

# MARINWOOD COMMUNITY SERVICES DISTRICT

## MINUTES OF PARK AND RECREATION COMMISSION MEETING

**November 25, 2014**

**Time and Place:** 7:00 Marinwood Community Center Classroom

**Present:**

Commissioners: Izabela Perry, Kimberly Call, Eric Dreikosen, Sarah Paoli and Linda Barnello.

Absent: Shane Valentine and Sivan Oyserman.

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

Others present: Director Justin Kai, Brian Frack and John Tune.

**Recreation Facility Inspection- Community Center**

The Commissioners conducted an inspection of the Community Center including the Main Hall and Kitchen facilities. Perry noted the flooring was replaced in the summer of 2013 thanks to Measure A funding. DeMarta commented the lighting in the main hall needs to be addressed, the current fixtures are not adequate. The kitchen is in desperate need of updates and there is money set aside from Measure A to provide the much needed updates. Items of discussion were as follows:

Recycling receptacles for community center, new window coverings for community center, new signage for occupancy limit and heat/cool controls, lighting for outside bulletin board, new shelving for kitchen refrigerator, patching of broken bricks on columns at entrance to community center, cleaning the light fixtures upon entrance to community center, cleaning doors to restrooms and main hall and applying a satin finish to said doors, restroom partition replacement and cleaning of ventilation grates throughout building.

**Agenda**

Barnello stated the agenda doesn't state the minutes are "draft".

M/s Paoli/ Call to approve agenda. Ayes: Kunkel, Perry, Paoli, Dreikosen and Call. Nays: Barnello.

**Public Comment**

No comments.

**Minutes of September 23, 2014 Commission Meeting**

Barnello stated she had revisions. The revisions are as follows:

1. (Change and add) Call asked "just what exactly is this request" and "is there anyone that could clean the paths."
2. (Change) Harrelson said, "it's onto the bid, the contractor's responsibility".
3. (Change) "about another one (path) they have to deal with because nobody knows it was there".
4. (Change) "another fence catching on fire from the debris that is right up against the fence".
5. (Change) "debris" (not weeds).
6. (Change) "within" (not with).
7. (Change) REMOVE "numerous lengthy" THESE WERE NOT SAID HERE.
8. (Add) Perry continued "so theoretically any resident can write to staff about their concerns".
9. (Add) Barnello stated "which I did".
10. (Change) "detail" should replace "small details" Perry did NOT say small details.
11. (Remove) "rather than inundate staff" Paoli NEVER SAID THAT.
12. (Add) Barnello said, "you didn't see the email request that I made asking that this item be put on a future agenda for discussion, that was my request and Mr. Horne and Izabela both said no".

Kunkel asked if Barnello was recording this meeting. Barnello replied yes. Kunkel stated it is discourteous not to inform the Commission of the recorder.

Dreikosen commented in regards to the September meeting he did not feel as if there was a personal attack on Barnello.

M/s Call/ Paoli to approve Minutes of September 23, 2014 as amended. Motion carried unanimously.

**Review of Board Minutes of October 14, 2014 and Draft Minutes of November 18, 2014**

Dreikosen commented in regards to the draft November 18<sup>th</sup> minutes under public comment he agrees with Barnello's comment for everyone to be courteous and respectful, but does not necessarily agree with Barnello's allegations of Brown Act violations. At the August P&R Commission meeting the reading of Barnello's email constituted discussion. Additionally at the September P&R Commission meeting the allegation of being refused a copy of Perry's letter does not

violate the Brown Act. It was not a letter, it was Perry's personal notes. Dreikosen added he has strong support and confidence in Perry as Chair of the Park and Recreation Commission.

Perry thanked Dreikosen.

Barnello stated she didn't say the discussion (at the August meeting) was a violation, she stated the item was not a violation, therefore it was a Brown Act violation.

Call stated there was no "Barnello bashing" at the meeting; we as Commissioners need to work together as a team.

Kunkel asked in regards to salary compensation what is burdened versus unburdened. Horne replied burdened includes benefits, retirement, and payroll taxes.

### **Park and Recreation activities reports**

DeMarta reported the Recreation department has had good events this fall. The Halloween Harvest Festival was very well attended and the first Wine and Canvas Night was a huge success. The department is working on new classes for the winter including, Italian, Yoga, Ukulele for kids, Guitar for all ages, weekend music for toddlers and soccer for kids. Perry asked how the department arrives at offering classes. DeMarta replied we try to catch trends such as ukulele and we have offered Italian in the past and it was successful.

Paoli stated she appreciated Fretwell providing recertification to her and the swim coaching staff.

DeMarta reported on summer financials from 2014. The pool revenue was down a bit due to the restructuring of the Waterdevils contract and by offering less group deals. DeMarta reported he and Fretwell had met with the Waterdevils and will be setting the price at \$75/swimmer for the 2015 season. Call asked why the decrease in group offers.

DeMarta replied the department was instructed to offer fewer deals. Dreikosen asked how the aquatic wages decreased.

DeMarta replied we offered fewer Lifeguard Training classes and were able to shave about ten minutes from overlapping lifeguard shifts which helped reduce costs. Perry asked about the status of the food vending offered at the facility.

DeMarta replied the past year was not as good as anticipated and is very disappointed in our vendor this past summer.

DeMarta is looking into a vending shed staffed by Marinwood employees rather than contract with an outside agency.

Perry asked about a balance of healthy food and junk food available for purchase. Call added the YMCA has a good healthy vending machine. DeMarta replied the vending revenue for the YMCA is a small part of their revenue income whereas it is a large part of ours and unfortunately junk food brings in the most revenue. Perry thanked DeMarta for the 2014 summer report and suggested next year the dollar and percentages changes be added to the spreadsheet.

DeMarta reported he had met with the Park staff and will be providing them with a reoccurring schedule. Additionally the Park and Recreation staff conducted a creek and open space assessment.

Dreikosen asked what the long term vision is for the Park staff. DeMarta replied it is somewhat dependent upon the new District Manager. Barnello asked if there were any creek blockages of concern. DeMarta replied yes they identified four areas, but not emergency situations.

Horne reported Park Maintenance Worker Victor Sibbaluca had received his Playground Inspection Certification.

### **2014 Inspection Results Summary**

Perry distributed the compiled report to the Commissioners and staff. Staff will look over the report and determine short-term items and priorities.

Call asked for volunteers to plank valley oaks during the rainy season. DeMarta replied plantings could occur in the open space and he and Call should speak offline.

Barnello commented due to the "Barnello bashing" she is rescinded her offer to pay for a handrail at the pedestrian pathway east of the maintenance building near the Park Panhandle.

Perry said she would remove it from the report.

Dreikosen commented as of now there are no mandatory requirements for zero entry into the tot pool. DeMarta replied that is correct, but would like to see upgrades to the tot pool in the future. Horne commented the tot pool needs a new filter and it would be a good idea to purchase a filter that would be accommodating to pool upgrades. Kai asked who would require the District to provide a zero entry facility. DeMarta replied it would be a legal requirement initiated by the State.

### **Commission Reappointments and Replacement Outreach**

There was lengthy discussion regarding who was up for reappointment. The Commission concluded that Kunkel, Dreikosen, Barnello, Valentine and Oyserman are up for reappointment. If the Commissioners would like to write a letter to the Board requesting reappointment, letters are due to the District Manager by December 4, 2014.

### **Correspondence:**

- a. *Letter requesting support for Lucas Valley Road Scenic Highway designation:* Perry reported the Board will be writing a letter of support. Horne commented the Commission has no jurisdiction over this matter, but Commissioners may write letters of support as citizens.
- b. *Email from Stephen Nestel re: wood chips in park:* Perry reported this items has been addressed. DeMarta stated the woodchips that Nestel was concerned about have been removed.

