the need for supplementing with liquid chlorine. Gockel had guaranteed a three month trial period for the product. Dreikosen stated Gockel has been a huge resource for the Recreation Department, he has been very fair and staff has faith in his abilities.

M/s Kleinman-Green/ Perry to approve purchase of Ozone Generator for pool. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

3. *Date of Next Park and Recreation Commission Meeting:* Dreikosen stated the Commission did not meet in February due to the Brown Act Training seminar all Board Members and a majority of Commissioners attended. The Commission is set to meet on March 22, 2016.

New and Other Business

1. *Utilizing Community Center as Red Cross Emergency Shelter in Event of Natural Disaster; Authorize District Manager to Approve Renewal Agreement:* Dreikosen reported Roach and himself had met with a coordinator from the Red Cross. The current agreement was signed more than five years ago and needs to be renewed. They had conducted a walk-through of the facilities.

M/s Naylor/ Perry to authorize District Manager to approve renewal agreement. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Request for Future Meeting Agenda Items:* Naylor suggested adding items as follows:

- Addition of District Manager Report for District wide issues.
- Quarterly newsletter regarding District matters to be published on website.
- Pursuing purchasing video equipment to record CSD Board meetings

Nestel suggested the CSD write a blog on the website for official business.

Recognitions and Board Member Items of Interest

Naylor thanked DeMarta and his staff for a good Wine Tasting event. Naylor thanked Bruton for her attendance in lieu of DeMarta at the February meeting.

Kai commented he had been making himself available to the public on weekends at the local Marinwood Market. This provides good outreach to the community to those who cannot attend the regular Board meetings. Kai suggested other Board members may want to make themselves available to the public as well.

The meeting was adjourned at 10:53pm.

The date of the next Regular Board Meeting was set for April 12, 2016.

Respectfully submitted,
Carolyn Sullivan

**MARINWOOD COMMUNITY SERVICES DISTRICT
PARK DEPARTMENT BUDGET FOR FISCAL YEAR 2016-17**

Cost Center **6103011100**

Draft: 3/18/2016

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
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EXPENDITURES:

EXPENDITURE: SALARIES & EMPLOYEE BENEFITS

5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	24,252	14,924.80	61.5%	24,252	
	103000	Rec Director (30%)	29,497	18,152.0	61.5%	29,497	
	102000	Park & Facilities Maintenance	163,071	95,289.92	58.4%	163,071	
5120110	103000	Overtime, park	<u>500</u>			<u>500</u>	
		Total Regular Salaries	217,320	128,366.72	59.1%	217,320	
5110210		Extra Hire Salaries					
	101000	CSD Office hourly	5,247	4,647.19	88.6%	10,000	90.6%
	103000	Extra Hire Grounds	<u>5,760</u>	<u>9,648.65</u>	167.5%	<u>7,200</u>	25.0%
		Total Extra Hire Salaries	11,007	14,295.84	129.9%	17,200	56.3%
		Total salaries	228,327	142,662.56	62.5%	234,520	2.7%
		Employee Benefits					
5130120	103000	Group Insurance	120,333	92,136.23	76.6%	133,899	11.3%
5130510	103000	PERS	39,255	25,754.22	65.6%	42,937	9.4%
5140115	103000	Workers Compensation Insurance	35,893	27,474.34	76.5%	27,739	-22.7%
5140130	103000	Physician services	500			500	
5140140	103000	Social Security/Medicare	17,467	6,649.21	38.1%	17,941	2.7%
5140145	103000	Unemployment insurance	<u>1,184</u>	<u>630.02</u>	53.2%	<u>1,184</u>	
		Total Benefits & Employer Expense	214,632	152,644.02	71.1%	224,200	4.5%
TOTAL SALARIES & EMPL. BENEFITS			442,959	295,306.58	66.7%	458,720	3.6%

EXPENDITURE: SERVICES & SUPPLIES

5210120	103000	Consultant fees	2,125	1,805.00	84.9%	1,875	-11.8%
5210131	103000	Legal expenses	500	10,568.84	2113.8%	1,000	100.0%
5210210	101000	Audit fees(25%)	3,300	3,520.91	106.7%	3,300	
5210215	101000	Banking fees					
5210230	103000	Payroll services	600	342.94	57.2%	600	
5210525	101000	General insurance	9,225	6,919.32	75.0%	9,225	
5210530	101000	Legal Settlements					
5210725	103000	Phone & Internet	1,200	753.02	62.8%	1,200	
5210810	103000	Electricity - PG&E	4,160	2,367.43	56.9%	4,160	
5210815	101000	Garbage, dump	19,040	14,308.61	75.2%	20,426	7.3%
5210835	103000	Water & sewer	15,000	11,194.32	74.6%	16,500	10.0%
5210910	103000	Vehicle Maintenance	3,000	2,415.94	80.5%	3,000	
5210920	103000	MERA operations - 10%	1,606	1,606.20	100.0%	1,606	
5210940	103000	Maintenance - park tractor & equip	1,500	1,965.29	131.0%	1,500	
5211110	103000	Janitorial contract					
5211125	103000	Park and community landscape contract	40,000	25,741.30	64.4%	40,000	
5211130	103000	Creek maintenance					
5211140	103000	Park and community landscape special					
5211220	103000	Equipment Rental	4,200	3,919.87	93.3%	4,200	

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
5211320	103000	Education & training supplies					
5211325	103000	Conferences, mtgs					
5211330	103000	Membership dues	1,900	1,724.25	90.8%	2,025	6.6%
5211340	103000	Training Expense - Park	2,000	1,000.00	50.0%	2,000	
5211440	103000	General travel	800			800	
5211520	103000	Recruiting ads & legal notices					
5211528	103000	Tree Services	8,000	11,100.00	138.8%	13,000	
5211532	103000	Weed and pest control	2,000	1,200.00	60.0%	2,000	
5211545	101000	Election expense - Board	1,750	3,559.65	203.4%		-100.0%
5211610	103000	Permits, LAFCO share	700	714.86	102.1%	700	
5220110	103000	Office expense	1,000	110.29	11.0%	1,000	
5220130	101000	Reprod. costs, copy machine 10%	650	467.99	72.0%	650	
5220210	103000	Replacement equipment & furnishings	3,000	170.58	5.7%	3,000	
5220215	103000	Small tools	800	692.66	86.6%	800	
5220220	103000	Maintenance - open space	2,500	1,000.00	40.0%	2,500	
5220310	103000	Maintenance supplies, land & buildings	20,000	22,014.73	110.1%	27,000	35.0%
5220610	103000	Gasoline,fuel	3,000	1,852.83	61.8%	3,000	
5220810	103000	Misc supplies, community exp					
5220819	103000	Reg supplies	200	(115.64)		200	
5220825	103000	Uniforms & safety clothing	700	790.03	112.9%	900	28.6%
5220826	103000	Food supplies	500	400.00	80.0%	500	
5220827	103000	Household & janitorial supplies	2,000	671.46	33.6%	2,000	
5220828	103000	First Aid supplies	300	300.00	100.0%	300	
5420515		Co Pooled Investments interest					
TOTAL SERVICES & SUPPLIES			157,256	135,082.68	85.9%	170,967	8.7%
EXPENDITURES: DEBT SERVICE							
5211710	103000	MERA 10% principal	1,600	1,600.87	100.1%	1,550	-3.1%
5211715	103000	MERA 10% interest	415	415.08	100.0%	465	12.0%
TOTAL DEBT SERVICE			2,015	2,015.95	100.0%	2,015	
EXPENDITURES: FIXED ASSETS: (Sch. C)							
5220910	103000	Cap. Outlay - Park Improvements					
5220916	103000	Equipment & tools					
TOTAL FIXED ASSETS							
Board Designated Reserve Goals:							
		<i>Capital Reserve (2.25%)</i>			7,600		
		<i>Unfunded Liabilities (3.25%)</i>			11,000		
		<i>Fund Balance Restoration (1%)</i>			3,400		
		Total:			22,000		
TOTAL CONTINGENCIES & RESERVES							
TOTAL PARK BUDGET			602,230	432,405.21	71.8%	631,702	4.9%
REVENUE OTHER THAN TAXES							
Rebates							
4410125	103000	Interest -Pooled Investments	500	42.14	8.4%	500	

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
4410127	103000	Interest -Pooled Investment ERAF	100			100	
4530516	103000	Measure A Parks & Recreation					
4530527	103000	State Grants					
4540510	103000	Fed. Park Srvc					
4511210	103000	HOPTR		2,995.44	#DIV/0!		
4570110	103000	Reimbursed expenses					
4710631	103000	Misc. Revenue - contract services					
4710642	103000	Misc. Revenue - Donations	150			150	
4810250	103000	Operating Transfers In					
TOTAL REVENUE OTHER THAN TAXES			750	3,037.58		750	

REVENUE SUMMARY

		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	295,737	166,955.75	56.5%		
4110111		SB2557 Admin fees`	(5,323)	(2,065.47)	38.8%		
4110115	103000	Unitary	1,839	4,791.77	260.6%		
4110120	103000	Current Unsecured	5,994	8,028.74	133.9%		
4110140	103000	Excess ERAF	34,366	16,997.11	49.5%		
4110145	103000	PY/Reverse ERAF		1,889.35	#DIV/0!		
4110210	103000	Supplemental	6,259	13,526.76	216.1%		
4110215	103000	Supplemental Assessment, Current	143	96.94	67.8%		
4110225	103000	Supplemental Assessment, Redem.	453	227.87	50.3%		
4110310	103000	Prior Secured					
4110510	103000	Prior Unsecured	221	399.91	181.0%		
4560110	103000	In-lieu, Housing					
		Total Estimated Property Tax Revenue:	339,689	210,848.73	62.1%		
4120610	103000	Special Tax	338,744	186,204.79	55.0%	338,744	
4120611	103000	Administrative fee for Special Tax	(1,200)	(667.81)		(1,200)	
TOTAL BUDGET FUNDING			677,983	399,423.29	58.9%	338,294	
TOTAL PARK BUDGET			602,230	432,405.21	71.8%	631,702	4.9%

MARINWOOD COMMUNITY SERVICES DISTRICT
RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2016-17

6103012100

Draft: 3/18/2016

GL Account	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
EXPENDITURES:							
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	24,252	15,857.60	65.4%	24,252	0.0%
	103000	Rec Director (70%)	68,825	42,353.85	61.5%	68,825	0.0%
	103000	Recreation	<u>176,737</u>	<u>125,859.13</u>	<u>71.2%</u>	<u>179,379</u>	<u>1.5%</u>
			269,814	184,070.58	68.2%	272,456	1.0%
5110210		Extra Hire Wages					
	101000	Office hourly	10,494	9,882.93	94.2%	20,000	90.6%
	103000	Overtime					
	103000	General	6,000	5,279.48	88.0%	6,000	0.0%
	104000	Building attendant & janitorial	12,900	7,939.00	61.5%	12,900	0.0%
	105000	Pool salaries	140,000	103,854.58	74.2%	145,000	3.6%
	106000	Aquatics	45,000	36,634.02	81.4%	50,000	11.1%
	107000	Summer programs	357,581	292,439.26	81.8%	353,858	-1.0%
	108000	Preschool	105,000	53,207.40	50.7%	97,500	-7.1%
	109000	Tennis	0	697.50		0	
	110000	Youth programs	28,300	12,532.00	44.3%	26,500	-6.4%
	111000	Adult programs	2,000	2,165.00	108.3%	2,000	0.0%
	112000	Community events	700	588.50	84.1%	600	-14.3%
	113000	Swim team wages	<u>50,000</u>	<u>10,082.00</u>	<u>20.2%</u>	<u>50,000</u>	<u>0.0%</u>
			757,975	535,301.67	70.6%	764,358	0.8%
		Total Wages	1,027,789	719,372.25	70.0%	1,036,815	0.9%
		Benefit & Employer Expenses					
5130120	103000	Group insurance	95,952	68,885.81	71.8%	93,670	-2.4%
5130510	103000	PERS	43,816	32,492.74	74.2%	48,727	11.2%
5140115	103000	Workers Compensation Ins.	45,924	58,232.28	126.8%	39,642	-13.7%
5140130	103000	Physician services	500		0.0%	500	0.0%
5140140	103000	Social Security/Medicare	79,128	62,463.33	78.9%	80,273	1.4%
5140145	103000	Unemployment Insurance	<u>21,000</u>	<u>17,064.96</u>	<u>81.3%</u>	<u>21,000</u>	<u>0.0%</u>
			286,321	239,139.12	83.5%	283,812	-0.9%
510000			1,314,110	958,511.37	72.9%	1,320,627	0.5%
5210120	103000	Consultant fees	2,125	1,805.00	84.9%	1,875	-11.8%
5210122	103000	Marketing expense	30,000	24,500.48	81.7%	30,000	0.0%
5210128	103000	Fingerprints	5,000	3,756.00	75.1%	5,500	10.0%
5210131	103000	Legal expenses	1,000	2,208.10	220.8%	2,000	100.0%
5210146		Recreation Program Contracts					
	107000	Summer program contracts	32,907	27,811.70	84.5%	25,624	-22.1%
	109000	Tennis contracts	44,000	31,020.07	70.5%	44,000	0.0%
	110000	Youth Program contracts	31,215	20,717.70	66.4%	32,675	4.7%
	111000	Adult program contracts	20,450	18,226.11	89.1%	26,450	29.3%
	112000	Community Recreation contracts	0			0	

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2015-16	2/29/2016	2015-16	2016-17	Change
5210210	101000	Audit fees	3,300	3,945.88	119.6%	3,300	0.0%
5210215	103000	Banking services	800	818.50	102.3%	800	0.0%
5210230	103000	Payroll services	3,500	2,233.87	63.8%	3,500	0.0%
5210525	103000	General insurance	8,500	5,887.67	69.3%	8,500	0.0%
5210530	101000	Legal settlements					
5210725	103000	Phone & Internet	3,580	1,361.92	38.0%	3,080	-14.0%
5210810	103000	Gas & Electricity - PG&E	36,400	23,821.33	65.4%	36,400	0.0%
5210815	101000	Garbage, dump	5,440	3,714.96	68.3%	5,836	7.3%
5210835	103000	Water & sewer	1,696	5,371.50	316.7%	8,000	371.7%
5211110	104000	Janitorial contract	25,000	14,923.25	59.7%	25,000	0.0%
5211115	104000	Maintenance - special bldg*	0			0	
5211315		Staff training					
	103000	Recreation training expense	400	709.51	177.4%	800	100.0%
	105000	Pool training	1,200	935.22	77.9%	1,300	8.3%
5211320	103000	Books, publications, reference mat'l					
5211325	103000	Conferences, mtgs	3,000	1,266.56	42.2%	3,000	0.0%
5211330	103000	Membership dues	2,200	2,377.25	108.1%	2,500	13.6%
5211440	103000	General travel	2,000	766.79	38.3%	2,000	0.0%
5211520	103000	Publication & legal notices	500	740.00	148.0%	500	0.0%
5211545	101000	Election expense	1,750	575.93	32.9%	0	-100.0%
5211610	101000	Permits, LAFCO	1,700	1,419.86	83.5%	1,700	0.0%
5220110	103000	Office expense	20,500	14,680.20	71.6%	20,500	0.0%
5220130	101000	Copy machine 60%, + outside printing	6,200	2,807.95	45.3%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipment	20,000	5,490.08	27.5%	20,000	0.0%
5220310	104000	Maintenance - Community Ctr	6,000	7,318.21	122.0%	6,000	0.0%
5220810	105000	Pool chemicals	14,000	8,926.67	63.8%	12,000	-14.3%
5220819		Recreation supplies					
	103000	General recreation supply	3,000	2,071.80	69.1%	3,000	0.0%
	104000	Building rec supply		112.39			
	105000	Pool Supplies	6,500	2,796.44	43.0%	6,500	0.0%
	106000	Aquatic Supplies	6,000	4,590.45	76.5%	6,000	0.0%
	107000	Summer program expense	147,700	119,864.96	81.2%	142,900	-3.2%
	108000	Preschool supplies	1,000	802.62	80.3%	1,000	0.0%
	109000	Tennis class supplies	600	312.00	52.0%	600	0.0%
	110000	Youth Program expense	3,200	6,145.43	192.0%	3,700	15.6%
	111000	Adult program expense	2,000	1,521.09	76.1%	2,000	0.0%
	112000	Community Recreation expense	16,400	16,579.66	101.1%	14,550	-11.3%
5220825	105000	Pool guard clothing	1,500	692.35	46.2%	1,500	0.0%
5220826	105000	Vending machine supplies	10,000	7,839.00	78.4%	10,500	5.0%
5220827	103000	Janitorial supplies	12,000	9,046.75	75.4%	12,000	0.0%
5220828		First aid supply					
	105000	Pool first aid	1,000		0.0%	1,000	0.0%
	107000	Summer first aid supply	500	102.89	20.6%	500	0.0%
5420500	103000	Interest on County Pooled Invest.	0			0	
TOTAL SERVICES & SUPPLIES			545,763	412,616.10	75.6%	544,790	-0.2%

