

MARINWOOD COMMUNITY SERVICES DISTRICT

MINUTES OF PARK AND RECREATION COMMISSION MEETING

February 25, 2014

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

Present:

Commissioners: Chair Izabela Perry, Eammon O'Brien, Kimberly Call, Eric Dreikosen and Sarah Paoli.

Absent: Tom Kunkel.

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

Others present: Director Justin Kai, Linda Barnello, Shane Valentine, Francie Burkhard and Karen Rhodes.

Approval of Agenda

Perry stated she had removed Item 8 (Goals and Objectives for the Recreation Department in 2014-15) from the agenda. Horne and Perry had discussed this item and concurred they are management decisions. Perry stated there was previous discussion regarding owl boxes to be placed in our parks for pest control, but would like to reserve further comment until Harrelson is in attendance.

Public Comment

Linda Barnello inquired why there were plies of dirt and debris near the maintenance shed; are there residents dumping or is it District related. Perry replied Barnello should call Harrelson directly.

Francie Burkhard, the representative from the Marinwood Tennis Association, spoke in regards to repairing the lower tennis courts: they are in very poor shape. She commented she had spoken with DeMarta about sharing the costs and possibly using Measure A money. The Association has raised \$4,000, but acknowledges that a complete overhaul of the courts is about \$80,000. Burkhard urged the Commission to not close the courts, tennis programs are more popular than ever, and would like a commitment from the Board as well. The Association needs at least three courts in order to maintain league play. Perry responded the Commission understands the severity of the situation, and would love to resurface the courts as soon as possible, but in the end it all comes down to money.

Perry noted that Shane Valentine was in attendance, and that he had written a letter to the Board expressing interest in being appointed to the Commission.

Minutes of January 28, 2014 Commission Meeting

M/s Paoli/ Perry to approve Minutes of January 28, 2014.

Ayes: Perry, Paoli and O'Brien.

Abstaining: Call and Dreikosen.

Absent: Kunkel.

Review of draft Board Minutes of February 11, 2014

Perry asked if Horne could email her Ray Day's spreadsheet on the cost to the community of the proposed Bridge Housing development. Horne replied yes.

Call wanted the minutes to reflect she agrees with Kunkel in regards to current Commissioners having to send a letter of intent if they wished to be re-appointed to the Commission. Perry stated in the February meeting the Commission prepared a draft of policy for appointment of Commissioners and currently the draft is with the Fire Commission for their suggestions. Once the board approves the new policy, future Commission openings will be announced in October and the appointments will occur in December. Positions will be advertised via any medium available to the CSD. Any current Commissioner may, but is not required to send a letter to the Board requesting re-appointment.

Budget 2014/15

Horne reported he and DeMarta had finished going through the Recreation budget. Horne also reported he had met with the Personnel Committee to discuss possible wage increase for the Recreation employees. Under DeMarta and his staff, enrichment programs have flourished, they have expanded community special events and net revenue has increased dramatically. During the same period of time Recreation staff workload has increased dramatically to include many evenings and weekends. In addition the Recreation staff was the first to offer 10% in concessions to offset a loss in property taxes. It is recommended Paula Collins receive a 5% increase, DeMarta a 15% increase and to change the Recreation Coordinator to become equal with the Recreation Supervisor. Additionally for the Accounting Assistant we are requesting no monetary increase, but to offer dental insurance, which equals about \$1800 annually. Horne added that the cost of making the Rec Coordinator and the Rec Supervisor equal positions has already included in all the budget models you have seen, and the budget remains in the black. Perry stated she personally feels the Recreation Department has done a great job in increasing our revenues. We have so much talent in-house; we would not be looking at increases in revenue without DeMarta as Director. It is imperative that we keep the talent in-house and support our frequent verbal praises with actions. Call asked where MCSD falls in regards to salaries with competing agencies. DeMarta replied the

staff is paid second lowest in comparison with other agencies. DeMarta commented the past Recreation Director left for the City of San Rafael to become a Recreation Supervisor and now earns more than our District Manager. O'Brien stated he fully supports the proposed increases. Paoli agreed, as did Call. Dreikosen asked if there is a salary program in place. DeMarta replied no. Dreikosen noted it might be something we could look at for the future.

