

MARINWOOD PARK AND RECREATION COMMISSION
AGENDA FOR P&R COMMISSION MEETING
TUESDAY, MARCH 24, 2015
7:30 PM – MARINWOOD COMMUNITY CENTER CLASSROOM

#	Time	Item	Commission Action
1	7:30 PM	Agenda	
2	7:35 PM	Board Adoption of Rosenberg's Rules of Order	Update
3	7:40 PM	Public Comment	
4	7:45 PM	Draft Minutes of February 24, 2014 P&R Commission Meeting	Approve
5	7:50 PM	Draft Minutes of March 10, 2015 Board Meeting	Review
6	7:55 PM	FY 2015-2016 Park & Recreation Draft Budget	Review
7	8:15 PM	FY 2015-2016 Measure A Work Plan	Approve
8	8:35 PM	Draft Bylaws for Park & Recreation Commission	Approve
9	8:55 PM	Park and Recreation Report	Review
10	9:10 PM	Use of Round-Up vs. Organic Weed Control Methods	Advise
11	9:20 PM	Commemorative Plaque for Tom Kunkel Recognizing his Service as Commissioner	Approve
12	9:30 PM	Miller Creek Special Committee	Update
13	9:35 PM	Q&A on Non-Agenda Items Requests for Future Agenda Items	
14	9:40 PM	Adjourn	

NOTES TO COMMISSIONERS:

Please notify Eric Dreikosen at 415.479.7751 (or edreikosen@marinwood.org) or Paula Collins at 415.479.0775 by 5:00 PM the day before the meeting if you are unable to attend.

NEXT P&R COMMISSION MEETING TO BE HELD ON APRIL 28, 2015 AT 7:30 PM AT THE MARINWOOD COMMUNITY CENTER

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

February 24, 2014

Time and Place: 7:30 Marinwood Community Center Classroom

Present:

Commissioners: Izabela Perry, Kimberly Call, John Tune, Sarah Paoli, Shane Valentine, and Sivan Oyserman.
Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Others present: Linda Barnello and Stephen Nestel.

Board members: Justin Kai and Bill Shea.

Agenda

Barnello stated the agenda needs to state the minutes are “draft”.

Public Comment

Perry welcomed Nestel who is part of an organization called “Friends of Miller Creek”. Nestel commented the organization is doing good things; they’ve placed informational signs along the panhandle and have done stream clean-up. The organization is informal and is specifically designed to improve the park panhandle. Their goals and visions are to have the panhandle resemble a nature preserve.

Barnello commented she had weeded a large section of the mini-park and now would be a good time to fix the exposed irrigation and add wood chips to the area. DeMarta replied the mini-park maintenance schedule is set for late March or early April.

Barnello commented in regards to the drafted by-laws, the Commission needs to define the word “inspection”.

Minutes of January 27, 2015 Commission Meeting

Call and Barnello had a few small changes and additions.

Review of Draft Board Minutes of February 10, 2015

No comments.

FY 2015-2016 Park and Recreation Draft Budgets

The Commission reviewed the budgets and had some suggestions. Perry stated the line item for “tree maintenance” is too low; there is a significant amount of deferred maintenance that needs to be done. DeMarta replied the he will re-visit the line item. The Commission will review the Measure A plan next month as well.

Commemorative Plaque for Tom Kunkel Recognizing his Service as Commissioner

Perry commented she had met with Kunkel who expressed his values in the open space and Park Playground. Kunkel humbly suggested a small plaque recognizing his service could be placed near the playground. Call suggested a bench. Tune suggested a plaque set into a stone. Valentine suggested naming the park in his honor. Dreikosen suggested the Commission gather cost analysis before moving ahead for Board approval.

Formation of Miller Creek Special Committee

Perry stated her goals for the committee would be to fundraise, form a volunteer base, utilize grant opportunities and liaise with other agencies. Perry would like to understand what other groups such as “Friends of Miller Creek” are doing and to possibly join forces. Valentine suggested forming an ad-hoc group to achieve the goals; while reporting back to the Commission. Oyserman agreed forming the group ad-hoc and giving them general points to work towards would be helpful. Dreikosen commented agreeing upon 3-5 goals and meeting with staff would be a good beginning point. Oyserman stated she would draft a few goals for review.

Draft Bylaws for Park and Recreation Commission

Call asked the purpose of the document. Dreikosen replied formal bylaws are considered a best practice and commended Perry for her work on the document. Barnello stated the definition for “inspection” needs to be added to the document. Oyserman replied the following line item clearly defines the purpose of the inspections. Call added the Commission should not be micro-managing staff. The Commission did not feel adding more language was necessary. The document will be placed on the March agenda for approval.

Park and Recreation Report

No additional comments.

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

No questions.

The meeting concluded at 9:45PM.

The date of the next Park and Recreation Commission meeting is March 24, 2015 at 7:30pm in the Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday March 10, 2015

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

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

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Joel White and Brandon Selvitella, Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Chair Izabela Perry and Shane Valentine.

Fire Commissioners: Ron Marinoff.

Others Present: Stephen Nestel, Linda Barnello, Kel Harris and Tom Royal.

CLOSED SESSION

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6: Closed session began at 7:00PM. Closed session ended at 7:55PM, the Board had no action items to report and gave direction to the Districts negotiation team.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Adoption of Rosenberg's Rules of Order for all Board and Commission Meetings

Read stated Rosenberg's Rules is a simplified version of Roberts Rules. Barnello stated Rosenberg's Rules do not contain guidelines for minutes or bylaws. Dreikosen replied the Board is held to their Authority and Responsibilities. Barnello commented past Board minutes have been inconsistent. The Board responded and felt the minutes have been consistent and requested procedurally to have the minutes drafted as they have been.

Nestel commented the Board needs bylaws, specifically spending limitations imposed on staff.

Dearborn requested the topic of Board bylaws be placed on the April agenda.

M/s Shea/Dearborn to approve the adoption of Rosenberg's Rules of Order for all Board and Commission Meetings. Ayes: Shea, Dearborn, Kai, Hansell and Read. Nays: None. Motion carried unanimously.

Consent Calendar

- a. *Draft Minutes of Regular Meeting of February 10, 2015:* Read commented Stilson is a "Battalion Chief", not "Captain". Selvitella commented the minutes should state "Engine 658", not "58".
- b. *Draft Minutes of Special Meeting of February 24, 2015:* No comments.
- c. *Bills Paid nos. 726-815:* Kai questioned #812, to Jerry Mehcz. Sullivan responded it is the tennis instructor's portion of tennis revenues. Shea asked if the pool heaters were covered by Measure A money. Sullivan replied yes.

M/s Hansell/Shea to approve Consent Calendar. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: none. Motion carried unanimously.

