

**MARINWOOD PARK AND RECREATION COMMISSION  
 AGENDA FOR P&R COMMISSION MEETING  
 TUESDAY, APRIL 28, 2015  
 7:30 PM – MARINWOOD COMMUNITY CENTER CLASSROOM**

#	Time	Item	Commission Action
1	7:30 PM	Agenda	
2	7:35 PM	Public Comment	
3	7:40 PM	Draft Minutes of March 24, 2014 P&R Commission Meeting	Approve
4	7:45 PM	Draft Minutes of April 14, 2015 Board Meeting	Review
5	7:50 PM	Commemorative Plaque for Tom Kunkel	Approve
6	8:10 PM	Use of Round-Up vs. Organic Weed Control Methods	Recommend
7	8:30 PM	Commission Bylaws – Revisions	Approve
8	8:45 PM	Code of Conduct and Ethics for Commission members	Discuss
9	9:15 PM	Park and Recreation Report	Review
10	9:25 PM	Q&A on Non-Agenda Items Requests for Future Agenda Items	
11	9:30 PM	Adjourn	Review

**NOTES TO COMMISSIONERS:**

Please notify Eric Dreikosen at 415.479.7751 (or [edreikosen@marinwood.org](mailto: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 MAY 26, 2015 AT 7:30 PM AT THE  
 MARINWOOD COMMUNITY CENTER**

# MARINWOOD COMMUNITY SERVICES DISTRICT

## DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

**March 24, 2015**

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

**Present:**

Commissioners: Chair 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.  
Board members: Justin Kai.

**Agenda**

No changes or additions.

**Board Adoption of Rosenberg's Rules of Order**

Dreikosen stated Rosenberg's Rules are simple to understand and the Commission will be following them from here on.

**Public Comment**

No comments.

**Minutes of February 24, 2015 Commission Meeting**

Call stated she would like a comment scratched that read, "Call added the Commission should not be micro-managing staff". Sullivan will scratch the sentence.

M/s Tune/ Paoli to approve minutes of February 24, 2015. Ayes: Perry, Call, Tune, Paoli and Valentine. Absent: Oyserman.

**Review of Draft Board Minutes of March 10, 2015**

No comments.

**FY 2015-2016 Park and Recreation Draft Budgets**

Perry asked Dreikosen if there were any changes. Dreikosen replied he had shifted some of DeMarta's salary to the Park Department. PERS and Worker's Compensation rates were updated as well. Perry stated it would be helpful to include in the budget the Measure A project list under Contingencies and Reserves.

Dreikosen stated he will be looking at the Park staff salaries budget; five employees versus three employees and its effect on the budget. Perry commented the outsourcing it not just a personnel issue, it should effect the budget as a whole due to reduced expenditures. DeMarta stated the District will be saving money due to fewer personnel costs as well as fewer expenditures. Dreikosen commented he would be happy to sit down with any Commissioner to review the budget. Call suggested holding a half hour session before the regular Commission meeting.

Valentine asked what the budget should be for tree maintenance work. Dreikosen relied he is unsure; the Department has always been reactive. DeMarta stated it is subjective, but this year has been hard and the Department has spent about \$4,000 in emergency work. Tune commented the Department needs a tree inventory to access the issues. There are tools available to determine the age and health of the trees. The assessment will be costly so it needs to be timed when the District has the money to act on the assessments. DeMarta thanked Tune for his time and knowledge and stated he would like to another walk through of the grounds to look at vegetation.

**FY 2015-2016 Measure A Work Plan**

Dreikosen stated staff's recommendations are: tennis court resurface top coat at Creekside Park, park tennis court (#1&2) resurfacing, reception hall lighting, paint trim on community center building and pool building and replacement of Park Maintenance "Gator" vehicle. Valentine stated at some point he would like to see a commercial kitchen in the community center. Perry replied it would need a cost analysis to determine if the project would garner enough revenue. Barnello asked if all the project estimates are up to date. DeMarta replied most estimates came from Harrelson; Dreikosen and DeMarta will go through and update items if need be. Dreikosen added the numbers for 2015/16 have been vetted.

M/s Valentine/ Paoli to approve 2015/2016 Measure A work plan per staff recommendations. Ayes: Paoli, Valentine, Call, Tune and Perry. Absent: Oyserman.

