

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, AUGUST 22, 2017, 7:00PM

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

#	Time	Item	Commission Action
1	7:00 PM	Park & Recreation Commission Facility Tour and Inspection: Marinwood Community Pool	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 July 25, 2017 P&R Commission Meeting	Approve
5	7:55 PM	Draft Minutes of August 8, 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	Approve
8	8:25 PM	Concept Discussion: Creation of Commemorative Wall to Place On-Going Commemorations & Recognitions	Discuss Concept
9	8:40 PM	Recreation and Park Maintenance Activity Report	Review
10	8:50 PM	Requests for Future Agenda Items	
11	8:55 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 SEPTEMBER 26, 2017 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER

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

July 25, 2017

Time and Place: 7:00PM Marinwood Park

Present:

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

Absent: Jon Campo.

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

Park and Recreation Commission Facility Tour and Inspection: Marinwood Park

The Commissioners began the facility walk-through at the tennis courts. DeMarta commented the courts on Miller Creek Road were resurfaced last year; the courts on the school property were repaired a few years back. The Commissioners proceeded to inspect the earth slide on the far field and concluded the tour at the main playground. Commissioners wrote down their notes and comments for the master inspection report.

Agenda

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

Public Comment

No comments.

Draft Minutes of June 27, 2017 Park and Recreation Commission Meeting

M/s Campo/Tune to approve Minutes of June 27, 2017 Park and Recreation Commission Meeting. Ayes: Valentine, Tune and Call. Abstaining: Parkinson. Absent: Campo. Motion carried.

Draft Minutes of July 11, 2017 Board Meeting

Valentine requested a status of the Park Maintenance facility replacement. Dreikosen commented he and DeMarta had met with Marin Project Coordination Group. The meeting was informal and non-binding, but provided good feedback. Dreikosen referenced his memo included in the July board packet and requested Commissioners to review for further details. Dreikosen mentioned the District may need a topography study. Next step is a planning consultation meeting to review all four possible sites.

Draft P&R Commission Maintenance Inspection Report for Sites Visited to Date

Tune had one suggestion; add verbiage that the ivy is encroaching up the tree trunks and suggests removal for the health of the trees.

M/s Tune/ Parkinson to approve Commission Maintenance Inspection Report as Amended for Sites Visited to Date. Ayes: Valentine, Tune, Call and Parkinson. Nays: None. Absent: Campo. Motion carried.

Draft Memorial and Recognition Policy

Tune commented he had referred to San Rafael's policy in creating the draft. The body of the policy addresses the issues and covers most of the issues the District has encountered. Parkinson questioned there should be a time factored in, such as "resided in Marinwood for at least ten years". Parkinson commented he would hate to see the parks become a memorial cemetery of sorts. Call would like to add verbiage that the District may initiate recommendations for memorial and/or recognition. Tune commented he would like to see requests go through the Commission first then go to the Board for approval. Call commented on the current request for Genevieve Bolding she would like to see the District pay for her memorial. Bolding was the founder of Marinwood and her memorial is appropriate. Call also questioned who were to be responsible if any memorials are vandalized. Tune commented he would take the suggestions made and re-draft for next month's meeting. Call thanked Tune for his work on the policy.

Recreation and Park Maintenance Activity Report

DeMarta commented the Brewfest on July 22nd was highly attended and the event was a success. Call asked upon the status of the pool heater. DeMarta replied it was replaced at no cost to the District. Call asked the status of the solar energy. Dreikosen replied, the June 2017 bill combined energy bill was over \$1000 less than the PG&E-only charges for

the same time period last year, however, he wants to analyze a longer time period before reaching any substantial conclusions.

Requests for Future Agenda Items

- Call: One central location for all future memorials/recognitions.

The meeting concluded at 8:40PM.

The date of the next Park and Recreation Commission meeting is set for August 22, 2017 Marinwood Community Pool.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday August 8, 2017

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

Present:

Board Members: Leah Green, Irv Schwartz and Jeff Naylor.

Absent: Izabela Perry and Bill Shea.

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

Fire Commissioners: Ron Marinoff.

Others Present: Stephen Nestel, Linda Barnello and Ray Lorber.

Closed Session

Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(1): Number of cases- One: The Board entered closed session at 7:00pm. The Board exited closed session at 7:32pm; the Board did not take any action, the Board advised its representative.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

M/s Green/Naylor to approve agenda. Ayes: Naylor, Schwartz and Green. Nays: None. Absent: Perry and Shea. Motion carried.

