

# Marinwood Community Services District

Draft Minutes of Regular Board of Directors Meeting

Tuesday July 8, 2008

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

Present:

Board Members: President Bruce Anderson, Tarey Read, Bill Hansell, and David Mitchell.

Absent: Cyane Dandridge.

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

Fire Commissioners: Ron Marinoff.

Park Commissioners: Leah Valentine.

Others present: Joan Mitchell, Kel Harris, Pam and Cam Case, Dave Green, and Frank Nelson.

## Agenda

No changes or additions.

## Comments from public on non-agenda items

Ron Marinoff commented on what a great job our Fire Department did with a difficult rescue on July 6<sup>th</sup>, it was a major event, and they did a great job.

## Routine Business

1. Minutes of Regular meeting of June 10, 2008 and Special meeting of June 30, 2008. In the June 10<sup>th</sup> minutes Anderson noted he “asked” staff, not “instructed”.  
M/s Hansell/ Mitchell to approve Minutes of Regular meeting of June 10<sup>th</sup> and Special meeting of June 30, 2008. Ayes: Hansell, Anderson, and Mitchell. Abstaining: Read.
2. Payment of Claims 1048-1168.  
M/s Read/ Hansell to approve payment of claims 1048-1168. Motion carried unanimously.

## Policy for conducting Board meetings and Business

The Board may consider adoption of Roberts Rules of Order and amending the Organization of the MCSD document.

Horne noted that this had been brought to his attention after the June 30<sup>th</sup> Board meeting. He stated he had order a few copies of Roberts Rules and would distribute them when they arrived to Board members. Dave Green stated most meetings use a modified version of Roberts Rules, and suggested adopting certain provisions, but to be careful not to go too far. Read commented that she had been involved with the use of the Rules in the past, they are a good tool, but she doesn't want to bind the Board with them, and suggested we use the Rules as a guideline. Hansell agreed with Read, and stated they can be used to control the decorum of the meetings. Mitchell commented he would like to read them in detail before voting. In addition he commented that it is up to the Chair to make sure everyone has the ability to voice their opinions.

## Recognitions

Recreation Director Shane DeMarta stated our Head Guard made a rescue today, it was by the book, and he did an excellent job. Read commented our Fire Department conducted a successful rescue last month at a fire on Roundtree, what was unknown at the time was that the animal that was rescued was a service dog. Cameron Case commented that the Fireman's Pancake Breakfast was wonderful. Hansell added that there was a nice article in the IJ as well.

## Correspondence

1. E-mail letters from Cameron Case and Frank Nelson re: withdrawn resolution regarding Marinwood Center Task Force: Nelson noted he would like to invite everyone to the meeting on Monday July 14<sup>th</sup>; he looks forward to a good attendance and comments from the community. He stated it should be a united community effort. Kel Harris asked why the group is being charged for the Community Center. Horne stated it was brought to my attention by Anderson, and after reviewing the rental agreement with staff it was decided to charge a small fee. Additionally, the Board can authorize a free usage of the Center. Anderson commented that he was disappointed in the correspondence, and that the letters are incorrect. Anderson distributed a written response to the correspondence. After the audience had an opportunity to

read the response, Case commented it was outrageous. Nelson commented that we need to make an effort to look toward the future, and that the Board should be more supportive of the community group and more unity needs to occur. Read thanked Nelson for his sincere comments. Hansell commented that it had been established that there was now no connection between the CSD and the Task Force, and that any further discussions needs to take place outside of CSD business. Mitchell noted that he could really take issue with Anderson's response, but would like to move on instead.

2. E-mail from Joseph Lardizabal thanking CSD for providing Wi-Fi access: Pam Case asked whether the CSD had any policy re: usage of Wi-Fi. This issue was raised due to a certain individual using the Center Lobby as a makeshift office. Horne stated we do not have a policy, but that the staff was aware of this individual's presence.

### **Board Member Items of Interest**

Mitchell commented that everyone is invited to the community meeting July 14<sup>th</sup> in the Community Center. For more information please visit [marinwoodvillage.net](http://marinwoodvillage.net).

### **District Manager's Report**

Horne commented that resurfacing of the tennis courts went out to bid. Also, Irv Schwartz has given Horne an engineer services proposal for protecting the Indian burial site. Anderson questioned if we could get grant money for this project. Horne commented Dandridge believes that we can. Horne stated that if any Board member wants to contribute to the Fall Marinwood Review, articles are due by August 1. Additionally Horne commented he would like to put out a flyer advertising email lists, and Park and Recreation Commission vacancies.

### **FY 2008-2009 Budget**

1. Reconsideration of COLA for non-union Regular employees: Anderson commented that the Board did adopt the 2008-09 Budget. Marinoff questioned if the 3% COLA was included in that budget. Horne stated it was left in contingencies. Read commented that she understood Hansell's position, but she feels that a 3% difference in salaries is not enough to bring someone in, it will just make work more pleasant for our current employees. Hansell commented that the COLA is well deserved, but still feels that the Board needs to look at the economy and stay on track with cost cutting. Anderson stated he realizes the budget issues, but feels we shouldn't balance the budget on the backs of our employees. Horne commented on the revenue front that DeMarta is doing a great job at looking for different ways to increase revenue. Anderson noted he was impressed with our camp enrollment this year. Green added he too noticed that the YMCA camp was experiencing low numbers of attendees, while Marinwood continues to bring in campers, it is a well run program.

M/s Read/ Mitchell to approve a 3% COLA for non-union Regular employees. Ayes: Read, Anderson and Mitchell. Nays: Hansell.

### **Park and Recreation matters**

1. Recreation activities update: DeMarta reported that the June date of the Music series went really well, and thanked Chris Case for helping with this summer's lineup of performers. The next concert will be on July 11<sup>th</sup> with The Courtney Janes. Also, July 18<sup>th</sup> is Luau night at the pool, and Saturday the 19<sup>th</sup> will be the Summer Carnival.
2. Park Maintenance Report: Harrelson reported that he had been off on vacation, and thanked his staff for the good work while he was gone. They are continuing to do routine maintenance and irrigation at Lucas Valley Estates, and the new pool umbrellas would be installed soon. Harrelson reported that a resident has been building a structure in our open space that included bolting into our trees. We will be issuing a letter regarding this matter.

### **Fire Department Matters**

1. Fire Chief's Report: Chief Roach reported that we had three paid firemen and two volunteers out on a strike team for 14 days. Currently we have 3 paid and one volunteer out on a strike team.
2. Contract with San Rafael for emergency services: Roach reported that he had tried to contact Grey, and will hopefully touch base with him this week. Hansell thanked Roach for distributing disaster preparedness flyers at the pancake breakfast. Roach thanked The Lions Club, Stewart Quan, Chuck Walker and Bill Seawell for helping create the flyers. Read, commented going back to the contract, that she was uncomfortable with having Citygate on the list of consultants, due to their past fiscal history with San Rafael. Roach responded that after speaking with almost all the Fire Chief's in the area, they all had referred Citygate, but Roach stated he would be hesitant to work with them. Marinoff commented he had attended the City Council meeting and that they had approved the Paramedic Services tax rate.

### **New and Other Business**

1. Resolution No. 300: Authorizing an Amendment of Contract between CalPERS and Marinwood CSD- pursuant to an agreement with the Marinwood Professional Firefighters, the CSD will adopt a resolution amending the PERS Contract to provide a different level of benefits to Firefighters hired after July 1, 2008.  
M/s Mitchell/ Read to approve Resolution No. 300 Authorizing an Amendment of Contract between CalPERS and Marinwood CSD. Motion carried unanimously.
2. Resolution No. 301: Adopting a Conflict of Interest Policy- The Board may adopt its Conflict of Interest Policy, previously adopted by Motion, as a Resolution submittal to Marin County Registrar of Voters: Horne commented he would like to table this issue. We have until October, and there needs to be 45 days of public notice.
3. Engagement letter from RJ Ricciardi, Inc. for June 30, 2008 Audit and Financial Statements: Horne reported this will be the 4<sup>th</sup> year for Ricciardi, but does recommend we stay with them through the changes in reporting post employee retirement benefits. Green questioned the length of using one Auditor. Horne responded 5 year, but the last Auditor we stayed with for 7. Hansell noted that the costs are consistent. Read stated she has been very pleased with their work.  
M/s Mitchell/ Read to have District Manager sign engagement letter with RJ Ricciardi, Inc. for June 30, 2008 Audit and Financial Statements. Motion carried unanimously.
4. Repair of Ponti Fire Road slide damage: Horne reported that the total come to \$261,000, and we all completely done with the matter.
5. Plans for Long –range planning sessions: Available dates we considered including August 21<sup>st</sup> and 28<sup>th</sup>.

The date of the next Regular meeting Board meeting is August 10, 2008 at 7:30PM.

The meeting was adjourned at 8:45PM.

Respectfully submitted,  
Carolyn Sullivan