

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

**TUESDAY, JUNE 26, 2018, 7:00PM**

LAS GALLINAS MINI-PARK/PANHANDLE TRAIL, LAS GALLINAS AVE, SAN RAFAEL, CA 94903

#	Time	Item	Commission Action
1	7:00 PM	Park & Recreation Commission Facility Tour and Inspection: Las Gallinas Mini-Park and Marinwood Park Panhandle Trail	Understand maintenance Requirements
2	7:45 PM	Agenda	Adopt
3	7:50 PM	Public Comment on Non-Agenda Items	
4	7:55 PM	Draft Minutes of May 22, 2018 P&R Commission Meeting	Approve
5	8:00 PM	Draft Minutes of June 12, 2018 Board Meeting	Review
6	8:05 PM	Recreation and Park Maintenance Activity Report	Review
7	8:25 PM	Requests for Future Agenda Items	
8	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 JULY 24, 2018 AT 7:00 PM  
AT MARINWOOD COMMUNITY PARK AND PLAYGROUND**

**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**

**May 22, 2018**

**Time and Place:** 7:00PM Creekside Park

**Present:**

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

Absent: Jon Campo and Kathie Joseph.

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

**Park and Recreation Commission Facility Tour and Inspection: Creekside Park in Lucas Valley Estates**

The Park and Recreation Commissioners met at Creekside Park. They inspected the Park and walked the paved pathway from Creekside Park to Bridgegate Drive. Each Commissioner had a spreadsheet to write down their comments which will be compiled into a master list. Dreikosen noted that he would like to acquire quotes for re-paving the walking paths at LVE.

**Agenda**

M/s Tune/Oyserman to approve agenda as presented. Ayes: Valentine, Parkinson, Oyserman and Tune. Nays: None. Absent: Campo and Joseph. Motion carried.

**Public Comment on Non-Agenda Items**

No comments.

**Draft Minutes of April 24, 2018 Park and Recreation Commission Meeting**

M/s Oyserman/Tune to approve Minutes of April 24, 2018 Park and Recreation Commission. Ayes: Valentine, Tune and Oyserman. Nays: None. Abstain: Parkinson. Absent: Campo and Joseph.

**Draft Minutes of May 8, 2018 Board Meeting**

Parkinson asked if there was any update of Fire matters. Dreikosen stated the Chief is set to retire soon. Currently the Board is looking into contracting for Chief Officer Services as well as other options. The Board is waiting for information from San Rafael.

**Park and Recreation Bylaws Amendment**

Dreikosen stated the Board had approved the amendment for all Commissions, Committees and Board. This sets a clear policy moving forward and does not change current bylaws, just an addition to the bylaws.

**Recreation and Park Maintenance Activity Report**

Fretwell stated he had hired the new Recreation Supervisor. Fretwell added her name is Lacey Merryman and she began in early May and has been a quick learner, we are happy to have her. Staff is still in summer planning mode holding trainings and prepping. We are seeing very strong enrollment for the summer programs. The Music Series begins June 29<sup>th</sup> and will run every other Friday until August 24<sup>th</sup>. Summer Brewfest will be held July 28<sup>th</sup> from 2-7pm. Oyserman asked if Kate Kelly will be resurrecting the Children's Toy Sale. Fretwell replied we haven't spoken to Kelly about it, but he could discuss it with her.

Fretwell stated in regards to Park matters the crew is tackling the weeds as well repairs to the pool decking and prepping the grounds for the summer months and the heavy usage it sees. The fields have been experiencing vole issues, but the pest contractor seems to have it under control. Additionally Fretwell is working with Landesign on a new schedule.

**Requests for Future Agenda Items**

- Oyserman: Partnership with Miller Creek School to update educational content on Panhandle path.

The meeting concluded at 8:15PM.

The date of the next Park and Recreation Commission meeting is set for June 26, 2018 at Las Gallinas Mini-Park and Miller Creek Panhandle path.

Respectfully submitted,  
Carolyn Sullivan

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday June 12, 2018

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

**Present:**

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

Absent: Jeff Naylor.

