

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 23, 2024, 7:00PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public shall indicate their desire to speak. All public comments shall be addressed to the Commission and limited to three minutes per speaker. The Commission may choose to respond to comments or request staff to respond at the conclusion of the respective public comment period.

#	Item	Commission Action
1	Agenda	Adopt
2	Public Comment on Non-Agenda Items <i>Speakers are asked to address comments to the Commission and 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 and at the conclusion of the public comment period. The Chair may refer the matter to staff or to a future meeting agenda.</i>	
3	Draft Minutes of November 28, 2023 P&R Commission Meeting	Approve
4	Minutes of December 12, 2023 and January 9, 2024 Board Meetings	Review
5	Discussion Regarding Planning Process for Potential Installation of Pickleball Lines on Existing Tennis Court(s)	Discuss
6	Designation of Commission Chair & Vice-Chair for 2024	Approve
7	Recreation and Park Maintenance Activity Report	Review
8	Commissioner Items of Interest - Requests for Future Agenda Items	
9	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 MARCH 26, 2024 AT 7:00 PM

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting Tuesday – November 28, 2023

Time and Place: 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

Present:

Commissioners: Chair Michael Benesch, Jon Campo, Ian Fein,

Absent: Angela Bliss-Steiner, Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Directors: Chris Case

1. Agenda

No changes were requested by Commissioners. The agenda was adopted as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received.

3. Draft Minutes of September 26, 2023 P&R Commission Meeting

M/s Campo/Fein to approve Draft Minutes of September 26, 2023 P&R Commission Meeting. Ayes: Benesch, Campo, Fein. Nays: None. Absent: Bliss-Steiner, Madden. Motion carried.

4. Minutes of October 10, 2023 and November 14, 2023 Board Meetings

Commission reviewed minutes.

5. Initial Discussion Regarding Potential Installation of Pickleball Lines on Existing Tennis Court(s)

Commission discussed item and reached consensus that of the existing Marinwood tennis courts, the most appropriate potential placement would be only on “lower” tennis court(s) located on Miller Creek Middle School campus. The Commission requested item be placed on the next meeting agenda to discuss appropriate public engagement strategies in effort to better inform the Commission on levels of community support and/or concerns.

6. Upcoming Commissioner Term Expirations and Appointment Opportunities

Commission was informed of commissioner terms expiring at end of 2024 as well as District’s current efforts in notifying residents of upcoming appointment opportunities.

7. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

8. Commissioner Items of Interest – Requests for Future Agenda Items

-All commissioners requested continuation of pickleball topic.

-Commissioner Fein recognized Commissioner Madden’s prior request for discussion on potential ways to make street crosswalks safer, notably the crosswalk on Miller Creek Road connecting the pedestrian pathways to/from Pinewood Drive and Peachstone Terrace and staff’s suggestion to invite a Marin County DPW representative to a future commission meeting. Also recognized his prior request for discussion of potential “volunteer work days” for items such as roadway median beautification & pedestrian pathway projects. Suggested discussion happens as a follow-up to potential meeting with County DPW representative.

-District Manager Dreikosen reminded Commission they will appoint a Commission Chair and Vice-Chair for calendar year 2024 at their next meeting.

9. Adjourn

Meeting adjourned at 9:10 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – December 12, 2023

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

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: President Sivan Oyserman, Chris Case, Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Accounting & Payroll Manager Tiffany Combrink.

A. Call to Order

Board President Oyserman called the meeting to order at 7:30pm.

B. Agenda

Agenda adopted with changes as follows; Item E.1 to be presented following Item B. Item G. to be presented following Item D.

E. District Matters

1. *Proclamation Recognizing Ron Marinoff for His Contributions to Fire Protection Services in Marinwood & Lucas Valley Including 46 Years of Service on the Marinwood CSD Fire Commission.*
Board and members of the public recognized Ron Marinoff with appreciation for his public service.