Open Time for Items not on Agenda

A community member stated the SEED fund is providing materials made in Mexico, not the US as they had promised. Nestel stated there was no solar project update at the last meeting and it is not on the March agenda as well, it needs to be tracked more closely. Additionally Nestel informed the Board of the construction that will be occurring on the land close to Big Rock Deli, he is disappointed the community was not more informed of the project and requested the Board make an official statement. Nestel also commented Susan Adams is now on the ABAG Planning Committee. Kel Harris commented he had met with engineers to look at the intersection of Miller Creek and Marinwood Ave. The new intersection design might include bulb outs or a roundabout; it has yet to be decided. Also Caltrans will be looking at the bike and pedestrian pathway located on Lucas Valley Road under the freeway overcrossing. That specific area will be updated in conjunction with the Smart Train project. Dearborn requested that any roundabout option in the area of Miller Creek be free of landscaping maintenance duties that would fall upon the District. Tom Royal commented the Marinwood Market Plaza is back on the market and suggested the District purchase the property. Hansell stated discussion regarding purchase had occurred in the past, but reminded the public that managing retail property does not fall within the District's Charter. In the past when the District purchased the open space property the CSD obtained a bond. Past Boards did not think a bond measure for the purchase of the property would pass. Read commented any purchase would need to have its own economic viability. Marinoff stated the town of Corte Madera had purchased retail property; it did not work out, it was a financial tragedy. Kai commented there are

interested parties in the property, if the Board is serious about discussing purchase time is a factor and would like to see discussion placed on an upcoming agenda. Read suggested after the Budget cycle is over. Kai additionally commented his interpretation of the District's Charter differs than Hansell and Read's. Nestel reminded the Board that the site is contaminated from the prior Dry Cleaning business.

Dearborn stated status of the solar project needs to be discussed. Dreikosen commented SolEd had concerns with the Duralast roofing and Dreikosen expects to see a proposal for work. Hansell commented the project has halted. Barnello wanted to know how the agenda timing is constructed. The Park and Recreation Commission held a 68 minute conversation at the last meeting and the conversation went beyond its time limit. Read stated the Chair conducts the meetings it is their right to move along the agenda as they feel fit; the times allotted is not a limitation.

Correspondence

1. *Stephen Nestel, February 16, 2015 providing video and "cheat sheet" links re: Rosenberg's Rules of Order:* The Board acknowledged the correspondence.

Fiscal Matters

1. *2014-2015 Budget Amendment:* Read commented this is yearly housekeeping. SAP needs a formal adjustment to pay bills in SAP.
M/s Hansell/ Shea to approve 2014-2015 Budget Amendment. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.
2. *2015-2016 Preliminary District Budget:* Dreikosen reported no department has any property taxes allocated at this point. There is a big hit in Workers Compensation rates and PERS. Hansell pointed out that operationally the District is in the black, but the Reserves and Contingencies are still not being fully funded. Dreikosen replied it is his goal to reach the 6.5% Reserves and Contingencies line. DeMarta commented he and his staff had thoroughly gone through this budget; raised revenue expectations and trimmed expenditures. Hansell stated it's a bit misleading to have property taxes at 0% per Department; he would be in favor of estimating the amounts.
Perry commented the tree maintenance line item in the Park Budget is severely underfunded. An arborist provided the District with a detailed checklist of work to be done that came to about \$20,000. Perry also noted the Park and Recreation Commission had not yet reviewed the Measure A project list; it will be reviewed at the March meeting. Perry asked Dreikosen why there was a \$60,000 change in the Recreation Budget from the last draft which the Commission reviewed in late February. Dreikosen replied he will look into the reason for the difference. Additionally the arborists report does propose about \$20,000 in work, but it doesn't necessarily need to be completed next fiscal year.
Hansell stated everyone should be aware of the increase in Workers Compensation rates. 19% in Parks 38% in Recreation and 48% in the Fire Department. Hansell commented he is glad the Board and staff are making headway with their set goals for reserves and contingencies. He would like to see support to expand the existing facility to better accommodate the revenue generating Recreation Department programs.
Dearborn asked about possible grant money. Dreikosen responded the only grant money that is secured is Measure A. Dearborn stated the District should have grant goals.
Dreikosen commented he would be happy to meet with Board members individually to go over the budget.
3. *2015-2016 Budget Adoption Process Timeline:* A special meeting will be held on April 21, 2015 at 7:30pm in the Community center classroom. The formal adoption will take place at the Regular Board meeting on May 12, 2015.

Fire Department Matters

1. *Draft Report of Fire Commission meeting March 3, 2015:* Roach reported there was no quorum.
2. *Fire Chief Activity Summary Report:* No additional comments.
3. *Draft Resolution for California Fire Assistance Agreement:* Roach commented the first twelve hours of any strike team are not reimbursed, this Resolution would change that.
4. *Shared Services Update:* Hansell asked for an update on the employee status. Roach replied the Department is still down two Firefighters. One will be back in April; the other is still undetermined. Hansell asked the status of the new engine. Roach replied the engine is set to be received in July.
Kai asked why there are so many calls east of the freeway. Roach replied they are mostly medical due to the retirement community and convalescent hospital. Hansell asked if ambulance coverage has increased. Roach replied there is always an ambulance at the ready in northern San Rafael.

Park and Recreation Matters

1. *Draft Report of Park and Recreation Commission meeting of February 24, 2015:* Barnello stated she attended the meeting. She commented about 90% of the new bylaws originated from the Authority and Responsibilities document. Barnello stated she asked for clarification and would like to meet with Dreikosen and Perry. Read suggested Barnello write down her concerns.

2. *Recreation and Maintenance activity reports:* DeMarta reported summer registration has begun and a few of the camps are already sold out. The Recreation Department programs brought in over \$300,000 in the first few days. Dreikosen commented the whole staff has had great customer service. DeMarta commented he has received feedback regarding the 7% increase in cost; resulting in more payment plans. Nestel stated there needs to be a larger gap in price between resident and non-resident. DeMarta replied there is a large gap; keep in mind the non-residents subsidize the residents.
DeMarta reported the Park staff has been working hard with good landscaping updates. He will be meeting with Commissioner John Tune on Thursday to discuss turf maintenance and the best way to proceed. Nestel commented the Park shed area looks awful and there are no dog poop bags. DeMarta took note of Nestel's concerns. DeMarta stated the staff will be working on landscaping projects at the playground using California native plantings and possible stone honoring Tom Kunkel.
Additionally DeMarta reported he had met with a representative from Smartlights to look at rebates for new hall lighting. Dearborn commented PG&E has a big LED rebate running through April.
Hansell commended DeMarta for his work with the Parks Department.