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

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

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

No comments.

**Closed Session**

1. *Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Eric Dreikosen, Represented Employees: Marinwood Professional Firefighters:* The Board entered into closed session at 6:31. The Board exited closed session at 7:25, the Board advised its representatives; the Board took no action.

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

**Agenda**

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

Absent: Naylor.

**Consent Calendar**

a. *Draft Minutes of Regular Meeting of May 8, 2018:* No comments.

b. *Bills Paid Nos. 2165-2272:* Shea asked if the PG&E issue had been resolved. Dreikosen replied almost, but the credit has yet to be received.

M/s Perry/ Shea to approve consent calendar as presented. Ayes: Perry, Green, Shea and Schwartz. Nays: None. Absent: Naylor.

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

Bill McNicolas stated he has been a resident for 46 years. He distributed documents and pictures regarding the cleanup that he requested be addressed at Miller Creek Bridge. Fretwell replied that the Maintenance crew had addressed the issue this week, but will follow up with the Landscape contractor as well. Schwartz commented that the branches are in the County right of way and McNicolas should contract the County as the District should not be spending money on the matter.

Nestel asked why the mobile home on Las Gallinas is still being parked on CSD property. Dreikosen replied that enforcement is the Sherriff's Department jurisdiction, but he has spoken with the Sheriff.

Barnello commented she is being censored regarding the issue of the potential new written policy for communication from the District Manager. Barnello stated she is not trying to restrict the District Manager, and would like a policy.

Barnello added the Board did not reject the idea, only Naylor voiced his objection. The Board didn't reject the policy if it wasn't an action item, it needs discussion and a vote.

**District Matters**

1. *Resolution 2018-06: Determining the Fiscal Year 2018-2019 Appropriations Limit on Tax Proceeds:* Dreikosen stated it's the annual requirement. Nestel stated revenues are up due to the housing recovery and the Recreation Department. The Board should reject this in fiscal discipline and stop raising taxes. Perry replied this Resolution in no way increases taxes on the residents. Dreikosen added it's the appropriations limit based upon prior year and is set through formulas provided by the State Department of Finance.

M/s Perry/ Shea to approve Resolution 2018-06: Determining the Fiscal Year 2018-2019 Appropriations Limit on Tax Proceeds. Ayes: Perry, Green, Shea and Schwartz. Nays: None. Absent: Naylor.

2. *Resolution No 2018-07: Proposing an election be held in its jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and requesting election services by the Marin County Elections Department:* Dreikosen stated this is a requirement for the 11/4/2018 election.

M/s Perry/ Shea to approve Resolution No 2018-07: Proposing an election be held in its jurisdiction; requesting the Board of Supervisors to consolidate with any other election conducted on said date, and

requesting election services by the Marin County Elections Department. Ayes: Perry, Green, Shea and Schwartz. Nays: None. Absent: Naylor.

3. *Fiscal Year 2018-2019 Publically Available Pay Schedules of All Positions*: Dreikosen stated this is a required document and all salaries have been approved in the budget. Nestel inquired about Swim Instructor pay. Fretwell replied there are different wages for different positions, but all are Lifeguards and Pool Attendants. Nestel commented the schedule needs to be clearer. Barnello asked if this was a yearly practice. Sullivan replied all the numbers on the schedule are taken directly from the approved budget, the only difference is that they are being presented on one page. Nestel asked how raises are given. Dreikosen replied there is a step system for most employees based upon length of service. Fretwell replied that goes for part time employees as well, but with no guarantees.

M/s Perry/ Shea to approve Fiscal Year 2018-2019 Publically Available Pay Schedules of All Positions. Ayes: Perry, Green, Shea and Schwartz. Nays: None. Absent: Naylor.

4. *Update: Marinwood CSD Emergency Services Succession (ESS) Committee*: Green reported the ESS Committee met last night, but with no new information and no information from San Rafael. Nestel stated he has urged the Board in the past to negotiate and assert the District. Barnello stated the ESS Committee is moving slowly and questioned if the subcommittees will meet before the next ESS meeting. Green replied the subcommittees have been meeting as necessary.

5. *District Manager Report*: Dreikosen stated the Cultural Resources Evaluation was completed for the proposed area of the park maintenance facility replacement and posted on the website.

The FEMA claims are processing with Queenstone work still an active claim. The two creekside issues are still in the review process.

LAFCO has had management movement further delaying their report to the District and the Board should write a letter stating its displeasure.

Dreikosen stated he and the Chief have been meeting to discuss his future retirement and related transition.

Dreikosen stated he will be attending a CSDA Conference at the end of the month.

Schwartz asked if the creek bank was stabilized. Dreikosen replied yes, by the Maintenance crew. Schwartz commented he concurs with Dreikosen in regards to LAFCO, especially with the chief retiring. The Board needs to contact LAFCO and inform them the District will be making its own decisions without their input.

Shea inquired what the next steps are in regards to the Maintenance Facility. Dreikosen replied finish the initial study process and submit the site plan; all applicable agencies have been notified.

Nestel asked who performed the archeology study. Dreikosen replied a certified archeologist with Archeological Resource Service. Nestel stated the maintenance shed plan is not adhering to the 100ft creek setback. Nestel stated he has concerns with the size the facility and proximity to the stream. Hansell's design is not efficient, the storm damage concern is problematic. Additionally placing fencing in the parks such as the one near the creek is taking lands away from the public.

(Green stated Nestel had exceeded his speaking time limit. Nestel stated he will continue to speak. Green issued a warning to Nestel and called for a recess at 8:14pm. Green called for order at 8:18pm and reminded the Board members as well as the public that the Board had passed a code of conduct policy.)

### **Fire Department Matters**

1. *Draft Minutes of Fire Commission Meeting of June 5, 2018*: Roach stated the Commission met with no action items. Schwartz asked for clarity on the kitchen cabinets. Roach replied hopefully the cabinets will be delivered between July 5-18<sup>th</sup> and John Pope is in touch with the cabinet maker. Barnello asked about the Captain's Testing. Roach replied the exam was administered, but the person did not pass the written exam. Nestel asked the old stove was for sale. Roach replied no.

2. *Fire Activity Summary and Chief Report*: Roach reported May had been a busy month with 108 calls. Rotwein had left the Department and currently chief is using a temp hire to fill the position, but not filling the relief position. The Queenstone repair is set to take place next week and MCFD is working with the contractor. Schwartz commented 50% of the calls that Marinwood is the first responder to are located in JPA areas. Schwartz stated he has concerns with equity. Station 53 is located closer to their residents than our station, they are doing their own residents a disservice. Barnello commented San Rafael does provide benefits to Marinwood such as the yellow engine located in the driveway currently. Barnello added it was the Board that said Marinwood cannot do everything for everybody. Nestel stated he appreciated Schwartz's comments. There is no reason for San Rafael to give Marinwood anything. Marinwood needs the ability to walk away from San Rafael.

### **Park and Recreation Matters**

1. *Draft Minutes of Park and Recreation Commission Meeting of May 22, 2018*: No comments.

2. *Fiscal Year 2018-2019 "Measure A" Work Plan*: Dreikosen stated this is the yearly plan due to the County and it may be modified at a later date if need be. The Park and Rec Commission has decided to continue focus on the Park Maintenance Facility. Barnello stated she is confused by the Measure A funding and why no funds are being dedicated for vegetation management such as the City of San Rafael. Dreikosen replied the City of San Rafael receives about \$487,000 while Marinwood receives about \$87,000. There is not enough funding for every need. Roach commented

that Measure A funding is designated for Parks and Recreation only. Schwartz commented that the Fire budget does have funding allocated for vegetation management.

M/s Shea/ Perry to approve Fiscal Year 2018-2019 "Measure A" Work Plan as presented. Ayes: Perry, Green, Shea and Schwartz. Nays: None. Absent: Naylor.

