

MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, June 24 2014

7:00 PM – Creekside Park in the Lucas Valley Estates neighborhood

#	Time	Item	Goal
1	7:00 PM	Recreation facility inspection – Creekside Park	Understand maintenance requirements
2	7:30 PM	Public Comment	
3	7:35 PM	Minutes of May 27, 2014 Commission Meeting	Approve
4	7:40 PM	Draft Minutes of June 10, 2014 Board Meeting	Review
5	7:50 PM	Park and Recreation Reports	Review
6	8:00 PM	Q&A on Non-Agenda Items	
7	8:10 PM	Commission Priorities for 2014-15 – <i>continued with Commissioners Valentine, Paoli, Kunkel and Oyserman</i>	Set Goals
8	8:40 PM	Community Center signage	
	9:00 PM	Adjourn	

Date and time for next Commission meeting: July 22, 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

May 27, 2014

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

Present:

Commissioners: Chair Izabela Perry, Tom Kunkel, Kimberly Call, Eric Dreikosen, Sivan Oyserman, and Linda Barnello.
Staff: District Manager Tom Horne, Recreation Coordinator Luke Fretwell and Administrative Assistant Carolyn Sullivan.

Absent: Sarah Paoli and Shane Valentine.

Others present: Director Justin Kai.

Approval of Agenda

Perry noted the agenda has dedicated time allotments. She reported the Board had appointed two new members; Linda Barnello as a regular member and Sivan Oyserman as an alternate member. Perry reported the Board is waiting for more information from San Rafael in regards to the Fire Chief position. Kunkel asked who is gathering the information. Horne replied he is in contact with San Rafael. Kunkel questioned if the Board is going to accept the quote for services from San Rafael based upon their word or will the information be vetted. Horne replied the Board will meet with the Fire Chief and Captains regarding the information. Horne noted he believes if the Board moves forward the final agreement will have to be negotiated.

Public Comment

No comments.

Minutes of April 22, 2014 Commission Meeting

Call asked if anyone has followed up on the signage for the Community Center. Perry replied she will begin the process looking for possible options. Call noted in regards to her comments regarding the signage she would like to see more image based ideas and less text.

M/s Kunkel/ Call to approve minutes of April 22, 2014 Commission meeting.

Motion carried unanimously.

Review of draft Board Minutes of May 6, 2014

Kunkel asked who Jonathon Whelan is. Horne replied the representative from Optony who is our contact for the possible solar energy project. Kunkel asked who the other participation agencies are. Horne replied San Rafael, Novato, Yountville, Napa Office of Education, Sonoma County, Mill Valley, So Marin Fire Protection District, Sonoma Co Water Agency, Sonoma Co Employees' Retirement Association, St. Helena and Cotati.

Commission Priorities for its 2014-15

Perry stated Dreikosen will be arriving late to the meeting and read his email that was sent to Perry and Horne.

My top priority would be to instill a greater sense of formality, structure and process to the commission.

Primarily:

Creation, Adoption & Implementation of formal P&R Commission bylaws. Obviously, the Board would need to adopt any such bylaws. The Authority and Responsibility document is a good starting point, but not a complete set of bylaws. In addition, I recall Tom mentioning that they also needed to be revisited and possibly revised. At a minimum, bylaws should address:

Name of Commission, Authority, Purpose/Goals, Function, Membership (including: Term, Resignation, Vacancies, Attendance), Structure, Scope of Work, Process for Amending Bylaws.

I do have samples from other government commissions I currently sit on or have been appointed to in the past. These may serve as a good template. I am happy to share.

I feel this will serve as the guiding document by which the commission operates and therefore, will help identify, align and guide all future "priorities" of the commission.

(As Perry concluded, Dreikosen walked in). The Commissioners agreed with Dreikosen and Perry asked if any other members have specific items of interest. Perry herself would like to work on reviewing Park and Recreation Maintenance schedules, scope of working areas, work policies, job evaluations etc. Perry added she would like Harrelson to leave as much knowledge as possible before he leaves Marinwood. Barnello expressed her interest in those issues as

well and volunteered to work alongside Perry. Call asked if the new landscape contractor will undergo performance reviews. Horne replied yes. Call stated her interests are as follows:

1. Have the Community Center be "Green Certified".
2. Plant Valley Oak trees in Lucas Valley.
3. Create a community art mural or mosaic.
4. Declare Lucas Valley Road a Scenic Road.
5. Install a commercial kitchen in the community center.

Perry commented that list is quite hefty and suggested Call focus on one item at a time. Call replied she would like to concentrate on the "Green Certification". Call added she understands the dedication of Lucas Valley being declared a scenic road is out of the purview of the Board and Commissions, but would still like to work towards making it a possibility.

Tot Pool Policy

Oyserman expressed her frustrations with the current policy. She believes the rules are not being followed by all participants. Fretwell commented parent supervision in the tot pool is mandatory and he will ensure the lifeguards keep watch that every child is accompanied by an adult. Perry questioned if a height requirement for the area would be more sufficient to keep larger children out of the area. Horne noted that there are signs requiring adult supervision, but maybe the staff could add a sign board at the entrance to reiterate the rules. Kai agreed with the height requirement at the entrance. Fretwell replied he would advise against changing the rules now because the season has already begun, but promised the Commissioners the lifeguards will check the pool more frequently to make certain the rules are being followed. Perry suggested the Commission discuss a possible change to the rules at the end of the season. Horne suggested that Fretwell may check with BAPPOA (Bay Area Public Pool Operators Association) to inquire about rules at other pools. Oyserman replied our pool is not comparable to others in the area; it is smaller. Barnello asked how many accidents occur in the tot pool. Fretwell replied quite infrequently. Perry additionally requested the Lifeguards check for proper swim diaper attire as well.

Park and Recreation activities reports

Perry commented please ask Harrelson to fix the water fountain in the playground area, and to please be aware not to leave tools unattended near the shop after hours to keep things as tidy as possible.

Barnello asked if the Swing Night event made money. Horne replied no. Kai commented he had worked with DeMarta on this event, it was the first one and the Recreation Department broke even. Barnello commented the budget reflects that the Community Events do not make money. Perry stated they are designed to bring the community together. Dreikosen added there are intangible effects, people who attend the community events are brought to center and may register in other recreation programs. Dreikosen stated he and his family enjoyed Community Day, it was good event. Perry commented she was disappointed in the turnout. She had spoken with DeMarta about having a table dedicated for CSD matters at all the upcoming park events. Commissioners agreed that was a good idea.

Call stated the new fence around the porta-potty is not ideal. When approaching from the bridge side it is the first thing one sees. Call requested in the future if a structure is built it needs approval by the Commission beforehand. Call also stated the landscaping around the tennis courts needs improvement, even placing woodchips in the area would be an improvement. Perry agreed the landscaping is unattractive in that area.

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

Perry stated for the July meeting the Commissioners would like an update on the tot pool. Perry will investigate Community Center signage. Call will investigate "Green Certification". The Commission may have more information regarding the District Managers position. She requested Horne add the job descriptions of District Manager and Fire Chief to the packet so the Commissioners may be informed.

The meeting concluded at 9:15PM.

The date of the next Park and Recreation Commission meeting is June 24, 2014 at 7:30 at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday June 10, 2014

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

Present:

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

Absent: Tarey Read.

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters John Papanikolaou, Joel White and Ross Anderson, Park Manager Gary Harrelson, Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Izabela Perry and Linda Barnello. Fire Commissioners: Jeff Naylor.

Others Present: Katie Roach, George Roach, Dave Green, Ray Day, Stephen Nestel and Walter Dods.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Financial Matters

1. *Current FY Budget Status:* Horne reported we are scheduled to finish the year with a small surplus due to hard choices made by the Board of Directors and a bit of economic recovery. Horne distributed a graph which projects net revenue making a steady climb; the growth in the Recreation Department is the driving force. Hansell commented this is a positive direction, but the CSD still needs to set aside funds for retiree health insurance liabilities, restoration of fund balance and capital expenditures. Kai commented the current budget does not show the full costs for retirement liabilities.

2. *District Manager Position:* Dearborn stated she requested this agenda item. The full Board has not had the opportunity to discuss the individual position. Dearborn requested Horne send each Board member the Manager's job description. The Board needs to be aware of the requirements and qualifications and needs to set a timeline for the hiring process. Hansell stated Horne's preferred retirement date would be in late December. Green commented this is a fairly big deal; the CSD has only had two Managers' in its 50 plus years. Hansell agreed and commented Counsel suggested the Board form a Committee to be tasked with the process of reaffirming the job description, forming the timing process and transition process. Dearborn asked Horne to inquire the hiring processes of other agencies. Horne commented when he was hired the advertising had been out about a month, and he went through an interview panel and then an interview with the Board. Horne would screen the applications before the first round of interviews to weed out the applicants who do not meet the qualification. Green commented the economy is still a bit slow and the CSD should be wary of all the unqualified applications. It might be wise to hire an outside consultant to assist in the process. Hansell asked Horne to receive a bid for a consultant. Kai asked when the target month is for advertising. Hansell replied late August or September. Dods commented he was on the Board when the former Fire Chief was hired and the Board had done a poor job, he suggested the Board seek professional advice. Kai asked if there were restrictions with PEPPRA. Horne replied yes there are restrictions for him to be a consultant. Horne commented he would like to see the next Manager to have experience in facilities management.

Seed Fund Solar Electric Project

Horne commented the solar contractor will present a proposal in the July meeting. Dearborn commented she does not want the CSD to be stuck with a solar structure that doesn't fit the CSD's needs or aesthetics. Hansell commented it wouldn't hurt to draw up a few ideas, maybe begin small and increase over time. Nestel asked if the CSD has thought about solar to heat the pool. Harrelson replied the product and installation is very costly. Hansell commented it wouldn't hurt to get a ballpark price. Dearborn requested the contractors answer her questions in advance of the July meeting.

Open Time for Items not on Agenda

Dearborn would like the Board to have discussions regarding the LAFCO study. Horne commented the study is not until 2015/16. Shea commented it would be helpful if Bruce Anderson would attend a Board meeting to explain his previous correspondence.

Dearborn stated in reviewing the past minutes from the Board and Commission's the CSD should be keeping an action item list. Hansell agreed and requested Horne adds that for the next meeting.

Barnello stated she would like the Board to discuss the latent powers that the CSD may acquire. Hansell replied it has been discussed in the past and wasn't pursued due to the fact the CSD would not see any monetary compensation from the County of Marin if the CSD acquired more latent powers. Hansell asked if any Board members were interested in acquiring any of the latent powers. All Boards members replied no. Kai did comment it would be nice to look into planning powers. Hansell replied the only latent power available to the CSD regarding planning would be to have an advisory committee.

Consent Calendar

1. *Minutes of Regular Meeting of May 13, 2014:* Dearborn corrected her comments regarding MERA, she stated the project "will" move forward not "has" to move forward.
2. *Bills paid nos. 1053-1155:* Shea asked if the PG&E bill for \$4000 was an average amount per month. Sullivan replied yes. Shea asked if the bill for \$1000 to Nationwide Retirement for the firefighters was in addition to their PERS retirement. Sullivan replied yes. Horne added it was negotiated in the last round of talks and will expire on June 30th.

M/s Dearborn/ Shea to approve Consent Calendar.
Motion carried unanimously.

Correspondence

Nestel stated the Board should recognize the new Supervisor who won by 70% of the vote. Kai commented the Board should write letters to Susan Adams and Damon Connolly.
Dods asked about the May 15th letter to the Union regarding a proposal of a cell tower. Hansell replied it is just investigatory at this point in time; the CSD has no contract in front of them.

