

## MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, SEPTEMBER 26, 2017, 7:00PM

MARINWOOD COMMUNITY CENTER, 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 Center	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 August 22, 2017 P&R Commission Meeting	Approve
5	7:55 PM	Draft Minutes of September 12, 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	Status Update: Potential Conversion of Portions of Ponti Fire Road to a Multi-Use Trail Under Purview and Responsibility of Marin County Open Space District	Review
8	8:25 PM	Upcoming Commissioner Appointments and Expiring Terms of Current Commissioners	Review
9	8:30 PM	Recreation and Park Maintenance Activity Report	Review
10	8:40 PM	Requests for Future Agenda Items	
11	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 OCTOBER 24, 2017 AT 7:30 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**

**August 22, 2017**

**Time and Place:** 7:00PM Marinwood Pool

**Present:**

Commissioners: Jon Campo, John Tune, Kimberly Call and Jon Parkinson.

Absent: Shane Valentine.

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

Others present: Linda Barnello and Lynn Dee.

**Park and Recreation Commission Facility Tour and Inspection: Marinwood Pool**

The Commissioners met at the Marinwood pool. DeMarta commented that the pool decking is experiencing cracking issues. The pool slide is nearing the end of its life cycle and the Commission should begin to think about replacement structures. The tot pool has a leak and is losing water consistently; replacing the shell may not fix the issue if leaking is occurring within the filtration piping and if a new pool is to be constructed it would require updated ADA accessibility. Each Commissioner had a spreadsheet to write down their comments which will be compiled into a master list.

**Agenda**

M/s Parkinson/ Campo to approve agenda as presented. Ayes: Campo, Tune, Parkinson and Call. Nays: None.

Absent: Valentine. Motion carried.

**Public Comment**

Barnello commented the "Nextdoor" website had posts regarding missing cats in the neighborhood and cat killings in the panhandle. Barnello commented it may not just be coyotes that is resulting in the missing cats. Additionally, in the Firemen's picnic area there were two does found dead; she asked that people be aware.

**Draft Minutes of July 25, 2017 Park and Recreation Commission Meeting**

Tune noted a misspelling.

M/s Parkinson/ Call to approve draft Minutes of July, 25 2017 Park and Recreation Commission Meeting. Ayes:

Parkinson, Call and Tune. Abstaining: Campo. Absent: Valentine. Motion carried.

**Draft Minutes of August 8, 2017 Board Meeting**

No comments.

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

Call commented she would like to add the issue of the two ailing trees (located in the playground and the corner of Miller Creek and Lucas Valley Road). Barnello stated the panhandle entrance from Quietwood needs to be addressed. She requested that a handrail placement be placed back on the Inspection Report. Dreikosen noted that the County had removed the crosswalk at the beginning of the pathway at Quietwood. Campo asked if staff receives other complaints about the panhandle entrance. DeMarta replied no.

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

**Draft Memorial and Recognition Policy**

Tune commented Barnello had brought forth a question regarding Fire Department Recognitions as well to add to the document. Campo commented he did have concerns about "living memorials" such as trees and the upkeep they require. Call responded the definition does not include trees. Barnello commented who would be requesting the recognitions. Tune replied any member of the public, staff, Commission or Board. Barnello asked what a "substantial amount" is. Tune replied that is at the discretion of the Commissions and Board. Dreikosen commented this policy is not intended for residents to buy a recognition for themselves. Dreikosen noted that each and all requests will go through the Commissions and then before the Board. Campo thanked Tune for his work on the policy.

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

**Concept Discussion: Creation of Commemorative Wall to Place On-Going Commemorations & Recognitions**

Call commented this concept is more for generating revenue rather than a memorial. Call referenced the idea of engraved brick pavers for a patio, or what the Marin Humane Society has, a tree with engraved “leaves”. DeMarta stated it should be project based. Call agreed and stated it would be a good way to raise funds for future projects.

**Recreation and Park Maintenance Activity Report**

DeMarta commented Summer Brewfest went well there was good attendance and plenty of volunteers. Music in the Park wrapped up last Friday with a good crowd and Dreikosen made sure to thank Bill Hansell on Nextdoor for all his volunteer hours. Call commented the bands this summer were very good, good variety of music and the audiences seemed to really appreciate the events. Call suggested the Commission send a letter of thanks to Hansell. Call also congratulated DeMarta on breaking the one million dollar mark in summer program revenue. DeMarta stated summer numbers were strong. The Aquatic programs had a good season too, well run by Luke Fretwell. DeMarta noted in regards to Park maintenance the berms at Lucas Valley Estates are complete, the oak tree at Creekside Park had been pruned. Call inquired if the arborist had looked at the two ailing trees. DeMarta replied yes, the tree at the corner of Miller Creek and Lucas Valley is infested with beetles. It would cost about \$1,000 a month to have it treated by a tree company. The arborist suggested staff use a constant application of soapy water to flush the bugs out and the colder weather will also help. Campo commented the stress from the drought and location also plays a factor in the trees health. Tune stated the tree in the playground area is harder to access; ideally we should bore holes into the ground near the tree for oxygen and water, but acknowledges that would be difficult. DeMarta stated the arborist was hoping the tree was in shock and after the winter rains it may return to normal.

**Requests for Future Agenda Items**

Parkinson commented he realizes that the medians are not within the Districts jurisdiction, but the onramps and off-ramps into Marinwood are in horrid condition. DeMarta agreed and stated he had called Caltrans on many different occasions. Dreikosen stated he would put out the announcement for Commission appointments in October. Campo asked if there was any update on the maintenance shed. Dreikosen replied he is waiting on the County. Campo commented he can provide an update at the next meeting regarding the work he has been doing in relation to the conversion of Ponti Fire Road into a multi-use trail that would be maintained by the County.

The meeting concluded at 8:54PM.

The date of the next Park and Recreation Commission meeting is set for September 26, 2017 at the Marinwood Community Center.

Respectfully submitted,  
Carolyn Sullivan

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday September 12, 2017

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

**Present:**

Board Members: Leah Green, Irv Schwartz, Jeff Naylor, Izabela Perry and Bill Shea.

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

Others Present: Alan Miller, Barbara Miller, Heidi Miller, Michael Miller, Wendy Miller, Stephen Nestel, Linda Barnello.

**Open Session Call to Order and Pledge of Allegiance**

**Agenda**

No changes or additions.

M/s Schwartz/ Naylor to approve agenda as presented. Ayes: Schwartz, Green, Shea, Naylor. Nays: None.

Absent: Perry. Motion carried.

**Consent Calendar**

a. *Draft Minutes of Regular Meeting of August 8, 2017:* Nestel stated the report is selective; the public is being deprived of accurate notes.

b. *Draft Minutes of Special Meeting of August 31, 2017:* Nestel commented the minutes are not an account of factual events. He continued by stating his letter was not included in the minutes and stated it's not a good dialogue with the public.

c. *Bills Paid Nos. 1345-1554:* Naylor commented the community center oven needed repair again. DeMarta replied, yes, it's unfortunately a common occurrence. Barnello questioned the invoices to Marinwood Market. DeMarta replied they are all for camp lunches that participants pay for. Nestel questioned why the public does not see revenue reports such as vending from the pool. Perry replied the Recreation Director prepares a detailed account of this revenue line in his report at the end of the season, not to mention that the public sees complete District revenue and expense reports each quarter. Nestel commented he would like to see the reports monthly. Naylor stated the District is not adequately staffed for such requests; the District reports quarterly.

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

**Public Comment Open Time for Items Not on Agenda**

Heidi Miller stated she is the daughter of Alan and Barbara Miller of 598 Loganberry. She commented she and her family are present at the meeting to request access by the District to make improvements to the land due to the landslide that occurred on District property. Michael Miller commented that in January 2017 the District's fire road collapsed into his parent's property. The family had received a lengthy agreement in legal speak that the family will not sign; he added the family is being denied access to fix the landslide. Wendy Miller stated District staff responded heroically at the time of the incident, but added that her family received a rejection letter to their insurance claim; she added she saw no proof that any insurer even visited the site. The agreement the family received was an extortion document and the District is blackmailing the family. A neighbor of the Miller's commented the fire road is in the location of a natural water path into the aquifer. He stated he is uncomfortable with the agreement from the District. If the District owns the fire road it is the responsibility of the District to fix the issue. Alan Miller stated he and his wife are not in good health and thanked his children for their assistance; he added there has been no positive response from the District and the situation could get more severe. Donna Andresen a neighbor of the Millers stated her concern over the issue and urged the District to allow the Miller's access. Robert Owen another neighbor commented he had never seen an agreement as self-serving as the one the Miller's had received. The Miller's niece stated other neighbors had wrote letters of support and handed the documents to the Board President. Nestel commented the Board should hold a special meeting to discuss this matter; personal safety is more important than anything else.

Barnello commented that she had requested minutes of the closed session from the District Manager; he responded informing that minutes had not been created and there was no action taken. Barnello stated she had requested to know when the meeting ended and has yet to be given a response; the bylaws state the Board should report all meetings.

