

**MARINWOOD PARK AND RECREATION COMMISSION
 AGENDA FOR P&R COMMISSION MEETING
 TUESDAY, MAY 26, 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 April 28, 2014 P&R Commission Meeting	Approve
4	7:45 PM	Draft Minutes of May 12, 2015 Board Meeting	Review
5	7:50 PM	How can we grow? Brainstorming Session	Discuss
6	8:40 PM	Park and Recreation Report	Review
7	8:50 PM	Requests for Future Agenda Items	
8	9:00 PM	Adjourn	

NOTES TO COMMISSIONERS:

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

**NEXT P&R COMMISSION MEETING TO BE HELD ON JUNE 23, 2015 AT 7:00 PM AT
 CREEKSIDE COMMUNITY PARK**

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

April 28, 2015

Time and Place: 7:30 Marinwood Community Center Classroom

Present:

Commissioners: Chair Izabela Perry, Kimberly Call, John Tune, Sarah Paoli and Shane Valentine.

Absent: Sivan Oyserman.

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

Agenda

No changes or additions.

Public Comment

No comments.

Minutes of March 24, 2015 Commission Meeting

Call commented in the February minutes it was her intention to state that the public should not be attempting to micro-manage the staff.

M/s Paoli/ Tune to approve Minutes of March 24, 2015. Ayes: Perry, Paoli, Call, Valentine and Tune.

Nays: None. Motion carried unanimously.

Review of Draft Board Minutes of April 14, 2015

No comments.

Commemorative Plaque for Tom Kunkel

Call stated she had looked at the commemorative stone located at Queenstone. She suggested finding or making a stone in a kid friendly shape for placement at the playground. DeMarta replied there are many stones in our parks, he will find a suitable one. Tune stated another option would be to place the plaque on a post. Call replied she would prefer a stone; it is more permanent. Paoli offered to contact Nor-Mar Engravers to inquire about the pricing of the plaque and its cost per character.

M/s Perry/ Valentine to approve commemorative plaque for Tom Kunkel by Nor-Mar Engravers; set into stone and to be placed in the playground with the price not to exceed \$500.00. Ayes: Perry, Tune, Call, Paoli and Valentine. Nays: None. Motion carried unanimously.

Use of Round-Up vs. Organic Weed Control Methods

Perry began by stating earlier this week the WHO International Agency for Research on cancer announced findings that glyphosate is 'probably carcinogenic to humans'. The research published in the Lancet Oncology relies on studies conducted on the chemical over the last few decades. Perry stated she doesn't want to expose staff to glyphosate. Tune asked if the staff was certified as Qualified Pesticide Applicators. DeMarta replied yes, one staff member holds the certification. DeMarta replied the Landscape Contractor holds their own certifications. Tune stated the District's use of chemicals such as glyphosate or insecticides is just one component of a whole, and if the District is going to set a policy on chemicals it should be consistent on all fronts. Valentine replied he can understand both sides of the issue, but feels the District should not wait for the perfect plan; take one step at a time. Tune commented the safety of the staff is paramount and holding the qualified applicator certificate is a must. Call stated she disagrees with use of any chemical that could be a carcinogenic. Marinwood should be ahead of the curve with a policy on this matter. Perry stated the District should have an IPM (Integrated Pest Management) policy. DeMarta noted the staff at this time does not use Round-Up on our property. Call requested the Landscape Contractor cease use of the product as well. DeMarta replied the District is bound by a contract at this time, but will look into the language when it is time for contract renewal. DeMarta asked Tune if he is aware of any cities with a glyphosate free policy. Tune replied the County has cut back usage considerably especially in West Marin. Tune stated he would begin working on a policy for Commission review.

M/s Tune/ Paoli to place a moratorium on staff application of glyphosate until the District achieves a comprehensive policy. Ayes: Perry, Tune, Call, Paoli and Valentine. Nays: None. Motion carried unanimously.

Commission Bylaws-Revisions

Perry stated Director Hansell requested the bylaws be reviewed by County Counsel. Counsel had reviewed the bylaws and made suggestions. The Commission went through line by line and reviewed the suggested changes.

