MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, NOVEMBER 22, 2022, 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 "<u>raise hand</u>" 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.

#	ltem	Commission
#	item	Action
1	Agenda	Adopt
2	Public Comment on Non-Agenda Items 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.	
3	Draft Minutes of September 27, 2022 P&R Commission Meeting	Approve
4	Draft Minutes of November 8, 2022 Board Meeting	Review
5	Miller Creek Trail Initiative: Update - Potential Financial Contribution from Senior Living Center Developer	Review
6	Consideration for Placement of Tables/Benches in Open Space Areas	Discuss
7	Timing Considerations for Implementation of Marinwood Park Play Structure Replacement Project	Discuss
8	Recreation and Park Maintenance Activity Report	Review
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 JANUARY 24, 2022 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – September 27, 2022

Time and Place: 7:00PM via Teleconference

Present:

Commissioners: Chair John Tune, Michael Benesch, Jon Campo, Ian Fein, Anne Sjahsam

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Kathleen Kilkenny

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) Activity at horseshoe pits

Draft Minutes of August 23, 2022 P&R Commission Meeting M/s Campo/Fein to approve Draft Minutes of August 23, 2022 P&R Commission Meeting. All in favor. Motion carried unanimously.

- 4. Draft Minutes of September 13, 2022 Board Meeting Commission reviewed minutes.
- 5. Potential Amendment to Park & Recreation Commission Bylaws: Revising Regular Meeting Schedule from Monthly to Bi-Monthly

M/s Campo/Fein to approve and recommend to the Board of Directors for final approval the proposed Park & Recreation Commission Bylaws Amendment as presented. All in favor. Motion carried unanimously.

6. Miller Creek Trail Initiative: Potential Planning & Research Process Commission discussed potential remaining planning & research process tasks and associated timing.

7. 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 trails and fire roads. Commissioner Fein offered to follow-up with Director Case who requested this item be considered and report back to the Commission at a future meeting for further discussion.

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 the Play Structure Replacement project will be a more consistent topic in upcoming meetings. -Commissioner Fein requested an agenda item to discuss park bathrooms once staff has opportunity to

L.

10. Adjourn

Meeting adjourned at 8:41 PM

perform needed research.

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – November 8, 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: <u>https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg</u>

Present:

Board Members: Board President Lisa Ruggeri, Chris Case, Kathleen Kilkenny, and Sivan Oyserman. Staff: District Manager Eric Dreikosen, San Rafael Deputy Fire Chief Bob Sinnott, Recreation Director Luke Fretwell and Administrative Assistant Tiffany Combrink.

Absent: Director Bill Shea

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 2022-16: 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 October 11, 2022 (Remote Meeting)
- *c.* Bills Paid Nos. 6817 6865
 Oyserman to approve/Kilkenny to second "consent calendar as presented." Aye: Ruggeri, Case, Kilkenny, Oyserman. Absent: Shea. Motion carried.

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

The Board of Directors received public comment regarding:

a. Potential increased housing will impact services of the community

E. District Matters:

- 1. PUBLIC HEARING: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code Board of Directors conducted public hearing and received presentation of Ordinance 2022-01
- Ordinance 2022-01: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code
 Case to approve/Kilkenny to second "Ordinance 2022-01: Adopting and Modifying the California Fire Code, International Fire Code and Appendix A of the International Wildland-Urban Interface Code."
 Aye: Ruggeri, Case, Kilkenny, Oyserman. Absent: Shea. Motion carried.
- Fiscal Year 2022-2023: 1st Quarter Profit and Loss Budget-to-Actuals Financial Statement and Variance Report Board of Directors received Fiscal Year 2022-2023: 1st Quarter Profit and Loss Budget-to-Actual Financial Statement and Variance Report
- 4. Resolution 2022-17: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act Oyserman to approve/Case to second "Resolution 2022-17: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act." Aye: Ruggeri, Case, Kilkenny, Oyserman. Absent: Shea. Motion carried.
- 5. *District Manager Report* Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Chief Officer Report and Activity Summary* Board of Directors received Chief Officer Report

G. Park and Recreation Matters:

- Miller Creek Trail Initiative: Update on Potential Agreement with The Oaks LLC Regarding Financial Contribution to be Received by District from Developer of Senior Living Center Board of Directors reviewed update of Senior Living Center developer's financial contribution proposal for Miller Creek Trail Initiative
- 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

• Director Oyserman requests updates on ongoing projects and election for President and Vice President at next meeting

Meeting adjourned at 9:44PM

Tiffany Combrink, Secretary



Staff Report

То:	Park & Recreation Commission
From:	Eric Dreikosen, District Manager
Date:	November 22, 2022
Re:	Miller Creek Trail Initiative: Financial Proposal with Senior Living Center Developer

Commissioners,

The following information was presented to the Board of Directors at their meeting conducted on November 8, 2022. This was not an action item for the Board as staff was seeking feedback and direction regarding how to proceed.

Background:

Over the past several months staff have engaged in conversations with representatives from The Oaks LLC, the developers/property owners of the proposed senior living center. It was acknowledged by both parties that the preferred trail design far exceeded what was described in the original 2006 Subdivision Improvement Agreement. The developers proposed and District staff agreed we ascertain the current day estimated cost of constructing the trail as described in the language included in the original 2006 Agreement. The District once again engaged the services of Timothy Best to provide a professional construction cost estimate based on the 2006 Agreement trail description and his personal reconnaissance of the area. Mr. Best provided the following:

Cost Estimate					
Miller Creek Waterway Trail					
ITEM	UNIT	UNIT PRICE	QTY	EXTENSION	
Mobilization	LS	20%		\$19,134	
Road to trail conversion	LF	\$15	1,047	\$15,705	
New 4' wide trail construction: 0 – 30% slopes	LF	\$30	1,176	\$35,280	
New 4' wide trail construction: 30 – 50% slopes	LF	\$70	260	\$18,200	
New 4' wide trail construction: >50% slopes	LF	\$100	80	\$8,000	
Rock Retaining Wall – 3 ft high	LF	\$275	30	\$8,250	
Split Railing	LF	\$40	200	\$8,000	
Erosion Control	LS			\$5,000	
Subtotal					
Contingency (25%)					
Total					

It was further noted in the estimate provided by Mr. Best: The actual costs will vary depending on whether the trail is constructed through partnerships with public agencies using dedicated trails staff or is constructed by a private contractor. The costs outlined assume private contractor under prevailing wage. This estimate does not include permitting, biological monitoring, signage, rocking of the trail tread. Costs are approximate. It also does not consider increased costs over time.

The estimate was shared with the development representatives for their review and consideration.

Through informed and collaborative communications between District staff and the developers, both parties reached a tentative agreement on terms of the developers financial contribution responsibilities. The details of this proposal as shared with the Board are:

- 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 July 31, 2024, 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 Board expressed concern regarding the July 31, 2024 timing deadline by which to acquire a revised cost estimate, feeling it was too far out. In communicating with the development representatives, they were amenable to shortening that date to <u>December 31, 2023</u>.

On a related topic, District staff have also been involved in discussions with the development representatives regarding proposed grading that would encroach District-owned land just south of where the proposed roadway would go. The original plans called for several hundred feet of tall concrete retaining walls to be used to support the hillside where the road cut will be performed. However, the potential of applying grading to the hillside would greatly reduce the need for the concrete retaining walls and allow for a much less drastic impact to the hillside as a whole, both from a visual and geotechnical standpoint. The District has received their grading and drainage construction plans and have had them reviewed by an independent civil engineer. We have provided minor comments to their plans and as of this writing are awaiting response.

Ideally, both items will be able to be fully resolved relatively quickly and formal legal agreements presented to the Board for final approval. It is the hope that the trail agreement may be able to be completed and approved during the Board's December board meeting.

Parks and Recreation Report November 2022 Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Vision Clinic

In October, the Recreation Department partnered with the local Las Gallinas Lions Club to host a Vision Clinic for our preschool program. The clinic was successful in that it did detect anomalies in a few children for which additional screening is recommended. We plan on partnering with the Lions for additional clinics and community events in the future.

Halloween Harvest Festival

Our Halloween Harvest Festival took place on Friday, October 14th from 5-6:30pm. This year's event took place in the park and featured carnival games, a pumpkin patch, bounce houses, and refreshments. The event went smoothly and was easily our most popular Halloween event, with more than 400 in attendance. It was great to see so many kids (and a decent number of parents) in costume. I want to thank Les Mize for representing the Lion's Club and manning our popcorn machine all night. I also want to thank all our pool and camp staff members that helped run the games, man the bounce houses, and clean up at the end.

Fall Art Show

Our Fall Art Show took place on Saturday, October 22nd from 3:00pm-7:00pm. This year's show was called "Form & Color" and featured around 50 pieces of art from some of Marin's finest artists. This was our best attended show and saw a full house for the duration of the 4 hours. I want to acknowledge Susan Press, our Art Show Director, for designing and coordinating another high-quality show.

This was our 8th Fall Art Show and our 11th art show overall since the event's inception in 2013. It has become an institution for the local art community and we are proud to be able to support Marin's unique and thriving art world. Our next art show will take place next spring. Details will be announced in the coming months.

Jingle Bell Jazz

Our next community event will be our winter holiday concert "Jingle Bell Jazz" on Friday, December 9th from 5-6:30pm. The event will feature a live concert of holiday favorites, photos with Santa, lots of treats and refreshments, and more. If weather allows, we will hold the concert outdoors again (with lots of blankets and heat lamps). If rain is in the forecast, we have an indoor backup plan.

Winter Break Camp

We will be running a winter break camp the week of December 19th for kids who are home for winter break. During the week kids will play games, do arts and crafts, enjoy music and story time, and lots more. We staff this program from our summer camp counselors home on their own winter breaks. Enrollment for this year's camp is currently full.

Other programs

Some of our other recreation programs are enjoying unprecedented levels of enrollment this fall with some classes like Tae Kwon Do needing to expand to more days and times per week to accommodate the demand. We are grateful to have so many good instructors whose programs have become so popular.

Staffing Update

We are continuing to recruit for our open Recreation Supervisor position and will be conducting interviews in early December.

Summer Financial Report:

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 utility costs. After 2 years of significantly reduced programming due to the COVID-19 pandemic, this year's numbers show us back on trend with pre-COVID years. Our summer camps brought in \$558,000 in net revenue, almost \$140,000 over our last normal summer (2019). The pool brought in \$80,000 in net revenue, in line with our 2018 and 2019 trends. We are very pleased with the final numbers and with how the season went.

Some general points of interest:

- 2020/2021. During the '20 and '21 seasons, we were forced to dramatically limit the number of camp and pool programs we offered, as well as the attendance in those programs. I have included the numbers from 2018 and 2019 to give better context to our 2022 numbers, which more closely reflect our pre-COVID operations and attendance.
- Pool Memberships. After our pool membership option was put on hold for 2 years due to the uncertainties around COVID closures, we rebounded to pre-COVID membership sales this season. This was especially encouraging considering we eliminated allowing early access to summer camp registration for pool members this year. While some former pool members did not return after COVID, we gained many new swimmers who found us when most bay area pools were closed in 2020 and 2021.
- Pool Revenue. Pool revenue, which includes daily drop-ins, punch pass sales, and lap and rec swim reservations during COVID, dropped by 25%. This can be accounted for by the return of the membership option this year.
- Pool Chemicals. Chemical costs have steadily increased over past 3 years and supply chain problems forced us to only run 2 of our 3 chlorine generators, causing an increased need for supplemental liquid chlorine, which has gone up 144% in price since 2019. We will thankfully be starting the 2023 season with all 3 chlorine generators back up and running.
- Summer Program. Despite rising costs due to annual minimum wage hikes and inflation, we
 were able to keep costs down this summer while also increasing revenue. This was partly due to
 running camps with a smaller supervisor staff and a younger staff overall. But I want to
 acknowledge Assistant Recreation Director Robyn Bruton for running an efficient, wellmanaged, and extremely popular program this summer.

PARKS MAINTENANCE ACTIVITY REPORT

<u>Staff</u>

We are thrilled to have Estevan back to work after he took time off to welcome his new baby to the world. It's nice to have a full crew again.

Pool Maintenance

Following the close of the pool season, staff began making some repairs and improvements, as well as prepping the facility for the winter. Work has included repainting the bathrooms, staining and sanding some tables and benches, cleaning and inspecting the sump pumps, adding filter media to the filters, and cleaning the chlorine generators.

Work is being scheduled to repair cracks in the pool deck, minor repairs to the pool shell, and needed updates to our drain covers.

Bike Jump Construction in Open Space

On Thursday, November 10th we received a report that large bike jumps were being constructed in the open space off of Horne Trail in Blackstone Canyon. Staff located the jumps and attempted to dismantle and level the structures. Staff will be adding signage prohibiting such activities and how witnesses can report them. We will also continue to closely monitor the area.

Culvert, Drain, V-Ditch Inspections

Staff have completed inspections of the v-ditches and drains throughout the District for damage, hazards, and excess debris. Areas most prone to flooding will be regularly monitored throughout the rainy season.

Creek Inspection & Erosion Control

Earlier this month staff performed our seasonal creek inspection to identify and assess any damming/flooding concerns and identify areas for erosion control efforts this winter. The creek is in good shape for the rainy season with minimal intervention needed. In December staff will begin another round of willow and dogwood shoot plantings along vulnerable areas of the creek to help curb unwanted erosion.