C. Consent Calendar

- a. Draft Minutes of Regular Meeting of November 14, 2023
 - b. Draft Minutes of Special Meeting of December 5, 2023
 - c. Bills Paid Nos. 7883 – 7947
- Ruggeri to approve/Case to second “consent calendar as presented.”
All in favor. Motion carried unanimously.

D. Public Comment Open Time for Items Not on Agenda

- Board of Directors received public comment regarding
- a. Recent ballot measures approval, benches for seniors

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of November 28, 2023*
Board reviewed Commission minutes
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports

E. District Matters

2. *Election of Board Officers for Calendar Year 2024: Board President and Vice-President*
Oyserman to approve/Ruggeri to second Kathleen Kilkenny as 2024 Board President and Chris Case as 2024 Board Vice President
Aye: Oyserman, Kilkenny, Ruggeri, Shea. Abstain: Case. Motion carries
3. *District Manager Report*
Board received District Manager Report

F. Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of December 5, 2023*
Board reviewed Commission minutes

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

H. Board Member Items of Interest – Requests for Future Agenda Items

- District Manager noted Board liaison appointments to Fire and Park & Rec commissions for calendar year 2024 will be made in January Board meeting

I. Adjourn

Meeting adjourned at 8:32PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – January 9, 2024

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

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: President Kathleen Kilkenny, Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Acting Fire Chief Abraham Roman, and Accounting & Payroll Manager Tiffany Combrink.

A. Call to Order

Board President Kilkenny called the meeting to order at 7:30pm.

B. Agenda

Agenda adopted with changes as follows; Item D follows Item B. Item E.1 to be presented following Item D.

D. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comment regarding:

- a. Improving the future of the community

E. District Matters

1. *Presentation of Fiscal Year 2022-2023 Audited Basic Financial Statements and Management Report – Michael O'Connor, CPA, O'Connor & Co.*

Board was presented Audited Financial Statements and accompanying Management Report for Fiscal Year 2022-2023

C. Consent Calendar

- a. *Draft Minutes of Regular Meeting of December 12, 2023*

- b. *Bills Paid Nos. 7948 – 7996*

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

All in favor. Motion carried unanimously.

E. District Matters

2. *Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2024*

Board President Kilkenny reappointed Director Case as liaison to the Park & Recreation Commission and reappointed herself as liaison to the Fire Commission for Calendar Year 2024.

3. *District Manager Report*

Board received District Manager Report

F. Fire Department Matters:

1. *Appointment of Fire Commissioners for Term Beginning January 1, 2024*

Board reappointed Commissioner Karsenti to the Fire Commission for a two-year term

2. *Monthly Activity Summary – December 2023*

Board received Monthly Activity Summary for December 2023 and was introduced to Acting Fire Chief Roman.

G. Park and Recreation Matters:

1. *Appointment of Park & Recreation Commissioners for Term Beginning January 1, 2024*
Board reappointed Commissioners Fein, Campo and Benesch to the Park & Recreation Commissions for two-year terms.
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports

H. Board Member Items of Interest – Requests for Future Agenda Items

- District Manager thanked Auditor Michael O'Connor for expediting completion of FY22/23 audit
- District Manager noted that review of Q2 P&L statements would be presented at the February Board meeting as well as non-safety staff wage analysis.

I. Adjourn

Meeting adjourned at 8:35PM

Tiffany Combrink, Secretary

Staff Report

To: P&R Commission
From: Luke Fretwell, Recreation Director
Date: January 23, 2024
Re: Pickleball Community Outreach & Planning

Commissioners,

At the November P&R Commission meeting a discussion took place regarding the possibility of adding pickleball lines to one or both of the lower Marinwood tennis courts, adjacent to the Miller Creek Middle School. During the discussion it was determined that the first step of the initial planning process should be to solicit broad public input on the topic.

Following this discussion, staff have mapped out a rough timeline for engaging the public on this topic and are seeking Commission feedback:

- Week of January 22: Staff will create an initial draft of a community survey to present at the Tuesday P&R Meeting for comments and feedback from the Commission.
- Late Jan/Early Feb: Staff will finalize the survey, incorporating Commission input, and post links at the Marinwood tennis courts as well as online via social media.
- Month of February: Staff will continue to promote the survey and encourage community members to participate.
- Week of March 11: Staff will begin compiling the survey results for inclusion in the March P&R Meeting packet.
- Week of March 25: Staff will present the survey results to the Commission for review and discussion at the March 26 meeting.

In addition to the community survey, staff will make targeted outreach efforts to other identified stakeholders. These include but are not limited to: Nearby residents; The local tennis community (leagues, class participants, etc.); Miller Creek Middle School. Based on feedback received, groups may be invited and/or request to address the Commission directly at an upcoming meeting. Staff will ensure that they are invited to do so.

Should our initial outreach efforts warrant further consideration of this topic, other aspects of the overall planning process need to include key details such as:

- How many tennis courts should be converted to multi-use (one or two)
- Overall cost to District (court conversion, equipment, etc.)
- Permanency of court(s) conversion (painted versus taped lines) & whether a trial period should be implemented
- Court use timing concerns such as should there be dedicated days/times for either pickleball or tennis



Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 23, 2024
Re: Commission Chair & Vice-Chair Designations

Commissioners,

As detailed in the Commission Bylaws, each January the Commission is to designate a Chairperson and Vice-Chair for the upcoming calendar year. I have included the relevant section of bylaws:

D. CHAIRPERSON

One regular Commission member shall be elected in January by the other Commissioners to the role of Chairperson of the Commission for a period of one year. The chairperson must have been appointed to the Commission for a period of no less than one year preceding election to the role of chairperson. The chairperson can serve in this role consecutively if reelected by the members of the Commission. The chairperson can be removed from this position by the majority vote of the Commission.

1. DUTIES OF THE CHAIRPERSON

- a. Preside over meetings of the Commission, utilizing and maintaining Rosenberg's Rules of Order.
- b. In cooperation with District staff, prepare agendas for Commission meetings.
- c. Attend Board meetings at least for the portion covering Commission matters and other portions the Chair may be asked to attend. Alternatively, designate another member of the Commission to attend should the Chair be unavailable.
- d. Report to the Board the actions and recommendations of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome newly appointed Commissioners. Provide a copy of Commission Bylaws to each new Commissioner.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings in compliance with the Ralph M. Brown Act.
- i. Act as official spokesperson for the Commission.

E. VICE CHAIRPERSON

One Commission member shall be elected in January by the other Commissioners to become the Vice Chairperson of the Commission for a period of one year. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

1. DUTIES OF VICE-CHAIRPERSON

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.

RECREATION ACTIVITY REPORT

Santa Letters Recap

In the weeks leading up to Christmas the Recreation staff once again hosted our annual “Letters to Santa” program. For the month of December, a special red “north pole mailbox” was stationed outside the community center along with Santa Letter stationery and pencils. Letters placed in the mailbox were “delivered to the north pole” and custom replies from Santa were mailed to each child. This was our 4th year running the program which brought in 132 letters, more than any year prior. I want to acknowledge resident elf Carolyn Sullivan for making sure all letters safely made it to Santa and for helping Santa write his responses.

Winter Break Camp

This year we ran 2 weeks of Winter Break Camp over the weeks of Christmas and New Years for kids on break from school. Campers got to play games, do arts & crafts, have music and dancing time, and play in the park throughout the week. Campers were extremely excited to get to play on the new playground equipment and the feedback was overwhelmingly positive. Camp was staffed with several of our part-time summer camp counselors and directors on break from school and it was nice getting to reconnect with them.

Summer Camp Staffing

This past month we took advantage of having so many of our summer staff members home on winter break by having them come in to interview for summer positions and having some of them help with planning sessions. It’s still early and not all positions have been assigned, but we are looking to have a stellar crew working this summer.

