

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 24, 2023, 7:00PM

Internet Address: <https://us02web.zoom.us/j/84270132532>

Telephone Access: 669) 900-6833 or 346) 248 7799 or 253) 215-8782

Meeting ID: 842 7013 2532

ATTENTION: This will be a virtual meeting of the Marinwood CSD Park & Recreation Commission. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

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 participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the “raise hand” feature located within the Zoom application screen. If connected via telephone, please dial “*9” (star, nine). 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	Designation of Commission Chair & Vice-Chair for 2023	Designate
3	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>	
4	Draft Minutes of November 22, 2022 P&R Commission Meeting	Approve
5	Minutes of December 13, 2022 and January 10, 2023 Board Meetings	Review
6	Update on Select Park & Recreation Projects and Initiatives	Review
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 REGULAR MEETING TO BE HELD ON MARCH 28, 2023 AT 7:00 PM

Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 24, 2023
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.

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – November 22, 2022

Time and Place: 7:00PM via Teleconference

Present:

Commissioners: Chair John Tune, Michael Benesch, Ian Fein

Absent: Jon Campo, Anne Sjahsam

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Chris Case

1. Agenda

No changes were requested by Commissioners. Chair Tune adopted the agenda as presented.

2. Public Comment on Non-Agenda Items

The Commission received public comment regarding:

a) Purpose of open space

3. Draft Minutes of September 27, 2022 P&R Commission Meeting

M/s Fein/Benesch to approve Draft Minutes of September 27, 2022 P&R Commission Meeting. Ayes: Benesch, Fein, Tune. Nays: None. Absent: Campo, Sjahsam. Motion carried.

4. Draft Minutes of November 8, 2022 Board Meeting

Commission reviewed minutes.

5. Miller Creek Trail Initiative: Update – Potential Financial Contribution from Senior Living Center Developer

Commission received update on potential financial contribution agreement between the District and the developer of proposed senior living center in regards to Miller Creek Trail initiative.

6. Consideration for Placement of Picnic Tables in Open Space Areas

Commission discussed suggestion for placement of picnic tables and/or benches in open space areas alongside Queenstone Fire Road. Commission recommended a trial placement of one table at a location alongside the fire road as identified and presented during meeting by Commissioner Fein and Director Case.

7. Timing Considerations for Implementation of Marinwood Park Play Structure Replacement Project

Commission discussed timing options for installation of play structure equipment, recommending installation after conclusion of 2023 summer camp sessions.

8. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

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

-District Manager Dreikosen informed Commission of the need to return to in-person meetings no later than March 2023.

10. Adjourn

Meeting adjourned at 8:29 PM

Eric Dreikosen

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday – December 13, 2022

Time and Place: 7:30PM via Teleconference

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: Board President Lisa Ruggeri, Kathleen Kilkenny, and Bill Shea.

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

Absent: Directors Chris Case and Sivan Oyserman

A. Call to Order & Roll Call of Directors

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

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. *Resolution 2022-18: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission*
- b. *Draft Minutes of Regular Meeting of November 8, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6866 – 6954*
Shea to approve/Kilkenny to second “consent calendar as presented.”
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.

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

The Board of Directors received public comment regarding:

- a. Board vision for the future of the community

E. District Matters

1. *Election of Board Officers for Calendar Year 2023: Board President and Vice President*
Ruggeri to motion/Kilkenny to second appointment of Sivan Oyserman as Board President and Lisa Ruggeri as Board Vice President.
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.
2. *Authorize Expenditure to Become a Participating Agency of the CalOpps System for Public Agency Personnel Recruitment and Employment Application Processing*
Kilkenny to motion/Shea to second authorization of expenditure to become a participating agency of the CalOpps System for Public Agency Personnel Recruitment and Employment Application Processing
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.
3. *District Manager Report*
Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of December 6, 2022*
Board of Directors reviewed Draft Minutes of Fire Commission Meeting
2. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of November 22, 2022*
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting

2. *Miller Creek Trail Initiative: Amendment to Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer of Senior Living Center*
Shea to motion/Kilkenny to second Amendment to Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer of Senior Living Center
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.
3. *Recreation and Park Maintenance Activity Reports*
Board of Directors received Recreation and Park Maintenance Activity Report

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

- District Manager noted commissioners and Board liaison appointments to Fire and Park & Rec Commissions for calendar year 2023 will be made at the January meeting.

Meeting adjourned at 9:18PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – January 10, 2023

Time and Place: 7:30PM via Teleconference

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

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

Absent: Director Kathleen Kilkenny

A. Call to Order & Roll Call of Directors

Board President Oyserman called the meeting to order at 7:31pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. *Resolution 2023-01: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission*
- b. *Draft Minutes of Regular Meeting of December 13, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6955 – 7021*
Shea to approve/Ruggeri to second “consent calendar as presented.” Aye: Oyserman, Case, Ruggeri, Shea.
Absent: Kilkenny. Motion carried.

