

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, OCTOBER 27, 2020, 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	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>	
3	Draft Minutes of September 22, 2020 P&R Commission Meeting	Approve
4	Draft Minutes of October 13, 2020 Board Meeting	Review
5	Upcoming Commissioner Term Expirations and Appointment Opportunities	Review
6	Recreation and Park Maintenance Activity Report	Review
7	Commissioner Items of Interest - Requests for Future Agenda Items	
8	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 NOVEMBER 24, 2020 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – September 22, 2020

Time and Place: 7:00PM via Teleconference

Present:

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell and Administrative Assistant Tiffany Combrink.

Board Director: Bill Shea

1. Agenda

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

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of August 25, 2020 P&R Commission Meeting

Campo to approve / Sjahsam to second Draft Minutes of August 25, 2020 P&R Commission Meeting.
All in favor. Motion carried unanimously.

4. Draft Minutes of September 8, 2020 Board Meeting

Commission reviewed minutes.

5. Overview of Marin Wildfire Prevention Authority

Commission received overview from the district manager and discussed how local vegetation management projects in open space are identified.

6. Recreation and Park Maintenance Activity Report

Commission received Maintenance Activity Report.

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

- Campo requests continuing information on future MWPA vegetation management projects and project selection process.

8. Adjourn

Meeting adjourned at 7:48PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – October 13, 2020

Time and Place: 7:00PM 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/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: President Jeff Naylor, Leah Green, Sivan Oyserman, Izabela Perry, and Bill Shea.

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

A. Closed Session:

Public Employee Performance Evaluation Section 94957(b)(1): Title: District Manager

Convened at 7:00PM and adjourned at 7:22PM with no reportable action

B. Open Session: Call to Order & Roll Call of Directors

President Naylor called the meeting to order at 7:31PM

C. Agenda

No proposed changes to the Agenda

D. Consent Calendar

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

b. *Bills Paid Nos. 4887-4951*

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

All in favor. Motion carried unanimously.

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

Board of Directors received public comment regarding:

a. Closed session, District financials and park maintenance

F. District Matters:

1. *Engagement with Independent Accounting Firm to Perform FY 19/20 Financial Audit*

Perry to approve/Shea to second “Engagement with R.J. Ricciardi, Inc. to Perform FY 19/20 Financial Audit”

All in favor. Motion carried unanimously.

2. *District Manager Report*

Board of Directors received District Manager Report

G. Fire Department Matters:

1. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13*

Perry to approve/Oyserman to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13”

All in favor. Motion carried unanimously.

2. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site*

Perry to approve/Oyserman to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site”

All in favor. Motion carried unanimously.

3. *Discussion and Potential Appointment of Marinwood Board Director to Serve as Marinwood Representative on the Marin Wildfire Prevention Authority Board of Directors.*
Director Shea was appointed as the primary representative for Marinwood CSD on the Marin Wildfire Prevention Authority Board of Directors. Director Oyserman was appointed as an alternate. Appointments will be effective as of October 16, 2020.
4. *Draft Minutes of Fire Commission Meeting of October 6, 2020*
Board reviewed Draft Minutes of Fire Commission Meeting
5. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
6. *Date of Next Fire Commission Meeting – November 3, 2020*

H. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of September 22, 2020*
Board reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – October 27, 2020*

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

- Oyserman requests NOAA radio initiative update
- Oyserman requests further FireSafe Marin discussion; specifically, how to organize neighbors

Meeting adjourned at 9:52PM

Tiffany Combrink, Secretary



Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: October 27, 2020
Re: Expiring Commissioner Terms and Reappointment Process

Commissioners,

The following Commissioners will have their current terms expire at the end of the calendar year:

John Tune
Anne Sjahsam

Additionally, there are currently two vacant regular positions available with a term expiring at the end of calendar year 2021 as well as a vacant alternate position with a term expiring at the end of calendar year 2022. As such, there is a total of four regular commissioner seats that can be appointed, two with terms expiring December 2021 and two with terms expiring December 2022. In the event that all regular seats become filled, we would then look to fill the vacant alternate seat.

In accordance with the Commission Bylaws, District staff has posted a Notice of Appointment Opportunities to fill the positions (see included notice) on our various social media sites as well as our website. Incumbent Commissioners whose terms will be expiring are able and encouraged to apply for reappointment. If desired, please prepare a brief letter to the Board of Directors stating your desire to be reappointed to the Commission.

All letters of interest should be provided to the District Manager no later than November 5, 2020 to be included in the November 10, 2020 board meeting packet, at which time the Board will formally appoint Commissioners for the vacant term(s) effective January 2021.

