

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, NOVEMBER 22, 2016, 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	Public Comment	
3	7:40 PM	Draft Minutes of October 25, 2016 P&R Commission Meeting	Approve
4	7:50 PM	Draft Minutes of November 8, 2016 Board Meeting	Review
5	8:00 PM	2016 Facility Tours: Creation of Inspection Notes and Potential Projects	Discuss
6	8:15 PM	Creation of Marinwood Park Plant Palette & Irrigation Needs and Identification of Potential Planting Areas	Review/Discuss
7	8:35 PM	2017 Rates and Fees for Recreation Camps & Pool Facility	Discuss
8	8:50 PM	Update: Park Maintenance Shop Repair/Replacement Project Recommendation as assigned by Board of Directors	Discuss
9	9:00 PM	Park and Recreation Report	Review
10	9:10 PM	Requests for Future Agenda Items	
11	9:15 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 JANUARY 24, 2016 AT 7:30 PM
AT MARINWOOD COMMUNITY CENTER**

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

October 25, 2016

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

Present:

Commissioners: Shane Valentine, John Tune and Jon Campo.

Absent: Kimberly Call

Staff: Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Agenda

No changes or additions.

Public Comment

No comments.

Draft Minutes of September 27, 2016 Park and Recreation Commission Meeting

No questions or comments. Approval was postponed until the November meeting.

Review of Draft Board Minutes of October 11, 2016

No questions or comments.

Creation of 2016 Facilities Tour and Inspection Notes and Potential Projects: Review Updated Status of 2015 Report

Campo questioned the status of the erosion near the creek at the pool facility. DeMarta replied next week staff will be shoring up the banks to help stop the erosion. Tune stated staff might consider using flagstone to help sheet the water away.

Tune asked about the signage for Creekside Park. DeMarta replied past Commissioners wanted a cohesive look for all signs, but never fulfilled their vision in regards to specific fonts and appearance.

Creation of Marinwood Park Plant Palette & Irrigation Needs and Identification of Potential Plantings Areas

Campo provided the Commission with a list of plants and a sketched layout of where the plants should be placed. Campo stated he chose foliage with broad appeal. DeMarta commented he had gone over the project concept with the staff and they were familiar with the plants and thought the layout was good. Irrigation is already present in the area, but staff would need to update the current materials to establish a drip system. DeMarta stated he can have staff look into sourcing the plants and can have Campo review the list before purchase. Campo commented this project will be an attractive feature for our park, the plants will require less water than grass and it will be a beautification of an area that receives high traffic. Ideally the best time for plantings would be Dec/Jan so they can be established with winter rains. Tune stated he has a few additional plants he would like to add the list which are:

- Heteromeles Arbutifolia Toyon
- Ferns
- Nassella Pulchra (Purple needle grass)
- Rhus Integrifolia (Lemonade berry)
- Rhus Ovata (Sugarbush)

DeMarta thanked Campo and Tune and stated having a solid list of 30-50 plants is a good idea for staff moving forward. Campo stated while the list is comprised of mostly native California plants he would not limit staff by requesting they plant only native species. For example staff might need a fast growing screening plant and a non-native might be a better use of money and time.

M/s Tune/Valentine to recommend staff to proceed with plantings for the two specific areas discussed and sketched. Ayes: Tune, Valentine and Campo. Nays: None. Motion carried unanimously.

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

Tune commented Dreikosen had begun creating an RFP. Tune noted it is a very arduous task, but he has a good start. Campo stated he would check with the County to inquire if they have an RFP Dreikosen can review to use as a sample document.

Park and Recreation Reports

DeMarta commented October was a busy month for Community Events. Staff did a great job and the events were very well attended.

The pool season had come to a close. Staffing expenditures were higher this past season due to rising minimum wages, but overall the pool did well financially. We were able to remain open until the 14th when all other pools in the area had to close due to lack of staffing.

Camp revenue increased this past season; this is the 7th year in a row of revenue growth. Marinwood does not outsource its camps; we rely on hard work by our staff. Tune thanked DeMarta for a job well done.

DeMarta stated the Park staff is a bit behind on projects due to the early rains, but they did complete a creek walk last week and will be trimming foliage tomorrow to prevent any creek issues.

Sandbags will be available by the end of week for Marinwood residents.

Turf repair is on-going and will be completed soon.

Requests for Future Agenda Items

- Expand the plantings list.
- Camp/Pool pricing

The meeting concluded at 8:57PM.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday November 8, 2016

Time and Place: 7:30PM 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.*

The Board exited closed session at 7:28; the Board took no action.

Present:

Board Members: Bill Shea, Izabela Perry and Leah Kleinman-Green.

Absent: Jeff Naylor.

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

Others Present: Irving Schwartz, Ronna Stone, Stephen Nestel, Dennis Yu, Gary Novak.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

a. *Draft Minutes of Regular Meeting of October 11, 2016:* No Board comments.

b. *Bills Paid Nos. 365-477:* No comments.

M/s Shea/Kleinman-Green to approve Consent Calendar. Ayes: Shea, Kleinman-Green and Perry. Nays: None.

Absent: Naylor. Motion carried.

Public Comment Open Time for Items Not on Agenda

Nestel suggested the District's lightbulbs be changed to LED energy efficient lightbulbs. Additionally he commented he was at Home Depot who informed him he could have solar power installed for 17 cents per kilowatt which is cheaper than what Marinwood will be paying.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Liabilities. Committee Member(s): Jeff Naylor and Bill Shea:*

a. *Presentation: Dennis Yu, Public Agency Retirement Services (PARS), regarding Potential Establishment of Trust Account to Prefund Other Post Employment Benefits (OPEB) Liabilities for Retiree Medical Benefits:* Dennis Yu, Representative from PARS spoke and gave a presentation on the options the Board has in prefunding OPEB. (The full presentation was included in the Board Agenda.)

Perry asked if the Board may make variable contributions. Yu responded yes. Perry inquired if PARS is GASB compliant in reporting. Yu replied yes. Dreikosen asked how often GASB reports are issued. Yu replied annually. Dreikosen asked if there are other fees associated. Yu replied embedded mutual fund fees. Marinoff asked Yu if any public entity is fully funded. Yu replied he knows of only one city in Orange County. Marinoff commented Marinwood does not have the money to put into an irrevocable trust. The Board thanked Yu for his presentation and attendance.

2. *Board Appointment: Discuss Applicants for Current Board Vacancy and Make Appointment to Existing Term Expiring December 2017:* The Board thanked the candidates for their interest and invited the candidate in attendance to speak. Irving Schwartz commented he had sat on the Marinwood Board in the 1990's as well the Park and Recreation Commission; and currently sits on the Fire Commission. Schwartz commented he had worked for Marin County Public Works for 14 years. Perry commented Schwartz is an experienced candidate.

M/s Shea/Perry to appoint Irving Schwartz to the current Board vacancy position expiring December 2017. Ayes: Shea, Kleinman-Green and Perry. Nays: None. Absent: Naylor. Motion carried.

(Ronna Stone was not in attendance at this time.) The Board asked Dreikosen to reach out to Stone and inquire if she would like to pursue a seat on either the Park and Recreation or Fire Commissions.

3. *District Manager Report:* Dreikosen commented his report is a snapshot of a few things that he has been working on. Dreikosen stated the District is waiting upon PG&E to finalize the solar project.

Dreikosen commented the PERS audit is still on-going.

Dreikosen commented he continues to work on a draft RFP for the maintenance building. Perry asked if it was possible to simply place a pre-manufactured building at the site and be done. Dreikosen replied no due to permitting needs in addition to site prep work, grading, foundation, electrical, plumbing and other needs.

Fire Department Matters

1. *Fire Activity Summary and Chief Report for October 2016*: Roach stated the Department is holding Firefighter Paramedic interviews in November. Additionally a Captain's Test was administered and staff should know the results soon.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of October 25, 2016*: No comments.

2. *Recreation and Park Maintenance Activity Reports*: DeMarta reported staff is already working on content for 2017 summer programs.

Park Maintenance staff had placed new seed for turf replacement. Additionally staff had walked the creek and determined a few areas that needed to be addressed; they were handled immediately.

Nestel stated he is angry that staff had driven through the panhandle and left track marks on the path. Nestel added the woodchip landscaping looks bad; there are no standards for the staff. DeMarta replied our staff did not drive through the panhandle. The District hired a tree contractor to remove dead limbs that were in threat of falling onto the pathway.

New and Other Business

1. *CalPERS Pension Audit Finding Resolution: Pay Schedules of All Positions from July 1, 2011 to Current*: Dreikosen stated this information is all historical and already approved in each of budgets from 2011 to current.

M/s Perry/Shea to approve CalPERS Pension Audit Finding Resolution: Pay Schedules of All Positions from July 1, 2011 to Current. Ayes: Shea, Kleinman-Green and Perry. Nays: None. Absent: Naylor. Motion carried.

2. *Resolution 2016-09: Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act*: Dreikosen stated this is an annual requirement.

M/s Shea/Perry to approve Resolution 2016-09 Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act. Ayes: Shea, Kleinman-Green and Perry. Nays: None. Absent: Naylor. Motion carried.

3. Requests for Future Meeting Agenda Items: Kleinman-Green commented she would like to see the return of the Board's list of on-going projects.

Recognitions and Board Member Items of Interest










None.

The meeting was adjourned at 8:42PM.


The date of the next Regular Board Meeting was set for December 13, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

Marinwood Native Gardan (BBQ)

	Common Name	Latin Name	Size	Pollinator / Attracts	Size	Qty
	CA Poppy	<i>Eschscholzia californica</i>	2'h x 1'w	bees	NA	seed
	CA Fescue	<i>Festuca californica</i>	2'h x 3'w	birds	1 Gal	11
	Yarrow	<i>Achillea millefolium</i>	1'h x 1'w	multiple insects	1 Gal	12
	CA Lilac	<i>Ceanothus thyrsiflorus</i> "skylark"	6'h x 5'w	bees, birds, butterflies	1 Gal	9
	Sticky Monkeyflower	<i>Mimulus aurantiacus</i>	3't x 3'w	bees, hummingbirds	1 Gal	5
	Douglas Iris	<i>Iris douglasiana</i>	2'h x 2'w	bees	1 Gal	10
	Coatal Buckwheat	<i>Eriogonum latifolium</i>	1'h x 1'w	butterflies	1 Gal	11
	Coyote Brush	<i>Baccharis pilularis</i> "Twin Peaks"	3'h x 5'w	up to 700 sp. of insects	1 Gal	5
	Manzantia	<i>Artostaphalos</i> "Howard McGinn"	5'h x 5'w	hummingbirds, butterflies		2

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

STREET TREE PLANTING RECOMMENDATIONS

STREET TREE PLANTING RECOMMENDATIONS											
Key:	Habit: Evergreen or Deciduous										
	Height: Potential maximum height										
	Fall Color: Leaf color										
	Flower: Season of bloom - win(winter), sp(spring), su(summer), fl(fall) -- flower color										
	Fragrant: flower, leaf or bark										
	Soil: Clay, Loam or Sand										
	RPD: Root Damage Potential										
	Shape: Potential canopy form										
2' Planter size	Genus/species	Common Name	Habit	Height	Fall color	Flower	Fragrant	Soil	RPD	Shape	
	<i>Acer davadii</i>	David's Maple	D	35'	rd,gld,purpl	sp-grn/yellow		C,L	low	oval/rounded	
	<i>Acer ginnala</i>	Amur Maple	D	25'	rd,gld,multi	sp-yellow	flower	C,L,S	low	oval,erect,spreading	
	<i>Crataegus phaenopyrum</i>	Washington Thorn	D	25'	rd,orang,multi	sp,su-white		C,L,S	low	rounded/umbrella/vase	
	<i>Lagerstroemia fauriei</i>	Crape Myrtle	D	30'	none	su-white		C,L,S	low	vase	
	<i>Metrosideros excelsus</i>	Metrosideros	E	25'	gray green	sp,su-red		L,S	low	oval/erect/spreading	
3' Planter size	Genus/species	Common Name	Habit	Height	Fall color	Flower	Fragrant	Soil	RPD	Shape	
	<i>Acer buergeranum</i>	Trident Maple	D	25'	red/gold	sp-yellow		C,L,S	low	oval/rounded	
	<i>Acer campestre</i>	Hedge Maple	D	35'	gold	sp-green		C,L,S	low	rounded	
	<i>Carpinus betulus 'Fastigiata'</i>	European Hornbeam	D	35'	red/gold	sp-		C,L	low	conical/erect	
	<i>Cercis canadensis</i>	Eastern Redbud	D	25'	gold	sp-pink/rose		C,L,S	low	rounded/umbrella	
	<i>Chionanthus retusa</i>	Chinese Fringe Tree	D	20'	gold	su-white	flower	C,L	low	rounded/umbrella	
	<i>Lagerstroemia x 'Muskogee'</i>	Crape Myrtle	D	25'	rd,gld,orange	su-lavender		C,L,S	low	rounded/umbrella/vase	
	<i>Koelreuteria bipinnata</i>	Chinese Flame Tree	D	35'	bronze/gold	su,fl-yellow		C,L,S	low	rounded/umbrella/vase	
	<i>Koelreuteria paniculata</i>	Goldenrain Tree	D	35'	bronze/gold	su-yellow		C,L,S	low	rounded/umbrella/vase	
	<i>Malus</i>	Crabapple	D	25'	bronze/gold	sp-wht/rd/pink		C,L,S	low	oval/umbrella/vase	
	<i>Oxydendrom arboreum</i>	Sorrel Tree	D	50'	rd/orng/multi	su-cream	flower	C,L	mod	oval/erect/spreading	
	<i>Pistachia chinensis</i>	Chinese Pistache	D	35'	rd/orng/multi	sp-		C,L,S	low	oval/rounded/umbrella	
	<i>Prunus cerasifera</i>	Purple Leaf Plum	D	35'	purple	sp- white/pink	flower	C,L,S	low	oval/vase/spreading	
	<i>Pyrus calleryana</i>	Flowering Pear	D	50'	rd/gold/purple	sp-white		C,L,S	mod	conical/oval/spreading	
	<i>Styrax japonicus</i>	Japanese Snowdrop	D	25'	red/gold/multi	su-white	flower	L	low	rounded/umbrella/erect	

