

## MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JULY 26, 2016, 7:00PM

MARINWOOD COMMUNITY PARK & PLAYGROUND, 775 MILLER CREEK RD, SAN RAFAEL, CA

#	Time	Item	Commission Action
1	7:00 PM	Park & Recreation Commission Facility Tour and Inspection: Marinwood Community Park & Playground	Understand maintenance Requirements
2	7:40 PM	Agenda	Adopt
3	7:45 PM	Public Comment	
4	7:55 PM	Draft Minutes of June 28, 2016 P&R Commission Meeting	Approve
5	8:00 PM	Draft Minutes of July 12, 2016 Board Meeting	Review
6	8:05 PM	Potential Improvements to Park Bathroom located near Playground	Discuss
7	8:15 PM	Update: Park Maintenance Shop Repair/Replacement Project Recommendation as assigned by Board of Directors	Discuss
8	8:30 PM	Park and Recreation Report	Review
9	8:40 PM	Requests for Future Agenda Items	
10	8:45 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 23, 2016 AT 7:00 PM  
AT MARINWOOD COMMUNITY POOL

### **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 28, 2016**

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

**Present:**

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

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

Board Members: Jeff Naylor.

Others present: Linda Barnello, Frank Gobar and Stephen Nestel.

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

The Commission began the tour in the mini-park. DeMarta stated the playground was vandalized and a portion of the equipment needs to be replaced. The maintenance crew will be installing a motion sensor light in the near future. Call commented staff might consider adding a “neighborhood watch” sign as well.

Nestel showed the Commissioners an oleander bush that was trimmed down to its stems. Nestel commented the bush was hacked and that the CSD needs written standards for landscaping. Call commented she would consider removing the bush completely; oleander is very toxic and it should not be located so close to a children’s playground.

(The Commission began walking down the panhandle.) Nestel commented the trail is too wide and compacted, it does not need to be twelve feet wide; he would like to see the trail return to its natural growth. Tune replied the trail has become wider with use. Naylor commented the trail is a fire break; it would not be safe for the grasses to grow high and the trail be reduced in width. Barnello commented she prefers the wider trail to accommodate room for passing bicyclists.

Barnello commented the drainage pipe in the creek is being covered with foliage; it should be cleared.

Nestel commented that the blackberries on the western side of the trail were hacked; the CSD needs written standards for staff to follow. DeMarta replied a team member got a bit overzealous with the cutback of the blackberry bushes, but it was dealt with internally and will not happen in the future. Tune commented the trail in its current state is the natural pathway that has evolved over the years. Tune stated the current staff should not be held accountable for the compaction of soil and widening of the pathway that has occurred over the past twenty or so years.

Dreikosen introduced Frank Gobar a resident and general contractor. Gobar spoke to the Commission about the maintenance shed and the possible solutions for the area. The CSD needs to determine whether to purchase a pre-engineered building or hire someone to build new construction. A wood structure would be higher maintenance than a metal structure and the roof should be strong enough for staff to walk on and clear debris when needed. Campo asked if any part of the current shed is salvageable. Gobar replied it would not be ideal to try and repair the structure; starting from scratch is preferable. Nestel asked if the footprint could be reduced. Gobar replied it may, but staff needs space for proper storage of the equipment. Dreikosen inquired what would be more cost effective, a pre-engineered building or new construction. Gobar replied in his opinion there is not a huge cost savings if the CSD chose a pre-engineered building. Valentine asked how the CSD should begin the permitting process. Gobar replied begin with internal fact finding and speak with staff to assess needs. Barnello suggested the Commission set up a committee to work on the project. DeMarta commented he will meet with staff again to determine the next steps.

**Agenda**

M/s Tune/Call to approve agenda. Ayes: Tune, Call, Valentine and Campo. Nays: None. Motion carried unanimously.

**Public Comment**

No comments.

**Draft Minutes of May 24, 2016 Park and Recreation Commission Meeting**

Naylor stated the future agenda items from the last meeting were not placed on the June agenda. Valentine replied the requests will be addressed.

M/s Call/Campo to approve Minutes of May 24, 2016 Park and Recreation Commission meeting. Ayes: Call, Valentine and Campo. Abstaining: Tune. Nays: None. Motion carried.

