

**MARINWOOD PARK AND RECREATION COMMISSION**

**AGENDA FOR P&R COMMISSION MEETING**

**Tuesday, May 27, 2014**

**7:30 PM – Marinwood Community Center Classroom**

<b>#</b>	<b>Time</b>	<b>Item</b>	<b>Goal</b>
1	7:30 PM	Agenda	
2	7:35 PM	Public Comment	
3	7:40 PM	Minutes of April 22, 2014 Commission Meeting	Approve
4	7:50 PM	Draft Minutes of May 6, 2014 Board Meeting	Review
5	8:00 PM	Commission Priorities for 2014-15	Set 7 Goals
6	8:40 PM	Tot Pool Policy	Review
7	9:00 PM	Park and Recreation Reports	Review
8	9:20 PM	Q&A on Non-Agenda Items	
	9:30 PM	Adjourn	

**Date and time for next Commission meeting: June 24, 2014**

NOTE TO COMMISSIONERS: If you will be unable to attend the meeting, please notify Tom Horne 479-7751 or Paula Collins 479-0775 at the Community Center by 5:00 PM the day before the meeting.

# MARINWOOD COMMUNITY SERVICES DISTRICT

## MINUTES OF PARK AND RECREATION COMMISSION MEETING

April 22, 2014

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

**Present:**

Commissioners: Chair Izabela Perry, Tom Kunkel, Shane Valentine, Kimberly Call, Eric Dreikosen and Sarah Paoli.

Staff: District Manager Tom Horne, Recreation Director Shane DeMarta, Park Manager Gary Harrelson and Administrative Assistant Carolyn Sullivan.

Others present: Directors Deana Dearborn, Bill Shea and Justin Kai; Linda Barnello, Sivan Oyserman and Stephen Nestel.

**Approval of Agenda**

No changes or additions.

**Public Comment**

Barnello asked if the Maintenance vehicles may drive on the sidewalk. Horne replied yes. Barnello asked if Harrelson uses rat poison in the parks. Harrelson replied that they only use traps and place the dead gophers in the open space to feed larger wildlife.

Nestel commented he appreciates the temporary bathroom facilities, but would like to see a more permanent facility located at the tennis courts.

**Minutes of March 25, 2014 Commission Meeting**

Call had a correction to the minutes; she had said that she would like the District to 'reduce rodenticide use'.

**Review of draft Board Minutes of April 8, 2014**

Barnello requested her name be added to the list of attendees. Sullivan apologized.

Kunkel asked Horne to define LAFCO (Local Agency Formation Commission). Horne responded it was formed in the 1960's to encourage the orderly formation and development of local government agencies. They are directed by the State Legislature to conduct service studies and will be examining Marinwood in 2015. Dearborn asked if the Marinwood Board has any power to overrule a LAFCO decision. Horne replied no.

Dreikosen asked if the Commission vacancy was posted. Horne replied yes, on Nextdoor, the CSD website, the community center, etc.

Kunkel asked if Harrelson's position was being eliminated. Horne replied yes, that is the current budget model. Kai stated that decision was at the Board's discretion, but Harrelson did submit a resignation letter. Kunkel replied, which came first, the budget model or the letter. Horne replied, the budget model. Kunkel asked if Harrelson would have been fired if he had not submitted his resignation letter. Kai replied from his perspective he would not be fired. Perry stated Park staff re-structuring discussions have been ongoing for multiple years and the outcome of those discussions are revealed in the 2014/15 Budget.

**Budget 2014-15 draft**

*a. District Manager Position recommendations:* Perry stated the last time the Commission discussed this matter was in the summer of 2013 and it had recommended that the Board consider the combined position of District Manager/Fire Chief with Tom Roach filling the role; since then the Board has taken the combined position off the table. Perry stated her personal opinion has changed and would like to see the two positions remain separate. Additionally she added she would not feel comfortable offering the position to someone who has reservations about accepting the position. Barnello interjected that Roach wants the job. Kai interjected that Roach does indeed want the job of District Manager. Valentine commented he acknowledges this is his first meeting as a Commissioner, but feels the Commission members should be able to discuss topics first without being interrupted by the public and/or Board members. Perry agreed and thanked Valentine. Call asked if Roach were to become the District Manager, who would carry out the role of the Fire Chief. Perry replied it would be outsourced to San Rafael as well as to the Marinwood Fire Captains. Call asked what would be the budget implications of that process. Horne replied the total costs are unknown. Perry noted while at first it appeared that this option would save money, it might not be the case in the long run and the CSD would be losing some control of costs to San Rafael. Dreikosen inquired who has the authority for hiring a new District Manager. Horne replied that the Board hires the District Manager, and added that he is only the second Manager hired in the history of the District. He said that his position had been advertised throughout the State and he was interviewed first by a panel and then by the Board in a regular Board meeting. Dreikosen replied there should be a clear procedure for the process which results in hiring the most qualified person for the position. It is a liability to the District to hire someone unqualified. Kai

responded there are two options. The Board may hire from within or seek new candidates. Call replied the CSD needs to look at the larger view and question if the Fire Chiefs qualifications fit the Manager position. Perry commented ultimately it is a Board decision how to proceed, but encouraged all Commissioners to attend Board meetings to maintain up to date on the matter. Dreikosen commented discussion should be centered on the position not the person. Valentine agreed. Perry responded the reason for the specific personal discussion is somewhat related to the fact that Roach has such a stake in this community. He was raised in Marinwood and knows this community very well. Dearborn commented everyone has brought up very good points regarding a vision for Marinwood and a hiring policy. The Commission concluded that they are unable to reach a recommendation due to lack of information specifically regarding budget implications and job description of District Manager.

Barnello stated she is very concerned at the condition of the Maintenance shed and the fact there is no money set aside for repairs or improvements. Harrelson replied the CSD has already discussed this problem. The Park and Recreation Commission had a plan set in place and the money to build a new shed. The project was halted due to a resident threatening legal action. Dearborn asked if there was a work around. Horne replied the CSD would be grandfathered in; in regards to a setback from the creek. Nestel commented he was a Commissioner when the new maintenance shed was being discussed and stated the residents did not want a metal shed to replace the existing structure.

#### **Measure A**

Horne reported he had updated the list of projects and commented he agreed with Nestel that a permanent bathroom facility is of importance for the grounds near the tennis courts. The cost of a permanent structure is about \$65,000. Horne urged the new Commissioner's to do a walk through of the CSD grounds with this list in hand. Call commented she would like staff's input as well, the Recreation Department brings in the most revenue, and the Commission should have their priorities in mind as well. DeMarta replied he and Harrelson will sit down and look at the list.

#### **Request from Lucas Valley Estates HOA to include Creekside Park tennis courts in bid process for tennis court resurfacing.**

Horne reported he had requested Steve Adams (the winning bid contractor) look at the courts. Adams replied that the surface of the courts is fine, the visible cracking is structural and the courts would need a full re-build, not a re-surfacing which is what is being done to the lower courts. Perry stated the Board should respond to Liz Dale's inquiry, but requested Horne forward Adam's correspondence to Dale. Kai asked if the courts were under warranty. Harrelson replied no, they were built in 1989 and were poorly constructed to begin with. The tennis courts were built by the developer; the CSD had no control over the contract.

#### **Request for Proposals for Landscape Maintenance**

Horne reported there will be a mandatory walk-through of the facilities on Friday, April 25, 2014. Perry thanked Dearborn for her help with the RFP.

#### **Proposal for event information signs at Community entrance and Community Center**

Perry stated this item was requested by Nestel. Nestel commented the Community needs an official sign board to publicize meetings and events. Perry stated possible locations that were previously discussed were adjacent to the existing wooden Marinwood entrance signs. Nestel replied the signage should be basic and should not cost more than \$500 for materials and he suggested having the Lions Club perform the labor. He added Cameron Case (a current Lion) seemed interested in the project. Perry replied the signs need to be covered and locked to prevent vandalism. Valentine commented he has concerns with aesthetics; he does not want cheap looking signs cluttering the entrances to Marinwood. Call stated most people are numb to these signs, Steve Jobs had the right idea; less is more. Perry noted in regards to public meetings they are always held on the second and fourth Tuesdays of every month. They are consistent and usually never deviate. Dreikosen commented no sign such as the ones presented has ever drawn him in, and they are not appropriate for the entrances to the community, but a possible location could be the Community Center. Nestel stated the Commission does not understand the need for signage, the people of this community have not known about Board elections for the past 15 years, the line of communication needs improvement. Kunkel responded the District does a lovely magazine for people to read, all the information is available. Paoli agreed, having been a past Commissioner years ago the communication from the District has greatly improved, and the website is always up to date. Dreikosen noted added signage will not engage the unengaged. Horne commented the current wooden Marinwood signs were restored by Bob Kaufman a resident of over 40 years and he has kept them looking beautiful. Any added signs in those locations are inappropriate. Perry called for a motion to approve signs be placed on Lucas Valley and Las Gallinas as well as Miller Creek and Marinwood Ave. No motion was made.

M/s Perry/ Dreikosen to look into appropriate signage for Community Center.

Ayes: Perry, Dreikosen, Call, Paoli and Valentine.

Nays: Kunkel.

Nestel left the meeting.

**Maintenance and Recreation activities reports**

Perry asked if the Commissioners had questions. Kunkel asked about the temporary bathroom facilities. Harrelson replied we'd had one there in the same location in the past. It will be cleaned weekly and be fenced so as to not be too visible.

**Commission Priorities for its 2014-15**

Call requested this item be moved to the beginning of the May meeting. Commissioners agreed.

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

Valentine suggested the agenda include a time frame per agenda item.

Dreikosen noted Nestel left the meeting a bit annoyed and asked if the Commission should write him a letter. Horne replied the topic is not dead, but it should be noted that the medians in Marinwood are not owned by the CSD. The CSD had to get permission by the County to place the wooden signs that are located in the entrances to the community.

The meeting concluded at 9:35PM.

The date of the next Park and Recreation Commission meeting is May 27, 2014 at 7:30 at the Marinwood Community Center Classroom.

Respectfully submitted,  
Carolyn Sullivan

## **Recreation Report – May 2014**

**Shane DeMarta, Recreation Director**

### **Pool:**

On Tuesday, May 6<sup>th</sup> during the Waterdevils swim practice our guards responded to a possible spinal injury to one of the younger swimmers. Both of our guards responded according to their training, the swimmer's head and neck were immobilized and he was put on a backboard and removed from the pool until EMS arrived. The Marinwood FD was first to respond and did a great job keeping the swimmer calm. Upon follow-up the swimmer sustained no serious injury and was back at practice later that week.

### **Marinwood Swing Dance Night:**

Swing Dance Night was held Friday, May 2<sup>nd</sup> here at the Marinwood Community Center. The event was successful, with over 40 participants. The band (Eclaire de Lune) and dance instructors (Jean and Bromley) did a great job.

### **Community Day/Block Party:**

Community Day/Block Party was held on Sunday, May 18<sup>th</sup>. The event was fairly well attended even though the weather wasn't ideal.

### **Meet the Camp Staff Night:**

Meet the Camp Staff Night is scheduled for Friday, June 13<sup>th</sup> from 5-6pm. This is great night for parents/campers to meet our summer day camp staff. This event allows for parents and campers to ask questions, turn in paperwork, pick-up camp shirts as well as sign-up for last minute camps, swim lessons, etc.

### **Music in the Park:**

The 2014 Music in the Park series begins Friday, June 27<sup>th</sup> (6pm-8pm). We have a great line-up bands this summer and Marinwood Market will be back providing food for attendees.

Schedule:

- 6/27
- 7/11
- 7/25
- 8/8
- 8/22

### **Summer Registrations:**

Summer registrations for camp and aquatics continue to be extremely strong; the majority of our camps are now full with a waitlist.

# Marinwood Community Services District

Minutes of Board of Directors Meeting  
Tuesday May 13, 2014

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

**Present:**

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

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Brandon Selvitella, Stephen Heine, Brian Smith and Ryan Brackett, Park Manager Gary Harrelson, Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Izabela Perry.

Others Present: Linda Barnello, Stephen Nestel, Ray Day, Alex Anderson, Dave Jefferies, Jonathon Whelan and Sivan Oyserman.

**Call to Order and Pledge of Allegiance**

**Agenda**

No changes or additions.

**SEED Fund Solar Electric Proposal**

Jonathon Whelan presented a status report on the project. He discussed the multiple financing options available to the District. At this point in time it appears that eleven agencies are moving forward with the project. The contractor has agreed to a 10% discount if 80% of the total project capacity goes to contract. Horne requested Board members relay their questions to him to be passed onto the contractor who will present a proposal at the June meeting.

**MERA – Proposed Parcel Tax Levy**

1. *Presentation by Alex Anderson of Marin Emergency Radio Authority:* Anderson presented the Gen 2 MERA system. He commented MERA had administered a poll to gauge support for the proposed parcel tax. Right now it seems MERA would not have the 2/3 vote needed in November 2104 for a parcel tax approval. Chief Roach stated that if the parcel tax fails, the costs will be absorbed by the District for payment from its general fund, which would cripple the CSD budget. Dearborn thanked Anderson and Jefferies for their excellent lines of communication to her and commented this parcel tax has to be approved by the voters. Nestel questioned if the proposed system is similar to what Oakland implemented and questioned if it contains spyware. Anderson replied that while it is similar to the system the Oakland Police Department uses, it does not have the capability of spying; it is a closed system. Kai asked how long this parcel tax would be in effect. Anderson replied 20 years. MERA will be conducting an outreach program to educate the public on this tax and its importance to public safety. Roach commented the Fire Department will additionally help educate the citizens of Marinwood.

2. *Resolution No 2014-06 Supporting and Endorsing Parcel Tax to Finance New Countywide Public Safety Communications System:*

M/s Read/Dearborn to approve Resolution No. 2014-06 Supporting and Endorsing Parcel Tax to Finance New Countywide Public Safety Communications System.

Motion carried unanimously.

**Budget FY 2014-2105**

1. *Budget review and discussion:* Horne reported there were two small expenditure reductions in the Fire budget; other than that is it the same budget that was reviewed in detail at the Budget Hearing.

2. *Resolution No. 2014-02 Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance:* Kai stated he has concerns with increasing taxes when there are proposed commercial/residential projects that would not pay their fair share. Day commented the Board may increase due to the CPI, but it should always be in relation to the District's needs. Day added the Board should reserve for future enhancements by holding funds on a restricted basis. Hansell replied the District's year-end fund balance has still not been restored to earlier levels, so the CSD still borrows money from the County in dry periods. He said that Day's point was well taken, and stated that the increases were calculated appropriately and are not abused.

M/s Read/Shea to approve Resolution No. 2014-02 Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance.

Motion carried unanimously.

3. *Resolution No. 2014-03 Increasing the Amount of the Special Tax for Fire Protection and Emergency Response:* Nestel asked why the Board needed to approve this now. He wanted the Board to consider changing the way the tax was applied to commercial residential property. Horne replied Counsel advised that subsequent to a 2013 ruling

against Alameda Unified School District, the Board could not apply rates to commercial property different from residential property. Kai stated he would like a second opinion. Horne agreed to seek a second opinion. Read noted these Resolutions are already assumed in the 2014/15 Budget.

M/s Shea/ Read to approve Resolution No. 2014-03 Increasing the Amount of the Special Tax for Fire Protection and Emergency Response.

Motion carried unanimously.

4. *Resolution No. 2014-05 Determining the 2014-15 Appropriations Limit on Tax Proceeds*: Day asked why the CSD has used the countywide percent increase rather than the unincorporated increase. Horne replied the CSD can use either one so long as it's stated clearly in the Resolution and it doesn't have to be consistently applied year to year. Horne added that the countywide number is more in line with the average of cities in Marin and Marinwood's population density is more in line with cities rather than rural unincorporated Marin.

M/s Read/Dearborn to approve Resolution No. 2014-05 Determining the 2014-15 Appropriations Limit on Tax Proceeds.

Motion carried unanimously.

