

MARINWOOD PARK AND RECREATION COMMISSION

AGENDA FOR P&R COMMISSION MEETING

Tuesday, August 25, 2015

7:00 PM – Las Gallinas Mini-Park and Miller Creek Panhandle

#	Time	Item	Commission Action
1	7:00 PM	Park & Recreation Facility Inspection: Las Gallinas Mini-Park & Miller Creek Panhandle	Understand maintenance requirements
2	7:30 PM	Agenda	
3	7:35 PM	Public Comment	
4	7:40 PM	Draft Minutes of July 28, 2015 P&R Commission Meeting	Approve
5	7:45 PM	Minutes of July 30, 2015 Special Board Meeting	Review
6	7:50 PM	Draft Minutes of August 11, 2015 Board Meeting	Review
7	7:55 PM	Growth Opportunities? Draft Report	Review
8	8:25 PM	September Project: Planting Valley Oaks at Creekside Park	Discuss
9	8:40 PM	Park and Recreation Reports	Review
10	8:55 PM	Requests for Future Agenda Items	
11	9:00 PM	Adjourn	

NOTES TO COMMISSIONERS:

Please notify Eric Dreikosen at 415.479.7751 (or edreikosen@marinwood.org) by 5:00 PM the day before the meeting if you are unable to attend.

NEXT P&R COMMISSION MEETING TO BE HELD ON SEPTEMBER 22, 2015 AT 7:00 PM AT
MARINWOOD COMMUNITY POOL

Facility Inspection Schedule:

June: Creekside Park

July: Marinwood Community Park & Playground

August: Las Gallinas Mini-Park & Miller Creek Panhandle Path

September: Marinwood Community Pool

October: Marinwood Community Center

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

July 28, 2015

Time and Place: 7:00 Marinwood Park

Present:

Commissioners: Chair Izabela Perry, Kimberly Call, John Tune, Shane Valentine and Sivan Oyserman.

Absent: Sarah Paoli.

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

Board Members: Bill Shea.

Others present: Karen Rhodes.

Park and Recreation facility inspection- Marinwood Community Park and Playground

The Commission began their inspection at the far tennis courts and concluded at the group picnic area. Items of note for the near future are as follows:

- Repair torn fencing at far tennis courts.
- Repair/replace sign board at far tennis courts due to water damage.
- Plant native plantings to hide temporary restroom.
- Add additional picnic bench to corner of tennis court area. Add additional picnic bench next to the current one.
- Repair cracks in sidewalk at the Idylberry crossing.
- Grind down protruding sidewalk areas.
- Remove dead tree stump adjacent to sidewalk on Miller Creek.
- Re-orient sprinklers (due to runoff from reclaimed water) and add new woodchips to area near concrete bench in park.
- Replace tin buckets for BBQ ashes.
- Remove unused grill in park.
- Replace water fountains with ones that do not clog.
- Paint swing structure.
- Replace chain link for swings.
- Replace bucket swing.
- Remove smaller “Rent the Picnic Area” from the group picnic area and recycle it for the new additional picnic rental space.
- Improve cleaning for park restroom.
- Add lighting to park restroom.
- Pressure washing around Park restroom.
- Add signage “Please keep off small plantings” for the new walking path in playground area.
- Paint planters near parking lot. Plant native plantings.
- Repaint blue handicap section in parking lot.

Items of note for long-term projects:

- Place permanent restroom near tennis courts. Karen Rhodes (a league member) has offered assistance with construction via her husband who is a general contractor. Cost without donated labor is estimated at \$30-40,000. Rhodes noted USTA requires bathroom facilities for league tournaments.
- Solar lighting at far tennis courts.
- Replace benches at far tennis courts. (Possible item to fundraise with name plaques).
- Create a berm for far field to separate field from Miller Creek Road. Plant Acer (maple) trees. Acer trees have small roots which would be preferable as well as bright colorful foliage.
- Add bridge to connect far field to near field.
- Address major irrigation issues.
- Replace concrete benches with wooden ones.
- Reconfigure dumpster area in parking lot.
- Establish a second group picnic area.

