

# MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

**TUESDAY, JANUARY 22, 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	Designation of Commission Chair & Vice-Chair for 2019	Approve
3	7:10 PM	Public Comment on Non-Agenda Items	
4	7:15 PM	Draft Minutes of November 27, 2018 P&R Commission Meeting	Approve
5	7:20 PM	Draft Minutes of January 8, 2019 Board Meeting	Review
6	7:25 PM	Potential Bylaws Amendment Regarding Requirements and Procedures for Commissioners Responding to Public Inquiries and Correspondence Outside the Course of a Meeting.	Approve
7	7:40 PM	Recreation and Park Maintenance Activity Report	Review
8	7:55 PM	Requests for Future Agenda Items	
9	8:00 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 FEBRUARY 26, 2019 AT 7:00 PM  
AT MARINWOOD COMMUNITY CENTER**

# Memo



**To:** Park & Recreation Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** January 22, 2019  
**Re:** Commission Chair & Vice-Chair Designations

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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.

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING**

**November 27, 2018**

**Time and Place:** 7:00PM Marinwood Community Center

**Present:**

Commissioners: Shane Valentine, Jon Campo, Sivan Oyserman, and Jon Parkinson.

Absent: Kathie Joseph and John Tune.

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

Others present: Linda Barnello

**Agenda**

M/s Campo/Oyserman to approve agenda as presented. Ayes: Oyserman, Parkinson, Campo and Valentine. Nays: None.

Absent: Tune, Joseph. Motion carried.

**Public Comment on Non-Agenda Items**

Barnello read a written statement to the Commission regarding the fire fighters mowing the lawn around the fire station. Her concern is that the grass cutting is not part of their contract and takes time away from their other duties. She recommends to the commission that the park employees take over the yard duties.

**Draft Minutes of October 23, 2018 Park and Recreation Commission Meeting**

M/s Campo/Oyserman to approve Draft Minutes of October 23, 2018 Park and Recreation Commission Meeting. Ayes:

Oyserman, Parkinson, Campo, and Valentine. Nays: None. Absent: Tune, Joseph. Motion carried.

**Draft Minutes of November 13, 2018 Board Meeting**

Dreikosen commented that the proposed agreements regarding the Point Fire Road Trail conversion have been submitted to legal for review.

**Draft Park and Recreation Commission Maintenance Inspection Report**

Dreikosen thanked Fretwell for reviewing the Inspection Report and making notes. Commission discussed each item and finalized the Inspection Report.

M/s Campo/Oyserman to approve Draft Park and Recreation Commission Maintenance Inspection Report with agreed upon notations. Ayes: Oyserman, Parkinson, Campo, and Valentine. Nays: None. Absent: Tune, Joseph. Motion carried.

**Communicating with the Public: Suggested Requirements and Procedures for Commissioners**

Valentine posed the discussion to the Commission regarding what standards should be recommended as it relates to Commissioners communicating with the public outside of commission meetings. He stated that the commissioners are appointed as an advisory body to the Board of Directors. He would prefer not to use personal or professional contact information for P&R commission communications with the Public and limit such communications to the public meetings. Valentine further stated a member of the public hand-delivered a correspondence regarding commission business to his private home and he felt this was inappropriate. Oyserman asked if the commission can be assigned a general email address. Dreikosen replied that he can create an alias email account. Valentine continued, in addition to clarifying a method of communication, parameters of reasonable time to respond, if at all, should be considered. Dreikosen suggested perhaps this topic should be discussed at a future meeting as a bylaws amendment. The Board is the approving body of all suggested bylaws amendments.

**P&R Commission Appointments Update**

The Board reappointed John Tune to the P&R Commission. Dreikosen stated that as of January 2019, there are only 3 commissioners.

**Recreation and Park Maintenance Activity Report**

Fretwell noted the Art and Wine show went very well and there will be another Art show in the Spring. Winterfest is the next event. Staff is currently working on preparing the Spring/Summer catalog. He presented the commission with the Summer 2017 vs. Summer 2018 financial comparison report. The report shows an overall revenue increase for both camps and pool. Barnello asked if there was leftover clothing for next year. Bruton replied there is. Fretwell mentioned there is sand in the parking lot now and we're awaiting bags for residents to use for the pending heavy rains. Dreikosen asked if the County offers sandbag stations to residents. Campo replied that he isn't sure. Barnello asked for clarification of the Landesign schedule. What paths or walkways are included in their coverage and is their schedule weekly or monthly? Fretwell answered that Landesign comes weekly for a contracted list of various tasks. The walkways are not necessarily blown on a weekly basis and they have some discretion on what they cover depending on what areas need more attention at the time. Their schedule should be looked at as a guideline of what areas they cover each month.

**Proposed 2019 Camp & Pool Rates**

Fretwell is proposing a 4% increase in 2019 camp rates and a 2% increase to pool membership rates. Parkinson asked what is the percentage of residents' pool memberships compared to non-residents. Fretwell answered about 40% residents to 60% non. The advantage to non-residents to get a pool membership is they can register for summer camps earlier, with the resident early bird timing. Oyserman asked if the idea of the increase is to keep up with the cost of living increases. Fretwell replied that minimum wage is going up January 1 and the supply costs will go up as well. He said it's tricky to try to predict pool usage/revenue trends. Swim lessons are more predictable and summer camps are maxed-out space-wise. There is room for growth with specialty camps. Bruton commented that specialty camp growth does depend on space availability from MCMS. Valentine would like to see a high-level trending report over more than a 2-year comparison, about 5 years would be more informative, and add projections based upon the data.

M/s Parkinson/Oyserman to approve Proposed 2019 Camp and Pool Rates of 4% and 2%, respectively. Ayes: Oyserman, Parkinson, Campo, and Valentine. Nays: None. Absent: Tune, Joseph. Motion carried.

**Requests for Future Agenda Items**

- Bylaws amendment regarding communication with the public.
- Officer assignments in January.

Dreikosen thanked Parkinson and Oyserman for their service with the Park and Recreation Commission.

The meeting concluded at 8:45PM.

The date of the next Park and Recreation Commission meeting is set for January 22, 2019 at Marinwood Community Center.

Respectfully submitted,  
Tiffany Combrink

# Marinwood Community Services District

## Draft Minutes of Board of Directors Meeting Tuesday – January 8, 2019

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

### **Present:**

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Firefighters Sean Day, John Papanikolaou, Brian Smith and Administrative Assistant Tiffany Combrink.

Fire Commissioners: Ron Marinoff

Others Present: San Rafael Fire Chief Chris Gray, Linda Barnello, Stephen Nestel, Eric Bingham and Bill McNicholas.

### **Open Session Call to Order and Pledge of Allegiance**

### **Agenda**

M/s Perry/Oyserman to approve agenda. Ayes: Perry, Green, Shea, Oyserman, Naylor. Nays: None. Motion carried.

### **Consent Calendar**

a. *Draft Minutes of Regular Meeting of December 20, 2018:* No Board Discussion

b. *Bills Paid Nos. 2952-3020:* No Board Discussion

M/s Perry/Naylor to approve Consent Calendar

Ayes: Perry, Green, Shea, Oyserman, Naylor. Nays: None. Motion carried.

### **Public Comment Open Time for Items Not on Agenda**

McNicholas commented that the money spent to date on the maintenance shed is too much. Barnello stated the Park & Rec Commission Bylaws, Article 5 is incorrect with regards to the meeting start times. She also notes that the new Article 6 regarding public decorum has been copied and pasted and the wording is incorrect and should be fixed. She noted the pedestrian path at Miller Creek Road is approx. 2-3 inches too high and should be shaved down. Also, the puddles in the panhandle path are getting worse. The hill at the end of the western pedestrian lane is sloped and covered in leaves, she would like it to be taken care of. Nestel stated that Measure A funds are legally required to be used for accessibility concerns. He also commented on erosion issues at the creek. Bingham stated that none of the concerns regarding the maintenance facility and questions brought to the Board on the petition presented in October have been addressed. Green reminded Bingham that Open Time is for items not on the agenda and suggested he read the District Manager report for this meeting.

### **District Matters**

1. *Resolution 2019-01: Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act:* Dreikosen briefly described that the resolution has updated language. The contribution amounts previously approved have not changed.  
M/s Perry/Shea to approve Resolution 2019-01. Ayes: Perry, Green, Shea, Oyserman, Naylor. Nays: None. Motion carried.
2. *Capital Expenditures Forecast and Reserve Planning Needs:* Dreikosen briefly described that this is a fluid, working document that changes as needs and circumstances evolve and is reviewed at least annually. It helps steer budget recommendations and allocation amounts of capital reserves. Perry asked if the sections are totaled when new budget numbers are proposed. Dreikosen replied yes, we use this as a guide for budgeting as this is our best future predictions. Naylor clarified that there are sections in this spreadsheet that deal with current spending needs and also sections which address what we will reserve for the future. He noted that it's important to understand the distinction. He also noted that Measure A funds are separate and exclusive to Park and Rec. These funds end in the 2023-2024 fiscal year. Dreikosen pointed out that there are some items in the spreadsheet which are "wish list" items but included for consideration. Nestel commented that this should be updated frequently if it is to be used as a forecasting model. Barnello noted that the community center kitchen estimate is for \$45k, and believes this is "way over the top". Bingham noted his concern that the estimated total cost for the maintenance facility replacement has not been populated in the spreadsheet.
3. *District Manager Report:* Perry appreciated the high-level overview of the power purchase agreement. She noted that our energy expenses have decreased and suggested that we can stop questioning the validity of the project. She also noted that it is great to have an update on the maintenance facility project even though there is not much happening currently as the project is in the County's hands. She suggests continuing to update. Nestel stated that the report is vague and doesn't tell us much. There are many pieces of information left off the report. Nestel also commented about the solar cost savings. He suggests the information is incomplete and doesn't believe this investment makes sense. He suggested buying out the contract. Bingham commented that he has read the District

Manager's update but none of his concerns are captured in this short paragraph. He reads the paragraph to say it's now with the County. Dreikosen clarified that the report does not say that the project is with the County.

### **Fire Department Matters**

1. *Chief Officer Report and Activity Summary:* Chief Gray shared that as of today we have Advanced Life Support gear on Engine 58 and Engine 658. Our EMTs and paramedics will be training with the physician, the nurse educator and other paramedics to make sure they're up to speed on all policies and procedures. He also mentioned the California Fire Foundation, Assistance to Victims of Emergency program that provides agencies with \$100 gift cards to give to impacted victims. Green mentioned how happy she is about the paramedic program finally coming together. Perry said she is disappointed that our Fire Commission didn't take the lead with the FireWise program and urges notification to the public regarding the program. Barnello thanked Chief Gray for the Incident Report. She asked Chief Gray about the change in call response now that we have paramedic support. He clarified that both San Rafael FD and Marinwood FD can respond to calls and engine companies are usually the first to arrive at a scene ahead of an ambulance.
2. *Date of Next Fire Commission Meeting – January 10, 2019*

### **Park and Recreation Matters**

1. *Recreation and Park Maintenance Activity Reports:* Fretwell said the Rec department has been busy planning for the next seasons and with Winter Break Camp. The next Rec community event is "Raise A Glass" in February. The department is busy prepping the Spring Review which will include some new classes. The Park department has been busy with the current rains and dealing with a lot of water in the maintenance facility. Currently they are working on mini-park repairs. Nestel would like the panhandle path graded and maintained to trail standards. Barnello thanked Fretwell for including the LanDesign schedule in the packet. She compared their schedule with their contract and doesn't think they are following their contract. Fretwell commented that he periodically has meetings with LanDesign. Bingham agreed with Nestel that the area near the shed needs some guidelines regarding maintenance activity to help with beautification for people who walk the trail.
2. *Date of Next Park & Recreation Commission Meeting – January 22, 2019.*

### **New and Other Business**

1. *Appoint Board Liaisons to Fire Commission, Park & Recreation commission and LAFCO representative.* Perry offers to continue to attend the Park and Rec commission meetings. Shea has already been liaison to the Fire Commission. Oyersman offers to take on the role. Dreikosen is the primary LAFCO representative. He said that it's not in the bylaws that a Board representative needs to fill this position and that 99% of the communication that happens with LAFCO is at a staffing level. He is happy to keep the board in the loop. Shea volunteered to be the Board representative for LAFCO. Green appointed Perry as Park and Rec liaison, Oyserman as Fire Commission liaison and Shea as LAFCO representative. No further Board Discussion. Marinoff commented that LAFCO is a little over 3 years behind on the North San Rafael study and hopes it catches up.
2. *Requests for Future Meeting Agenda Items:*
  - Naylor suggests minor changes to the bylaws regarding meeting start times, etc.
  - Naylor would like a discussion regarding how to streamline the minutes. Suggests using the Board of Supervisors Minutes as a model
  - Barnello wants a status report on the maintenance facility project, specifically how much more do we owe the architect.
  - Bingham requests an update on Measure A funds.
  - Bingham requests ability for the public to access meeting recordings.Green pointed out that the public is welcome to make agenda requests but the agenda is set by the Board President and the District Manager. There should be no expectations that items mentioned by the public will be on the agenda. Dreikosen clarified that the bylaws amendments and start times have been approved and the documents will be updated on the website. He further clarified all meetings are audio recorded and are available upon request for a minimum of 30 days afterward.

### **Recognitions and Board Member Items of Interest**

Green again commended the implementation of paramedics.

The meeting was adjourned at 8:29PM.

The date of the next Regular Board Meeting was set for February 12, 2019.

Respectfully submitted,  
Tiffany Combrink

# Memo



**To:** Park & Recreation Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** January 22, 2019  
**Re:** Bylaws Amendment re Public Communication

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Commissioners,

As previously discussed at the November Commission meeting, the following draft bylaws amendment language, based on said discussion, is presented for Commission consideration and potential approval. Should the Commission vote to approve this amendment, with or without modification, the suggested amendment will be presented to the Board of Directors as the final authority on all such bylaws matters.

For clarification, if approved the following will create an additional section to the existing bylaws and is not an amendment of any existing language regarding this topic:

## **ARTICLE VIII – PUBLIC COMMUNICATION**

As an advisory body to and appointed by the Board of Directors, communications and correspondences between the Commission or individual Commissioners and members of the public shall be restricted to open and public Commission meetings. Correspondences from the public to the Commission or individual Commissioners may be sent to the District Manager who shall then forward said correspondences to the Commission or individual Commissioners as appropriate and allowable. In such instance, a Commissioner may request an item be placed on a future meeting agenda for further discussion and consideration of the Commission.

Should Commissioners receive correspondence or any other form of communication directly from members of the public, at their discretion they may inform the Commission at the next Commission meeting and request an item be placed on a future meeting agenda for further discussion and consideration of the Commission.

## **Park & Recreation Report – January 2019**

**Luke Fretwell, Recreation Director**

### **Recreation Activities**

#### **Community Events:**

Our next event will be our 9<sup>th</sup> annual *Raise a Glass! - Winter Wine Tasting* on Saturday, February 23<sup>rd</sup> from 2-5pm. This event will once again feature live music, food, childcare, and, of course, wine tasting from a dozen or so local wineries.

#### **Winter Break Camp:**

Winter Break Camp ran for the two weeks between December 24<sup>th</sup> and January 4<sup>th</sup>. We employed many of our summer camp staff home from school on break and it was great to catch up with them. Robyn made good use of that opportunity by brainstorming with her camp staff about the upcoming summer season and also holding interviews for summer positions/promotions.

#### **Spring/Summer Preparation:**

We are currently advertising for lifeguard, pool attendant, and summer camp counselor positions and will be starting to interview in the coming months.

Robyn and I have been hard at work planning for the 2019 summer season, booking field trips, creating weekly special events and activities, and booking presenters and entertainment. We are pleased with how the planning process is going and look forward to another exciting season.

The summer issue of the Marinwood Review is almost complete and should be out in early February.

#### **Classes & Programs:**

We will be starting some new programs this spring, including a Chess class for adults, the return of our Conversational Spanish program, and a Wine & Canvas painting event.

### **Park Maintenance Activities**

#### **General Maintenance:**

- Mow turf every other week (weather depending)
- Empty garbage's and dog receptacles three times a week
- Clean building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts
- Weed control

#### **Projects completed in December:**

- Christmas lights on roof
- Repairs to pool cabinets
- Continuation of gravel path in panhandle (ongoing)
- Replacement of aging playground equipment in main park
- Landscaping in park



- Removal of fallen trees from paths
- Removal of fallen trees from creek
- Clearing of drains and culverts (ongoing)

Projects scheduled for January:

- Painting in pump room
- Repair Mini Park playground damage (replacement parts are shipping)
- Landscaping/new patio in front of pool entrance
- New plantings by tennis courts
- Replace Dump Truck with Dump Trailer (complete)

Upcoming Projects:

- Landscaping by Marinwood sign on Miller Creek Road
- Continuation of rail fence in main park
- Leveling of patios around community center