Consent Calendar

a. *Draft Minutes of Regular Meeting of July 11, 2017:* Naylor asked when the MERA 2007 bond will run its course. Roach replied 2022; there will be a four year overlap of the systems and payments. Naylor commented the District made its first OPEB payment as well as saved \$10,000 by upfront paying the annual pension liability.

b. *Bills Paid Nos. 1194-1344:* Barnello asked what “Camp Transportation” was. DeMarta replied buses for our camp field trips as well as the camp overnight. Barnello asked why there were six claims to Dave Garoutte, Shane DeMarta, Luke Fretwell and Robyn Bruton. DeMarta replied it’s for petty cash and community events. Nestel asked why the District was paying “Capital One”. Dreikosen replied it’s the Costco credit card. Nestel stated the information being presented is not clear, the revenues are not clear.

M/s Naylor/Schwartz to approve Consent Calendar. Ayes: Naylor, Schwartz and Green. Nays: None. Absent: Perry and Shea. Motion carried.

Public Comment Open Time for Items Not on Agenda

Barnello stated she is concerned with Naylor’s comments as to the Firefighters behavior in regards to negotiations. Barnello stated she is no longer confident in Naylor and should not be mentioning their behavior in open session. Naylor should be removed from the negotiating committee. Naylor replied he does not serve on the negotiating committee. Nestel commented resident Ray Day passed away last week it would be nice of the District to recognize him. Schwartz commented he did not know Day personally, but stated the Board may adjourn the meeting in his honor.

District Matters

1. *Fiscal Year 2016-2017 Preliminary Profit and Loss Budget to Actuals Financial Report:* Dreikosen stated this is pre-audit preliminary numbers based upon operating for the fiscal year and revenue earned exceed budget expectations by approximately \$265,000 due in part to taxes and Recreation programs. Naylor stated this year GASB 75 will be shown. Dreikosen replied yes GASB 75 will be shown in the audit. Schwartz stated he had isolated the GL lines that were over budget or under revenue. Adult programs for example did not achieve its revenue goals. DeMarta replied, yes, a language class was a no go as well as one instructor falling ill. Marinoff questioned the long term debt in the Fire Department budget. Dreikosen replied it was for the building loan. Nestel stated while he appreciates this information it is not detailed enough.

2. *Update on District Unfunded Accrued Liability (UAL) for Cal PERS Pensions with Release of 6/30/16 CalPERS Pension Valuation Reports:* Naylor noted that the full report was included in the Board packet. The discount rate dropped and liability has increased to 4.5 million. Schwartz commented the total dollar amount is very large, it would be helpful for the District to breakdown the costs into manageable pieces.

3. *Potential Creation of Five-Year Forecast of District Revenue and Expenses. Discuss Resources Needed:* Dreikosen stated Perry requested this discussion. Naylor stated it would be high level forecasting and Department Heads have already completed a Capital reserve analysis. The Board decided to table further discussion until all Board members are present.

4. *District Manager Report*: Dreikosen commented another geotechnical engineer did do a site visit in regards to the needed creek bank repairs and associated FEMA claim and we are waiting on the written proposals to be received. There has been no real movement in regards to the Maintenance shed; a request for a planning meeting was submitted with the County. Schwartz commented in regards to FEMA the deadline is the most important factor to remember. In regards to the pump house issue Dreikosen should ask the engineer if there are any stop gap measures to not further the problem before rains begin again. Ray Lorber (Miller Creek Watershed Stewards) commented he had attended the last Board meeting and expressed concern with the Maintenance shed project. Lorber had met with Dreikosen and Sarah Phillips (Resource Conservation District, Urban Streams Coordinator) and they did a site visit of the current location. Lorber requested that the current shed be removed as soon as possible and hope to see site location #2 be successful. Nestel stated the District should consider moving the location of the pool pump house. Nestel continued by commenting the District doesn't need the square footage being presented in the site drawings and that location #4 was hand drawn and not properly flushed out; additionally the location of the Park office building is illegally placed. Schwartz replied size of the shed has not been determined and he had drawn the location for #4; once a site is chosen it will be appropriate for a professional drawing to be rendered. Barnello asked what the four location options are. Schwartz stated #1 is the current location, #2 is a similar layout, but flips the walking path closer to the creek, #3 is closer to Miller Creek Road, and #4 is adjacent to the Firehouse.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting on August 1, 2017*: Roach commented Heine is possibly not returning; if this situation occurs then additional possible hiring would happen in October.

2. *Fire Activity Summary and Chief Report*: Roach reported there were a few fires recently. The fire at Johnstone near the bike path is suspicious, but nothing conclusive has been determined. The Department is back on the list for Strike Team assignment. The kitchen remodel plans (distributed at the meeting) were submitted by John Pope who is a DIR registered contractor. The bid falls within the amount placed in the 17/18 budget (\$60,000). Roach stated the department has been without a kitchen since March 1 and the three other bids received were \$80,000-\$100,000. Roach asked for direction. Naylor stated he has concerns and would like to receive legal counsel before entering into a contract with Pope seeing that the District has no RFP. Green commented the longer the Board worries the longer the issue will persist; legal counsel is not necessary, the Board should trust the professional contractor. Roach replied I trust John Pope and his opinion. Firefighter Brackett stated going without a kitchen for 5 months has been frustrating. Barnello stated the conditions are unsanitary. Marinoff suggested seeking legal counsel, once the information is gathered then hold a special meeting to vote and move forward. Green agreed with Marinoff. Roach stated he is comfortable with this scenario.