**Draft Bylaws for Park and Recreation Commission**

Perry thanked Barnello for reviewing the bylaws. Call commented "Attachment A" is very vague. Call would like to see an orientation for new Commission members; the District is responsible for the education of the Commissioners. Barnello asked if the Commission is planning on having a "Committee of one". Perry replied there would be no point. Oyserman replied, the Commission

is not planning on that at this point in time. Barnello questioned why there is no ethics training involved. Dreikosen replied in accordance with California's AB1234 there is no State mandated ethics training for Marinwood District's Board members or Commissioners due to that fact they are not compensated.

The Commission decided to scratch the partial sentence, "...and the District's 'Commission Code of Conduct and Ethics'...".

M/s Oyserman/ Tune to approve draft Bylaws for Park and Recreation Commission with edit and removing the "Attachment A". Ayes: Oyserman, Tune, Perry, Call, Paoli and Valentine. Nays: None.

### **Park and Recreation Report**

Oyserman asked if the sandbag area will be removed for the summer months. DeMarta replied yes the area will be tidied.

DeMarta reported summer camp registration is going extremely well. DeMarta decided to add another camp for kids entering First Grade; this will help with the waitlist. Kai stated the Department should consider implementing a "payment plan fee" in the future seeing that it takes up more administrative time than a traditional registration. Perry stated a fee might help space out registrations as well. DeMarta commented it should be considered.

DeMarta stated the pool is set to open to the public on Monday. Dreikosen commented DeMarta, Fretwell and the Maintenance crew have worked hard to get the pool up and running properly. Oyserman asked about groupon deals versus memberships. DeMarta replied the deals have been reduced, but please keep in mind the Department does make money off of the deals.

### **Use of Round-Up vs. Organic Weed Control Methods**

Perry commented a resident had approached the front office concerned with the use of Round-Up in the community. DeMarta stated he had inquired about organic use; it is not as effective and more expensive. DeMarta stated there is no use of Round-Up near any of the playgrounds, picnic areas and streams. Tune commented the science behind Round-Up is strong. Glyphosate (Round-Up) essentially inhibits an enzyme in the plant and kills it from the inside out. After application once the product is dry it is no longer hazardous. Tune added the work done by Round-Up can save hundreds of hours in manual labor, but does understand the subject is touchy. Call commented she is against the use of herbicides and the District should reset community expectations in regards to weeds. Furthermore, Call does not agree with using Monsanto products in the community. Call would like this subject to be added to a future agenda.

### **Commemorative Plaque for Tom Kunkel Recognizing his Service as Commissioner**

Perry commented DeMarta has a plan for a small playground renovation in the main park and would like to add a picnic bench and a stone to recognize Kunkel. Paoli offered to inquire how much a plaque set into stone would cost. Tune had done some research into outdoor plaques and gave his findings to Perry. The Commission will further investigate the cost and specific plaque and stone, but decided to approve the idea of a commemorative plaque for Kunkel.

M/s Oyserman/ Paoli to approve commemorative plaque for Tom Kunkel recognizing his service as a Park and Recreation Commissioner. Ayes: Oyserman, Tune, Perry, Call, Paoli and Valentine. Nays: None.

### **Miller Creek Special Committee**

Perry commented she had met with Ray Lorber and Judy Schriebman with the Miller Creek Watershed Stewards. Seeing that there is already an identifying entity it would make sense for a member from the District to have representation on its body. The Miller Creek Watershed Stewards agreed and would like to see the District involved. Perry asked if any Commissioners would be willing to become involved. Call replied she would consider getting involved and would like to see invasive species be removed from the watershed.

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

Paoli stated she would not be at the July meeting. Oyserman stated she is due with her second baby in April and will most likely miss a few meetings.

Perry thanked Tune for his professional knowledge in regards to Park and Recreation matters.

Call commented she would like the aim for the Commission meetings to run about 2 hours. Paoli agreed a 2 hour meeting is reasonable, but sometimes discussion may run lengthy.

The meeting concluded at 10:00PM.

The date of the next Park and Recreation Commission meeting is April 28, 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 April 14, 2015

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

**Present:**

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

Absent: Deana Dearborn.

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

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

Fire Commissioners: Ron Marinoff.

Others Present: Stephen Nestel, Linda Barnello.

**Call to Order and Pledge of Allegiance**

**Agenda**

No changes or additions.

