

# MARINWOOD COMMUNITY SERVICES DISTRICT

## MINUTES OF PARK AND RECREATION COMMISSION MEETING

May 27, 2014

**Time and Place:** 7:30 Marinwood Community Center Classroom.

**Present:**

Commissioners: Chair Izabela Perry, Tom Kunkel, Kimberly Call, Eric Dreikosen, Sivan Oyserman, and Linda Barnello.  
Staff: District Manager Tom Horne, Recreation Coordinator Luke Fretwell and Administrative Assistant Carolyn Sullivan.

Absent: Sarah Paoli and Shane Valentine.

Others present: Director Justin Kai.

**Approval of Agenda**

Perry noted the agenda has dedicated time allotments. She reported the Board had appointed two new members; Linda Barnello as a regular member and Sivan Oyserman as an alternate member. Perry reported the Board is waiting for more information from San Rafael in regards to the Fire Chief position. Kunkel asked who is gathering the information. Horne replied he is in contact with San Rafael. Kunkel questioned if the Board is going to accept the quote for services from San Rafael based upon their word or will the information be vetted. Horne replied the Board will meet with the Fire Chief and Captains regarding the information. Horne noted he believes if the Board moves forward the final agreement will have to be negotiated.

**Public Comment**

No comments.

**Minutes of April 22, 2014 Commission Meeting**

Call asked if anyone has followed up on the signage for the Community Center. Perry replied she will begin the process looking for possible options. Call noted in regards to her comments regarding the signage she would like to see more image based ideas and less text.

M/s Kunkel/ Call to approve minutes of April 22, 2014 Commission meeting.

Motion carried unanimously.

**Review of draft Board Minutes of May 6, 2014**

Kunkel asked who Jonathon Whelan is. Horne replied the representative from Optony who is our contact for the possible solar energy project. Kunkel asked who the other participation agencies are. Horne replied San Rafael, Novato, Yountville, Napa Office of Education, Sonoma County, Mill Valley, So Marin Fire Protection District, Sonoma Co Water Agency, Sonoma Co Employees' Retirement Association, St. Helena and Cotati.

**Commission Priorities for its 2014-15**

Perry stated Dreikosen will be arriving late to the meeting and read his email that was sent to Perry and Horne.

*My top priority would be to instill a greater sense of formality, structure and process to the commission.*

*Primarily:*

***Creation, Adoption & Implementation of formal P&R Commission bylaws.** Obviously, the Board would need to adopt any such bylaws. The Authority and Responsibility document is a good starting point, but not a complete set of bylaws. In addition, I recall Tom mentioning that they also needed to be revisited and possibly revised. At a minimum, bylaws should address:*

*Name of Commission, Authority, Purpose/Goals, Function, Membership (including: Term, Resignation, Vacancies, Attendance), Structure, Scope of Work, Process for Amending Bylaws.*

*I do have samples from other government commissions I currently sit on or have been appointed to in the past.*

*These may serve as a good template. I am happy to share.*

*I feel this will serve as the guiding document by which the commission operates and therefore, will help identify, align and guide all future "priorities" of the commission.*

(As Perry concluded, Dreikosen walked in). The Commissioners agreed with Dreikosen and Perry asked if any other members have specific items of interest. Perry herself would like to work on reviewing Park and Recreation Maintenance schedules, scope of working areas, work policies, job evaluations etc. Perry added she would like Harrelson to leave as much knowledge as possible before he leaves Marinwood. Barnello expressed her interest in those issues as

well and volunteered to work alongside Perry. Call asked if the new landscape contractor will undergo performance reviews. Horne replied yes. Call stated her interests are as follows:

1. Have the Community Center be "Green Certified".
2. Plant Valley Oak trees in Lucas Valley.
3. Create a community art mural or mosaic.
4. Declare Lucas Valley Road a Scenic Road.
5. Install a commercial kitchen in the community center.

Perry commented that list is quite hefty and suggested Call focus on one item at a time. Call replied she would like to concentrate on the "Green Certification". Call added she understands the dedication of Lucas Valley being declared a scenic road is out of the purview of the Board and Commissions, but would still like to work towards making it a possibility.

### **Tot Pool Policy**

Oyserman expressed her frustrations with the current policy. She believes the rules are not being followed by all participants. Fretwell commented parent supervision in the tot pool is mandatory and he will ensure the lifeguards keep watch that every child is accompanied by an adult. Perry questioned if a height requirement for the area would be more sufficient to keep larger children out of the area. Horne noted that there are signs requiring adult supervision, but maybe the staff could add a sign board at the entrance to reiterate the rules. Kai agreed with the height requirement at the entrance. Fretwell replied he would advise against changing the rules now because the season has already begun, but promised the Commissioners the lifeguards will check the pool more frequently to make certain the rules are being followed. Perry suggested the Commission discuss a possible change to the rules at the end of the season. Horne suggested that Fretwell may check with BAPPOA (Bay Area Public Pool Operators Association) to inquire about rules at other pools. Oyserman replied our pool is not comparable to others in the area; it is smaller. Barnello asked how many accidents occur in the tot pool. Fretwell replied quite infrequently. Perry additionally requested the Lifeguards check for proper swim diaper attire as well.

### **Park and Recreation activities reports**

Perry commented please ask Harrelson to fix the water fountain in the playground area, and to please be aware not to leave tools unattended near the shop after hours to keep things as tidy as possible.

Barnello asked if the Swing Night event made money. Horne replied no. Kai commented he had worked with DeMarta on this event, it was the first one and the Recreation Department broke even. Barnello commented the budget reflects that the Community Events do not make money. Perry stated they are designed to bring the community together. Dreikosen added there are intangible effects, people who attend the community events are brought to center and may register in other recreation programs. Dreikosen stated he and his family enjoyed Community Day, it was good event. Perry commented she was disappointed in the turnout. She had spoken with DeMarta about having a table dedicated for CSD matters at all the upcoming park events. Commissioners agreed that was a good idea.

Call stated the new fence around the porta-potty is not ideal. When approaching from the bridge side it is the first thing one sees. Call requested in the future if a structure is built it needs approval by the Commission beforehand. Call also stated the landscaping around the tennis courts needs improvement, even placing woodchips in the area would be an improvement. Perry agreed the landscaping is unattractive in that area.

### **Q&A discussion with staff re: items not otherwise covered on the agenda**

Perry stated for the July meeting the Commissioners would like an update on the tot pool. Perry will investigate Community Center signage. Call will investigate "Green Certification". The Commission may have more information regarding the District Managers position. She requested Horne add the job descriptions of District Manager and Fire Chief to the packet so the Commissioners may be informed.

The meeting concluded at 9:15PM.

The date of the next Park and Recreation Commission meeting is June 24, 2014 at 7:30 at the Marinwood Community Center Classroom.

Respectfully submitted,  
Carolyn Sullivan