

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 23, 2018, 7:30PM

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

#	Time	Item	Commission Action
1	7:30 PM	Call to Order	
2	7:30 PM	Agenda	Adopt
3	7:30 PM	Introduction of Newly Appointed Commissioner: Kathie Joseph	Discuss
4	7:40 PM	Designation of Commission Chair & Vice-Chair for 2018	Approve
5	7:50 PM	Public Comment on Non-Agenda Items	
6	7:55 PM	Draft Minutes of November 28, 2017 P&R Commission Meeting	Approve
7	8:00 PM	Draft Minutes of January 9, 2018 Board Meeting	Review
8	8:05 PM	Transition Procedures for Incoming and Outgoing Commissioners	Discuss
9	8:15 PM	Update: Park Maintenance Facility Replacement Initiative	Discuss
10	8:25 PM	Recreation and Park Maintenance Activity Report	Review
11	8:35 PM	Requests for Future Agenda Items	
12	8:40 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 27, 2018 AT 7:30 PM
AT MARINWOOD COMMUNITY CENTER**

Memo



To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 19, 2018
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.

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

November 28, 2017

Time and Place: 7:30PM Marinwood Community Center

Present:

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

Absent: Kimberly Call.

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Recreation Supervisor Luke Fretwell and Recreation Supervisor Robyn Bruton.

Agenda

M/s Parkinson/ Oyserman to approve agenda as presented. Ayes: Campo, Valentine, Parkinson, Oyserman and Tune. Nays: None. Absent: Call. Motion carried.

Public Comment on Non-Agenda Items

No comments.

Draft Minutes of October 24, 2017 Park and Recreation Commission Meeting

M/s Oyserman/ Campo to approve Minutes of October 24, 2017 as presented. Ayes: Campo, Valentine, Parkinson, Oyserman and Tune. Nays: None. Absent: Call. Motion carried.

Draft Minutes of November 14, 2017 Board Meeting

The Commission discussed the use of cameras to prevent further vandalism at the mini-park on Las Gallinas Avenue. DeMarta commented that the Sheriff was not responding to the calls he had made and requested the public keep an eye out to deter further vandalism. Dreikosen commented DC Electric had given the District a quote for about \$1800 to repair the existing lighting. DeMarta noted that most of the vandalism is occurring during the day after the middle school kids are released. Tune commented public awareness is key to solve the issue. Dreikosen stated the District can place a post on NextDoor to bring attention to the problem.

Proposed 2018 Summer Camp and Pool Rates

Bruton commented the 2017 Summer Camp Survey was well received from parents and staff; she had good feedback. Bruton is recommending a 3% increase to camp fees for 2018. Fretwell is recommending a small increase to the pool and membership fees as well. Naylor questioned if any wages increases were planned. Fretwell stated the minimum wage is set to increase year over year so staff has to account for that. Parkinson inquired the percentage of residents versus non-residents in regards to pool usage. DeMarta replied it's usually 60% non-residents 40% residents. Campo asked if staff will continue to do Groupon deals. Fretwell replied the goal is to not run any Groupon, or if we do it will be only a limited amount. Tune inquired if staff has to turn people away due to capacity. Fretwell replied no. Naylor asked if the District is compensated when the YMCA sends their guests to our pool. Fretwell replied yes, we were paid for their visits, but states communication needs to be better next year. Naylor commented pool etiquette should be communicated better as well. Oyserman asked what perks come with a pool membership. Fretwell responded discounted rates on park and pool rentals, registering early for camp, camp discounts and swim lesson discounts.

M/s Oyserman/ Parkinson to approve proposed 2018 Summer Camp and Pool Rates. Ayes: Campo, Valentine, Parkinson, Oyserman and Tune. Nays: None. Absent: Call. Motion carried.

