

Marinwood Community Services District

Draft Minutes of Regular Board of Directors Meeting

Tuesday October 14, 2008

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

Present:

Board Members: President Bruce Anderson, Bill Hansell, Tarey Read and Cyane Dandridge.

Absent: Dave Mitchell.

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

Agenda

No changes were made to the agenda.

Comments from Public on Non Agenda Items

No comments.

Routine Business

1. Minutes of Regular Meeting of August 12 and September 9, 2008: Anderson clarified on page two of the August 12th minutes, "If a motion fails *without a second*, the issue is dropped".
M/s Read/ Hansell to approve minutes of August 12, 2008. Motion carried unanimously.
M/s Hansell/ Dandridge to approve minutes of September 9, 2008. Ayes: Hansell, Anderson and Dandridge. Abstaining: Read.
2. Payment of Claims 246-335: Anderson questioned if we have seen our fuel costs go down. Chief Roach and Park Manager Harrelson reported no. Anderson questioned claim number 313 in the amount of \$5615.59. Horne stated it was the Cal Card bill for all departments, and the purchases are itemized in the third column.

Recognitions

No recognitions at this time.

Correspondence

No correspondence at this time.

Board Member Item of Interest

No items at this time.

District Manager's Report

Horne reported that the State Controller's Report had been submitted, and he hopes to have the Auditor at the November Board meeting. Anderson asked if there was a change in fund balance from the previous year. Horne stated he did not know the number offhand, but could get that information to Anderson.

Horne also reported that John Manchip had delivered a set of engineered plans for the potential shade structure at Creekside Park, and is currently receiving quotes for materials. Hansell asked if there would be any companion drawings. The current drawings do not show a concrete pad, and he is concerned that the wood frame should not be set into the ground. Horne commented he would discuss this with Manchip.

Horne also reported that he had submitted a WalkBikeMarin grant application to County Public Works for 12 bicycle racks, the grant would be up to \$225 per rack.

Park and Recreation Matters

1. Recreation activities update: Recreation Director Shane DeMarta stated the pool closed for the season on October 10. We are currently in full swing with our fall classes. DeMarta also commented on a potential partnership with Dixie School to offer some classes such as Babysitter Training, and CPR/First Aid. Also after some discussion with Hansell there might be a potential partnership for after school programs. Hansell commented the Marin Theater Company is interested in offering a class with Marinwood's participation. Dandridge stated DeMarta should also prepare a proposal for the Home and School Association at Mary Silveria to see if they are interested in after school programs provided by Marinwood. Anderson commented we should prepare a coordinated approach for all the schools in our district.
DeMarta reported that we are again advertising for the Recreation Coordinator position.
We also started up the Teen Committee again for kids in grades sixth through eighth.
2. Park Maintenance Report: Harrelson stated that we began using the rodenator to control the pest problem. Anderson asked about replacing the lights throughout the community center. Horne reported that Marin Energy Management Team had conducted an energy audit. Laner Electric offers the recommended high efficiency lights at half Grainger's cost. In addition MEMT can provide LED exit signs at no cost to Marinwood. Dandridge commented that she fully supports this idea, and that we will see savings on our electric bill within six months.

3. State Parks Grant for pool shade umbrellas:

(a) Approve CEQA Notice of Exemption

M/s Read/ Dandridge to approve CEQA Notice of Exemption finding that the Marinwood Community Pool Shade Umbrella's project is categorically exempt from the requirements of the California Environmental Quality Act under Section 15301 as a minor alteration of an existing facility. Motion carried unanimously.

Fire Department Matters

1. Report of October 7, 2008 Fire Commission Meeting: Roach reported there was no quorum, but that he provided a report of items discussed.
2. Fire Chief's Report: Anderson questioned the strike team costs in the report. Chief reported that all strike team costs are reimbursed by the State.
3. Contract with San Rafael for emergency services
 - (a) Approve draft Request for Proposal for consultant: Roach asked if the Board would like to make any changes to the page two objectives. Chief did note he would like to meet with Greg Stepanicich before the Request for Proposal is submitted. The Board made some suggestions to Chief.
4. Agreement with County of Marin for Fire Protection Services for Juvenile Hall Site:

M/s Read/ Dandridge to approve agreement with County of Marin for Fire Protection Services for Juvenile Hall Site. Motion carried unanimously.

New and Other Business

1. Administrative leave policy for FLSA-exempt recreation employees: Horne reported this is being considered because our current COMP time scenario is not allowed in the public sector; also we need to have something in writing before the new hire begins. Read stated that we need to have a stated written policy. Dandridge expressed concern that the new hire will be given administrative leave beginning in the winter without having accrued any hours during the peak summer season. Horne stated our Consultant recommended that there not be a direct relationship between the working of extra hours and the administrative leave benefit. Hansell expressed concerns about over accumulation of hours. Horne stated that will not be an issue.

M/s Read/ Hansell to approve Administrative leave policy for FLSA-exempt employees in positions which require regular or ongoing extended workdays, especially during the busy summer season, will earn 8 hours of administrative leave for each month of employment, with a maximum accrual of 96 hours. This time off may be used between October and April, subject to advance approval. Pay in lieu of unused administrative leave will be paid upon termination of employment.
2. Strategic Planning Workshop
 - (a) Plan for second workshop: No date was set.
 - (b) Approve hiring facilitator for second workshop: Dandridge stated she had spoken with The Grove Consultants. There will be three meetings, two conducted with Staff, Board and Commission members, and one with the community. The estimated project budget is \$6975. Hansell asked what the final product of these meetings is. Dandridge stated facilitation of meetings as well as three graphic templates. Anderson stated we are off track with the direction of the meetings and feels that the community needs more input. Dandridge commented that it is too soon for large community input. Hansell expressed concern about conducting these meetings with the state of the current economy. It is difficult to look forward into a vision process when the fiscal future is so shaky; he suggested we wait to conduct this process. Read agreed and commented the economic and emotional climate is not good right now. The idea is good, but the timing is not. Anderson stated he felt the timing was good, but the process he feels should be more open to the community. Dandridge expressed her thoughts about moving forward with the proposal, but suggested Anderson speaks to The Grove to have some of his concerns answered. The Board decided to re-examine the proposal at the November meeting.
3. Request for free use of Community Center for Rotary Club youth fund-raising event December 5, 2008: This item was removed from the agenda by the requester.
4. November 4, 2008 election – Gann Limit override measures for Park and Fire Tax status
 - (a) Draft voter information flyer: The Board agreed that the proposed flyer was too wordy and that it should consist of four simple bullet points, with possible footnotes.

The date of the next Regular meeting Board meeting is November 11, 2008 at 7:30PM.

The meeting was adjourned at 9:30PM.

Respectfully submitted,
Carolyn Sullivan