3. *Long-Term Succession Planning for Marinwood CSD Fire Department and Possible Creation of Subcommittee to Identify and Explore Potential Options*: Roach commented he is available to help the District move on to the next steps. The Sustainability Committee had looked at options in the past. The Fire Commission had suggested an ad-hoc Committee to study the possibilities. Naylor commented it would be good to look at all the possibilities and a committee is warranted. A committee should include a member of the employee group as well as a qualified member of the public. Roach stated Naylor and Green both have prior knowledge of the situation. Green replied she'd be happy to serve on the committee. Dreikosen stated Naylor and Green can begin the process with the immediate priorities to be defining a goal/mission of the committee, recommending the composition make-up of the committee and defining an appointment process. Roach stated Greg Stilson who also had served on the Sustainability Committee would like to serve as well. Nestel commented the City of San Rafael is suffering, the District should not marry their problems with ours.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of July 25, 2017*: No comments.

2. *Recreation and Park Maintenance Activity Reports*: Nestel questioned the results of the beer festival. DeMarta replied the event brought in about \$400.00 after expenses. Nestel commented other beer festivals bring in close to \$40,000. DeMarta replied the event is small and intended for the community; it's not a regional event. Green stated the intention of the Community Events are just that, for the community and it was the Board's opinion that the events should not always make money; breaking even is great. Barnello stated that the year round youth programs brought in a good profit and congratulated DeMarta.

New and Other Business

1. *Resolution 2017-07: Election of Directors to the Special District Risk Management Authority Board of Directors*: M/s Naylor/Green to approve Resolution 2017-07 Election of Directors to the Special District Risk Management Authority Board of Directors. The Board voted for Mike Scheafer, David Aranda, Cindi Beaudet and Jean Bracy. Ayes: Naylor, Schwartz and Green. Nays: None. Absent: Perry and Shea. Motion carried.

2. Requests for Future Meeting Agenda Items:

- Barnello: Social Media Policy.

Green asked if there was a recent issue regarding the Board and social media. Green stated she does not read nor post on Nextdoor. Naylor and Schwartz commented they also do not post on the website. Green stated there are more important issues at hand and there is content in the Board bylaws regarding social media.

Recognitions and Board Member Items of Interest

No comments.

The meeting was adjourned at 9:53PM in the memory of Ray Day.

The date of the next Regular Board Meeting was set for September 12, 2017 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

Marinwood 2017 Facility Inspection Report

Location	Tour Date	Item of Note	L/ M/ H	Cost Estimate	Estimated Completion Date	Status	Notes
Creekside Park	5/23/2017	Tennis court surface recoat needed		\$6,500	June, 2017		Scheduled
Creekside Park	5/23/2017	Wood chip fall material needed for playground			June, 2017		Scheduled
Creekside Park	5/23/2017	Overgrowth near bridge from pathway to LVR					
Creekside Park	5/23/2017	Mulch at base of large oak tree is too thick					
Creekside Park	5/23/2017	Contact "Oak Conservatory" regarding overall health of large oak					K. Call to initiate contact
Las Gallinas Mini-Park	6/27/2017	Vandalism to play structure equipment					
Las Gallinas Mini-Park	6/27/2017	Change light to brighter LED lamps					
Park Panhandle Trail	6/27/2017	Overgrowth of ivy in areas along trail and encroaching on tree trunks					
Park Maintenance Facility Area	6/27/2017	Remove tree debris next to drainage canal					
Marinwood Park	7/25/2017	Vandalism of tennis courts 1&2 "rules" sign					
Marinwood Park	7/25/2017	Beautification of area fronting tennis courts 1&2 along walking path to Miller Creek MS, including removal or grinding of large stump					
Tennis Courts 3&4 (Miller Creek MS)	7/25/2017	Surface paint showing signs of chipping/flaking					
Marinwood Park	7/25/2017	Ensure all trash can have lids or other means by which to deter animals, rodents and birds					
Marinwood Park Playground	7/25/2017	Tom Kunkel Recognition Plaque showing signs of weathering and/or vandalism					
Marinwood Park Playground	7/25/2017	Inspect health of tree located in native plant garden area (contact arborist)					

**MARINWOOD COMMUNITY SERVICES DISTRICT
MEMORIAL AND RECOGNITION POLICY – DRAFT**
Presented to the Park & Recreation Commission: August 22, 2017

Purpose:

The purpose of this policy is:

- To provide for the placement on District property of memorials and recognitions, including the formal dedication and naming of District property, in recognition of individuals, organizations, or businesses.
- The provision of consistencies in type, placement, installation and size of recognitions and memorials and the protection of all District facilities for the benefit of all citizens

Definitions:

- A memorial or recognition is a monument, plaque, or written statement that serves to remember or recognize an individual, organization, business or event.
- A plaque is a flat slab, or disk engraved or ornamented for mounting.
- A monument is a structure, sculpture, inscribed stone, or marker.