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

Linda Barnello read her letter to the Commission; it is as follows:

*I want to let everyone know that this has been a very sad and difficult time for me, after hearing several commissioners bashing me for things they think I did or did not do. I thank and appreciate the folks who stood up for me, and also those who remained neutral, conducting themselves with curtesy and respect.*

*I would like to tell you that I am going to resign from this commission immediately, BUT I am not a quitter. So I am not going to resign. I honestly believe that if everyone understands the truth, rather than making assumptions on things they were not privy to, and if everyone understands the rules the commissions, (as well as the Board, and staff), are bound by, in my opinion this commission will run much more smoothly and effectively in the coming years.*

*The letters I have written to the CSD have been written as a private citizen, specifically the Pedestrian Pathway emails, that several commissioners think were overwhelming. I did not email P&R commissioners, so I do not understand why some would think they were overwhelming. The letters that I have written as a commissioner have only been written as directed by the Chair.*

*On May 14, 2014 I sent an email to the Chair, asking if I should cc her on any emails I may write to Gary Harrelson about possible Marinwood Park problems. The Chair's response was 'It is not necessary to include me on the emails'.*

*I want to point out that the assumption about the Fire Chief not responding to my Pedestrian Pathway letter is illogical. The Fire Chief and Director Hansell were only cc'd and I did not expect a response from either.*

*I was told to request that an item I wished to discuss at a commission meeting to be put on the agenda. This is exactly what I did, but was refused by both the Chair and the District Manager.*

*I was told that if it doesn't end up on an agenda, I can always bring it up on the non agenda section of the meeting. This is exactly what I did in August, but it is now being considered as what "created the confrontation". I was just following the rules.*

*I have been following the rules and worked on requests from the Chair. I have not spent time outside the Commission working with staff, as the Chair did when setting Park & Rec priorities several months ago.*

*My writing technique has been criticized. I was never an English major, and I try to write simply but with enough detail, so folks won't be confused and have to ask questions.*

*I was criticized for reading my letter, which made a meeting last over an hour. Even before we became commissioners, we are given documentation describing the time commitment of two hour meetings once a month.*

*As Board member Read stated in last week's CSD Board meeting, 'Any personal commentary in the course of the meeting is inappropriate'.*

*The Commissioners Code of Conduct and Ethics (adopted 11/8/11) states 'Commissioners must conduct themselves with courtesy and respect to each other.....'*

*I just want to end by saying that back in March and April this year, I had a couple of email Q&A's with Director Hansell, asking some questions about how Boards and Commissioners are run. Director Hansell gave me many great answers, including that both types of meetings follow Robert's Rules. He suggested I purchase the book, which I did.*

Dreikosen commented that the cancellation of the October Commission meeting was arbitrary. The agenda was posted. Barnello replied it is the law that the agenda needs to be posted on the website. Dreikosen commented there needs to be a formal procedure for Commissioners to report possible Brown Act violations. Perry commented the Commission needs bylaws and asked who would be assisting the Commission in Brown Act training. Horne replied County Counsel may come to provide training for Board members and Commission members.

Paoli stated the 8<sup>th</sup> annual Rob Paoli Memorial Basketball Tournament was held on November 15th and was a great success. The Firefighters had taken Rob's turnout jacket and had it framed for Sarah and Kellie. Paoli stated she would love to donate money to the Recreation department for a camp scholarship for summer 2015. DeMarta thanked Paoli.

Perry noted there were two people in attendance who are interested in holding a seat on the Commission and asked each to introduce themselves.

Brain Frack stated he has lived in Marinwood for 4 years and his wife was raised in Marinwood. He is the former pastor of the Lucas Valley Community Church, and has worked in the community for 13 years.

John Tune stated he has lived in Marinwood for 23 years and his son participated in the Recreation programs and well as the Waterdevils. Tune added he is recently retired, but made his career in Park Departments. In 1984 he began working for the City of San Rafael and just retired as the Parks Superintendent. Tune has seen all sides of the Parks departments including budgets and maintenance. He stated he has experience and is credentialed. Tune is backflow certified and an arborist. He stated he would enjoy working on the Commission.

Perry distributed the Marinwood Community Services District Property Overview. It is a document she had compiled with help from Gary and Tom. It includes a list of Marinwoods parks and facilities and duties and projects of the Parks department. She will be making the document available to the Board. Kunkel thanked her and stated her work was impressive. Horne agreed and thanked Perry for serving as Chair. He added Perry had spent so much of her time for this community and it was very worthwhile.

Kai stated if may speak on behalf of the Board, he thanked Perry for this document and stated the Board appreciated her time as Chair.

The meeting concluded at 9:37PM.

The date of the next Park and Recreation Commission meeting is December 23, 2014 at 7:00 at the Community Center Classroom.

Respectfully submitted,  
Carolyn Sullivan