

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 26, 2021, 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 pursuant to Executive Order N-29-20 issued by the Governor of the State of California. 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).

#	Item	Commission Action
1	Agenda	Adopt
2	Introduction of Newly Appointed P&R Commissioner: Ian Fein Introduction of Appointed Board Liaison to Commission: Lisa Ruggeri	
3	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>	
4	Draft Minutes of November 24, 2020 P&R Commission Meeting	Approve
5	Draft Minutes of January 12, 2020 Board Meeting	Review
6	Prop 68 Per Capita Funding Grant: Identification of Potential Qualifying Capital Projects	Review
7	Recreation and Park Maintenance Activity Report	Review
8	Designation of Commission Chair & Vice-Chair for 2021	Designate
9	Commissioner Items of Interest - Requests for Future Agenda Items	
10	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 FEBRUARY 23, 2021 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – November 24, 2020

Time and Place: 7:00PM via Teleconference

Present:

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

Staff: District Manager Eric Dreikosen

Board Director: Bill Shea

1. Agenda

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

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of October 27, 2020 P&R Commission Meeting

Sjhsam to approve / Campo to second Draft Minutes of October 27, 2020 P&R Commission Meeting.
All in favor. Motion carried unanimously.

4. Draft Minutes of November 10, 2020 Board Meeting

Commission reviewed minutes.

5. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

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

- Sjhsam requested discussion regarding the Western entrance to Marinwood Park Panhandle Trail from Quietwood Dr.

7. Adjourn

Meeting adjourned at 8:01PM

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – January 12, 2021

Time and Place: 7:30 PM via Teleconference

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed in their entirety on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE2SeRAf4Jmg>

Present:

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

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

A. Call to Order & Roll Call of Directors

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

B. Agenda

No proposed changes to the agenda.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of December 8, 2020 (Remote Meeting)*

b. *Bills Paid Nos. 5077-5147*

Oyserman to approve/Kilkenny 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. Suggested improvements to trails access

E. District Matters:

1. *First Amendment to Policy Allowing for Temporary Benefit Accommodations in Response to the COVID-19 Global Public Health Emergency*

Oyserman to approve/Case to second First Amendment to Policy Allowing for Temporary Benefit Accommodations in Response to the COVID-19 Global Public Health Emergency.

All in favor. Motion carried unanimously.

2. *Resolution 2021-01: Joining Marin County Special District Association*

Oyserman to approve/Kilkenny to second Resolution 2021-01: Joining Marin County Special District Association

All in favor. Motion carried unanimously.

3. *Nomination of Special District Representative for Election as LAFCO Special District Commissioner*

No nomination made.

4. *Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2021*

Board President Shea appointed Director Kilkenny to the Fire Commission and Director Ruggeri to the Park & Recreation Commission for Calendar Year 2021.

5. *District Manager Report*

Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of January 5, 2021*

Board reviewed Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
3. *Date of Next Fire Commission Meeting – February 2, 2021*

G. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
2. *Date of Next Park & Recreation Commission Meeting – January 26, 2021*

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

- No agenda items requested

Meeting adjourned at 9:30 PM

Tiffany Combrink, Secretary

Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 26, 2021
Re: Prop 68 Per Capita Grant Opportunity

Commissioners,

In November 2018, California voters approved Prop 68, the “Parks, Environment and Water Bond Act of 2018.” Of the many funding opportunities included with the Act, the District has submitted the initial application and qualification materials and has been subsequently approved as an eligible recipient of Prop 68 “Per Capita Funding” through the State of California Office of Grants & Local Services (OGALS).

The District is expected to receive up to \$177,952 in funding based on total project costs. There is a 20% funding match requirement for the total cost of each grant-funded project. Assuming the chosen project(s) utilize the full amount of funding available, the total project(s) cost would be a minimum of \$222,440 (80% grant funding = \$177,952 ; 20% District match funding = \$44,488).

District staff hope to engage the Commission in preliminary discussion of identifying potential projects based on need, usefulness and community impact. The intention of this funding requires it to provide for new projects not currently planned and budgeted as the funding must supplement but not supplant existing funding. Qualified projects must be capital outlay for recreational purposes and not be for operations, maintenance or repairs.

Staff proposes and recommends to explore the feasibility this funding be used to replace the play structure(s) located in the Marinwood Park playground. Should total funding available allow, we further recommend replacing the play structure located in the mini-park on Las Gallinas Ave.

The current play structures, installed in 2002, receive heavy use and are rapidly reaching the end of their useful life. Additionally, when repairs do need to be made to specific play structure components, staff are experiencing challenges in finding the replacement parts due to the age of the structures. There is growing concern that sooner rather than later all replacement parts will no longer be available.

