

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

**TUESDAY, JUNE 27, 2017, 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	7:45 PM	Public Comment on Non-Agenda Items	
4	7:50 PM	Draft Minutes of May 23, 2017 P&R Commission Meeting	Approve
5	7:55 PM	Draft Minutes of June 13, 2017 Board Meeting	Review
6	8:00 PM	Draft P&R Commission Maintenance Inspection Report for Creekside Park	Approve
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 JULY 25, 2017 AT 7:00 PM  
AT MARINWOOD COMMUNITY PARK AND PLAYGROUND

**2017 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 23, 2017**

**Time and Place:** 7:00PM Creekside Park in Lucas Valley Estates.

**Present:**

Commissioners: Shane Valentine, John Tune, Jon Parkinson, Jon Campo and Kimberly Call.

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

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

Commissioners met at picnic table. The Commissioners walked and inspected both play structures, the path around the park as well as the path running next to the creek. Each Commissioner had a spreadsheet to write down their comments which will be compiled into a master list. DeMarta commented that Maintenance Worker Marco Giron is in charge of this park and does an excellent job maintaining the grounds. Over the past year staff has added woodchips, stained the benches, and had professional arborists look at the oak tree. Tune suggested clearing the mulch from the bases of the oak trees; this will prevent a buildup of moisture and crown rot. DeMarta commented the tennis courts have structural issues. Eventually they will need to be rebuilt, but in the meantime Adams Surfacing will be patching, filling and recoating the courts in June. This project was approved for use with Measure A funds.

**Agenda**

No changes or additions.

Tune/Parkinson to approve agenda as presented. Ayes: Valentine, Tune, Parkinson, Campo and Call. Nays: None. Motion carried unanimously.

**Public Comment**

No comments.

**Draft Minutes of March 28, 2017 Park and Recreation Commission Meeting**

M/s Parkinson/Tune to approve minutes of March 28, 2017. Ayes: Valentine, Tune, Parkinson and Campo. Abstaining: Call. Nays: None. Motion carried.

**Review of Board Minutes of April 25, 2017 Joint Board and P&R Commission Meeting**

Campo commented he applauded Valentine for his leadership at the Community Input meeting. Tune stated that Tom Boyd had brought up some good points about employee safety and working conditions. Campo agreed, the staff needs the respect they deserve. Call commented she appreciated Naylor's comments at the beginning of the meeting.

**Draft Minutes of May 9, 2017 Board Meeting**

No comments.

**FY 17/18 Measure A Budget and Work Plan**

Dreikosen commented this is the yearly work plan. There is an estimated amount of \$87,500 to be received in FY 17-18 in addition to the \$106,000 currently available in this fund. Staff recommends Measure A funding be dedicated to the facility maintenance replacement project and an impending pool re-plastering project. DeMarta commented the pool will need to be re-plastered within the next two years. Valentine inquired about the tot pool. DeMarta replied ideally the tot pool will need to be redone as well and there are new regulations for zero entry. Call asked if we are operating on one heater. DeMarta replied yes, but that will be an operational expense, not Measure A. Call inquired about the Community Center kitchen remodel. DeMarta replied no one will touch it. DeMarta commented the Fire Department is going through the process now and it's expensive; due to SB854 it will end up costing the District more than the \$20,000 we initially set aside. Call commented in regards to the pool re-plastering staff should see if the Waterdevils would help with costs via a grant.

M/s Campo/Valentine to recommend to the Board the "Measure A Work Plan" for FY 17/18 as presented. Ayes: Valentine, Tune, Parkinson and Campo. Abstaining: Call. Nays: None. Motion carried.

**Update: Park Maintenance Facility Replacement Initiative**

Campo inquired about the locations. Dreikosen replied the results of the community meeting were that the District should investigate three possible locations: next to the Firehouse, the current location or closer to Miller Creek Road. Irv Schwartz will be doing rough site drawings for all three locations for consideration.

**Recreation and Park Maintenance Activity Report**

DeMarta commented the first Spring Art Show was held with a wonderful turnout; thanks to Susan Press who curated the show. On May 20<sup>th</sup> staff will be hosting a retirement party for Susan Press who has been the Marinwood Preschool Director for the past 32 years; we encourage all to attend. Recreation programming is going well and we have begun a waitlist for the 2017/18 After School Program. In regards to Park Maintenance the new truck is operating well and has been outfitted with the proper utility gear. Staff is working on weed abatement and well as planning for the landscape project. Call suggested DeMarta take a picture of the maintenance staff with their new vehicle and describe what Measure A funding has done for the District.

**Requests for Future Agenda Items**

Parkinson commented that he is a member of the Lions Club and had been asked to speak about the Park and Recreation Commission's projects and focus at the June meeting. Dreikosen commented he would try to attend.

The meeting concluded at 8:42PM.

The date of the next Park and Recreation Commission meeting is set for June 27, 2017 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 13, 2017

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

**Present:**

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

Absent: Jeff Naylor.

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

Others Present: Linda Barnello, Stephen Nestel.

**Closed Session**

1. *Conference with Legal Counsel- Existing Litigation Section 54956.9(d)(1): Name of Case: Anderson, et al., v. Marinwood Community Services District:* The Board entered closes session at 6:30. The Board exited closed session at 7:15, the Board took no action.

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

**Agenda**

No changes or additions.

**Consent Calendar**

a. *Draft Minutes of Regular Meeting of May 9, 2017:*

b. Bills Paid Nos. 969-1051: Perry asked what conference staff had attended. DeMarta replied the CPRS (California Park and Recreation Society). In the past staff had attended frequently, but it had been about four years since the last conference. Staff was informed on current laws, trends, etc. Perry inquired about the janitorial supplies. DeMarta replied the Maintenance staff buys all the janitorial supplies and our peak season is upon us. Barnello asked if the District is saving money with solar operating. Dreikosen replied yes, but it'll take a few cycles to look at year over year costs.

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

Barnello commented that when driving on Pinewood please be cautious, there are two baby deer living in the area. Barnello stated that the Maintenance shed project continues to grow in cost and scale; Measure A money needs to be for other items, not just this project.

Nestel commented the Board needs to be more aware of the District's financial capacity. There are pension and capital needs costs, with only 1700 homes to contribute money. Nestel stated pensioners get paid more money during retirement than when they had worked for the District; it's a one million dollar liability.

**District Matters**

1. *Purchase and Placement of Memorial Bench Honoring Founding District Manager Genevieve "Gennie" Bolding:* Dreikosen stated he had received a letter from Gennie's daughter. The family would like to place a bench and plaque in her honor on the front patio of the community center. The community center remodel was Gennie's last project and she spent countless hours on the project. Perry asked if the bench would be identical to the ones already present. Dreikosen replied no, it is different. Perry stated she does not object to the dedication but is concerned with the aesthetics of the area. Perry suggested placing a memorial plaque on an existing bench. Schwartz commented he had worked with Gennie for years and in fact the first District office was located in her home. The general idea of a memorial bench is nice, but he agrees with Perry, it's odd to have a mismatched bench. Schwartz questioned if it could be a possibility to name the classroom in her honor. Kleinman-Green stated the District should have a policy for memorial requests, but she is not against the placing of the bench. Shea commented he is torn on the decision, Gennie was dedicated to this community, but she was also paid for her work.

M/s Perry/ Schwartz to have District Manager speak to the Bolding family and offer to place a plaque on an existing bench or place a plaque in the classroom dedicating the room in her honor. Ayes: Perry, Shea, Kleinman-Green and Schwartz. Nays: None. Absent: Naylor. Motion carried.

Barnello commented the District does need a policy for memorials. Nestel stated the District values all of its employees. The Board should consider one plaque with the ability to add names as approved.

2. *Resolution 2017-06: Determining the Fiscal Year 2017-2018 Appropriations Limit on Tax Proceeds:* Dreikosen commented this is an annual requirement for Special Districts. Nestel commented the Board needs to rethink its finances, the District is subsidizing other areas and the homeowners are carrying the weight. Dreikosen stated this Resolution has nothing to do with taxes received; this sets the taxing limit.

M/s Kleinman-Green/ Perry to approve Resolution 2017-06 Determining the Fiscal Year 2017-2018 Appropriations Limit on Tax Proceeds. Ayes: Perry, Shea, Kleinman-Green and Schwartz. Nays: None. Absent: Naylor. Motion carried.

3. *Fiscal Year 2017-2018 Publically Available Pay Schedules of All Positions*: Dreikosen stated this is required by CalPERS. Schwartz stated nothing is changing it's just being reflected in one document. Dreikosen replied that is correct.

M/s Perry/ Schwartz to approve Fiscal Year 2017-2018 Publically Available Pay Schedules of All Positions. Ayes: Perry, Shea, Kleinman-Green and Schwartz. Nays: None. Absent: Naylor. Motion carried.

4. *Authorization of Contribution(s) to District OPEB Trust held by California Employers' Retiree Benefit Trust (CERBT)*: Recommendation was \$5,000/month. Dreikosen stated he would recommend authorization to make the first three contributions and then a review after quarter one financials are presented. Nestel stated this is a step in the right direction, but the District needs re-structuring of its employees. Barnello commented a review after each quarter is a good idea.

M/s Perry/ Kleinman-Green to authorize the District Manager to make the first three monthly contributions to District OPEB Trust held by California Employers' Retiree Benefit Trust. Ayes: Perry, Shea, Kleinman-Green and Schwartz. Nays: None. Absent: Naylor. Motion carried.

5. *Update from AD-Hoc Committee to Review, Revise, Create District Policies and Procedures: Discuss Next Project(s): Committee Member(s): Izabela Perry*: Perry commented she owes the Board a records retention policy, but is open to suggestions and will add a recognitions policy to the list. Perry commented she had spent many hours on the employee handbook and is very frustrated with the labor group, they have had this document since September, and their ability to stop the employee handbook from being approved. Perry suggested approving the handbook for exempt employees only seeing that the MOU would supersede the handbook. Perry stated that she would like to begin working on a strategic plan for the District, involving community feedback. Dreikosen recommended contacting counsel before the Board decides to split the handbook applicable to only a subset of the Districts employees. Schwartz asked if the Board could approve the handbook with a caveat to the labor group. Barnello commented this process has been ongoing for six years. Nestel commented that the Board needs to be tough with the labor group. Nestel stated Perry needs to produce reports and the District is violating the intent of an ad-hoc committee. Perry commented every policy that is drafted is presented and discussed by the Board in public setting. Perry stated she works on these policies at her home when she has down time; she doesn't feel the need to record each minute of the procedure. Shea requested removing the term "ad-hoc committee" from future agendas.

6. *District Manager Report*: Dreikosen stated he is waiting for final authorization in writing from FEMA for creek bank issues and have not heard back from any geotechnical firms, still waiting for proposal. There are meetings set with environmental groups and the County regarding the Maintenance building. Barnello asked if there is a cost estimate for the building. Dreikosen replied there is \$80,000 budgeted in Measure A. Nestel commented all the neighbors are against the current location, there needs to be a 100 foot setback from the creek. Nestel stated LVHOA submitted a large remodel plan and withdrew their plans due to setback issues. This community is against the project and the District will have to obtain an EIR. Barnello stated the community is not against you, only 10 residents out of 2,000 are against the project.

### **Fire Department Matters**

1. *Fire Activity Summary and Chief Report*: Roach commented May was busy. Wildland training is complete, Jeff Smith was promoted to engineer, David Purcell was hired as a temporary firefighter, Heine is still out on injury and Roach has been working with the multiple CERT groups in the area. The kitchen is slowly moving forward. Roach stated the firehouse floors were completely redone thanks to a donation by Barnello who paid for the whole project. Barnello asked if the District would be excusing itself from Strike team assignments again this year. Roach replied he is unsure as of now, it'll depend on staffing levels. Barnello asked about Ironstone clearing and if the District paid for the project. Roach replied each year money is set aside in the budget for projects and this project was warranted. Dreikosen commented he and Roach have had discussions with SRFD Chief Grey to regarding Paramedic's. He is willing to help in anyway appropriate.

### **Park and Recreation Matters**

1. *Draft Minutes of Park and Recreation Commission Meeting of May 23, 2017*: Nestel asked what was discussed in regards to the maintenance shed. DeMarta replied the Commission didn't discuss much because they were doing an inspection of the Creekside Park. Nestel stated it's important for the Commission to know that an EIR will be needed. DeMarta stated the Commissioner's inspected the Creekside Park at the last meeting. Adams Surfacing will be doing a coat overlay of the tennis courts in June, this is not a solution to the problem, just a fix.

2. *Fiscal Year 2017-2018 "Measure A" Work Plan and Budget*: Dreikosen recommended the work plan to be the Maintenance Facility with any remaining carry-over funds applied to pool re-plastering. Dreikosen had spoken with the County and verbally agreed to the plan, but it's always amendable. Barnello asked about the truck accessories. Dreikosen replied those were not Measure A. Nestel stated the District should get rid of the dump truck and purchase a trailer instead.

M/s Perry/ Kleinman-Green to approve Fiscal Year 2017-2018 "Measure A" work plan and Budget. Ayes: Perry, Shea, Kleinman-Green and Schwartz. Nays: None. Absent: Naylor. Motion carried.

3. *Landscape Maintenance Needs and Concerns Regarding Berms Along Lucas Valley Road and Fronting Lucas Valley Estates:* DeMarta commented the berms haven't been touched in years. When the landscape contractor began trimming the residents were upset; everyone wants different results. The Park Staff will be initially doing the work and then Landesign will look at the final results to use as an example moving forward. DeMarta commented the contractor is not happy with the District because we prohibited their use of spraying, they will most likely want to re-negotiate their contract. Perry asked how often they work. DeMarta replied a crew of three for six hours once a week. Barnello questioned if they remove the debris they cut. DeMarta replied they are supposed to. Barnello stated the pileup of leaves on Pinewood and Quietwood is dangerous, they should be removed.

4. *Recreation and Park Maintenance Activity Report:* DeMarta stated summer camps have begun, things have been very busy. The first Music in the Park is set for Friday the 23<sup>rd</sup> and fall programming is being finalized. Perry questioned the cost of the Marinwood Review and if going digital is an option to make people go to website. DeMarta replied the Recreation department is getting its return on investment, it's our only marketing tool for those outside the small community and when it comes to camps parents still want to take the time to read the review. Dreikosen noted it could be trimmed down to delete any anecdotal content. Perry commented if the \$15,000 for pathway repair was budgeted. DeMarta replied \$7,500 was budgeted so staff needs to isolate the most hazardous areas. Nestel commented that he would like to see benches placed in park panhandle. Additionally he stated that the lap swim times have been reduced and would like to see nighttime lap swim hours added to the schedule. Nestel stated he would like to see the Groupon offers be eliminated; this pool belongs to the residents and the schedule should contain member's only hours. Kleinman-Green commented she swims almost every morning and has never had to share a lane, additionally non-community members pay a higher price and that helps pay for the operation of the District.

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

1. Request for Future Meeting Agenda Items:

- Barnello: PG&E vs Solar comparison update.
- Barnello: LAFCO update.
- Nestel: Future of the District regarding State Housing Laws; Discuss growth scenarios.

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

Shea thanked Barnello for her donation to the Fire Department.

The meeting was adjourned at 9:33PM.

The date of the next Regular Board Meeting was set for July 11, 2017 at 7:30pm.

Respectfully submitted,  
Carolyn Sullivan



Park & Recreation Report – June 2017  
Shane DeMarta, Recreation Director

**Recreation Activities**

**Summer Special Events**

We kick off our first *Music in the Park Series* Friday, June 23<sup>rd</sup>. The Music in the Park Series is held from 6-8pm. In addition to music we sell beer/wine and have food available for purchase by Marinwood Market. Music in the Park will be held on the following dates June 23<sup>rd</sup>, July 7<sup>th</sup>, August 4<sup>th</sup>, August 18<sup>th</sup>.

**Summer Programs**

Our summer programs started Monday June 12<sup>th</sup>. This summer we offering 14 traditional camps, 15 specialty camps and dozens of weekly group and private swim lesson options.

Registrations are up from last year and we continue to be the one of if not the most popular camp in Marin County.

**Fall Programs**

In addition to getting ready for the summer the recreation staff are also beginning fall planning. Planning includes any classes, programs, events etc. that will be offered between September-December.

**Marinwood Review:**

The Fall Marinwood Review is now being created and will be finalized by mid-June. If the Commission would like any information added to the Fall/Winter Review we will need to receive the information in the next 4 weeks. However, we are attempting to keep costs down by reducing anecdotal items not directly related to classes and programs.

**Park Maintenance Activities**

**General Maintenance:**

- Mow turf weekly
- Empty garbage's and dog receptacles three times a week
- Clean Building each morning
- Check/clean all three parks
- Clear sidewalks and tennis courts
- Weed control
- Check Pool Chemistry daily



### **Marinwood Pathways:**

On Friday April 28<sup>th</sup> Precision Concrete Company did a walk-through of our Park and pedestrian walkways. The quote came back to do all repairs at a cost of approximately \$15,000. We currently have \$7500 budgeted for this work.

### **Projects completed in May:**

- Park shop cleaning and organization (on-going)
- Turf aerating/fertilizing
- Playground repairs (on-going)
- Routine weed abatement

### **Projects scheduled for June:**

- Lucas Valley berm pruning (pruning, dead brush/tree removal)
- Fence for storm damaged area on turf near tennis courts (complete)
- Firehouse landscaping and sidewalk repair

### **Creekside Tennis Court:**

The Creekside Tennis Court is scheduled to have a top coat and patch job completed in June. This will make the court a bit more playable/safe but will only last a few years before cracking begins again.

### **Landesign (contracted) landscape updates:**

Landesign recently finished working on the medians along Miller Creek Road and have recently moved out to LVE to work on the following areas:

- Berms (weeds)
- Pathways (weeds and cut small branches back away from pedestrian areas)
- Creekside Dr. (weeds cut back from road)
- Open Space areas (cut back from roads, paths, sidewalks etc.)

The contractors have been working in LVE for the past 3 out of 4 weeks and will spend another week in the area before moving back towards the Community Center. Since Marinwood approved a no/limited spray policy having our contractors come only once per week during the spring/summer months has made it challenging to keep up with the work load. The Board may want to revisit our current contract at summer end.