

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MAY 24, 2016, 7:00PM

CREEKSIDE PARK IN LUCAS VALLEY ESTATES, CREEKSIDE DR, SAN RAFAEL, CA 94903

#	Time	Item	Commission Action
1	7:00 PM	Park & Recreation Commission Facility Tour and Inspection: Creekside Park in Lucas Valley Estates on Creekside Dr.	Understand maintenance Requirements
2	7:45 PM	Agenda	Adopt
3	7:50 PM	Public Comment	
4	7:55 PM	Draft Minutes of April 26, 2016 P&R Commission Meeting	Approve
5	8:00 PM	Draft Minutes of May 10, 2016 Board Meeting	Review
7	8:05 PM	Update: Park Maintenance Shop Repair/Replacement Project Recommendation as assigned by Board of Directors	Discuss
9	8:15 PM	Park and Recreation Report	Review
10	8:25 PM	Requests for Future Agenda Items	
11	8:30 PM	Adjourn	

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

NEXT P&R COMMISSION MEETING TO BE HELD ON JUNE 28, 2016 AT 7:00 PM
AT LAS GALLINAS MINI-PARK PARK & MILLER CREEK PANHANDLE PATH

Facility Inspection Schedule:

May: Creekside Park

June: Las Gallinas Mini-Park & Miller Creek Panhandle Path

July: Marinwood Community Park & Playground

August: Marinwood Community Pool

September: Marinwood Community Center

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

April 26, 2016

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

Present:

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

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Board Members: Jeff Naylor.

Others present: Linda Barnello and Mary O'Mara.

Agenda

No changes or additions.

M/s Tune/Campo to approve agenda as presented. Ayes: Campo, Tune, Call and Valentine. Nays: None. Motion carried unanimously.

Presentation by Marin Link Explaining Organizational Mission and Services Potentially Available to Marinwood CSD

Valentine commented he had invited Mary O'Mara from Marin Link to speak to the Commission. O'Mara spoke on the services that Marin Link could provide to the CSD. Marin Link would sponsor CSD and provide use of the 501c3 for grant writing purposes. O'Mara stated each potential project would have a separate bank account and only take in charitable dollars; Marin Link would implement a 5%-8% fee. Call asked if Marin Link could help the CSD find applicable grants. O'Mara replied yes, but the CSD needs a specific plan to begin with. Campo asked if there would be any obligations. O'Mara replied Marin Link requests insurance. Barnello stated she read that the CSD would be charged a \$250 fee if the CSD doesn't raise at least \$2,000 in funds. O'Mara replied yes. Call commented the Commission needs to plan ahead for the plantings of Valley Oaks. Campo commented the Commission needs a list of all potential projects and priorities; the Commission should look at all programs and access what needs the most attention.

Public Comment

Barnello commented too much money is being spent on bands for Music in the Park.

Draft Minutes of March 22, 2016 Park and Recreation Commission Meeting

M/s Campo/Tune to approve draft minutes of March 22, 2016. Ayes: Campo, Tune and Valentine.

Abstaining: Call. Nays: None. Motion carried unanimously.

Review of Draft Board Minutes of April 12, 2016

No comments.

Fiscal Year 2016/2017 "Measure A" Expenditure Plan

Dreikosen commented the tennis court resurfacing will occur in FY 2015/2016 budget, but there will be about \$24,000 in carry over funding to FY 2016-2017 as well as an estimated \$80,000 in revenues to be expected. Staff recommends using all funds for repair and or replacement of the park maintenance shed. Call stated she would like to dedicate money for tree planting. Tune replied staff would need to monitor the juvenile trees very closely for 3 -5 years to ensure their healthy growth. Dreikosen stated Measure A funds are mostly for Capital Expenditures. Valentine commented staff recommendation is to move forward with funding for the Maintenance shed. Tune, Campo and Valentine agree with staff recommendations.

M/s Campo/ Tune to approve Measure A expenditure plan to dedicate funds towards the Park Maintenance shed repair and/or replacement.

