

# Marinwood Community Services District

## Minutes of Board of Directors Meeting Tuesday March 8, 2016

**Time and Place:** 5:30PM Marinwood Community Center classroom.

### **Closed Session**

Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters. Closed session began at 5:30pm. Closed session ended at 6:50pm. No action was taken; the Board advised its representatives.

### **Present:**

Board Members: President Justin Kai, Bill Shea, Izabela Perry, Leah Kleinman-Green and Jeff Naylor.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Cesar Correa, Ryan Brackett and Stephen Heine and Administrative Assistant Carolyn Sullivan.

Others Present: Stephen Nestel, Frank Gober, Ray Day, David Kunhardt and Bill McNicholas.

### **Open Session Call to Order and Pledge of Allegiance**

### **Agenda**

No changes or additions.

M/s Perry/ Shea to approve agenda as presented. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

### **Solar Power Purchase Agreement**

1. *Presentation of Solar Project Engineering and Design by Sol-Ed and Danlin Solar including Request for Notice to Proceed to Construction:* Kunhardt reported Danlin Solar had been hired for the construction work for the project. Frank Gobar from Danlin Solar presented the plans for the project. Gobar commented he is a Marinwood resident and is very familiar with the pool complex. Gobar spoke on the timetable for the project and stated if he received the Notice to Proceed he would begin the process of permitting as soon as possible. Gobar commented the production of the steel will also be a factor in the timetable. The Board had safety concerns regarding construction occurring in conjunction with summer camps. DeMarta commented construction of the canopy occurring after June 13<sup>th</sup> would not be feasible. Dreikosen broached the topic of postponing the canopy until after the peak summer season, if needed. Gobar replied that might be a possibility. Day stated with multiple projects being built at the same time, will Danlin have the capacity to work on all the jobs at once. Gobar replied yes, these are not large projects for the company. Nestel inquired why Kunhardt had recommended against canopy structures for the Old Adobe School projects, yet recommended canopy construction for the CSD. Kunhardt replied the school site had acreage to work with and ground mounting would save the school a significant amount of money; the CSD has no acreage to work with. Naylor stated the CSD is not in a position to own a solar system at this time.

M/s Shea/ Kleinman-Green to approve Solar Project Engineering and Design by Sol-Ed and Danlin Solar including Request for Notice to Proceed to Construction. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

### **Consent Calendar**

a. *Draft Minutes of Regular Meeting of February 9, 2016:* No comments.

b. *Bills Paid Nos. 774-857:* Shea commented overtime costs continue to be high. Roach replied the department is not fully staffed. Naylor questioned the DC Electric bill. Dreikosen replied it is the bill for regular streetlight maintenance.

M/s Kleinman-Green/ Shea to approve Consent Calendar. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

### **Public Comment Open Time for Items Not on Agenda**

Nestel stated a Sheriff attended the last Board meeting. The Sheriff gave his opinion on a topic. It was wrong of the Board to allow the Sheriff to politicize the issue. Kai owes the public an apology. Kai replied the Sheriff was in attendance in response to past outbursts by community members and the Board did not solicit the Sheriff's opinion.

### **Fiscal Matters**

1. *Draft District Budget for Fiscal Year 2016-2017:* Dreikosen stated this is a first draft, details will change. The County has decided not to do an estimation of property taxes, so Dreikosen will use last year's numbers. Measure A funding is estimated at \$80,000 and Workers Compensation experience modification decreased. Dreikosen noted this

budget includes making the recommendation for making the Administrative Assistant a full time position, the CSD has outgrown the current one and one-half administrative positions allocated. The Budget will be back on the agenda for the April meeting. Perry questioned why there are reserves in the Fire Budget if they are unfunded; the Board should refrain from placing items in the reserves if the funding is not in place. Shea questioned the unfunded liabilities and OPEB expenditures. Sullivan replied the unfunded liabilities are included in the budget. Dreikosen replied OPEB is not included in the budget. Kleinman-Green questioned if the CSD can show operations as a loss with the inclusion of all the liabilities. Dreikosen replied yes. Nestel commented the Board should think carefully about making the Administrative Assistant a full time position and look carefully at the costs.

2. *Set Date for Public Hearing for Fiscal Year 2016-2017 Budget:* The date is set for April 26, 2016 at 6:00pm.

