

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, OCTOBER 22, 2019, 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 September 24, 2019 P&R Commission Meeting	Approve
4	Draft Minutes of October 8, 2019 Board Meeting	Review
5	Community Center Private Rentals: Rules and Procedures Follow-up	Review
6	Recreation and Park Maintenance Activity Report	Review
7	Commissioner Items of Interest - Requests for Future Agenda Items	
8	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 NOVEMBER 26, 2019 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – September 24, 2019

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

Present:

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

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

Board Director: Izabela Perry

Absent: Commissioner Shane Valentine

1. Agenda

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

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of August 27, 2019 P&R Commission Meeting

Sjahsam to approve / Campo to second Draft Minutes of August 27, 2019 P&R Commission Meeting. Aye: Tune, Campo, Sjahsam. Absent: Valentine. Motion carried.

4. Draft Minutes of September 10, 2019 Board Meeting

Commission reviewed minutes.

5. Potential Revisions of Community Center Rental Policies

Commission discussed potential revisions of Community Center Rental Policies.

6. Upcoming Commissioner Term Expirations and Appointment Opportunities

All letters of interest for appointment and reappointment should be received by Nov. 1, 2019 to be included in the November Board Meeting packet.

7. Recreation and Park Maintenance Activity Report

Recreation Director presented Recreation and Park Maintenance Activity Report

8. Commissioner Items of Interest - Requests for Future Agenda Items

None.

Meeting adjourned at 8:42PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – October 8, 2019

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

Present:

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, San Rafael Fire Chief Chris Gray, and Administrative Assistant Tiffany Combrink.

Guest: Marin County Fire Battalion Chief Christie Neill

Absent: Board Members Leah Green and Sivan Oyserman

A. Call to Order and Pledge of Allegiance

President Perry called the meeting to order at 7:30PM

B. Agenda

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

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

C. Consent Calendar

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

b. *Bills Paid Nos. 3702-3788*

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

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

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

Board of Directors received public comment regarding:

- a. Sheriff presence at board meetings

E. District Matters:

1. *Resolution 2019-07: Authorizing the Marinwood Community Services District’s Participation in the Joint Exercise of Powers Agreement to Participate In and Form the Marin Wildfire Prevention Authority*

District Manager Dreikosen provided additional information from Marin CWP which was received and provided to Board Members after Board Agenda packet was distributed.

Naylor to approve/Shea to second Resolution 2019-07 as presented

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

2. *Potential Creation of District-wide Strategic Plan*

Board discussed strategic planning for CSD.

3. *Capital Expenditures Forecast and Financial Reserve Planning Needs*

District Manager presented current capital expenditure and reserve forecasting, including pool resurfacing, kitchen, and CC flooring.

4. *District Manager Report.*

Board received the District Manager’s report.

F. Fire Department Matters:

1. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13*

Naylor to approve/Shea to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13”

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

9:10pm – President Perry called a recess.

9:13pm – Meeting resumed

2. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site*
Shea to approve/Naylor to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site”
Aye: Perry, Naylor, Shea. Absent: Green, Oyserman. Motion carried.
3. *Draft Minutes of Fire Commission Meeting of October 1, 2019*
Board of Directors reviewed Fire Commission Meeting minutes
4. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
5. *Date of Next Fire Commission Meeting – November 5, 2019*

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of September 24, 2019*
Board reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – October 22, 2019*

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

- Perry thanked the Fire Department for the equipment grant.
- Perry announced that Leah Green has resigned as President. As the current Vice-President, Director Perry will assume the role for the remainder of the term in accordance with the Board Bylaws.

