

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA
TUESDAY, AUGUST 23, 2016, 7:00PM
 MARINWOOD COMMUNITY POOL, 775 MILLER CREEK RD, SAN RAFAEL, CA

#	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	7:50 PM	Public Comment	
4	7:55 PM	Draft Minutes of July 26, 2016 P&R Commission Meeting	Approve
5	8:00 PM	Draft Minutes of August 9, 2016 Board Meeting	Review
6	8:05 PM	Preliminary Discussion: Potential Conversion of Portions of Ponti Fire Road to a Multi-Use Trail Under Purview and Responsibility of Marin County Open Space District (informational update only)	Discuss
7	8:20 PM	Update: Park Maintenance Shop Repair/Replacement Project Recommendation as assigned by Board of Directors	Discuss
8	8:35 PM	Park and Recreation Report	Review
9	8:45 PM	Requests for Future Agenda Items	
10	8:50 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 27, 2016 AT 7:00 PM
 AT MARINWOOD COMMUNITY CENTER

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 26, 2016

Time and Place: 7:00PM Marinwood Community Park and Playground

Present:

Commissioners: Kimberly Call, John Tune and Jon Campo.

Absent: Shane Valentine.

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

Board Members: Jeff Naylor.

Park and Recreation Commission Facility Tour and Inspection: Marinwood Community Park and Playground

The Commission began their inspection at the tennis courts. DeMarta noted the courts near Miller Creek Road had received a new slip coat and it should last about 3-5 years. Call requested the addition of wood chips near the entrance to the courts. As well as removing the torn screen debris from the fencing. DeMarta noted the courts on the school district property received a slip coat three years ago and cracking has begun to occur. The courts need to be completely redone, but access and funding are an issue. Call asked that the small tear in the fencing be repaired.

Naylor inquired how the gopher issue is being resolved. DeMarta replied the pest control contractor has set traps and locates the traps via GPS; the gopher issue has greatly declined due to this method.

The Commission inquired about the small un-landscaped area near the creek at the far end of the park; they concluded it could be beautified. Tune commented large ornamental grasses may be planted. Call suggested wildflowers. This issue will be further discussed to achieve a cohesive plan for the area.

Call asked DeMarta to inquire about garbage can lids that could help prevent crows and other animals from reaching the garbage inside.

DeMarta stated the Commission should begin to consider a plan for playground equipment replacement; it will be expensive.

Campo commented the lighting in the park bathroom needs to be brighter. DeMarta agreed and stated he will have staff buy a higher wattage bulb. Call inquired if the floor could be replaced. DeMarta replied he would hesitate to replace the flooring; the current floor is a non-slip surface. DeMarta commented he will have staff paint the restroom in the fall. Call requested the netting material surrounding the window be either cleaned or removed. Campo requested a door stopper be placed on the door.

Agenda

No additions.

Public Comment

No comments.

Draft Minutes of June 28, 2016 Park and Recreation Commission Meeting

Call commented she would like to be more specific in regards to the oleander bush at the mini-park. Oleander is deadly poisonous to people as well as pets.

M/s Tune/Campo to approve Draft Minutes of June 28, 2016. Ayes: Tune, Campo and Call. Nays: None. Absent: Valentine.

Review of Draft Board Minutes of July 12, 2016

Naylor commented he would like to clarify his intentions in the minutes. The "...Board can decide whether public comment occurs before Board deliberations or 'during' (not after) Board deliberations."

Dreikosen commented that PG&E had come out and removed the electrical line near the Maintenance shop. DC Electric will be coming back again to remove the whole fixture; it has been inoperable for many years.

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

Naylor had prepared a spreadsheet to help move the project forward. A few items of note:

- The current Maintenance shop was built in 1974 for about \$2,500.
- Almost all the current equipment was purchased in the 1990's.

- The Office portion was purchased in 1996.

Naylor stated Mr. Gobar implied no real cost difference between a pre-fab building and a custom built building. The CSD just needs to decide which route to take. Dreikosen stated the Board and Commission has decided to dedicate all of the 2016/17 Measure A funding to the replacement of the shop. Naylor stated the sooner the CSD informs the public of the project the better it will be; the current situation is a health and safety risk to our employees. Campo agreed, but we need to let the community know the CSD has a clear direction of the project.

Park and Recreation Reports

DeMarta commented it has been a good summer. There have been a few pool rescues; all were executed very well and with positive results. Camp programs have been going very smoothly and enrollment has been great.

Requests for Future Agenda Items

Campo commented the Ponti Fire Road is being considered for decommission to be made into a multi-use trail. Call suggested a plan for beautification of the area near the creek.

The meeting concluded at 9:00PM.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday August 9, 2016

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

Closed Session

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

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, Izabela Perry and Leah Kleinman-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, Robert Eves, Irv Schwartz, Jeff Smith and Danielle Dinnerman.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Presentation

"The Oaks" Proposed Senior Living Center and Project Required Wetlands Mitigation Impact on District Open Space Adjacent to Development Site: Robert Eves, President of Venture Corp, distributed a flyer on the proposed project site. The project was approved by the County approximately 12 years ago for a senior complex with 126 apartments. Jeff Smith commented the area of the wetlands mitigation is only a few hundred feet and there might be a small section of grassland mitigation as well.

Consent Calendar

1. *Draft Minutes of Regular Meeting of July 12, 2016:* Nestel stated the minutes are inaccurate. The CSD has violated the Migratory Bird Law. The CSD has the obligation to follow the law, the CSD needs to follow the policy the government has put into place. The CSD has been irresponsible in managing its resources. Naylor asked if Nestel was threatening the District. Nestel replied the District has violated the law.

2. *Bills Paid Nos. 1-157:* Naylor commented that July is the highest month for the CSD for bills and the CSD did pay its unfunded liabilities upfront for the year. Shea questioned the payment to San Rafael for overtime costs. Roach stated it is payment for Quarter three and four. The CSD has received payment from San Rafael as well to offset the costs.

M/s Perry/Shea to approve Consent Calendar. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Danielle Dinnerman spoke on the sober living home that had opened in the District. She urged the CSD to inform parents of CSD participants of the location of the home.

Fiscal Matters

1. *FY 16-17 Budget Amendment: Recognize Fire Dept. Grant and Funded Expenses:* Dreikosen stated it was a grant received to purchase new SCBA's.

M/s Perry/Kleinman-Green to approve FY 16-17 Budget Amendment to Recognize Fire Dept. Grant and Funded Expenses. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities Committee Member(s): Jeff Naylor, Bill Shea:* Naylor stated the Committee as well as the District Manger have and will continue to conduct interviews of OPEB Trust providers and begin to compare the results. The CSD has the obligation to place the funds with a company that holds a Section 115 certificate in order to realize a positive impact on the OPEB discount rate. Dreikosen commented he is still waiting to hear from ICMA.

2. *Update from Ad-Hoc Committee to Revise, Create District Policies, and Procedures: Discuss Next Project(s). Committee Member(s): Izabela Perry:* Perry commented the website and handbook are a work in progress. Nestel urged Perry to speak with DeMarta regarding the website; it needs to be inviting or else it will fail.

3. *Board Bylaws: Proposed Amendment regarding Commission Meeting Times:*

M/s Perry/Kleinman-Green to approve Board Bylaws of Proposed Amendment regarding Commission Meeting Times. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

4. *District Manager's Report:* Dreikosen stated he is continuing to update QuickBooks to make reports easier to read and more user friendly.

The solar energy project continues to move forward and will be breaking ground at the pool area the week of August 22nd.

Dreikosen stated he had received notice of a proposed residential construction project near Rocking H Ranch and questioned if the homes should be annexed to the CSD. Roach stated it would be his suggestion to have annexation be condition of development.

