

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, NOVEMBER 26, 2019, 7:00PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK ROAD, SAN RAFAEL, CA 94903

#	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 22, 2019 P&R Commission Meeting	Approve
4	Draft Minutes of November 12, 2019 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 28, 2020 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – October 22, 2019

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

Commissioners: Chair John Tune, Shane Valentine, and Anne Sjahsam.

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

Board Director: Izabela Perry

Absent: Commissioner Jon Campo

1. Agenda

Valentine to approve / Sjahsam to second agenda as presented. Aye: Tune, Valentine, Sjahsam. Absent: Campo. Motion carried.

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of September 24, 2019 P&R Commission Meeting

Sjahsam to approve / Valentine to second Draft Minutes of September 24, 2019 P&R Commission Meeting. Aye: Tune, Valentine, Sjahsam. Absent: Campo. Motion carried.

4. Draft Minutes of October 8, 2019 Board Meeting

Commission reviewed minutes.

5. Community Center Private Rentals: Rules and Procedures Follow-up

Commission reviewed Community Center Private Rentals: Rules and Procedures as presented by Recreation Director.

6. Recreation and Park Maintenance Activity Report

Commission received Activity Report.

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

- Notices for Commission openings have been posted
- Facility updates will resume in January

8. Adjourn

Meeting adjourned at 7:46PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – November 12, 2019

Time and Place: 7:30PM Marinwood Community Center classroom.

Present:

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

Staff: District Manager Eric Dreikosen, Assistant Recreation Director Robyn Bruton, San Rafael Fire Chief Chris Gray, Firefighters Jeff Smith, William Kelly, John Papanikolaou and Administrative Assistant Tiffany Combrink.

A. Call to Order and Pledge of Allegiance

President Perry called the meeting to order at 7:30PM

B. Agenda

Shea to approve/Oyserman to second the “adoption of the agenda as presented.”

All in favor. Motion carried unanimously.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of October 8, 2019*

b. *Bills Paid Nos. 3789-3864*

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

All in favor. Motion carried unanimously.

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

Board of Directors received public comment regarding:

- a. Marinwood pension obligations
- b. Recent PG&E PSPS event
- c. Story poles for proposed maintenance facility

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*

Chief Gray presented a summary of the update to the Fire Code. The Board received public comment regarding:

-Clarification needed noting specific language changes from existing fire code.

2. *Ordinance 2019-01: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code*

Shea to approve/Oyserman to second “Ordinance 2019-01: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code”

All in favor. Motion carried unanimously.

3. *Fiscal Year 2019-2020: 1st Quarter Profit & Loss Budget-to-Actuals and Variance Report*

Board received the FY 2019-2020 1st Quarter Profit & Loss Budget-to-Actuals and Variance Report

4. *District Manager Report.*

Board received the District Manager’s report.

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of November 5, 2019*

Board of Directors reviewed Fire Commission Meeting minutes

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

3. *Date of Next Fire Commission Meeting – December 3, 2019*

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of October 22, 2019*
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 – November 26, 2019*

H. New and Other Business:

1. *Appoint Incoming Fire Commissioners*
Oyserman to approve/Shea to second reappointment of Pascal Karsenti to the Fire Commission.
All in favor. Motion carried unanimously.
2. *Appoint Incoming Park & Recreation Commissioners*
Green to approve/Shea to second reappointment of Jon Camp to the Park & Recreation Commission.
All in favor. Motion carried unanimously.

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

- Perry thanks the Firefighters for their help during the recent PG&E PSPS event
- Perry thanks Shane Valentine for his 5 years of service with the Park & Recreation Commission
- Perry thanks Chief Gray in regards to his upcoming retirement
- Perry thanks Robyn Bruton and Eric Dreikosen for their efforts in maintaining childcare options through the PG&E outage
- Naylor requests help with more public outreach and communication with the community outside of meetings
- Naylor requests looking into alternative district healthcare offerings

Meeting adjourned at 9:06PM

Tiffany Combrink, Secretary

Recreation

Special Events

The **Fall Art Show**, which was scheduled to take place on October 26th, had to unfortunately be postponed due to the complications posed by the power outages that week. We will instead host the show this spring on March 21st. While it was disappointing to cancel the show, I am grateful that all the work Susan Press put into organizing it will not have been for naught, and the nearly 50 individual pieces created for the show will still get to be featured.

Winterfest is our next community event and takes place on Friday, December 13th from 5-7pm. This event will feature photos with Santa, live music, arts and crafts, cookie decorating, games, and other holiday fun. Staff is currently working on the logistics and details to ensure it's another fun-filled event.

Marinwood's 10th Annual "Raise a Glass" Winter Wine Tasting will take place Saturday, February 29th from 2-5pm. We are excited to celebrate 10 years of one of our most popular adult community events. Stephanie has been hard at work securing wineries and hammering out the logistics. Some of the returning wineries will have attended all 10 years and we are grateful to have earned such loyalty. The band Bistro Mustache will be back this year playing their unique mix of gypsy jazz and French music.

Programs/Classes

We are currently accepting enrollment for Winter Break Camp, taking place over the last two weeks in December. Robyn has been hard at work scheduling staff, planning activities, and marketing.

Professional Development

Stephanie recently attended a mini California Parks and Recreation Society conference where she was able to attend several informational sessions covering topics like part-time staff recruitment, new ideas for junior lifeguard programs, adult programming trends, and participated in a round table discussion with several other aquatics supervisors and coordinators about challenges in the industry. She was also able to meet several fellow recreation professionals from our neighboring Marin rec departments.

Spring/Summer Preparation

Much progress has been made on the upcoming Spring/Summer Marinwood Review. Staff has been busy creating new content, improving descriptions, and updating formatting. The new catalog will be out in late January/early February.

Parks/Maintenance

Projects

In October staff aerated, fertilized, patched, top-dressed, and reseeded the turf in the pool complex; filled and secured the sinkholes following completion of the pipe repair work in the panhandle; performed an inspection of the creek and began work on removing a handful of dam hazards caused by fallen trees; spruced up landscaping around community center and pool; adjusted irrigation to accommodate the crosswalk construction currently underway along Miller Creek Road; and began assessing the v-ditches and culverts in the open space ahead of the impending rainy season among other projects.

Upcoming projects include further work in the creek and open space drains ahead of the rain; painting of beams and doors in the pool equipment area; cleaning up woodwork in the community center; addressing holes in the mini park hedges; among other projects.

Staffing

We have hired a new Maintenance Worker II for the Parks and Maintenance Department to fill the position left when Victor Sibbaluca retired. Pending successful completion of background checks and paperwork, our new employee will start in the coming weeks.

I want to acknowledge our current Parks Maintenance skeleton crew of Marco Giron and Estevan Chavez, who have stepped up in the last couple months to continue maintaining our parks and buildings while being down 1/3 of their already modest crew. They have been working extremely hard and with great attitudes and have made this transitional period much smoother than I could've been expected.

Training

On October 29th and 30th I completed a 2-day course to renew my Certified Pool Operator certificate, which lasts 5 years.

On November 4th we completed our annual chainsaw safety training, which includes reviewing safety videos; inspecting equipment, protective gear, and first aid supplies; and reviewing first aid and CPR skills.

Weekly Maintenance

Clean community center building daily
Mow, edge, rake, and blow weekly
Empty trash in all three parks and along paths (2-3 times/week)
Restock pet waste bags (2-3 times/week)
Backwash pool filters, clean skimmers/strainers (weekly)
Vacuum pool (weekly)
Blow tennis courts (2-3 days/week)
Weeding (ongoing)