Fire Department Matters

1. *Minutes of the Fire Commission meeting of June 3, 2014:* No additional comments.
2. *Fire Chief Operations Report:* Dearborn inquired about the fire engine lease. Roach replied he had met with Marinoff to consider if CSA 13 may pay their portion up front and allow the CSD to use that money as a down payment, which would reduce the lease payments. Dearborn stated she has concerns with the 12yr option with adjustable rate. Horne replied the Commission and staff had spent considerable time on the engine specifications and the project has been vetted.
Perry asked if the Firefighter on Workers Compensation has set a return date. Roach replied no; he has been out for 9 months and the law states he is allowed 12 months of Compensation. Kai asked if the Department could reduce its overtime costs by staffing a volunteer. Horne replied no; that is not in the MOU. Hansell commented the minimum staffing language was included in the MOU in 1998 and will expire in the next cycle of discussions. Roach stated it may expire, but he fully supports a three man engine. Shea commented it does not allow for the CSD to manage its employees.
Hansell noted the change in call volume. Naylor replied yes, with traveling east of the freeway call volume has increased. Perry asked if the CSD tracks medical calls versus fire calls. Roach replied yes. Nestel stated any medical call is responded to by an ambulance and a fire engine. Roach replied that is true, Marin County residents have very good coverage.
3. *Request to San Rafael for contract for chief officer services:*
 - a. *May 22 letter to San Rafael:* Horne commented he had just received a letter from San Rafael, but he and Chief Roach need to meet and discuss it with Chief Grey and City Manager Nancy Mackle. Hansell reported the letter included a \$37,000 estimated cost for services. Hansell added it is not the only option on the table and distributed a spreadsheet that include an option of a Captain retiring and Roach becoming the replacement Captain. Kai asked if a Captain is retiring. Roach replied no. Captain White stated he takes offense to this discussion. Dearborn commented the Board needs to talk with the Union. Horne said the spreadsheet estimated costs for possible scenarios under which it would be necessary to contract with San Rafael for chief officer services. Hansell replied the whole Board may not speak to the Union, they is a very specific process. Kai asked why the Board can't meet in closed session with the Union to discuss personal matters. Hansell replied it is discussion regarding working conditions and that is not allowed outside MOU discussions.
 - b. *Staffing alternatives under proposed agreement with San Rafael; appoint committee to review alternatives:* Kai commented a committee is counterproductive. Hansell commented the intention is to gather all the information and analyze all angles and be able to work in between the Board meetings. Dearborn stated she is not opposed to a committee, but the Board should speak about scenarios before having staff spend time on spreadsheets that may be irrelevant. Roach stated his preference in regards to the spreadsheet is option A, and would like to remain as the Marinwood Fire Chief. Kai stated if the Board is considering committee members he would like to ask Read be involved. Hansell stated he would be uncomfortable with that situation. Perry asked the Board to take a step back. The Chief just stated he does not wish to be District Manager, the Board is considering advertising the District Manager position; Perry questioned id a committee is necessary at this point. The Board decided to not move forward at this time with a committee to review staffing alternatives under the proposed agreement with San Rafael.
4. *Marinwood Firefighters Union:*
 - a. *Letters naming appointed representatives for discussions on implementation of paramedic firefighter position and negotiations on wages as provided in MOU:* Horne reported there had been no response from the Union to schedule meetings.
 - b. *Fire Commission request to appoint Commission members to meetings with the Marinwood Firefighters:* Naylor stated it is gratifying to hear communication is beginning, but asked the Board members to acknowledge the chain of command. Naylor stated one member of the Board has held private meetings with the Union resulting in

conversations that threaten one person's employment with the District; this person should not be involved in any negotiation discussions. Naylor commented James Rey and Russ Albano have expressed interest in being involved in the meetings with the Firefighters. Roach commented he had heard from Albano since the last Fire Commission meeting and withdrew his name. Hansell suggested Naylor be the other Commissioner to meeting with the Firefighters. Hansell additionally acknowledged the other comments made by Naylor, they cannot be ignored. Dearborn asked if something could be explained to the remaining Board members so that everyone is on the same page. Hansell stated the issue arose about appropriate contexts and that no members can convey an agreement without Board approval. Hansell asked the Board members to speak with Horne privately.

M/s Dearborn/ Shea to appoint Rey and Naylor to attend meetings with the Marinwood Firefighters.
Motion carried unanimously.

Park and Recreation Matters

1. *Report of P&R Commission meeting of May 27, 2014:* Dearborn questioned if a Board/Commission information table is necessary all the upcoming CSD events. Perry replied she is aware the Community Day was not attended as well as she had hope, but feels community outreach regarding Commissions and Board is important.

Nestel asked the status of the community signs. Perry replied the Commission voted against placing signs at the entrances to the community, but will look into a sign in front of the community center.

Hansell appreciated Dreikosen's email as well as Call's comments regarding the porta potty structure, it is unsightly.

2. *Community landscape maintenance outsourcing:* Horne reported there is a meeting with the contractor set for Thursday morning.

3. *Recreation and Maintenance activities update:* DeMarta reported summer camps begin on Monday. Staff training is underway and everyone is looking forward to a great summer. The Marinwood youth tennis league won first place in the Jr. League Tennis Championship.

Dearborn asked if staff can look into cost recovery for our community events. DeMarta replied the Recreation Department does a good job of covering its costs and there are sponsors to help cover the costs of the events.

Additionally the events are worked by full time staff that is not paid any overtime. The staff analyzes each event after it concludes to see if the event was a success.

Dearborn commented some of the language in Harrelson's report is a bit unprofessional. Harrelson acknowledged Dearborn's comment.