Nestel asked about the financing for the solar project. Dreikosen replied there is nothing new to report.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of August 3, 2016:* No additions.

2. *Fire Chief Report and Activity Summary Report for July 2016:* Roach reported the department has been busy. A CERT meeting was held recently with good attendance. The Lions Club was awarded a \$7,000 grant for an emergency trailer to use for CERT related matters.

The Department will be holding a Captain's Test soon with four very qualified candidates.

The Ponti Fire Road is being considered for decommission and being made into a multi-use trail; the Marin County Parks and Open Space Department is leading the process. Nestel commented the CSD needs to make sure who will be held liable for the area.

Roach reported Brian (Otis) Smith has resigned from the Fire Department to pursue another career; the Department is sorry to see him leave.

Kai asked about the fire outbreaks in northern San Rafael. Roach replied there was a homeless encampment near McInnis, but there has been no new activity as of late.

3. *Fire Commission Bylaws: Proposed Amendment Changing Time of Meeting and Creation of Vice-Chair Position:*

The Fire Commission requested the meeting time be moved to 7:00pm as well as create a Vice-Chair position.

M/s Perry/Shea to approve Fire Commission Bylaws for proposed Amendment Changing Time of Meeting and Creation of Vice-Chair. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of July 26, 2016:* DeMarta reported the Commission had conducted their walk-through of the main park and playground. Perry stated she would like to see more involvement from the Commission regarding the update of the Maintenance Shop.

2. *Recreation and Park Maintenance Activity Reports:* DeMarta reported we are in the final two weeks of camp programming and the summer has gone great. Pool staff experienced a possible spinal injury in the pool and the staff performed excellent; in the end the child was safe and okay.

The park staff discovered a large water leak in a pipe located near the Firehouse; they were able to repair it themselves. Park staff will begin to repair the turf and the community center after the heavy usage during the summer months.

New and Other Business

1. *Marin County Grand Jury Report: Discuss and Potentially Approve Draft Response to Recent Report regarding 911 First Responder Referral Program:*

M/s Perry/Kleinman-Green to approve Response to Recent Report regarding 911 First Responder Referral Program. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Marin County Grand Jury Report: Discuss and Potentially Approve Draft Response to Recent Report regarding Sex Trafficking in Marin County:*

M/s Perry/Kleinman-Green to approve Response to Recent Report regarding Sex Trafficking in Marin County. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

3. *District Manager Objectives: Discuss Creation of Position Goals and Objectives:* Naylor stated it should be an annual or semi-annual review. Perry would like to add "conduct employee evaluations" to the list as well as "pursue grants" and "masters usage of QuickBooks".

4. *Requests for Future Meeting Agenda Items:*

- Perry: Present employee evaluation schedule.
- Perry: Discuss 10 year strategic plan.

Recognitions and Board Member Items of Interest

Perry thanked Dreikosen, Sullivan and Naylor for the calm accounting transition.

Naylor commented the Board should recognize Brian (Otis) Smith and his many years serving the District.

The meeting was adjourned at 9:31PM.

The date of the next Regular Board Meeting was set for September 13, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

	H	M	L	Value/Comment
Site Choice				
Current Location	X			
Alternate Location			X	Staff considered other areas. None optimal
Proximity to creek- special considerations	X			Existing site has issues. SE corner of building as well as southern fence of outside area. Assurance that runoff does not add to issues on the creek bank.
Site Preparation				
Grading	X			
Drainage (french drain around perimeter)	X			Very high on staff list
Slab raised	X			Critical Requirement
concrete stem or pony wall creekside	X			
Vapor barrier outside foundation	X			
crushed gravel driveway to garage doors	X			Driveway and whole area where vehicles would turn around, leading right up to the proposed area for the material bins
room to turn vehicles	X			Deemed adequate with site plan
Are there trailers?/ability to hook up trailers on site	X			From preliminary conversation about vehicles the future should involve a full sized pickup truck and trailer as opposed to the dump truck
Move Material bins	X			Currently in front of proposed garage doors
Add a debris bin	X			Remarks included need a place to store vegetation when a dump visit isn't in immediate future. Also purchasing of a chipper would be an advantage for mulch and cleanup.
Tree next to shed		X		Discussed removal of the pine tree next to the building.