New and Other Business

1. *Marin LAFCO: Election Ballot for Special District Member & Alternate:*
M/s Dearborn/ Shea to vote for Justin Kai in the first position. Ayes: Dearborn, Shea, Hansell, Read and Kai. Nays: None. Motion carried unanimously.
M/s Dearborn/ Read to vote for Brad Beetle in the second position. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.
M/s Kai/ Hansell to vote for Pamela Meigs in the third position. Ayes: Kai and Hansell. Nays: Read, Dearborn and Shea. Motion failed.
M/s Shea/ Hansell to vote for Jack Baker in the third position. Ayes: Shea, Read and Hansell. Nays: Dearborn and Kai. Motion passed.
2. *Marin/Sonoma Mosquito and Vector Control District Assessment Ballot:* Dreikosen stated with the passage of Prop 218 it changed the way Special Districts pay; if the ballot measure passes it will cost the District \$90 a year. Shea commented the money raised by the measure will not go towards mosquito abatement; it will go towards unfunded retirement.
M/s Shea/ Kai to vote "no" on the ballot. Ayes: Shea, Kai, Read, Hansell and Dearborn. Motion carried unanimously.
3. *Requests for Future Meeting Agenda Items:* Barnello requested status of the solar project. Kai asked for discussion of purchase of Marinwood Plaza. Dearborn requested Board bylaw discussion be added as well.

Recognitions and Board Member Items of Interest

Dearborn recognized staff; everyone is busy and working well together.
DeMarta thanked the Lions Club for the \$3,000 scholarship for the Recreation Department.

The date of the next Regular Board meeting is April 14, 2015 at 7:30PM.

The meeting was adjourned at 10:26PM.

Respectfully submitted,
Carolyn Sullivan

MARINWOOD COMMUNITY SERVICES DISTRICT
PARK DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

Cost Center 6103011100

Draft 3/20/15

SAP	Functional Area	Expense Object	Amended Budget 2014-15	Actual 2/28/2015	% Budget 2014-15	Budget 2015-16	% Change
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EXPENDITURES:

EXPENDITURE: SALARIES & EMPLOYEE BENEFITS

5110110	Regular Salaries						
	101000	Administrative	21,045	17,946.87	85.3%	24,252	15.2%
	103000	Rec Director (30%)				29,497	
	103000	Park & Facilities Maintenance	201,957	151,042.68	74.8%	163,071	-19.3%
5120110	103000	Overtime, park	<u>100</u>			<u>500</u>	400.0%
		Total Regular Salaries	223,102	168,989.55	75.7%	217,320	-2.6%
5110210		Extra Hire Salaries					
	101000	CSD Office hourly (Carolyn/Tom)	4,197	6,712.27		5,247	
	103000	Extra Hire Grounds	<u>2,000</u>	<u>861.25</u>		<u>5,760</u>	
		Total Extra Hire Salaries	6,197	7,573.52	122.2%	11,007	77.6%
		Total salaries	229,299	176,563.07	77.0%	228,327	-0.4%
		Employee Benefits					
5130120	103000	Group Insurance	125,870	78,319.27	62.2%	80,958	-35.7%
5130510	103000	PERS	27,584	25,946.51	94.1%	35,649	29.2%
5140115	103000	Workers Compensation Insurance	29,951	19,231.78	64.2%	35,893	19.8%
5140130	103000	Physician services	500			500	
5140140	103000	Social Security/Medicare	17,541	12,085.41	68.9%	17,467	-0.4%
5140145	103000	Unemployment insurance	<u>1,366</u>	<u>899.46</u>	65.9%	<u>1,184</u>	-13.3%
		Total Benefits & Employer Expense	202,812	136,482.43	67.3%	171,651	-15.4%
TOTAL SALARIES & EMPL. BENEFITS			432,111	313,045.50	72.4%	399,978	-7.4%

EXPENDITURE: SERVICES & SUPPLIES

5210120	103000	Consultant fees, GASB 45 val.	2,500	2,510.72	100.4%	500	-80.0%
5210131	103000	Legal expenses	500	2,272.56	454.5%	500	
5210210	101000	Audit fees(25%)	3,200	3,171.25	99.1%	3,300	3.1%
5210215	101000	Banking fees		388.91			
5210230	103000	Payroll services	600	520.85		600	
5210525	101000	General insurance	9,225	8,925.12	96.7%	9,225	
5210530	101000	Legal Settlements					
5210725	103000	Phone & Radio	1,144	930.11	81.3%	1,200	4.9%
5210810	103000	Electricity - PG&E	4,000	1,994.66	49.9%	4,000	
5210815	101000	Garbage, dump	24,040	14,970.80	62.3%	19,040	-20.8%
5210835	103000	Water & sewer	15,000	10,984.77	73.2%	15,000	
5210910	103000	Vehicle Maintenance	2,000	1,150.45	57.5%	3,000	50.0%
5210920	103000	MERA operations - 10%	1,456	1,514.30	104.0%	1,456	
5210940	103000	Maintenance - park tractor & equip	2,500	639.27	25.6%	1,500	-40.0%
5211110	103000	Janitorial contract					
5211125	103000	Park and community landscape contract	40,000	22,961.54		40,000	
5211130	103000	Creek maintenance					
5211140	103000	Park and community landscape special	10,000	7,829.04			
5211220	103000	Equipment Rental	2,180	813.18	37.3%	4,200	92.7%

SAP	Functional	Expense	Amended Budget		Actual	% Budget	Budget	%
	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change	
5211320	103000	Education & training supplies	200					
5211325	103000	Conferences, mtgs						
5211330	103000	Membership dues	650	1,847.00	284.2%	1,900	192.3%	
5211340	103000	Training Expense - Park	850	1,204.98	141.8%	2,000	135.3%	
5211440	103000	General travel	800	892.63	111.6%	800		
5211520	103000	Recruiting ads & legal notices						
5211528	103000	Tree Services				8,000		
5211532	103000	Weed and pest control	500	349.26	69.9%	2,000	300.0%	
5211545	101000	Election expense - Board				1,750	#DIV/0!	
5211610	103000	Permits, Co. auditor fees, LAFCO share	1,500	577.03	38.5%	700	-53.3%	
5220110	103000	Office expense	500	556.89	111.4%	1,000	100.0%	
5220130	101000	Reprod. costs, copy machine 10%	650	768.65	118.3%	650		
5220210	103000	Replacement equipment & furnishings	1,500	124.79	8.3%	3,000	100.0%	
5220215	103000	Small tools	800	1,847.30	230.9%	800		
5220220	103000	Maintenance - open space	6,000	4,800.00	80.0%	2,500	-58.3%	
5220310	103000	Maintenance supplies, land & buildings	25,000	21,212.65	84.9%	20,000	-20.0%	
5220610	103000	Gasoline, fuel	3,000	2,052.47	68.4%	3,000		
5220810	103000	Misc supplies, community exp	1,000				-100.0%	
5220819	103000	Reg supplies	200			200		
5220825	103000	Uniforms & safety clothing	885	1,095.76	123.8%	700	-20.9%	
5220826	103000	Food supplies				500		
5220827	103000	Household & janitorial supplies	1,500	2,059.76		2,000	33.3%	
5220828	103000	First Aid supplies	100	184.33		300	200.0%	
5420515		Co Pooled Investments interest						
TOTAL SERVICES & SUPPLIES			163,980	121,151.03	73.9%	155,321	-5.3%	
EXPENDITURES: DEBT SERVICE								
5211710	103000	MERA 10% principal	1,224	1,204.01	98.4%	1,418	15.8%	
5211715	103000	MERA 10% interest	710	612.27	86.2%	518	-27.0%	
TOTAL DEBT SERVICE			1,934	1,816.28	93.9%	1,936		
EXPENDITURES: FIXED ASSETS: (Sch. C)								
5220910	103000	Cap. Outlay - Park Improvements	15,000	13,250.00				
5220916	103000	Equipment & tools				15,000		
TOTAL FIXED ASSETS			15,000	13,250.00		15,000		
EXPENDITURES: CONTINGENCIES & RESERVES								
		<i>Capital Reserve (2.25%)</i>	7,900					
		<i>Unfunded Liabilities (3.25%)</i>	11,500					
		<i>Fund Balance Restoration (1%)</i>	3,500					
		Total:	22,900					
TOTAL CONTINGENCIES & RESERVES								
TOTAL PARK BUDGET			613,025	449,262.81	74.3%	572,235	-5.4%	
REVENUE OTHER THAN TAXES								
		Rebates						
4410125	103000	Interest -Pooled Investments	500	174.42		500		