Agenda

No changes or additions.

Public Comment

No comments.

Minutes of May 26, 2015 Commission Meeting

M/s Valentine/Call to approve Minutes of May 26, 2015. Ayes: Valentine, Call, and Perry. Abstaining: Oyserman and Tune.

Minutes of June 23, 2015 P&R Commission Meeting

Call stated she would like to add, "Call commented that this park (Creekside) seems relatively unknown and unused, even by locals. It's beautiful and seems it should be suitable for rentals. Discussion ensued regarding the history of debate regarding a park restroom. Commissioners concurred and requested DeMarta look into placing a temporary restroom adjacent to the park."

M/s Oyserman/Tune to approve minutes with additions. Ayes: Oyserman, Call, Tune and Perry. Abstaining: Valentine.

Review of Draft Board Minutes of July 14, 2015

No comments.

Growth Opportunities? Continuation of brainstorming session from May 26, 2015

Oyserman would like to see:

- More parent/child activities such as pool time, yoga, dance, social hour, etc.
- Renovate the tot pool area and add a lap pool for swim lessons and swim team.
- Provide more food options at the pool facility.
- Additional Marinwood Music in the Park dates.
- Survey residents for additional ideas/suggestions for the Community Center and parks.

Revision of Park Special Tax as presented to Board of Directors by Director Kai

Perry commented this proposal would change the Park tax to a per unit tax rather than per parcel tax. Dreikosen commented the Board will be holding a Special Meeting on Thursday the 30th to approve the Resolution. The revision of the tax will not affect the majority of residents, but it will help the CSD fiscally if housing is built within the District in the future. This ballot measure will need a 2/3 vote to pass. Perry and Oyserman offered to place their names on the argument in favor of the measure.

Park and Recreation Reports

Call suggested calling the October event (formally known as Oktoberfest) "Fall Brew Fest".

Perry reminded DeMarta about including staff profiles in the Fall/Winter Review.

Perry and Call would like to see a temporary restroom at Creekside. DeMarta replied a concrete pad would need to be placed before a restroom was placed in the area. Shea commented it would be preferable to add plantings and screening around the portable restroom as well. DeMarta suggested setting a timeline for rentals to begin in Spring 2016 with the addition of a portable restroom.

Q&A on Non-Agenda Items/ Requests for Future Agenda Items

Perry commented in August the Commission will be walking the Mini Park and Park Panhandle.

Perry commented the Commission will review the IPM Policy as well as discuss pool fundraising.

Perry stated she has begun to look into creating a 501c3; Friends of Marinwood. The project is in its infancy, but she would like to see nine people on the volunteer Board; hopefully one of them being an attorney. This entity would have no legal ties to the CSD and be solely for fundraising for Park and Recreation projects and improvements.

Perry asked how the meeting went with the grant writer. Dreikosen noted the service is fee based. The District is currently awaiting a proposal. DeMarta reminded the Commission he has been working on garnering Sponsorships for Recreation programming to help with costs.

The meeting concluded at 9:15PM.

The date of the next Park and Recreation Commission meeting is August 25, 2015 at 7:00 at Las Gallinas mini-park and Miller Creek panhandle path.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Minutes of Board of Directors Meeting
Thursday July 30, 2015

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

Present:

Board Members: President Tarey Read, Justin Kai, Bill Hansell, Deana Dearborn and Bill Shea.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Chair Izabela Perry.

Others Present: Stephen Nestel, Linda Barnello, Ray Day, Mary Stompe.

Call to Order and Pledge of Allegiance

Resolution 2015-09:

Tarey Read opened the public hearing by reading the Resolution into the record.

Resolution 2015-09: A Resolution of the Board of Directors of the Marinwood Community Services District calling a special election on Tuesday, November 3, 2015, Ordering that a question relating to the levy of a special tax be submitted to the voters at the special election, and requesting that the Board of Supervisors of the County of Marin consent to the consolidation of the special district election with the uniform district election to be held on said date and to render specified services to the district pursuant to Section 10400 of the elections code.

Read commented the purpose of updating the tax is so every home will pay the Park tax. The reason this item is on the Special Meeting agenda is due to timing; the election office needs verbiage before the date of the next Regular Board of Directors meeting in August.

Kai stated he would like all the members of the public as well as his fellow Board members to know that he did post on the NextDoor website, did not disclose any new information nor did Kai speak with any other Board members via the website.

Kai stated this Resolution will ensure a fair tax per household.

Shea commented this is a smart move; it is fair and equitable.

Hansell questioned if the vote on this Resolution will require 2/3 of the Board. Dreikosen replied he was unsure but will confirm. Hansell commented the original intention of the tax was a per parcel situation. In the case of the Case family they have a second unit, but only because they divided their lot. Hansell stated he is sympathetic, but at the same time there are more families using our park facilities as well. The equality of the measure needs to stand. The Board should not make exceptions to the measure. Hansell questioned why the Resolution had to come before the Board now and not next year. Kai responded due to the GANN limit; it would be unwise to have two Park taxes on the same ballot.

Mary Stompe from PEP Housing stood and read a prepared statement opposing this Resolution. The proposed Resolution is not equitable. Read replied some pushback from the community regarding the proposed housing in the District was due to the fact that the residents would not be paying taxes to the District; this Resolution will help ease those concerns.

Dearborn commented the Grady Ranch project has not been annexed to the District as of now. Additionally the Board has been discussing this topic for quite a while. Dearborn stated the Measure should not include exceptions it needs to remain uniform. The voters will decide the fate of the measure.

Barnello stated she had concerns with serial hub meetings being held on Nextdoor and stated there have been Brown Act violations and will decide if she should go to the D.A. office with the violations. She read a Nextdoor post written by former District Manager Thomas Horne regarding Board member posts on the Nextdoor website. Read replied she was incorrect.

Day stated he supported the Resolution; the Board needs to look out for the District's finances.

M/s Shea/Dearborn to approve Resolution 2015-09: A Resolution of the Board of Directors of the Marinwood Community Services District calling a special election on Tuesday, November 3, 2015, Ordering that a question relating to the levy of a special tax be submitted to the voters at the special election, and requesting that the Board of Supervisors of the County of Marin consent to the consolidation of the special district election with the uniform district election to be held on said date and to render specified services to the district pursuant to Section 10400 of the elections code. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.

CLOSED SESSION

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6.

The Board entered into Closed Session at 6:50PM. The Board exited Closed Session at 9:15PM, no action was taken.

The date of the next Regular Board meeting is August 11, 2015 at 7:30PM.

The meeting was adjourned at 9:15PM.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday August 11, 2015

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

Present:

Board Members: Vice President Justin Kai, Bill Hansell and Bill Shea.

Absent: President Tarey Read and Deana Dearborn.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters John Bagala, Jeff Smith, Brandon Selvitella and John Papanikolaou, Administrative Assistant Carolyn Sullivan.

Fire Commissioners: Jeff Naylor and Ron Marinoff.

Park and Recreation Commissioners: Shane Valentine.

Others Present: Stephen Nestel, Linda Barnello, Bob Briare and Leah Kleinman-Green.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

a. *Draft Minutes of Regular Meeting of July 14, 2015:* Barnello stated she would like an addition to the minutes re: budget to actuals in each Board packet.

b. *Draft Minutes of Special Meeting of July 30, 2015:* No additions or changes.

c. *Bills Paid Nos. 1-184:* Shea questioned the Fire Department overtime costs. Roach replied the Department had a strike team out; costs will be reimbursed.

d. *Contract for Services with Liebert Cassidy Whitmore:* Barnello asked what this service was for. Kai replied it is for employment relations matters.

e. *County of Marin: 6/30/15 Report of County, Schools and District Investments:* No additions or changes.

M/s Hansell/Shea to approve Consent Calendar as presented. Ayes: Kai, Hansell and Shea. Nays: None.

Absent: Read and Dearborn.

Open Times for Items not on the Agenda

Barnello asked why the list of attendees are not included in the minutes when the board enters into closed session. Eric stated he would look into if that information could be included.

Barnello questioned if staff has a code of ethics. Hansell replied a code of ethics is included in the draft employee handbook.

Correspondence

1. *David Brown, July 16, 2015: Concerns regarding statements made at July 14, 2015 board meeting related to pension liabilities:* Nestel stated Brown requested his letter be read into the minutes. Hansell read the letter:

I am writing to correct the record and to establish some facts concerning the discussion about pensions that occurred at your Board meeting on June 14, 2015. In my statement I said that the district has large and growing liabilities for both pensions and OPEB. Later in the meeting Board President Read stated I was wrong. She agreed that the district has large OPEB liabilities. She disagreed that the district has large pension liabilities saying it had none, so no need worry about them and that anyone could go to the district's website and see for themselves. I did just that.

The district's website, which contains actuarial statements from Cal PERS, shows the following. For the most recent year available, ending June 30, 2013, the district has unfunded pension liabilities of approximately \$3.2 million, significantly larger than the district's unfunded liability for OPEB.

According to a letter provided to the district by former district manager Tom Horne in December 2014 the district will pay \$205,000 towards its unfunded liability in 2015/16. This number is estimated to rise to \$321,000, an increase of 56%, in 2019/202 before declining to \$299,000 in 2020/21. These numbers are in addition to the normal cost of pensions that will rise throughout the period due to the use of new mortality tables.

It is true that the district is addressing its pension obligation, as required by law, and that it is not, so far, addressing its OPEB obligation. However, simply because an obligation is being addressed does not make it acceptable to say the obligation doesn't exist.

Board President Read should correct the record. I request that this brief letter be read into the record at your next meeting.

Sincerely, David C Brown

The Board acknowledged the letter.

2. *Bob Briare, President, Marin Professional Firefighters, IAFF Local 1775, July 25, 2015: UPDATE –Civic Openness in Negotiations (COIN):* The Board acknowledged the letter.

3. *Jody Morales, August 3, 2015: Concerns regarding- Statements made at July 14, 2015 board meeting related to pension liabilities; Fact finding documents; Dispersal at July 14 meeting of Larkspur “DRAFT” response to Grand Jury:*

Dreikosen stated that Read had prepared a response and requested that it be read into the record.

I apologize if I said it succinctly in interest of time. We do have a pension liability which is acknowledged and budgeted currently and in the future. In response to other points raised, I acknowledge them and thank you for your opinion.”

Bagala stated in regards to items 1,2 and 3, the District and Union do not operate behind closed doors. Bagala stated he applauded the Board for hiring Liebert Cassidy Whitmore. Bagala stated in regards to Jody’s letter, the Grand Jury stated their opinion; it has not been vetted legally.

Hansell thanked Brown and Morales for their letters.

4. *Liz Dale, August 4, 2015: Information regarding Department of Public Works upcoming tree and bush trimming work along Lucas Valley Road:* The Board acknowledged the letter.

5. *Liz Dale, August 6, 2015: Concerns regarding Creekside Park and June 2015 Park and Recreation Commission meeting, inspection and suggestions for park:* Barnello stated the district should not spend any more money at Creekside Park renting a porta potty; the revenues will not cover the expenses. Valentine stated he would speak to the Commission.

Fire Department Matters

1. *Fire Department- Activity Summary Report for July 2015:* Kai requested Roach expand upon the homeless encampment. Roach replied he will be assessing the situation on Friday.

2. *Fire Department- Chief Report:* Roach reported there is a strike team out currently. Kai noted personally he would like to thank the firefighters for their hard work. Roach reported Firefighter Anderson will be leaving the Department for San Francisco. The labor group has agreed to hire a temporary firefighter with the idea to hire a full time Firefighter in October.

