

Marinwood Community Services District

Draft Minutes of Regular Board of Directors Meeting

Tuesday April 8, 2008

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

Present:

Board Members: President Bruce Anderson, Tarey Read, Cyane Dandridge, and David Mitchell.

Absent: Bill Hansell

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

Fire Commissioners: Ron Marinoff and Jeff Naylor.

Others present: Dave Green, Joan Mitchell, Mary Colombo, Frank Nelson and Tony Navarro.

Agenda

No changes or additions.

Comments from public on non-agenda items

Marinoff commented on the IJ article referencing the development of senior housing on the St. Vincent's property.

Consent calendar

1. Minutes from Regular meeting of March 11, 2008.
M/s Read/ Dandridge to approve Minutes of Regular meeting of March 11, 2008. Motion carried unanimously.
2. Payment of claims 764-849.
M/s Read/ Dandridge to approve payment of claims 764-849. Motion carried unanimously.

Recognitions

Mitchell had sent a letter to Chief Roach thanking him for the CPR class he had attended. Roach stated former Marinwood Firefighter Matthew Samson taught the class and he had forwarded the letter to him. Recreation Director Shane DeMarta introduced the new Assistant Recreation Director Hillary Schulte. Schulte is returning to us from a position in Napa and we are thrilled to have her back.

Correspondence

1. Letter from Co. Public Works and response from John Hammond re: Miller Creek Road guardrail maintenance: Read spoke about Hammond's letter and stated she agreed with him that it has saved lives and it should not be removed, but rather painted. Mitchell stated the bigger picture here is that the road should be striped to reduce speeds. Dandridge asked Horne to contact Kel Harris regarding striping on the road and that it might be included in the Safe Routes plan. Anderson commented that he feels the bigger picture is that the MCSD is not exercising its latent power for street maintenance. Mitchell stated we do have the power as a governing body to grab attention to this issue by writing a letter. Dandridge agreed and commented she would like to see a letter written requesting striping on Miller Creek. Horne stated getting the Marinwood Association on board with this issue could also be helpful.
M/s Mitchell/ Dandridge to have staff write another letter requesting the guardrail remain and be properly maintained, in addition request that striping be painted on Miller Creek Road between Lucas Valley and Las Gallinas. Ayes: Read, Mitchell and Dandridge. Abstaining: Anderson.
Anderson commented that he feels this action is premature.
2. Copy letter from Park and Recreation Commission to Debbie Younkin: Anderson stated he would write a letter on behalf of the Board.
3. Letter form resident Tony Navarro re: maintenance of landscape island at Sequeria: Navarro would like to see funds allotted to improve appearance for islands and a possible volunteer program to do the plantings. Navarro also commented on the area at Lucas Valley and Las Gallinas and that it needs some maintenance. Anderson stated this matter would be sent to the Park and Recreation Commission for discussion. Dandridge stated that she had met with the Park staff and stated she was impressed, and that they discussed a Master Plan as well as a volunteer program. Harrelson said volunteers are a great idea, and that he has prepared a list of appropriate plantings for our area available for community members. Navarro commented he would like to see an ornamental tree be planted at Sequeria island. Horne commented that

one problem is that we do not have sprinkler system on our islands and that it would need to be hand watered.

Board Member Items of Interest

None.

District Manager Report

Horne stated he and Geoff Mack had gone out on Sunday to mark a trail alignment and they are asking for volunteers to help. Horne would be putting together a trail volunteer day would be sending out letters to the trail volunteers as well as Commission and Board members.

1. Comments re: Auditor's management letter: Read commented that the auditor was behind on many of these things, and that Horne had already implemented and updated the requested changes. In addition some of the potential changes do not fit into our budget. Marinoff commented that the Auditor should comment on how to bring in more monies to the District. Read stated that is not the Auditor's job. Anderson stated that one of the changes is to have two signers on our Wells Fargo account when wiring money. Read commented that is a good idea, but also noted that in the past 11 years, we've only wired monies twice.

Park and Recreation matters

1. Report of Park and Recreation Commission meeting of March 25, 2008: Horne reported that Robyn Juarez would be leaving the Commission. Anderson stated that maybe the \$5000 for the repaving of the walkway from Miller Creek to the school should come from grant monies. DeMarta commented that the Commission felt very strongly that the grant monies were to be used for improvements to our grounds, not maintenance.
 - (a) Recommendation to apply remainder grant funds to shade structure in Creekside Park per proposal from contractor John Manchip: Dandridge comments on the proposal from the Commission regarding the shade structure at Creekside. She had the impression that this was a push from one specific person rather than the Commission as a whole. Mitchell stated this recommendation should be deferred to make sure it fits into the priority list. Harrelson commented that the Creekside design initially was set for a shade structure. Mitchell commented that there is no one here from the Commission to explain their priority list, and would like to see a Commission member come to the Board meetings. The Board may no action.
2. Recreation Activities Update: DeMarta stated the pool has opened and is almost fully staffed. Camp memberships and revenue are well above from last year at this time, which is encouraging. Today we had our first water rescue at the pool and things were handled properly. Currently our Assistant Recreation Director and Recreation Coordinator are working 7 day a week to get projects and programs under way. Our silent auction is scheduled for May 16th and DeMarta encouraged all to attend. Anderson commented he would like to auction off a dinner hosted by him at his residence. Mitchell stated that he would like to auction a one-hour plane ride over the bay area. In addition Dandridge has already agreed to offer one free week of Planet Energy Camp.
3. Park Maintenance report: Horne recommended we go through with the purchase of the tractor. Harrelson stated the Kubota we are looking at is a good deal with only 200 hours on the machine.

Fire Department Matters

1. Fire Chief's Report: Chief reported that there were two openings, and three people showed interest. He stated he would like to see all three be added to the Commission which would bring the total to seven people on the Commission.
 - M/s Mitchell/ Dandridge to appoint Mary Colombo to the Fire Commission. Motion carried unanimously.
 - M/s Mitchell/ Read to appoint Rudy Gelenter to the Fire Commission. Motion carried unanimously.
 - M/s Mitchell/ Anderson to appoint Gene Elliot to the Fire Commission. Motion carried unanimously.Chief noted that he would confirm terms of office.
2. Contract with San Rafael for emergency services: Anderson reported that they had met with Attorney prior to meeting with San Rafael. Mayor Boro stated he wanted a joint study and to work on a staff level with all Board discussions held in open session. The two Fire Chiefs would sit down to do data development and have Mitchell meet with Roach to review numbers. Chief stated that having Stepanicich work with us thus far has been great.
3. Purchase of replacement mattresses for firehouse:
 - M/s Read/ Dandridge to approve purchase of firehouse mattresses. Motion carried unanimously.
4. Grand Jury Report: Chief noted that we do allow for homeowners to clear brush up to 100 feet from their homes. It would be a very expensive matter if the District were to take on this responsibility. Leaving fallen trees where they have fallen is consistent with Marin County Open Space policy. A conservation crew could do it for 10-15 thousand dollars per project. Read asked about liability on our part. Horne

stated he is unsure, but fallen tress and clearing brush are different issues, we need to research our liability. Chief Roach stated he would talk to open space.

New and Other Business

1. Repair of Ponti Fire Road slide damage
 - (a) Authorize District Manager to execute a contract to the lowest responsible bid: Horne reported that the lowest bid is \$41,500 from Team Ghilotti. Read commented that all charges were dismissed except for reverse condemnation. We had mediated with Matthew White and the initial demand was for 1.2 million, it is settled that we would be responsible for \$175 thousand, with 1/3 of the repair costs.

M/s Mitchell/ Dandridge to authorize District Manager to execute contract with Team Ghilotti. Motion carried unanimously.
 - (b) Set authority of District Manager to approve change orders: Horne stated these change orders would be about \$7000.

M/s Mitchell/ Read to authorize District Manager to approve change orders. Motion carried unanimously.
2. Advisory group to study latent powers, development commission and revenue sources: Mitchell and Dandridge put together wording for the charter. Anderson stated he had some changes to what they had worked on. Mitchell and Dandridge stated they would like to see a Board workshop so that we could all be on the same page. Anderson said he would sit down and produce an agenda and schedule. Mitchell objected to Anderson's control of the agenda.
3. Long range planning: Dandridge stated she has been very impressed with the MCSD staff and commented that many staff members felt she was the only Board member to really talk to them about goals and the direction of the community. Dandridge requested that each Board member take a day to shadow the Fire Department. In addition she would like to set up a walk with Harrelson and the Board members to show us the entire Park and Recreation land that they maintenance. It is important for the Board to experience firsthand what our staff does on a daily basis. Dandridge would like to see each Department Head prepare a five year purchase/revenue plan. Colombo stated it would make sense to agree upon a template or format for all departments.
4. Proposal for employee manual development: Horne stated he had received a recommendation for a consultant. He and DeMarta had an initial meeting and would like to follow through with this proposal.

M/s Read/ Dandridge to authorize staff to contract with consultant for an employee manual.
Motion carried unimously.
5. Review Draft Conflict of Interest Policy: Form 700 needs to be filled out by Department Heads as well as our Attorney.
6. Draft 2008-2009 Budget: Horne noted that the extra hire is not yet included in this budget.

Date for the next Regular Board meeting was set for May 13, 2008

The meeting was adjourned at 10:30PM.
Respectfully submitted,
Carolyn Sullivan