For your further reference, a broad overview of associated grant project steps including application and completion deadlines are as follows:

- **December 2021:** Deadline by which to submit project application(s)
- **June 2022:** Execute contract(s) for approved project(s)
- **December 2023:** Project(s) must be completed
- **March 2024:** Submit project completion package(s)

More information can be found on the OGALS website here: https://www.parks.ca.gov/?page_id=30095

RECREATION

Winter Break Camp

During the last two weeks of December the Recreation Department offered our annual Winter Break Camp for kids home from school. We served over 20 local families needing childcare during the 2-week break and the camp went extremely well. The COVID-19 shelter in place health order in place at the time deterred many other local recreation departments from offering their own winter break camps. However, after successfully offering our camp program this summer, our staff felt confident we could host a winter break camp while meeting all the guidelines and keeping our staff and participants safe. We will also be offering week-long camp programs over Mid-Winter break in February and Spring Break in April.

In addition to our Winter Break Camp we also offered, for the first time, a short Winter Break Sports Camp, which was well attended. Thankfully, the weather cooperated and the camp went smoothly.

Holiday Activities

Letters to Santa

On December 1st we began accepting letters to Santa Claus in a bright red “North Pole Box” outside the reception hall at the community center. The staff put up a festive light display in the community center windows where kids of all ages are being encouraged to stop by, see the lights, and drop off their letters. Letters submitted by December 17th were answered by Santa. We received just over 70 letters. Many thanks to Carolyn Sullivan for acting as Santa’s secretary and making sure all the letters got answered.

Spring/Summer Planning

Staff has spent the past several weeks planning our spring and summer schedule of classes, camps, lessons, and other programs we intend to offer in the coming months. The process has been challenging as so many unknowns remain regarding future COVID-19 restrictions and guidelines. However, the recreation staff has strategically planned multiple iterations of many of our programs putting us in a position to hopefully move forward with most of our programs regardless of what restrictions are in place at the time. We are also working on the spring/summer issue of the Marinwood Review and plan to publish it in early March.

Our staff members regularly attend virtual meetings with fellow California Recreation Departments, the Marin County Health Department, and local Marin agencies, to stay abreast of the latest news, brainstorm strategies for navigating the current health guidelines, and help advocate for sensible policies regarding recreation programming from the County and State. Planning for our spring and summer programs is a challenging process under normal circumstances and I am proud of the way our staff has been flexible and adaptable in the face of so many unknowns.

Classes & Programs

Our traditional preschool program resumed on January 12th with some modifications per the current health guidelines. The teachers completed their annual orientation/training on January 6th. It has been great to see our teachers and students back in the community center again.

PARKS & BUILDING MAINTENANCE

Rainy Season Preparation

This past month the Parks staff completed an inspection of the many drains, V-ditches, and culverts throughout Marinwood's open space, clearing leaves and debris as needed ahead of the rains. Throughout the winter the staff regularly inspects these areas to check for and remove obstructions and blockages.

On December 27th staff set up a sandbag station in the parking lot for residents needing to protect their property from flooding. We will be offering sand and sandbags to Marinwood residents throughout the rainy season.

Marinwood Signs

Over the past few weeks staff has spent time updating the landscaping around the two wooden Marinwood signs leading into the District. One sign was defaced in recent days and restoration work is underway.

Bay Tree

On the morning of December 31st the large bay tree next to the Marinwood Fire House was discovered to have fallen over, likely due to heavy wind the night before. Thankfully, the fall did not result in any injury, property damage, or traffic obstruction. Staff cut the tree back from blocking the sidewalk and it was cut up and chipped 2 days later. In addition to the literal hole in the ground, the tree's absence has left a visual hole in the landscaping and staff will be cleaning up the area and adding new plantings in the coming weeks and months.

Playground Repair

Last week staff replaced two play structure platforms that were showing signs of wear in the playground in the main park. This playground is nearly 20 years old (built in 2002) and is quickly reaching the end of its usable life. Replacement parts are becoming harder and harder to find as many suppliers are no longer able to source some of our components. It is recommended that we begin exploring options for replacing the playground as soon as is feasible. Playground inspections are performed regularly on all 3 playgrounds and repairs are made as needed.

Mini Park

This past 2 weeks staff have added plantings to fill the gaps in the hedges, replenished the decomposed granite on the walking path, and added plantings around the perimeter of the mini park.

Panhandle Entrance at Quietwood

In attempts to improve safety and accessibility at the western entrance to the Panhandle from Quietwood Drive, staff are planning to add and compact soil along the slope, reducing the step down from the concrete, as well as reducing the overall grade of the slope from the sidewalk down to the path. Additionally, staff are adding signage at the transition informing the public of the possible slippery conditions of the trail. Staff will continue to keep the entrance free of leaves and debris as needed.

Daily/Weekly Duties:

- Clean and restock Community Center building and park bathroom daily
- Blow/rake leaves around community center semi-weekly
- Empty garbage and dog waste receptacles in 3 parks and at trailheads semi-weekly
- Mow lawns and prune plantings in 3 parks and pool weekly
- Irrigation inspection in 3 parks weekly
- Check 3 playgrounds for vandalism and hazards semi-weekly
- Check and adjust pool chemistry/equipment daily
- Inspect creek and open space trailheads weekly
- Brush pool walls and empty skimmer baskets weekly

Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 26, 2021
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.