3. *Shared Services Update:* Roach reported the paramedic program is the next step in the process. Marinwood has a list of possible hires and Chief Grey has extended their list to the District as well.

4. *Paramedic/Advanced Life Support Engine Company Update:* No additional comments.

Park and Recreation Matters

1. *Draft minutes of Park and Recreation Commission meeting of July 28, 2015:* Nestel stated Perry should contact him because there already is a “Friends of Marinwood”. Hansell stated the facilities inspections are worthwhile, but would like to see a plan of documentation. Dreikosen noted last year Perry and Barnello summarized the inspections.

Dreikosen stated this year he and DeMarta will go through the notes. Barnello stated adding a butterfly garden is too costly; the Commission needs to decipher the dreams from reality. Valentine replied the commission does not want to limit their thoughts and dreams, but everyone is aware of the budget limitations. Kai commented he is sorry to have missed the meeting, but wanted to thank Perry and Oyserman for their support of the Park Tax Resolution.

2. *Recreation and Maintenance Activity Reports:* DeMarta reported staff is wrapping up summer programming as well as working on the fall/winter Review. Park staff is continuing to clean up the maintenance shed and to draft a design for the mulch bays. The mini-park on Las Gallinas sustained major vandalism last week and staff is working on finding the correct replacement parts. Additionally lifted portions of sidewalk near Mary Silveria that is on CSD land will be repaired before school begins. Kleinman-Green stated she was so impressed with the Recreation staff over the past years. The growth in the programs and special events have been fantastic. Kai agreed with Kleinman-Green. DeMarta thanked Hansell for booking the bands for our summer series. Hansell stated the sponsorships that DeMarta garnered help with the costs, which is appreciated. Hansell stated the current PA system that the department provides is Luke Fretwell’s personal system and would like to see the District begin to think about purchasing one. DeMarta replied it may be an item for Measure A funding or a Kickstarter fund. Barnello stated the Music in the Parks brings in too many outsiders and questioned if the park can handle the capacity. Kai responded exposure for our community is a good thing not a negative. Kleinman-Green added past Boards were clear in that the Community Events are a goodwill gesture to the community and the Music in the Park event is one of the most popular events Marinwood offers. Roach responded to Barnello that park overcapacity has never been a problem.

New and Other Business

1. *Special Tax for Fire Protection: Ballot Measure-Designate District Representatives to create and Submit Argument in Favor of Measure and Identify Supporters to Sign Argument:* (Measure H) Dreikosen stated this is just a GANN limit authorization and can use past language for the ballot. Naylor asked if it was a simple majority. Dreikosen replied yes. Bagala commented Dreikosen might want to check for opposition. The Board designated Dreikosen to create and submit argument in favor.

2. *Special Tax for Parks, Open Space and Street Landscape Maintenance: Ballot Measure-Designate Representatives to Create and Submit Argument in Favor of Measure and Identify Supporters to Sign Argument: (Measure I)* Dreikosen recommended Kai write the argument. Kai replied he would write the argument with Dreikosen's assistance. The Board agreed.

3. *SEED Solar Power Purchase Agreement Amendment: Non-Appropriation Event:* Dreikosen stated the language was added to every contract, the San Rafael City attorney reviewed the language and these are their edits. Hansell commented this language states that if for some bizarre reason the Board decides to not budget for electricity the contract may be terminated.

M/s Hansell/ Shea to approve SEED Solar Power Purchase Agreement Amendment: Non-Appropriation Event. Ayes: Kai, Hansell and Shea. Nays: None. Absent: Read and Dearborn.

4. *Social Media Policy for Board and Staff-Initial discussion regarding the development of guidelines and allowable practices:* Barnello stated Horne already implemented a policy. Kai replied there is no policy. The Board decided to postpone discussion until all board members could be present.