M/s Perry/O'Brien to recommend to the Board the proposed increases for Recreation staff. Motion carried unanimously.

Measure A

a. Allocation and 2013-14 revenue: Perry stated we've received \$42,000 and it has been spent on new Community Center flooring, a Recreation Dept. event shed and there is \$7,000 remaining which will be rolled over to next fiscal year.

b. FY 2014-15 budget Measure A-funded items: Perry commented we need to keep our aging infrastructure in mind and focus on revenue generating items such as the previously agreed upon kitchen upgrades (stove, hood, cabinets and floor), installation of the HVAC system, as well as tennis court upgrades. Horne noted he and DeMarta have allocated \$7,000 towards the re-coat for the tennis courts. O'Brien asked if it is wise to spend \$14,000 now on a three year fix for the tennis courts when \$80,000 could guarantee us new courts. DeMarta replied we would have to forgo all other projects and the building improvements are highly important due to the fact they are high revenue generators. Call asked if we could fund this project with help from community supporters, for example, installing benches with donor's plaques. Call also suggested the tennis organization look into zero interest loans. Perry replied that is a good long-term idea, but to keep the courts operational and safe the resurface should be done this year, funded by Measure A funds and Tennis Association fundraiser. She would like to see the Finance Committee look at this project and hopefully gather enough money through various "creative" ways over the next three years to fund a full replacement of the tennis courts. Burkhard stated the Association is happy to help with assurances from the Board that the courts will be repaired. DeMarta stated the CSD is willing to allocate \$7,000 at this time so the Association needs to come up with \$7,000 to help with the re-surfacing. Perry asked that a RFP be drafted for the next board meeting. Horne stated he will begin the process. He added other projects discussed were painting the exterior of the community center, and pool areas.

c. Long-Term Measure A funding plan: Horne stated it's a bit hard to do a full comprehensive plan. The one item we need to consider is repaving the sidewalks in the park. Perry asked Horne to include the results of Summer 2013 walk-through into the document listing all capital improvement projects, so all needs can be viewed at a glance which should make planning easier.

Maintenance and Recreation activities reports

DeMarta reported summer programming registrations have begun. Last year on the opening day the Recreation Department brought in about \$22,000, this year the number rose to \$68,000.

Call thanked DeMarta for the wonderful "Raise a Glass" wine tasting event.

Commission Priorities for its 2014-15 work plan

Perry asked each of the commissioners to think about their focus, interests, ways in which the Commissioners can help the CSD. As example, she had met with DeMarta, Bruton and Fretwell to discuss the upcoming "Marinwood Block Party". This event will be held on May 18th and she hopes it will be an opportunity for the community to learn more about the Board and both Commissions, see Board members /Commissioners face-to-face and learn more about what is going on in Marinwood. She also hopes to build a list of volunteers.

Call suggested Commissioners be not just recipients of a weekly agenda, but more proactive in bring individual skills, background and interest areas to the Commission, but not burden the staff. She suggested a "white board" brainstorming session. Call stated for example, she would like to explore having the Community Center be "Green Certified" and get involved in planting valley oaks in the area.

Perry requested the Commissioners to think about what each person can bring to the table and in the April meeting the Commission will have a brainstorming session on this subject. Dreikosen asked what the Board and staff's priorities are of the Commission. Perry replied she is speaking of distinct ideas Commissioners can do, not ideas to press upon staff.

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

Horne thanked Perry for her volunteering on "Trail Day". Horne and the volunteers widened the trail out Blackstone Canyon.

Perry requested Commissioners attend Board meetings to be kept up to date.

The meeting concluded at 9:00PM.

The date of the next Park and Recreation Commission meeting is March 25, 2014 at 7:30 at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan