

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JULY 25, 2017, 7:00PM

MARINWOOD PARK, 775 MILLER CREEK ROAD, SAN RAFAEL, CA 94903

#	Time	Item	Commission Action
1	7:00 PM	Park & Recreation Commission Facility Tour and Inspection: Marinwood Park	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 June 27, 2017 P&R Commission Meeting	Approve
5	7:55 PM	Draft Minutes of July 11, 2017 Board Meeting	Review
6	8:00 PM	Draft P&R Commission Maintenance Inspection Report for Sites Visited to Date	Approve
7	8:10 PM	Draft Memorial and Recognition Policy	Review
8	8:25 PM	Recreation and Park Maintenance Activity Report	Review
9	8:35 PM	Requests for Future Agenda Items	
10	8:40 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 AUGUST 22, 2017 AT 7:00 PM
AT MARINWOOD COMMUNITY POOL

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

June 27, 2017

Time and Place: 7:00PM Las Gallinas Mini-Park/Panhandle Trail.

Present:

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

Absent: Jon Parkinson.

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

Others present: Laurette Rogers.

Park and Recreation Commission Facility Tour and Inspection: Las Gallinas Mini Park/Panhandle Trail

The Commissioners met at the Mini-Park and inspected the park and playground then continued their inspection down the park panhandle trail. In the playground DeMarta noted that there was another instance of vandalism; graffiti and broken play equipment. Additionally the trees above the playground need trimming. Along the panhandle trail DeMarta brought attention to a large tree that had fallen in the winter rains, staff had kept a close eye on the issue as to watch that the water could still flow easily.

Along the trail Laurette Rogers a STRAW (Students and Teachers Restoring a Watershed) Program Director spoke to the Commissioners about her decades of work in Miller Creek, in partnership with Miller Creek Middle School and Marinwood CSD. Rogers explained the process of removing invasive plants and restoring the creek. During the summer months a STRAW representative checks on their plantings every three weeks to ensure the trees they plant receive enough water. Rogers thanked the District for allowing the STRAW program to thrive and commented the work the students do is very inspiring.

Barnello commented that the western most entrance to the panhandle from Quietwood is very dangerous and needs attention. Each Commissioner had a spreadsheet to write down their comments which will be compiled into a master list.

Agenda

No changes or additions.

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

Public Comment

Barnello commented that the landscape contractor is not doing their job. There was a broken glass bottle in one of the pedestrian pathways that was not removed. Barnello stated she had placed a sign near the broken glass to ensure residents knew of the hazard. DeMarta replied if staff had been aware it would have been removed as soon as possible and requested in the future residents call the community center in those instances. DeMarta additionally commented that the District was removed from the Nextdoor website so staff is unaware of instances such as these.

Draft Minutes of May 23, 2017 Park and Recreation Commission Meeting

M/s Tune/Call to approve minutes of May 23, 2017 Park and Recreation Commission Meeting. Ayes: Campo, Call, Valentine, Tune. Nays: None. Absent: Parkinson. Motion carried.

Draft Minutes of June 13, 2017 Board Meeting

Tune asked how many memorial requests are made each year by residents. Dreikosen replied they are rare, but he has recently received two such requests. Tune stated when he worked for City of San Rafael they had a policy for memorials and offered to look into their policy for guidance. Tune suggested the Commission take on the responsibility of drafting a policy to be presented to the board. Tune added Gennie's years of service and commitment to the community warrants a memorial. Valentine suggested adding a memorial policy to be placed on a future agenda. Campo commented when he had worked with San Francisco Park and Recreation there were issues with tree memorials. The maintenance was an issue and families were disappointed when a tree failed to thrive.

Draft P&R Commission Maintenance Inspection Report for Creekside Park

M/s Tune/Campo to approve draft P&R Commission Maintenance Report for Creekside Park. Ayes: Campo, Call, Valentine, Tune. Nays: None. Absent: Parkinson. Motion carried.

Recreation and Park Maintenance Activity Report

DeMarta commented the first Music in the Park was a success. The next installment is set for Friday July 7th. On Saturday July 22nd staff will be hosting Summer Brewfest; from 2pm-7pm there will be three live bands, and local breweries will be pouring beer. The pool experienced a closure on Sunday the 25th of June late in the day. Due to high bather volume the clarity became an issue and staff erred on the side of caution; the pool re-opened on Monday morning. The pool heater failed, but it was under warranty and will be replaced with a newer model free of charge. The Parks staff has been working on cleaning up the small driveway adjacent to the firehouse. Berm pruning is set for next week and the Creekside tennis courts are currently being resurfaced. Tune asked if there was a plan set for the sidewalk repairs. DeMarta replied the District will focus on the major concerns first.

