

## MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 27, 2026, 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	<b>Agenda</b>	Adopt
2	<b>Public Comment on Non-Agenda Items</b> <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	<b>Draft Minutes of September 23, 2025 P&amp;R Commission Meeting</b>	Approve
4	<b>Minutes of December 9, 2025 and January 13, 2026 Board of Directors Meetings</b>	Review
5	<b>Recreation and Park Maintenance Activity Report</b>	Review
6	<b>Commissioner Items of Interest - Requests for Future Agenda Items</b>	
7	<b>Adjourn</b>	

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 24, 2026 AT 7:00 PM

# Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting  
Tuesday – September 23, 2025

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

**Present:**

Commissioners: Vice-Chair Ian Fein, Angela Bliss-Steiner Ryan Madden

Absent: Michel Benesch, Jon Campo

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

**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 July 22, 2025 P&R Commission Meeting**

M/s Bliss-Steiner/Madden to approve Draft Minutes of July 22, 2025 P&R Commission Meeting.

Ayes: Bliss-Steiner, Fein, Madden. Nays: None. Absent: Benesch, Campo. Motion carried.

**4. Minutes of August 12, 2025 Board of Directors Meetings**

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**

No items were requested

**7. Adjourn**

Meeting adjourned at 7:53 PM

Eric Dreikosen, District Manager

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – December 9, 2025 – 7:00pm

**Time and Place:** 7:00PM 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/UC0dvM2PvtEzE25eRAf4Jmg>*

**Present:**

Board Members: Board President Chris Case, Kathleen Kilkenny, Sivan Oyserman, Lisa Ruggeri, Bill Shea.  
Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Accounting/Payroll Manager Tiffany Combrink.

**A. Call to Order & Pledge of Allegiance**

Board President Case called the meeting to order at 7:03pm

**B. Agenda**

Agenda adopted as presented.

**C. Consent Calendar**

1. *Draft Minutes of Regular Meeting of November 18, 2025*

2. *Bills Paid Nos. 9826 - 9873*

Shea 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**

No public comments received

**E. District Matters**

1. *Election of Board Officers for Calendar Year 2026: Board President and Vice President*

Oyserman to approve/Shea to second Chris Case as 2026 Board President and Lisa Ruggeri as 2026 Board Vice President

All in favor. Motion carried unanimously.

2. *District Manager Report (Verbal Report)*

Board received District Manager Report

**F. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of December 2, 2025*

Board reviewed Draft Minutes of Fire Commission Meeting

2. *Update on Current Status of Discussions with City of San Rafael regarding a Potential Agreement for Full Staffing Services of Marinwood Fire Station 58.*

Board reviewed update.

3. *Chief Officer Report and Activity Summary (Verbal Report)*

Board received Chief Officer Report and Activity Summary

**G. Park and Recreation Matters:**

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

**H. Board Member Items of Interest – Request for Future Agenda Items**

1. District Manager noted Board liaison appointments to Fire and Park & Rec commissions for calendar year 2026 will be made in January Board meeting

**I. Adjourn**

Meeting adjourned at 7:32pm  
Tiffany Combrink, Secretary

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – January 13, 2026 – 7:00pm

**Time and Place:** 7:00PM 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/UC0dvM2PvtEzE25eRAf4Jmg>*

**Present:**

Board Members: Board Vice President Lisa Ruggeri, Kathleen Kilkenny, Sivan Oyserman, Bill Shea.

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

**Absent:** Board President Chris Case

**A. Call to Order & Pledge of Allegiance**

Board Vice President Ruggeri called the meeting to order at 7:00pm

**B. Agenda**

Agenda adopted as presented.

**C. Consent Calendar**

1. *Draft Minutes of Regular Meeting of December 9, 2025*

2. *Bills Paid Nos. 9874 - 9947*

Shea to approve/Kilkenny to second “consent calendar as presented.”

Aye: Ruggeri, Kilkenny, Oyserman, Shea. Absent: Case. Motion carried.

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

No public comments received

**E. District Matters**

1. *Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2026*

Board Vice President Ruggeri appointed herself as liaison to the Fire Commission and appointed Director Kilkenny as liaison to the Park & Recreation Commission for Calendar Year 2026

2. *District Manager Report*

Board received District Manager Report

**F. Fire Department Matters:**

1. *Update on Current Status of Discussions with City of San Rafael regarding a Potential Agreement for Full Staffing Services of Marinwood Fire Station 58 (verbal update).*

Board received update.

2. *Chief Officer Report and Activity Summary*

Board reviewed Chief Officer Report and Activity Summary

**G. Park and Recreation Matters:**

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

**H. Board Member Items of Interest – Request for Future Agenda Items**

1. District Manager noted Audit, Current Year Financial Statements and Wage Review for Non-Represented Full-time Employees to be reviewed at next meeting.

**I. Adjourn**

Meeting adjourned at 7:33pm

Tiffany Combrink, Secretary

Parks and Recreation Report  
January 2026  
Submitted by: Luke Fretwell, Recreation Director

## **RECREATION ACTIVITY REPORT**

### Jingle Bell Jazz Concert – December 12th

Marinwood's annual "Jingle Bell Jazz" winter concert took place Friday, December 12<sup>th</sup> in the community center and featured live music, photos with Santa, holiday arts & crafts, hot cocoa, a food truck, and other refreshments. Santa Rick was warm and welcoming but kept the line moving quickly, ensuring no one missed out. Our band, the Merry Gentlemen, performed another incredible set of jazz standards and holiday favorites, capped off by a spirited singalong of "Feliz Navidad." The event was well-attended and everyone seemed to have a great time.

### 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 6<sup>th</sup> year running the program which brought in around 75 letters. I want to acknowledge Senior Administrator Carolyn Sullivan for facilitating the program and painstakingly making sure every correspondent received a customized, handwritten response from Santa.

### Winter Break Camp

This year we ran our annual Winter Break Camp 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. 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. Thankfully, the weather allowed for plenty of outside time.

### 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 again this summer.

### Raise a Glass – Wine Tasting

Staff have begun preparing for our upcoming "Raise a Glass" wine tasting, which takes place Saturday, March 7<sup>th</sup> 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/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.

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, and the Preschool Program.

## PARKS MAINTENANCE ACTIVITY REPORT

### Storm Monitoring

During the recent heavy storms, staff have been frequently monitoring the drains and v-ditches throughout the District, as well as the creek. Thankfully everything has been flowing well and the crew has only occasionally needed to clear minor debris from a few spots. We are hoping the rest of the rainy season remains uneventful.

We are currently providing sand and sandbags for the public and will continue to keep supplies stocked throughout the rainy season.

### Creek Maintenance - Erosion Control

In December the Parks Staff spent time working on a handful of vulnerable areas of the creekbank, removing invasive and destabilizing plants and adding new plantings to fortify the banks and help prevent further erosion. Despite the recent heavy rains and high creek flow, all our recent plantings seem to be holding up and doing their job.

### Irrigation Update

This past week staff installed a handful of new components in our irrigation system, including a master valve, pressure regulator, and new shutoff valves. The new equipment will help better regulate system pressure, reducing wear and tear, and will shut off flow through the system when the sprinklers aren't running, which will limit water loss from leaks and breaks.

### Tree Work

This past month we had trees trimmed in one of the walking paths between Miller Creek Road and Pinewood Drive. We also had trees in the main park trimmed back, including the large, leaning sycamore tree.

A tree came down in the open space just above Unionstone Lane in a recent windstorm, leaving large branches precariously balanced against an adjacent tree near a resident's home. We were able to have the hazardous branches removed and hauled away before they did any damage to property.

### Sump Pump Replacement

Staff recently discovered that our sump pump that keeps ground water from pooling under the community center during heavy rains had failed. The unit was over 10 years old. They were able to procure a new pump and should have it installed in the next week.

### Pool Complex Preparation

Over the next month staff will be spending time at the pool inspecting all the equipment, balancing the pool water, and readying the facility for 2026 pool season. Arrangements are being made to have minor repairs performed to the pool deck and a couple patches to the pool shell. The swim team season will start at the end of February and we open the public at the end of March.

### Pool Replastering Project Update

Last fall we hired an engineering firm, RSM Design & Engineering, to create updated drawings of the pool facility, assemble an RFP, and help us navigate the bid process for the pool replaster project.

Early in the process it became apparent that the project would likely extend beyond the current "off-season" and risk pushing back our 2026 pool season start date. To avoid this we opted to delay the start of the project until fall 2026, which will give us ample time to secure a contractor, acquire the necessary permits, and complete the project well before the 2027 season start date.

Earlier this week RSM sent over rough drawings for our review and we have begun identifying the specific materials to be used in the project. This replaster job will mostly be a repeat of what was done during the last replaster job in 2010, with no major modifications made to the pools, plumbing, or other aspects of the facility. However, due to recent changes in the health code, we are being forced to modify our skimmer systems to further protect against entrapment.

To bring the pools into compliance we can either add a second skimmer equalizer to each of the 11 skimmer mechanisms—which would involve cutting into the pool shell in 11 places to add additional plumbing—or add an auto-refill mechanism to each pool, which would negate the need for any equalizers. We have selected the latter, as it will involve far less labor, materials, and ongoing maintenance.

Once the drawings and materials are finalized, RSM will begin drafting the RFP and getting the plans approved with the health department. We are expecting to initiate the formal bidding process by late spring and are planning for the work to start immediately following the close of the pool season in early October 2026. We are planning to have both the main pool and tot pool replastered and retiled and have a non-slip concrete overlay added to the deck around the main pool.

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 drains and culverts
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry