

**MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA**

**TUESDAY, MAY 22, 2018, 7:00PM**

CREEKSIDE PARK IN LUCAS VALLEY ESTATES, CREEKSIDE DR, SAN RAFAEL, CA 94903

#	Time	Item	Commission Action
1	7:00 PM	Park & Recreation Commission Facility Tour and Inspection: Creekside Park in Lucas Valley Estates on Creekside Dr.	Understand maintenance Requirements
2	7:40 PM	Agenda	Adopt
3	7:45 PM	Public Comment on Non-Agenda Items	
4	7:50 PM	Draft Minutes of April 24, 2018 P&R Commission Meeting	Approve
5	7:55 PM	Draft Minutes of May 8, 2018 Board Meeting	Review
6	8:00 PM	P&R Commission Bylaws Amendment	Review
7	8:10 PM	Recreation and Park Maintenance Activity Report	Review
8	8:25 PM	Requests for Future Agenda Items	
9	8:30 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 JUNE 26, 2018 AT 7:00 PM  
AT LAS GALLINAS MINI-PARK & MILLER CREEK PANHANDLE PATH**

**2018 P&R Commission Facility Inspection Schedule:**

**May:** Creekside Park

**June:** Las Gallinas Mini-Park & Miller Creek Panhandle Path

**July:** Marinwood Community Park & Playground

**August:** Marinwood Community Pool

**September:** Marinwood Community Center

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

**April 24, 2018**

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

**Present:**

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

Absent: Jon Parkinson and Kathie Joseph.

Staff: District Manager Eric Dreikosen, Recreation Supervisor Luke Fretwell and Administrative Assistant Carolyn Sullivan.

Board Members: Izabela Perry.

Others present: John Boro, Donna McLeran, Terry Algeo, Stephen Nestel and Bill Hansell.

**Agenda**

Valentine moved item number 6 to after item number 2.

M/s Oyserman/ Tune to approve agenda as modified. Ayes: Campo, Valentine, Oyserman and Tune. Nays: None.

Absent: Parkinson and Joseph. Motion carried.

**Park Maintenance Facility Replacement Initiative Update**

Dreikosen commented there are no action items related to the discussion and no decisions are being made this evening, this is just informative. Dreikosen stated he had reached out to the five homes directly and immediately adjacent to the CSD property where the maintenance facility is currently located and proposed for replacement, but reminded all in attendance this is a public meeting. The architect as well as staff has made progress to move this project forward with the goal of a site plan review application submitted to the County of Marin.

Hansell presented his preliminary designs and drawings. Hansell stated he understands the sensitivity to the area and is aware of the discussions of the past. The total square footage of the current facility is 4,500, the proposed design would reduce that footprint to about 4,400. Hansell is aware of the environmental concerns and stated he tried his best to make the facility workable as well as pedestrian and pet friendly. The design aesthetic was inspired by the heritage of the area drawing from the Miwok culture for a natural architectural design. A community member asked if other locations were not considered. Hansell replied he was given the topo for the current area, and with all the infrastructure (water, sewer, electricity, etc.) already in place it makes the most sense at this point in time. A community member stated the views of the path would be lost. Hansell replied he had redesigned the pathway and stated new trees may be planted. Dreikosen added that staff had done an extensive needs assessment and the proposed design makes sure everything is properly contained and there would be no eyesores. Campo inquired if solar panels would be placed on the roof. Hansell replied that is not something he is pursuing at this time. A community member commented that the current maintenance staff is not tidy; they need discipline. Dreikosen replied the staff has made strides in cleaning the area. Hansell added a new working facility is a re-set for the staff and hope they will have pride in ownership of the area. A community member suggested splitting up the facility; keeping the current area for a garage and placing a new facility next to the Firehouse. Additionally installing a Nature Preschool where the current building is situated. Oyserman commented that area is not conducive to a Preschool and the neighbors might object to a school in that area. Valentine stated if any other placements are to be considered the District should have a baseline cost of what it would entail. Hansell stated the District could hire a cost estimator to provide that information.

The Commission thanked Hansell for his design and his attention to details.

**Public Comment on Non-Agenda Items**

Nstel stated the District needs to prioritize the Parks and Open Space.

**Draft Minutes of March 27, 2018 P&R Commission Meeting**

M/s Tune/Campo to approve draft minutes of March 27, 2018. Ayes: Campo, Valentine, Oyserman and Tune.

Nays: None. Absent: Parkinson and Joseph. Motion carried.

**Draft Minutes of April 10, 2018 Board Meeting**

No comments.

**Recreation and Park Maintenance Activity Report**

Fretwell stated staff is in summer prep mode, hiring, planning and buying supplies. The Homebrew Happy Hour was a successful event and offered thanks to Damien Perry for brewing all the beers. Hansell commented he has worked hard to produce a good line-up for the Music in the Park Summer Series. Additionally in the past the Recreation Department has worked with him on Flamenco Nights or Swing Dance Nights and questioned what the community would like to see in the future regarding events. Fretwell added adding new content in regards to events is something staff would like to discuss.

Fretwell commented in regards to Park maintenance the crew has begun to remove the old sandbox revealing a larger issue unanticipated, but the issue will be resolved soon. They have also begun repairs on the pool decking surface. We have discovered a vole infestation in the park and our current pest removal company will be tackling that issue. The voles are creating very dangerous holes in the turf.

**Requests for Future Agenda Items**

No items.

The meeting concluded at 9:32PM.

The date of the next Park and Recreation Commission meeting is set for May 22, 2018 at Creekside Park.

Respectfully submitted,  
Carolyn Sullivan

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday May 8, 2018

**Time and Place:** 6:30PM Marinwood Community Center classroom.

**Present:**

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

Absent Izabela Perry.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Fire Chief Tom Roach, Firefighter Sean Day and Administrative Assistant Carolyn Sullivan.

Others Present: Bill Hansell, Stephen Nestel and Linda Barnello.

**Call to Order and Public Comment on Closed Session Items**

No comments.

**Closed Session**

1. *Conference with Legal Counsel-Existing Litigation Section 54956.9(d)(1) Name of Case: Miller v Marinwood Community Services District:* The Board entered into closed session at 6:35. The Board exited closed session at 7:24; the Board took no action and advised its representatives.

Nestel asked if the District is in litigation. Dreikosen replied there has been a suit filed.

**Open Session Call to Order and Pledge of Allegiance**

**Agenda**

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

Absent: Perry. Motion carried.

**Consent Calendar**

a. *Draft Minutes of Regular Meeting of April 10, 2018:* Naylor commented he rejects any effort to create a policy regarding communication responses from the District Manager. Naylor stated he would not like for this item to be included in the minutes further. Green agreed.

b. *Draft Minutes of Special Budget Meeting of April 24, 2018:* No comments.

c. *Bills Paid Nos. 2068-2164:* Shea asked why there was no PG&E bill. Sullivan replied it was paid this month.

Dreikosen noted he still has an open claim with PG&E and hopes it to be resolved soon. Nestel asked if the Department makes any money on tennis classes. Fretwell replied yes.

Nestel commented that there is an ongoing issue of reporting and inaccurate minutes. The public is being ignored and it's disrespectful, the facts are not being reported and it's creating a falsehood. Naylor does not have the right to ignore the public. Barnello commented she is being discriminated against and read Article 8, Section 8 of the Board bylaws. She requested the Board change its bylaws to reflect its behavior.

M/s Schwartz/Shea to approve Consent Calendar as presented. Ayes: Naylor, Green, Shea and Schwartz.

Nays: None. Absent: Perry. Motion carried.

**Public Comment Open Time for Items Not on Agenda**

Nestel commented tonight the District is approving the highest budget in the history of the District.

**District Matters**

1. *Proposed District Budget for Fiscal Year 2018-2019:* Dreikosen commented he added fees for GASB 75 as well as a camera and audio recordings for the classroom for recording meetings. Dreikosen stated that this budgets expenditures are down 5% from last year with revenues projecting a decrease of only 2.5% due to the FEMA claims. Schwartz inquired as to GL 5220910. Roach replied it's the HVAC system. Schwartz inquired how many years left on the Type 1 engine loan. Dreikosen replied 8. Barnello asked how much was budgeted for the camera. Dreikosen replied \$2,500. Nestel asked for further explanation for the reduction in expenditures. Dreikosen replied it is budget wide, but salaries have decreased as well. Nestel commented this deserves a public hearing with greater outreach. Green commented the Board did hold a public meeting. Dreikosen replied it was posted on the website, at the community center as well as on Nextdoor.

M/s Shea/Naylor to approve District Budget for Fiscal Year 2018-2019. Ayes: Naylor, Green, Shea and Schwartz. Nays: None. Absent: Perry. Motion carried.

2. *Update: Marinwood CSD Emergency Services Succession (ESS) Committee:* Green commented the District is still waiting to hear from San Rafael and we are looking at wrapping up the committees. Naylor noted the response the

District recently received from CalPERS was extremely disappointing. They responded very generally and commented there will be a cost associated to garner the information the District requested. That is not helpful to the District in any way. Schwartz questioned who was in the driver's seat with the discussions. 49% of the Districts calls last month (not mutual aid) were into San Rafael. Green stated yes, that is a good point. Barnello asked how many calls is it the opposite way, San Rafael responding into Marinwood. Roach replied about 5 or less a month. Nestel commented the Board needs to bring Damon Connolly into the discussions, he can make movement happen, and he has good communication skills. Schwartz is correct, we need a strong hand.

3. *Board, Commissions, and Committees Bylaws Amendment to Incorporate Public Decorum and Enforcement Policy:* Schwartz commented all verbiage should state "presiding officer" rather than "Board President" for consistency. Nestel commented this is restricting speech and behavior of the public. The Board behavior is atrocious as well and it's wrong to create a policy to limit speech. Barnello commented she had looked at the Board Bylaws as well as Rosenberg's Rules of Order and it looks like everything is already covered. This policy is overkill and is not friendly. There has not been discussion of this matter in at least two Board meetings and suggested the Board take another month before voting. Green replied this policy is long overdue, it has been reviewed by County Counsel and she is grateful for the policy. Schwartz agreed and stated he is pleased with the document.

M/s Naylor/ Schwartz to approve Board, Commissions and Committees Bylaws Amendment to Incorporate Public Decorum and Enforcement Policy as amended to state "Presiding Officer". Ayes: Naylor, Green, Shea and Schwartz. Nays: None. Absent: Perry. Motion carried.

### **Fire Department Matters**

1. *Fire Activity Summary and Chief Report:* Roach reported Rotwein has left the Department for San Rafael. Roach stated he has contacted the remaining people on the Paramedic list, there was no interest. In the meantime Roach had hired temporary Firefighter Bradley Davenport. Naylor commented this is the third year of the shared services, does it makes sense to hire a paramedic or a firefighter. Roach replied it is not a solid staffing model relying on temporary employees. Nestel asked what the District will be doing with the old stove. Roach replied that has yet to be determined.

2. *Purchase of New Fire Department Utility Truck:* Roach commented he had received a few bids for the Board; this truck is needed by the District for the services the Fire department delivers. Roach stated this department may look differently soon and I will be leaving, but feels that the department needs the equipment to provide the service in the open space. The plan B would be to rely on County service. Schwartz commented the only reason the department has a utility is because the County sold their old one to the District. Green asked how old is the truck. Roach replied 1995. Green asked if the Chief had looked at used vehicles. Roach replied no, these prices are fleet rates, but stated he really feels this is important. Green replied it is uncomfortable timing for such a large purchase. Naylor commented the Type 3 can enter into open space without transport and questioned how often the department responds into the open space. Roach replied about 3 times a month. Naylor asked how many medical calls does the department respond to. Roach replied about 85 a month. Naylor asked about paramedic calls. Roach replied about 65 times a month. Naylor replied we rely on others for paramedic service and the need is greater. The department can't be everything to everybody and this is not a good use of taxpayers fund at this point in time. Schwartz asked if the department could sell the current truck. Roach replied yes, but for not much money. Nestel commented the Board needs to know the future of the Department before making any decisions. Nestel stated the District should devise a plan for using the Parks Utility vehicle. Additionally the bids were not achieved using proper protocol, the District needs to maintain consistency. Barnello commented the District has lost the bid window for 2018. Yes, the future is uncertain, but the Fire Department will remain and they need access to the open space; the closest Fire Department should be able to help as first responders.

M/s Schwartz/Shea to approve purchase of new Fire Department Utility Vehicle. Ayes: Schwartz. Nays: Green, Shea and Naylor. Absent: Perry. Motion failed.

### **Park and Recreation Matters**

1. *Draft Minutes of Park and Recreation Commission Meeting of April 24, 2018:* Nestel commented he is surprised at the lack of reporting; Carolyn is avoiding the uncomfortable. The Districts decision to keep the Maintenance shed discussion quiet is disappointing. Barnello stated if she had known there was going to be a presentation she would have been in attendance, no one knew about the presentation and it violated the Brown Act. Dreikosen replied it did not violate the Brown Act; The topic was stated on the agenda.