MARINWOOD COMMUNITY SERVICES DISTRICT

775 Miller Creek Road, San Rafael, CA 94903-1323

Phone: (415) 479-7751 - Fax: (415) 479-7759

NOTICE OF UPCOMING COMMISSION APPOINTMENTS

Marinwood Community Services District is currently accepting letters of interest for appointment to positions on both the Marinwood CSD Park & Recreation Commission as well as the Marinwood CSD Fire Commission. Both Commissions serve as advisory bodies to the Marinwood CSD Board of Directors and are appointed as volunteers serving without compensation. All applicants will be discussed and incoming commissioners appointed at the November 2020 meeting of the Board of Directors.

PARK & RECREATION COMMISSION:

The Park & Recreation (P&R) Commission is comprised of five (5) regular members and one (1) alternate member, each serving two-year terms. All members must be residents of the District.

There are multiple positions available for upcoming appointment, including 1-year and 2-year appointments, effective January 1, 2021. The P&R Commission meets on the fourth Tuesday of every month at 7:00 PM at the Marinwood Community Center*. More information regarding the P&R Commission can be found in the P&R Commission Bylaws located at:

<http://www.marinwood.org/ParkRecCommission>

**Effective March 2020, all meetings have been conducted remotely via Zoom and will continue until further notice from the Office of the Governor of California.*

FIRE COMMISSION:

The Fire Commission is comprised of five (5) regular members and two (2) alternate members, each serving two-year terms. Four (4) regular members plus one (1) alternate member must be residents of the District. One (1) regular member plus one (1) alternate member must be residents of County Service Area 13 (CSA 13). CSA 13 members are appointed by the CSA 13 governing body.

There are multiple positions available for upcoming appointment. The terms of incoming regular Commissioners shall be January 1, 2020 – December 31, 2021. The Fire Commission meets on the first Tuesday of every month at 7:00 PM at the Marinwood Community Center*. More information regarding the Fire Commission can be found in the Fire Commission Bylaws located at: <http://www.marinwood.org/FireCommission>

**Effective March 2020, all meetings have been conducted remotely via Zoom and will continue until further notice from the Office of the Governor of California.*

TO APPLY:

If you are interested in serving on either commission, please send a letter of interest no later than **November 5, 2020** to the Marinwood CSD Board of Directors, C/O District Manager Eric Dreikosen (eric@marinwood.org). Please indicate which Commission you are interested in serving on, the reason you are interested and any relevant education or experience.

For additional information, please contact the Marinwood CSD District Office at 415.479.7751 or visit the District website at www.marinwood.org.

RECREATION

Classes & Programs

This past month the Recreation staff has continued to promote and oversee our new and returning youth and adult programs. Programs taking place this fall include:

- After School Program
- Morning Camp for Preschool Kids
- Adult and Youth Tennis Classes
- Photography
- Pilates
- Jazzercise
- Zumba
- Sports Camps
- Youth Golf
- Youth Soccer
- Music for Children
- Adult Lap Swim
- Swim Team

Community Events

Halloween Trick-or-Treat Drive-Thru

On Friday, October 30th from 3-5pm, the Recreation Department will be hosting a Halloween Trick-or-Treat Drive-Thru in the community center parking lot. This short and sweet drive-thru event will be an opportunity for families to dress up, see some decorations, and take home some treats all from the comfort and safety of their cars. Thank you to the Las Gallinas Lions for donating the candy. We hope to see you there.

Virtual Art Show

Marinwood's Virtual Art show began on Monday October 19th and runs Monday-Friday until October 30th. Each day we are featuring works by 5 local artists on our Facebook and Instagram pages. The response has been overwhelmingly positive in the first few days. I want to thank Susan Press for organizing and curating the show. We are relieved to finally provide an opportunity for people to see these amazing works by some of Marin's most talented artists after our last 2 art shows had to be cancelled.

Summer Financials

I have included the summer financial report, which includes the revenue and expenditure totals for our summer camps, aquatics programs, and overall pool season, not including utilities. This was an unprecedented summer in a multitude of ways. Operating the pool and summer camps during the COVID-19 pandemic came with numerous challenges and hurdles but we are grateful to have been able to serve our community and cover our expenses in the process.

Some general points of interest:

- *Summer Camp.* The COVID-19 health guidelines severely restricted our enrollment this summer and we operated our camps at around 30% our normal capacity as a result. While staffing and supply costs decreased with lower enrollment, the requirement to give each camp dedicated

supplies, equipment, and staff caused us to spend more per participant than we normally would in these areas.

