

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JUNE 25, 2019, 7:00PM

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

*Times listed are approximate, subject to the course of the meeting.

| # | Time* | Item | Commission Action |
|---|---------|--|-------------------|
| 1 | 7:00 PM | Agenda | Adopt |
| 2 | 7:05 PM | 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 | 7:10 PM | Draft Minutes of March 26, 2019 P&R Commission Meeting | Approve |
| 4 | 7:15 PM | Draft Minutes of June 11, 2019 Board Meeting | Review |
| 5 | 7:20 PM | 2019 Facility Inspections and Process | Discuss |
| 6 | 7:35 PM | P&R Commissioner Meeting Schedule: Potentially Modifying to Bi-Monthly Meetings | Approve |
| 7 | 7:45 PM | Recreation and Park Maintenance Activity Report | Review |
| 8 | 7:55 PM | Requests for Future Agenda Items | |
| 9 | 8:00 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 JULY 23, 2019 AT 7:00 PM
AT LOCATION TO BE DETERMINED

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – March 26, 2019

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

Present:

Commissioners: Chair John Tune, Jon Campo and Shane Valentine.

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

1. Agenda

Valentine to approve / Campo to second agenda as presented. All in favor. Motion carried unanimously

2. Public Comment on Non-Agenda Items

none

3. Draft Minutes of January 22, 2019 P&R Commission Meeting

Campo to approve / Valentine to second Draft Minutes of January 22, 2019 P&R Commission Meeting. All in favor. Motion carried unanimously

4. Draft Minutes of March 12, 2019 Board Meeting

Commission reviewed minutes.

5. Draft Park and Recreation Department Budgets for Fiscal Year 2019-2020

District Manager presented Draft Budgets.

6. Public Request for Dedication of District Property in recognition of Genevieve (“Gennie”) Bolding

Tune to approve / Valentine to second recommendation to Board of Directors of Public Request for Dedication of Marinwood Pool Facility in memory and honor of Genevieve (“Gennie”) Bolding. All in favor. Motion carried unanimously.

7. Recreation and Park Maintenance Activity Report

Recreation Director presented Park Maintenance Activity Report

8. Requests for Future Agenda Items

Valentine requested to address Facility Tours and Inspection Process

Meeting adjourned at 8:23PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – June 11, 2019

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

Present:

Board Members: President Leah Green, Bill Shea, Izabela Perry and Sivan Oyserman.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Recreation Supervisor Stephanie Moret, Firefighter Sean Day and Administrative Assistant Tiffany Combrink.

Absent: Director Jeff Naylor

A. Call to Order and Pledge of Allegiance

President Green called the Open Session to order at 7:30PM

B. Agenda

Perry to approve/Oyserman to second the “adoption of the agenda as presented.”

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

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of May 14, 2019*

b. *Bills Paid Nos. 3310-3382*

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

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

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

Board of Directors received public comment regarding:

- a. Maintenance facility replacement project.
- b. Sherriff presence at board meetings.

E. District Matters:

1. *Resolution 2019-04: Determining the Fiscal Year 2019-2020 Appropriations Limit on Tax Proceeds*

Shea to approve/Oyserman to second Resolution 2019-04 as presented.

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

2. *Resolution 2019-05: Electing to Become subject to the California Uniform Public Construction Cost Accounting Procedures*

Perry to approve/Oyserman to second Resolution 2019-05 as presented.

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

3. *Draft Informal Bidding Policy for Public Projects Subject to the California Uniform Public Construction Cost Accounting Act and Procedures*

Shea to approve/Perry to second Draft Informal Bidding Policy for Public Projects Subject to the California Uniform Public Construction Cost Accounting Act and Procedures as presented.

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

4. *District Manager Report (verbal)*

Board received the District Manager’s report

F. Fire Department Matters:

1. *Draft Minutes of Fire commission Meeting of June 4, 2019*

Board reviewed Draft Minutes of Fire commission meeting.

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary.