	H	M	L	Value/Comment
Building Design				
Live within current footprint	X			Possibly bring south wall in a bit due to proximity of creek. Also we looked at the SE corner of the building where Gary's office was located. We may need a trick (angled foundation) and bearing beam and recover the space with an integrated corner storage unit or something of the kind.
Bring some outside area inside			X	Plan to eliminate the west side open area
Dimensions of covered and uncovered space				Victor's schematics depict ~1400 sq ft of inside space 38.6' x 35.4'
Equipment which could stay in a fenced in outside area	X			Tractor
Removable or retractable Rain cover for outside vehicles		X		
Roof type (shed, gabled, mansard, quanset) height limitations, material				TBD. Current roof is minor sloped gable. Victor says that there is a second layer of roof over the original. Discussion of metal roof sounded like the noise factor during a rain storm would be a concern. Current dump truck is fairly high.
Roof overhang	X			Considered necessary to protect siding, keep as much water away from property as possible
Gutters		X		good idea to direct water away from building not an immediate requirement
Construction (steel vs. wood)				? Need more information: Discussion was about total cost of ownership vs. upfront cost. Thought upfront steel would be more expensive but not over the life of the building. Is aluminum an alternative?
Exterior siding				To be determined, need professional input
Adequacy of power/outlets	X			Adding location and number of outlets and switches would be a good next step on the schematics
Light	X			Clearly a hot button issue as lighting inside has been inadequate. Discussion about windows and skylights to provide ambient light as well as for fixtures. One idea could be fixed lite small windows under the overhangs like in Eichler garages.

	H	M	L	Value/Comment
Built-in vs. standalone workbenches cabinets shelving				Can purchase and install
Heating	X			There is an adequate heater and will be needed in the new structure.
Air Conditioner			X	A/C not required
Vents	X			Marco mentioned vents would be needed
Fans	X			Victor said fans would be adequate
Sprinklers	X			Good catch by staff-initial feedback from chief is that a building in excess of 1000 sq ft requires them. Cost of plumbing and possible extra water meter could be as much as \$30K. Is there sufficient water pressure?
Inside Space- Vehicle Bay				
Consider size of current and replacement vehicles to park nightly	X			Accounted for in Victor's schematic, 3 across
Height sufficient to drive up on truck ramps	X			10'
Partition wall between vehicle bay and remainder of inside space		X		Victor did not include this. If not would need a bearing beam between the two spaces. His design calls for a two sided cabinet system between the two spaces
Regular 36 x 80 exit door into vehicle bay	X			
One or two standard garage doors or oversized garage doors	X			Three garage doors or one double and one single? There was discussion about the techniques of opening the doors, time of day (early) when they were routinely opened and any means of deadening the sound of opening and closing the doors.
Overhead Garage Doors	X			
Sliding Garage Doors			X	This idea was thought to be practical for outside area.
Swing Open Garage Doors			X	
Garage door openers			X	Not necessary, expensive, noisy, something else to break
Garage doors on west façade	X			In the initial design
vehicles nose in/tail in?			x	Not a big concern but Victor said nose in made venting exhaust while working on vehicles easier.

	H	M	L	Value/Comment
Windows?		X		Light/Egress were discussed values. Security was a concern. Note Idea about ceiling height narrow fixed lites.
Work bench and tools storage in vehicle bay	X			In Victor's original design
Accessory/parts Storage	X			Marco stressed the need for organized storage and limiting it to a moderate stock of periodically used parts rather than museum pieces.
Cabinets locked or unlocked	X			There will likely be both lockable and regular cabinets
Open Shelving (height)	X			In design, height not discussed initially
Floor (Slab) non-slip			X	Simple to apply at some point but not thought to be a day one requirement.
Inside lighting	X			Sounds like this would be a welcome addition and would be a safety enhancement.
Electrical outlets 120/220 service	X			Need to define locations
Water/sink in vehicle bay			X	Sink belongs in shop area
Security	X			Always a concern which can be designed into structure/doors, etc.
Wall coverings	X			Sheetrock or paneling of some sort
insulation	X			Heat and cooling as well as sound deadening.
False ceiling			X	Added after meeting. May or may not be required. Reduces heatable space/could interfere with work on vehicles, could hide wiring etc.
Inside Space- Other				
30 x 80 interior door between other inside space and vehicle bay			X	May or may not be necessary depending on the design. Will there be a partition wall or not?
36 x 80 secure exterior door into other inside space	X			In design
additional Shop/workbench area	X			L-shaped work bench with cabinetry/pegboard etc.
Limited chemical storage	X			
Parts or small equipment storage	X			Definitely required. Some in existence.
special containment for cabinets holding chemicals	X			Currently for gas but thought prudent near creek
Desk/mini office			X	Existing modular office space sufficient
Stools/Chairs			X	Likely met by furniture already owned.

	H	M	L	Value/Comment
Other uses				N/A
Communication Phone/walkietalkie/MERA units? Or office sufficient?				There is a trial of a different technology underway. Perhaps an opportunity to reduce our MERA footprint?
Outside Space (what can be stored outside?)				
Perimeter Dimensions	X			The tractor and other vehicles in Victor's design
Gate type and dimension	X			Sliding gate could work here
Fenced in area height	X			8' to make sure vehicles not visible to citizens
Container or other lockable storage units	X			In design but fixed solution defined.
Tool shed	X			Tool racks/shed/storage was discussed nothing definitive.
Outside lighting	X			Possibly motion detecting for security reasons but also for those rainy season late night emergencies.
Metal vs. wood	X			Wood was the choice primarily for aesthetic reasons. Metal poles/chain link fence even with wooden lath thought to be too industrial and not in keeping with the vision.

Park & Recreation Report – August 2016
Shane DeMarta, Recreation Director

Recreation Activities

Summer Programs:

We are now finishing-up week ten 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 Aug 1, 2016

- 975 Individual Campers (traditional camps)
- 412 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 four performances. We look forward to the last event which will be held August 19th from 6-8pm.

Fall Special Events:

We are working on our fall Special Events which are as follows:

- Brewfest: Saturday October 1 from 12-5. Live music, food and 10+ breweries.
- Marinwood Art Show: Saturday October 8 from 3-7. Admission is free, \$10 wine tasting.
- Halloween Harvest Festival: Friday October 14 from 5-7. Family activities, pumpkin carving, face painting, bounce house, treat or treat bag decorating and more! \$10 in advance \$15 at the door.

Fall Review:

The Fall Review is complete and will be mailed on Friday August 19th.

Marinwood After School Program:

The after-school program (new this year) has begun with great results. We are designing our program to be more “robust” than a standard after school program. Our program will consist of traditional offerings such as indoor and outdoor games, homework help, arts and crafts etc. What makes our program different is that the students will have the option to participate in enrichment options such as tennis, martial arts, dance, piano lessons, private tutoring and more (additional fee). Participants will also have access to our pool during the fall and spring months. Lastly, our staff are already hard at work planning weekly special events that participants are sure to enjoy. The Marinwood after school program is full with a waitlist.

Park Maintenance Activities

During the summer months the Parks Dept. spends quite a bit of time keeping the park and surrounding areas clean and in good repair; 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/August:

- 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
- Large water leak repair
- Removal of landscaping in front of firehouse for new emergency trailer

Projects for August/September:

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