

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JULY 23, 2019, 7:00PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK ROAD, SAN RAFAEL, CA 94903

*Times listed are approximate, subject to the course of the meeting.

#	Time*	Item	Commission Action
1	7:00 PM	Agenda	Adopt
2	7:05 PM	Introduction of Newly Appointed Commissioner: Anne Sjahsam	
3	7:10 PM	Public Comment on Non-Agenda Items <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the Commission. The Commission may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Commission. The Chair may refer the matter to staff or to a future meeting agenda.</i>	
4	7:15 PM	Draft Minutes of June 25, 2019 P&R Commission Meeting	Approve
5	7:20 PM	Draft Minutes of July 9, 2019 Board Meeting	Review
6	7:25 PM	Park & Recreation Commission Bylaws: Proposed Amendment	Approve
7	7:35 PM	Facility Spotlight: Marinwood Park Panhandle Area	Discuss
8	7:50 PM	Update: Ponti Ridge Trail Project	Discuss
9	8:00 PM	Recreation and Park Maintenance Activity Report	Review
10	8:10 PM	Requests for Future Agenda Items	
11	8:15 PM	Adjourn	

Requests for disability-related modifications or accommodations, aids or services may be made to the District office no later than 72 hours prior to the meeting by contacting (415) 479-0775

NEXT P&R COMMISSION MEETING TO BE HELD ON AUGUST 27, 2019 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – June 25, 2019

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

Commissioners: Board Chair John Tune, Jon Campo and Shane Valentine.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Administrative Assistant Tiffany Combrink.

Board Director: Izabela Perry

1. Agenda

Valentine to approve / Campo to second agenda as presented. All in favor. Motion carried unanimously

2. Public Comment on Non-Agenda Items

none

3. Draft Minutes of March 26, 2019 P&R Commission Meeting

Valentine to approve / Campo to second Draft Minutes of March 26, 2019 P&R Commission Meeting. All in favor. Motion carried unanimously

4. Draft Minutes of June 11, 2019 Board Meeting

Commission reviewed minutes.

5. 2019 Facility Inspections and Process

Discussion regarding alternatives to the Facility Inspections and Tours. Suggested that a PowerPoint-type presentation to the Commission per Facility Site may be more productive. District Manager will review the bylaws.

6. P&R Commissioner Meeting Schedule: Potentially Modifying to Bi-Monthly Meetings

No motion. No action taken.

It was discussed that with such a small Commission, any vacation or time away during an “on” month would put the meetings even further apart.

7. Recreation and Park Maintenance Activity Report

Recreation Director presented Recreation and Park Maintenance Activity Report

8. Requests for Future Agenda Items

Request to add Maintenance Facility update.

Request to update Bylaws regarding changing format of Facility Inspections

Request for panhandle update status of sinkhole at next meeting.

Meeting adjourned at 8:22PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – July 9, 2019

Time and Place: 6:30PM Marinwood Community Center classroom.

Present:

Board Members: President Leah Green, Bill Shea, Izabela Perry, and Jeff Naylor.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, San Rafael Fire Chief Chris Gray, Firefighters Jeff Smith, William Kelly, John Papanikolaou and Administrative Assistant Tiffany Combrink.

Absent: Director Sivan Oyserman

A. Public comment on Closed Session:

- a. None

B. Closed Session:

1. Conference with Legal Counsel – Existing Litigation Section 54956.9(d)(1): Name of Case: Miller v. Marinwood Community Services District

Convened at 6:30PM and adjourned at 7:12PM with no reportable action.

C. Open Session Call to Order and Pledge of Allegiance

President Green called the Open Session to order at 7:30PM

D. Agenda

Perry to approve/Shea to second the “adoption of the agenda as presented.”

Aye: Shea, Green, Perry and Naylor. Absent: Oyserman. Motion carried.

E. Consent Calendar

a. *Draft Minutes of Regular Meeting of June 11, 2019*

b. *Bills Paid Nos. 3383 - 3473*

Perry to approve/Shea to second “consent calendar as presented.”

Aye: Shea, Green, Perry and Naylor. Absent: Oyserman. Motion carried.

F. Public Comment Open Time for Items Not on Agenda:

Board of Directors received public comment regarding:

- a. Prior Board Meeting
- b. Summer Camp Program
- c. Marinwood Park Cleanliness

G. District Matters:

1. *Marin LAFCO: Draft San Rafael Regional Municipal Services Review (MSR)*

Board of Directors received summary from LAFCO Executive Officer Jason Fried

2. *Marin County Grand Jury Report: “Wildfire Preparedness: A New Approach” Approve and Authorize District Manager to Submit Response on Behalf of Marinwood CSD*

Shea to approve/Perry to second “Approve and Authorize District Manager to Submit Response to Marin County Grand Jury Report “Wildfire Preparedness: A New Approach” on behalf of Marinwood CSD.

Aye: Shea, Green, Perry and Naylor. Absent: Oyserman. Motion carried.

3. *District Manager Report*

Board received the District Manager’s report

H. Fire Department Matters:

1. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary.

2. *Date of Next Fire commission Meeting – August 6, 2019*

I. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of June 25, 2019*
Board received Draft Minutes of Park & Recreation Commission Meeting of June 25, 2019
2. *Application from Resident for Appointment to Park and Recreation Commission*
Perry to approve/Shea to second appointment of Anne Sjhsam to the Park and Recreation Commission through the term end date of 12/31/2020.
Aye: Shea, Green, Perry and Naylor. Absent: Oyserman. Motion carried.
3. *Recreation and Park Maintenance Activity Report*
Board received Recreation and Park Maintenance Activity Report
4. *Date of Next Park & Recreation Commission Meeting – July 23, 2019*

J. New and Other Business:

1. *Special District Risk Management Authority (SDRMA) Election of their Board of Directors*
Perry to approve/Naylor to second a vote for Candidates Swan, O'Rourke, and Seifert-Raffelson to the Special District Risk Management Authority Board of Directors.
Aye: Shea, Green, Perry and Naylor. Absent: Oyserman. Motion carried.
2. *Requests for Future Meeting Agenda Items*
Board had no requests

K. Recognitions and Board Member Items of Interest

Shea thanked the Fire Department for the 4th of July Pancake Breakfast. Dreikosen shared invitation to the dedication celebration picnic for Gennie Bolding on July 28, 2019.

Meeting adjourned at 8:49PM

Tiffany Combrink, Secretary

Memo



To: P&R Commission
From: Eric Dreikosen, District Manager
Date: July 23, 2019
Re: Proposed Bylaws Amendment

Commissioners,

In accordance with the P&R Commission Bylaws (<http://www.marinwood.org/ParkRecCommission>), the Commission has traditionally engaged in annual physical visits to identified facilities/areas as a component of their regular meetings during the summer months (May – September). As discussed at the June 2019 P&R Commission meeting, the Commission desires to expand the available options by which it can learn about specific District facilities and areas in lieu of physical visits when appropriate and decided upon by the Commission.

Such an action by the Commission would require a recommendation to amend the current bylaws, subject to formal approval of the Board of Directors. The applicable section of the current bylaws as well as a proposed amendment are below.

The current Park & Recreation Commission Bylaws state:

ARTICLE III – COMMISSIONERS' RESPONSIBILITIES

- 7. Inspect Park and Recreation Department facilities annually during summer months and develop a list of recommended improvements.*

Proposed amendment:

ARTICLE III – COMMISSIONERS' RESPONSIBILITIES

- 7. Conduct physical inspections of or receive staff reports regarding Park and Recreation Department facilities as deemed appropriate by the Commission; Maintain a list of recommended improvements as appropriate.*

As you are aware, staff time and resources are severely impacted during busy summer months. As such and primarily due to additional staff time required for the potential creation of reports, staff requests removing a specific timeframe by which this activity will occur and further requests the aforementioned staff reports not be requested during summer months.

Staff recommends approving the proposed amendment as presented for final approval by the Board of Directors.

Recreation

Summer Programs

Our 10-week summer season is halfway over and I am extremely pleased with how the first 5 weeks have gone. The summer camp staff has displayed seemingly endless energy and creativity as they transformed the park into an amazing summer carnival featuring over a dozen unique booths of games, prizes and cotton candy; recreated the 'wild wild west' with gold panning in the creek, petting zoos, and a general store; and put on a talent show where both camper and staff showed off their singing, dancing, and acting skills. It has been a fun-filled summer and I look forward to the wild and crazy themes and adventures Robyn has planned for the second half.

We will be taking 50 campers to the Russian River the week of July 22nd for our annual Overnight Adventure, which will feature guided hikes, ropes courses, swimming, sports, and campfire story time.

Pool & Aquatics

Swim lessons have been going extremely well this summer. Stephanie has hired and trained several new swim instructors this summer and they have integrated into the program with ease and enthusiasm. Demand has been high and most timeslots are full with waiting lists.

Both Stephanie and Robyn have been hosting fun staff events for their part-timers this summer featuring dodgeball games, karaoke parties, and scavenger hunts to keep everyone motivated and upbeat. I really appreciate how much time and energy they have been investing in their staff members.

Special Events

Our next Summer Music in the Park Series installment will feature The Sons of the Soul Revivers on Friday, August 9th. The series so far has been well-attended and run very smoothly.

Fridays, 6-8pm

6/28 - Justin Schaefer and the Blind Barbers

7/12 - Paula Frazer and Tarnation

8/9 - The Sons of the Soul Revivers

8/23 - Valley Queen

Marinwood's Summer Brewfest will take place on Saturday, July 27th from 3:00-7:00pm. This event will feature live music, food, and several local and semi-local breweries. Childcare will be provided.

Classes and Programs

The Recreation Staff is hard at work assembling the schedule for our fall classes and programs, most of which start up in September. Carolyn is working hard on our next catalog of classes, events, and programs, which will be out in mid-late August. Summer is difficult time to think about the fall and winter and staff have been juggling their many responsibilities adeptly.

Parks/Maintenance

Projects

In July staff updated landscaping at the Mini Park, replaced the broken park shop gate and repaired plumbing in the community center bathrooms. Upcoming projects include repairs to the north patio, extension of the rail fence in main park, and new landscaping at Marinwood entrances.

Weekly Maintenance

Clean community center building daily
Mow, edge, rake, and blow weekly
Empty trash in all three parks and along paths (2-3 times/week)
Restock pet waste bags (2-3 times/week)
Backwash pool filters, clean skimmers/strainers (weekly)
Vacuum pool (weekly)
Blow tennis courts (2-3 days/week)
Weeding (ongoing)