### **District Matters**

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities Committee Member(s): Jeff Naylor, Bill Shea:* Naylor included in the packet a presentation and status update. Naylor reported the District could save \$8,200 by making a once yearly payment for unfunded liabilities versus the monthly payments the District currently makes. The Annual Required Contributions will continue to increase, the estimates and predictions were made upon the data from the actuarial report. The District should be concerned with the impact of a 1% discount rate decrease. Naylor presented the impact of the decrease in the tables included in his presentation.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Review of Draft Board Bylaws. Committee Member(s): Izabela Perry:* Perry commented draft two was included in the packet. Nestel stated the Board Bylaws need to include language regarding a draft agenda to be open to the public one week before the posted agenda for public to make suggestions and comments. Nestel added he is interrupted every time he speaks and the Board needs to adopt a standard of decorum. Naylor commented he would like the bylaws to address conflict of interest issues. Perry replied it is included in Article Fourteen, but it could be broken out separately. Naylor requested a chain of command for speaking with staff; Board members should go through the District Manager. Kai suggested that Board Members and Commission Members should be granted free access to the pool facilities considering that the facility is under their purview. Perry replied that idea does not sit well with her. Shea stated the Board members serve without compensation and free access would set a bad precedent. Naylor and Kleinman-Green agreed with Perry and Shea. Kai stated language should be added to include the Board President may increase/decrease a speaker's time limit within accordance to Rosenberg's Rules. Kai stated there should be a section for social media as well; mis-information needs clarification. Perry replied it is advisable for information to originate from the District Manager; Board members should not be on social media acting as Board members.

3. *Update on Upcoming Accounting System Transition:* Dreikosen reported he has not received any status from the County. Naylor commented Sullivan has been very vocal about concerns with the lack of communication regarding training of the new County system. Naylor suggested the Board give direction to the District Manager to purchase Quickbooks. The Board agreed with Naylor and gave direction to Dreikosen to purchase the software.

4. *Review Audit Recommendations from Audit Management Report of 6/30/15:* Dreikosen commented Kleinman-Green offered to review the quarterly reconciliation of the Wells Fargo payroll account.

### **Fire Department Matters**

1. *Draft Minutes of Fire Commission Meeting of March 1, 2016:* No additions.

2. *Fire Department – Activity Summary Report for February 2016:* Roach reported the Department is using a new emergency reporting system; the response report includes types of calls which the Commission requested to see.

3. *Fire Chief Report:* Roach reported the new engine is almost done; radios are being installed in Sacramento and the engine should be in use by the end of the month. Staffing has been challenging; currently the department has three employees out on injury.

4. *Update on Implementation of Paramedic Personnel on Engine:* Roach reported the recruitment process is beginning; Chief Grey and Chief Roach are sorting out operational issues.

### **Park and Recreation Matters**

1. *Recreation and Park Maintenance Activity Reports:* DeMarta reported "Raise a Glass" a winter wine tasting went very smoothly; attendance was about 110 people. The next event is Breakfast with Bunny which will occur directly after the Lion's Club Easter egg hunt on March 26. The pool complex has opened for Lifeguard Training classes, which is a good source of revenue. DeMarta reported registration for summer programming had opened; within two weeks the Recreation Department had brought in more than half a million dollars in revenue.

2. *Staff Recommendation to Purchase Ozone Generator for pool:* DeMarta commented attached in the packet is information from Gary Gockel who the CSD has been working with over the past year. Gockel and staff recommend the ozone generator for the pool which will eliminate the need for supplementing with liquid chlorine. Gockel had guaranteed a three month trial period for the product. Dreikosen stated Gockel has been a huge resource for the Recreation Department, he has been very fair and staff has faith in his abilities.

M/s Kleinman-Green/ Perry to approve purchase of Ozone Generator for pool. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

3. *Date of Next Park and Recreation Commission Meeting:* Dreikosen stated the Commission did not meet in February due to the Brown Act Training seminar all Board Members and a majority of Commissioners attended. The Commission is set to meet on March 22, 2016.

### **New and Other Business**

1. *Utilizing Community Center as Red Cross Emergency Shelter in Event of Natural Disaster; Authorize District Manager to Approve Renewal Agreement:* Dreikosen reported Roach and himself had met with a coordinator from the Red Cross. The current agreement was signed more than five years ago and needs to be renewed. They had conducted a walk-through of the facilities.

M/s Naylor/ Perry to authorize District Manager to approve renewal agreement. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Request for Future Meeting Agenda Items:* Naylor suggested adding items as follows:

- Addition of District Manager Report for District wide issues.
- Quarterly newsletter regarding District matters to be published on website.
- Pursuing purchasing video equipment to record CSD Board meetings

Nestel suggested the CSD write a blog on the website for official business.

### **Recognitions and Board Member Items of Interest**

Naylor thanked DeMarta and his staff for a good Wine Tasting event. Naylor thanked Bruton for her attendance in lieu of DeMarta at the February meeting.

Kai commented he had been making himself available to the public on weekends at the local Marinwood Market. This provides good outreach to the community to those who cannot attend the regular Board meetings. Kai suggested other Board members may want to make themselves available to the public as well.

The meeting was adjourned at 10:53pm.

The date of the next Regular Board Meeting was set for April 12, 2016.

Respectfully submitted,  
Carolyn Sullivan