**Consent Calendar**

- a. *Draft Minutes of Regular Meeting of March 10, 2015:* No comments.
- b. *Bills Paid Nos. 816-899:* No comments.

M/s Hansell/ Shea to approve Consent Calendar. Ayes: Hansell, Shea, Read and Kai. Nays: None.

**Open Time for Items not on Agenda**

Barnello asked if the roof was inspected again. Dreikosen replied it has been inspected twice. Barnello asked when roof repairs will take place. Dreikosen replied there is nothing scheduled. Barnello asked about the unfunded liabilities. Dreikosen responded PERS has given the District the numbers and they are included in the draft 2015/16 Budget.

**Correspondence**

1. *John Hammond, March 26, 2015 commending appearance of community:* The Board acknowledged the letter and thanked Hammond.

**Fiscal Matters**

1. *2015-2016 Preliminary District Budget:* Dreikosen presented the budget with the estimated property taxes at 1.53 million; which is about \$30,000 more than initially estimated. The District has used Measure A funding to assist with Capital Expenditures in the Park and Recreation Departments. Hansell commented the wording "projected change in fund balance" is misleading. Read suggested "variance from goal of reserves". Dreikosen commented he could move the Reserves and Contingencies to the bottom of the page; as to not interfere with the "projected change". Nestel commented changing wording doesn't change the fiscal problem. Hansell replied there is \$239,000 in reserves. Hansell added he would like to have the tax revenue being shown by Department for the Budget Hearing. Hansell also requested that if the Fire Chiefs salary is going to be separated from the Fire Regular Salaries than the 2014/15 amount should be shown as well as the 2015/16 amount. Shea asked if the increase in Workers Compensation was set in stone. Roach replied yes, for the next three years. Marinoff suggested receiving bids from other insurance carriers.
2. *Resolution 2015-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services:* Read stated this is the COLA that the public passed in 2011. It is a \$0.0079/ per square foot increase.  
M/s Hansell/ Kai to approve Resolution 2015-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services. Ayes: Kai, Read, Hansell and Shea. Nays: None.
3. *Resolution 2015-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance:* Read stated this is the COLA that the public passed in 2005. It is a \$4.98 per parcel increase.  
M/s Hansell/ Kai to approve Resolution 2015-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape. Ayes: Kai, Read, Hansell and Shea. Nays: None.

**Fire Department Matters**

1. *Draft Report of Fire Commission Meeting of April 7, 2015:* Roach commented it is the one year anniversary of the shared services agreement and hopes to have a paramedic agreement soon. Marinoff commented in regards to the light duty policy the Fire Commission voted unanimously to not approve the policy. Marinoff also commented the Commission discussed adding an alternate or reducing the number of Commissioners.

2. *Fire Chief Activity Summary Report:* Roach reported Jeff Smith had graduated from the Academy with rave reviews.
3. *Light Duty Policy:* Roach reported he had spoken with County Counsel who stated the policy is hollow, with no substance and might open the door to liability issues. Dreikosen commented the Fire Commission discussed this policy at length and overwhelmingly decided not to recommend the policy. Read asked if this policy is approved and a Firefighter is out on disability, could it help our experience modification. Shea stated it will not affect our Workers Compensation rates. Roach commented at first he was supportive of the policy, but Counsel and the Commission do not approve. Hansell stated he will vote against the policy. Shea stated he will vote against the policy. Kai stated he is not in favor of the policy. Marinoff commented there are two retired Firefighters on the Commission and they were both opposed to the policy. Read stated the issue is dead due to lack of a motion. Nestel asked if someone could be "unfit for duty". Roach replied yes.
4. *Resolution 2015-01: California Fire Assistance Agreement Terms and Conditions for OES Strike Team Reimbursement:*  
M/s Hansell/ Shea to approve Resolution 2015-01: California Fire Assistance Agreement Terms and Conditions for OES Strike Team Reimbursement. Ayes: Kai, Read, Hansell and Shea. Nays: None.
5. *Shared Services Update:* No new updates.