Recreation and Park Maintenance Activity Report

DeMarta commented the next event is Winterfest on December 8th from 5-7pm. Bruton, Fretwell and DeMarta have begun planning for summer 2018. The Recreation staff attended the CPRS conference in November and came back with good information. Valentine asked what big ideas were discussed. DeMarta replied the talk was that brochures and reviews are still very relevant; people still want to hold and take home the information. Fretwell stated he had attended the aquatic section and saw a presentation on aquatic renovation as well as information on the importance of staff recognition. DeMarta reported in regards to park maintenance the staff has been busy clearing trees in the creek and v-ditches preparing for winter. DeMarta stated the "Marinwood" sign is up at the intersection and a big thank you should go to Bob Kaufman and Tom Horne for their work restoring the sign. Oyserman suggested a nice article in the Review.

Requests for Future Agenda Items

No requests.

Parkinson commented that John Hammond is organizing a work crew on Saturday December 10th to tidy up the intersection leading into Marinwood; all are welcome to volunteer.

The meeting concluded at 8:38PM.

The date of the next Park and Recreation Commission meeting is set for January 23, 2018 at the Marinwood Community Center.

Respectfully submitted,
Robyn Bruton

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday January 9, 2018

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

Present:

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

Fire Commissioners: Ron Marinoff.

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Recreation Supervisors Robyn Bruton and Luke Fretwell, Firefighters Sean Day, Jeff Smith, Dan Rotwein and Brandon Selvitella and Administrative Assistant Carolyn Sullivan.

Others Present: Pam Case, Cameron Case, Tom Kunkel, Eileen Mize, Scott Mize, Patty Mize, Les Mize, Dave Green, Stephen Nestel, Linda Barnello, Roy Nisja, Donn Nisja, Sandy Nisja, Ashley Nisja, Nicholas Nisja and others not identified.

Open Session Call to Order and Pledge of Allegiance

Agenda

Shea requested items H1 and H2 be moved to after item B "Agenda".

M/s Shea/Perry to approve the agenda as amended. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

New and Other Business

1. *Proclamation Recognizing Mize Family and the "Mickey Mouse Christmas House"*: Green thanked the Mize Family on behalf of the Board and community and read the proclamation aloud. Patty Mize thanked the Board and stated it has been a wonderful experience. Les Mize thanked the Board and stated his children have been greatly involved and he offered his thanks to the community for their support.

2. *Proclamation Recognizing Nisja Family and the "Bears House"*: Green thanked the Nisja Family on behalf of the Board and community and read the proclamation aloud. Roy Nisja thanked the Board and stated his son Donn is the driving force behind the Bears House. Donn Nisja thanked the Board and commented he had actually worked for the CSD Parks Department a long time ago. He stated his inspiration for the Bears House was the Holiday windows at Emporium and it has been so great to share the experience with the community; thank you for the honor.

Consent Calendar

a. *Draft Minutes of Regular Meeting of December 12, 2017*: Schwartz commented the verbiage "Site Plan Review" needs to be followed by "process".

b. *Bills Paid Nos. 1710-1782*: Naylor questioned bill 1761 for vegetation management. Dreikosen replied it was the work done on Queenstone and it was matched by the County. Naylor questioned why there was no PG&E bill. Dreikosen replied the billing statements were not reconciling; after discussions with PG&E they suggested the issue be resolved before payment was sent. Shea asked how much of the overtime costs were related to the strike team. Dreikosen replied he does not have an exact amount, but a large portion is due to the strike teams. Barnello asked where the bill was for the playground repairs. DeMarta replied the bill was paid with the CalCard and was about \$4,500 for the materials and shipping costs.

M/s Shea/ Schwartz to approve Consent Calendar. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Nestel commented the lawsuit with the firefighters cost the District \$102,000. There is a new lawsuit from the Millers at this point and requested the Board ignore the lawyers opinions and find a middle ground with the Millers.

Barnello stated she had "googled" information regarding the firefighter's lawsuit and it was obvious the District was going to lose; the Board and management should have done their research. Perry stated the Board did not initiate the lawsuit; the Board did all it could in good faith to avoid litigation. Barnello commented the Board decided to fight.

Green and Naylor replied no. Green stated the District had acknowledged and attempted to settle when the labor group blindsided the Board with the lawsuit. Barnello stated this is open time on the agenda and the Board should not be included on this discussion. Naylor requested Barnello read the minutes from the December meeting.

