

MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, August 26, 2014

7:00 PM – Small Playground at Las Gallinas

#	Time	Item	Goal
1	7:00 PM	Recreation facility inspection – Marinwood Park panhandle and creek	Understand maintenance requirements
2	7:30 PM	Public Comment	
3	7:35 PM	Minutes of July 22, 2014 Commission Meeting	Approve
4	7:40 PM	Draft Minutes of August 12, 2014 Board Meeting	Review
5	7:45 PM	Park and Recreation Reports	Review
6	7:55 PM	Q&A on Non-Agenda Items	
7	8:00 PM	Community Center signage	Discuss options
	8:15 PM	Adjourn	

NOTES TO COMMISSIONERS:

- 1. Date and time for next Commission meeting: 7:00 PM September 23, 2014**
2. The August meeting may need to run short due to limited daylight and remodel in the community center.
3. 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

July 22, 2014

Time and Place: 7:00 Marinwood Park.

Present:

Commissioners: Tom Kunkel, Shane Valentine, Sivan Oyserman, and Linda Barnello.

Absent: Sarah Paoli, Erik Dreikosen and Izabela Perry.

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

Others present: Director Deana Dearborn.

Recreation Facility Inspection

The Commission met at the tennis courts to begin the inspection of the Marinwood Park. Below is a list of ideas, solutions and discussion items:

- Removal of tree stump in front of tennis courts. Inquire if a volunteer or a contractor (working pro-bono) would assist in the removal.
- Replace signage at tennis courts located on school property.
- Make all picnic areas in the park "Reservation Only". This might help ease overuse of picnic areas on weekends.
- Enforce a "Pack-in, pack-out" trash policy to ensure garbage does not litter the park.
- Invest in crow resistant trash receptacles.
- Consciously plant native vegetation to create an environment helpful to song birds and other species that the crows have driven out of the park.
- Clean both playground signs to be more visible.
- Check fence guides at main park. Fix guides that have become loose.
- Check cyclone fencing around main park for sharp fencing that has become loose.
- Fix PVC piping at entrance to main park; tripping hazard.
- Fix water access gap in sidewalk near main park.
- Remove cage around Pepsi machine and make a conscience effort to fill machine with items other than soda.
- Inquire about the possibility of constructing a permanent stage in park area.
- Re-paint blue handicap parking spaces and purchase up to date ADA handicap plaquards.
- Re-paint red curbs in the parking lot.
- Achieve a set plan for removal and replacement of street trees (liquidambar). Inquire with an arborist proper replacement trees.

Public Comment

No comments.

Minutes of June 24, 2014 Commission Meeting

M/s approval of minutes of June 24, 2014.

Ayes: Oyserman, Valentine, Kunkel and Barnello.

Abstaining: Call.

Review of draft Board Minutes of June 10, 2014

Kunkel questioned if the Board was prepared to spend \$25,000 for consultation of replacement of District Manager. Horne replied the Board is interviewing two companies; one less costly than the other. Kunkel questioned if this was a good use of funds. Horne replied yes, it will be helpful in planning and implementing a new District Manager.

Park and Recreation activities reports

No additions.

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

No comments.

The meeting concluded at 8:30PM.

The date of the next Park and Recreation Commission meeting is August 26, 2014 at 7:00 at Las Gallinas Mini Park.

Respectfully submitted,

Carolyn Sullivan

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday August 12, 2014

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

Present:

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

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Izabela Perry, Eric Dreikosen and Linda Barnello.

Others Present: Stephen Nestel, Ray Day and Pam Derby of CPS HR Consulting.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Financial Matters