### **Review of Draft Board Minutes of June 14, 2016**

Call asked the nature of the phone call Director Kai had received. Naylor responded it was threatening, abusive and violent in nature. It was in regards to a YouTube posting claiming censorship by the CSD Board.

### **Update: Park Maintenance Shop Repair/Replacement as assigned by Board of Directors**

No further comments. The topic was addressed previously in the meeting.

### **Park and Recreation Reports**

DeMarta reported summer programming is in full swing, staff is working extremely hard. Music in the Park kicked off last Friday successfully. Call inquired if the sunscreen issue had been resolved regarding pool clarity. DeMarta replied the summer camp counselors have modified the timing of application to reduce the amount of sunscreen washing off in the pool. Additionally staff is adding enzymes to the water to help filter out sunscreen.

DeMarta stated the Maintenance staff worked hard to prepare the grounds for camps. Turf maintenance and weed abatement are top priorities currently. Naylor commented he had walked the grounds recently and everything is looking great.

### **Requests for Future Agenda Items**

- Add brighter lighting to park bathroom

The meeting concluded at 9:00PM.

Respectfully submitted,  
Carolyn Sullivan

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday July 12, 2016

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

## Closed Session

1. *Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters.*

2. *Conference with Legal Counsel- Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(5): Number of cases unknown.*

The Board exited closed session at 7:35; the Board took no action and advised its representatives.

## Present:

Board Members: President Justin Kai, Jeff Naylor, Bill Shea and Leah Kleinman-Green.

Absent: Izabela Perry.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Sean Day, Keith Larson and Stephen Heine and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Shane Valentine.

Others Present: Stephen Nestel

## Open Session Call to Order and Pledge of Allegiance

## Agenda

No changes or additions.

## Consent Calendar

a. *Draft Minutes of Regular Meeting of June 14, 2016:* Naylor stated when replying to Barnello's comments he wanted to reflect the notion that the Board has latitude in regards to public comment. The Board may decide when and how long it invites public comment and the Board can decide whether public comment occurs before Board deliberations or after Board deliberations.

M/s Kleinman-Green/Shea to approve Consent Calendar. Ayes: Naylor, Kai, Kleinman-Green and Shea.

Nays: None. Absent: Perry. Motion carried unanimously.

## Public Comment Open Time for Items Not on Agenda

Nestel commented there are some items missing from the minutes. Nestel stated the public is not receiving accurate minutes, they are political spin. The CSD has broken the law in regards to migratory bird habitat with the cutting of the blackberry bushes in the park. Nestel stated he had contacted California Fish and Wildlife. Nestel also stated the CSD needs to deal with the electrical hazard in the park.

Dreikosen replied DC Electric is working with PG&E to resolve the issue.

## District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities. Committee Member(s): Jeff Naylor and Bill Shea:* Naylor commented there has been no real movement on the OPEB front, but suggested that Naylor, Shea and Dreikosen research the other three providers and report back to the Board with their findings. Nestel commented the CSD should spend the time to research all the options as well as consider the CSD's capital needs. Naylor replied the decision is not just a financial one, there are audit, reporting and GASB issues to consider as well.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Discuss Next Project(s). Committee Member(s): Izabela Perry:* Due to Perry's absence the agenda item was postponed until the August meeting.

a. *Discuss adding another Director as member of Committee and potentially appoint a Director:* Naylor stated he would like to withdraw his proposal. Having Perry be the official committee member gives the flexibility for her to work with Director's on a policy by policy basis. Kai agreed the flexibility is a positive. Nestel stated the Board is not restricted to have only Directors on the Committee's; the Board needs to be public in their deliberations; these are standing committees not ad-hoc. Naylor responded in regards to the Unfunded Liabilities Committee the committee gave itself one year to reach a recommendation. Dreikosen noted in regards to policy updates it was discussed between he and Perry an idea to have each policy introduced be placed on the agenda at least twice before adoption. Naylor suggested the Board hold a publically held workshop, not a Board meeting to discuss policies. Kai commented it is a good outline to publically introduce the updated policy at one meeting and adopt at the following meeting. The work that is conducted in the Committees are all publically discussed.

b. *Draft: Marinwood CSD Payroll Management Policy*: Kai commented this policy was introduced last month. Shea commented it is straightforward. Naylor commented the date of the current policy manual is over forty years old; there are compelling reasons for the policies to be updated.