Raise a Glass – Wine Tasting

Staff have begun preparing for our upcoming “Raise a Glass” wine tasting, which takes place Saturday, March 2nd from 2-5pm at the community center. Invitations to wineries are currently being sent out and we are expecting a great lineup for next year’s installment. We have several wineries return each year, but we always strive to add at least a few new names to the roster. More details will be announced as the event approaches.

Spring Art Show

Our Spring Art Show will take place on Saturday, April 27th in the community center. The theme of this year’s show is “Finding the Familiar” and will feature artwork from 40-50 of Marin’s finest artists. More details will be announced in the coming months.

Spring/Summer Marinwood Review

Staff are currently finalizing programs and schedules for the spring and summer for inclusion in our spring/summer issue of the Marinwood Review. The next issue is scheduled to come out in mid-February and will feature information about our spring break and summer classes, camps, pool programs, and events, plus a lot of other resources and useful information.

Recreation programs currently taking place this winter include Tae Kwon Do, White Crane Silat, Feldenkrais, Mahjong, Pilates, LEGO engineering, Irish Dance, Babysitter’s Training, Little Explorers Art, Zumba, Watercolor Workshops, CPR/First Aid, All Sorts of Sport Camps, Preschool, and the After School Program.

PARKS MAINTENANCE ACTIVITY REPORT

Playground Opening

The new playground in Marinwood Park officially opened to the public on Wednesday, December 13th. We had been waiting for 2 small panels to be installed and for delivery of the Playground Safety Inspection Report, which happened earlier that week. We commemorated the opening with a small ribbon-cutting ceremony with all our preschool kids in attendance. The preschoolers were thrilled to be able to christen the brand-new equipment and everyone seemed to have a great first day. Since the opening, the playground has been buzzing with families eager to try out the new equipment. Reviews have been overwhelmingly positive.

After a few weeks observing the new equipment in action it has become apparent that matting is needed under the swings and slides and around the spinner feature to prevent the wood fiber fall material from getting displaced. Mats have been ordered and we will install them as soon as they arrive.



Pool Bathroom Repairs and Upgrades

During the rainy days these past weeks staff completed installation of new sinks in the pool restrooms. The old sinks were in disrepair and parts were becoming difficult to source. The new sinks look great and are a big improvement on the old ones. Staff are currently touching up paint and caulking and the project should be complete in the coming days.

These past weeks repairs were also made to a few of the toilets in the pool bathrooms that were malfunctioning. The bathrooms will be in great shape for the 2024 pool season.

Storm Monitoring

During the recent storms, staff have made regular visits to the drains and culverts around the community to address issues and ensure everything is flowing properly, as well as actively monitoring the creek for damming and erosion concerns. In addition to that staff have been regularly monitoring the roofs of the community center and parks facility and maintaining a supply of sand and sandbags at the community center for flood control needs.

Willow Planting

At the end of December staff planted a few dozen willow shoots along the creekbank adjacent to the park—an area prone to erosion that we have been monitoring and addressing for the past 3 winters. The willow shoots we previously planted have mostly thrived and grown into bank-stabilizing trees. Further plantings are planned in the next couple weeks in this area as well as in 2 more erosion-affected areas.

Lucas Valley Estates Entrance

This past 2 weeks staff have worked to refurbish the landscaping around the Lucas Valley Estates sign at the corner of Bridgegate Drive and Lucas Valley Road. Staff cleared the area, removing much dead brush and poison oak that had begun to take over, laid down fresh weed barrier, installed borders, and added new plantings and fresh wood chips. Next week staff will touch up the fading paint on the sign. The area is looking much improved.

Daily/Weekly Tasks:

- Clean and restock Community Center
- Clean and restock park bathroom
- Empty garbage in all 3 parks and at trailheads
- Restock dog waste bags at dog stations
- Mow, edge, and blow in all 3 parks
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry