

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 28, 2020, 7:00PM

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

#	Item	Commission Action
1	Agenda	Adopt
2	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>	
3	Draft Minutes of November 26, 2019 P&R Commission Meeting	Approve
4	Draft Minutes of January 14, 2020 Board Meeting	Review
5	Determine Location/Topic and Timing for Upcoming Facility & Program Area Staff Presentations to the Commission	Discuss
6	Recreation and Park Maintenance Activity Report	Review
7	Designation of Commission Chair & Vice-Chair for 2020	Approve
8	Commissioner Items of Interest - Requests for Future Agenda Items	
9	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 FEBRUARY 25, 2020 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER**

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – November 26, 2019

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

Present:

Commissioners: Chair John Tune, Jon Campo, and Anne Sjhsam.

Staff: District Manager Eric Dreikosen and Administrative Assistant Tiffany Combrink.

Board Director: Izabela Perry

Absent: Commissioner Shane Valentine

1. Agenda

Campo to approve / Sjhsam to second agenda as presented. Aye: Tune, Campo, Sjhsam. Absent: Valentine. Motion carried.

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of October 22, 2019 P&R Commission Meeting

Sjhsam to approve / Campo to second Draft Minutes of October 22, 2019 P&R Commission Meeting. Aye: Tune, Campo, Sjhsam. Absent: Valentine. Motion carried.

4. Draft Minutes of November 12, 2019 Board Meeting

Commission reviewed minutes.

5. Recreation and Park Maintenance Activity Report

Commission received Maintenance Activity Report.

6. Commissioner Items of Interest – Requests for Future Agenda Items

- Chair Tune thanked his fellow commissioners for serving the community, thanked the CSD staff for their work, and thanked Board President Perry for her participation with the Commission.
- Campo provided a brief update of the Ponti Trail project and will present a more detailed update at an upcoming meeting.
- Campo requests an update of facility tours at the next meeting.

7. Adjourn

Meeting adjourned at 7:29PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – January 14, 2020

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

Present:

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Acting San Rafael Fire Chief Bob Sinnott, Firefighters Brandon Selvitella, Sean Day and Administrative Assistant Tiffany Combrink.

Absent: Board Member Sivan Oyserman

A. Call to Order and Pledge of Allegiance

President Naylor called the meeting to order at 7:33PM

B. Agenda

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

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

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of December 10, 2019*

b. *Bills Paid Nos. 3924-3996*

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

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

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

Board of Directors received public comment regarding:

a. Maintenance Facility project costs

b. Suggestion for Park and Rec commission and Fire commission to meet less frequently

E. District Matters:

1. *Board of Directors Communication and Public Outreach Efforts and Potential Opportunities*

The Raise-A-Glass event scheduled for 02/29/2020 is the next opportunity with availability for the Board to meet with community members. Director Perry offered to make herself available at this event.

2. *Appoint Board Liaisons to Fire Commission, Park & Recreation Commission and LAFCO Representative for Calendar Year 2020*

President Naylor appointed Director Shea as Park and Recreation liaison. President Naylor will reach out to Director Oyserman to liaison to the Fire Commission. Director Perry and President Naylor both have offered to liaison if needed. No director was assigned to liaison to LAFCO.

3. *District Manager Report.*

Board received the District Manager’s report.

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of January 7, 2020*

Board of Directors reviewed Fire Commission Meeting minutes

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

3. *Date of Next Fire Commission Meeting – February 4, 2020*

G. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Report

2. *Date of Next Park & Recreation Commission Meeting – January 28, 2020*

H. Board Member Items of Interest – Requests for Future Agenda Items

No Board items of interest or requests for future agenda items

Meeting adjourned at 8:52PM

Tiffany Combrink, Secretary

Memo

To: P&R Commission
From: Luke Fretwell, Recreation Director
Date: January 28, 2020
Re: Proposed Schedule for Facility Tours/Presentations

Commissioners,

In the past the Parks & Recreation Commission has toured the District's main facilities, one per month, on an annual basis during the summer months. The tour schedule has typically included Creekside Park, Mini Park/Panhandle, Main Park, Pool, and Community Center, in that order. The schedule was chosen based on daylight hours for 7:00pm tours (i.e. touring the unlit parks first, during the long daylight months) as well as proximity (walking one facility in a night). Forgoing in-person tours for staff presentations on the facilities eliminates the daylight restriction as well as the proximity considerations and allows for a new schedule, if desired. Staff presentations can also be given on specific features of the District's facilities (e.g. all the playgrounds or all the tennis courts, etc.), if desired.

The previously provided staff presentation focused on the Mini Park/Panhandle area. Absent specific requests, I recommend continuing with monthly presentations of our facilities along the following schedule for 2020:

February – Creekside Park
March – Main Park
April – Pool
May – Community Center

Parks and Recreation Report
January 2020
Submitted by: Luke Fretwell, Recreation Director

Recreation

Special Events

Winterfest took place on Friday, December 13th from 5-7pm. The event featured photos with Santa, live music, arts and crafts, cookie decorating, games, and other holiday fun. The event was well-attended, Santa looked especially authentic, and our staff did an incredible job keeping the event running smoothly and the energy up. We are extremely pleased with how it went.

Marinwood's 10th Annual "Raise a Glass" Winter Wine Tasting will take place Saturday, February 29th from 2-5pm. We are excited to celebrate 10 years of one of our most popular adult community events. Stephanie has been hard at work securing wineries and hammering out the logistics. Some of the returning wineries will have attended all 10 years and we are grateful to have earned such loyalty. The band Bistro Mustache will be back this year playing their unique mix of gypsy jazz and French music.

Classes and Programs

The Recreation Department once again offered 2 weeks of Winter Break Camp for kids ages 3-12 during the weeks of Christmas and New Year's. Staff for the camps included several of our summer camp counselors back from college and it was great to reconnect with them. The program ran smoothly.

Professional Development

On January 14th Robyn and Stephanie attended a California Parks & Recreation Society, District 1 mini-conference focusing on staffing for seasonal programs, among other topics.

Spring/Summer Preparation

Both Stephanie and Robyn have begun the staffing process for the upcoming pool season and summer camp program. Most of our part-time staff return each year but we always hire a new crop of counselors and lifeguards, and interviews will be taking place throughout the spring.

Catalog

The 2020 Spring/Summer *Marinwood Review* will be coming out in the next few weeks. I want to thank Carolyn Sullivan for all her hard work in creating another quality catalog.

Parks/Maintenance

Projects

In December staff removed a handful of down trees that were causing hazardous situations, including a very large tree blocking Horne Trail and a sizeable dam in the creek near the playground; planted new hedges to fill the gaps at the Mini Park; extended the rail fence around the main park; did extensive pruning around the pool complex and the community center; began painting the floors in the pool bathrooms; began our annual equipment inspection of the pool pump house; and started the long process of readying the pool for the new season.

In January we finished our equipment inspection of the pump house, scrubbed and vacuumed the pool shell and began work cleaning and repairing the waterslide structure ahead of the pool season; completed painting the pool bathrooms; made repairs to the sinks and showers; and began preparing for a new span of fencing in the far field.

Upcoming projects include further work in the creek and open space drains as needed; painting of beams and doors in the pool equipment area; cleaning up woodwork in the community center; patching cracks in the concrete at the pool; among other projects.

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)

Blow tennis courts (2-3 days/week)

Raking leaves (ongoing)

Check and clear roof of debris (2-3 times a week when raining)

Memo



To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 28, 2020
Re: Commission Chair & Vice-Chair Designations

Commissioners,

As detailed in the Commission Bylaws, each January the Commission is to designate a Chairperson and Vice-Chair for the upcoming calendar year. I have included the relevant section of bylaws:

D. CHAIRPERSON

One regular Commission member shall be elected in January by the other Commissioners to the role of Chairperson of the Commission for a period of one year. The chairperson must have been appointed to the Commission for a period of no less than one year preceding election to the role of chairperson. The chairperson can serve in this role consecutively if reelected by the members of the Commission. The chairperson can be removed from this position by the majority vote of the Commission.

1. DUTIES OF THE CHAIRPERSON

- a. Preside over meetings of the Commission, utilizing and maintaining Rosenberg's Rules of Order.
- b. In cooperation with District staff, prepare agendas for Commission meetings.
- c. Attend Board meetings at least for the portion covering Commission matters and other portions the Chair may be asked to attend. Alternatively, designate another member of the Commission to attend should the Chair be unavailable.
- d. Report to the Board the actions and recommendations of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome newly appointed Commissioners. Provide a copy of Commission Bylaws to each new Commissioner.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings in compliance with the Ralph M. Brown Act.
- i. Act as official spokesperson for the Commission.

E. VICE CHAIRPERSON

One Commission member shall be elected in January by the other Commissioners to become the Vice Chairperson of the Commission for a period of one year. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

1. DUTIES OF VICE-CHAIRPERSON

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.