Call stated she would like to amend the motion to add \$1500.00 for the purchase and plantings of Valley Oak trees. Call's motion failed for lack of second.

Original motion was placed back on the table.

M/s Campo/ Tune to approve Measure A expenditure plan to dedicate funds towards the Park Maintenance shed repair and/or replacement. Ayes: Campo, Tune, Call and Valentine. Nays: None. Motion carried unanimously.

Update: Park Maintenance Shop Repair/Replacement as assigned by Board of Directors

Tune reported that he received a quote from Tuff Shed as well as had another walk through meeting with DeMarta. The eastern portion of the shed may be salvageable with a new roof, but the western section needs to be demolished. Tuff Shed provided a quote of about \$15,000 for a new western section. The shed would need plumbing, electricity and drainage which is not included in the price. The concrete slab is currently below grade; it will need to be raised by the addition of another slab. The quote received is the same footprint of the current western section. Call commented the CSD needs to figure out permitting before the project goes too much further. Dreikosen commented he will be having a contractor look at the site soon to advise on permitting and potential environmental issues.

Examination of Current Community Events and Discussion of Potential Additional Community Events

Campo asked if the Recreation Department had considered hosting a Makers Fair. DeMarta replied it has been difficult to find anyone available for Makers fairs. Call asked if the Recreation Department would consider holding a bake sale. DeMarta replied that would be difficult due to food permitting issues.

Park and Recreation Reports

No additions.

Requests for Future Agenda Items

- Native Tree planting schedule
- Discussion re: Park bathroom near pool complex
- Marketing platforms

The meeting concluded at 9:52PM.

The date of the next Park and Recreation Commission meeting is May 24, 2016 at 7:30PM at Creekside Park in Lucas Valley Estates.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday May 10, 2016

Time and Place: 6:30PM Marinwood Community Center classroom.

Closed Session

1. Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters.
2. Conference with Legal Counsel- Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(5): Number of cases unknown.

Closed session began at 6:30pm. Closed session ended at 7:20pm. No action was taken; the Board advised its representatives.

Present:

Board Members: President Justin Kai, Bill Shea, Izabela Perry, Jeff Naylor and Leah Kleinman-Green.
Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.
Park and Recreation Commissioners: Shane Valentine.
Others Present: Stephen Nestel, Linda Barnello, Cameron Case and Paul Brunell.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

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

Consent Calendar

- a. *Draft minutes of Regular Meeting of April 12, 2016:* Kai requested verbiage to District Matters, "Nestel addressed Kai as 'little man'".
- b. *Draft Minutes of Special Hearing Meeting of April 26, 2016:* No comments.
- c. *Bills Paid Nos. 958-1055:* Shea asked about the overtime costs. Chief Roach replied the Department is almost back to being fully staffed.

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

Nestel held up all his fingers and stated they all have meaning. It's not up to the Board to add language that conflicts with the speaker. The Board is required to state facts and not add narrative. Last month's Board minutes were libelous and slanderous.

Public Comment Open Time for Items Not on Agenda

Case stated him and his wife Pam would like to express their deepest thanks to Ron Marinoff for his past and continued service to the community.

Case also commented he would like to express his gratitude for the improved maintenance in the community. DeMarta has done a great job and Case as well as the Lion's Club looks forward to the continued partnership between the Lion's club and the Recreation Department.

Nestel commented he had been approached by a Board member which led to an altercation resulting in the Sheriff's being called and consequently having to appear in court, as well as the perpetrator. At the trial both the District Manager and Fire Chief were asked to attend. This was a private matter and their appearance was a misuse of public funds; the District should be compensated.

Barnello recited the very first paragraph of the Brown Act Law. Barnello commented she is disappointed the Board has decided to ignore the California Brown Act Law in regards to the Board Bylaws and increased censorship on public comment. Barnello then read sections 54954.3 and 54954.2 of the Brown Act.