SAP	Functional Area	Expense Object	Amended Budget		Actual 2/28/2015	% Budget 2014-15	Budget 2015-16	% Change
			2014-15					
4410127	103000	Interest -Pooled Investment ERAF		100			100	
4530516	103000	Measure A Parks & Recreation		7,000	7,000.00		15,000	
4530527	103000	State Grants						
4540510	103000	Fed. Park Srvc						
4511210	103000	HOPTR		1,515	3,002.94			
4570110	103000	Reimbursed expenses			1,113.50			
4710631	103000	Misc. revenue - contract services						
4710642	103000	Miscellaneous		150	5,000.00		150	
4810250	103000	Operating Transfers In						
TOTAL REVENUE OTHER THAN TAXES				9,265	16,290.86		15,750	70.0%

REVENUE SUMMARY

Estimated Property Tax Revenue:								
4110110	103000	Current Secured	243,538	134,460.93		55.2%		
4110111		SB2557 Admin fees`	(4,131)	(1,904.46)				
4110115	103000	Unitary	1,413	4,310.24				
4110120	103000	Current Unsecured	5,009	6,948.85		138.7%		
4110140	103000	Excess ERAF	30,166	15,992.87		53.0%		
4110145	103000	PY/Reverse ERAF	1,600	1,535.26				
4110210	103000	Supplemental	3,200	10,647.55		332.7%		
4110215	103000	Supplemental Assessment, Current	18	290.93		1616.3%		
4110225	103000	Supplemental Assessment, Redem.	185	206.44		111.6%		
4110310	103000	Prior Secured						
4110510	103000	Prior Unsecured	226	973.64		430.8%		
4560110	103000	In-lieu, Housing						
Total Estimated Property Tax Revenue:			281,224	173,462.25		61.7%		
4120610	103000	Special Tax	329,844	181,312.93		55.0%	338,744	
4120611	103000	Administrative fee for Special Tax	(1,200)	(667.82)			(1,200)	
TOTAL BUDGET FUNDING			619,133	370,398.22		59.8%	353,294	
TOTAL PARK BUDGET			613,025	449,262.81		74.3%	572,235	-5.4%

To be provided from taxes and fund balance:

218,941

MARINWOOD COMMUNITY SERVICES DISTRICT

RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

6103012100

Draft 3/20/15

GL	Functional	Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change

EXPENDITURES:

5110110		Regular Salaries					
	101000	Admin	21,045	17,946.86	85.3%	24,252	15.2%
	103000	Rec Director (70%)	0		0.0%	68,825	0.0%
	103000	Recreation	<u>272,340</u>	<u>177,816.54</u>	<u>65.3%</u>	<u>179,379</u>	-34.1%
			293,385	195,763.40	66.7%	272,456	-7.1%
5110210		Extra Hire Wages					
	101000	Office hourly (Carolyn/Tom)	8,395	11,444.55	136.3%	10,494	25.0%
	103000	Overtime					
	103000	General	6,000	5,118.25	85.3%	6,000	0.0%
	104000	Building attendant & janitorial	12,900	8,009.00	62.1%	12,900	0.0%
	105000	Pool salaries	126,000	90,401.82	71.7%	140,000	11.1%
	106000	Aquatics	35,000	34,494.30	98.6%	45,000	28.6%
	107000	Summer programs	350,048	250,835.86	71.7%	357,581	2.2%
	108000	Preschool	105,000	55,144.97	52.5%	105,000	0.0%
	110000	Youth programs	28,300	12,215.17	43.2%	28,300	0.0%
	111000	Adult programs	2,000	1,961.50	98.1%	2,000	0.0%
	112000	Community events	1,400	635.75	45.4%	700	-50.0%
	113000	Swim team wages	<u>50,000</u>	<u>9,970.00</u>	<u>19.9%</u>	<u>50,000</u>	0.0%
			725,043	480,231.17	66.2%	757,975	4.5%
		Total Wages	1,018,428	675,994.57	66.4%	1,030,431	1.2%
		Benefit & Employer Expenses					
5130120	103000	Group insurance	103,561	36,525.18	35.3%	85,384	-17.6%
5130510	103000	PERS	33,167	35,199.42	106.1%	44,088	32.9%
5140115	103000	Workers Compensation Ins.	33,198	35,086.82	105.7%	46,037	38.7%
5140130	103000	Physician services	500		0.0%	500	0.0%
5140140	103000	Social Security/Medicare	78,311	57,602.93	73.6%	79,330	1.3%
5140145	103000	Unemployment Insurance	<u>21,000</u>	<u>16,279.78</u>	<u>77.5%</u>	<u>21,000</u>	0.0%
			269,737	180,694.13	67.0%	276,338	2.4%
510000			1,288,165	856,688.70	66.5%	1,306,769	1.4%
5210120	103000	Consultant fees	6,500	6,425.95		500	-92.3%
5210122	103000	Marketing expense	28,500	14,555.01	51.1%	30,000	5.3%
5210128	103000	Fingerprints	5,000	2,140.32	42.8%	5,000	0.0%
5210131	103000	Legal expenses	1,000	1,271.81	127.2%	1,000	0.0%
5210146		Recreation Program Contracts					
	107000	Summer program contracts	38,470	32,313.09	84.0%	32,907	-14.5%
	109000	Tennis contracts	44,000	29,473.00	67.0%	44,000	0.0%
	110000	Youth Program contracts	28,025	16,174.67	57.7%	31,215	11.4%
	111000	Adult program contracts	21,020	18,502.20	88.0%	20,450	-2.7%
	112000	Community Recreation contracts	0			0	

GL	Functional	Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change
5210210	101000	Audit fees	3,200	3,171.25	99.1%	3,300	3.1%
5210215	103000	Banking services	800	408.45	51.1%	800	0.0%
5210230	103000	Payroll services	3,500	2,101.65	60.0%	3,500	0.0%
5210525	103000	General insurance	8,500	7,884.44	92.8%	8,500	0.0%
5210530	101000	Legal settlements					
5210725	103000	Phone & Radio	3,580	2,587.19	72.3%	3,580	0.0%
5210810	103000	Gas & Electric service	35,000	24,471.86	69.9%	35,000	0.0%
5210815	101000	Garbage, dump	5,440	3,492.61	64.2%	5,440	0.0%
5210835	103000	Water & sewer	1,696	759.70	44.8%	1,696	0.0%
5211110	104000	Janitorial contract	25,000	16,242.89	65.0%	25,000	0.0%
5211115	104000	Maintenance - special bldg*	0			0	
5211315		Staff training					
	103000	Recreation training expense	400	360.00	90.0%	400	0.0%
	105000	Pool training	1,000	1,303.02	130.3%	1,200	20.0%
5211320	103000	Books, publications, reference mat'l					
5211325	103000	Conferences, mtgs	3,000	0.00	0.0%	3,000	0.0%
5211330	103000	Membership dues	2,200	2,212.00	100.5%	2,200	0.0%
5211440	103000	General travel	2,000	887.63	44.4%	2,000	0.0%
5211520	103000	Publication & legal notices	500	0.00	0.0%	500	0.0%
5211545	101000	Election expense	1,750	0.00	0.0%	1,750	0.0%
5211610	101000	Permits, Co. Finance, LAFCO	2,500	577.03	23.1%	1,700	-32.0%
5220110	103000	Office expense	25,500	19,123.58	75.0%	20,500	-19.6%
5220130	101000	Copy machine 60%, + outside printin;	6,200	4,704.65	75.9%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipmen	22,000	11,248.89	51.1%	20,000	-9.1%
5220310	104000	Maintenance - Community Ctr	11,000	6,100.59	55.5%	6,000	-45.5%
5220810	105000	Pool chemicals	14,000	8,265.99	59.0%	14,000	0.0%
5220819		Recreation supplies					
	103000	General recreation supply	4,000	3,372.04	84.3%	3,000	-25.0%
	104000	Building rec supply					
	105000	Pool Supplies	6,500	1,714.01	26.4%	6,500	0.0%
	106000	Aquatic Supplies	10,000	4,512.52	45.1%	6,000	-40.0%
	107000	Summer program expense	156,000	91,578.39	58.7%	147,700	-5.3%
	108000	Preschool supplies	600	784.76	130.8%	1,000	66.7%
	109000	Tennis class supplies	2,000	816.00		600	
	110000	Youth Program expense	5,150	3,978.04	77.2%	3,200	-37.9%
	111000	Adult program expense	2,500	2,071.58	82.9%	2,000	-20.0%
	112000	Community Recreation expense	26,700	23,510.20	88.1%	16,400	-38.6%
5220825	105000	Pool guard clothing	1,000	718.19	71.8%	1,500	50.0%
5220826	105000	Vending machine supplies	10,000	8,166.88	81.7%	10,000	0.0%
5220827	103000	Janitorial supplies	19,000	12,167.65	64.0%	12,000	-36.8%
5220828		First aid supply					
	105000	Pool first aid	1,000	626.22	62.6%	1,000	0.0%
	107000	Summer first aid supply	500	358.65	71.7%	500	0.0%
5420500	103000	Interest on County Pooled Invest.	0			0	
TOTAL SERVICES & SUPPLIES			596,231	391,134.60	65.6%	542,738	-9.0%

GL	Functional	Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change
5211710	103000	Principal, expansion loan	50,000	50,000.00	100.0%	50,000	0.0%
5211715	103000	Interest, expansion loan	10,175	1,667.27	16.4%	7,425	-27.0%
TOTAL LOAN PAYMENT			60,175	51,667.27	85.9%	57,425	-4.6%
5220910	103000	Building and Pool Improvements	58,000	45,567.47	78.6%	51,000	-12.1%
5220916	103000	Rec Equipment	20,000	18,882.24	94.4%	0	
TOTAL FIXED ASSETS			78,000	64,449.71		51,000	
0	Contingency, General (fund bal. unbudgeted)						
		Reserves for equipment - years	<i>Proposed</i>			<i>Budgeted:</i>	
		<i>Solar power/water - 10 yrs</i>	<i>15,000</i>				
		<i>Kitchen Remodel - 2 years</i>	<i>10,000</i>				
		<i>Youth Pool - 8 years</i>	<i>6,500</i>				
		Total:	31,500				
		Board Designated Reserves:					
		<i>Capital Reserve (2.25%)</i>	<i>35,600</i>				
		<i>Unfunded Liabilities (3.25%)</i>	<i>51,500</i>				
5450150		<i>Fund Balance Restoration (1%)</i>	<i>15,800</i>				
		Total:	102,900				
		Contingency for emergencies					
TOTAL CONTINGENCIES & RESE			0			0	0
TOTAL BUDGET RECREATION			2,022,571	1,363,940.28	67.4%	1,957,932	-3.2%
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	8,063.16	50.4%	16,000	0.0%
4410225	104000	Building rental	43,000	36,882.48	85.8%	43,000	0.0%
4511210	103000	HOPTR	2,632	392.73	14.9%	0	-100.0%
4530516	103000	Measure A Parks & Recreation	58,000	71,222.35	122.8%	51,000	-12.1%
4570110	103000	Reimbursed expenses	500	1,773.43	354.7%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	12,174.13	81.2%	15,000	0.0%
	103000	Ad sales	10,000	3,638.52	36.4%	7,000	-30.0%
4631914	112000	Community recreation activities	21,375	14,174.20	66.3%	20,670	-3.3%
4631915	109000	Tennis	57,000	36,447.65	63.9%	59,000	3.5%
4631917	105000	Pool revenue	70,000	54,816.82	78.3%	82,000	17.1%
	106000	Aquatics, swim classes	90,000	82,631.69	91.8%	105,000	16.7%
	113000	Swim team reimbursement	57,000	59,530.19	104.4%	57,000	0.0%
4631918	105000	Pool membership	62,000	42,685.56	68.8%	60,000	-3.2%
4631919	111000	Adult Programs	36,100	23,841.95	66.0%	36,385	0.8%
4631920	107000	Summer Programs	759,684	427,271.19	56.2%	793,495	4.5%
4631922		Youth Program revenue					
	108000	Preschool	133,000	72,696.84	54.7%	133,000	0.0%
	110000	Youth Programs	112,837	66,860.43	59.3%	102,790	-8.9%