5. *Requests for Future Meeting Agenda Items:* Kai referenced the letter Dearborn had written. Dreikosen replied there will be more information available at the September Board meeting. Hansell agreed and stated the Board should see a rendering as well as a power generation goal by next month. Barnello commented it is time for the Board to cut it losses and stop the project. Nestel stated he has been against this project from the beginning and the Board should buy deep green through MCE.

Recognitions and Board Member Items of Interest

Hansell stated he would like to recognize Ross Anderson and thank him for his service.

The meeting was adjourned at 9:28PM.

Respectfully submitted,
Carolyn Sullivan

RESULTS AND FOLLOW UP ON P&R COMMISSION BRAINSTORMING SESSION “HOW CAN WE GROW”

1. A resident survey will be available online as well as in paper format at the front desk. The following growth ideas will be included in the survey to gauge community interest:
 - a. Computer classes for adults (BYOD?)
 - b. Language classes for children
 - c. Classes and opportunities for children with special needs
 - d. Bootcamp fitness classes
 - e. Social dancing for adults and teens
 - f. Parent/child yoga classes
 - g. Parent/child swim classes
 - h. Dance/movement classes for 2-3 year olds
 - i. Aftercare for elementary school-aged children
 - j. Fitness facility on CSD premises
 - k. Community Center annual membership

Ideas for Board Consideration and Public Input:

2. Second picnic area in Marinwood Park created by our park staff by adding additional picnic tables north of playground. This area would be available to reserve and rent once completed. A sign informing how to book the space would be placed next to the area.
3. Additional picnic table added to Creekside Park in addition to a portable restroom placed on premises so this area could also be made available for reservation and rentals.
4. The following projects need thorough cost/benefit and ROI analysis conducted:
 - a. Fitness facility on CSD premises
 - b. Purchase of modular buildings for more classroom space
 - c. Purchase of Oakview site located on Skyview Terrace for after school programming and camps

Park & Recreation Report – August 2015
Shane DeMarta, Recreation Director

Recreation Activities

Summer Events:

We have the final Music in the Park performance Friday, August 21st.

Staff is currently working on securing breweries and food vendors for “Fall Brew Fest” which will take place on October 3rd from 12-5.

Fall Events:

Marinwood Art and Wine Show:

- Saturday, October 10, 2015
- 3-8pm

Halloween Harvest Festival:

- Friday, October 16, 2015
- 5-7pm

Summer Camp:

The last day of summer camp is Friday, August 21st. The camp season has been very successful, we had strong attendance, a great staff and the campers had a wonderful time.

Recreation staff have already begun evaluating this past summer and are brainstorming new ideas for next season.

Pool:

The summer pool season is wrapping-up, attendance this summer was up (after a slow Spring). Swim lessons and picnic rentals are also up from 2014. We will continue to offer swim lessons and pool rentals through Fall.

Fall Classes:

Our fall classes begin in September. Some of the new class offerings are below:

- Capoeira
- Spanish
- Italian Level 2
- Hip Hop for Teen

Park Activities

General Maintenance:

- Mow turf weekly
- Empty garbage's and dog receptacles twice weekly
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts
- Check adjust Pool chemistry/Clean pool

Projects:

Playgrounds:

Creekside Park:

- Add new picnic bench (Aug)
- Restripe Parking lot (complete)

Main Park:

- Add second picnic bench (Aug)

Mini Park:

- Stain picnic table (complete)
- Pressure wash benches (complete)
- Repair fence (complete)
- Add landscaping (complete)
- Add wood chips (complete)
- Repair play-structure (September)

Open Space:

- Survey drains and culverts (September)

Park Shed:

- Landscape bays (for wood chips, sand, soil) (in-progress)
- Upgrade landscaping around park shed/office (complete)
- Remove all piles and debris (complete)
- New ramp leading to Parks office (complete)

Misc:

- I'm in the process of applying for several grants throughout local organizations such as Bank of Marin, Autodesk etc.
- Sidewalk repair, path leading to MS School
- Sidewalk repair near all three parks