Tree Pruning

This past month we had several trees trimmed in the main park and playground. Invasive mistletoe and dead branches were removed, heavy canopies were lightened, and encroaching branches near play structures were cut back.

Upcoming Projects:

-Repairs to fencing in the parking lot
-New plantings along the Firemen's Hill and at Creekside Park
-New plantings in the bioretention basin and near the new park maintenance facility (underway)

Daily/Weekly Duties:

- Clean and restock Community Center building and park bathroom
- Blow/rake leaves around community center
- Empty garbage and dog waste receptacles in 3 parks and at trailhead
- Mow lawns in 3 parks and pool
- Irrigation inspection in 3 parks
- Check 3 playgrounds for graffiti and hazards
- Check and adjust pool chemistry/equipment

Summer Comparison

POOL						
Account		2018	2019	2020	2021	2022
Revenue						
4410215	Rental & parties	30,651.64	28,244.92	1,531.09	15,905.35	36,351.56
4631912	Vending	17,746.16	15,428.38	1,973.74	17,825.05	29,690.54
4631917	Pool revenue	64,514.78	96,673.83	28,142.48	105,039.64	79,692.19
	Swim Team Reimb	65,257.85	64,620.81	14,772.06	20,046.00	22,752.00
4631918	Pool membership	81,507.39	85,776.28	0.00	0.00	82,666.82
Total revenue	_	259,677.82	290,744.22	46,419.37	158,816.04	251,153.11
Expenditure						
5110210	Part-time wages	175,042.86	170,270.12	19,325.42	99,107.26	175,820.19
5110210	S.T. salary, LG wages	56,071.75	57,164.20	956.25	8,832.00	12,127.50
5211315	Training	447.64	4,297.31	467.11	7,782.61	7,302.97
5220215	Maint pool equip	16,270.69	4,946.28	9,347.58	16,303.28	4,595.33
5220710	Pool chemicals	7,392.17	8,648.49	4,244.89	9,119.18	12,553.48
5220819	Supplies	2,720.34	5,544.76	2,816.59	1,821.79	5,055.05
5220825	Clothing	5,034.37	3,291.02	2,480.82	1,834.38	4,031.19
5220826	Vending supplies	10,240.38	11,203.31	1,117.57	7,382.33	16,593.30
Total expenditur	e	273,220.20	265,365.49	40,756.23	152,182.83	238,079.01
Net Gain/loss		-13,542.38	25,378.73	5,663.14	6,633.21	13,074.10
AQUATICS						
Account		2018	2019	2020	2021	2022
Revenue						
4631917	Aquatics	136,362.29	132,155.31	0.00	64,457.36	106,785.81
Total revenue	Γ	136,362.29	132,155.31	0.00	64,457.36	106,785.81
Expenditure						
5110210	Part-time wages	57,116.43	63,043.28	100.00	32,038.25	38,507.75
5220819	Supplies	4,388.09	5,788.43	219.36	175.02	799.24
Total expenditur	e	61,504.52	68,831.71	319.36	32,213.27	39,306.99
Net Gain/loss		74,857.77	63,323.60	-319.36	32,244.09	67,478.82
POOL PLUS AQ	UATICS TOTAL					
Total Revenue	9	396,040.11	422,899.53	46,419.37	223,273.40	357,938.92
Total Expenditure		334,724.72	334,197.20	41,075.59	184,396.10	277,386.00
Gain/loss	-	61,315.39	88,702.33	5,343.78	38,877.30	80,552.92

SUMMER CAMPS	5	2018	2019	2020	2021	2021
Revenue						
4631920	Summer program	1,124,306.11	1,023,217.22	363,634.93	860,735.91	1,133,165.29
Total revenue		1,124,306.11	1,023,217.22	363,634.93	860,735.91	1,133,165.29
Expenditure						
5110210	Part-time wages	442,465.16	436,866.22	201,525.81	346,376.03	418,414.93
5110210	lifeguards for camp	0.00	0.00	8,552.28	11,000.00	7,200.00
5210146	Contract employees	91,037.50	20,177.50	0.00	18,317.40	35,005.00
5220819	Supplies	172,406.83	164,046.25	75,100.84	91,963.78	139,664.46
	camp lunch reimb	0.00	-17,839.15	-5,905.62	-26,435.44	-25,556.48
Total expenditure		705,909.49	603,250.82	279,273.31	441,221.77	574,727.91
Net Gain/loss		418,396.62	419,966.40	84,361.62	419,514.14	558,437.38
Total Summer Season		479,712.01	508,668.73	89,705.40	458,391.44	638,990.30