- *Pool Season.* The Waterdevils practiced for 2 weeks in March before the shelter-in-place order interrupted our season. We opened the pool for summer camp use from June 15th- August 14th and began offering Adult Lap Swim on July 20th. The pool will remain open for Lap Swim until October 30th. The Waterdevils began holding fall swim practice on September 14th and will continue until November 6th. I will provide an update once the season is complete and all revenue and expenditures have been reconciled.
- *Maint. Pool Equipment.* We spent a little over \$9,000 this season, compared to just under \$5,000 last year. This was due to necessary repairs performed on the shells of both pools and the surrounding concrete. We also had to replace a chlorine generator and transformer for the wading pool.
- *Pool Revenue.* In the absence of our primary revenue sources such as group and private swim lessons, Guards-in-Training camp, Lifeguard classes, pool parties, drop-in fees, and pool memberships, virtually all pool revenue this summer was generated by adult lap swim reservations and swim team fees.

Aquatics

The Marinwood Pool continues to offer Adult Lap Swim and Waterdevils Swim Team practice this fall. Enrollment is strong, if not full, for both programs and things are running smoothly. The pool will close for the season on October 30th.

Research

Staff continues to closely monitor the ever evolving guidance from the health department and continues to keep in touch with the Parks and Rec agencies throughout Marin to make sure we remain informed on all the best practices for offering safe and worthwhile recreation programs to our community.

Halloween Service Project with Las Gallinas Lions

On October 23rd the recreation staff, some camp counselor volunteers, and some of our after school program participants carved 45 pumpkins to give to the members of People with Disabilities Succeeding (PDS). The pumpkins were purchased by the Las Gallinas Lions Club and delivered by them to PDS. We enjoyed getting our hands dirty to spread some Halloween cheer to this great organization. PDS member Guy Doers has worked part time for the District for over 10 years, picking up trash, washing windows, and helping keep our community center clean.

PARKS & BUILDING MAINTENANCE

Park Maintenance Facility Update

Much progress has been made this past couple weeks on the parks maintenance facility project. Two 40 ft. cargo containers were delivered on October 13th, which will be used to house the parks maintenance equipment, tools, and supplies for the duration of construction. A temporary office and fencing will be delivered in the coming days for the Parks staff's temporary worksite, which will be located at the northernmost end of the park.

The pine trees that needed to be removed from the site were taken out the week of October 19th. PG&E is scheduled to transfer the electrical meter from the old shop to the adjacent service pole. The parks staff is currently transferring all the equipment out of the existing facility into the cargo containers and the shop should be cleaned out and ready for demolition by the end of next week.

Community Center

Staff is currently in the process of repairing and levelling the community center patios following damage from tree roots and gopher/mole activity.

Projects

Staff has relocated the gaga ball pit from the north end of the park to the patio behind the community center, and is in the process of sanding and staining the wood and replacing rotting boards and rusted hardware. The pit should be ready for our after school and morning camp kids to use in the coming days. Gaga ball is a staple of Marinwood's youth programs and camps and the gaga ball pit gets frequent use year round.

Upcoming parks maintenance projects include preparing the pool for the off-season, minor repairs to the pool bathrooms and the pool equipment room, and updating the landscaping around the tennis courts.