**District Matters**

1. *Creation of Marinwood CSD Emergency Services Succession to Analyze and Recommend Potential Alternatives for Future Operations and Delivery of Emergency Services to Community:* Naylor stated the Committee needs Board approval to officially form the proposed Committee. Nestel commented re-structuring the District is a community wide

decision, the public needs to be privy to the information. Shea replied all the meetings of this committee are open to the public. Nestel commented this issue is a huge deal the Board needs to involve the whole community; the Board has done nothing in regards to community outreach. Naylor commented in 2005 the District lost the JPA with San Rafael and the District stopped serving San Rafael. The Board hosted a series of meetings as well as distributed fliers to engage the community; the Board will do a similar process. Barnello asked for the Board to define "at large member". Naylor replied it could be expert in the field not necessarily a Marinwood resident.

M/s Perry/ Schwartz to approve Creation of Marinwood CSD Emergency Services Succession to Analyze and Recommend Potential Alternatives for Future Operations and Delivery of Emergency Services to Community.

Ayes: Perry, Naylor, Shea, Green and Schwartz. Nays: None. Motion carried unanimously.

2. *Potential Creation of Five-Year Forecast of District Revenue and Expenses. Discuss resources needed:* Perry stated she is ideally looking for a high level projection of revenue. Naylor commented revenue growth depends largely on the County via taxes. Dreikosen replied, yes and the County does projections sporadically. Naylor commented revenue from the Recreation department contributes a major part into the budget. The Department Heads have gone through and looked at capital assets recently so the District could have a good baseline to start from. Schwartz commented there may be new revenue streams from development as well such as the assisted care facility.

3. *Marinwood CSD Memorial and Recognition Policy:* Schwartz commented the concept of the policy is good. Naylor stated he would like to see a document on the website dedicated to preserve the memory and contributions of community members; a virtual memorial wall. Naylor stated he would like to keep our parks and open space clean. Green commented this policy had been vetted by the Commission; let's respect their opinions as well as the Boards. Barnello commented the policy is confusing. The sizing of the memorials is confusing and parts are too ambiguous, it should additionally include a time frame. Dreikosen replied each and every request will be presented to the Commissions and Board and be considered on a case by case basis. Perry stated she would take the draft and add the comments suggested by the Board.

4. *District Manager Report:* Dreikosen stated he had entered into an agreement with Miller Pacific for FEMA related geotechnical study of the impacted areas on Miller Creek. Additionally he and Schwartz will be attending a meeting at the County to look at all four potential sites for the maintenance shed. Naylor questioned if any mitigation had occurred in regards to the pump house. Dreikosen replied an eyesight analysis by multiple geotech engineers stated they are not highly concerned of immediate collapse but it should be addressed. Naylor stated mitigation also needs to occur in regards to the Maintenance shed to keep our staff safe. Perry commented regarding 598 Loganberry the District could be waiting months for FEMA to proceed with the site determinations. Dreikosen agreed and stated if the Millers proceed with their project that site would need to be removed from the list; FEMA does not work with private residents and the property owners have been informed of this. Nestel commented the pump house is only about twenty years old; I'm sure the District still has plans that could help the situation. Additionally Nestel inquired what the issue was with the inverters regarding the solar panels. Dreikosen replied, there is no issue, the District's solar is functioning as anticipated. Schwartz noted that the Loganberry (Millers) project was misinterpreted by the residents. Staff has been encouraging the residents to complete their project. The residents do not understand that some of the scope of the project is on District property therefore the District had to send the letter such as the one the residents received. Dreikosen stated the conversation regarding Loganberry was going beyond the scope of the FEMA claim in his report and recommended moving on.

### **Fire Department Matters**

1. *Draft Minutes of Fire Commission Meeting on September 5, 2017:* Schwartz stated the RFP for the kitchen needs to proceed quickly. Dreikosen commented Roach had met with the architect and the project is moving forward. They are awaiting revised plans. Schwartz stated the oven should not be relocated to save money. Naylor commented the number one issue is to rebuild the peninsula and plumb for water, the District could have accomplished this for under \$25,000. Nestel commented the Board meeting on August 31 was illegal; it violated the Brown Act.

2. *Fire Activity Summary and Chief Report:* No comments.

### **Park and Recreation Matters**

1. *Draft Minutes of Park and Recreation Commission Meeting on August 22, 2017:* Naylor stated he was in attendance. Sullivan apologized.

2. *Recreation and Park Maintenance Activity Reports:* Schwartz commented the dead trees still need to be removed on Lucas Valley Estate berms. DeMarta agreed and noted more work needs to be at the Westgate entrance. Nestel commented a resident had built a deck encroaching into District property in the panhandle. Dreikosen replied the staff is aware and had sent the resident a letter requiring it be removed.

### **New and Other Business**

1. *Requests for Future Meeting Agenda items:* Schwartz asked if the Loganberry issue should be discussed. Shea commented what the residents presented was not the whole picture. Dreikosen commented he is working with Counsel and with the residents.

Barnello commented she would like to see a policy regarding timed responses to correspondence. Dreikosen replied Barnello received a prompt response. Green commented when the staff is constantly inundated with requests such as these it is not helpful.

**Recognitions and Board Member Items of Interest**

No comments.

The meeting was adjourned at 9:55PM.

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 contacted Laurette Rogers, STRAW program director. Will inspect in Oct
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 Pool	8/22/2017	Minor cracking in pool deck					

# Marinwood 2017 Facility Inspection Report

Location	Tour Date	Item of Note	L/ M/		Estimated Completion Date	Status	Notes
			H	Estimate			
Marinwood Pool	8/22/2017	Remove rust at hose hookup by shower					
Marinwood Pool	8/22/2017	Paint fence railing bordering tot pool					
Marinwood Pool	8/22/2017	Remove colorado system starter junction box					
Marinwood Pool	8/22/2017	Improve planting in wine barrel in SW corner					
Marinwood Pool	8/22/2017	Install steps for changing room sinks					
Marinwood Pool	8/22/2017	Replace garbage cans in changing rooms					
Marinwood Pool	8/22/2017	Contact Marin Sanitary re recycling bins for pool area					



# Memo



**To:** Park & Recreation Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** September 26, 2017  
**Re:** Expiring Commissioner Terms and Reappointment Process

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Commissioners,

The following Commissioners will have their current terms expire at the end of the calendar year:

Kimberly Call  
Jon Campo  
Shane Valentine

There is also a current vacancy of the Alternate position, with a term expiration of 12/31/18.

As stated in the Commission Bylaws, District staff will be posting a Notice of Appointment Opportunities to fill the positions for their subsequent two-year terms. Incumbent Commissioners whose terms will be expiring are able to apply for reappointment. If desired, please prepare a brief letter to the Board of Directors stating your desire to be reappointed to the Commission.

All letters of interest should be provided to the District Manager to be included in an upcoming board meeting packet, at which time the Board will formally appoint Commissioners for the upcoming term.

**Park & Recreation Report – September 2017**  
**Shane DeMarta, Recreation Director**

**Recreation Activities**

**Fall Special Events:**

- *The Marinwood Fall Art and Wine Show* is scheduled for Saturday, October 7<sup>th</sup> from 4pm-7pm at the Marinwood Community Center. The event will feature 50 local artists (up from 40) as well as optional wine tasting. This event has grown in popularity each year, last fall we had approx. 250 people enjoy the event.
  
- The Halloween Harvest Festival is scheduled for Friday, October 13<sup>th</sup> from 5:00-7:00pm. This popular family event features carnival games, pumpkin decorating, treats, and more. This year's event will also feature food from Big Jim's BBQ.

**Fall Classes/After School Program:**

- Fall classes are now beginning, registrations have been going very well.
- The Marinwood After School Program is off to a great start. Participants have been participating in homework time, games, crafts, swimming and more. In addition, we are very grateful to the Dixie Transportation Department for turning the Community Center into a school bus drop off zone this year, saving us valuable time from having to walk to Miller Creek Middle School.

**Pool:**

- The Fall pool season has been extremely busy due to record seasonal heat. Weekend pool attendance is up substantially from last year for the month of August and September. In addition to providing extra staff during our peak times to keep swimmers safe we have also implemented several precautions to keep our lifeguard staff cool and hydrated throughout their shifts.

**Park Maintenance Activities**

Marinwood Parks Staff have been working diligently performing deep cleaning and making repairs to the Community Center and surrounding grounds for the start of our school season.

**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

Projects completed in September:

- Reception Hall divider/curtain repair
- Tree safety pruning (community center, patio and playground)
- Kitchen painting
- Landscaping around Community Center
- Patio paver repair
- Large mainline leak repair

Projects scheduled for October:

- Turf repair
- Tree pruning
- Pool shed removal
- Maintenance shed winterizing
- Lucas Valley Estates berm work
- Placement of Marinwood sign (landscaping)

Landesign Contracted Schedule:

August: Landesign spent 50% of August in LVE and the other 50% in Marinwood. The past three weeks have been spent in Marinwood cleaning walk ways and medians.

September: Landesign is scheduled to be back in LVE for the next two weeks weed whacking berms and mowing weeds along the sidewalks and roadways. They will spend the last two weeks of the month back in Marinwood pruning the medians along Miller Creek Rd. as well as blowing the pathways.