

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, NOVEMBER 27, 2018, 7:00PM

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

#	Time	Item	Commission Action
1	7:00 PM	Agenda	Adopt
2	7:05 PM	Public Comment on Non-Agenda Items	
3	7:10 PM	Draft Minutes of October 23, 2018 P&R Commission Meeting	Approve
4	7:15 PM	Draft Minutes of November 13, 2018 Board Meeting	Review
5	7:20 PM	Draft P&R Commission Maintenance Inspection Report	Approve
6	7:35 PM	Communicating with the Public: Suggested Requirements and Procedures for Commissioners	Discuss
7	7:45 PM	P&R Commission Appointments Update	Review
8	7:50 PM	Recreation and Park Maintenance Activity Report	Review
9	8:05 PM	Proposed 2019 Camp & Pool Rates	Approve
10	8:10 PM	Requests for Future Agenda Items	
11	8:15 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 22, 2019 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER**

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

October 23, 2018

Time and Place: 7:30PM Marinwood Community Center

Present:

Commissioners: Jon Campo, Kathie Joseph, Sivan Oyserman, Jon Parkinson and John Tune

Absent: Shane Valentine

Board Member: Izabela Perry

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

Others Present: Linda Barnello

Agenda

Oyserman moved item number 6 to next meeting per request of Valentine.

M/s Parkinson/Campo to approve agenda as amended. Ayes: Oyserman, Joseph, Campo, Parkinson and Tune. Nays: None.

Absent: Valentine. Motion carried.

Public Comment on Non-Agenda Items

Linda Barnello read aloud to the Commission an email she sent to Shane Valentine in the previous month. Barnello expressed concern regarding the safety of the pedestrian path and would like a handrail installed. Oyserman replied that Barnello's concerns have been noted.

Draft Minutes of September 25, 2018 Park and Recreation Commission Meeting

Parkinson asked for clarification of the word "untimely" in the Draft Minutes. The error is a typo and the correct word should be "ultimately".

M/s Campo/Tune to approve Draft Minutes of September 25, 2018 Park and Recreation Commission Meeting as amended.

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

Draft Minutes of October 9, 2018 Board Meeting

No comments.

Presentation of "Potential Conversion of Portions of Ponti Fire Road to a Multi-Use Trail Under Purview and Responsibility of Marin County Open Space District"

Campo presented a Power Point detailing the proposal to decommission the Ponti Fire Road in construct a new multi-use trail to be built and maintained by Marin County Open Space District. The presentation will be posted on the Marin County Parks website and offer a 30-day public comment period. The recreation community and local environmental groups (Sierra Club, Audubon Society, etc) have been consulted for input to develop shared goals and priorities, including Search and Rescue access. The proposal includes plans to remove social trails, regrade the trail and connect to the existing paved bike path.

Barnello asked if the improved trail would allow dogs off leash. Campo replied that would depend on Marinwood policies for portions on their land but it was his understanding the Fire Road portion will allow off-leash, dogs must be leashed on the trail. Parkinson asked if there will be parking available. Per Campo, there will be no specific parking for the trail. Campo indicates that there will be a request for a "floating easement" from Marinwood for the Upper Ponti Trail improvement.

Parkinson asked for clarification of the definition of "floating easement". Dreikosen noted the CSD may need third party legal review. Barnello asked who pays for this project. Campo indicated it is a County of Marin funded project. Oyserman suggested posting a link to the project on the MCSD website. Campo would like to request the easement at the November 13, 2018 Board Meeting.

M/s Parkinson/Joseph to approve Conversion of portions of Ponti Fire Road to a Multi-Use Trail under purview and responsibility of Marin County Open Space District. Ayes: Oyserman, Joseph, Parkinson and Tune. Nays: None. Abstain: Campo. Absent: Valentine. Motion carried.

Recreation and Park Maintenance Activity Report

Fretwell noted the Halloween Harvest Festival on 10/12/18 had a good turnout. The Art and Wine Show is upcoming on 10/27/18. Susan Press is curating and will include the work of 50 local artists. Perry inquired about using the Art Show as a jumping-off point for more adult art classes. Winterfest is coming up in December. The pool is closed for the season. The season was a great season with no emergencies. Swim Team starts in March and the pool will open again to the public in April. Perry asked if the Lucas Valley Pool has contacted us regarding off-season use of the pool. Fretwell indicated that he was contacted but we have no plans to host their team. We're looking to hire a Recreation Supervisor. The listing has not been posted yet. We're preparing for storm season including checking the creek for fallen trees, etc. Preparation for

winterizing the pool. Perry asked if we can install a trash can across the street near the mailbox on Miller Creek Road. Barnello asked if the leaves on the panhandle pedestrian path can be picked up and if the puddles on the dirt trail can be filled in. Fretwell will contact Land Design.

Requests for Future Agenda Items

- Agenda item “Communicating with the Public; Suggested Requirements and Procedures for Commissioners” has been moved to the next meeting.
- Barnello asked if her concerns regarding safety issues of the Panhandle pedestrian walkway can be added to the next agenda. Oyserman replied that it is on the discussion list to be presented.

The meeting concluded at 8:33PM.

The date of the next Park and Recreation Commission meeting is set for November 27, 2018 at Marinwood Community Center.

Respectfully submitted,
Tiffany Combrink

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday November 13, 2018

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

Present:

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Firefighters William Kelly, Ryan Brackett and Administrative Assistant Tiffany Combrink.

Others Present: San Rafael Fire Chief Chris Gray, Linda Barnello, Stephen Nestel, John Boro, Bill Hansel, Jon Campo, James Raives, Marcus Mueller, Todd Berringer, Jason Montour, Lloyd Miller, Trish Manwaring, and Roger Noyes

Call to Order

Closed Session

1. *Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Eric Dreikosen, Represented Employees: Marinwood Professional Firefighters:* The Board did not meet in Closed Session.

Open Session Call to Order and Pledge of Allegiance

Agenda

Nestel commented that when the public requests items to be included in the agenda, they do not seem to be included. He requests that the Board consider public agenda item requests.

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

Consent Calendar

a. *Draft Minutes of Regular Meeting of October 9, 2018:* Fire Department Matters, item #5, Perry suggests “the agreement” is not correct wording after “Marinwood is getting hosed.” Further Perry asks if “prepositioned Strike Team” is the correct wording in item #6. Dreikosen confirmed “prepositioned” is correct.

b. *Bills Paid Nos. 2790-2887:* Naylor asked for details of pmt #2849 to Treemasters for Vegetation Management. Dreikosen will follow up after reviewing the invoice. Boro stated last month’s minutes regarding the maintenance shed are not completely accurate to say he wasn’t being heard. The community isn’t being heard regarding the Shed. Nestel requested we have fidelity in regards to what is actually be spoken. When public asks for changes, the changes aren’t being made. Barnello asks about bill #2842 – how was this fee calculated? Dreikosen explained this is a flat filing fee from the County of Marin.

M/s Shea/Schwartz to approve Consent Calendar

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

Public Comment Open Time for Items Not on Agenda

Green read the description on the Agenda clarifying the rules of Public Comment period.

- Barnello spoke of district finances. There have been no invoices from Bill Hansell for 6 months of architectural work. Previous costs total \$12k and we need an update and would like costs tracked. She further claims the District has been in poor financial straits for years. The topic of bankruptcy comes up periodically. The district has no reserves apart from OPEB. We have to borrow from the County every fall to pay our bills. Several things come up to throw off our budget. Mentioned wasting \$102k attorney fees to fight the Fire Department for the miniscule amount to their OT calculations. It’s prudent to understand and follow the costs of projects. Would like to have accurate reporting on the cost of the storage shed.
- Hansell addressed the Board with a prepared statement detailing his concern over the inefficiency of how the board meetings have been run. These should be meetings of the Board, with the Public observing. These are Policy meetings, not Operations meetings.
- Boro started to address Hansell but the discussion was redirected to non-board meeting time. Nestel rebutted Hansell’s allegations that the public isn’t following protocol of the meetings. Nestel agrees that the meetings can be run better.

District Matters

1. *Marin County Open Space District Ponti Fire Road Conversion to Multi-Use Trail Project.* Jon Campo made a presentation detailing the proposed conversion of the Ponti Fire Road to a Multi-Use Trail. A request for a “floating easement” is being made to the Board for the sections of the trail that are on MCSD property. There is no cost to the district for the improvement of the trail. The improved trail is funded and maintained by