5. *Adopt Budget for Fiscal Year 2014-15*: Roach stated the fire engine first payment lease may actually begin in 2015/16, but would like to have it remain in this budget. Nestel commented the Board is moving in the right direction, but the CSD needs to investigate setting aside money for reserves and contingencies. Dearborn requested a future agenda item regarding the District Manager position. Hansell replied that is fine, but it should include discussion with current staff as well. Kai asked if the current budget is flexible as to who assumes the Manager position. Horne replied that the budget provided adequate funding for most scenarios.

M/s Read/Shea to adopt budget for Fiscal year 2014/15.

Motion carried unanimously.

### Open Time for Items not on Agenda

Perry reminded the Board that Community Day is Sunday May 18<sup>th</sup>, she encouraged everyone to attend.

### Consent Calendar

1. *Minutes of Regular Meeting April 8 and Special meeting of April 29, 2014*: Day commented the minutes should reflect discussion with Keane Simons of LAFCO regarding the Master Property Tax agreement with the County, which implies that Special Districts might receive no transferred property taxes for annexed properties.

Barnello requested her name be added to the minutes.

Dearborn commented she would like to clarify her statement regarding the negotiations with the Union. She acknowledged discussion will have to occur at the end of the current contract.

2. *Bills paid nos. 976-1052*: Dearborn inquired about the marketing expenses done by the Recreation Department. DeMarta replied we had the Marinwood Review printed as well as our yearly summer program marketing.

3. *Third quarter report of Marin County Pooled Investments*: No comments.

M/s Shea/Dearborn to approve Consent Calendar.

Motion carried unanimously.

### Correspondence

a. *Email from Community Development Dept. re: inquiry about Community Center use for community planning workshops*: The Board acknowledged the correspondence.

b. *Draft letter from Board thanking P&R Commissioner O'Brien for his service*: The Board members signed the letter.

c. *Letter from Bruce Anderson encouraging Board involvement in LAFCO service study*: The Board acknowledged the correspondence.

d. *Email from Stephen Nestel re: Community signage*: The Board acknowledged the email.

### Fire Department Matters

1. *Minutes of Fire Commission meeting of May 6, 2014*: Roach reported the Commission spent time on the 2014/15 Budget. Dearborn asked if the billing for auto accidents will have to be paid by the individual. Roach replied no, the billing will be sent to the insurance companies; the Fire department will not go after the individual.

2. *Fire Chiefs Operations Report*: No additions.

3. *Resolution 2014-04 Fixing Employers Contribution under Public Employees Medical and Hospital Care Act*:

M/s Read/ Shea to approve Resolution 2014-04 Fixing Employers Contribution under the Public Employees Medical and Hospital Care Act.

Motion carried unanimously.

4. *May 1, 2014 Letters from Marinwood Professional Firefighters:*

- a. *Request to meet – third year contract opener for salary only:* Hansell proposed the discussions involve two Board members. Read suggested herself and Dearborn. Kai asked why only two Board members can attend. Hansell replied due to the Brown Act. The two selected Board members will report back to the full Board in Closed Session.
- b. *Request to meet - implementation of ALS staffing and cell tower concerns:* Hansell stated these two meetings must remain separate.  
Shea and Read were assigned to meet for third year contract opener for salary opener.  
Dearborn and Kai were assigned to meet for implementations of ALS staffing and cell tower concerns.  
Hansell additionally requested Horne begin the search for a professional negotiator for the 2015 Union negotiations.

**Park and Recreation Matters**

1. *Report of P&R Commission meeting of April 22, 2014:* Hansell reported he had spoken with Barnello regarding the cost and concerns of the Maintenance Shed; with the new outside contracts hopefully the shed can be eliminated in the near future.

Dearborn asked if Horne had received a response from Lucas Valley Estates regarding the tennis courts. Horne replied no. DeMarta added the contractor had inspected the courts and stated a slip-coat will not help, the courts need a full repaving. Perry reminded the Board that the courts in Lucas Valley Estates were built by the developer prior to being transferred to the CSD.

