

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, AUGUST 27, 2019, 7:00PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK ROAD, SAN RAFAEL, CA 94903

*Times listed are approximate, subject to the course of the meeting.

#	Time*	Item	Commission Action
1	7:00 PM	Agenda	Adopt
2	7:05 PM	Public Comment on Non-Agenda Items <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the Commission. The Commission may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Commission. The Chair may refer the matter to staff or to a future meeting agenda.</i>	
3	7:10 PM	Draft Minutes of July 23, 2019 P&R Commission Meeting	Approve
4	7:15 PM	Draft Minutes of August 13, 2019 Board Meeting	Review
5	7:20 PM	Park & Recreation Commission Bylaws: Proposed Amendment	Approve
6	7:30 PM	Potential Facility Tour Locations and Dates	Discuss
7	7:40 PM	Recreation and Park Maintenance Activity Report	Review
8	7:55 PM	Requests for Future Agenda Items	
9	8:00 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 24, 2019 AT 7:00 PM
AT LOCATION TBD

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – July 23, 2019

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

Present:

Commissioners: Board Chair John Tune, Jon Campo, Shane Valentine and Anne Sjhsam.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Administrative Assistant Tiffany Combrink.

Board Director: Izabela Perry

1. Agenda

Valentine to approve / Campo to second agenda as presented. All in favor. Motion carried unanimously

2. Introduction of Newly Appointed Commissioner: Anne Sjhsam

3. Public Comment on Non-Agenda Items

Commission received comments regarding pedestrian walkway in the panhandle area.

4. Draft Minutes of June 25, 2019 P&R Commission Meeting

Campo to approve / Valentine to second Draft Minutes of June 25, 2019 P&R Commission Meeting. All in favor. Motion carried unanimously

5. Draft Minutes of July 9, 2019 Board Meeting

Commission reviewed minutes.

6. Park & Recreation Commission Bylaws: Proposed Amendment

Campo to approve / Valentine to second Amendment to P&R Commission Bylaws as modified. All in favor. Motion carried unanimously.

7. Facility Spotlight: Marinwood Park Panhandle Area

Recreation Director Luke Fretwell made a presentation to the Commission about ongoing status and future needs of the Mini Park and the Panhandle area

8. Update: Ponti Ridge Trail Project

Jon Campo provided an update to the Commission on the start of the new Ponti Ridge Trail project.

9. Recreation and Park Maintenance Activity Report

Recreation Director presented Park Maintenance Activity Report and announced the upcoming retirement of park maintenance employee Victor Sibbaluca.

10. Requests for Future Agenda Items

No requests.

Meeting adjourned at 8:29PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – August 13, 2019

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

Present:

Board Members: Bill Shea, Izabela Perry, Sivan Oyserman and Jeff Naylor.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, San Rafael Fire Chief Chris Gray, and Administrative Assistant Tiffany Combrink.

Absent: President Leah Green

A. Public comment on Closed Session:

- a. None

B. Closed Session:

1. *Conference with Labor Negotiators Section 54957.6 Agency designated representative: Jeff Naylor.*
Unrepresented Position: District Manager.

Convened at 7:00PM and adjourned at 7:30PM with no reportable action.

C. Open Session Call to Order and Pledge of Allegiance

Director Perry called the Open Session to order at 7:35PM

D. Agenda

Shea to approve/Oyserman to second the “adoption of the agenda as presented.”

Aye: Shea, Oyserman, Perry and Naylor. Absent: Green. Motion carried.

E. Consent Calendar

- a. *Draft Minutes of Regular Meeting of July 9, 2019*

- b. *Bills Paid Nos. 3474-3612*

Oyserman to approve/Shea to second “consent calendar as presented.”

Aye: Shea, Oyserman, Perry and Naylor. Absent: Green. Motion carried.

F. Public Comment Open Time for Items Not on Agenda:

Board of Directors received public comment regarding:

- a. Aug 8, 2019 LAFCO meeting

G. District Matters:

1. *Fiscal Year 2018-2019 Year-End Profit & Loss Financial Statements (Pre-audit)*

Board of Directors received Fiscal Year 2018-2019 Year-End P&L Financial Statements (pre-audit) from the District Manager.

2. *District Manager Report*

Board received the District Manager’s report. District Manager also presented an email received same day from County Supervisor Rice’s office seeking a Marinwood board member to participate in **Marin Ready Together** consisting of elected officials from countywide municipalities and fire districts regarding wildfire prevention and disaster/emergency preparedness efforts. Naylor volunteered to attend next meeting on August 19, 2019.

H. Fire Department Matters:

1. *Chief Officer Report and Activity Summary (verbal report only)*

Chief Gray reported to the Board;

- a. update on recent overturned tanker accident on Lucas Valley Road
- b. volunteer firefighters meeting with homeowners about wildfire safety

- c. newest firefighter is 5 weeks into training academy
- d. September is Disaster Preparedness month

2. *Date of Next Fire commission Meeting – August 14, 2019 3:30pm at SRFD Station 52*

I. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of July 23, 2019*
Board reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Pool Resurface Project: Authorize Staff to Initiate Informal Bidding Process*
Naylor to approve/Oyserman to second “Authorize Staff to Initiate Informal Bidding Process in Accordance with the California Uniform Public Construction Cost Accounting Act and Enter into Contract for Needed Work at a Cost Not to Exceed \$135,000.”
Aye: Shea, Oyserman, Perry and Naylor. Absent: Green. Motion carried.
3. *Park & Recreation Commission Bylaws Amendment*
Oyserman to approve Park and Recreation Commission Bylaws Amendment. No second received.
No vote. Motion does not carry.
4. *Recreation and Park Maintenance Activity Report*
Board received Recreation and Park Maintenance Activity Report
5. *Date of Next Park & Recreation Commission Meeting – August 27, 2019*

J. New and Other Business:

1. *Requests for Future Meeting Agenda Items*
Naylor requested a list/schedule of periodic activities
Perry requested a planning strategy for the CSD long term plan, (5-year, etc.)

K. Recognitions and Board Member Items of Interest

Perry thanked Jon Campo for the Ponti Trail project updates. Oyserman acknowledged upcoming retirement of Victor Sibbaluca. Naylor shared an update provided by MERA.

Meeting adjourned at 9:13PM

Tiffany Combrink, Secretary

Memo



To: P&R Commission
From: Eric Dreikosen, District Manager
Date: August 27, 2019
Re: Proposed Bylaws Amendment

Commissioners,

At the Park & Recreation Commission meeting conducted on July 23, 2019, the Commission unanimously approved for recommendation to the Board of Directors an amendment to the P&R Commission bylaws. The recommended amendment was intended to expand the available options by which the Commission can learn about specific District facilities and areas in lieu of physical visits when appropriate and decided upon by the Commission. The Board of Directors did not approve the recommended amendment.

The current Park & Recreation Commission Bylaws state:

ARTICLE III – COMMISSIONERS’ RESPONSIBILITIES

- 7. Inspect Park and Recreation Department facilities annually during summer months and develop a list of recommended improvements.*

The recommended and proposed amendment stated:

ARTICLE III – COMMISSIONERS’ RESPONSIBILITIES

- 7. Conduct physical inspections of and/or receive staff reports regarding Park and Recreation Department facilities as deemed appropriate by the Commission; Maintain a list of recommended improvements as appropriate.*

In an effort not to speak for the Board as to why the recommended amendment was not approved, Commissioners are encouraged to watch the applicable portion of the respective board meeting. Meeting video can be viewed via the District’s YouTube Channel at the following link (the applicable section begins at the 1:03:00 mark): <https://www.youtube.com/watch?v=X46td-Qc4QA>.

The Commission needs to decide if they wish to continue pursuing this or a similar amendment. Should the Commission decide to continue pursuing this action, staff recommends:

1. Potentially modifying the proposed bylaws amendment language.
2. Having a Commissioner(s) attend the applicable board meeting on behalf of the Commission in which the proposed amendment is re-presented.

Recreation

Summer Programs

Our 2019 Summer Camp Program came to a close on Wednesday, August 21st. I am extremely pleased with how the summer went. With relatively young staffs, both Robyn and Stephanie did a fantastic job of executing a safe and exciting summer for our many participants.

This summer our program served 1,543 individual campers with 460 enrolled each week on average. The pool staff taught 308 individual swim lesson students with 100 kids in lessons each day on average.

Pool & Aquatics

The fall pool season started Saturday, August 24th and will run until the pool closes for the season on October 11th. This fall we will be offering lap swim, recreation swim, private swim lessons, and water polo.

Special Events

Our final Summer Music in the Park Series installment takes place on Friday, August 23rd and will feature the musical stylings of Valley Queen. It has been a terrific series and I want to thank Bill Hansell for his hard work in booking the talent and managing the sound this summer.

Our next events include the Halloween Harvest Festival on October 11th from 5-7pm and Fall Art Show on October 26th from 3-7pm.

Classes and Programs

The fall/winter issue of the Marinwood Review came out on August 20th in print and online. I want to thank Carolyn Sullivan for all her hard work in assembling the catalog. Our After School Program started up on August 22nd. We have a great staff this year and the first day went smoothly. Our Preschool Program starts Tuesday, September 3rd. We are excited to see all the kids again soon. Our other classes and programs are starting up in late August/early September.

Parks/Maintenance

Projects

In August staff erected a new rail fence along the creek side of the main park. We have experienced increased erosion along that stretch of creek bank and a fallen tree earlier this season took out a sizeable chunk of earth, making that area unstable and treacherous for passersby. The fence will hopefully keep park goers away from the steep drop off. I will be working with John Parodi from the STRAW program early next month to assess the eroding area to hopefully come up with some strategies to shore up the creek bank and hopefully prevent further loss of land along the perimeter of the park.

This month staff also cleaned up landscaping around the tennis courts and began the process of turf restoration for all 3 parks, among other projects. Upcoming projects include major turf restoration in all 3 parks, updated landscaping at the Marinwood entrances, assessing the creek ahead of winter storms, and refinishing woodwork in the community center.

We are currently advertising for Victor Sibbaluca's replacement and hope to be conducting interviews in the next month. In the meantime we have brought on part-time help.

Weekly Maintenance

Clean community center building daily

Mow, edge, rake, and blow weekly
Empty trash in all three parks and along paths (2-3 times/week)
Restock pet waste bags (2-3 times/week)
Backwash pool filters, clean skimmers/strainers (weekly)
Vacuum pool (weekly)
Blow tennis courts (2-3 days/week)
Weeding (ongoing)