

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 24, 2017, 7:30PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK RD, SAN RAFAEL, CA

#	Time	Item	Commission Action
1	7:30 PM	Agenda	Adopt
2	7:35 PM	Introduction of Newly Appointed Commissioner: Jon Parkinson	
3	7:45 PM	Designation of Commission Chair & Vice-Chair for 2017	Approve
4	7:55 PM	Public Comment	
5	8:00 PM	Draft Minutes of September 27, 2016 P&R Commission Meeting	Approve
6	8:05 PM	Draft Minutes of November 22, 2016 P&R Commission Meeting	Approve
7	8:10 PM	Draft Minutes of January 10, 2016 Board Meeting	Review
8	8:15 PM	2016 Facility Tours: Creation of Inspection Notes and Potential Projects	Approve
9	8:30 PM	Creation of Marinwood Park Plant Palette & Irrigation Needs and Identification of Potential Planting Areas	Review/Discuss
10	8:45 PM	Discuss Current Open Space Signage and Potential Updates, Changes or Additional Placements Needed	Discuss
11	9:00 PM	Update: Park Maintenance Shop Repair/Replacement Project Recommendation as assigned by Board of Directors	Discuss
12	9:15 PM	Park and Recreation Report	Review
13	9:25 PM	Requests for Future Agenda Items	
14	9:30 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 28, 2017 AT 7:30 PM
AT MARINWOOD COMMUNITY CENTER**

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

September 27, 2016

Time and Place: 7:00PM Marinwood Community Center

Present:

Commissioners: Kimberly Call, John Tune and Jon Campo.

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

Park and Recreation Commission Facility Tour and Inspection: Marinwood Community Center

Commission discussed future project of sanding and staining the wood doors, baseboards, and chair rails. The kitchen needs upgrading and Measure A money was set aside last year for the project; the money will be carried forward. Aesthetics are not as important as functionality. The kitchen facilities are used every day by staff and/or renters. Commissioners asked if rodents are an issue in the facility. DeMarta replied no, we hired a pest management company eight years ago; they do not use any rodenticide. Commissioner requested staff use brass polish on the bathroom doors as well as clean the grates on the bathroom doors.

Agenda

No changes or additions.

Public Comment

No comments.

Draft Minutes of August 23, 2016 Park and Recreation Commission Meeting

Campo asked if a brighter light has been purchased for the park bathroom. DeMarta replied not yet.

M/s Tune/ Campo to approve draft minutes of August 23, 2016. Ayes: Tune, Campo and Call. Nays: None. Absent: Valentine.

Review of Draft Board Minutes of September 13, 2016

Campo asked if the CSD has solicited for the Board vacancy. Dreikosen responded yes.

Creation of Facility Tour Notes and Potential Projects

Dreikosen included the 2015 completed spreadsheet for reference. DeMarta and Sullivan will go through the past notes and complete the 2016 spreadsheet for the Commission.

Potential Fall Plantings around Marinwood Park

Campo inquired how much money the Commission would have to work with. DeMarta replied about \$500. Campo stated that is not much, but the project could be completed in sections. The area does have irrigation, but it would need to be accessed again. Call suggested the Commission also spend some money on plantings near the porta potty and horseshoe pit. Campo replied he would prefer to concentrate on the area in the main park at this point in time. Campo stated he has put together a local plant pallet for the area and will draw out his vision. Dreikosen commented Campo could contact the Lions Club to see if anyone would like to volunteer to help with plantings.

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

Dreikosen commented there has not been very much movement on the project. Irv Schwartz and John Tune visited the office to review the previous plans which are helpful in moving forward. Dreikosen stated he needs to visit the Planning Department in regards to the plans that were approved for the office placement. Schwartz is a good resource and has been helpful.

Park and Recreation Reports

The After School program is going well. There are 23 children currently enrolled and have received good feedback from the parents and kids. October is a packed month for Community Events. Staff has put together Brewfest on October 1st from 12-5; The Marinwood Art Show on October 8th from 3-7 and Halloween Harvest Festival on October 14th from 5-7.