Summer 2019 vs Summer 2020 Comparison													
Fiscal Year:		18/19	2019/2020					2020/2021					
POOL Account		1/1-6/30/19	July 2019	Aug 2019	Sep 2019	Oct 2019	Total 2019	1/1-06/30/20	July 2020	Aug 2020	Sep 2020	Oct 2020	Total 2020
Revenue													
4410215	Rental & parties	13,388.11	3,195.22	8,650.55	2,347.03	664.01	28,244.92	1,651.19	-120.10	0.00	0.00	0.00	1,531.09
4631912	Vending	3,588.86	4,311.10	5,689.36	1,534.62	304.44	15,428.38	0.00	969.66	811.96	-4.88	0.00	1,776.74
4631917	Pool revenue	34,228.15	18,183.42	27,240.29	13,289.27	3,732.70	96,673.83	4,875.00	754.81	12,992.97	13,313.77	0.00	31,936.55
	Swim Team Reimb		0.00	64,620.81			64,620.81	1,122.06		0.00			1,122.06
4631918	Pool membership	34,900.15	49,695.11	1,143.66	37.36		85,776.28	0.00	0.00	0.00	0.00	0.00	0.00
Total revenue		86,105.27	75,384.85	107,344.67	17,208.28	4,701.15	290,744.22	7,648.25	1,604.37	13,804.93	13,308.89	0.00	36,366.44
Expenditure													
5110210	Part-time wages	29,173.77	47,622.39	68,341.33	16,885.44	8,247.19	170,270.12	1,318.63	2,543.87	5,209.59	4,312.92	0.00	13,385.01
5110210	S.T. salary, LG wages	50,661.25	6,502.95	0.00	0.00	0.00	57,164.20	956.25	0.00	0.00	0.00	0.00	956.25
5211315	Training	570.00	2,749.11	457.68	520.52	0.00	4,297.31	467.11	0.00	0.00	0.00	0.00	467.11
5220215	Maint pool equip	4,443.07	0.00	476.66	26.55	0.00	4,946.28	7,969.58	0.00	0.00	1,126.86	0.00	9,096.44
5220710	Pool chemicals	3,691.28	708.19	1,429.56	1,301.55	1,517.91	8,648.49	1,656.88	594.82	1,043.80	910.98	0.00	4,206.48
5220819	Supplies	2,342.29	1,016.20	1,276.08	910.19	0.00	5,544.76	2,497.34	0.00	56.81	0.00	0.00	2,554.15
5220825	Clothing	3,253.71	0.00	37.31	0.00	0.00	3,291.02	2,480.82	0.00	0.00	0.00	0.00	2,480.82
5220826	Vending supplies	2,270.41	3,021.29	3,722.63	2,116.76	72.22	11,203.31	0.00	0.00	673.98	443.59	0.00	1,117.57
Total expenditure		96,405.78	61,620.13	75,741.25	21,761.01	9,837.32	265,365.49	17,346.61	3,138.69	6,984.18	6,794.35	0.00	34,263.83
Gain/loss							25,378.73						2,102.61
AQUATICS Account		1/1-6/30/19	July 2019	Aug 2019	Sep 2019	Oct 2019	Total 2019	1/1-06/30/20	July 2020	Aug 2020	Sep 2020	Oct 2020	Total 2020
Revenue													
4631917	Aquatics	21,205.35	97,627.16	10,923.29	1,155.24	1,244.27	132,155.31	3,090.18	-75.10	0.00	0.00	0.00	3,015.08
Total revenue		21,205.35	97,627.16	10,923.29	1,155.24	1,244.27	132,155.31	3,090.18	-75.10	0.00	0.00	0.00	3,015.08
Expenditure													
5110210	Part-time wages	14,689.10	17,802.89	28,983.79	1,395.00	172.50	63,043.28	100.00	0.00	0.00	0.00	0.00	100.00
5220819	Supplies	2,485.88	1,418.66	622.26	1,261.63	0.00	5,788.43	219.36	0.00	0.00	0.00	0.00	219.36
Total expenditure		17,174.98	19,221.55	29,606.05	2,656.63	172.50	68,831.71	319.36	0.00	0.00	0.00	0.00	319.36
Gain/loss							63,323.60						2,695.72
POOL PLUS AQUATICS TOTAL													
Total Revenue							422,899.53						39,381.52
Total Expenditure							334,197.20						34,583.19
Gain/loss							88,702.33						4,798.33
SUMMER CAMPS Account		1/1-6/30/19	July 2019	Aug 2019	Sep 2019	Oct 2019	Total 2019	1/1-06/30/20	July 2020	Aug 2020	Sep 2020	Oct 2020	Total 2020
Revenue													
4631920	Summer program	174,154.18	775,248.68	71,339.25	2,456.53	18.58	1,023,217.22	143,512.89	210,861.20	12,717.08	1,160.00	0.00	368,251.17
Total revenue		174,154.18	775,248.68	71,339.25	2,456.53	18.58	1,023,217.22	143,512.89	210,861.20	12,717.08	1,160.00	0.00	368,251.17
Expenditure													
5110210	Part-time wages	20,159.86	173,102.24	243,563.12	41.00	0.00	436,866.22	14,764.29	125,727.24	60,869.28	165.00	0.00	201,525.81
5110210	lifeguards for camp						0.00	2,332.44	4,276.14	1,943.70	0.00	0.00	8,552.28
5210146	Contract employees	277.50	15,930.00	3,970.00	0.00	0.00	20,177.50	0.00	0.00	0.00	0.00	0.00	0.00
5220819	Supplies	69,217.42	49,890.94	28,624.56	16,313.33	0.00	164,046.25	51,316.88	2,755.00	15,050.89	8,034.21	19,002.50	96,159.48
	camp lunch reimb				-17,839.15		-17,839.15		-2,514.19	-2,824.07	-567.36		-5,905.62
	camp reimb (bus/overnight)						0.00	-14,236.25			0.00		-14,236.25
Total expenditure		89,654.78	238,923.18	276,157.68	-1,484.82	0.00	603,250.82	54,177.36	130,244.19	75,039.80	7,631.85	19,002.50	286,095.70
Gain/loss							419,966.40						82,155.47
Total Summer Season							508,668.73						86,953.80