5211710	103000	Principal, expansion loan	50,000	47,974.13	95.9%	55,000	10.0%
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GL Account	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
5211715	103000	Interest, expansion loan	7,425	7,425.00	100.0%	4,538	-38.9%
TOTAL LOAN PAYMENT			57,425	55,399.13	96.5%	59,538	3.7%
5220910	103000	Building and Pool Improvements	25,000	24,950.00	99.8%	0	-100.0%
5220916	103000	Rec Equipment	0			0	
TOTAL FIXED ASSETS			25,000	24,950.00		0	
Contingency, General (fund bal. unbudgeted)							
Board Designated Reserve Goals:							
		<i>Capital Reserve (2.25%)</i>		35,300			
		<i>Unfunded Liabilities (3.25%)</i>		51,000			
5450150		<i>Fund Balance Restoration (1%)</i>		15,700			
		Total:		102,000			
Contingency for emergencies							
TOTAL CONTINGENCIES & RESERVES			0			0	0
TOTAL BUDGET RECREATION			1,942,298	1,451,476.60	74.7%	1,924,955	-0.9%
REVENUE							
4410125	103000	Interest - pooled investments	500		0.0%	500	0.0%
4410127	103000	Interest - ERAF					
4410215	105000	Pool facility & group picnic rent	16,000	8,051.55	50.3%	20,000	25.0%
4410225	104000	Building rental	43,000	34,430.83	80.1%	43,000	0.0%
4511210	103000	HOPTR	0	354.16	#DIV/0!	0	#DIV/0!
4530516	103000	Measure A Parks & Recreation					
4570110	103000	Reimbursed expenses	500	2,443.94	488.8%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	14,166.27	94.4%	16,000	6.7%
	103000	Ad sales	7,000	5,377.58	76.8%	7,000	0.0%
4631914	112000	Community recreation activities	20,670	11,727.61	56.7%	17,695	-14.4%
4631915	109000	Tennis	59,000	36,827.05	62.4%	59,000	0.0%
4631917	105000	Pool revenue - Drop-in/Passes	82,000	55,764.55	68.0%	82,000	0.0%
	106000	Aquatics, swim classes	105,000	113,139.65	107.8%	120,000	14.3%
	113000	Swim team reimbursement	57,000	63,168.86	110.8%	57,000	0.0%
4631918	105000	Pool membership	60,000	48,529.94	80.9%	60,000	0.0%
4631919	111000	Adult Programs	36,385	29,205.29	80.3%	43,225	18.8%
4631920	107000	Summer Programs	793,495	683,171.29	86.1%	814,416	2.6%
4631922		Youth Program revenue					
	108000	Preschool	133,000	74,757.72	56.2%	123,500	-7.1%
	110000	Youth Programs	102,790	78,031.62	75.9%	105,450	2.6%
4640329	103000	Unused credit		1,385.94			
4710615	103000	Donations	1,000		0.0%	1,000	0.0%
4710642	103000	Miscellaneous	25,150	27,070.47	107.6%	250	-99.0%
TOTAL NON-TAX REVENUE			1,557,490	1,287,604.32	82.7%	1,570,536	0.8%