Meeting adjourned at 9:31PM

Tiffany Combrink, Secretary

Memo

To: P&R Commission
From: Luke Fretwell, Recreation Director
Date: October 16, 2019
Re: Building Rentals – Discussion follow-up

Commissioners,

In last month's meeting I proposed some possible changes to the District's building rental practices that might curb some of the problems private building rentals have presented in recent years. I want to thank you for the spirited and thoughtful discussion that took place around this topic that night. Your feedback was extremely helpful and brought much clarity to the issue. In light of the feedback received, staff is no longer proposing any major changes to the District's rental practices including limiting rentals to Marinwood residents only. We have instead made a number of changes to the current rental contract that we hope will cut down on some of the recurring problems without requiring creation of a new policy. These changes include:

- Revised hours – Saturday rentals will now be required to end by 11pm (party/event over by 10pm) instead of midnight; Sunday rentals will be required to end by 10pm (party/event over by 9pm) instead of 11pm.
- Limit on duration – Rentals will be limited to an 8-hour maximum
- Renter accountability – Whoever makes the reservation must be present for the duration of the rental, personally checking in and out with the building attendant.
- Limit on capacity – Rentals must not exceed 150 attendees (down from 200)
- Security – Licensed security may be required for events as deemed necessary by staff based on size and nature of event.

Our staff feels these changes will cut down on the large late-night parties most likely to result in problems, will promote more accountability from renters, and will better protect the District in the event a private rental gets out of hand.

Parks and Recreation Report
October 2019
Submitted by: Luke Fretwell, Recreation Director

Recreation

Overview

The recreation staff has been busy this past month planning and preparing for our community events taking place this month; sharing lifeguard duties during hard-to-staff hours; marketing and overseeing our many fall programs and enrichment classes; and conducting an ongoing and in-depth post-summer debriefing as we get ready to start planning for summer 2020.

Pool & Aquatics

The pool season concluded on October 11th. Our final few weeks saw an influx of new swimmers visiting for the first time as many of the neighboring pools had closed ahead of us. Feedback was positive and I assume we will see many of them again in the spring.

Staff was sparse the final few weeks this season and I want to acknowledge Stephanie and Robyn for filling in as lifeguards as needed to help keep things running.

Special Events

Marinwood's **Halloween Harvest Festival** took place on Friday, October 11th from 5-7pm and saw one of our best turnouts in recent years. The pumpkin patch, a new feature this year, was a huge hit. Other features included face painting, pumpkin carving & decorating, trick-or-treat bag crafts, cookie decorating, carnival games, bounce houses, food & drinks, and a photo booth.

The **Fall Art Show** will take place on October 26th from 3-7pm in the community center. This year's show was organized by Susan Press and will feature around 50 works from some of Marin's best artists. The show's theme is "Home." The Art Show is a free open house. The Art Show has been an exciting event this past several years as it brings in a somewhat different demographic from some of our other special events and allows us to expose our residents to the local Marin art scene.

Classes and Programs

Recreation offerings this fall include Yoga classes for both adults and kids, Tae Kwon Do, Ballroom Dancing, Irish Dancing, Piano, Hip-Hop Dance, Babysitter Training, CPR & First Aid, Zumba, Jazzercise, Tennis for adults and kids, Capoeira, Architecture, and Photography.

Parks/Maintenance

Projects

In September staff aerated, fertilized, patched, top-dressed, and reseeded the turf in the 3 parks. We also performed an in-depth analysis of the irrigation system, making several adjustments and repairs. Other projects included cleanup along Home Trail and landscape refreshing around the community center.

In the coming weeks and months staff will be performing our annual creek inspection and addressing blockage issues, new plantings in the Mini Park, winterization of the pool and equipment room, turf restoration in the pool complex, refinishing woodwork in the reception hall, and inspecting/cleaning the culverts, drains, and v-ditches throughout Marinwood ahead of the rainy season.

We are accepting applications for our vacant Maintenance Worker II position and will be conducting interviews before the end of the month.

Weekly Maintenance

Clean community center building daily

Mow, edge, rake, and blow weekly

Empty trash in all three parks and along paths (2-3 times/week)

Restock pet waste bags (2-3 times/week)

Backwash pool filters, clean skimmers/strainers (weekly)

Vacuum pool (weekly)

Blow tennis courts (2-3 days/week)

Weeding (ongoing)