Marin County. Dreikosen stated the Park and Rec Commission has already voted to approve the project in principle contingent pending final legal review. The Board is being asked to approve the project in principle and authorize the District Manager to negotiate the agreements with the Open Space District based on legal review. Perry believes this is a tremendous opportunity for the community. Shea is excited about this project. He's been using that road for 20 years and the current condition is horrible right now. Anything that we can do to move forward on this project, he's all for it. Schwartz questioned what does "approve in principle" mean and shouldn't the Park and Rec commission advise the Board rather than approve. The District Manager explained that the documents have been submitted for legal review. Schwartz has concerns regarding liability if there is a landslide. The parcel in question is deeded to MCSD and he suggests the parcel could be gifted to the County in order to avoid both legal review and responsibility. Nestel said the project appears to be developed as a single-track bike trail. A concern to consider is a loss of a fire road, not only as access but also as a fire break. Are we losing fire protection by developing the trail? Nestel also brings up the concern over possible bike collisions and hopes the Board does not approve. Barnello approves of the idea to donate the parcel to the County. Jon Campo said the gift of the parcel has already been offered but the County has no interest in ownership of the parcel. Barnello asked if the project is part of Measure A funding. Campo confirms. Marcus Mueller comments that he loves the idea. This presentation is why he attended the meeting tonight. He uses Big Rock Trail and offers that plenty of people use and share that trail and encourages the Board to vote to approve. Todd Berringer comments that he supports the project. He thanked Campo for consulting with the Fire Department regarding the viability of the trail for emergency access. He encourages the Board to approve. Jason Montour also supports the project. This trail proposal is wider than a single track. Lloyd Miller also supports the project. He thanked Campo for the presentation. He lives near the proposed trail head and believes it will create an opportunity for easier access to the ridge. Trish Manwaring is also in support. Would the top of Heatherstone access to the trail still exist? Campo answers that it will. Barnello comments that the trail is 5 feet wide and asks if that is wide enough, particularly with people walking dogs on leash. Campo replies that 5 feet is the standard. Roger Noyes commented that he is a resident biker and hiker. He is also in support of the project. He suggested that it might be more of a liability not to improve the trail. With project approval also comes trail maintenance. Perry asked to clarify that the County has no interest in acquiring the parcel. James Reives, Sr. Planner from Marin County Open Space confirmed that it is not a priority of the county to acquire the parcel. Naylor commented that it is a benefit to the community to have a maintained trail and pending legal concerns, sees no reason not to move forward with the project. Green thanked Campo for his work on the proposal.

M/s Perry/Shea to approve Ponti Fire Road Conversion to Multi-use Trail Project in principle and authorize the District Manager to negotiate the agreements with the Marin County Open Space District contingent pending final legal review. Ayes: Perry, Green, Shea, Naylor. Nays: Schwartz. Motion carried.

- 2 *Fiscal Year 2018-2019: 1st Quarter Profit & Loss Budget-to-Actuals and Variance Report:* Dreikosen referred to the detailed staff memo included in the packet. He noted that paying the entire annual required UAL payment in a lump sum amount saved the district approximately \$11,000 in interest expenses. The cash balance at 10/31/18 shows a significant increase compared to the same point in time as last year. Reminds that we did not need to take out a dry period load from the County last year and he does not foresee a need to do that this year. He is happy with the positive revenue trend but cautions against growing long-term liabilities. Perry asked about Revenue Expense Reimbursements. Dreikosen explained that amount represents CPR/First Aid Training expenses. MCSD pays the Red Cross in advance for certification fees. Perry asked about Service Contract Revenue. Dreikosen replied this is for our contract with County Farm/Juvenile Hall/Rotary Village. Perry asked if Advertising Sales were from Review Sales. Perry asked about Expense account for Capital Outlay – New Equipment. Dreikosen replied this is the annual payment for the fire engine lease. Perry asked if Capital Improvements are for the Firehouse kitchen remodel. Dreikosen replied that some of it is and some is the HVAC install in the Firehouse. Perry asked what are NEM true-ups? Dreikosen answered Net Energy Metering. Schwartz asked if the report shows the Budget for the year and the Expenses for the Quarter. It's hard to know where we are. Some expenses are annual, some are linear. Naylor answered that we budget annually, not monthly. Naylor asked if the floor refinishing project ended sooner than anticipated. Dreikosen will need to research. Naylor asked if we are paying an old bond measure and a new bond measure for MERA and operating costs? Dreikosen answered we are paying old bond measure and refinancing from 2007. Barnello asked which department shows the expenses for the community center floor and how much did it cost? Dreikosen answered that expense is under Recreation and does not have specific costs on-hand. Nestel thinks the report isn't useful and commented that programs revenue seems low and doesn't see the progress. He suggests the financial controls need improvement. Naylor asked if Quarter 2 numbers will present a more reasonable picture? Dreikosen replied "sure".

- 3 *Resolution 2018-09: Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act:* No discussion.
M/s Perry/Shea to approve Resolution 2018-19. Ayes: Perry, Green, Shea, Naylor and Schwartz. Nays: None. Motion carried.
- 4 *Resolution 2018-10: Amendment to Existing Financial Reserves Policy:* Dreikosen read the memo. The OPEB minimum contribution is \$60,000. The Board can approve more. Perry asked if the \$60,000 minimum represents the amount from the actuarial presentation. Dreikosen replied yes, and that by putting it into policy determines the discount rate and reduces the district's overall liability. Perry asked if the total obligation will grow over time. Dreikosen replied the total liability eventually diminishes because there is money set aside to address that liability with each contribution into the trust. Perry suggested perhaps she is thinking of the pension. Dreikosen replied there are lots of variables, including health care costs.
M/s Schwartz/Perry to approve Resolution 2018-10. Ayes: Perry, Green, Shea, Naylor and Schwartz. Nays: None. Motion carried.
- 5 *Resolution 2018-11: Appointing a Representative and alternate to the Marin Emergency Radio Authority Board of Directors:* Dreikosen referred to the detailed staff memo included. The bylaws of MERA and all the participating agencies state that each agency participating (which Marinwood is) needs to appoint a representative to the MERA governing body and preferably an alternate. The representative can be a Board member or a managerial level staff member. Chief Gray cannot be appointed on behalf of Marinwood. MERA meets on Wednesdays once per month at 3:30pm. Dreikosen can fill in. Green asked if any Board members were interested. Schwartz asked if other agencies appoint Board members or staff? Dreikosen replied it is a mix among other agencies. Perry commented that she is unable to serve on this committee. Naylor offered to volunteer. Barnello asked didn't Tom Roach ask Leah Green months ago to volunteer and shouldn't she be the alternate? Green replied she did go to one meeting already and can be a second alternate if needed.
M/s Schwartz/Perry to appoint Jeff Naylor as representative to the Marin Emergency Radio Authority Board of Directors with Eric Dreikosen as alternate. Ayes: Perry, Green, Shea, Naylor and Schwartz. Nays: None. Motion carried.