### **Park and Recreation Matters**

1. *Draft Report of Park and Recreation Commission Meeting of March 24, 2015:* No additional comments.
2. *Park and Recreation Commission Bylaws:* Perry stated content was taken from the Authority and Responsibilities document. Read commented she was impressed with the document. Hansell asked if County Counsel had read the document. Dreikosen replied no. Read suggested the Board approve the bylaws subject to feedback from Counsel. Hansell commented Article 6 needs language such as, "Subject to approval by the CSD Board".  
M/s Kai/ Shea to approve Park and Recreation Commission Bylaws with changes to Article 6 and subject to feedback from County Counsel. Ayes: Kai, Read, Hansell and Shea. Nays: None.
3. *Measure A Work Plan:* Shea questioned if the chlorine generator will need replacement. DeMarta replied they were rebuilt last year. Shea asked about the reception hall lighting. DeMarta replied that project was approved for the 2014/15 Budget. Hansell asked if the Tennis Association will be helping fundraise for the court resurfacing. DeMarta replied he is unsure, but the District has doubled their fees.  
M/s Hansell/ Shea to approve Measure A Work Plan. Ayes: Kai, Read, Hansell and Shea. Nays: None.
4. *Recreation and Maintenance Activity Reports:* DeMarta reported the Department had two events; Breakfast with Bunny and Happy Hour. DeMarta reported he had been working with an energy consultant to review our pool operations. Dreikosen commented the pool work would be an expense, but on-bill financing might be an option and there will be a payback after three years. Dreikosen confirmed with the Board that staff is approved to move forward with this project, assuming on-bill financing is approved. Hansell asked about a watering schedule for the park. DeMarta replied the Park staff waters as needed, but the District does use recycled water and MMWD will be placing signs on the grass to inform the public. Nestel stated he had concerns about the District hosting beer parties. Shane Valentine commented he was an attendee and it was a very well run event. The Recreation Department events build community and this event was done very responsibly. DeMarta concluded noting the several projects being done by the Park staff. Improvements to Creekside Park and beginning the work on the main park facility as well as the mini park.

### **New and Other Business**

1. *Creation of MCSD Board Bylaws:* Dreikosen stated it is good to begin with a discussion. Hansell asked if Dreikosen had a draft schedule for implementation. Dreikosen replied the first draft should come before the Board in June.
2. *SEED Solar Power Purchase Agreement Update:* Dreikosen commented he had met with SolEd who is still finalizing the financing. SolEd did have a few concerns about the Duralast roof. State Roofing estimated the repairs at about \$5,000. These repairs will need to be done whether the solar panels are placed or not. Jonathon Whelan from Optony was also in attendance at the meeting and was looking into the energy efficiencies for the District. Dreikosen added the design has not yet been finalized, but the target for beginning construction will be at the end of the pool season. Hansell commented he is frustrated with the process. The financing from SolEd took much longer than expected and the subcontractor had changed as well, which is outside the CSD's control, but set the schedule back. Hansell noted because the District is in a pool everyone in is the same situation; we're not being left behind. Nestel commented there was a breach in contract; all materials were promised to be made in the USA. Hansell replied that was not in the contract. Barnello stated she recalled a statement made by one of the contractors that they would not install solar panels on a roof with a short lifespan left. It seems that the current roof will need replacement soon. Hansell stated he disagreed with Barnello.

3. *Requests for Future Meeting Agenda Items:* Kai requested that the Marinwood Board Agenda be placed on the Nextdoor website by the District Manager so there is no room for interpretations. Shea stated the public is aware that it is posted on the CSD website. Hansell supported Kai's request and requested it be placed on the Neighborberries website as well.

**Recognitions and Board Member Items of Interest**

Hansell thanked the Lions Club for their 36<sup>th</sup> Annual Easter Egg hunt.

**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. The Board did not meet in closed session.

The date of the next Regular Board meeting is May 12, 2015 at 7:30PM.

The meeting was adjourned at 10:10PM.

Respectfully submitted,  
Carolyn Sullivan

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

*(Adopted by Board of Directors MM/DD/YYYY )*

**ARTICLE I – NAME**

This Commission shall be designated the Marinwood Community Services District Park and Recreation Commission, referred to hereinafter as the "Commission."

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**ARTICLE II – PURPOSE AND AUTHORITY**

The 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 (hereinafter collectively referred to as the "Park and Recreation Departments") 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.

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**ARTICLE III – COMMISSIONERS' RESPONSIBILITIES**

Commissioners shall:

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1. Attend Commission meetings;

2. Serve on Commission committees;

3. Review, comment, and make recommendations regarding the annual operating budget for the Park and Recreation Departments.