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

The Board of Directors received public comment regarding:

- a. Accessibility, playground structures, park parties, dogs in the park

E. District Matters

1. *Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2023*
Board President Oyserman re-appointed Director Case as liaison to the Park & Recreation Commission and Director Kilkenny as liaison to the Fire Commission for Calendar Year 2023
2. *District Manager Report*
Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Appointment of Fire Commissioners for Term Beginning January 1, 2023*
Shea moves to re-appoint /Case to second re-appointment of Thomas Elsbree, Stephen Farac and John Seratt to the Fire Commission for the two-year term expiring December 2024. Aye: Oyserman, Case, Ruggeri, Shea. Absent: Kilkenny. Motion carried.
2. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report

G. Park and Recreation Matters:

1. *Appointment of Park & Recreation Commissioners for Term Beginning January 1, 2023*
No letters of interest for appointment were received. No Board action taken.
2. *Recreation and Park Maintenance Activity Reports*
Board of Directors received Recreation and Park Maintenance Activity Report

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

- Board President Oyserman requests update on playground improvements, restrooms, audit timing
- Director Case suggests a brainstorming session on appreciating our public servants

Meeting adjourned at 9:12PM

Tiffany Combrink, Secretary

Update on Select Park & Recreation Projects and Initiatives

January 24, 2024

To: P&R Commission

From: Eric Dreikosen, District Manager

The information below is intended to provide a brief update on select Park and Recreation projects and initiatives and should not be viewed as a complete list of all activities impacting the Park & Rec Departments.

Park Maintenance Facility

On Friday, December 16th, the maintenance facility project passed its final building inspection as conducted by the County and received a Certificate of Occupancy. Our park staff immediately began the process of transitioning equipment and supplies to the new facility. However, weather conditions over the past several weeks have rightfully diverted staff to attend to more pressing matters at times. That said, our staff have been able to make enough progress to allow for removal of the surrounding temporary construction fencing by the 2nd week of January, opening the area and the new pedestrian pathway to the community.

I want to commend Luke Fretwell and park staff Marco Giron, Estevan Chavez and Cesar Alvarez Aguilar not only for all of their work and input throughout the entire planning and construction process, but also for their resiliency in continuing to perform the essential duties they provide, all in less than ideal working conditions.

I also want to acknowledge former P&R Commissioner John Tune for his assistance and guidance in selecting appropriate landscape vegetation. The vegetation selected was planted along the face of the building as well as along the face of the courtyard fencing.

Finally, I want to acknowledge project architect Bill Hansell for his efforts, services and perseverance throughout the life of this project. This was not an easy project to complete yet Bill remained steadfast in his commitment not only to the project itself but also his commitment to the District and the greater community in seeing this project through. It should be noted that Mr. Hansell provided a great deal of pro bono work to this project and went well above and beyond the typical role of a project architect.

Miller Creek Waterway Trail

At their December meeting, the Board of Directors approved an "Amendment to Oakview Subdivision Improvement Agreement" between the District and the developers of the proposed senior living center, The Oaks Senior Living, to be developed along an extension of Marinwood Ave (near Marinwood Market). The sole purpose of this Amendment was to *"...memorialize the terms by which Subdivider, once it satisfies the Road and Bridge Obligation in accordance with the Original Agreement, will then satisfy the Original Trail Obligation by paying District towards the cost of the Alternative Trail Project a monetary amount that is equivalent to the estimated cost of satisfying the Original Trail Obligation..."*

Key provisions of the Amendment included:

- The Oaks LLC shall contribute to Marinwood CSD a one-time fixed payment amount of \$150,000 to be applied to the construction of the Miller Creek Trail.
- The Oaks LLC shall provide Marinwood CSD the full financial contribution of \$150,000 promptly upon completion of construction of the bridge extending from Marinwood Ave leading to the proposed senior living center site. In accordance with the 2006 Agreement, and due to lack of accessibility, trail construction cannot begin until the aforementioned bridge construction has been completed.

- If the bridge extending from Marinwood Ave leading to the proposed senior living center site is not constructed and accessible to Marinwood CSD by December 31, 2023, Marinwood CSD reserves the right to acquire an updated cost estimate for construction of the creek-side trail as described in the language included in the original 2006 Oakview Subdivision Agreement. In such event Marinwood CSD exercises this right, the proposed trail cost received from Timothy Best (dated 6/3/22) for the creek-side trail (\$135,348) shall serve as the baseline financial amount to compare against any updated cost estimates received.
- Marinwood CSD reserves the sole right to determine final trail placement, design & construction concepts, and selection process of qualified builder.
- Marinwood CSD shall assume sole responsibility for all project management needs in regards to planning and construction of the Miller Creek Trail. This includes but is not limited to: Required biological & cultural studies, CEQA compliance, permitting and public engagement.
- Marinwood CSD shall assume sole responsibility for all project costs incurred above and beyond The Oaks LLC financial contribution obligation as described herein.

The execution of the Amendment does not commit the District to the Creek Trail project. This initiative a whole is still very much in the exploration phase. As has been discussed in prior meetings, prior to implementation of this project the District must conduct CEQA-related research including required biological and cultural studies. As these studies cannot be completed until Spring 2023 at the earliest, staff will return to the Board at a future meeting with associated costs and timing of this work. Upon completion of these studies, staff intends to engage in public outreach for this project. Once these steps are completed, this information will be presented to the Board for their consideration and potential authorization to draft and release a Request for Proposals for trail construction once the aforementioned roadway and bridge are completed. Final board authorization for this project would not occur until the Board is presented with the results of the RFP process.

Marinwood Park Play Structures Replacement Project

With the completion of the Park Maintenance Facility staff can now dedicate resources to the Marinwood Park Play Structure Replacement Project. Commissioner Ian Fein had previously volunteered to assist in further analysis of the community survey results received last year. Findings from this survey will be incorporated into the Design/Build Request For Proposals that will be noticed and distributed to qualified vendors. As discussed at the last P&R Commission meeting, staff anticipates this project will be completed during Fall 2023 after the completion of our summer camp programs. This timing allows for the Commission to review the analyzed survey findings to be incorporated into the RFP during the March 2023 commission meeting.

Other Items of Note:

- Encroachment Agreement allowing for grading and drainage placement on Marinwood open space adjacent to the proposed senior living center. This agreement would allow the development to perform identified grading and drainage system placement on open space land immediately abutting the proposed roadway. This would allow the development to significantly reduce the overall scope and height of needed retaining walls along the roadway. Not only will this be more visually appealing, it will also allow for much more stable long-term conditions for the hillside as opposed to making drastic cuts supported only by retaining walls.
- Marinwood Park Restrooms. While staff has been able to make little formal progress thus far due to other priorities and limited resources, there has been initial internal conversations and thoughts in regards to location and access to needed utility (water, sewer, electric). Staff will continue to explore this initiative as time allows. One potential location being discussed is the area between the tennis courts and Miller Creek Road due to existing utility infrastructure.

Parks and Recreation Report
January 2023
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Winter Break Camp

Over the the week of December 19th we ran our annual Winter Break Camp for kids who are home on holiday from school. This year we were able to serve 40 families. It was nice getting to catch up with our summer camp staff who were home from school.

Marinwood Review

Staff have been hard at work assembling our forthcoming Spring/Summer issue of the Marinwood Review, which is slated to come out in mid-February. Our bi-annual catalog, which provides information on all our upcoming programs and events, continues to be one of our most valuable marketing tools.

Spring Programs

Registration is currently open for our spring programs and classes. We are excited to be offering some new programs this spring, including a watercolor painting class for adults and White Crane Silat, a Chinese Indonesian martial arts class for kids.

Upcoming Events

Our next community event is our “Raise a Glass” wine tasting on March 4th.

PARKS MAINTENANCE ACTIVITY REPORT

Parks Maintenance Facility

Staff are currently moving all the equipment, tools, and supplies out of the temporary worksite and into the new maintenance facility. As time allows, we are also working on installing racking, shelving, and cabinetry to house and organize all the tools and equipment. We should be completely moved in within the next week or so.

The fencing around the new facility was removed on January 13th. The electricity and water have been disconnected from the mobile office trailer and it will be removed shortly.

The new facility has been a blessing during the recent storms, providing a warm, dry, well-lit place for our staff to work.

Storm Response

Throughout the recent/current heavy rains, staff have continued to actively monitor the creek, the drains and V-ditches, parks, and the community center for flooding and/or damage.

Staff have had to more actively monitor and clear drains at Blackstone Canyon, Newberry Terrace, and Loganberry. So far the creek has remained flowing well with no blockage concerns.

On January 10th, staff cleared a large pine tree that had broken and fallen across the path behind Idylberry Road. Thankfully, we have not had many issues with trees during these storms (so far).

We have also continued to stock sand and sandbags at the community center to assist residents with flooding concerns.

Graffiti

We have had multiple instances of graffiti over the past month on several structures and surfaces throughout the main park. We have filed a police report and are working with the sheriff to try and identify the vandal. In the meantime, staff continues to remove graffiti as they see it or receive reports.

Upcoming Projects

In the coming months staff will be preparing the pool for the start of the pool season, adding plantings at Creekside Park, and performing some erosion control measures in the creek.