Barnello thanked Naylor for his quick work on writing the minutes from the ESS meeting, but stated they need to be labeled "draft".

District Matters

1. *Side letter agreement between Marinwood CSD and Marinwood Professional Firefighters:* Dreikosen commented this side letter was the result of the PERS audit and the last remaining open finding. Marinoff stated paying into retirement for a uniform allowance is ridiculous. Dreikosen stated he didn't disagree, but it is the law. Dreikosen added the CSD provides all uniforms for the firefighters, but the value of the uniforms is reportable to PERS. Nestel stated the District cannot afford the Fire Department; it should be outsourced.

M/s Schwartz/Perry to approve side letter agreement between Marinwood CSD and Marinwood Professional Firefighters. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

2. *Update: Marinwood CSD Emergency Services Succession (ESS) Committee:*

a. *Draft minutes of ESS Committee meeting on January 2, 2018:* Naylor stated the meetings were lean due to the holidays, but hopefully discussions and meetings regarding possible outsourcing will begin soon. Perry stated because 90% of the calls are medical in nature could Marinwood provide a private ambulance service and become a volunteer Fire Department with the assistance of mutual aid. Naylor replied San Rafael holds the power on ambulance services, but it could be addressed at the next meeting. Selvitella stated there was a comment made by the Fire Chief about an email sent by the Chief of a different Department that made mention of the Union going behind doors and telling them not to communicate with Marinwood. Selvitella asked if that email was available to review. Selvitella stated he disagrees with the words and if he doesn't see the email than he doesn't believe it occurred. Naylor replied he would speak with the Chief about the matter. Barnello commented she wanted to set the record straight regarding her comments seeing that there was no mention of them in the minutes. Barnello stated the Committee should itemize the benefits of the shared services agreement such as reporting, etc.; the Committee needs to gather all the values of the services.

3. *Resolution 2018-01: Declaring that governing body members and volunteers shall be deemed to be employees of the District for the purpose of providing workers compensation coverage for said certain individuals while providing their services:* Dreikosen commented this was tabled last month awaiting further information. The breakdown of costs are calculated on 25 hours of volunteering. The majority of Districts just mandate waivers of liability for volunteers and that is what Dreikosen is recommending. Schwartz stated the District is over 50 years old with no record of any issues or injuries; signing waivers may discourage Commissioners to join. Schwartz would rather see the waivers saved for volunteers who are performing manual labor. Dreikosen stated the District doesn't utilize many volunteers, but doesn't foresee any pushback from the Commissioners.

M/s Naylor/Shea to approve Resolution 2018-01 Declaring that governing body members shall be deemed to be employees of the District for the purpose of providing workers compensation coverage for said certain individuals while providing their services and implement a policy for signage of waivers of liability for all volunteers of the District. Ayes: Perry, Naylor, Green, and Shea. Nays: Schwartz. Motion carried.

4. *Marinwood CSD Internal Controls and Fraud Prevention Policy:* Perry commented the practices are already in place, this document just formalizes the process. Naylor asked if QuickBooks has an audit trail. Dreikosen replied yes. Barnello questioned if all the Board members had read the document. All Board members replied yes. Nestel questioned how potential fraud issues were to be resolved. Perry replied it is all documented in the policy. Nestel stated the public doesn't know the actual costs and revenues of the programs, it is all reported very informally, it has very limited value without transparency. Green requested Nestel read the policy. Naylor commented the policy should be placed on the February agenda for adoption.

5. *District Manager Report:* Dreikosen reported he had received the draft report from Miller Pacific and will forward it to FEMA once finalized. The good news is Miller Pacific states neither issue is very complex. Miller Pacific is recommending some levels of grading with regards to the issue near the pump house; and they don't feel the pool pump house is in immediate danger.

Dreikosen reported he had reached out to three architects and met with two of them to develop plans for the Maintenance shed.

All the field work has been completed for the 2016/17 Audit and it will be presented next month.

The RFP for the Firehouse kitchen went out with the deadline for submittals being January 31, 2018.

Schwartz stated in regards to the creek project it will need permitting and suggested Miller Pacific attain the permit for the District.

Barnello commented the Parks office trailer is not used very much and questioned if it will stay. Dreikosen replied it has yet to be determined. Nestel commented the staff and Board are choosing to ignore the public's wishes in only focusing on one site. Dreikosen replied the size and location of the project is yet to be determined and added everything has been presented in public forums. Nestel stated that location would be a good spot for a nature Nursery School, but environmental concerns will still be present in the current location. Schwartz asked if Nestel had read the Biological Assessment. Nestel replied he had.

Fire Department Matters

1. *Fire Activity Summary and Chief Report:* Schwartz inquired if the Fire department had any issues with the locked gate at 1677 Lucas Valley Road. Day replied there was no issue. Schwartz added he would like to look into the current situation regarding the Knox boxes and if a policy is needed. Schwartz commented in regards to the Paramedic service

San Rafael will pay the difference and provide the equipment. Dreikosen replied yes based on the shared services agreement. Schwartz added it will not cost the District more money, the District is not providing the service to the residents that is has available. Schwartz questioned why the Union is hindering the situation. Marinoff agreed with Schwartz the District needs to get the Paramedic program running and the Union is delaying the process. Naylor commented it is in the best interest of San Rafael as well.

2. *Resolution 2018-02: Government Code section 21156. Confirming Disability Status for Application of Industrial Disability Retirement Submitted by Employee:* Dreikosen noted this resolution is intended to inform the Board of the employee's intention and serve as confirmation that the Board has reviewed the applicable documentation.

M/s Shea/Perry to approve Resolution 2018-02: Government Code section 21156. Confirming Disability Status for Application of Industrial Disability Retirement Submitted by Employee. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Park and Recreation Matters

1. *Recreation and Park Maintenance Activity Reports:* DeMarta inquired if there were any questions and noted the next Recreation Community event is February 24th; Raise a Glass, a Winter Wine Tasting.

2. *Proposed Camp and Pool Rates for 2018:* DeMarta reported staff has diligently analyzed the price structure and is recommending a 3% increase in fees. Bruton commented although she is biased Marinwood offers great quality camps and reasonable prices. Schwartz asked what the percentage is of resident versus non-resident campers. DeMarta replied it's about a 70% 30% split; residents being 30%. DeMarta stated the Recreation Department allows residents and pool members to register two weeks before non-residents. Nestel commented 3% is too conservative, there needs to be a larger gap between residents and customers.

M/s Naylor/Perry to approve a 3% increase in camp fees for 2018. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

DeMarta stated staff is recommending a 2% increase to pool memberships while not placing an increase on drop-in or punch pass users. Fretwell noted that in 2017 there was no increase to pool memberships while drop-in's and punch passes saw the increase. Perry questioned whether decreasing the fees for memberships will increase the quantity. DeMarta replied it's debatable, but staff is happy with the numbers. Naylor asked if the pool was at risk for maximum capacity with the potential closure of the Lucas Valley facility. Fretwell replied he doesn't believe so, it's a small facility; the closure of the Hamilton pool a few years back had a larger impact and Fretwell commented he had spoken with some Lucas Valley Board members regarding the issue. Nestel stated the Marinwood pool is the best in the area and the fees need to be priced appropriately; 2% is too conservative. Additionally more detail needs to be paid to the residents, the Waterdevils take up too much pool space and they need to share with the community. Green asked what the agreement was between the District and the Swim Team. DeMarta replied the Swim Team pays for its pool usage with a per swimmer fee as well as reimbursing the District for all the Lifeguards used during Waterdevil events and practices.

Naylor commented he wanted to thank Bruton and Fretwell for their hard work. The Board members agreed.

M/s Schwartz/Perry to approve a 2% increase to 2018 pool memberships. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

New and Other Business

3. *Appoint Board Liaisons to Fire Commission, Park & Recreation Commission and LAFCO representative:*

- Perry: LAFCO and Park and Recreation Commission.
- Schwartz: LAFCO.
- Shea: Fire Commission

4. *Requests for Future Meeting Agenda Items:*

- Schwartz: Encroachment issues specifically 2260 Las Gallinas Ave and 258 Etta Court.
- Schwartz: Review Wildland Policy and Defensible Space Policy.
- Barnello: Written policy regarding communication with the District Manager.
- Barnello: Solar power status. Barnello stated she had spoken with Frank Gobar and he offered to come speak to the Board. Shea asked for what purpose; the District is well aware its solar power contract.