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4. Review and recommend to the Board any change(s) in staffing needs of the Park and Recreation Departments.

5. In cooperation with staff, develop and recommend to the Board a long-range plan for Park and Recreation Department facilities and review the plan periodically as necessary.

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6. Monitor existing capital projects related to Park and Recreation Department facilities and suggest new capital projects based on community recreation needs.

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7. Inspect Park and Recreation Department facilities annually during summer months and develop a list of recommended improvements.
8. In cooperation with staff, review and suggest revisions to the Board regarding rules, regulations, policies and schedules concerning Park and Recreation Department facilities and activities as needed.
9. Review monthly reports from staff concerning the general operations, functions and activities of the Park and Recreation Departments.
10. Promote the preservation and protection of the natural resources under District purview.
11. 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.
12. Perform other such duties as may be directed by the Board.

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## ARTICLE IV – STRUCTURE

### A. MEMBERSHIP

The members of the Commission individually, “member” or “Commissioner”, collectively “members” or “Commissioners”, 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.

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### B. APPOINTMENT TERMS AND PROCESS

Commissioners are appointed by the Board during its 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.

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

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**C. RESIGNATIONS, REMOVAL AND VACANCY**

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.

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**Commented [COM4]:** This section I moved from the above section so that it is under Vacancy

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**Commented [COM5]:** Or any other location you want it delivered to

Any appointed member may resign by giving written notice to the Board and shall be delivered to the District Manager’s office. Commissioners shall be notified in writing of the resignation of any Commissioner as soon as practicable and no later than by the next scheduled Commission meeting. 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.

**Deleted:** District staff will post a notice of all 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

Notwithstanding any other provision contained in these Bylaws, any vacancy in the office of Chairperson or Vice Chairperson or any other elected position that occurs during the unexpired term of office shall be filled at the first regularly scheduled Commission meeting. The Chairperson or Acting Chairperson shall take nominations from the floor to fill such a vacant position. The election of the officer to that position shall then be conducted by a roll call vote.

**Deleted:** 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.

**Commented [COM7]:** Not sure how you would want to handle this – here is how other Commissions have done it – but up to you.

**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.

**Commented [COM8]:** Do you want anything in here re removal of an officer? Sometimes bylaws will give the Commission authority to remove by vote of majority.

**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 unavailable.

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- 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 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.
- i. Act as official spokesperson for the Commission.

**Commented [COM9]:** I would just say in compliance with the Brown Act because extraordinary issues is not actually required under the Brown Act for a special meeting so it limits the Commission and is vague

**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 Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

1. DUTIES OF VICE-CHAIRPERSON

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.

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**F. LIAISON DIRECTOR**

A Liaison Director is a member of the Board 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.

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**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 Chairperson.

**Commented [COM10]:** This seems to overlap what is indicated above is the Chairperson's role – perhaps say when the Chairperson isn't available? Just want to make sure there is not a conflict.

**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 meetings 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. COMMITTEE MEETINGS**

The time, date and location of any committee or subcommittee meeting shall be determined by the chairperson of such committee or subcommittee.

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**D. 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, without good cause, will trigger the Chairperson’s inquiry into the nature of the absence, and may trigger Commission’s request to the Board 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. “Good cause” is defined as illness, death of family member, childbirth, or business necessity; or any family or personal event which conflicts with Commission business and is reported to the staff as indicated above (the exception is any emergency, which can be reported later.)

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

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**E. AGENDA**

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall be in compliance with the Ralph M. Brown Act and shall include, but is not be limited to, the following:

- 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 Commission meeting
- 6. Review of the draft minutes from the last meeting of the Board,
- 7. Park and Recreation Department Staff Report
- 8. Q & A on non-agenda items
- 9. Adjournment

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Commented [COM11]: Brown Act specifically says that boards cannot comment on items not on the agenda -- so although the public could comment we should not have a Q&A. There are specific exceptions in the Brown Act -- I would take this out.

**F. 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.

**G. 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, subject to Board approval, on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns related to parks and recreation within Marinwood. These committees 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 and all provisions of the Ralph M. Brown Act (Government Code Sections 54950 – 54963, et seq.). The Ralph M. Brown Act is available at: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963>.

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**ARTICLE VIII – EFFECTIVE DATE AND AMENDMENTS**

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These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the Board and shall supersede the “Authority and Responsibilities of the Marinwood Park and Recreation Commission.” Previously adopted by the Board, which may be in conflict with the provisions contained herein. 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. 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.