The Park staff is working on turf repair on the far field and the field will be closed while repairs occur. DeMarta stated he had hired a tree contractor to extensively trim the trees located in the main park and playground area. The contractor and his crew spent two days evaluating each tree and removing dead and/or hazardous branches. There are a few trees located on the burm in the park that are dying; they need to be replaced. The next area of concentration will be the far field and a few trees located in the park panhandle.

Requests for Future Agenda Items

- Plantings
- Inspection report
- Irrigation for plantings
- Valley Oak plantings

The meeting concluded at 8:55PM.

Respectfully submitted,
Carolyn Sullivan

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT 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 9th, Raise a Glass February 25th and Homebrew Tasting Night February 10th.

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

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday January 10, 2017

Time and Place: 6:00PM Marinwood Community Center classroom.

Closed Session

1. *Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore; Eric Dreikosen. Represented employees: Marinwood Professional Firefighters.*
2. *Conference with Legal Counsel – Existing Litigation Pursuant to Government Code 54956.9(d)(1): Name of Case: Anderson, et al., v. Marinwood Community Services District*

The Board entered Closed Session at 6:00PM. The Board exited Closed Session at 7:35. The Board took no action.

Present:

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

Absent: Irv Schwartz.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Firefighters Brandon Selvitella, Jeff Smith, Dan Rotwein and Sean Day, Temporary Firefighter Dean Barsocchini, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Others Present: Stephen Nestel,

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

M/s Kleinman-Green/ Naylor to approve agenda as presented. Ayes: Perry, Naylor, Shea and Kleinman-Green. Nays: None. Absent: Schwartz.

Consent Calendar

a. *Draft Minutes of Regular Meeting of December 13, 2016:* Nestel commented the minutes are inaccurate and raises questions due to inaccuracies.

b. *Bills Paid Nos. 565-622:* Naylor questioned why only one payroll was reflected on the bills paid. Sullivan replied she was out with illness; it will appear on the January sheet.

M/s Perry/ Kleinman-Green to approve Consent Calendar as presented. Ayes: Perry, Naylor, Shea and Kleinman-Green. Nays: None. Absent: Schwartz.

Public Comment Open Time for Items Not on Agenda

Nestel stated he had made three requests for information regarding the solar project. Nestel stated the Board has been warned by the public and questioned who is holding people responsible.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities. Committee Member(s): Jeff Naylor and Bill Shea:* Naylor commented this will be the last report from the Committee. Naylor stated PERS had decided to reduce the discount rate to 7% by 2020/21 which will result in much higher costs. Naylor urged the public to read the report included in the Board packet. Naylor requested staff journal \$100,000 to the balance sheet for Capital Expenditures. Naylor added in regards to the OPEB trust the Board has yet to decide on specific funds. The term irrevocable only means the CSD can use the money for one purpose only; retiree health care. Perry thanked Naylor for his work with the Committee; it's helpful to see hard numbers and wanted to note that 80% of the District's pension liabilities is held for 8 safety employees. Nestel commented he appreciated the effort, but an irrevocable trust is not a cost free scenario. Additionally the current scenario assumes that there will be no changes to the Fire Department. Naylor responded he understands Nestel's concerns in regards to the Fire Department, but the District needs to put money into an account that will earn interest; the account will be prudent.

2. *Dissolve Ad-Hoc Committee to Address District Unfunded Future Liabilities:*

M/s Perry/ Kleinman-Green to dissolve Ad-Hoc Committee to Address District Unfunded Future Liabilities. Ayes: Perry, Naylor, Shea and Kleinman-Green. Nays: None. Absent: Schwartz.

