

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday July 8, 2014

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

Present:

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

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Joel White, Esteban Cespedes and Brian Smith, Park Manager Gary Harrelson, Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Izabela Perry and Linda Barnello.

Fire Commissioners: Ron Marinoff.

Others Present: Katie Roach, Stephen Nestel and Walter Dods.

Call to Order and Pledge of Allegiance

Agenda

Horne stated the letters to the County Supervisors are ready for signatures.

Financial Matters

1. *Current FY Budget status:* Horne reported the fiscal year had ended on June 30th. The budget had ended with about \$150,000 to the black, but the final number would decrease when the unearned revenue was accrued. Hansell commented the recreation budget was impressive; revenue increased by \$259,000 while maintaining expenses. Barnello asked what is done with the \$150,000. Hansell replied it is operationally positive, but the overall timeline of budget still needs more money dedicated to capital expenditures and unfunded liabilities. Barnello asked if we could use the money to save the Park Manager position. Hansell replied the budget is set assuming the outsourcing and the CSD still needs to address long term savings. Dearborn stated the CSD does borrow about \$400,000/year from the County due to the timetable of receiving property taxes.

2. *District Manager Position:*

a. *Timetable for hiring:* Hansell commented he had been involved in the executive search for the Marin Food Bank and stated it was helpful to have an involved Board. Horne commented page four of Andres' letter provides a schedule. Hansell commented the sample schedule is about 14-16 weeks with a breakdown of tasks and allows for Board discussion, a few months to accept applications and has the new employee beginning in December 2014.

b. *Proposals for Executive Search services:* Horne suggested holding a special meeting to interview a few of the companies who had submitted proposals. Nestel requested that the Board search for a District Manager from the private sector. Hansell commented the Board had received four proposals: IMS Consulting \$5,500, hourly rate \$95, Regional Government Services \$10,000, CPS HR Consulting \$17,000 with \$4,500-6,000 reimbursable expense estimate and Koff and Associates \$18,000 with \$7,000 reimbursable expense estimate. Read commented she likes CPS HR Consulting, they offer a two year guarantee. If the employee leaves the position within two years they will conduct a free search. Dearborn commented she would prefer IMS Consulting. Some of the proposals seem too large scale for the needs of this community. Shea commented he agreed with Dearborn, CPS seems a bit too costly for our needs and added he does not like the idea of going through more bureaucracy. Kai commented it is important to look at the private sector not just government or non-profit entities. Horne stated he had spoken with representatives from the companies. Koff and Associates have a very specific process, but seem too large for the needs of this District; he added he is more comfortable with IMS Consulting. Mr. Anders from IMS is a former City Manager and is knowledgeable about CSD's. The CSD has used the services of Regional Government Services in the past and would be comfortable using them again, and CPS has a very good reputation. Nestel asked the Board to keep in mind the scale of the District as it only employs twenty full time employees. Perry agreed and commented this District is not large, and feels the success of the search will lie in the job description. Perry added the Board should have a specific idea of what they want to see in a new District Manager. Dods suggested the Board interview the potential companies for the executive search. Barnello asked where Horne gathered the list of companies. Horne replied CSDA list serve and from the CSDA web site. Hansell commented all Board members should sign up for the CSDA list serve, it is very worthwhile. Hansell added he recognizes Horne's recommendation of IMS Consulting, Andres seems economical and well versed, but CPS seems very detail orientated with a good recruitment aspect.

M/s Read/Kai to interview CPS HR Consulting and IMS Consulting with expectation hiring one or the other to assist in the District Manager search.

Motion carried unanimously.

Horne will contact the two companies and set up a special meeting before the August Board meeting.

c. *Review draft job description:* Horne reported the draft has been through the Personnel Committee. Dearborn commented she has a few additions regarding language about facility maintenance and operations as well as

developing procedures and policies. She added this draft is not detailed enough. Hansell replied the Board will continue to work on this draft and requested Dearborn give her changes to Horne.