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Possible additions:

Records and Reports:

Do you want them to have to keep minutes? Provide reports? Sometimes these are included in Bylaws – if you want minutes then you should have a Secretary nominated position as well.

PLEASE ADD: Governing Provisions: Severability

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Commission are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

Marinwood CSD Board of Directors  
Adopted 11/8/2011  
Code of Conduct and Ethics for Commission members

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.

**CODE OF CONDUCT AND ETHICS FOR COMMISSION MEMBERS**  
***PROPOSED DRAFT***  
***APRIL, 2015***

1. 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.
2. Commissioners must be prepared to discuss agenda items at meetings and keep their comments to the subject at hand.
3. Commissioners are encouraged to seek clarification on agenda items from staff prior to meetings.
4. Commissioners may collaborate with staff on specific projects or issues, but they must refrain from involvement in or supervision of the day-to-day operations of the CSD.
5. Commissioners must be familiar with budget and policies governing the CSD.
6. 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.
7. Commissioners may not use the appointed title to promote personal or political interests.
8. In public statements, Commissioners must accurately represent the adopted position and opinion of the CSD Board and/or Commission as a whole. While Commissioners may express their individual viewpoint on an issue, they must clearly indicate that the opinion stated is personal and does not represent the official position or opinion of the entire CSD Board and/or Commission.

# Park & Recreation Report – April 2015

## Shane DeMarta, Recreation Director

### Recreation Activities

#### **Summer Registration:**

Summer program registration continues to be strong; we are now seeing a surge in our older camps registrations. In addition, aquatic registrations (group and private swim lessons) are up slightly from last year.

#### **Spring Events:**

##### ***Breakfast with Bunny:***

We had a huge turnout for BWB. The Gallinas Lions Club did an excellent job coordinating the egg hunt and we had nearly twice as many people purchase breakfast this year. Overall, it was a great event.

##### ***Marinwood Happy Hour (new event):***

*Marinwood Happy Hour* was a lot of fun with approx. 75 people in attendance. Baeltane Brewery had a successful evening pouring three different types of beer and enjoyed meeting the residents of Marinwood. In general attendees seemed to have a great time.

##### ***Tea party:***

The *Marinwood Fairy Tale Tea Party* was held Sunday, April 19 here at the Marinwood Community Center. The event was well attended (we sold out of tickets) with 20 children and their parents in attendance.

#### **Spring Break Camp:**

Spring Break camp went very well with all days of camp selling out. Campers had a great time playing games and participating in crafts, the week ended with an all camp pool party.

#### **Pool Season:**

The Pool has been operating well and membership sales are in line with last season. In addition, the Waterdevils season has been running smoothly thus far.

We have been working with Tim Rosenfeld of Aquatic Energy Management Group on installing an Energy Management System Controller as well as a variable speed drive motor for the main pool and a variable speed pump for the wading pool. In addition, the proposal adds a booster pump system for our waterslide so we can circulate water directly from the pool rather than use “fresh water” which we are currently doing.

By making these modifications we would save approx. \$6,000 a year in electricity. The total cost of the project is est. to be \$24,950 before rebates and \$22,069 after rebates. We are looking into on-bill financing for the project through PG&E. The “simple payback” for the project would be 3.5 years.

## 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
- Check adjust Pool chemistry/Clean pool

### Projects:

#### Pool:

- Working on new operations manuals to comply with new 2015 state guidelines
- Replace Umbrellas in tot-pool (in-progress)
- Landscaping in tot-pool

#### Playgrounds:

##### Creekside Park:

- Finished shade structure
- Added plantings

##### Main Park:

- Add new fall material (in-progress)
- Work to begin on removing unsafe bench in playground
- Work to begin on landscaping in playground

##### Mini Park:

- Pulled weeds
- Re-seeded turf
- General maintenance

#### Turf:

- Aeration, top dressing, and seeding of second area near tennis courts

#### Open Space:

- Inspected two trees that residents called about, stating that they pose dangers to their property.
- Work to begin on cleaning the Marinwood Shop area as well as the Panhandle over the next two weeks

### Miscellaneous:

Met with SMART Lights and PG&E on the possibility of getting discounted or free LED lights for the reception hall, it looks like we will receive replacement bulbs sometime in the next few weeks.