Requests for Future Agenda Items

- Memorial/Recognition policy

The meeting concluded at 8:19PM.

The date of the next Park and Recreation Commission meeting is set for July 25, 2017 Marinwood Community Park and Playground.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday July 11, 2017

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

Present:

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

Absent: Leah Green.

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

Others Present: Stephen Nestel and Ray Lorber.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

a. *Draft Minutes of Regular Meeting of June 13, 2017:* Dreikosen noted a motion/second was added to the draft minutes under Consent Calendar to reflect proper protocol.

b. *Bills Paid Nos. 1052-1193:* Naylor asked why the retirement amount was higher. Dreikosen replied it was due to the semi-annual payment of firefighter holiday pay. Shea questioned the bill to Kaiser. Roach replied it was for firefighter's annual physicals. Nestel asked why revenues were omitted. Shea replied the Board is discussing bills right now. Nestel stated the amount of money being paid for Jazz camps is large; the public doesn't know where the revenues are going. DeMarta replied Specialty camps are split with the Instructors usually 80% 20%. Specialty camps cost the District very little and we receive 20% of revenue. It's a good deal for the District.

M/s Perry/Schwartz to approve Consent Calendar as amended. Ayes: Perry, Shea and Schwartz. Abstaining: Naylor. Absent: Green. Motion carried.

Public Comment Open Time for Items Not on Agenda

Nestel stated he is concerned with the future of the CSD, concerned with pension costs and taxes.

District Matters

1. *Fiscal Year 2016-2017 Audit Engagement with RJ Ricciardi, Inc.:* Dreikosen stated he would recommend RJ for one more year. They have been very helpful with the accounting transition. Perry commented she agrees, but would like to see the task out to bid for next year. Naylor agreed. Nestel commented the District went with another firm four years ago and didn't receive a good report; the District needs a new auditor next year.

M/s Perry/Naylor to approve Fiscal Year 2016-2017 Audit Engagement with RJ Ricciardi, Inc. Ayes: Perry, Naylor, Shea and Schwartz. Absent: Green. Motion carried.

2. *Marin County Grand Jury Report: Draft Response to Recent Report "Marin's Retirement Health Care Benefits: The Money Still Isn't There":* Perry commented the drafted response is well written and the District is currently in negotiations and OPEB is a priority. Schwartz commented to change grammatical errors on the first two bullet points of the cover page. Naylor stated the overall tone of the response relates that the Board is well aware of the OPEB and Pensions issues. Cost containment is critical for the District and Naylor stated he is not in favor of pushing these costs to the taxpayers. Nestel commented the District needs a plan of action; and believes the District needs better discipline as well as charging higher prices for outside consumers.

M/s Perry/ Naylor to approve response to Recent Report "Marin's Retirement Health Care Benefits: The Money Still Isn't There" as amended. Ayes: Perry, Naylor, Shea and Schwartz. Absent: Green. Motion carried.

3. *Marin County Grand Jury Report: Draft Response to Recent Report "The Budget Squeeze: How Will Marin Fund Its Public Agency Pensions":* Naylor wanted included in the response that Appendix F of the report is incorrect in that the safety employees were represented, but not the miscellaneous employees. The pension contribution as percentage of revenue is 6.9% not 5.5%. Naylor further stated without any meaningful conversations and movement with the employee group and their 3@50 plan the District will likely go bankrupt. Over the course of recent discussions with the employee group, they have displayed blind, uncommunicative and poor leadership; as a result they've lost their strongest advocate. Perry commented this is a grave point and would like to see a forecast tool for revenues and expenditures. Schwartz stated looking at the yearly budget the District is not in poor shape, but that view does not include pension liabilities. Naylor stated that will be legally mandated by next year. Nestel thanked Naylor for his moral obligation, but commented the Fire Department has to work something out with San Rafael. Too much of the service the Marinwood Fire Department does is outside its borders.

M/s Naylor/ Perry to approve as amended Marin County Grand Jury Report: Draft Response to Recent Report "The Budget Squeeze: How Will Marin Fund Its Public Employee Pensions." Ayes: Perry, Naylor, Shea and Schwartz. Absent: Green. Motion carried.

4. *District Manager Report*: Dreikosen commented he had spent about six hours with FEMA and CalOES to look at all sites impacted by the winter storms. We are waiting on an eligibility report. Dreikosen stated he had reached out to another geotech firm in hopes of having someone analyze the sites impacted. Naylor stated he would rather pay out of pocket now rather than pay to have the pump house lifted out of the creek. Schwartz stated geotech firms are slammed out at the moment, but so are contractors; time constraints are a factor. Naylor stated if the pool fails it has a large negative impact on the Recreation Dept. DeMarta replied yes, it would be catastrophic.