Fire Department Matters

1. *Chief Officer Report and Activity Summary:* Chief Gray said everyone has been very welcoming. He gave a brief personal background. He made comments regarding the current fire activity in Paradise and So. California. Both fires are far from containment. Contributing factors are drought, climate change and expansion into wildlands. Over 10,000 firefighters are working on wildfires. He had to opportunity to speak with community members last week at the CERT meeting. He sees opportunities to work together with the community in making positive steps toward becoming a fire wise community. The proposed new Ponti Road Trail could provide a 2.8-mile buffer in the area. He referred to the written report included in the packet. Marinwood now has 6 chief officers at our service. Perry welcomed Chief Gray and mentioned she would like more predictable community chipper days in order to plan accordingly. Upper Lucas Valley is becoming a fire wise community. Perry asked about the 5-minute response time noted in Chief Gray's Fire Department Update Memo. She asked what is the standard response time. Chief Gray replied 5 minutes is well within an acceptable response time of 7 minutes. Perry asked Gray what have been the obstacles or problems so far and what does he look forward to resolving? Gray replied that he'd like to meet with local schools and continue to work with administration and operations to being as efficient as we can. Schwartz welcomed the Chief and said he had attended the CERT meeting last week. He said it was a great presentation by the chief and other members. Chief Gray's business card notes ISO 1 on it which is the highest insurance rating. Schwartz asked where is Marinwood? Gray replied Marinwood is currently below that rating and we're working to improve that. He explained that the rating scale is 1 -10. The lower the ISO class, the better benefit you have for an insurance rating. Schwartz hopes we can work to reducing our ISO rating. Schwartz asked if the firehouse kitchen remodel is complete and how did the final cost compare to budget? Dreikosen replied that the kitchen is done and that the project came in approximately \$1,000 below the projected total cost. The contractor has been paid in full. Naylor asked if our ISO rating has improved in the last few years. Dreikosen answered that he will have to review Tom Roach's notes but he believed so. Naylor commented that he would like to email more questions to Chief Gray. Naylor would like to discuss PG&E's responsibility regarding wildfires and what can Marinwood do to review PG&E lines in our open spaces. Naylor also mentioned a concern about homeless encampments. Nestel mentioned he attended the CERT meeting last week and is happy to have Chief Gray here. At the CERT meeting a code officer spoke about making sure residences were code compliant. Should residents be expecting code officers to check residences? Regarding fire breaks, how big should a fire break be? We need a balance between fire breaks and natural resources. He has concerns about the Ponti Road Trail and other firebreaks throughout the valley. Dreikosen and Brackett both commented on how appreciative they are about the communication with Chief Gray in the first two weeks. Dreikosen thanked Captain Brackett for his efforts in the transition with Chief Gray so far. He acknowledged Brackett for taking on more tasks through the transition and going above and beyond. Barnello mentioned that she has been attending San Rafael Fire Commission meetings for a

few years and is happy that we have access to their vegetation management teams, their nursing teams, and all the training resources. Barnello asked if Green and Naylor had met with San Rafael. Green replied that it's not an agenda item and shouldn't be discussed right now.

2. *Date of Next Fire Commission Meeting -- TBD*

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of October 23, 2018*: no comments

2. *P&R Commission Bylaws Amendment Adjusting Meeting Start Time from 7:30pm to 7:00pm* no Board discussion.

Nestel asked if we can post a sign board outside the building in order to announce meeting times. A public board would encourage more community participation.

M/s Perry/Shea to adjust P&R Commission Bylaws Amendment to Adjust Meeting Start Time from 7:30pm to 7:00pm. Ayes: Perry, Green, Shea, Naylor and Schwartz. Nays: None. Motion carried.

3. *Recreation and Park Maintenance Activity Reports*: Fretwell mentioned the recent Art and Wine Show was the best one we've had so far. It's a great way to bring art into the community and thanked Susan Press for her hard work in putting that together. The next art show will be in the spring. Winterfest is coming up December 7 and encouraged families with young kids to attend. The Junior Tennis League has won all of their matches of the season. We are advertising for the open Recreation Supervisor position. Naylor asked what is the function of that position. Fretwell answered that the Recreation Supervisor oversees the pool, adult programming and special events. Perry asked if there is a summer wrap-up. Fretwell said he would have that summary for the next meeting. Fretwell notified the Board that the heating system in the small classroom is no longer functioning and needs to be replaced. Dreikosen suggested we use the same contractor that finished the Firehouse HVAC system. Naylor said the Board will direct Dreikosen to have the heater replaced. The current unit is over 20 years old and a new unit will be much more efficient. Fretwell continued that the park crew is preparing for the current storm season. They've been clearing fallen branches and clearing drains. Perry asked if the roof of the maintenance shed is covered. Fretwell said the roof is covered as well as it can be. Water leaks into the shed from the ground and he does not want to send anyone onto the roof to adjust the existing tarp as it's too dangerous. Perry asked what is Landesigns current schedule? Fretwell said they typically come once per week to tend to the Lucas Valley Estate berms and medians, all the walking paths in Marinwood and the medians along Miller Creek. Landesign sends Fretwell an activity report when they've been here and what they've covered. They have a contract to perform services per Marinwood's direction. Perry requested to see a copy of Landesign's schedule. Barnello asked why the park staff does not cut the grass in front of the fire department when it cuts the grass in front of the community center? She's seen the firefighters cutting the grass. Fretwell answered that the firefighters want to do it. Nestel asked why the park staff do not take better care of their area. They have a large area they use for landscaping debris and trash storage. The area is unsightly and the maintenance area isn't up to the standards of a million-dollar home community.

4. *Date of Next Park & Recreation Commission Meeting – November 27, 2018.*

New and Other Business

1. *Appoint Incoming Fire Commissioners*. Naylor asked if the temporary appointment brings us to where we need to be? Dreikosen replied it does. Naylor suggested maybe we need a non-temporary chair of the Fire Commission. Schwartz said there is complacency from the community to participate. We need to find more interested parties. Nestel said people don't know when the meetings are. We need signage to announce the meetings. Barnello said the same is true for the Board. This last time, we didn't have anyone who wanted to be on the Board except for one person so she automatically got on the Board. We need more communication with the public, NextDoor doesn't send email notifications anymore.

M/s Perry/Shea to appoint fire commissioners Albano and Elsbree and to appoint Farac from Alternate to Regular. Ayes: Perry, Green, Shea, Naylor and Schwartz. Nays: None. Motion carried.

2. *Appoint Incoming Park & Recreation Commissioners* Perry said that John Tune has been wonderful to have on the Commission. His expertise has been beneficial to the Park and Rec Commission

M/s Perry/Shea to appoint John Tune to the park and recreation commission. Ayes: Perry, Green, Shea, Naylor and Schwartz. Nays: None. Motion carried.

3. *Requests for Future Meeting Agenda Items*:

- Nestel: Requests we have a maintenance shed progress report.
- Dreikosen: Board officer elections are in December for the coming calendar year. Green asked if we will have a quorum. Dreikosen answered that two directors will not be in attendance. As long as no one else cancels, we won't have to reschedule the meeting.

Recognitions and Board Member Items of Interest

Naylor read a statement thanking Schwartz. Green presented Schwartz with a proclamation thanking him for his participation as a Director of the Board. Schwartz relayed the story of how he became involved dating back to the removal of the swings at the mini park. His wife sent him to the CSD meeting to speak about having the swings re-installed and he's been an active community participant ever since.

The meeting was adjourned at 9:42PM.

The date of the next Regular Board Meeting was set for December 11, 2018.

Respectfully submitted,
Tiffany Combrink

Marinwood 2018 Facility Inspection Report

Location	Tour Date	Item of Note	Priority	Feasibility	Cost	Estimated	Status	Notes
					Estimate	Completion		
Creekside Park	5/22/2018	Creekside Pathway: Asphalt near Bridgegate starting to crack	Med	Unknown	Unknown	TBD	Researching	Need to get quotes.
Creekside Park	5/22/2018	Creekside Pathway: Bridge needs minor maintenance & rails tightened	✓	✓	In-house	July, 2018	Complete	
Creekside Park	5/22/2018	Creekside Pathway: Brush & Branches on ground need to be removed	✓	✓	In-house	July, 2018	Complete	
Creekside Park	5/22/2018	Creekside Pathway: Some trees overhanging encroaching walkway need to be trimmed	✓	✓	In-house	July, 2018	Complete	
Creekside Park	5/22/2018	Creekside Pathway: Invasive berry bushes need managed	✓	✓	In-house	July, 2018	Complete	
Mini-park	6/26/2018	Minor graffiti on play structure	✓	✓	In-house	July, 2018	Complete	
Mini-park	6/26/2018	Confirm any ADA access update needs to whole park including the water fountain, walk way and if we increase the fenced off area			Unknown	TBD		
Mini-park	6/26/2018	Additional fencing around playground and potential ingress/egress needed?			\$1,800	TBD		Vandalism has waned.
Mini-park	6/26/2018	Post sign stating age restrictions for play structure			\$200	December, 2018	Planned	Need to order
Panhandle	6/26/2018	Investigate vegetation restoration needs and removal of non-native species (ivy, berries)			Unknown	TBD		
Panhandle	6/26/2018	Potential for access improvements from path to western pedestrian walkway			Unknown	TBD		We are exploring options.
Panhandle	6/26/2018	General cleanliness of horseshoe pit area and address existence of "permanent" coolers			In-house	Ongoing	Ongoing	
Tennis Courts	8/28/2018	Paint sign frame by the tennis courts	✓	✓	In-house	August, 2018	Complete	
Tennis Courts	8/28/2018	Fix hole in wire fence behind water fountain	✓	✓	In-house	August, 2018	Complete	
Tennis Courts	8/28/2018	Low spots in tennis courts 1&2			\$900	TBD		
Tennis Courts	8/28/2018	Additional vegetation planting near port-a-potty			\$300	January, 2019	Planned	Area has no irrigation; we would need to install, or hand water.
Marinwood Park North Section	8/28/2018	Possible planting in front of fence bordering field to "hide" (Jasime? - like pool fence)			\$400	TBD		Possibly not worth the increased maintenance req'd

Marinwood 2018 Facility Inspection Report

Location	Tour Date	Item of Note	Priority	Feasibility	Cost Estimate	Estimated Completion Date	Status	Notes
Marinwood Park North Section	8/28/2018	Possible do some planting on the fence to "hide" Jasime - like pool fence?			\$400	TBD		Possibly not worth the increased maintenance req'd
Marinwood Park South Section	8/28/2018	and maybe pathway all the way around behind the stone bench			\$500-\$800	Spring 2019	Planned	
Marinwood Park South Section	8/28/2018	Water puddle near the picnic bench & tree pathway - irrigation issue?	✓	✓	in-house	Sept., 2018	Complete	
Marinwood Park South Section	8/28/2018	Possible additional weekend trash pick up			\$50/week	Spring 2019	Ongoing	Will monitor and adjust staffing as needed.
Marinwood Park South Section	8/28/2018	Additional plantings in native garden area and explore potential to expand further north			Unknown	TBD		
Marinwood Park South Section	8/28/2018	Re-stain all water fountains	✓	✓	In-house	Sept., 2018	Complete	
Marinwood Park South Section	8/28/2018	Additional trees on grassy knoll near parking lot			Unknown	Unknown		Soil is not conducive, trees don't do well in this area
Marinwood Pool	9/25/2018	Paint/Stain wood and trim near showers			\$100	Feb., 2019	Planned	
Marinwood Pool	9/25/2018	Repair/Replace Damaged Umbrellas			\$850	Feb., 2019	Planned	
Community Center	9/25/2018	Deep clean including corners			\$1,200	Jan., 2019	Planned	Will schedule with Janitorial company
Community Center	9/25/2018	Stain wooden baseboards			In-house	Winter, '18/'19	Ongoing	
Kitchen	9/25/2018	Continue to explore installing new cabinets and countertops			TBD	TBD		
Kitchen	9/25/2018	Replace Oven/Range			\$3000 - \$4000	TBD		Oven requires frequent repair.

Memo



To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: November 27, 2018
Re: P&R Commission Appointments

Commissioners,

The Board of Directors have appointed John Tune to another term on the Commission.

At this time, the Commission will consist of 3 members as of January 2019. Staff will continue recruitment efforts for additional commissioners and requests both current and expiring commissioners assist in recruitment efforts via personal word of mouth and any other means available to them.

Park & Recreation Report – November 2018

Luke Fretwell, Recreation Director

Recreation Activities

Community Events:

Marinwood's 6th Annual Art & Wine Show took place Saturday, October 27th. This was our best-attended show so far and everything went smoothly. I want to thank Susan Press for organizing the event and securing the artists. It's always a treat to be able to showcase so many terrific works by some of Marin's most talented artists. We look forward to our next installment, which will take place next spring.

Winterfest will take place Friday, December 7th from 5-7pm, and will feature photos with Santa Claus, live music, face painting, arts & crafts, bounce houses, games, and several other fun activities.

Spring/Summer Preparation:

The recreation department is hard at work getting the spring and summer programs finalized for inclusion in the next Marinwood Review, which will come out in February.

Summer Financial Report:

I have included the summer financial report, which includes the revenue and expenditure totals for our summer camps, aquatics programs, and overall pool season, not including utilities. We made \$54,000 this pool season, almost \$8,000 above the 2017 season. Our summer camps brought in \$418,000, about \$13,000 over last summer. We are very pleased with the final numbers and with how the season went.

Some general points of interest:

- *Pool Revenue.* This decrease can likely be attributed to lower attendance due to cooler weather, as well as no Groupon revenue (we did not run any Groupon-style promotions this season; we made \$14,000 in Groupon deals 2017.)
- *Pool Memberships.* This increase is likely due in part to our forgoing any Groupon-style promotions, as well as our more concerted effort to market pool memberships to families during summer camp registration.
- *Pool Part-time wages.* As minimum wage continues to go up, so do our staffing costs. We also added an additional lifeguard to the afternoons this summer to increase safety.
- *Pool Chemicals.* The milder weather resulted in a less crowded pool, which was easier to keep balanced. Additionally, repairs to equipment and improved maintenance practices resulted in less troubleshooting and fewer extreme measures required to keep the clarity and chemicals in proper range.
- *Pool Staff Uniforms.* We updated the pool staff uniform this season and created more apparel options for staff. We have a sizeable inventory going into the 2019 season, which will spread this cost out.
- *Aquatics Revenue.* Our swim lessons continue to increase in popularity and were almost completely sold out this season. We also added several timeslots to accommodate demand.
- *Contractor Expenditure.* We offered a multitude of new specialty camps that were offered through third party contractors. The revenue generated by these camps offsets this cost increase.

Camp Rates

I am recommending a 4% increase for our summer camp rates in 2019. With these rates we will continue to be competitive with our neighboring camp programs. This increase will also help offset the rising staffing costs from the increasing minimum wage, which jumps from \$11.50 to \$12/hour in 2019, as well as increasing supply and field trip cost, etc.

Pool Rates

I am recommending a 2% increase for pool membership rates and no change to drop-in or punch pass fees, which were last adjusted in 2017.

Park Maintenance Activities

General Maintenance:

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

Projects completed in October:

- Turf restoration in pool complex
- Turf restoration in Mini Park & Creekside Park
- Winterization of pool for off-season
- Assess storm drains and address concerns before storm season (ongoing)
- Assess creek for flood hazards and address before storm season (ongoing)

Projects scheduled for November:

- Landscaping at community entrances & clearing overgrowth at bus stops
- Landscaping around community center
- Removal of dead bay tree at Lucas Valley/Miller Creek intersection
- Monitor creek and drains for obstructions/concerns as rainy season approaches
- Tree trimming in main park and panhandle

Upcoming Projects:

- Landscaping by Marinwood sign on Miller Creek Road
- Continuing gravel path in panhandle

Landesign Contracted Schedule:

- Weeding in LVE
- Mowing berms in LVE
- Median pruning
- Blowing paths and walkways

Summer 2017 vs Summer 2018 Comparison

Fiscal Year: **15/16** **2016/17** **2017/18**

POOL Account	1/1-6/30/17	July 2017	Aug 2017	Sep 2017	Oct 2017	Total 2017	1/1-6/30/18	July 2018	Aug 2018	Sep 2018	Oct 2018	Total 2018
Revenue												
4410215 Rental & parties	14,038.95	2,703.14	5,579.68	3,045.48	2,783.07	28,150.32	13,518.94	6,067.76	4,680.00	5,239.45	2,108.61	31,614.76
4631912 Vending	5,607.68	6,333.58	6,558.52	1,895.37	593.94	20,989.09	4,393.66	4,377.84	6,345.57	1,377.30	1,870.48	18,364.85
4631917 Pool revenue	29,858.53	17,565.97	20,819.65	10,044.76	6,276.45	84,565.36	19,052.30	13,959.02	26,225.71	2,520.00	6,005.41	67,762.44
Swim Team Reimb			63,060.78			63,060.78		65,257.85				65,257.85
4631918 Pool membership	<u>60,730.06</u>	<u>3,662.10</u>	<u>1,355.93</u>	<u>94.63</u>		65,842.72	<u>74,474.82</u>	<u>5,816.20</u>	<u>1,216.37</u>			81,507.39
Total revenue	110,235.22	30,264.79	97,374.56	15,080.24	9,653.46	262,608.27	111,439.72	95,478.67	38,467.65	9,136.75	9,984.50	264,507.29
Expenditure												
5110210 Part-time wages	46,065.83	40,115.61	52,903.06	16,068.78	11,750.89	166,904.17	46,142.34	47,939.18	62,587.97	10,017.25	19,007.05	185,693.79
5110210 S.T. salary, LG wages	43,978.29	10,698.15				54,676.44	45,903.25	10,168.50				56,071.75
5211315 Training	933.23	136.49	241.38	228.30	118.00	1,657.40		27.16	114.64	305.84	246.56	694.20
5220215 Maint pool equip	6,216.44	873.69	6,785.46	4,184.53	930.95	18,991.07	10,300.60			5,970.09	46.82	16,317.51
5220710 Pool chemicals	3,284.87	2,848.51	4,317.80	3,325.59	1,143.89	14,920.66	3,853.49	977.93	1,706.80	853.95	824.20	8,216.37
5220819 Supplies	4,243.65	154.72	919.57	302.33	311.76	5,932.03	1,927.36	344.10		448.88	31.83	2,752.17
5220825 Clothing	1,690.02		208.28	24.22		1,922.52	4,754.79	226.01		53.57		5,034.37
5220826 Vending supplies	<u>3,740.89</u>	<u>2,327.11</u>	<u>3,199.35</u>	<u>2,087.28</u>	<u>497.27</u>	11,851.90	<u>2,941.73</u>	<u>2,685.60</u>	<u>2,214.59</u>	<u>2,398.46</u>	<u>241.04</u>	10,481.42
Total expenditure	110,153.22	57,154.28	68,574.90	26,221.03	14,752.76	276,856.19	115,823.56	62,368.48	66,624.00	20,048.04	20,397.50	285,261.58
Gain/loss						-14,247.92						-20,754.29

AQUATICS Account	1/1-6/30/17	July 2017	Aug 2017	Sep 2017	Oct 2017	Total 2017	1/1-6/30/18	July 2018	Aug 2018	Sep 2018	Oct 2018	Total 2018
Revenue												
4631917 Aquatics	<u>83,351.91</u>	<u>21,907.38</u>	<u>14,357.61</u>	<u>1,027.54</u>	<u>137.11</u>	120,781.55	<u>91,647.22</u>	<u>20,913.73</u>	<u>22,483.05</u>	<u>1,543.11</u>	<u>97.69</u>	136,684.80
Total revenue	83,351.91	21,907.38	14,357.61	1,027.54	137.11	120,781.55	91,647.22	20,913.73	22,483.05	1,543.11	97.69	136,684.80
Expenditure												
5110210 Part-time wages	10,689.19	18,223.09	24,007.93	2,330.50	15.00	55,265.71	5,982.81	17,564.26	32,414.36	855.00	585.00	57,401.43
5220819 Supplies	<u>70.51</u>	<u>969.96</u>	<u>2,846.43</u>	<u>638.90</u>	<u>437.43</u>	4,963.23	<u>1,528.35</u>	<u>1,837.22</u>	<u>264.64</u>	<u>757.88</u>		4,388.09
Total expenditure	10,759.70	19,193.05	26,854.36	2,969.40	452.43	60,228.94	7,511.16	19,401.48	32,679.00	1,612.88	585.00	61,789.52
Gain/loss						60,552.61						74,895.28

POOL PLUS AQUATICS TOTAL												
Total Revenue						383,389.82						401,192.09
Total Expenditure						337,085.13						347,051.10
Gain/loss						46,304.69						54,140.99

SUMMER CAMPS Account	1/1-6/30/17	July 2017	Aug 2017	Sep 2017	Oct 2017	Total 2017	1/1-6/30/18	July 2018	Aug 2018	Sep 2018	Oct 2018	Total 2018
Revenue												
46319120 Summer program	<u>908,341.55</u>	<u>72,305.17</u>	<u>70,495.61</u>	<u>2,228.28</u>	<u>561.73</u>	1,053,932.34	<u>970,497.37</u>	<u>63,198.64</u>	<u>86,610.49</u>	<u>3,999.61</u>		1,124,306.11
Total revenue	908,341.55	72,305.17	70,495.61	2,228.28	561.73	1,053,932.34	970,497.37	63,198.64	86,610.49	3,999.61	0.00	1,124,306.11
Expenditure												
5110210 Part-time wages	69,053.38	166,223.90	200,799.60	1,190.00		437,266.88	30,195.32	169,329.01	241,249.02	1,691.81		442,465.16
5210146 Contract employees	18,631.40	28,382.70	525.00			47,539.10	25,845.50	43,588.25	21,603.75			91,037.50
5220819 Supplies	<u>51,888.66</u>	<u>44,754.18</u>	<u>56,701.92</u>	<u>10,348.97</u>	<u>512.59</u>	164,206.32	<u>58,759.82</u>	<u>54,572.76</u>	<u>27,670.43</u>	<u>31,403.82</u>	<u>263.23</u>	172,670.06
Total expenditure	139,573.44	239,360.78	258,026.52	11,538.97	512.59	649,012.30	114,800.64	267,490.02	290,523.20	33,095.63	263.23	706,172.72
Gain/loss						404,920.04						418,133.39

Total Summer Season **451,224.73** **472,274.38**