1. *Current FY budget status:* Horne discussed the Budget to Actual comparison that was included in the Board packet.
2. *District Manager Position:*
 - a. *Review compensation data:* Pam Derby suggested the CSD conduct a compensation survey of 10-15 agencies similar in scale to Marinwood. It would be advisable to advertise that compensation is negotiable and request the applicants inform the Board of their current salary. Read agreed with Derby, it would be helpful to gather information. Dearborn stated she does not want the survey to concentrate only on compensation. Derby replied it will not. Nestel questioned how far geographically the survey will be mailed. Derby replied she would like to aim near the coastal region due to similar cost of living scenarios. Perry noted this survey is not too helpful due to the fact the CSD has a tight budget for salaries, she does not agree with advertising the salary as negotiable. Hansell commented it would be wise to gather information about surrounding CSD's and the budget may be modified if need be. The Board decided to move forward will the survey, and it will be included in the original cost of the consultant.
 - b. *Set job description for advertising:* Derby stated she will be speaking with all Board members, Commission Heads and staff.
 - c. *Set schedule for hiring process:* Derby distributed a timeline for recruitment. Hansell noted discussion of an ad hoc committee to perform outreach to the community should be held. It would be helpful for those involved in the District such as past Board members, Commissioners, etc. to share their opinions. One idea discussed was to have each Board member reach out to someone whom they believe would help Derby in her research. The Board decided that was a good idea and will have contact info sent to Derby. The Board at this time decided against an ad-hoc committee. Derby stated the Board may not send out specific information to the public regarding applicant's names and details. All discussion of applicants must be kept in closed session to protect their privacy. Dearborn commented she would like the description for the position to reflect the leadership nature of the job. Barnello commented she would like the description to include "private sector" as well as "public sector". Derby commented there is nothing to gain by adding "private"; CSD's are a very specific form of government. Adding "private sector" will not deter applicants, the Board will receive applications from both the private and public sectors. Dearborn stated she does not agree with only adding the word "public" to the job description.

Seed Fund Solar Electric Project

Horne reported the discount will be 10% if the CSD signs a contract by Sept. 30th. Shea asked if the discount is applied to the PPA price. Horne replied yes. Dearborn asked how confident they are to reach the two megawatt threshold to achieve the 10%. Horne replied he is unsure, but will ask. Dearborn commented she has concerns with the aesthetics. Horne commented representatives are scheduled to be present at the September Board meeting.

Open Time for Items not on Agenda

Barnello suggested all Board members read the Brown Act. Read replied she has read it multiple times, and noted we all lead very busy lives, if a minor violation occurs it is definitely not deliberate.

Nestel commented he will likely look into legal action if the Board moves forward with the solar project.

Kai commented he appreciates the public's dedication.

Consent Calendar

1. *Minutes of Regular Meeting of July 8, 2014 and Special Meetings of July 24 and August 7, 2014:* Dearborn commented the minutes of the July 24th meeting were brief. Hansell commented we were understaffed. Dearborn commented the minutes of August 7th meeting need to include two items regarding the CPS contract; (1) the time of day (2) agreement date.

Kai requested the correspondence from Stepanicich be added to the September agenda.

Barnello stated in the July 8th meeting she did not ask if money may be used to "save the Park Manager position", she asked if money may be used to "save a maintenance position."

2. *Bills paid nos. 1-162*: Dearborn asked why Firefighter overtime was high. Roach replied there was a crew out on Strike Team.
3. *June 30, 2014 report of Marin County Pooled Investments*: No comments.
M/s Read/Shea to approve Consent Calendar.
Ayes: Kai, Read, Hansell and Shea.
Nays: Dearborn.

Correspondence

Horne distributed an email from Nestel regarding the public's displeasure with the Board relating to Brown Act violations.

Fire Department Matters

1. *Fire Chiefs Operations Report*: Dearborn thanked the Chief for his insistence on having the property owners clean up the debris and weeds at Marinwood Plaza. She requested all property owners are treated in the same manner.
2. *Resolution No. 2014-08 Approving financing for fire engine*: Roach recommended the Board finance through Municipal Finance Corp. through the California Special Districts Association.
M/s Read/Kai to approve Resolution No. 2014-08 approving financing for fire engine.
Motion carried unanimously.
3. *Marinwood Firefighters Union*:
 - a. *Implementation of paramedic program*: Horne stated there is a meeting set for tomorrow afternoon. Chief commented Firefighter Esteban Cespedes passed his paramedic exam.

Park and Recreation Matters

1. *Report of Park and Recreation Commission meeting of July 22, 2014*: Read stated she was glad to see a list of realistic improvements to the Park and Recreation departments. Barnello disagreed; she commented the Commission did not spend enough time on the inspection. She had spent three hours over the weekend inspecting the facilities. Nestel suggested the Commission take photographs to help with documentation.
2. *Recreation and Maintenance Activities*: DeMarta commented it was a great summer. There are three upcoming events for the fall, Oktoberfest, Marinwood Art Show and Harvest Festival. The summer report will be complete for the September Board meeting. DeMarta reported he had great feedback regarding the last Music in the Park. Barnello asked if Horne was meeting with the landscape contractors once a week. Horne replied yes and there are a few issues that need to be worked out. Hansell commented at the six month mark Horne should access the contractors performance.

