

Marinwood Community Services District

Minutes of Board of Directors Meeting Tuesday May 12, 2015

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

Present:

Board Members: President Tarey Read, Justin Kai, Bill Hansell, Deana Dearborn and Bill Shea.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighter Joel White and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Chair Izabela Perry.

Others Present: Stephen Nestel, Linda Barnello and Christopher Rose.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

- a. *Draft Minutes of Regular Meeting of April 14, 2015:* No comments.
- b. *Draft Minutes of Budget Hearing Special Meeting of April 21, 2015:* No comments.
- c. *Draft Minutes of Special Meeting of the Board of May 4, 2015:* No comments.
- d. *Bills Paid Nos. 900-990:* No comments.
- e. *County of Marin: 3/31/15 Report of County, Schools and District Investments:* No comments.
M/s Hansell/ Shea to approve Consent Calendar. Ayes: Kai, Read, Hansell, Dearborn and Shea.
Nays: None. Motion carried unanimously.

Open Time for Items not on Agenda

Barnello asked Dreikosen to determine the exact amount of money the District has paid in interest to the County.

Dreikosen stated he will look into that matter. Barnello requested the exact dollar amount that was spent on the trail head sign for former Manager Tom Horne. DeMarta replied it was donated. Barnello commented the Board needs Brown Act training due to the many violations and requested to know when the training will take place. Read replied there have been no violations; additionally the Board did have discussions with Counsel last year. Hansell requested Dreikosen check with Counsel again.

Nestel stated the Board held a Closed Session meeting last week to discuss Union negotiations; that was a violation of the Brown Act; the subject matter did not qualify a Closed Session. Kai commented no action was taken and no appointments were assigned at the meeting. Read requested Dreikosen reach out to Counsel with Nestel's concern.

Fiscal Matters

1. *Adopt District Budget for Fiscal Year 2015-2016:* Read stated this budget has been vetted. Dreikosen commented the County of Marin requested Measure A funds be accounted for separately from the general ledger and this budget does that. Dreikosen stated in June he will bring forth an amendment to the current budget as to reflect the Measure A changes. Additionally the budget sum has been changed to reflect the requests of the Board. Dreikosen noted that with the elimination of two Park Maintenance workers and the implementation of outsourcing the community landscape maintenance the District will save approximately \$148,000. Read stated this budget has a net gain of \$226,020.
M/s Hansell/ Dearborn to Adopt District Budget for Fiscal Year 2015-2016. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.
2. *Engagement Letter from RJ Ricciardi, Inc. to Perform Audit of District Financial Statements for FY 2014-2015:* Hansell suggested for the 2015-2016 Audit the District seek bids. Hansell additionally clarified the District's audit analyzes the accounting and is not required to give the District advice on operations.
M/s Shea/ Hansell to approve Engagement Letter from RJ Ricciardi, Inc. to Perform Audit of District Financial Statements for FY 2014-2015. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of May 5, 2015:* Roach reported the Commission is working on the bylaws using the Park and Recreation Commission bylaws as a template.
2. *Fire Department- Activity Summary Report for April 2015:* Roach stated one of the two men out on disability has returned to shift. The current temporary firefighter will remain on staff which will keep the department fully staffed. The temporary firefighter will be released when his hours have been maxed out which appears to be in late June. Roach reported the Grady Ranch proposal has crossed his desk and has met with the

County Fire Marshall regarding the project. Roach had submitted his initial questions and concerns. Roach stated it seems that George Lucas is very committed to this project and suggested a possible buy-in of fire equipment from Lucas. Hansell asked if the current equipment could handle calls to that area. Roach replied the department does have access to ladder trucks via mutual aid agreements. Roach added there will be little fire danger; it will be all new construction with the latest codes, sprinklers, defensible spaces, etc.. Hansell requested the increase in calls be translated to hours and costs and to list the burdens on the department. Kai commented he has concerns about the CSD not receiving property taxes when the units are built; additionally the Board needs to review the park parcel tax of assessing parcel versus unit. Read commented that discussion is under litigation currently. Dreikosen noted that this topic was not agendized; the Board needs to keep to the agenda. Dearborn questioned if there will be an impact fee. Roach replied yes. Dearborn asked if annexation triggers the fee. Roach replied he is unsure. Kai asked if the CSD could refuse annexation. Roach replied yes, but the Fire Department would still be required to respond to calls, so the department would be doing so without compensation.

3. *Fire Department Chief Report:* Barnello asked about vegetation management. Roach replied he will be preparing a pamphlet for the residents who border open space. Barnello volunteered to help distribute the pamphlet. Barnello questioned the status of 642 Appleberry. Roach replied he would like to speak to the resident about the many complaints he has received over the years. Roach would rather not proceed to place a lien on the property; he would like to offer help to the resident.
4. *Shared Services Update:* Roach stated there is an updated spreadsheet for billing of Marinwood staff working shifts in San Rafael.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of April 28, 2015:* No additions or comments.
2. *Park and Recreation Commission Bylaws:* Barnello stated the bylaws need to be specific or general in regards to the excused absences. Perry replied County Counsel suggested the language. Read replied the language is sufficient. Dearborn stated on page one, Article three, number four she would like to add "...in cooperation with staff". Dearborn stated on page three she would like to see the alternate move into the vacated position. Dreikosen replied that leaves no room for the alternate to remain the alternate if they chose. Dearborn questioned the lack of term limit for the Chair. Perry replied the Chair is elected by the Commission on an annual basis. Dearborn stated on page five regarding absences the sentence needs to include the Commissioner may not miss, "...four (meetings) in a calendar year". Dreikosen replied the Commission had spent a lot of time on these bylaws, and the absences have been addressed and rectified. Additionally many Commissioners spend their personal time on projects for the Commission; that should be taken into account. Nestel commented Dearborn has good points; the Commission Chair has all the authority, the Commission needs democracy.

M/s Kai/ Hansell to approve Commission Bylaws as presented by the Park and Recreation Commission. Ayes: Kai, Read, Hansell and Shea. Nays: Dearborn. Motion passed.

3. *Plaque recognizing Tom Kunkel for 28 years of volunteer service on Park and Recreation Commission:* Perry stated the Commission would like to thank Kunkel for his service with a plaque set in stone to be placed in the newly updated portion of the main playground.

M/s Hansell/ Kai to approve plaque recognizing Tom Kunkel for his 28 years of volunteer service on Park and Recreation Commission with costs not to exceed \$500. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.

4. *Recreation and Maintenance Activity Reports:* DeMarta commented Smart Lights had completed their audit of our facility and given the District free LED bulbs which saved the District about \$500 in costs. Additionally the bulbs will help save about \$500-600 in electricity costs annually. DeMarta thanked Meritage Medical for their generous donation to the Recreation Department. The lineup for the summer Music in the Park series had been solidified; thank you to Bill Hansell. Recreation staff is working on summer programming and look forward to a great season. DeMarta noted that the Park Maintenance staff is working on the playground updates; removing the hazardous conditions due to the tree roots and planting native California plants. The area will host the new Tom Kunkel plaque. DeMarta also noted he had been dealing with fallen trees on resident's property; the work will be done in-house.

New and Other Business

1. *November Election: Fire Protection Special Assessment Ballot Measure- Appropriations Limit Increase (GANN Limit):* Read stated this is not a tax increase, only authority to spend the money the District has already collected. This will be placed on the June Agenda.
2. *SEED Solar Power Purchase Agreement Update:* Dreikosen stated he had a few companies look at the condition of the roof. The repairs suggested would be approximately \$4,000. One specific company did a test patch which was successful and determined there would be no issue with placing solar panels. Additionally

Dreikosen provided SolEd with the most recent electricity data. Barnello asked about the design work. Hansell replied the District still does not know the exact amount of panels that will be installed.

3. *Requests for Future Meeting Agenda Reports:* Read stated she would like to add discussion of an actuarial study and vesting schedule.

Kai would like to add discussion of the concept of the District purchasing the Marinwood Plaza.

Recognitions and Board Member Items of Interest

Perry stated Marco Giron should be recognized for his work at Creekside Park as well as recognizing the leadership DeMarta has provided to the Maintenance staff. Read agreed; Marinwood has never looked better.

Dreikosen stated Supervisor Connolly has tabled the Scenic Road Designation.

CLOSED SESSION

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6. The Board did not meet in closed session.

The date of the next Regular Board meeting is June 9, 2015 at 7:30PM.

The meeting was adjourned at 9:15PM.

Respectfully submitted,
Carolyn Sullivan