Naylor responded citing section 54954.3(b) of the Brown Act.

Personnel Matters

1. *Change in "Park Maintenance II" Position Wage Scale from Range 104 to Range 106 (2%) in District Salary Schedule, effective 7/1/2016:* Dreikosen commented the Park staff has seen a total wage increase of 3% over the past eight years. Shea asked if the calculation is already factored into the 2016/17 Budget. Dreikosen replied yes.

M/s Perry/ Shea to approve change in “Park Maintenance II” Position Wage Scale from Range 104 to Range 106 (2%) in District Salary Schedule, effective July 1, 2016. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Fiscal Matters

1. *Proposed District Budget for Fiscal Year 2016-2017*: Dreikosen commented the budget presented is very similar to the budget presented last month aside from a distribution of taxes. Dreikosen noted the Park and Recreation Commission requested that Measure A funding for the year be allocated to the repair and or replacement of the Park Maintenance shed. Valentine stated there are two individuals on the Commission with extensive knowledge of Park management and they have been working together on a plan for the area.

M/s Perry/ Kleinman-Green to approve Proposed District Budget for Fiscal Year 2016-2017. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities, Committee Member(s): Jeff Naylor and Bill Shea*: Naylor commented the committee had spent four months gathering information with much of that information being shared at previous Board meetings. The Board needs to figure out what it would like to do about the growing OPEB liabilities. The one solution that makes sense is to place funds in an irrevocable trust. The CSD would have to contact PERS to verify that the discount rate is affected. Roach asked if the CSD could tier the post retiree healthcare. Naylor replied yes. Nestel commented it is commendable the Board is addressing the issues, but has concern with locking the CSD funds in one specific area; it is not the only problem facing the CSD. Nestel commented this committee should be required to bring all the information found into the clear. Naylor responded some information was provided in closed session; it is not appropriate timing for that information to be stated in public session at this time, but rest assured it will be made public when allowed.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedure: Discuss Next Project(s). Committee Member(s): Izabela Perry*: Perry stated she is looking to the Board for guidance. Naylor commented he would like to see a communication policy as well as revisiting the policy for free/reduce fee for CSD rentals. Kleinman-Green stated she would like to see a social media policy. Shea commented he as well would like to see a social media policy. Kai stated he would like to see a policy on workplace violence specific to staff and volunteers. Dreikosen commented he would ask the Board to look at accounting control policies. Nestel commented the Board cannot create laws; this Board has a lack of clarity. The public is frustrated with the actions of the Board; the public wants reports as to what will be discussed at the Board meetings.

3. *District Manager Report*: Dreikosen commented he and Sullivan had spent about three hours with Dan Hom from Novato Fire Protection District regarding the QuickBooks transition; Hom has been a very good resource. The CSD will have to rely on the County system to write checks for at least the first quarter of the fiscal year; hopefully by quarter two we will have outside warrants. Dreikosen stated there is a presentation regarding “The Oaks” a proposed retirement development being held on May 11th at the Community Center. Additionally, Supervisor Connolly will be hosting a meeting at the Community Center on June 8th.

Fire Department Matters

1. *Fire Chief Report and Activity Summary Report for April, 2016*: Chief noted the new engine will be going into service by Monday.

2. *Resolution 2016-02: Section 21156, Government Code. Confirming Disability Status for Application of Industrial Disability Retirement Submitted by Employee*: Dreikosen distributed to all Board members and public an updated Resolution that included specific dollar amounts. Kai read the Resolution into the record. Dreikosen noted that the CSD will be required to make upfront monthly payments, but will be reimbursed. Nestel stated a written detailed report is needed for this agenda item and asked who could explain the work injury. Dreikosen commented Bagala had submitted all his paperwork to Workers Compensation; they investigate thoroughly. Roach stated no matter how you feel about California’s Workers Compensation Policies, Bagala has been a very good employee. Naylor commented he had the opportunity to meet and confer with Bagala; Naylor wished him well. Kai commented Bagala was helpful in passing the most recent CSD Measures H and I; Kai thanked him for his service.

M/s Perry/Kleinman-Green to approve Resolution 2016-02, Section 21156 Government Code, Confirming Disability Status for Application of Industrial Disability Retirement Submitted by Employee. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of April 26, 2016*: Valentine commented the Commission did decide to dedicate all Measure A funds to the repair and or replacement of the Park Maintenance shed. Additionally the Commission had a guest speaker from Marin Link to discuss the possibility of them being a fiscal sponsor for Marinwood; although right now the Commission does not have any recommendations for the Board. Perry commented this idea is not new, but the Commission needs the right people to lead a community run foundation.

2. *Recreation and Park Maintenance Activity*: DeMarta reported the Maintenance staff had removed some fallen trees that had blocked a walk-through passageway. DeMarta reported he had taken a tour of the Center for Volunteer and Nonprofit Leadership to look at possible grant funds.

New and Other Business

1. *Marin County Grand Jury Report: Discuss and Potentially Approve Formal Response to Recent Grand Jury Regarding Website Transparency*: Dreikosen stated he had met with Perry and staff to discuss and write the response. The CSD website was on the Board's radar way before the Grand Jury report was released. Nestel commented he recommend the CSD look into custom sites. Kai thanked Perry and staff for working on this matter.

M/s Perry/Kleinman-Green to approve formal response to Grand Jury regarding website transparency. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Requests for Future Meeting Agenda Items*: No requests.

Recognitions and Board Member Items of Interest

Perry commented she would like to recognize John Tune for his expertise on Park Maintenance issues; he is truly an asset to the Commission.

Naylor thanked staff for the new Marinwood Newsletter.

Kai thanked staff and public for their concern regarding his father; it is appreciated.

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

The meeting was adjourned at 9:20pm.

The date of the next Regular Board Meeting was set for June 14, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

Park & Recreation Report – May 2016
Shane DeMarta, Recreation Director

Recreation Activities

General:

Staff is continuing to get ready for summer by holding trainings, planning meetings, and tying up any loose ends before things get too busy. Recreation Supervisor, Robyn Bruton, has been working hard to implement new programs and policies for summer camps as well as teaching CPR and First Aid classes for returning and new staff. Her counterpart Luke Fretwell, has spent a great deal of time learning the new pool systems and has done a great job performing and implementing our new pool maintenance procedures.

Summer registrations continue to come in; we are currently spending the majority of our marketing focused on our aquatics programs.

Pool:

The new Salt Generators have been installed and are working great. Since the installation (2 weeks ago) we have not had to use a drop of liquid chlorine, which has exceeded our expectations.

Tennis Courts:

Tennis courts 1 and 2 are scheduled to have a slip coat applied the week of 5/23. The tennis court at Creekside Park will have a slip coat applied during the summer. (Measure A funded projects)

Park Maintenance Activities

The Parks Dept. has been extremely busy; in addition to the projects below they also removed three fallen trees in the past few weeks. The first tree was blocking the Ponte Fire Road, the second tree was blocking a heavily used hiking trail in Blackstone Canyon and the final tree fell along Miller Creek Road and was blocking a pass through walkway as well as the sidewalk. All three trees were removed successfully. The crew will also be removing a smaller tree near the Fireman's Picnic area in the coming weeks.

General Maintenance:

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

Projects completed April:

- Updated landscaping at pool
- Weeding and landscaping at mini-park
- Weed control along sidewalk on Miller Creek Rd
- Waterslide maintenance
- Turf aeration of both fields
- Irrigation testing
- Mow the grass along the Panhandle

Projects for May:

- Creation of new picnic rental area near Marinwood Park (complete)
- Playground maintenance and inspection (complete)
- Removal of large tree on the Blackstone Trail (complete)
- Patio paver repair at the rear of the Community Center
- Landscape maintenance around Community Center
- Sanding and staining of park/pool benches
- Weed control