GL	Functional	Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change
4640329	103000	Unused credit		887.89			
4710615	103000	Donations	1,000	150.00	15.0%	1,000	0.0%
4710642	103000	Miscellaneous	150	523.55	349.0%	150	0.0%
TOTAL NON-TAX REVENUE			1,545,778	1,016,664.76	65.8%	1,583,490	2.4%

Total restricted funds & 6/30 balance budgeted 0

Other Revenue:

Revenue other than taxes 1,545,778 0.0% 1,583,490 2.4%

Estimated Property Tax Revenue:

4110110	103000	Current Secured	421,566	233537.41	55.4%		
4110111	103000	Tax Admin fee - contra revenue	(7,175)	(3307.76)			
4110115	103000	Unitary	2,455				
4110120	103000	Current Unsecured	8,699	8329.21	95.7%		
4110140	103000	Excess ERAF	52,394	27777.09	53.0%		
4110145	103000	P/Y ERAF/Reverse ERAF	2,700	2666.52	0.0%		
4110210	10300	Supplemental	5,558	2965.60			
4110215	103000	Supplemental , unsecured	32	68.72	214.8%		
4110225	103000	Supplemental Assessment, Redem.	321	237.39	74.0%		
4110310		Prior Year Secured	0				
4110510	103000	Prior Unsecured	392	434.56			
4560110	103000	In-lieu, Housing	0				
			486,942	272,708.74		0	
TOTAL BUDGET FUNDING			2,032,720	1,289,373.50	63.4%	1,583,490	-22.1%
TOTAL RECREATION BUDGET			2,022,571	1,363,940.28	67.4%	1,957,932	-3.2%

Surplus: To be provided from Fund Balance and Property Taxes: 374,442

**MARINWOOD COMMUNITY SERVICES DISTRICT MAJOR CAPITAL INVESTMENT NEEDS
(HIGHLIGHTED ITEMS ARE HIGH PRIORITY MEASURE A PROJECTS)**

Item	Cost in \$,000	Fiscal Year										
		13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
Creekside Park												
1 Pedestrian bridge replacement (low priority)	80											
2 Pedestrian asphalt path replacement (Bridgate towards the park)	9											
3 Oak removal	10											
4 Curb cut + restriping the parking lot + seal coat	10											
5 Playground replacement												
6 Fence replacement												
7 Shading/picnic structure replacement												
8 Tennis court resurface top coat	10				10							
9 Tennis court replacement	85								85			
Marinwood Park												
10 Miller Creek Rd. sidewalk replacement	250											
11 Miller Creek Rd. sidewalk tree replacement	8					8						
12 Picnic area shading	15											
13 Playground replacement												
14 Fence replacement												
15 Picnic tables replacement												
16 Park walkways repavement												
17 School tennis court (#3&4) replacement (+\$20K from MTA)	70				70							
19 Permanent tennis courts restroom	65											
20 Park tennis court (#1&2) resurfacing	12			12								
21 Maintenance shed replacement	60					60						
22 Path along tennis courts repavement												
25 Property survey	15											
Community Center Building												
26 Reception hall chairs	10				10							
27 Kitchen cabinets, counters & flooring	18			18								
28 Roof replacement												
29 Roof recoating (in 23/24, cost tbd)												
30 HVAC	18		18									
31 Stove & hood	7			7								
32 Reception hall floor re-sanding (2014 install)	13							13				
33 Reception hall lighting	10			10								
34 Paint trim on CC building and pool building	12			12								
35 Exterior painting												
36 Heating system replacement												
37 Modular classroom	350											
38 Parking lot repavement	15					15						
Pool Complex												
39 Pool chlorine generator cells (every 2 years)	15				15		15		15			
40 Pool replastering - 10 yrs	80							80				
41 Pool changing room partitions replacement	4				4							
42 Pool indoor showers installation												
43 Pool building ceiling beam refinish	20				20							
44 Pool building lights addition	4											
45 Pool changing room sinks replacement	10				10							
46 Pool filter addition	15				15							
47 Wading pool heater and filter	11		11									
48 Pool pump	25											
49 Pool heater #1 replacement	8		8									
50 Pool heater #2 repair	6		6									
51 Pool changing room radiant heat installation												
52 Pool changing room tile floor installation												
53 Pool building exterior paint												
54 Pool building roof replacement												
55 Pool complex fencing replacement												
56 Picnic tables replacement												
57 Shade area replacement												
58 Wading pool zero entry	80				80							
57 Pool slide replacement	40											
58 Pool additional chlorine generator	50				50							
59 Pool UV disinfection system	26											
Park Maintenance Equipment												
60 Gater Replacement	15			15								
61 Truck w. dump bed	25					25						
62 Tractor - 20 yrs from 07/8	55											
63 Mower - 10 yrs	18							18				
Total Capital Expenditure per FY		0	43	74	264	108	28	98	100	0	0	0
Less Prop A Grant Funds		42	65	66	67	68	69	70	71	72	73	
Balance from General Fund or Carry-Over		-42	-22	8	197	40	-41	28	29	-72	-73	0

**MARINWOOD COMMUNITY SERVICES DISTRICT
PARK AND RECREATION COMMISSION BYLAWS**

(Adopted by Board of Directors ##/##/####)

ARTICLE I – NAME

The Commission shall be designated the Marinwood Community Services District Park and Recreation Commission, referred to hereafter as the “Commission.”

ARTICLE II – PURPOSE

The Marinwood Community Services District Park and Recreation Commission is an advisory body to the Marinwood Community Services District Board of Directors (“Board”) and exercises particular powers as delegated by the Board. The Commission shall recommend to the Board policies governing the operation and management of the Marinwood Community Center, Marinwood Community Parks, Marinwood Community Pool, open space, and recreation programs in accordance with the needs of the community and the District's policies, rules and regulations. The Board, as the legally constituted body under State law, retains power of final review and decision.

ARTICLE III – RESPONSIBILITIES

1. Review, comment, and make recommendations regarding the annual operating budget for the Park and Recreation Departments.
2. Review and recommend to the Board any change in staffing needs of the Park and Recreation Departments.
3. In cooperation with staff, develop and recommend to the Board a long-range plan for parks, open space, pool, and recreation facilities. Review the plan periodically.
4. Monitor existing capital projects related to parks, open space, pool, and recreation facilities. Suggest new capital projects based on community recreation needs.
5. Inspect parks, open space, pool and recreation facilities annually during summer months and develop a list of recommended improvements.

6. In cooperation with staff, review and revise rules and regulations, policies and schedules concerning park, pool and recreation facilities and activities as needed.
7. Review monthly reports from staff concerning the general operations, functions and activities of the Park and Recreation Departments.
8. Promote the preservation and protection of the natural resources under District purview.
9. As requested by staff, help develop and maintain a good working relationship with local school districts, other organizations and private entities engaged in recreation programming in order to maximize the use of school, public, and community facilities for recreation activities.
10. Perform other such duties as may be directed by the Board.

ARTICLE IV – STRUCTURE

A. MEMBERSHIP

The Commission shall consist of five regular members and one alternate member. All members shall be residents of the Marinwood Community Services District. Commissioners serve without remuneration.

B. APPOINTMENT TERMS AND PROCESS

Commissioners are appointed by the Board of Directors during their regular December board meeting for two-year terms beginning in January. Three commissioners shall be appointed for terms beginning in the same even year. Two other commissioners plus the alternate shall be appointed for terms beginning in the same odd year. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request.

In the first week of October, District staff will post a notice of all upcoming commission vacancies on, at a minimum, District's website as well as utilize District email lists and neighborhood social media websites to encourage applications from the community. Notices will include general information about the commission vacancy, including the specific term of the vacancy, as well as instructions on how to express interest in becoming an appointed Commissioner.

There are no term limits for Commission members. Current Commission members may apply for reappointment following the same procedure stated above.

C. RESIGNATIONS, REMOVAL AND VACANCY

Any appointed member may resign by giving written notice to the Board. Commissioners shall be subject to removal by the affirmative vote of three members of the Board. Any such vacancy will trigger a notice of the vacancy within five business days. District staff will post a notice of all upcoming commission vacancies on, at a minimum, District's website as well as utilize District email lists and neighborhood social media websites to encourage applications from the community. Notices will include general information about the commission vacancy, including the specific term of the vacancy, as well as instructions on how to express interest in becoming an appointed Commissioner. The current alternate member of the Commission may at that time apply for the vacated seat. The new appointee will serve the remainder of the removed Commissioner's term.

D. CHAIRPERSON

One regular Commission member shall be elected in January by the other Commissioners to the role of Chairperson of the Commission for a period of one year. The chairperson must have been appointed to the Commission for a period of no less than one year preceding election to the role of chairperson. The chairperson can serve in this role consecutively if reelected by the members of the Commission.

1. DUTIES OF THE CHAIRPERSON

- a. Preside over meetings of the Commission, utilizing and maintaining Rosenberg's Rules of Order.
- b. In cooperation with District staff, prepare agendas for Commission meetings.
- c. Attend Board meetings at least for the portion covering Commission matters and other portions the Chair may be asked to attend. Alternatively, designate another member of the Commission to attend should the Chair be unable.
- d. Report to the Board the actions and recommendations of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome newly appointed Commissioners. Provide a copy of Commission Bylaws and District's "Commission Code of Conduct and Ethics" to each new Commissioner.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings if necessary to discuss extraordinary issues.

E. VICE CHAIRPERSON

One Commission member shall be elected in January by the other Commissioners to become the Vice Chairperson of the Commission for a period of one year. The Vice Chairperson shall assume the responsibilities of the Chairperson in his/her absence and take on any duties assigned by the Chairperson. The position does not imply succession into the position of the Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

F. LIAISON DIRECTOR

A Liaison Director is appointed by the Chair of the Board at the January meeting of the Board for a period of one year. There are no term limits for the Liaison Director.

1. DUTIES OF THE LIAISON DIRECTOR

- a. The liaison director attends Commission meetings and may participate in the discussion as appropriate.
- b. The liaison director's principal function is to advise the Commission of official Board policy when appropriate and to inform the Board of the Commission's viewpoints and recommendations.
- c. The liaison director shall be available for advice and consultation with the Commission Chair.

ARTICLE V – MEETINGS

A. TIME AND PLACE

The Commission shall hold regular meetings every fourth Tuesday of the month at 7:30 PM in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act. The meeting shall be open to the public.

B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson, by three members of the Commission, or by the Board. Public notice of all meetings shall be given in accordance with the provisions of the Ralph M. Brown Act. The meetings shall be open to the public.

C. ATTENDANCE

Commission members are required to attend all regular and special meetings. Members shall notify District staff of any expected absence by 5:00 p.m. the day prior to the meeting. Three absences in a row will trigger the Chairperson's inquiry into the nature of the absence, and may trigger Commission's request to the Board of Directors to remove absent Commissioner from their duties. Absences due to extenuating circumstances are exempt. Absence with notification from a special meeting does not count towards attendance requirements.

In addition to attending the regular monthly Commission meetings, Commissioners are encouraged to attend meetings of the Board of Directors.

D. AGENDA

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall include but not be limited to:

1. Confirmation of a Quorum
2. Call to Order
3. Review of the Agenda
4. Public Comment
5. Approval of the draft minutes from the prior Park & Recreation Commission meeting
6. Review of the draft minutes from the last meeting of the Board of Directors
7. Park and Recreation Staff Report
8. Q & A on non-agenda items
9. Adjournment

E. QUORUM, VOTING AND ACTION

The Commission acts as a body, not as individuals. A quorum consisting of a majority (3) of Commissioners is required to take any action. Action of the Commission as a whole is taken by formal vote. A simple majority will decide if action passes or fails. Each member has one vote. No member shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on. The alternate member shall vote only in the absence of a regular member or if a regular member has recused themselves due to a conflict of interest.

F. PARLIAMENTARY AUTHORITY

All proceedings of the Commission shall be conducted according to the rules contained in the most recent edition of Rosenberg's Rules of Order when these do not conflict with these bylaws.

ARTICLE VI – COMMITTEES

The Commission shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns related to parks and recreation within Marinwood. These commissions can consist of other members of the public, but cannot consist of more than two Commissioners. All permanent committees are subject to the provisions of the Ralph M. Brown Act.

ARTICLE VII – COMPLIANCE

Commission members must abide by these bylaws, all provisions of the Ralph M. Brown Act (Government Code Sections 54950 – 54963, et seq.) and the District's "Commission Code of Conduct and Ethics" (Attachment A). The Ralph M. Brown Act is available at:

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963> .

ARTICLE IIX – BYLAWS ADOPTION AND AMENDMENTS

This document replaces the "Authority and Responsibilities of the Marinwood Park and Recreation Commission" upon the approval of the Board of Directors. These bylaws may be amended or repealed and new bylaws recommended by the majority vote of the Commission at any regular meeting. The amendments are further subject to the approval of the Board of Directors. Any member of the Commission may propose amendments to the Bylaws. Written notice of any proposed amendments must be sent to the District Manager and the Commission Chairperson in time to be included in the upcoming meeting agenda.

ATTACHMENT A

Marinwood Community Services District
Code of Conduct and Ethics for Commission members
(Adopted by Board of Directors on 11/08/2011)

Basic responsibilities of individual Commissioners:

1. Commissioners must have regular attendance at Commission meetings.
2. While Commissioners may collaborate with staff on specific projects or issues, they must refrain from involvement in or supervision of the day-to-day operations of District.
3. Commissioners must be familiar with District financing.
4. Commissioners must be familiar with the policies governing the District.
5. Commissioners must conduct themselves with courtesy and respect to each other, to staff, to members of the audience in attendance at meetings, and to the community in general.
6. Commissioners must be prepared to discuss agenda items at meetings.
7. Reference to an appointed position or title will only be used when attending official meetings or functions and in no case shall the appointed title be used to promote or advance personal or political interests.
8. Commissioners may not represent the Commission before any other commission, outside agency, the press, or the general public unless authorized by the Commission as the designated spokesperson.
9. In public statements, Commissioners must accurately represent the adopted position and opinion of the Board and Commission as a whole. If this is not the case, the Commissioner must clearly indicate that the views stated are those of the individual Commissioner. While a Commissioner may express his/her individual viewpoint on an issue, a Commissioner may not expressly or impliedly represent that his/her personal viewpoint is the official position or opinion of the entire Commission or CSD Board.

Park & Recreation Report – March 2015

Shane DeMarta, Recreation Director

Recreation Activities

Summer Registration:

Summer camp registration is now open. Registrations have been incredibly strong; we brought in over \$300,000 in revenue in the first week, up from \$125,000 during the same time last year. Many of our camps are full with waitlists.

Contract Classes:

We recently sent one of our instructors to teach a large CPR and first aid class at Harbor Point Tennis Club in Tiburon that generated \$1250 in profit for Marinwood. In addition, we have contracted to teach several babysitter training classes for the Larkspur Park and Rec. Department which net us approx. \$500 per class.

Winter/ Spring Events:

“Raise a Glass” a Winter Wine Tasting

“Raise a Glass” was a huge success this year. We had 120 participants and everyone had a great time.

Breakfast with Bunny

The longstanding Breakfast with Bunny and Egg Hunt will take place Saturday, April 4th starting promptly at 10am. The Las Gallinas Lions put a lot of work into the event and run the egg hunt; the Recreation staff provides breakfast shortly thereafter.

Marinwood Happy Hour (new event)

We have a new event this spring, “Marinwood Happy Hour.” The goal for this event is to have a casual gathering of residents who can come and mingle, listen to music and have a beer or beverage. Ideally, we will have one brewery/winery come to each event to pour. For the first night we have Baeltane Brewery coming to provide beer. In addition, we will have \$5 child care available.

The first event is scheduled for Friday, April 10th from 6-9pm.

Spring Break Camp:

Spring Break camp is scheduled for April 13-17th. Spring Break camp consists of traditional camp games, arts and crafts, swimming and a special event. Spring Break camp always fills to capacity.

Pool Season:

The pool is now open for the Marinwood Waterdevils. The Waterdevils have approx. 200 swimmers this season. This Spring we are also working with the Waterdevils on starting Water Polo classes. We open up to the public Monday, March 30th.

Miscellaneous:

- Marinwood Camps were named “Best Camps in the North Bay” by North Bay Bohemian Magazine.

Park Activities

General Maintenance:

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

Projects:

Community:

- Pruned all landscaping around Community Center
- Cleaned all underbrush and old woodchips around landscaping
- Added redwood bark to landscaping

Pool:

- Working on balancing the tot pool chemicals
- Completed minor repairs to waterslide
- Need to repair pool sweep (in-progress)

Playgrounds:

Creekside Park:

- Applied second of stain to shade structure
- Weeded walking path

Main Park:

- Add new fall material (in-progress)

Turf:

- Aeration, top dressing, and seeding of turf near tennis courts. Area is now fenced off until mid-April. Other areas will be complete by mid-May.
- Testing and repairs of all turf and landscape irrigation.

Open Space:

- I was contacted by two residents inquiring about the planting of a small Redwood tree being planted in the Marinwood Panhandle. I responded to both inquiries stating that the Marinwood Staff had not planted any trees in the Panhandle and that we would look into who planted the tree. In addition, I stated that we would remove the tree when time allowed.

Miscellaneous:

I met with SmartLights Energy Solutions this past week for an audit of our interior and exterior lighting. I've received the first report which states that we are currently operating a very efficient level with our interior lighting. I am still waiting for the report on exterior lights.

Eric Dreikosen

From: Linda Barnello <barnello@pacbell.net>
Sent: Saturday, March 14, 2015 3:41 AM
To: Shane DeMarta
Cc: Eric Dreikosen
Subject: New Tree Planted in Middle of Panhandle "Meadow" Area ?

Hi Shane. I am wondering why a new tree has been planted in the Panhandle open "meadow" area?

Last fall, at two different Park & Rec commission meetings, Kimberly Call was trying to get everyone to agree with her, that more oaks should be planted in the Panhandle. At the first meeting, she said she had dozens of oak seedlings and she wanted help to plant them in the Panhandle. I recall saying that the Park tractor that is supposed to cut down the very tall weeds, grasses, and foxtails in the Panhandle, would have a difficult time, maneuvering between all the seedlings that would be in wire cages. There are already enough trees in the Panhandle, and the one small open area (close to the maintenance shed), should remain as is. You said she could plant trees in the open space hills, if she wanted to. At the next meeting, Call again talked about planting oak tree seedlings in the Panhandle. I disagreed, and asked again for a decision on this. Again I remember you saying that the oak seedlings could be planted in the hills (not in the Panhandle).

I just noticed that a new tree, approximately four feet tall, being some sort of pine, spruce, or redwood ?, has recently been planted in this same open area, in the Panhandle. These types of trees do not thrive in very hot and dry (summer time) Marinwood. I have been told by two different arborists, that pines and redwoods suffer from disease and die early in Marinwood. These trees belong in the cooler and more moist climates along the coast, where forests thrive.

I would like to know why this pine, spruce, redwood ? was planted where it is. If an arborist suggested this, I would like to recommend that the MCSD find another arborist.

Mr. Dreikosen, I would like this email to be included in the next Park & Rec commission meeting packet for review. I would also like to see an item be added to the next P&R agenda, for discussion of what, if anything more, should be planted in the only open "meadow" area along the Panhandle. If there is a plan for the MCSD to add more plantings in this area, I think the hundreds of people who live near and walk through the Panhandle on a regular basis, should be polled, to determine if they want more trees in this open area.

Sincerely, Linda Barnello 415-472-4947

THANK YOU

TOM KUNKEL

**FOR TWENTY-EIGHT YEARS OF SERVICE
ON THE PARK & RECREATION**

COMMISSION

MCSD