

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, NOVEMBER 23, 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. 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 Incoming Park & Recreation Commissioner Michael Benesch	
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 October 26, 2021 P&R Commission Meeting	Approve
5	Draft Minutes of November 9, 2021 Board Meeting	Review
6	District Manager Update on Select P&R 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 MEETING TO BE HELD ON JANUARY 25, 2022 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting
Tuesday – October 26, 2021

Time and Place: 7:00PM via Teleconference

Present:

Commissioners: Chair John Tune, Jon Campo, Ian Fein.

Absent: Anne Sjahsam

Staff: District Manager Eric Dreikosen

Board Director: Lisa Ruggeri

1. Agenda

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

2. Public Comment on Non-Agenda Items

No Public Comment was received

3. Draft Minutes of September 28, 2021 P&R Commission Meeting

Campo to approve/Fein to second Draft Minutes of September 28, 2021 P&R Commission Meeting. Ayes: Campo, Fein, Tune. Nays: None. Absent: Sjahsam. Motion carried.

4. Draft Minutes of October 12, 2021 Board Meeting

Commission reviewed minutes.

5. Marinwood Park Play Structures Replacement Project: Review of Draft Community Survey

Commission reviewed and finalized survey to be conducted amongst the public and discussed ways to promote survey awareness and participation amongst the public.

6. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

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

- District Manager Dreikosen informed Commission on status of preliminary trail feasibility study for potential trail along Miller Creek waterway and upcoming commissioner term expirations.

8. Adjourn

Meeting adjourned at 8:01 PM

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – November 9, 2021

Time and Place: 7:30PM 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/UC0dvM2PvtsEzE25cRAf4Jmg>

Present:

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

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

A. Call to Order & Roll Call of Directors

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

B. Agenda

Agenda adopted as presented.

C. Resolution No. 2021-10: Making Findings and Confirming the Need to Continue Conducting Remote Meeting via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission.

Oyserman to approve/Kilkenny to second “Resolution No. 2021-10.”

All in favor. Motion carried unanimously.

D. Consent Calendar

a. *Draft Minutes of Regular Meeting of October 12, 2021 (Remote Meeting)*

b. *Bills Paid Nos. 5846-5906*

Ruggeri to approve/Oyserman to second “consent calendar as presented.”

All in favor. Motion carried unanimously.

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

The Board of Directors received public comment regarding:

a. The Board’s vision for the future of the community.

F. District Matters:

1. *Fiscal Year 2021-2022: 1st Quarter Profit & Loss Budget-to-Actuals Financial Statement and Variance Report*

Board of Directors received First Quarter Profit & Loss Financial Statement

2. *Resolution No. 2021-11: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act*

Oyserman to approve/Case to second “Resolution No. 2021-11.”

All in favor. Motion carried unanimously.

3. *District Manager Report*

Board of Directors received District Manager Report

G. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of November 2, 2021*

Board of Directors reviewed Draft Minutes of Fire Commission Meeting

2. *Appointment of Fire Commissioners for Term Beginning January 1, 2022*

Oyserman to approve/Kilkenny to second appointment of John Seratt to the currently vacant position, effective immediately with a term ending in December 2022 and reappointment of Pascal Karsenti to the Fire Commission for the two-year term beginning January 1, 2022.

All in favor. Motion carried unanimously.

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

H. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of September 28, 2021*
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Appointment of Park & Recreation Commissioners for Term Beginning January 1, 2022*
Oyserman to approve/Case to second appointment of Michael Benesch, reappointment of Jon Campo and reappointment of Ian Fein to the Park & Recreation Commission for the two-year term beginning January 1, 2022.
All in favor. Motion carried unanimously.
3. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report

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

- Director Case asked for more information of the status of the Firemen's picnic area.
- District Manager noted nominations for 2022 Board President and Vice President will be made at the December meeting.

Meeting adjourned at 9:56PM

Tiffany Combrink, Secretary

District Manager Update
November 23, 2021
To: P&R Commission
From: Eric Dreikosen, District Manager

As the Commission does not typically conduct a regular meeting in December due to the proximity of the Holidays, I wanted to provide you all a brief update on select District initiatives and projects both occurring and anticipated to occur over the course of the next two months. This is not intended as a complete list of all current District activities or initiatives impacting the Park & Recreation Departments.

Park Maintenance Facility

Progress continues on construction of the Marinwood Park Maintenance Facility. Fortunately, the recent rains have not had a significant impact on construction progress as the critical task benchmarks needed prior to the rains were accomplished in time. The exterior of the facility along with interior framing is taking shape, as evidenced by the accompanying pictures on the following page. Our general contractor, Murray Building, Inc. will progress to the following construction activities in the coming weeks:

- Plumbing, Electrical and Mechanical Rough-in
- Exterior Building Wrap
- Roofing
- Install Insulation
- Exterior Stucco Lathe
- Install Exterior X-Braces

While there have been some supply chain challenges in regards to materials, Murray Building has been able to be flexible with the construction schedule and adjust accordingly to keep the project as a whole on schedule. The one item of concern at this time are the windows as the supplier has pushed out the typical lead time due to material shortages industry-wide. Murray Building will accommodate this too as best they can to maintain a substantial completion timing of early February.

Local Vegetation Management Projects

The next phase of the District's planned Fire Prevention Vegetation Management & Fuels Reduction initiative was able to begin on Monday, November 1st upon the completion of the legally required CEQA environmental review and subsequent filing of a Notice of Exemption. The work currently in progress will be occurring on the District-owned open space parcels along the Wildland-Urban Interface (WUI) within 100 feet of the residences on Idylberry Rd, Kernberry Dr, Loganberry Dr, Miller Creek Rd and to the end of Peachstone Terrace. Staff anticipates this project to be complete by the end of November and is paid for by funds received directly from the Marin Wildfire Prevention Authority (MWPA).

Marinwood Park Play Structures Replacement Project: Community Survey

Staff have placed the final community survey on the Survey Monkey website. The survey is live and can be found at the following link: <https://www.surveymonkey.com/r/marinwoodplaygroundsurvey>

Staff are currently finalizing promotional materials intended to make the community aware of this project and to encourage participation in the survey. Notices will be sent via all of the District's social media outlets as well as via our internal email lists. Additionally, promotional materials will be placed in the proximity of the playground and include a QR code that can be activated via cell phone enabling users to be taken directly to the survey where they can complete it while their children play.

Staff were able to replicate the survey and create a separate link intended for our camp staff. Several of our camp staff have already completed the survey.

All Survey results will be discussed at the January 2022 P&R meeting.

Miller Creek Trail Feasibility Report:

As briefly discussed at last month's meeting, the District has entered into an Agreement with a trail design professional to create a preliminary trail feasibility report in regards to the potential trail along Miller Creek waterway. The potential trail project would extend from Las Gallinas Ave across from the mini-park and run south of Miller Creek to the roadway being constructed for the planned senior living facility. The cost for this study is approximately \$4500 with an anticipated completion date of late-November/early-December.

Park Maintenance Facility



Cement Pour: 9/22/21



Finished Slab: 9/23/21



Roof Glulam Beams: 10/19/21
Each beam weighs over 1850 lbs



Interior Framing: 11/2/21



View from SW Corner: 11/3/21



South Face of Facility: 11/3/21

Parks and Recreation Report
November 2021
Submitted by: Luke Fretwell, Recreation Director

RECREATION

Fall Art Show

Marinwood's Annual Fall Art Show took place on Saturday, November 6th from 3:00-7:00pm. This was our first in-person show since Spring 2019 and ended up our best attended art show since we started hosting them 9 years ago. This year's show was titled "Connections" and featured new works from many of Marin's finest artists. I want to thank Susan Press for all her time and energy organizing another terrific show. Our semi-annual art shows have continued to be a special part of our community event lineup, creating a local platform for showcasing many of the wonderful artists of Marin County.

Jingle Bell Jazz – Marinwood's Holiday Concert Under the Stars

In lieu of our normal indoor event, on Friday, December 10th from 5:00-6:30pm, the Recreation Department will be putting on an outdoor winter concert at the community center, featuring live holiday music, photos with Santa, arts & crafts activity bags for the kids, and a treat & beverage bar. We are excited to change things up this year and look forward to a fun-filled night.

Winter Break Camp

This winter we will once again be running a winter break camp over the last two weeks of December for kids ages 5-10. Winter Break Camp is staffed with many of our summer camp counselors and features many of the favorite arts & crafts, games, and activities from our summer program.

Raise a Glass

We are pleased to announce the return of Raise a Glass, our annual winter wine tasting event, which will take place on Saturday, March 5th. Staff has begun sending invitations to wineries and making the necessary preparations.

Rec Classes

Our fall recreation classes are going well and enrollment has been strong. Staff continues to market and oversee our class lineup. We are currently offering Tennis, Zumba, Pilates, Tae Kwon Do, Irish Dance, Art for Kids, CPR & First Aid, All Sorts of Sports Club, LEGO STEM classes, and Yoga.

Summer Numbers

Please see below for a 2021 summer revenue report. This report covers revenue and expenses—not including utilities—for this year's summer camp program and pool season. While this report historically compares the two most recent seasons, due to the vastly different circumstances surrounding the last two years I felt it would be beneficial to include the numbers from a couple seasons prior to the COVID-19 pandemic for context.

A few notes about the 2021 totals:

Camp Revenue - Due to the challenges and risks posed by COVID-19, this year we limited our summer camp program to 60% of our normal attendance. In 2020 we operated at about 30% of our normal attendance.

Pool Season - The pool season saw a gradual increase in programming and attendance over the course of the summer as health restrictions continued to be relaxed, allowing us to open the pool to more users and activities. At the start of the season all programs required advanced reservations and capacity was severely limited.

However, by the season's end we were able to accommodate daily drop-ins for both Adult Lap Swim and Recreation Swim hours, with no COVID-related limits on attendance.

Maintenance Pool Equipment – In early 2021 our in-water pool lights, as well as our wading pool pump motor had to be replaced.

Pool Chemicals – Pool chemical expenditures increased this year partly due to one of our 3 salt chlorine generators failing, which necessitated supplementing with liquid chlorine until a new unit could be procured. A national chlorine shortage made acquiring liquid chlorine during this time costly and challenging. We were thankfully able to keep the pool open and adequately sanitized.

PARKS & BUILDING MAINTENANCE

Storms

In October the parks staff began its annual inspection of the many drains, V-ditches, and culverts throughout the District, checking for damage and removing debris as needed. Areas of concern will continue to be monitored regularly throughout the rainy season.

On October 20th staff cleared a large amount of dirt and debris from the open space drain at Newberry Terrace, which had become completely blocked. Thankfully, the drain was opened and able to flow just in time before the heavy rains came.

Staff continues to monitor the creek for down trees and other dam hazards. 3 fallen trees were removed from the creek on November 3rd.

Art Show Preparation

This week the crew painted in the reception hall, performed a deep clean, and made repairs to some of the patio lights in preparation for the Art Show.

Turf

Our turf restoration efforts continue as weather allows. Staff will begin treating the grass in the pool complex in the next week.

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		2018	2019	2020	2021
Account					
Revenue					
4410215	Rental & parties	30,651.64	28,244.92	1,531.09	15,905.35
4631912	Vending	17,746.16	15,428.38	1,973.74	17,825.05
4631917	Pool revenue	64,514.78	96,673.83	28,142.48	105,039.64
	Swim Team Reimb	65,257.85	64,620.81	14,772.06	20,046.00
4631918	Pool membership	81,507.39	85,776.28	0.00	0.00
Total revenue		259,677.82	290,744.22	46,419.37	158,816.04
Expenditure					
5110210	Part-time wages	175,042.86	170,270.12	19,325.42	99,107.26
5110210	S.T. salary, LG wages	56,071.75	57,164.20	956.25	8,832.00
5211315	Training	447.64	4,297.31	467.11	7,782.61
5220215	Maint pool equip	16,270.69	4,946.28	9,347.58	16,303.28
5220710	Pool chemicals	7,392.17	8,648.49	4,244.89	9,119.18
5220819	Supplies	2,720.34	5,544.76	2,816.59	1,821.79
5220825	Clothing	5,034.37	3,291.02	2,480.82	1,834.38
5220826	Vending supplies	10,240.38	11,203.31	1,117.57	7,382.33
Total expenditure		273,220.20	265,365.49	40,756.23	152,182.83
Gain/loss		-13,542.38	25,378.73	5,663.14	6,633.21

AQUATICS		2018	2019	2020	2021
Account					
Revenue					
4631917	Aquatics	136,362.29	132,155.31	0.00	64,457.36
Total revenue		136,362.29	132,155.31	0.00	64,457.36
Expenditure					
5110210	Part-time wages	57,116.43	63,043.28	100.00	32,038.25
5220819	Supplies	4,388.09	5,788.43	219.36	175.02
Total expenditure		61,504.52	68,831.71	319.36	32,213.27
Gain/loss		74,857.77	63,323.60	-319.36	32,244.09

POOL PLUS AQUATICS TOTAL		2018	2019	2020	2021
Total Revenue		396,040.11	422,899.53	46,419.37	223,273.40
Total Expenditure		334,724.72	334,197.20	41,075.59	184,396.10
Gain/loss		61,315.39	88,702.33	5,343.78	38,877.30

SUMMER CAMPS		2018	2019	2020	2021
Account					
Revenue					
4631920	Summer program	1,124,306.11	1,023,217.22	363,634.93	860,735.91
Total revenue		1,124,306.11	1,023,217.22	363,634.93	860,735.91
Expenditure					
5110210	Part-time wages	442,465.16	436,866.22	201,525.81	346,376.03
5110210	lifeguards for camp	0.00	0.00	8,552.28	11,000.00
5210146	Contract employees	91,037.50	20,177.50	0.00	18,317.40
5220819	Supplies	172,406.83	164,046.25	75,100.84	91,963.78
	camp lunch reimb	0.00	-17,839.15	-5,905.62	-26,435.44
Total expenditure		705,909.49	603,250.82	279,273.31	441,221.77
Gain/loss		418,396.62	419,966.40	84,361.62	419,514.14

Total Summer Season	479,712.01	508,668.73	89,705.40	458,391.44
----------------------------	-------------------	-------------------	------------------	-------------------