New and Other Business

1. *Amend Contract with Cal PERS to provide additional two years service credit*:
 - a. *Resolution No. 2014-09 Authorizing an Amendment to the Contract*: Day asked for clarification; provisions "A" through "D" already exist, this Resolution is adding "E". Horne replied that is correct and the Resolution will only effect one employee, the Park Manager. Read added it is time sensitive as well. Nestel asked if Horne had put together a spreadsheet of the costs. Horne replied yes, but the costs will vary due to the amount of miscellaneous employees the District employees; it is based upon a percentage.
M/s Read/ Kai to approve Resolution No. 2014-09 Authorizing an Amendment to the Contract.
Motion carried unanimously.
2. *Board Action Status list*: No updates.

Recognitions and Board Member Items of Interest

Dearborn asked if the CSD should host a public meeting regarding MERA. Roach replied it would be a good idea. Hansell commented three years ago the Board had requested the County DPW study the crosswalks in front of the community center to see if there could something done about speeding on Miller Creek Road. The DPW performed a study, but denied the CSD's request and no project was authorized. The work being done on the sidewalks in the community were not brought to the attention of the CSD until after the projects began. Hansell commented the work being done is to comply with ADA, but still feels DPW should have notified the CSD. Horne replied that DPW had contacted him regarding school crossings, but that is the only information that was received. Shea commented it had been brought to his attention the crosswalk that crosses Miller Creek at the Peachstone walkway is quite dangerous. Perry agreed, but stated DPW denied our requests; therefore it is an enforcement issue.

Read stated each year on the anniversary of September 11th the Fire Department holds a short moment of silence at the Firehouse, she encouraged people to attend.

Marinwood Professional Firefighters MOU discussions

The Board entered Closed Session at 10:00 PM to confer with its designated representatives to represented employees regarding wages, benefits and working condition matters, pursuant to Government Code section 54957. The Board exited closed session at 10:43, there was no reportable action.

The date of the next Regular Board meeting is September 9, 2014 at 7:30PM.

The meeting was adjourned at 10:44PM.

Respectfully submitted, Carolyn Sullivan

Recreation Report – August 2014

Shane DeMarta, Recreation Director

Summer Programs:

Summer camps are done complete for the summer. We had an excellent summer both in terms of quality and participation. We had record attendance this summer averaging 500 campers spread out over three campuses. We saw the largest increase in specialty camps (we added 6 new camps this summer).

Summer financials will be available for the October meeting.

Aquatics:

The summer pool season is now over. We had a great summer season as far as safety; this was helped in part by developing a new training program and revamping our Friday in-services.

Pool revenue (memberships and drop-ins) is down this summer because of the following:

- We only participated in three sales this summer (Groupon, Living Social). We've been getting complaints by some members over the past few years that the pool has been getting too crowded. We saw revenue drop from \$25,000 to \$15,000. This is something we will have to revisit for next season.
- We did not require Marinwood Waterdevils swim members to purchase a pool membership; instead they paid a \$50.00 fee per swimmer. We get dozens of complaints from parents each year not wanting a pool membership for various reasons. Swim memberships have dropped from \$70,000 to \$58,000. However, by not requiring swimmers to purchase a membership they then do not receive a discount on camps, which added approx. \$6,000 in additional revenue to summer camps this season.

Aquatic revenue (swim lessons and lifeguard training classes) is up approx. \$8,000 over last year. The majority of our morning and private lessons were full this year and evening lesson participation was up 30%. It looks like revenue will be up approx. \$10,000 over last year.

Overall, combined summer revenue is going to be up substantially over last season, even with lower pool numbers.

Music in the Park:

We wrap up our Summer Music in the Park Series Friday, August 22. It has been a great season of music and the Recreation Department would like to thank all of our sponsors and Bill Hansel for taking time to book the performers this summer.

Marinwood Review:

The Fall/Winter Review will be mailed out next Friday. Fall classes begin the second week of September.

Fall Events:

We have some great events planned for the Fall Season:

- **Marinwood Oktoberfest, Saturday, Oct 4th** (noon-5pm)
Sample beer from 10 breweries, food trucks and live music.
- **Marinwood Art and Wine Show, Saturday, Oct 11th** (3pm-8pm)
Show featured local artists and wine from Sonoma/Napa.
- **Halloween Harvest Festival, Friday, Oct 17th** 5pm-7pm
Features, pumpkin decorating, arts and crafts, carnival games etc.
- **Wine and Canvas, Friday, Nov. 7th** (7pm-10pm)
Participants will be led step-by-step through creating their own work of art with the option of sampling wine from Starry Night Winery.