Fire Department Matters

1. *Fire Activity Summary and Chief Report*: Roach reported Wildland season is upon us, the Department has declined to be on the Strike Team list due to staffing issues. The CERT Trailer was very handy last week when the community experienced a power outage. Naylor asked when Heine will return to work. Roach replied he is unsure.

2. *Review and Potential Approval of Bid for Firehouse Kitchen Remodel**

**As of the publish time of the agenda, the bid had yet to be received by the District. Should the bid be received prior to the meeting, it will be shared with the Board and public during the meeting for potential approval*: Roach stated SB854 has been modified so that any project under \$25,000 does not require prevailing wage. The first bidders that were contacted have stopped returning our calls and the Department is going on 4 months without a kitchen. Unfortunately the bid that arrived today was about \$100,000, which is not feasible. Schwartz asked if there was anything in the planned drawings that could be cut to reduce costs. Roach replied he will revisit the plan.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission meeting of June 27, 2017*: Schwartz commented on Tune's idea for a Memorial Policy. Nestel stated the park panhandle is really beat down and needs restoration and then be left alone. Nestel commented he would like to see park benches placed periodically on the path.

2. *Park Maintenance Facility Replacement Initiative: Update*: Dreikosen commented he and DeMarta had met with Marin Project Coordination Group consisting of environmental regulatory agency representatives and presented a few plans and provided information; we received good feedback. Next step is to contact County for a planning consultation. Lorber commented he is with the Miller Creek Watershed Stewards and would like to know more about the project; he has some concerns. Nestel commented he would like all the names of the people that attended the meeting with Dreikosen and DeMarta as well as to know which sites were submitted. Dreikosen replied no plans were submitted; this meeting was from a regulatory standpoint and was informal. Nestel stated the District is ignoring the Stream Conservation Ordinance the building is on the streambank; the seven neighbors that live in the area are strongly against the project; the Board needs to listen to the public, the Board does not make decisions for the public. Nestel continued he expects professionalism and a responsibility to the environment from the District. Naylor replied the structure needs to be replaced it is a hazard to our employees and a hazard to the Districts assets. The facility has been located there for decades and was present when the neighbors bought their properties. Dreikosen commented there is mis-information being stated about the District ignoring environmental issues.

3. *Recreation and Park Maintenance Reports*: Perry stated she would like the opportunity to meet the new Preschool Teacher. Schwartz commented it was his impression that Landesign was on a performance based contract. DeMarta replied they began the contract as performance based. They have been able to work with our requests, but the contact has become more labor intensive when the District requested they stop using chemicals as weed abatement. Perry suggested hiring a part-time employee to assist with the landscape.

Nestel commented that every weekend in June the Waterdevils held a swim meet at the pool facility which resulted in no lap swim times for the members. Nestel requested adding lap swim times on Tues/Thurs from 7:00-8:00pm. Additionally half dozen office workers have been swimming at noon and crowding the pool. The District needs to increase fees for non-residents.

New and Other Business

1. *LAFCO Update: Proposed LAFCO Study Schedule for FY 17/18- FY 21/22*: Dreikosen stated everything was included in the packet. MCSD is set to be studied this year as part of the San Rafael Area if approved by the Board and is eager to see the results of the study. Dreikosen stated he would like to write a letter LAFCO stating the CSD supports and encourages the study this year. Nestel stated Senate Bill SB35 allows affordable housing to be placed in the District; this will affect the District's finances the Board needs to pay attention to the broad view.

2. *Requests for Future Meeting Agenda Items*:

- Perry: Long term forecast for the District.
- Perry: Landesign contract.
- Nestel: Discussion regarding revenues and expenditures and where the money is going.

Recognitions and Board Member Items of Interest

Roach stated Correa has become a dad of twins and offered congratulations. Roach thanked the Fire Department for the 4th of July Pancake Breakfast.

Closed Session

Conference with Labor Negotiations Section 54957.6 Agency designated representatives: Jack Hughes, Eric Dreikosen. Represented employees: Marinwood Professional Firefighters: The Board entered into Closed Session at 9:14. The Board exited Closed Session at 9:54, the Board advised its representatives and took no action.

The meeting was adjourned at 9:55PM.