2. *RFP for Park and Community Landscape Maintenance:* Horne reported he had only received two bids and that they were only \$1400 apart. He had contacted the references for both contracts. He requested a Board member be assigned to independently evaluate the proposals. Dearborn volunteered. Nestel asked whose equipment will the contractor use. Dearborn replied the contractor will bring in their own equipment, but the CSD will need to maintain its equipment for the remaining staff to use on our grounds. Nestel asked about performance reviews. Horne replied they will occur monthly. Hansell stated Nestel could review the RFP, its public. Hansell noted the low bid was about \$35,820 while the fully burdened cost for an employee to be laid off is about \$80,000.

3. *Letters from Linda Barnello and Sivan Oyserman applying for Commission position:* DeMarta stated he is happy to see people interested in the Commission. He noted Barnello has attended the past several meetings and Oyserman attended the April meeting. Barnello and Oyserman spoke regarding their interests to be appointed to the Commission. Perry commented both candidates are qualified. The Authority and Responsibility of the Commission does state a specific number of Commissioners and the Board should keep that in mind. Hansell replied the Commission may have seven plus an alternate. If one of the candidates is approved tonight that will leave the other candidate available for the alternate position. Perry commented right now the Commission consists of five regular members and one alternate. If the Board approves both candidates that will change the organization of the Commission to seven regular members and one alternate.

M/s Read/ Shea to appoint Barnello to the Park and Recreation Commission as alternate.

Motion carried unanimously.

M/s Read/ Kai to recommend to the Park and Recreation Commission to activate the seven member

Commission and move the alternate (Barnello) to a regular position while adding an alternate (Oyserman).

Motion carried unanimously.

4. *Recreation and Maintenance Activities:* Dearborn asked if Harrelson has a five year maintenance plan for the pool equipment. Harrelson replied the pool filters and pumps are almost at the end of their life span. Horne acknowledged some pool equipment is included in capital expenditures.

Nestel asked who is responsible for cleaning the porta-potty. DeMarta replied the contracted company.

Dearborn inquired about the pool incident that occurred at swim team practice. DeMarta replied a child jumped into the shallow end without bending his knees and complained of back pain. The lifeguards responded properly and child is fine. Swim team will be changing the protocol for how their swimmers enter the water.

**New and Other Business**

1. *Board Action items status:* Hansell inquired about the employee handbook. Horne replied it is with Counsel. Dearborn suggested adding MERA public information outreach.

2. *Other New Business:* Dearborn stated the Board still needs to discuss the District Manager position.

**Committee Reports**

1. *Personnel Committee meeting of April 7, 2014:* Roach stated the San Rafael Fire Chief initially gave a quote of about \$40-50 thousand, not the \$80-90 in the minutes. Kai stated his concern about receiving a quote from San Rafael when there are too many ambiguous factors. Kai would like minimal assistance from San Rafael while having the

Marinwood Captains take on more responsibility. Read commented the Board set protocol last month to have Board members meet with current Fire Captains. Hansell disagreed with that statement and stated the Board members may not meet with staff outside the MOU especially due to changes in labor conditions. Dearborn commented a request was made to gather information from the Captain's. Roach replied he may get that information to the Board by the end of the week. Hansell commented the Board could receive a quote from San Rafael and the County of Marin for Chief duties; the Board should not assume they can pick and chose what those duties are. Roach stated he would like direction from the Board as to what information he is requested to receive. Shea inquired the purpose of receiving quotes from San Rafael. Dearborn replied the Board needs to review all the options for the Manager position. Hansell commented there is a preconception that the Fire Chief will be assuming the role of District Manager. In 2015 the mandatory staffing language in the MOU will no longer be binding and the duties at the Fire Department may change. Roach commented if the Board would like a quote from San Rafael for Chief duties the request needs to come from the District Manager. Dearborn suggested the Board gather information internally first before going to San Rafael. Perry noted if the Board decides to have San Rafael come in to perform administrative duties it will cost this District and the CSD will lose control over costs.

**Recognitions and Board Member Items of Interest**

No additional discussions.

The date of the next Regular Board meeting is June 10, 2014 at 7:30PM.

The meeting was adjourned at 10:38PM.

Respectfully submitted,  
Carolyn Sullivan