M/s Valentine/ Tune to approve Commission Bylaws with amendments as discussed. Ayes: Perry, Call, Valentine, Tune and Paoli. Nays: None. Motion carried unanimously.

Code of Conduct and Ethics for Commission Members

Perry asked the Commissioners if they would like to keep this document. Call replied it is a bit vague, and would like to add language regarding Commissioner orientations. Call additionally commented she doesn't agree with the wording "must"; Call suggested "shall". Valentine replied as Commissioners it is our duty to understand the CSD in all aspects. The Commission decided upon changing item two to "shall", as well as deleting item five.

M/s Paoli/ Valentine to approve Code of Conduct and Ethics for Commission members as amended and have it placed as an attachment to the bylaws. Ayes: Perry, Call, Paoli, Valentine and Tune. Nays: None. Motion carried unanimously.

Park and Recreation Report

Perry commended DeMarta for his work on the energy efficiency projects such as the pool equipment and the Smart Lights for the Main hall. Perry also commended Marco Giron for his work at Creekside Park, he has done a wonderful job. DeMarta thanked Tune for his time spent surveying and making recommendations for the CSD.

Q&A on Non-Agenda Items/ Requests for Future Agenda Items

Call commented the Never Never Land sign at Huckleberry and Idylberry has been vandalized and would like to find a volunteer to repair the damage. DeMarta suggested contacting Stewart Quan.

Perry stated some items for next agenda will be:

IPM Policy Plan

How to grow as a District/ increase revenues

The meeting concluded at 9:15PM.

The date of the next Park and Recreation Commission meeting is May 26, 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 May 12, 2015

Time and Place: 7:30PM 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, Firefighter Joel White and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Chair Izabela Perry.

Others Present: Stephen Nestel, Linda Barnello and Christopher Rose.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

- a. *Draft Minutes of Regular Meeting of April 14, 2015:* No comments.
- b. *Draft Minutes of Budget Hearing Special Meeting of April 21, 2015:* No comments.
- c. *Draft Minutes of Special Meeting of the Board of May 4, 2015:* No comments.
- d. *Bills Paid Nos. 900-990:* No comments.
- e. *County of Marin: 3/31/15 Report of County, Schools and District Investments:* No comments.
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

Barnello asked Dreikosen to determine the exact amount of money the District has paid in interest to the County. Dreikosen stated he will look into that matter. Barnello requested the exact dollar amount that was spent on the trail head sign for former Manager Tom Horne. DeMarta replied it was donated. Barnello commented the Board needs Brown Act training due to the many violations and requested to know when the training will take place. Read replied there have been no violations; additionally the Board did have discussions with Counsel last year. Hansell requested Dreikosen check with Counsel again.

Nestel stated the Board held a Closed Session meeting last week to discuss Union negotiations; that was a violation of the Brown Act; the subject matter did not qualify a Closed Session. Kai commented no action was taken and no appointments were assigned at the meeting. Read requested Dreikosen reach out to Counsel with Nestels concern.

Fiscal Matters

1. *Adopt District Budget for Fiscal Year 2015-2016:* Read stated this budget has been vetted. Dreikosen commented the County of Marin requested Measure A funds be accounted for separately from the general ledger and this budget does that. Dreikosen stated in June he will bring forth an amendment to the current budget as to reflect the Measure A changes. Additionally the budget sum has been changed to reflect the requests of the Board. Dreikosen noted that with the elimination of two Park Maintenance workers and the implementation of outsourcing the community landscape maintenance the District will save approximately \$148,000. Read stated this budget has a net gain in reserves of \$226,020.

M/s Hansell/ Dearborn to Adopt District Budget for Fiscal Year 2015-2016. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.

2. *Engagement Letter from RJ Ricciardi, Inc. to Perform Audit of District Financial Statements for FY 2014-2015:* Hansell suggested for the 2015-2016 Audit the District seek bids. Hansell additionally clarified the Districts audit analyzes the accounting and is not required to give the District advice on operations.

M/s Shea/ Hansell to approve Engagement Letter from RJ Ricciardi, Inc. to Perform Audit of District Financial Statements for FY 2014-2015. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of May 5, 2015:* Roach reported the Commission is working on the bylaws using the Park and Recreation Commission bylaws as a template.
2. *Fire Department- Activity Summary Report for April 2015:* Roach stated one of the two men out on disability has returned to shift. The current temporary firefighter will remain on staff which will keep the department fully staffed. The temporary firefighter will be released when his hours have been maxed out which appears to be in late June. Roach reported the Grady Ranch proposal has crossed his desk and has met with the County Fire Marshall regarding the project. Roach had submitted his initial questions and concerns. Roach stated it seems that George Lucas is very committed to this project and suggested a possible buy-in of fire equipment from Lucas. Hansell asked if the current equipment could handle calls to that area. Roach replied the department does have access to ladder trucks via mutual aid agreements. Roach added there will be little fire danger; it will be all new construction with the latest codes, sprinklers, defensible spaces, etc.. Hansell requested the increase in calls be translated to hours and costs and to list the burdens on the department. Kai commented he has concerns about the CSD not receiving property taxes when the units are built; additionally the Board needs to review the park parcel tax of assessing parcel versus unit. Read commented that discussion is under litigation currently. Dreikosen noted that this topic was not agendaized beyond the Fire Chief's report; the Board needs to keep to the agenda. Dearborn questioned if there will be an impact fee. Roach replied yes. Dearborn asked if annexation triggers the fee. Roach replied he is unsure. Kai asked if the CSD could refuse annexation. Roach replied yes, but the Fire Department would still be required to respond to calls, so the department would be doing so without compensation.
3. *Fire Department Chief Report:* Barnello asked about vegetation management. Roach replied he will be preparing a pamphlet for the residents who border open space. Barnello volunteered to help distribute the pamphlet. Barnello questioned the status of 642 Appleberry. Roach replied he would like to speak to the resident about the many complaints he has received over the years. Roach would rather not proceed to place a lien on the property; he would like to offer help to the resident.
4. *Shared Services Update:* Roach stated there is an updated spreadsheet for billing of Marinwood staff working shifts in San Rafael.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of April 28, 2015:* No additions or comments.
2. *Park and Recreation Commission Bylaws:* Barnello stated the bylaws need to be specific or general in regards to the excused absences. Perry replied County Counsel suggested the language. Read replied the language is sufficient. Dearborn stated on page one, Article three, number four she would like to add "...in cooperation with staff". Dearborn stated on page three she would like to see the alternate move into the vacated position. Dreikosen replied that leaves no room for the alternate to remain the alternate if they chose. Dearborn questioned the lack of term limit for the Chair. Perry replied the Chair is elected by the Commission. Dearborn stated on page five regarding absences the sentence needs to include the Commissioner may not miss, "...four (meetings) in a calendar year". Dreikosen replied the Commission had spent a lot of time on these bylaws, and the absences have been addressed and rectified. Additionally many Commissioners spend their personal time on projects for the Commission; that should be taken into account. Nestel commented Dearborn has good points; the Commission Chair has all the authority, the Commission needs democracy.

M/s Kai/ Hansell to approve Commission Bylaws as presented by the Park and Recreation Commission. Ayes: Kai, Read, Hansell and Shea. Nays: Dearborn. Motion passed.

3. *Plaque recognizing Tom Kunkel for 28 years of volunteer service on Park and Recreation Commission:* Perry stated the Commission would like to thank Kunkel for his service with a plaque set in stone to be placed in the newly updated portion of the main playground.

M/s Hansell/ Kai to approve plaque recognizing Tom Kunkel for his 28 years of volunteer service on Park and Recreation Commission with costs not to exceed \$500. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.

4. *Recreation and Maintenance Activity Reports:* DeMarta commented Smart Lights had completed their audit of our facility and given the District free LED bulbs which saved the District about \$500 in costs. Additionally the bulbs will help save about \$500-600 in electricity costs annually.

