

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, NOVEMBER 24, 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 October 27, 2020 P&R Commission Meeting	Approve
4	Draft Minutes of November 10, 2020 Board Meeting	Review
5	Recreation and Park Maintenance Activity Report	Review
6	Commissioner Items of Interest - Requests for Future Agenda Items	
7	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 26, 2021 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting
Tuesday – October 27, 2020

Time and Place: 7:00PM via Teleconference

Present:

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

Staff: District Manager Eric Dreikosen and Recreation Director Luke Fretwell.

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 September 22, 2020 P&R Commission Meeting

Campo to approve / Sjhsam to second Draft Minutes of September 22, 2020 P&R Commission Meeting.
All in favor. Motion carried unanimously.

4. Draft Minutes of October 13, 2020 Board Meeting

Commission reviewed minutes.

5. Upcoming Commissioner Term Expirations and Appointment Opportunities

Commission reviewed term expirations and appointment opportunities.

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

- none

8. Adjourn

Meeting adjourned at 7:57PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – November 10, 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/UC0dvM2PvtsEzE25cRAf4Jmg>

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. Call to Order & Roll Call of Directors

President Naylor called the meeting to order at 7:00pm.

B. Public Comment of Closed Session Items

No public comments were received

C. Closed Session:

*Conference with Labor Negotiators Section 54957.6. Agency designated representative: Jeff Naylor.
Unrepresented Position: District Manager*

Convened at 7:03PM and adjourned at 7:23PM with no reportable action taken

D. Open Session: Agenda

President Naylor called the open session to order at 7:31PM

District Manager Dreikosen noted a mistake with the agenda numbering and two items listed as “C.”

No proposed changes to the agenda.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of October 13, 2020 (Remote Meeting)*

b. *Draft Minutes of Special Meeting of November 5, 2020 (Remote Meeting)*

c. *Bills Paid Nos. 4952-5025*

Perry 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:

Board of Directors received public comment regarding:

a. Thanks to outgoing Board Members, transparency concerns, access for mobility impaired.

F. District Matters:

1. *Fiscal Year 2020-2021: 1st Quarter Profit & Loss Budget-to-Actuals Financial Statement and Variance Report*

Board of Directors received First Quarter Financial Statement

2. *Resolution 2020-07: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act*

Perry to approve/Oyserman to second “Resolution 2020-07”: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act.”

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 3, 2020*
Board reviewed Draft Minutes of Fire Commission Meeting
2. *Appointment of Fire Commissioners for Term Beginning January 1, 2021*
Perry to approve/Oyserman to second reappointment of Tom Elsbree and Stephen Farac to the Fire Commission for term beginning January 1, 2021.
All in favor. Motion carried unanimously.
3. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
4. *Date of Next Fire Commission Meeting – December 1, 2020*

H. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of October 27, 2020*
Board reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Appointment of Park & Recreation Commissioners for Term Beginning January 1, 2021*
Perry to approve/Oyserman to second the appointment of Ian Fein to a vacant positions with term expiring 12/31/21 and reappointment of Anne Sjahsam and John Tune for two-year terms to the Park and Recreation Commission beginning January 1, 2021.
All in favor. Motion carried unanimously.
3. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
4. *Date of Next Park & Recreation Commission Meeting – November 24, 2020*

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

- Oyserman requests discussion of options to shore up the creek bed

Meeting adjourned at 9:21PM

Tiffany Combrink, Secretary

RECREATION

Community Events

Holiday Events

In lieu of our traditional Winterfest open house event, this December the Recreation Staff will be facilitating some smaller, guideline-friendly activities and festivities for the community, including a “Letters from Santa” program where kids are invited to drop off letters to Santa in a special mailbox at the community center. Staff will then answer the letters on behalf of Santa. Details about our holiday festivities will be announced in the coming weeks.

Classes & Programs

In spite of the colder and wetter weather of late, the park continues to bustle with programs and activities throughout the week. Things will scale back as we get further into winter but we are continuing to operate as many outdoor programs as we can while the weather cooperates.

Preschool

Our traditional preschool program will resume in January, after the holidays, with some modifications per the current health guidelines. We are excited to see our teachers and students back in the community center again.

Planning

Staff is currently planning programs and activities for the spring and summer. Facing countless unknowns regarding health guidelines and protocols for the coming seasons, we have resorted to making plans for multiple different scenarios so we can adapt easily to what transpires. The Recreation Staff continues to communicate regularly with the other Recreation agencies in the Bay Area and with the Marin County Health and Human Services Department in order to stay apprised of the latest guidelines and find new ideas for engaging the community during these challenging times.

Current and Upcoming Winter Programs/Classes:

- After School Program
- Morning Camp for Preschool Kids
- Adult and Youth Tennis Classes
- Pilates
- Jazzercise
- Zumba
- Sports Camps
- Youth Golf
- Youth Soccer
- Music for Children
- Winter Break Camp

PARKS & BUILDING MAINTENANCE

Park Maintenance Facility Update

The Parks Staff has fully transitioned to the temporary worksite at the north end of the park. Work was completed this week to add rain protection for equipment and vehicles being stored outdoors. The mobile office is still without lights or heat but we expect to have power hooked up within a week. We have spread wood chips throughout the fenced-in yard to protect the area from becoming too muddy during the rainy season. The temporary worksite has its challenges but should prove functional during the construction process.

Demolition of the old park shop commenced on Wednesday, November 18th. The large excavator made quick work of leveling the structures and the demolition crew has spent the majority of the time removing the debris and cleaning the area. We expect the work to conclude by early next week. The path has been closed during the demolition work but will reopen once the area is clear and the equipment is removed.

In order to provide electricity to the construction site as well as to the temporary parks maintenance worksite we have had to relocate the electrical meter from the old shop and install new wiring and panels. This has required coordinating several site visits with the County, PG&E, and DC Electric. We expect the work to be completed and power turned on within the week.

Irrigation Repair

Staff identified and repaired an irrigation leak in the main park last week. An aging main line had become cracked most likely from tree roots pressing against the pipe over time. Our park's current irrigation system was installed over 20 years ago and we have seen a greater frequency of leaks and breaks this past year as pipes wear out and tree roots, ground compaction, and gopher activity put stress on the aging system. As we perform repairs, staff has been upgrading couplings and valves where possible to give the system more longevity.

Open Space

This past month staff removed several office chairs that were discarded along one of our trails behind Idylberry Road and removed a sofa and a small camp site from the top of Grasshopper Hill. Staff continues to monitor the open space for hazards.

Winter Preparation

This month the staff has begun checking and cleaning the drains, culverts, and v-ditches in the open space ahead for the rainy season. Staff has also begun its annual inspection of Miller Creek for erosion and dam hazards.