

MARINWOOD COMMUNITY SERVICES DISTRICT

MINUTES OF REGULAR BOARD OF DIRECTORS MEETING

November 13, 2007

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

Present:

Board members: President Walter Dods, Bruce Anderson, David Mitchell, Tarey Read, and Bill Hansell.

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

Others present: Robin Gerrity.

Walter Dods called the meeting to order at 7:30PM, he noted that Hansell and Anderson would be arriving late.

Agenda

Mitchell added under G 3, discussion regarding St. Vincent's property.

Comments from public on non agenda items

No comments

Consent calendar

1. Minutes of Regular Meeting of October 9, 2007, and Special Meeting of November 9, 2007.
2. Payrolls of October 12, 26, and November 9, 2007.
3. Payment of claims 367-456.
4. September 2007 report of County Pooled Investments.

M/s Mitchell/ Read to approve consent calendar, and acknowledge the September 2007 County Pooled Investments.

Ayes: Mitchell, Read, and Dods. Abstaining: Hansell and Anderson.

Recognitions

Read wanted to acknowledge Firefighter Brandon Selvitella and Captain Joel White for taking their time to give a young child she mentors a tour of the firehouse.

Correspondence

1. Letter from Don Stiver resigning from the Fire Commission.
Chief Roach stated he and Jeff Naylor would write a letter thanking him for all his service and it could be presented at the January Board meeting.

Board members items of interest

1. Marinwood Plaza property update.
Mitchell commented that the buyer and seller are at a standstill. There are also some concerns with the property where the dry cleaners were located and the remnants of chemicals.
2. Community safety email list.
We are collecting emails from the "Get Ready" page as well as the Fire Department website.
3. St. Vincent's property.
Mitchell has a meeting with Mike Maravich set for November 19. Roach and Anderson will also attend. Mitchell commented that this is an important relationship.

District Manager's Report

No additions.

Park and Recreation Matters

1. Report of Park and Recreation Commission meeting of October 23, 2007.
 - (a) Recommendation to permit Dixie School District signs to be placed on CSD property: Horne noted that the decision is not up to the Board, and that they would need a permit from the County. Gerrity commented that it is not the School District, but rather the Dixie Children's Fund that would place the signs.
 - (b) Commission recommendation for Summer Program fees:
M/s Mitchell/ Read to approve the recommended 2008 Summer Program fees. Ayes: Mitchell, Read, and Dods. Abstaining: Anderson and Hansell.
 - (c) Commission recommendation re: tennis court repair: Harrelson noted that in addition to the recommendations before them, we could also think about just replacing the courts located on Miller Creek. Mitchell commented that the Park and Recreation Commission should review this and recommend a solution. Dods questioned if the lower courts were at all maintained by the school. Harrelson responded no. This item was sent to the Park and Recreation Commission.
2. Memorial to Howard Council: The date for the installation and unveiling was set for Sunday December 2, 2007 at 3:00PM.
3. Recreation activities update: Horne noted that the website designers needed to know if the Board members would like their pictures and a small bio on a page. The Board stated, yes. Horne asked that they get the information to Paula by Friday November 16.
4. Park Maintenance Report: No additions.

Fire Department Matters

1. Report of November 6, 2007 meeting of Fire Commission:
 - (a) First Reading of Ordinance No. 18 adopting the Uniform Fire Code. An Ordinance adopting the California fire code, international fire code, and uniform fire code prescribing regulations governing conditions hazardous to life and property from fire or explosion.
2. Fire Chief's Report: Dods questioned if Chief knew of anyone interested in the upcoming vacancy on the Fire Commission. Chief responded no.
Hansell commented that Firefighter Brackett did a great job with the "Get Ready" program, and that the people who attended were also interested in the CERT program. Chief stated Brackett did do a great job, and that he will pass the news on to him. Read asked if Chief had contacted anyone regarding the nuisance at the Marinwood Plaza. Chief stated that he had spoke with code enforcement. Mitchell commented that the Hyott's should be contacted first if the property needs attending to. Dods questioned if the fire truck is still in southern California. Chief reported yes, and that there might be two interested parties, and he should know more by next month. If the engine does not sell then the Santa Rosa Fire Academy would be interested in receiving it.
3. Bench in Marinwood Park to commemorate volunteer Rob Paoli: Harrelson commented it has been ordered. Chief stated hopefully it will be here by next month.

New and Other Business

1. Resolution No. 293 Fixing the Employer's Contribution for PERS employee health benefits:
M/s Mitchell/ Read to approve Resolution No. 293 Fixing the Employer's Contribution for PERS employee health benefits, and to authorize President Dods to sign the Resolution. Motion carried unanimously.
2. Personnel Committee recommendation to grant wage incentives for Park Department employees for job-related certifications: Anderson stated he had met with Horne and Harrelson. The Board discussed alternatives for giving Park employees wage incentives for maintaining work related certifications. Hansell asked historically what certifications have been achieved by the Park employees. Harrelson stated only one of the Park employees has a Pool Operator certification and it would be really great if they all had a chance to be certified.
M/s Anderson/ Mitchell to approve the Professional Certification Incentive. Regular, full-time, non-exempt Park Department maintenance employees shall receive additional compensation for certifications in job-related skills as follows: Qualified Applicator Certification (pesticide) 1%, Certified Pool Operator 2%, Playground Safety Inspector 2%, Certified Arborist 2%. The additional compensation shall be calculated on the base range for the Maintenance Worker 1 or Maintenance Worker 2 position, as appropriate, at the employee's pay Step at the time of certification. The additional compensation shall be paid annually in lump sums on the anniversary of the certification, or upon re-certification as periodically required. The compensation shall not be paid for any time during which the certification has lapsed. Motion carried unanimously.
3. Resignation of Recreation Director Debbie Younkin- The Board may appoint a Recreation Director or give direction on process for hiring: Mitchell stated the Board needed to recognize Younkin in a written letter and thank her for all she has done for Marinwood. Horne did note that Younkin will return for a portion of December to work and wrap things up, her last

official day is set for December 31, 2007. The Board had received a letter from Shane DeMarta the Acting Recreation Director asking to be considered for the position of Recreation Director. The Board noted that DeMarta had been with Marinwood for nine years and would be a natural fit for the position.

M/s Mitchell/ Read to appoint Shane DeMarta to Recreation Director effective January 1, 2008 at Recreation Director Step C. Motion carried unanimously.

4. Review of carried-over-items: Number 3, policy of tree removal, the Park and Recreation Commission is working on. Number 4, the tennis courts condition is also being looked at by the Commission. Number 6, contract extension for pool slide has been taken care of with a new one year contract effective September 29, 2007. Number 7, WIFI connection, Horne stated the hardware is here and just needs to be installed. Number 9, Rob Paoli bench, has been ordered. Number 10, nepotism policy, Horne has contacted Counsel. Carry-over-items for the December agenda are as follows: Number 2, email communications with community. Number 3, tree removal policy. Number 5, Committee to discuss Anderson's Marinwood 08 document. Number 8, sale or donation of fire engine. Number 9, bench for Rob Paoli. Number 10, nepotism policy. The Board discussed the issue of Dods remaining an agent of the Board in regards to issues relating to the Ponti Fire Road. A formal motion will be needed.
5. CLOSED SESSION- The Board may meet in Closed Session to receive reports on ongoing litigation arising from Ponti Fire Road subsidence pursuant to Government Code Section 54956.9, and to review performance of District Manager and Department Heads pursuant to Government Code Section 54957 and other personnel matters. The Board entered into Closed Session at 9:05PM. The Board exited Closed Session at 9:30PM, no action was taken.

Other Matters

None.

The meeting was adjourned at 9:32PM.

Date of next Regular Board meeting – December 11, 2007.

Respectfully Submitted,
Carolyn Sullivan