DeMarta thanked Meritage Medical for their generous donation to the Recreation Department. The lineup for the summer Music in the Park series had been solidified; thank you to Bill Hansell. Recreation staff is working on summer programming and look forward to a great season. DeMarta noted that the Park Maintenance staff is working on the playground updates; removing the hazardous conditions due to the tree roots and planting native California plants. The area will host the new Tom Kunkel plaque. DeMarta also noted he had been dealing with fallen trees on resident's property; the work will be done in-house.

New and Other Business

1. *November Election: Fire Protection Special Assessment Ballot Measure- Appropriations Limit Increase (GANN Limit):* Read stated this is not a tax increase, only authority to spend the money the District has already collected. This will be placed on the June Agenda.
2. *SEED Solar Power Purchase Agreement Update:* Dreikosen stated he had a few companies look at the condition of the roof. The repairs suggested would be approximately \$4,000. One specific company did a test patch which was successful and determined there would be no issue with placing solar panels. Additionally Dreikosen provided SolEd with the most recent electricity data. Barnello asked about the design work. Hansell replied the District still does not know the exact amount of panels that will be installed.
3. *Requests for Future Meeting Agenda Reports:* Read stated she would like to add discussion of an actuarial study and vesting schedule. Kai would like to add discussion of the concept of the District purchasing the Marinwood Plaza.

Recognitions and Board Member Items of Interest

Perry stated Marco Giron should be recognized for his work at Creekside Park as well as recognizing the leadership DeMarta has provided to the Maintenance staff. Read agreed; Marinwood has never looked better. Dreikosen stated Supervisor Connolly has tabled the Scenic Road Designation.

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 June 9, 2015 at 7:30PM.

The meeting was adjourned at 9:15PM.

Respectfully submitted,
Carolyn Sullivan

Park & Recreation Report – May 2015

Shane DeMarta, Recreation Director

Recreation Activities

Smart Lights Audit:

Smart Lights came out and replaced all of the recessed lighting in the reception hall with LED lightbulbs. The cost of the changeover to LED was just over \$500; however with current rebates Smart Lights was able to give us the lightbulbs at no cost to the CSD. The CSD should also see energy savings of \$500-\$600 annually. Smart Lights is looking into other efficiency's for us to implement in the coming months.

Donation:

Meritage Medical (formally Marin IPA) has generously donated \$1,500 to our camp program.

Summer Events:

We are gearing-up for the annual Music in the Park Series. Four of the five bands are booked (thank you Bill Hansell) and we are currently working on marketing material.

Summer Registrations:

Summer camp and aquatic registrations continue to do well. We are currently getting an influx of older camper registrations for both day camps and specialty camps.

Summer Programs:

We have hired 150 camp counselors and 50 pool/aquatics staff for the summer. We have a great staff this summer made-up of mostly returning staff. Training for the both camp and aquatics staff is scheduled for June 12, 13 and 14th.

This is the first summer we will be operating on 4 different campuses (Community Center, Miller Creek Middle School, Mary Silivera School and Church of the Nativity). As such, we will have a camp supervisor on each campus throughout the day.

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:

Playgrounds:

Creekside Park: (complete)

Main Park:

- Add new fall material (in-progress)
- Removing unsafe bench in playground (complete)
- Update landscaping in playground (complete this week)
- Stain tables and benches (TBD)
- Reset pavers in front and rear entry to community center (TBD)

Mini Park:

- Add new fall material (in-progress)

Turf:

- Aeration, top dressing, and seeding of main park

Open Space:

- Removal of tree in open space near Casa Marinwood: Risk of falling into homeowner's roof. (hired outside contractor)
- Removal of tree in open space near Creekside Park: Tree was hung-up and posed risk of falling. (hired outside contractor)
- Removal of tree on Elvia Ct: Two trees fell on homeowner's fence. (Marinwood Park Staff completed work)

Park Shed:

- Currently removing all unneeded equipment
- Consolidating all heavy equipment, will be moving as much as possible into the fenced in area or garage so that it will be out of public sight.
- Construction of three to four "bays" to hold landscaping materials (soil, rock, sand, woodchips). Currently we drop material in piles.