Total restricted funds & 6/30 balance budgeted

0

GL Account	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
		<u>Other Revenue:</u>					
		Revenue other than taxes	1,557,490		0.0%	1,570,536	0.8%
		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	404,129	228,147.68	56.5%		-100.0%
4110111	103000	Tax Admin fee - contra revenue	(7,274)	(2,822.49)			-100.0%
4110115	103000	Unitary	2,514				-100.0%
4110120	103000	Current Unsecured	8,191	7,574.56	92.5%		-100.0%
4110140	103000	Excess ERAF	46,961	23,226.83	49.5%		-100.0%
4110145	103000	P/Y ERAF/Reverse ERAF	0	2,581.83	0.0%		#DIV/0!
4110210	103000	Supplemental	8,553	2,510.27			-100.0%
4110215	103000	Supplemental , unsecured	196	132.46	67.6%		-100.0%
4110225	103000	Supplemental Assessment, Redem.	-620	87.45	14.1%		-100.0%
4110310		Prior Year Secured	0				#DIV/0!
4110510	103000	Prior Unsecured	302	240.07			-100.0%
4560110	103000	In-lieu, Housing	0				#DIV/0!
			464,192	261,678.66		0	-100.0%
TOTAL BUDGET FUNDING			2,021,682	1,549,282.98	76.6%	1,570,536	-22.3%
TOTAL RECREATION BUDGET			1,942,298	1,451,476.60	74.7%	1,924,955	-0.9%

Park & Recreation Report – March 2016

Shane DeMarta, Recreation Director

Recreation Activities

Winter Events:

Raise a Glass: Raise a Glass was a big success this year, we had approx. 110 people in attendance and everyone had a great time.

Spring Events:

Breakfast with Bunny: The annual Las Gallinas Lions Club Easter Egg Hunt and Breakfast with Bunny is scheduled for Saturday March 26th at 10am.

Spring Break Camp:

Spring Break Camp is scheduled for the week of April 11th-15th at the Marinwood Community Center. Campers will participate in arts and crafts, games, sports and an end of the week special event in this camp. Spring Break Camp always fills to capacity.

Summer Camp:

Camp Registration: Camp registration opened to Marinwood Residents and pool members on Monday, February 22nd and to non-residents on Monday, February 29th. Within the first two weeks the Recreation Department has brought in half a million dollars in summer registrations. Many of our day camps are now full with waitlists.

Pool:

The pool is now open for the start of the Waterdevils season. Lifeguards that will be working this season have all gone through in-service training and recertification of CPR/LGT.

The Board approved the installation of an Ozone Generator which will reduce our need for liquid chlorine and will also help with water quality and clarity. This has little on-going maintenance and uses very little energy. With the use of this unit we should have no problem generating the chlorine load we need. The cost is \$7,900 and the installer is willing to put off billing until the next fiscal year. The installer has also committed to providing us with a 3 month trial and if we are not happy with the results we would not be charged.

Park Maintenance Activities

General Maintenance:

- Mow turf once a month
- Empty garbage's and dog receptacles twice weekly
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts

Projects completed February/March:

- Pool Picnic area is complete, installation of new tables will occur in April
- Staff installed all new irrigation for the pool turf
- Concrete repair complete for pool deck
- Pool turf has been seeded

Projects for March:

- Weed abatement around landscaping and park areas (hand-picking and weed whacking)
- Irrigation testing and repair for main park and turf areas.
- Work will continue in pool area before we open to the public on April 4th.