3. *District Manager Report:* Dreikosen reported the draft copy of the audit had been received yesterday and will be presented at the February Board meeting. The property tax revenue had been received with \$910,000 in general taxes and \$766,000 in Special taxes. The solar project is waiting for PG&E to perform maintenance work on their equipment, once that is complete the project is ready to be interconnected. Naylor questioned how long the dry period loan lasted. Dreikosen replied about a month and a half.

Fire Department Matters

1. *Fire Activity Summary and Chief Report:* Roach commented the Department has two new hires; one full time, one temporary. This brings the number of paramedics to three in the Department, albeit one temporary. Perry questioned the only thing that is preventing paramedics from serving the community is agreement with the Union, correct? Roach replied correct.

Roach added Firefighters Brackett and Selvitella have been moved to Captain positions.

Roach stated he had included in the report the Inspection Process for informational purposes.

Naylor asked if an engineer test will be held in the near future. Roach replied yes, there are two people eligible for the one position. Naylor asked if there was any movement on the potential development of the land south of Lucas Valley Estates. Roach replied he had not heard of any movement at that location, but "The Oaks" senior development is moving forward.

Roach commented DeMarta and the Maintenance crew did a great job with preventative measures and the Department did not receive many calls in regards to the recent storms. Naylor thanked the Fire Department for helping with the storm issues.

Park and Recreation Matters

1. *Recreation and Park Maintenance Activity Reports:* DeMarta reported there are a few upcoming events, *Homebrew Happy Hour* on February 10th from 6-9PM and *Raise a Glass a Winter Wine Tasting* on February 25th from 2-5PM. Winter Camp wrapped up with revenue exceeding last year and staff is hard at work completing the Spring/Summer Review for a mid-February deadline.

2. *Proposed Camp and Pool Rates for 2017:* Staff is recommending a 3% increase in camp pricing over last year. This increase will help cover the minimum wage increase and supplies.

M/s Naylor/ Perry to approve camp rates as presented. Ayes: Perry, Naylor, Shea and Kleinman-Green. Nays: None. Absent: Schwartz.

DeMarta stated staff is proposing no rate increase for pool memberships. Competing agencies will not be increasing their prices either. DeMarta added that staff would like to increase the fees for punch passes for non-residents from \$30 to \$35 for 5 visits. Perry stated she would recommend the drop-in prices for Marinwood resident children be set at \$5 and the drop-in prices for non-resident adults be set at \$9.

M/s Perry/ Naylor to approve pool rates as amended by Perry. Ayes: Perry, Naylor, Shea and Kleinman-Green. Nays: None. Absent: Schwartz.

DeMarta stated the Park Maintenance crew had been hard at work. Today he, Tom Horne and the crew had hiked up to Ponti Fire Road to check on a fissure that the County had notified the CSD of; if the fissure continues it will not be as bad as the situation previous, but the crew will continue to monitor the situation.

Naylor question the ozone status. DeMarta replied the CSD was notified by the County last week that the parameters for installation have changed. The installer has been notified of the changes.

A resident located on Miller Creek Rd had a large eucalyptus tree fall onto their property and ruin their fencing. They are concerned with the other eucalyptus tree and DeMarta stated if it fell it would be an issue. Dreikosen stated the residents have filed a claim for their lost property.

New and Other Business

1. *Appoint Board Liaisons to Fire Commission, Park and Recreation Commission and LAFCO Representative:* Schwartz was appointed LAFCO Representative. Perry was reappointed to the Fire Commission. Naylor was reappointed to the Park and Recreation Commission.

2. *Update on Future Editions of District E-Newsletter:* Naylor commented based upon the staff's current workload he realizes the hardship of producing a monthly newsletter. He suggested more of a blog format for the website to include messages and announcements to the community. Dreikosen noted staff does use social media quite frequently for messages to the community.

3. *Requests for Future Meeting Agenda Items:* Perry requested:

- Status on Maintenance Shed replacement
- Financial Reserve Policy

Recognitions and Board Member Items of Interest

Perry thanked staff for the preemptive thoughtful process of storm preparedness.