3. *Date of Next Fire commission Meeting – TBD*

G. Park and Recreation Matters:

1. *Fiscal Year 2019-2020 “Measure A” Work Plan*

Shea to approve/Oyserman to second Fiscal Year 2019-2020 “Measure A” Work Plan as presented

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

2. *Authorization to Enter into Consultant Agreement for Completion and Submittal of Joint Aquatic Resource Permit Application (JARPA) for Storm Drain Repair Project*

Shea to approve/Oyserman to second Authorization to Enter into Consultant Agreement for Completion and Submittal of Joint Aquatic Resource Permit Application (JARPA) for Storm Drain Repair Project

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

3. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

4. *Date of Next Park & Recreation Commission Meeting – June 25, 2019*

H. New and Other Business:

1. *Requests for Future Meeting Agenda Items*

I. Recognitions and Board Member Items of Interest

Meeting adjourned at 8:42PM

Tiffany Combrink, Secretary

Memo



To: P&R Commission
From: Eric Dreikosen, District Manager
Date: June 25, 2019
Re: 2019 Facility Inspections & Process

Commissioners,

It has been suggested that the Commission forego the annual summer facility inspection tours for this year and instead the Commission could receive a status report from the Recreation Director detailing a different facility/area with each report. Each facility/area report could contain updates including but not limited to:

- General Status
- Recently Completed Projects
- Upcoming Projects – Short Term
- Needed Projects – Long Term
- Other Highlights & Concerns

Should the Commission decide to forego the facility/area tours and opt for the above-mentioned status reports, staff is looking for direction as to what specific topic headings to be included and detailed with each report.

Should the Commission decide to continue with the traditional facility/area tours, a tour schedule will need to be developed and agreed upon by the Commission at this evenings meeting.

Given the current timing in relation to the traditional tour schedule, staff recommends foregoing the physical tours for this calendar year and instead receiving written reports for each area.

For reference, the traditional facility tour sites and month visited are listed below:

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

Memo



To: P&R Commission
From: Eric Dreikosen, District Manager
Date: June 25, 2019
Re: 2019 Facility Inspections & Process

Commissioners,

In light of current Commissioner vacancies, recruitment and retention challenges and the Commission's recent inability to field a quorum on occasion, it has been suggested that switching to bi-monthly meetings may be appropriate.

Staff is looking for Commission discussion and a possible recommendation to the Board of Direction to formally switch to bi-monthly meetings, via an amendment to the P&R bylaws, should the Commission so desire. Any such final decision would need to be approved by the Board of Directors.

Should the Commission choose to recommend bi-monthly meetings, staff would recommend the Commission convene at 7:00 PM on the fourth Tuesday of every odd month (January, March, May, July, September, November). These months would still allow for a complete review of the respective operating budgets prior to Board adoption as well as updates leading up to, in the middle of and at the conclusion of our program heavy summer months. Furthermore, it would not interfere with the regular omission of the December meeting, which is traditionally cancelled due to timing conflicts with the Holiday season.

Parks and Recreation Report

June 2019

Submitted by: Luke Fretwell, Recreation Director

Recreation

Summer Programs

Our summer programming kicked off on June 17th and the first week went extremely well, with over 450 campers, 100 swim lesson students, and 40 Guards-in-Training and Counselor-in-Training participants in attendance each day. I am extremely pleased with how hard our staff has worked and how well the summer is starting.

Pool & Aquatics

The Lifeguard staff has been training hard the last few weeks getting prepared for a busy summer pool season. Stephanie and her senior aquatics staff are keeping the lifeguards vigilant and prepared with weekly in-service skills trainings all summer.

The Waterdevils will have their final home swim meet on Saturday, June 22nd against longtime (friendly) rivals, the Lucas Valley Lightning. We wish them luck.

Special Events

Our Summer Music in the Park Series will begin Friday, June 28th. Marinwood Market will once again be selling food. The dates are:

Fridays, 6-8pm

6/28 - Justin Schaefer and the Blind Barbers

7/12 - Paula Frazer and Tarnation

8/9 - TBA

8/23 - Valley Queen

Marinwood's Summer Brewfest will take place on Saturday, July 27th from 3:00-7:00pm. This event will feature live music, food, and several local and semi-local breweries. Childcare will be provided.

Classes and Programs

Many of our classes are on hiatus for the summer but we are continuing to offer Jazzercise, Zumba, Yoga, Ballroom Dancing, Irish Dancing, CPR & First Aid, and Tennis classes throughout the summer months.

Parks/Maintenance

Projects

In May staff spruced up the landscaping in the pool area, added fall material to the 3 parks, diagnosed and repaired two leaks in the main park, made repairs to some benches and picnic tables, and began erecting some shade structures for the summer camps, among other projects. Upcoming projects include installation of a backup heater in the pool pump room, replacing aging ventilation in the pump room, updating landscaping at the entrance to Marinwood and extension of the rail fence at the edge of the main park.

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)