3. *Recreation and Park Maintenance Activity Reports*: Fretwell stated the next event is the Music in the Park Series beginning Friday June 29<sup>th</sup>. Summer Camp begins June 18<sup>th</sup> and staff is looking forward to a good summer. The Parks crew is prepping the turf and grounds for the heavy summer usage as well as working on the irrigation and turf repairs. The new fencing on the far field is necessary for the safety of the children participating in our programs. Nestel commented Parks staff needs to make sure the dog bags are replenished on Fridays before the weekend. Nestel added that staff should be picking up the garbage bins on weekends as well. In regards to the Maintenance facility staff needs to address the parking, trash and piles of materials, it is not acceptable. Barnello commented that Nestel's wife had done a fabulous job cleaning the Firemen's Picnic Area last weekend after their event. Barnello questioned why the children's playhouse was still located at the maintenance facility. Fretwell replied the playhouse may be relocated, the project was put on-hold.

#### **New and Other Business**

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

- Green: Reschedule the July Meeting due to lack of quorum.
- Barnello: A written policy for communication from the District Manager.

Green replied the Board has made it clear that this is not something it will pursue. Perry added the Board does not have to place this request on a future agenda. Barnello replied the Board minutes do not accurately reflect the meetings.

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

- Green: Good luck to Fretwell in his first summer as Director.

The meeting was adjourned at 9:03PM.

The date of the next Regular Board Meeting was set T.B.D.

Respectfully submitted,  
Carolyn Sullivan

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

**Recreation Activities**

**Summer Special Events:**

- Our next special event will be the summer Music in the Park Series, which starts on June 29<sup>th</sup>. The lineup is as follows:
  - 6/29.....Sal's Greenhouse
  - 7/13.....Kingsborough
  - 8/10.....The Soft White Sixties
  - 8/24.....The ILLEAGLES
- 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.

**Summer Programs:**

- Our summer camp program kicked off on June 18<sup>th</sup>. Things have been going very smoothly and the summer is off to a great start. We are offering 10 weeks of summer programming, which includes:
  - 14 Summer Day Camps
  - 30 Specialty Camps
  - 14 daily Group Swim Lessons
  - 40 daily Private Swim Lessons
  - Counselor-in-Training and Guards- in-Training Programs
  - We have 150 camp staff overseen by 5 camp supervisors.
  - We have 60 Aquatic Staff, including 5 Senior Guards and 2 Pool Supervisors
- The camps are mostly full and going great. Robyn has done another terrific job of organizing the camps so that 500+ kids in our programs are all organized, safe, and having fun. The staff are in good spirits and we are very pleased with how Week 1 has wrapped up.

**Aquatics:**

- The Waterdevils swim season ends June 29<sup>th</sup> with their last home meet taking place 6/23.
- Our Group Swim Lessons are off to a good start with most classes full. Private Swim Lessons are completely booked for the first few weeks.
- Lacey has begun running weekly lifeguard in-service trainings and has established a good rapport with the pool staff. The transition has gone seamlessly and things are running smoothly.

## 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 May:

- Irrigation repairs
- Weeding/mowing around Marinwood Park
- Cleaning/landscaping at Creekside Park and adjacent paths
- Weeding at Marinwood Entrance (at Lucas Valley and Miller Creek Road)
- Playground inspection/repairs
- Repairs to Pool Deck

### Projects scheduled for June:

- New fence along the drainage ditch on the far field (completed)
- Cleaning up landscaping at Mini Park (underway)
- Weeding/mowing
- Picnic Area updates in Marinwood Park and Pool (underway)
- Clean up Fireman's picnic area for summer use (underway)
- Tree assessment and pruning in fireman's picnic area (completed)
- Turf repair (aerating, seeding, top soiling) on far field and main park (completed)
- Sanded and stained picnic tables and benches

### Upcoming Projects:

- Clean up landscaping at both Marinwood entrances
- Update landscaping at Marinwood Sign (at Marinwood Ave. and Las Gallinas)
- Weeding at all parks
- New rubber matting in main park playground (in old sandbox location)
- Extend fencing at mini park; add signage

### Landesign Contracted Schedule:

- Weeding/hedging in medians along Miller Creek Road
- Weeding along berms in LVE
- Blew picked up trash in walkthroughs