Shea, Kleinman-Green and Dreikosen thanked Naylor for his work on the ad-hoc committee.

The meeting was adjourned at 8:48PM.

The date of the next Regular Board Meeting was set for February 14, 2017 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

Marinwood 2016 facility Inspection Report

Location	Description of issue	L/ Est		Est		Tour	Notes
		M/ material	H cost	Est Labor cost	Completion date		
Creekside Park	unsightly fallen oak tree located on County of Marin property	L	\$0	\$0	TBD	5/24/2016	
Creekside Park	dead limbs on oak over creek - to be removed				summer 2016	5/24/2016	
Creekside Park	wood chips to playground				summer 2016	5/24/2016	
Creekside Park	tennis courts - slip coat				2016	5/24/2016	
Mini Park- Panhandle	Playground - motion sensor				summer 2016	6/28/2016	
Mini Park- Panhandle	Install Neighborhood watch sign	L			TBD	6/28/2016	
Mini Park- Panhandle	Landscaping protocols TBD				TBD	6/28/2016	
Mini Park- Panhandle	Maintainace Shed	H	Expensive	In Progress	ASAP	6/28/2016	
Park & Playground	tennis courts - slip coat				Complete	7/26/2016	
Park & Playground	additional wood chips near tennis courts				Complete	7/26/2016	
Park & Playground	tennis courts - rebuild				TBD	7/26/2016	
Park & Playground	tennis court fencing - repair				Complete	7/26/2016	
Park & Playground	Gopher issue				In progress	7/26/2016	
Park & Playground	Planting plan needed - creek area/ far end of park				In progress	7/26/2016	
Park & Playground	Garbage can with lids				TBD	7/26/2016	
Park & Playground	New Play Structure			Expensive	TBD	7/26/2016	
Park & Playground	Bathroom lighting - needs to be brighter				completed	7/26/2016	
Park & Playground	Bathroom - needs to be repainted				fall 2016	7/26/2016	
Park & Playground	Bathroom - door stopper to be installed				TBD	7/26/2016	
Pool	locker room - too high for children				TBD	8/23/2016	

Marinwood 2016 facility Inspection Report

Pool	locker room - wash basin poor water flow	TBD	8/23/2016
Pool	locker room - lighting too dim	TBD	8/23/2016
Pool	Locker room - lack of indoor showers	TBD	8/23/2016
Pool	Tot Pool - small leak	TBD	8/23/2016
Pool	Tot Pool - update to zero-entry	Expensive	8/23/2016
Pool	Main Pool - leak/re plaster	by 2018	8/23/2016
Pool	Main Pool - slide (next steps)	TBD	8/23/2016
Comm Center	Sanding & Staining: doors, baseboards, chair rails	TBD	9/27/2016
Comm Center	Kitchen Upgrades	Measure A	9/27/2016
Comm Center	Polish Brass on bathroom doors	on going	9/27/2016
Comm Center	Clean bathroom grates	on going	9/27/2016

Marinwood Native Gardan (Bench)

	Common Name	Latin Name	Size	Pollinator / Attracts	Size	Qty
	Yarrow	Achillea millefolium	1'h x 1'w	multiple insects	1 Gal	5
	Flowering Current	Ribes sanguineum	6'h x 4'w	hummingbirds	1 Gal	3
	Hummingbird Sage	Salvia spathacea	2'h x 2'w	hummingbirds	1 Gal	5
	Rush	Juncus patens	2'h x 1'w	birds	1 Gal	10
	CA Silk Tassel "James Roof"	Garrya Elliptica	8'h x 8'w	attracts birds	5 Gal	1

Marinwood Native Gardan (BBQ)

	Common Name	Latin Name	Size	Pollinator / Attracts	Size	Qty
	CA Poppy	Eschscholzia californica	2'h x 1'w	bees	NA	seed
	CA Fescue	Festuca californica	2'h x 3'w	birds	1 Gal	11
	Yarrow	Achillea millefolium	1'h x 1'w	multiple insects	1 Gal	12
	CA Lilac	Ceanothus thyrsiflorus "skylark"	6'h x 5'w	bees, birds, butterflies	1 Gal	9
	Sticky Monkeyflower	Mimulus aurantiacus	3't x 3'w	bees, hummingbirds	1 Gal	5
	Douglas Iris	Iris douglasiana	2'h x 2'w	bees	1 Gal	10



Coatal
Buckwheat

Eriogonum
latifolium

1'h x 1'w

butterflies

1 Gal

11



Coyote Brush

Baccharis
pilularis "Twin
Peaks"

3'h x 5'w

up to 700 sp.
of insects

1 Gal

5



Manzantia

Artostaphalos
"Howard
Mcginn"

5'h x 5'w

hummingbird
s, butterflies

2

65



Request for Proposal

Park Maintenance Building Replacement

**Marinwood Park
775 Miller Creek Road, San Rafael, CA 94903**

Date: MM/DD/YYYY

NOTICE TO CONTRACTORS

Notice is hereby given that the Marinwood Community Services District invites sealed proposals (bids) for the furnishing of all labor, materials and services required for the project entitled:

Park Maintenance Building Replacement

Marinwood Community Services District will receive all proposals at the District Office located at: 775 Miller Creek Road, San Rafael, CA 94903.

All received proposals will be publicly opened, examined and declared at ***Insert date and time.***

Complete project information is contained within the Request for Proposals, which is available online, at the office of the District, and at local Builders Exchanges. Please visit the District's website at: ***Insert specific web address here***

For additional information, contact:

Eric Dreikosen, District Manager
Marinwood Community Services District
775 Miller Creek Road
San Rafael, CA 94903
Office: 415.479.7751
eric@marinwood.org

PROJECT NARRATIVE

Project Summary

This project includes all aspects of the planning, design and construction of a park maintenance building intended to replace the current aging structure, including all permitting and accessory work. This project shall include demolition and removal of existing structure.

Notice: Contractor is not responsible for trimming trees at the project site. The project is located within a public park and the contractor is responsible for securing the project area at all times to ensure visitor safety.

Project Location

This project is located in the northern section of Marinwood Park, 775 Miller Creek Road, San Rafael, CA 94903, an unincorporated area within Marin County.

Project Schedule

Award of this contract is anticipated to occur on **Insert Date Here**. This project is scheduled for implementation beginning as soon as possible after Award of Contract.

Project Budget

Total project cost has an initial budget of \$80,000.

1. Project Description

Marinwood Community Services District (District), a local government agency, is currently requesting complete proposals and accompanying bids for all aspects involved in the replacement of our park maintenance facility and structure. This includes but is not limited to:

- Participating with District Representative(s) in final design of facility
- All required permitting with County of Marin
- Adherence to all environmental regulations and requirements
- Site preparation:
 - a. Grading
 - b. Foundation
 - c. Electrical (semi-existing)
 - d. Plumbing (semi-existing)
- Coordination of sub-contractors
- ???

The District is specifically seeking input and suggestions as to utilizing a pre-manufactured building or new construction.

This project initiative was last examined in 2010, which involved the creation of a Site Plan and Topographic Map of the designated location. Both documents are available for viewing upon request, appointment preferred.

2. Project Budget

Initial budget for this project has been set at \$80,000.

3. Completion of Work

Insert date to be completed by?

4. Contractor License Required

- a. The successful bidder, prior to contract award, must possess a current Class "B" Contractor's license issued by the Contractors State License Board of the State of California.
- b. All contractors and subcontractors must be registered with the California Department of Industrial Relations ("DIR") pursuant to Cal. Labor Code 1725.5.
- c. No contractor or subcontractor may be listed on a bid proposal for a public works project (submitted on or after March 1, 2015) unless registered with the DIR pursuant to Labor Code section 1725.5 [with limited exceptions from this requirement for bid purposes only under Labor Code section 1771.1(a)].
- d. No contractor or subcontractor may be awarded a contract for public work on a public works project (awarded on or after April 1, 2015) unless registered with the DIR pursuant to Labor Code section 1725.5.

5. **Pre-Proposal (Pre-Bid) Meeting**

A non-mandatory pre-proposal meeting will be held for this project on **Insert Date & Time Here** at the designated project location at:
Marinwood Park (North of Tennis Courts)
775 Miller Creek Road
San Rafael, CA 94903

6. **Proposal (Bid) Inquiries and Other Communications**

Any communications relative to this project, including those seeking clarification of the proposal documents (bid inquiries) must be submitted in writing, e-mail preferred, and should be directed to:

Marinwood CSD
Contact: Eric Dreikosen, District Manager
775 Miller Creek Road
San Rafael, CA 94903
(415) 479-7751
eric@marinwood.org

7. **Bid Documents**

Need to create and incorporate formal bid documents to be used

8. **Wage Rates**

Pursuant to Section 1700, and following, of the California Labor Code, the Contractor shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations.

9. **Ineligible Contractors**

A Contractor who is ineligible to perform work on a public works project pursuant to Sections 1777.1 or 1777.7 of the Labor Code is prohibiting from submitting a proposal on this project.

10. **Addenda**

Marinwood Community Services District may amend the Contract by issuing addenda prior to the date and time stated above (as amended by addenda, if any) for final receipt of proposals.

11. **Contract Award**

The award of the Contract, if it is to be awarded, will be to the lowest responsible bidder, based on the total project bid of all bid items.

Park & Recreation Report – January 2017
Shane DeMarta, Recreation Director

Recreation Activities

Winter Special Events:

- *Home Brew Happy Hour* is scheduled for Friday, February 10th from 6:00pm-9:00pm. We will feature several local home brewers and provide live music. Tickets will be available the evening of the event at the door.
- *Raise a Glass* is scheduled for Saturday, February 25th from 2:00pm-5:00pm. This popular event features a dozen wineries, food, and live music. Tickets are available online now as well as the day of the event.

Winter Camp:

- Winter Camp was sold out this season; we had 161 campers registered. Campers had a great time participating in arts and crafts, games and special events.
 - Net Profit 2016: \$14,316
 - Net Profit 2017: \$18,981

Marinwood Review:

- Work is wrapping up on the Marinwood Review, we hope to have everything complete by the end of January and mailed to the public by mid-February.

Summer Camp:

- Summer camp registration opens for Marinwood Residents and Pool Members on February, 15th and for non-residents on February 27th.

Pool:

- We are currently working on getting the pool up and running for the 2017 pool season. We will be turning the pool heaters back on Feb. 1st. The Marinwood Waterdevils begins practice the first week of March and the pool officially opens to the public April 3rd. Pool memberships are now available for purchase.

Park Maintenance Activities

Park staff has been busy dealing with storm preparation and response for the past 4 weeks. Staff has been constantly monitoring creek flow (removing large branches etc.), clearing drains and culverts and responding to residents concerns as needed. In addition, staff has been maintaining our sand station and has also been delivering sandbags to residents that are physically unable to do so.

In between storms staff will be getting the pool ready to re-open at the end of February for the start of lifeguard training classes.

General Maintenance:

- Mow turf weekly
- 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

Maintenance Truck:

- The new maintenance truck has been ordered. Since it was a fleet order the truck won't be delivered for approximately another 30 days.

Projects completed in December:

- Ivy pruning in pool area
- Mini-park maintenance (repairs, landscaping)
- Drain work in open space
- Open space tree removal

Projects for January:

- Ponti Fire Road inspection/maintenance (complete)
- Open space inspection/tree removal (complete)
- Pool pump room inspection
- Pool concrete patching
- General pool prep for season
- Sidewalk repairs (begin)
- Brush/weeding near bus stops (begin)