Recognitions and Board Member Items of Interest

Green stated she is having a ribbon cutting ceremony for her business and invited all the Board members to attend.

M/s Schwartz/Perry to adjourn. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

The meeting was adjourned at 9:36PM.

The date of the next Regular Board Meeting was set for February 13, 2018 at 7:30pm.

Respectfully submitted,

Carolyn Sullivan

Memo



To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 19, 2018
Re: Park Maintenance Facility Replacement Initiative

Commissioners,

The District recently received the Biological Site Assessment report performed at the current area of the maintenance facility. The report lists environmental considerations and measures that should be undertaken both during removal of the existing facility as well as during construction of the proposed facility. The report also concludes the proposed facility would be consistent with other developed areas on the parcel and states: *"The current building configuration diminishes the habitat functions and values of the riparian corridor along Miller Creek. Removal and replacement of the facility away from the top of the bank would greatly improve the habitat values on the site, reduce the potential for pollutants and debris to enter Miller Creek, and buffer fish and wildlife populations from human disturbance."*

As for next steps, I have contacted three local design architects requesting a proposal for services. I have met with two of the architects on-site and received an initial proposal from both of them. I have not been able to schedule a site visit with the third and do not anticipate doing so despite multiple attempts on my part. Proposals are being reviewed against each other and a determination will be made on how best to proceed.

The District will continue to develop a Site Plan Review Application to be submitted to the County. The initial design concept, site plan and biological assessment will be included as primary components of the site plan review application.

Park & Recreation Report – January 2018
Shane DeMarta, Recreation Director

Recreation Activities

Winter Special Events:

- *Raise a Glass a Winter Wine Tasting*, is scheduled for Saturday February 24th from 2pm-5pm here at the Marinwood Community Center. We currently have 11 wineries committed to pouring and hope to pick up an additional few as the date becomes closer.

Mid-Winter Camp:

- The next camp we are offering is Mid-Winter Camp which will be offered February 20-23rd.

Marinwood Review:

- The Marinwood Review is complete and has been sent to our printer, a digital version is now online. Copies of the Review should be mailed out in approx two weeks.

Summer Camp Registration:

- Registration for 2018 summer camps begins on the following dates:
 - February 12th, for Marinwood Residents (and pool members)
 - February 26th, Non-Marinwood Residents

After School Registration:

- Registration for our after-school program begins on the following dates:
 - Now open – Current participants
 - February 5th – Open registration for participants not currently enrolled.

Fall Classes/Programs:

- Rec staff is now working on any new Fall classes as well as any new event/program ideas. We are currently evaluating all of our current offerings.

Park Maintenance Activities

General Maintenance

- Mow turf every other week (weather depending)
- Empty garbage and dog receptacles two times a week
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts
- Check drains and culverts as needed

Projects completed in December:

- Repairs to Las Gallinas Mini-Park
- Group Picnic area repair
- Installation of new fire/carbon monoxide units throughout building
- Building repairs
- Drainage cleaning along open space (continuing)

Projects scheduled for January:

- Pool pump room pit repairs (new sump pumps)
- Balance pool chemistry for mid-February opening (lifeguard classes)
- Move Marinwood Park sandbox and enlarge
- Install additional fencing at Las Gallinas Mini-Park
- Clean and make repairs at Marinwood Fireman's Picnic area
- Pool locker room repairs

Landesign Contracted Schedule:

- Cleaned landscaping in front LVE sign
- Cleaned along LVE walking path
- Recommended waiting an additional 3-4 weeks to mow berms in LVE
- Landesign is currently working their way down Miller Creek Road, pruning the medians.
- I will be doing an inspection with Landesign's new manager sometime in the next 2 weeks. We will discuss Spring projects at that time