Seed Fund Solar Electric Project

Horne reported he had received an email today; the status is that the contractor is in negotiations with San Rafael regarding the discount date and the percentage of discount. Horne hopes that the contractor will have a final proposal for the August meeting. Nestel stated he had spoken to someone who had installed solar and is expected to see a return after three years, not the twelve that is estimated in the proposed project. He argued that it is a waste of time dealing with one vendor. Horne replied the vendor was chosen by San Rafael after a lengthy vetting process and added he has never heard of a three year return on investment regarding solar projects. Dearborn stated there is usually a ten year average of return.

Open Time for Items not on Agenda

Dods asked the status of the paramedic tax election. Roach replied he has no update.

Consent Calendar

1. *Minutes of Regular meeting of June 10, 2014:* Dods would like to clarify in regards to the past Fire Chief; he was speaking about Chief Long, not Chief Neuhaus. Dearborn commented discussion regarding recommendations and interviewing of the new District Manager was more detailed than was reflected in the minutes. Dearborn would like to add the following notes:

- Define what the community process/ involvement will be. What notifications and when?
- Agree on job description.
- What are required qualifications?
- How will candidates be evaluated?
- What is the interview process? Who participates? List of questions?
- Where will the position be advertised? How long?
- What is the timeline?
- Will a committee be formed?
- Who will initially screen candidates? (Suggested: Board, commissioners, staff, Panel including outside agency members.)
- Who narrows list of candidates?
- Consider hiring a consultant to help through this process and provide professional advice.
- Define what the Board is looking for in a candidate – facilities experience was mentioned.

2. *Bills paid nos. 1056-1280:*

M/s Dearborn/ Kai to approve consent calendar.

Ayes: Dearborn, Kai, Shea and Hansell.

Abstaining: Read.

Correspondence

a. *Letter to LAFCO re: service study:* Hansell read aloud the letter (see Board packet for full letter). Barnello asked how the District will be engaged. Hansell replied LAFCO has a very specific process, it is their review. Horne added LAFCO will send a detailed questionnaire to begin the review. Marinoff commented the Board should re-affirm to LAFCO that the MCSD should have Silveira ranch and Grady ranch in its sphere of influence. Nestel commented if development on those properties is for non-profit purposes it will become a liability. Marinoff replied Nestel is mistaken; the fire tax is a square footage tax.

Fire Department Matters

1. *Minutes of Fire Commission meeting of July 1, 2014:* Marinoff stated the Hoytt's need to take care of the weed abatement at the Marinwood Plaza. Roach agreed, he stated he has asked repeatedly for the weeds to be trimmed and maintained and has received no answer. Roach would like to send a letter requesting the issue be resolved within two weeks; if the problem is not resolved the CSD should hire someone to do the work and send the bill to the Hoytt's and as a last resort place a lean on the property. The Board supports Roach's recommendations.

2. *Fire Chief Operations Report:* Roach reported the Department had dispatched a strike team to Napa County. The shared services agreement is underway and Captain White had the opportunity to fill a shift at a San Rafael station last week. White commented the shift went smoothly and stated good things will come from this agreement. Kai asked if Roach could provide any information on the two suspicious fires that had occurred in Marinwood and San Rafael. Roach replied it is an ongoing investigation and he may not comment at this point. Nestel inquired about a brush fire in Lucas Valley. Roach replied it was most likely a campfire, the department as well as the Sheriff were notified and are keeping a watchful eye in the area.

3. *Purchase Type 1 Fire Engine:*

a. *Approve purchase form KME:* Roach reported if the District were to receive the down payment from CSA 13 it would be quite helpful in reducing the lease payments. Shea re-affirmed that this was all vetted through the Fire Commission. Dearborn asked the life span of the engine. Roach responded about 15-20 years. Kai commented he understood the need for the engine, but with the new potential development changes coming to the District he questioned whether it would be wiser to postpone the purchase. Roach stated the engine will fit the District needs and mutual aid will assist as well. Hansell commented he appreciated all the work done on this project.

M/s Read/ Shea to approve purchase from KME.