New and Other Business

1. *Engagement letter from RJ Ricciardi for FY 2013-14 Audit:*

M/s Shea/Dearborn to approve engagement letter from RJ Ricciardi for FY 2103-14 Audit.
Motion carried unanimously.

2. *Draft policy for Board communications:* Kai commented this should be tabled until all Board members are present. Hansell commented he had concerns and requested to meet with Read and County Counsel. The CSD needs a proposal to recognize chain of command. Each Board member carries the weight of office and correspondence needs to go through the District Manager and/or Fire Chief. Dods commented this draft policy is too broad and ambiguous and questioned who would enforce the policy. If a Board member has acted inappropriately than the Board President needs to deal with the situation. Dods stated he experienced this firsthand when he and Anderson were on the Board. Dods stated he hopes common sense will prevail. Hansell replied the inability to point to a policy is the issue and this was recommended by Counsel as best practices. Kai commented this policy is unnecessary. Dearborn commented the Board should have boundaries and guidance, but the language in this policy needs work.

3. *Board Action items list:* No discussion.

Committee Reports - No reports

Recognitions and Board Member Items of Interest

Kai volunteered to hand deliver the letters to Susan Adams and Damon Connolly personally. The Board agreed that would not be necessary; they will be mailed.

The date of the next Regular Board meeting is July 8, 2014 at 7:30PM.

The meeting was adjourned at 10:45PM.

Respectfully submitted,
Carolyn Sullivan

June 6, 2014

To: Board of Directors & P&R Commission

From: Gary Harrelson

Monthly Maintenance Report

As usual, the mundane report on what we do during the month. Remember routine is just that: unexciting and dull.

PARK

Turf maintenance was performed weekly. We aerated and fertilized the park one more time prior to summer camps starting. There were some broken irrigation lines that were repaired, the damage was caused by people driving stakes into the ground to hold or steady something, usually shade awnings or bounce houses. We will be replacing two irrigation remote control valves that have malfunctioned and trying to rewire the control wiring that has been cut by gophers chewing through them.

My staff will be trimming the shrubs around the Community Center this week. We are adding soil and overseeding some areas in the park. These are the last weeks we can trap gophers, because the camps start. We don't want to expose some children to the temptation of playing with something they aren't aware is dangerous. I'm going to stop watering the turf at the corner of Lucas valley Road and Miller Creek Rd. Public perception that we are doing our part to conserve water is one reason, and another is that this would be an opportune time to remove the turf and install more drought tolerant plantings. Of course the planting would be done Sept-Nov, to allow for hoped-for winter rains to water and establish the plants.

POOL

The chlorine generator has been repaired and reinstalled. We need to calibrate the control panel, which will be done when I can contact the support tech. He's on vacation until next week. Until then it is operating and producing chlorine, the vendor said it will be okay to operate the unit.

VEHICLES

The dump truck was in for repairs twice. We finally got it back and it is running the best it has for years. The problem with this vehicle is it's a twenty year old machine; parts are hard to find for this particular one. On the plus side, it should run for a while. Another plus is, as I understand, we don't have to comply with the new emissions control requirements regarding diesel trucks. We are below the gross vehicle weight required.

The horseshoe pits have been installed with volunteer help and Lions Club donations, and additional work to clean-up the area will be done in ensuing weeks. We have to repair the irrigation in the area, including where gophers had chewed through the irrigation valve control wires.

Recreation Report – June 2014

Shane DeMarta, Recreation Director

Summer Programs:

Summer camp and aquatic programs are now taking place and will run for the next 10 weeks. The first week of programs went well. Beginning the week of June 20th programs will be expanding to the Miller Creek and Dixie school campuses.

Meet the Camp Staff Night:

Meet the Camp Staff Night was held on Friday, June 13th from 5-6pm, we had over 250 people in attendance. 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. (we took in over \$5,000 in additional registrations during the evening).

Tennis Jr. League:

We are happy to announce that the Marinwood Jr. Tennis League won the Marin County League Championship beating teams from Ross Valley, Tiburon, San Rafael, etc. Coach Jerry Mechiz has done a wonderful job with the team over the past few seasons.

Living with Mountain Lions Presentation:

The Living with Mountain Lions presentation was held on May 28th here at the Marinwood Community Center. The event was extremely popular with attendees filling ever seat. *A big thank you to Head Marin County Park Ranger Rob Ruiz and the Felidae Conservation Fund for putting on this very informative presentation at no cost to the CSD.*

Music in the Park:

The 2014 Music in the Park series begins Friday, June 27th (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