Policy and Procedure:

1. Memorials and recognitions requested to be installed, constructed or placed on District property, including the formal dedication and naming of a District park, open space, facility or a portion therein, must be approved by majority vote of the Board of Directors.
2. Public requests for memorials and recognitions to be installed, constructed or placed within District property shall be made in writing to the respective District Commission c/o the District Manager. Requesting parties shall include the preferred type of material and design for the memorial or recognition. The request will be considered for recommendation to the Board of Directors at a future meeting of the respective Commission.
 - a. Requests for memorials or recognitions to be placed within District parks, open space or recreation facilities shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests for memorials and recognitions to be placed within or near the immediate proximity of the Marinwood Fire Department shall submitted to the Fire Commission c/o the District Manager.

3. Upon review, all public requests for memorials and recognitions shall be submitted by the respective Commission to the Board of Directors for final approval or denial of request. Submission will include a written statement from the respective Commission Chair regarding whether, by formal vote of the Commission, the request is “recommended for approval” or “not recommended for approval.”
4. Memorials and recognitions must recognize a current or former District resident, volunteer or employee or be for an organization or business who has made a substantial contribution to the purchase, improvement, programming, operations or department at the location in which the recognition is requested to appear.
5. Monuments and plaques must be affixed to a park bench, bolder, entry kiosk or other appropriate fixture.
6. The size of monuments or memorials shall be scaled to the fixture and appropriate to the environment of the facility or area in which it is placed. Appropriate materials shall be bronze, stone, or other durable material.
 - a. Bench plaques shall be no larger than 6”x 8”.
 - b. Markers shall be no larger than 11”x 14”.
 - c. Other monuments shall be no larger than 18”x 20”.
7. The cost of all materials, including fixture, installation and replacement will be borne by the requesting party.
8. The Recreation Director, Fire Chief or their designee will determine the optimum location for memorials and recognitions within their respective District area.
9. District staff, commissioners and directors may initiate requests for memorials and recognitions, following the approval process set forth in this policy.
10. Donations for plant material and landscape improvements will be recognized by a proclamation drafted by the Board of Directors and posted on the Marinwood website.

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

Recreation Activities

Summer Special Events

Summer Brewfest was held Saturday, July 22nd and was a very successful event. This year's Brewfest had 315 people in attendance (up from 280) and everyone seemed to have a great time. Moving the event from October to July had a positive impact both on attendance and the availability of volunteers.

We have one "Music in the Park" event left in our summer schedule, August 18th. The Music in the Park series continues to draw between 250-350 attendees at each event.

Summer Programs

Summer programs continue to be extremely successful. Summer camps have now surpassed \$1,000,000 in gross revenue for the season (for the first time).

Aquatic programs are up slightly from last season.

Fall Programs

Fall programs are now scheduled and marketing will begin shortly.

We are currently working with our new Preschool Supervisor, Kate Kelly, to get everything finalized for the upcoming school season, registrations are stronger than in past years and we are full or nearly full in most classes.

The Marinwood Afterschool program begins Thursday, August 24th. We have 33 students enrolled and another 30 on a waitlist. Thankfully Dixie School District transportation has decided to drop all of our students off at the community center this year which will make it much easier on our staff and also reduce staff time having to walk to Miller Creek Middle School.

Marinwood Review

The Marinwood Review is now at the printers and will be mailed out in a week or so.

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

Projects completed in July:

- Lucas Valley Berms (on-going-Sept)
- Playground repairs (on-going)
- Routine weed abatement (on-going-Oct.)
- Commission directed landscaping in Marinwood Park

Projects scheduled for August:

- Firehouse landscaping (phase 2 of 2)
- Community Center patio repair
- Community Center "Buff and Coat" flooring
- Community Center touch-up painting
- "Beautification" of Marinwood Entrance (Miller Creek/Marinwood Ave)
- Safety pruning of trees at Creekside Park and pathways (Completed)

Landesign (contracted) landscape updates:

Landesign sent two crews out to get caught-up on our contract. They completed the following over the past few weeks:

Lucas Valley Estates:

- LVE: Mowed Berms
- LVE: Mowed along streets
- LVE: Mowed along walking path

Marinwood

- Pruned Medians (75% completed)
- Weeded Medians
- Cleaned walking paths (50% completed)