Motion carried unanimously.

b. *Authorize Fire Chief to negotiate financing:* Marinoff commented Roach should speak to Connolly regarding the down payment from CSA 13. Hansell agreed, and thanked Marinoff for his out-of-the box thinking in regards to the financial payment from CSA 13.

M/s Shea/ Dearborn to authorize Fire Chief to negotiate financing.

Motion carried unanimously.

c. *Request CSA 13 prepayment of pro-rata share of purchase cost:*

M/s Shea/ Dearborn to request CSA 13 prepayment of pro-rata share of purchase cost.

Motion carried unanimously.

4. Marinwood Firefighters Union:

a. *Implementation of paramedic firefighter position:* Horne reported no meeting date had been set and Captain Bagala is out of state.

b. *Negotiations re: wages only as provided in MOU:* Horne reported he had received no response from Bagala. Hansell asked if the contract changes were made. Horne reported the contract changes were made 7/1/2014.

Park and Recreation Matters

1. *Report of P&R Commission meeting of June 24, 2014:* Dearborn asked if the request made by Dale was taken care of. Harrelson replied his staff had trimmed the weeds at the playground which is CSD property and the outsourced crew will begin their work there on Friday. Roach stated he has asked the Conservation Corp to assist in the areas not on CSD property. Dearborn asked if the padlock has been removed from the tennis courts. Harrelson replied yes. Barnello stated she saw a tree swing in the area. Harrelson replied he and his staff remove them.

2. *Community Landscape maintenance outsourcing:* Horne reported they will begin Friday.

3. *Recreation and Maintenance activities update:* DeMarta reported summer is in full swing and our programming is spread out over three campuses. Revenue is higher than expected and the staff is beginning to work on fall programming. Dearborn commented DeMarta reported he had finished staff evaluations. DeMarta replied yes he had sat down with his staff prior to the start of summer to go through expectations and goals.

Nestel asked who acquires the liquor license for the recreation programs. DeMarta replied we are sponsored by the Lions Club and are required to have a liquor license provided by ABC (Alcoholic Beverage Control).

Dearborn commented she has been impressed with the summer camps. They are safe, well organized and the staff has been great. She requested the department raise prices for next year.

Hansell commented he had noticed drivers in the community speeding. DeMarta replied yes he had noticed this issue as well and had contacted the Sherriff. The Sherriff had come out to increase patrols in the area and issued citations.

White commented traffic due to swim meets has been out of control. Hnasell suggested DeMarta speak to the Waterdevils.

New and Other Business

1. *Amend Contract with CalPERS to provide additional two years service credit.*

a. *Approve Certification of Compliance with Government Code Section 20903:* Horne reported the Park Manager position is being eliminated before his retirement age and this opens the window to provide a two year service credit. He reviewed his memorandum from the Board materials, and noted the long-term cost of \$3397/year for 13 years. Shea asked if this is a one-time only situation. Horne replied yes, it is specific to only the Park Manager.

M/s Read/Kai to approve Certification of Compliance with Government Code Section 20903.

Motion carried unanimously.

b. *Resolution of Intention to Approve an Amendment to Contract:*

M/s Shea/ Read to approve Resolution of Intention to Approve an Amendment to Contract.

Motion carried unanimously.

2. *Board Action items status:* No updates.

3. *Other new business:* No updates.

Committee Reports

No report.

Recognitions and Board Member Items of Interest

Hansell thanked the firefighters for the Fourth of July pancake breakfast. Hansell also thanked the Lions Club and their volunteers for helping fix up the horseshoe pit.

Kai requested the email correspondence be sent by Horne regarding parcel taxes and requested discussion be placed on the August agenda with Greg Stepanicich present. Dearborn replied she would hesitate to invite Stepanicich as this point in time if the CSD would be billed. Hansell agreed to place it on the agenda.

The date of the next Regular Board meeting is August 8, 2014 at 7:30PM.

The meeting was adjourned at 10:15PM.

Respectfully submitted,
Carolyn Sullivan