2. *Park Maintenance Facility Replacement Initiative: Review of Initial Project Site Plan and Building Design:* Dreikosen stated maps and visuals were included in the Board packet. The current plan is to remove the modular building and lessen the whole footprint, we are still waiting on the cultural assessment. Naylor asked if the vehicle storage area was open. Hansell replied it is covered, but not a garage to allow for a more flexible work space. Naylor inquired if the modular could be used elsewhere. Dreikosen replied maybe, but it really might be at the end of its useful life. Naylor asked if any neighbors had any reactions. Dreikosen replied he cannot speak for others, but they have concerns about how it might impact them. Naylor commented it's a very efficient use of space. Shea commented the design is very interesting. Dreikosen stated the idea is for everything to be contained behind closed doors and walls. Hansell added there are layers of protection as well to protect the Districts assets. Barnello asked how many trees will

need to be removed. Dreikosen replied two pine trees. Barnello asked if the open concept would allow critters to access. Dreikosen replied that was discussed, netting may be added if that is an issue. Barnello stated the design is similar to an eichler. Schwartz stated it has a flat roof which is appropriate for the area and lessens the impact for the neighbors. Hansell stated he had paid close attention to the materials as well, using the most natural elements and kept the roof low, but also incorporating natural light and elements from the Miwok heritage. Joe Runco offered his help with the landscape design as well. Dreikosen stated a lot of thought went into this design and Hansell has been great to work with. Hansell commented he appreciated Schwartz's time spent on the project. Schwartz stated the site plan review is a new process and the District may need a landscape design as well for a complete picture. Nestel congratulated Hansell on the design and suggested retaining Hansell to build a stage in the park to celebrate the community. Nestel added the proposed design is a large rectangle and is wasted space, it should be 4 garage bays instead and this proposed design still encroaches on the sensitive areas. Nestel commented he would like to see a Nature Preschool in the area instead. Barnello asked when the current building would be demolished. Dreikosen replied there is no current timeline for demolition. Hansell stated he was using vernacular architecture, a garage would not be much help, and the maintenance crew needs a workshop to accomplish their work and projects. Hansell commented he would not like to see a row of garages in that area, and commented he tried to design for both aesthetic and purpose. Schwartz commented Hansell has created a good plan, creative while taking into consideration the neighbors. Green thanked Hansell for his time and stated aesthetic is important.

3. *Recreation and Park Maintenance Activity Reports*: Fretwell commented we had a good Homebrew Happy Hour and thanked Damien Perry for his involvement. Next events are the Summer Music Series beginning in June. Fretwell stated staff is prepping for summer hiring staff as well as revitalizing our Marinwood brand with new swag. The pool is up and running and the swim team had its time trials successfully. Fretwell stated a new Recreation Supervisor had been hired; her name is Lacey Merryman and staff is looking forward to working with her. In regards to Park maintenance its weeds and more weeds and staff is trying to get a handle on the issue as well as the vole issue in the parks. Green thanked Fretwell for putting in extra time at the pool. Barnello asked when the foxtails would be removed from the panhandle. Fretwell replied the crew tackled that today. Barnello asked about the pedestrian pathways. Fretwell replied that is a Landesign task, but he will follow up with them. Nestel commented foxtails are natural and the District needs a plan for open space, the damage is created by the staff and it should be treated as a natural grassland. Fretwell replied the impetus was requested by the neighbors for fire prevention. Schwartz commented Nestel always criticizes staff for driving in the open space, and questioned where Nestel is speaking of. Nestel replied, the panhandle.

### **New and Other Business**

#### *1. Requests for Future Meeting Agenda Items:*

- Barnello: A request for a written policy of communication from the District Manager.

Naylor commented this issue has been dealt with, the Board rejected the idea of this policy and will not restrict the District Manager in a written policy.

### **Recognitions and Board Member Items of Interest**

- Roach: Thanked Rotwein for his time with the Fire Department.
- Dreikosen: Thanked Damien Perry for his Homebrew.

The meeting was adjourned at 9:23PM.

The date of the next Regular Board Meeting was set for June 12, 2018 at 7:30pm.

Respectfully submitted,  
Carolyn Sullivan

# Memo



**To:** P&R Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** May 22, 2018  
**Re:** Bylaws Amendment: Public Decorum and Enforcement

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Commissioners,

The following bylaws amendment has been approved by the Board of Directors to be incorporated into all Board, Commission and Committee bylaws:

**Article IX Public Decorum**

During any public comment before the full Commission, remarks shall be addressed to the Commission, not to individual Directors or staff and not to the audience.

**A. Prohibited Actions**

The following actions are prohibited during public meetings:

- 1) Obscene, vulgar or abusive language
- 2) Shouting or yelling
- 3) Use of electronic devices, unless they are in silent mode

**B. Disorderly Conduct**

The presiding officer shall order removed from the meeting room any person who commits the following acts in respect to a Board meeting:

- 1) Disorderly, contemptuous or insolent behavior toward the Board or staff or any member thereof, tending to interrupt the due and orderly course of said meeting;
- 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
- 3) Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the Board
- 4) Any other interference with the due and orderly course of said meeting.

**C. Conduct Enforcement**

Any person removed from a meeting shall be excluded from further attendance at the meeting from which removed, unless permission to attend is granted upon motion adopted by a majority vote of the Board. Such exclusion shall be performed by any law enforcement officers or security officers upon being so directed by the presiding officer. Any law enforcement officers or security officers at the meeting, or whose services are commanded by the presiding officer, shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at a public meeting.

**D. Law Violations**

In addition to performing the removal of any person who, in the opinion of the presiding officer has violated the order and decorum of any meeting, the presiding officer may direct any law enforcement officer or officers to place such person under arrest for violation of Section 403 or Section 415 of the California Penal Code, or any other applicable law, and shall cause such person to be prosecuted. The complaint shall be signed by the presiding officer, the District Manager, or the clerk of the meeting.

**Park & Recreation Report – May 2018**  
**Luke Fretwell, Recreation Director**

**Recreation Activities**

**Special Events:**

- Our next special event will be the summer Music in the Park Series, which starts on June 29<sup>th</sup>. Bill Hansell is once again booking the bands and artists for the series and we will be announcing the lineup soon.
- Summer Brewfest takes place Saturday, July 28<sup>th</sup> from 2-7pm. Robyn is hard at work securing breweries and it's looking to be another great event. This year's event will feature beer tasting from several local breweries, live music, and food trucks.

**Classes:**

- Marinwood's Preschool school year is coming to a close in a few weeks and our graduation ceremony takes place on Sunday, June 3<sup>rd</sup>. Our new preschool supervisor, Kate, has done a fantastic job taking over after Susan Press's retirement last year. She has maintained the popular aspects of the preschool while also adding her own elements and style and we are very pleased with how the first year has gone. I know Kate has a lot of great ideas for the next school year and we look forward to watching the program continue to evolve under her leadership.
- Marinwood's spring Photography workshop finishes May 19<sup>th</sup>. We had a great group this season and photography locations included Blackstone Canyon, Pt. Reyes Station, China Camp, McInnis ponds, among others. We are hoping to display some of the photographs around the community center in the coming weeks.

**Summer Preparation:**

- Robyn and Luke are in final preparation mode to get everything planned, trained, purchased, cleaned, etc. for the summer. College staffers are starting to trickle back and it's nice to have the help.

**Aquatics:**

- Pool party rentals are booking up and swim lesson enrollment is strong. We continue to market all the pool programs to ensure everyone gets the word in time to sign up.
- Our last Lifeguard class before the summer takes place over Memorial Day Weekend. The class is full.
- We are in our last two weeks of interviews and the lifeguard and pool attendant staff will be finalized by the beginning of June.

**Recreation Transition:**

- I am pleased to announce that we have hired someone for our vacant Recreation Supervisor position. Lacey Merryman officially started May 9<sup>th</sup>. She is already a great addition to our team and is learning the ropes quickly. She is in charge of the pool, adult programs, and some special events. I look forward to introducing her next month.



## Park Maintenance Activities

### General Maintenance

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

### Projects completed in April:

- Pool deck repairs
- Irrigation repairs
- Removal of old sandbox in playground
- Weeding/mowing around Marinwood Park
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### Projects scheduled for May:

- Weeding/mowing in panhandle
- Cleaning/landscaping at Marinwood entrance (at Miller Creek and Lucas Valley)
- Cleaning/landscaping at Creekside Park
- Weeding/mowing around Marinwood Park

### Upcoming Projects:

- Miller Creek Mini Park fence extension/signage
- Picnic area updates
- Extend fencing in far field

### Landesign Contracted Schedule:

- Cleaned landscaping in front LVE sign
- Mowed berms in LVE
- Median pruning/weeding
- Blew picked up trash in walkthroughs

### Pest Control:

- Voles seem to be under control. We are still trying to get on top of the gopher and mole activity.