M/s Shea/Kleinman-Green to approve Marinwood CSD Payroll Management Policy. Ayes: Naylor, Kai, Kleinman-Green and Shea. Nays: None. Absent: Perry. Motion carried unanimously.

c. *Draft: Marinwood CSD Credit Card Policy*: Shea asked if there are dollar figures for each card. Dreikosen replied they vary seasonally. Nestel commented there are limits on petty cash there needs to be limits on credit cards. Naylor replied there are authorization limits on each card and staff has discretion to set those limits; the Board trusts its District Manager. Naylor added there are enough safeguards in this policy. Valentine stated the credit cards are reconciled and paid on a monthly basis; any abuse would present itself in a timely manner.

M/s Kleinman-Green/Shea to approve Marinwood CSD Credit Card Policy. Ayes: Naylor, Kai, Kleinman-Green and Shea. Nays: None. Absent: Perry. Motion carried unanimously.

3. *District Manager Report*: Dreikosen stated the past few weeks have been spent on the close of the fiscal year and the beginning of a new one; the new QuickBooks accounting system is up and running. Nestel asked if security measures are in place. Dreikosen noted a professional had installed the program and it is not online. Dreikosen stated Danlin had provided the District with an updated timeline for the solar energy project; construction will resume in August. Nestel commented he had received a nasty note from the District Manager regarding the blackberry bushes; the law was broken and there needs to be accountability for the action that was taken. Naylor commented he had reviewed the email by Dreikosen before it was sent and supports the District Manager.

### **Fire Department Matters**

1. *Fire Chief Report and Activity Summary Report for June 2016*: Roach reported there was no Commission meeting in July. The Department had been contacted for strike team assignments, but due to staffing levels declined the assignment. The new engine is in service and performing well. The shared services agreement is continuing to be helpful to the Department as well. Roach reported a Captain's exam will be held later this year. Nestel asked if there are strength and weight qualification for the Captain's exam. Roach replied each Firefighter is required to go through a physical exam every other year.

### **Park and Recreation Matters**

1. *Draft Minutes of Park and Recreation Commission Meeting of June 28, 2016*: Valentine reported the Commission is halfway through their yearly grounds inspection tour. Valentine commented that the vegetation issue was discussed and Nestel was in attendance at the meeting. A policy regarding vegetation management was not on the agenda therefore it was not broached. Naylor replied he is not convinced that the CSD needs a policy due to a single event; the incident was handled internally. Nestel stated the CSD needs to be consistent with its guidelines for vegetation care.

2. *Recreation and Park Maintenance Activity Reports*: DeMarta reported staff is in full summer mode; so far programming has been great. The tennis courts received a new slip coat, Adams Surfacing did a great job. Music in the Park continues to be a success; the next one will take place on July 22<sup>nd</sup>. Staff is finalizing the fall Review, deadline for submittals will be in two weeks. Naylor Commented the Board needs to reach out to the community seeing that attendance at the regular meetings are sparse; he stated the CSD needs to keep the newsletter going. Kai commented the Board needs to inform the public on what the CSD does and what their purview is. Nestel commented Naylor is right the CSD needs to be on top of the newsletter as well as add video clips and produce it regularly.

### **New and Other Business**

1. *Requests for Future Meeting Agenda Items*:

- Naylor: Begin work on drafting objectives for District Manager.
- Nestel: CSD discussion on financial impacts of homeless shelter on Mark Drive. Kleinman-Green responded that is not the CSD's purview; it is a County matter. Kai commented it would be premature to have any discussions at this time.

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

DeMarta thanked the Fire Department for their assistance today on two separate occasions. Captain Heine was a great help and had wonderful manner with our staff. Roach commented Heine is doing a great job as the Training Officer. Dreikosen recognized Naylor for his attendance at the Special District Leadership Academy.

The meeting was adjourned at 9:12PM.

The date of the next Regular Board Meeting was set for August 9, 2016 at 7:30pm.

Respectfully submitted,  
Carolyn Sullivan

Park Maintenance Building Replacement Project  
 Project Management Task List - DRAFT

Task No	Task Name	Resource	Start	Finish	Predecessors	% Complete
1	Define budget and fund availability/establish financial constraint					
2	Other Site Visits?					
3	Define Use, safety and security requirements					
4	Take careful outside and inside measurements of current shed LxWxH					
5	Identify and measure all intended garaged vehicles/equipment					
6	Identify what can be stored in a fenced in but Open area					
7	Bear in mind good neighbor issues (line of sight/noise)					
8	Will this structure require OSHA mandated upgrades?					
9	Prepare a rough design with best possible vehicle flow in mind					
10	Solicit bids and references					
11	Estimate Total cost of ownership (initial cost and future maintenance)					
12	Cost of build vs. buy					
13	Engage prefab co or builder for elevation & schematics					
14	Identify required subcontractors/water/sewer/electrical/etc.& costs					
15	Decision: what inside improvements to include or defer					
16	Choose contractor/seller					
17	Prepare estimate of construction duration/target best start date					
18	Prepare submission for permitting					
19	Prepare for reaction to notifications going out					
20	Clean out/dispose of excess or temporarily store tools/chems prior					
21	Gain approval					
22	Define tasks which might benefit from community volunteers					
23	Foundation, grading, waterproofing footprint, drainage					
24	Build or install/assemble new maintenance building					
25	Inspection					
26	Occupy					

## **Park Maintenance Shed: Questions & Considerations**

Identify the scope and objectives of the project

Idea of alternate location -pros and Cons

Issues with current location

Inside Space

Vehicle Bay - consider vehicles now and

Would you need to lift vehicles to work on them?

Accessory Storage

Shop Area

Limited chemical storage

Outside Space

Container or other lockable storage units

Do we have any records on the shed? Build when? Dimensions?

Overhead garage doors would limit height

Building

Foundation/slab

Drainage

Dimensions

Roof type (shed, pitched) height limitations

Construction (steel vs. wood)

Exterior siding

Adequacy of power/outlets/lighting

is there currently or should there be a heat source?

Interior upgrades vs. standalone workbenches cabinets shelving

Prefab

Cost including shipping

Distance from destination

What do we need to store?

What inside space is needed?

Vehicle storage

Parts/Materials/Chemicals

Office space/workshop space?

Would partition walls would be needed?

what water lines would be needed?

Security

How much fenced off open area required?

Do we have any idea when and how different vehicle replacements will be

Is there room for a wide and a standard Garage door on one end?

Or would two standard Garage doors be sufficient?

GDO's nice to have

Electrical requirements- any 220 service required?

Roof should be low maintenance and low noise

**Park & Recreation Report - July 2016**  
**Shane DeMarta, Recreation Director**

**Recreation Activities**

**Summer Programs:**

We are now finishing-up week six of camp. Camp has been going extremely well, our attendance has been strong and staff are doing a great job keeping campers happy and safe. The new system we implemented to organize our 14 camps into 3 separate groups (Discoverers, Explorers & Adventurers) has made supervision more efficient and more effective. We look forward to coming weeks of camp.

**Camp Enrollment:**

Camp enrollment as of July 20, 2016

- 838 Individual Campers (traditional camps)
- 377 Individual Campers (specialty camps)

**Pool:**

The pool has been functioning well and attendance has been strong. Pool memberships, daily drop-ins, and rentals are all up from last season. Swim lesson registrations are on par with last season.

**Summer Special Events:**

The Music in the Park Series has had great turnout for the first two performances. We look forward to rest of the Series, dates below:

- 7/22/2016
- 8/5/2016
- 8/19/2016

**Fall Review:**

We have been currently working on completing the fall edition of the Marinwood Review. We hope to have it out by the middle of August.



## Park Maintenance Activities

During the summer months the Parks Dept. spends quite a bit of time on keeping the park and surrounding areas clean and in good repair. So, during this busy time we reduce the number of “projects” and focus more on general maintenance.

### General Maintenance:

- Mow turf weekly
- Empty garbage's and dog receptacles three times a week
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts
- Weed control
- Pool Vacuuming (twice weekly)

### Projects completed in July

- Fertilize and Aerate Turf
- Painted light poles (entrance to Community Center)
- Pruned bushes along Miller Creek Rd (bushes were camouflaging pedestrians entering crosswalk)
- Pruned trees in Marinwood Park
- Repaired Community Center Water Heater (Allen Heating)
- Tractor Maintenance
- Kawasaki Mule Maintenance

### Projects for August:

- Playground Repairs (on-going)
- Screen and Coat Hardwood Floors in Community Center (Mattie's Hardwood Floors)
- Thorough cleaning of Community Center (repairs, paint, etc.)
- Turf repair