

# MARINWOOD COMMUNITY SERVICES DISTRICT

## MINUTES OF PARK AND RECREATION COMMISSION MEETING

**November 22, 2016**

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

**Present:**

Commissioners: Shane Valentine, John Tune, Kimberly Call and Jon Campo.

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Maintenance Staff Victor Sibbaluca and Administrative Assistant Carolyn Sullivan.

Board Members: Jeff Naylor.

**Agenda**

No changes or additions.

**Public Comment**

No comments.

**Draft Minutes of October 25, 2016 Park and Recreation Commission Meeting**

M/s Campo/ Tune to approve Minutes of October 25, 2016 Park and Recreation Commission. Ayes: Campo, Tune and Valentine. Nays: None. Abstain: Call.

**Review of Draft Board Minutes of November 8, 2016**

No questions or comments.

**2016 Facility Tours: Creation and Inspection Notes and Potential Projects**

Valentine commented the document needs to be updated to delete items of completion and stated he would complete the document. Tune noted it would be helpful to archive completed items in alternate tabs to see previous year's history. Dreikosen commented the Commission should review the document before sending it to the Board.

**Creation of Marinwood Park Plant Palette & Irrigation Needs and Identification of Potential Plantings Areas**

DeMarta stated he had contacted a few local nurseries to gather pricing for the palette. Landscapes Unlimited had the best prices and was able to source almost all of the suggested plant material for about \$435. West End Nursery could provide a few of the plants as well. Campo commented January would be the ideal time for plantings. Sibbaluca replied yes, it's cold, but staff could add mulch to protect the plants. He added it will probably take two weeks to complete the project while maintaining all the regular maintenance duties. Water is already located in the area and staff will uncover the irrigation heads. Tune stated he would like to see black poly stretched to each plant as to give the plants the best possible start. Sibbaluca suggested using the sprinkler heads already present, but adapting them with a bubbler. Given the high traffic area drip irrigation will be stepped on and most likely broken. Tune stated sprinklers do promote weed growth, but understands the need for using materials already present. Campo commented he would defer to staff on the irrigation they decide upon. Call stated if any thought had been given to planting materials to cover the porta-potty. Campo and Tune replied no. Campo noted he would like to be present for the layout of the palette. Call questioned if the soil needs to be amended. Sibbaluca replied no, the soil in that area is already very rich. Valentine commented the Commission should choose additional planting sites for beautification. DeMarta agreed and noted the sites should focus on high visible areas, but suggested the Commission should let staff complete the first one before moving on to another. DeMarta also commented that two of the dead oak trees located on the berm in the main park had been removed and the Commission should decide upon replacement. Tune suggested a red maple, and stated staff should examine the soil before planting as well as place a ring of mulch around the base of the tree after planting. Tune had also compiled a list of trees for street plantings that would be good for the District as well as for residents looking for recommendations.

**2017 Rates and Fees for Recreation Camps and Pool Facility**

DeMarta stated he had reached out to other local facilities such as Terra Linda and Hamilton who informed him they were not raising pool fees this year. DeMarta suggested raising rates for punch passes and pool rentals, but not for memberships. The philosophy has been to raise fees very slightly year over year rather than larger increases every other year, this model has been successful. Camp fees have a similar philosophy and again has been successful. Camp staff expenses will continue to rise due to the higher minimum wage laws.

**Update: Park Maintenance Shop Repair/Replacement Project Recommendation as assigned by Board of Directors**

Dreikosen commented there has not been a lot of movement on the project. Campo provided a few sample RFP documents which Dreikosen will review. Hopefully the RFP will be complete by early January.

**Park and Recreation Reports**

DeMarta stated upcoming events are Winterfest December 9<sup>th</sup>, Raise a Glass February 25<sup>th</sup> and Homebrew Tasting Night February 10<sup>th</sup>.

The After School Program continues to go well and has become a good feeder for our youth recreation classes. Staff has begun to plan for 2017 summer camps and will be holding interviews for camp director positions over the holiday break.

Susan Press the longtime Preschool Director announced her retirement effective in June 2017 and staff will be seeking a new Director soon.

The Park maintenance crew has repaired the landslide at the pool facility as well as performed turf maintenance.

**Requests for Future Agenda Items**

- September Minutes for approval.
- Recruit Commissioners
- Open Space Signage

The meeting concluded at 9:21PM.

Respectfully submitted,  
Carolyn Sullivan