The date of the next Regular Board Meeting was set for August 8, 2017 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

**DRAFT Policy and Procedure
for the Placement of Plaques and Memorials
In Parks and Public Spaces**

***The Purpose of this Policy is to provide for
the recognition of Marinwood residents, organizations, or businesses
instrumental in the preservation, renovation or installation of park and recreation
facilities***

***The provision of consistencies in type, placement, installation and size of
memorial and***

The protection of all park and recreation facilities for the benefit of all citizens

The definition of a plaque is a flat slab, or disk engraved or ornamented for mounting.

The definition of a monument is a structure, sculpture, inscribed stone, or marker.

The definition of a memorial is a monument, petition or written statement that serves to remember a person or event.

1. Plaques, signs, monuments or memorials shall be installed, constructed or placed in a park or public place only with permission of the Board of Directors on the recommendation of the Park and Recreation Commission.
2. Plaques, signs, monuments or memorials must recognize a Marinwood resident, organization, or business who has made a substantial contribution to the purchase, improvement or programming at the location in which the recognition appears.
3. Plaques, signs, monuments or memorials must be affixed to a park bench, boulder, entry kiosk or other appropriate fixture.
4. The size of a plaques, sign, monument or memorial shall be scaled to the fixture and appropriate to the environment of the facility in which it is placed. Bench plaques shall be no larger than 6"x 8". Signs shall be no larger than 11"x 14". Monuments shall be no larger than 18"x 20". Appropriate materials shall be bronze, stone, or other durable material
5. No plaques, signs, monuments or memorials shall be installed on existing park furnishings or amenities.
6. The Parks and Recreation Commission must approve materials and design of the plaques, signs, monuments or memorials.
7. The cost of the plaques, signs, monuments or memorials, the installation, fixture and the replacement will be borne by the donating party.

8. The Recreation Director will determine the optimum location for the plaques, signs, monuments or memorials which must be affixed to a park bench, bolder, entry kiosk or other appropriate fixture.
9. The Park and Recreation Commission may approve the design and size of items sold in park fundraising campaigns that recognize of donations by the contributor. Such campaigns will have a defined project, a finite period of solicitation, and will apply 100% of the donation to the park project for which it was solicited.
10. Requests for plaques, signs, monuments or memorials must be made in writing to the Park and Recreation Commission c/o the District Manager. The request will be placed on the agenda of a future meeting of the Commission.
11. Recognition intended to rename, or designate a name for a park or public facility or a portion therein must be approved by the Board of Directors at the recommendation of the Park and Recreation Commission.

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

Recreation Activities

Summer Special Events

Summer Brewfest is scheduled for Saturday, July 22nd from 2pm-7pm. This summer we will be featuring 10 breweries and have three bands playing throughout the day/evening. In addition, we have a food truck that will be onsite serving up a wide variety of options.

Summer Programs

Summer programs are going well; we are now at our half-way point and look forward to having a great rest of the summer.

Fall Programs

In addition to summer the recreation staff are also beginning fall planning. Planning includes any classes, programs, events etc. that will be offered between September-December. In addition, we are working closely with our new Preschool Director, Kate Kelly to get her ready for the start of school in early September.

Pool Drain Covers:

We had the drains replaced on our main and tot pools in accordance with the *The Virginia Graeme Baker Pool and Spa Safety Act*. Under this law we need to replace the drains every 10 years.

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 the sidewalks and tennis courts
- Weed control
- Check Pool Chemistry daily

Projects completed in June:

- Lucas Valley Berms (on-going)
- Turf aerating/fertilizing
- Playground repairs (on-going)
- Routine weed abatement
- Firehouse landscaping (phase 1 of 2 complete)

Projects scheduled for July:

- Lucas Valley Berms
- Playground Repairs (on-going)
- Routine weed abatement
- Firehouse landscaping (phase 2 of 2)
- Commission directed landscaping in Marinwood Park (1 of 2 complete)
- Completion of Commission directed landscaping in Marinwood Park

Creekside Tennis Court:

The Creekside Tennis Court is complete.

Work completed (Steve Adams Surfacing):

- Filled Cracks
- Leveled low areas on court
- Applied top coat
- Painted official lines

The work done of the Creekside Courts will make the courts safer and more playable for a number of years. However, in order to “fix” the courts they will need to be completely replaced at an est. cost of \$50,000. This option should be explored sometime in the next 5-10 years.

Landesign (contracted) landscape updates:

Landesign is again a few weeks behind schedule. I will be meeting with their supervisor this week to come up with a plan to get caught up.

Areas behind schedule:

- Lucas Valley berms (weeds)
- Lucas Valley walking path (weeds)
- Miller Creek Median (weeds and pruning)
- Paths (50% behind schedule, weeds/pruning)