4' Planter size	Genus/species	Common Name	Habit	Height	Fall color	Flower	Fragrant	Soil	RDP	Shape
	<i>Acer rubrum</i>	Red Maple	D	50'	rd/orng/multi	sp-red		C,L,S	mod	conical/oval
	<i>Aesculus carnea</i>	Red Horsechestnut	D	35'	none	sp-red/rose	flower	C,L,S	low	rounded/umbrella
	<i>Ailanthus altissima</i>	Tree of Heaven	D	50'	gold	sp-yellow	flower	C,L,S	mod	oval/rounded/umbrella
	<i>Arbutus 'Marina'</i>	Marina Madrone	E	35'	green	fl-pink to rose		C,L,S	low	rounded/umbrella/vase
	<i>Celtis australis</i>	European Hackberry	D	65'	gold	sp-		C,L,S	mod	oval/rounded/umbrella
	<i>Chitalpa tashkentensis</i>	Chitalpa	D	35'	gold	sp,su.fl-pink		L,S	low	umbrella/vase
	<i>Ginkgo biloba</i>	Ginkgo	D	65'	gold	sp-		C,L,S	mod	conical/erect/spreading
	<i>Jacaranda mimosifolia</i>	Jacaranda	D/PD	50'	lt. green	sp,su,fl-blue		L,S	low	oval/umbrella/vase
	<i>Lophostemon confertus</i>	Brisbane Box	E	50'	green	sp-white		C,L,S	mod	oval/erect/spreading
	<i>Magnolia 'St. Mary'</i>	St. Mary Magnolia	E	25'	drk. Green	sp,su,fl-white	flower	C,L,S	low	oval/erect/spreading
	<i>Nyssa sylvatica</i>	Tupelo	D	50'	rd/orng/multi	sp-		C,L,S	low	conical/erect/spread
	<i>Olea europaea 'Swan Hill'</i>	Swan Hill Olive	E	35'	gray green	sp-		C,L,S	mod	rounded/vase/spreading
	<i>Podocarpus gracilior</i>	Fern Pine	E	65'	gray green	sp-		C,L,S	low	oval/rounded/erect
	<i>Quercus coccinea</i>	Scarlet Oak	D	65'	rd/orng/multi	sp-		C,L	mod	oval/umbrella/spreading
	<i>Quercus palustris</i>	Pin Oak	D	65'	bronze/rd/gld	sp-		C,L,S	low	conical/rnded/spreading
	<i>Saphora japonica</i>	Japanese Pagoda	D	50'	gold	su- white	flower	C,L,S	low	rounded/umbrella/vase
	<i>Tilia cordata</i>	Little-Leaf Linden	D	50'	gold	su- yel/white	flower	C,L,S	mod	conical/oval/umbrella
5' Planter size	Genus/species	Common Name	Habit	Height	Fall color	Flower	Fragrant	Soil	RDP	Shape
	<i>Acer platinoides</i>	Norway Maple	D	65'	gold	sp-grn/yellow		C,L,S	high	rounded/erect/spreading
	<i>Acer saccharinum</i>	Silver Maple	D	65'	rd/gld/orange	sp-grn/yellow		C,L,S	mod	rounded/erect/spreading
	<i>Celtis occidentalis</i>	Common Hackberry	D	65'	gold	sp-grn/yellow		C,L,S	mod	rounded/umbrella
	<i>Fagus sylvatica</i>	Eurpoean Beech	D	65'	bronze/none	sp-		C,L,S	mod	conical/erect/spreading
	<i>Fraxinus americana</i>	Autumn Purple Ash	D	45'	reddish purple			C,L,S	high	rounded
	<i>Gelditsia tricanthos</i>	Honey Locust	D	65'	gold	sp,su-		L,S	mod	oval/umbrella/spreading
6' Planter size	Genus/species	Common Name	Habit	Height	Fall color	Flower	Fragrant	Soil	RDP	Shape
	<i>Magnolia grandiflora</i>	'Samuel Sommer'	E	50'	drk. Green	sp,su,fl-white	flower	C,L,S	mod	oval/erect/spreading
	<i>Platanus acerifolia</i>	London Plane Tree	D	65'	bronze/gold	sp,win-		C,L,S	high	oval/umbrella/spreading
	<i>Quercus robar</i>	'Fastigiata' Upright English Oak	D	65'	bronze/none	sp-		L,S	mod	columnar/conical/erect
	<i>Quercus rubra</i>	Red Oak	D	65'	rd/orng/multi	sp-		C,L,S	mod	oval/umbrella/erect
	<i>Quercus suber</i>	Cork Oak	E	65'	drk. green	sp-		C,L,S	mod	oval/umbrella/erect
	<i>Ulmus x 'Accolade'</i>	Accolade Elm	D	>65'	gold	win-red/brown		C,L,S	high	rounded/umbrella/vase
	<i>Ulmus wilsoniana</i>	'Prospect' Prospector Elm	D	40'	gold	win-red/brown		C,L,S	high	rounded/umbrella/vase
	<i>Ulmus parvifolia</i>	Chinese elm	E/PD	65'	bronze/gold	su,fall-		C,L,S	mod	oval/umbrella/spreading
	<i>Zelkova serrata</i>	Sawleaf Zelkova	D	65'	bronze/rd/gld	sp-		C,L,S	mod	umbrella/spreading

Park & Recreation Report – November 2016
Shane DeMarta, Recreation Director

Recreation Activities

Winter Special Events:

- *Winterfest* is scheduled for Friday Dec. 9th from 5:00pm-7:00pm. The event includes live music, games, crafts, pictures with Santa and more. Tickets are available online for pre-purchase (\$10) as well as at the door (\$15).
- *Raise a Glass* is scheduled for Saturday, February 25, 2017 from 2-5pm. We hope to have approx. 15 wineries pouring for this year's event.

Fall Classes:

- Fall class registration has been very strong for both youth and adult classes. The addition of our After School program has also helped fill our youth programs (40% of our after school participants attend an enrichment program through Marinwood).

Planning Sessions:

- The Recreation staff and I have been meeting several times a week to begin summer planning.

Preschool Director:

- Preschool Director, Susan Press has announced she will be retiring at the end of this school year. Recreation Supervisor, Robyn Bruton and I have begun to put together marketing material for the preschool director position, we hope to hold the first round of interviews after the holidays (the position would officially begin August, 2017).

Marinwood Review:

- Work has begun on the Spring/Summer Marinwood Review. Staff is currently reviewing last year's programs, camps, rates etc. to make informed decisions for next year's offerings.

Park Maintenance Activities

During the fall months the Park Staff begins to prepare for the rainy season. Over the coming months we will inspect all the open space that borders homes as well as walk the creek and remove any trees that may pose a threat to water flow. In addition, staff will be “winterizing” the pool, community center and their park shop.

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

Projects completed in October:

- Safety pruning of far field and panhandle
- Playground repairs (on-going)
- Inspect Miller Creek
- Tree removal in Miller Creek
- Winterize pool
- Inspect open space
- Drain repair
- Sanded and stained benches near tennis courts
- Repaired tennis court bench (the benches inside of courts)
- Repaired tennis court gate
- Constructed new fence behind pool shed

Projects for November:

- Turf repair in Marinwood Park (aerate, seed, soil, organic fertilizer)
- Turf repair in Marinwood Pool (aerate, seed, soil, organic fertilizer)
- Open Space drain work
- Continue to monitor Miller Creek
- Landscape work at Creekside Park
- Painting Pool Shed
- Inventory/clean maintenance shed