

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, NOVEMBER 28, 2023, 7:00PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

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 shall indicate their desire to speak. 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.

#	Item	Commission Action
1	Agenda	Adopt
2	Public Comment on Non-Agenda Items <i>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.</i>	
3	Draft Minutes of September 26, 2023 P&R Commission Meeting	Approve
4	Minutes of October 10, 2023 and November 14, 2023 Board Meetings	Review
5	Initial Discussion Regarding Potential Installation of Pickleball Lines on Existing Tennis Court(s)	Discuss
6	Upcoming Commissioner Term Expirations and Appointment Opportunities	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 23, 2024 AT 7:00 PM

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting

Tuesday – September 26, 2023

Time and Place: 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo, Ian Fein, Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Directors: Kathleen Kilkenny

1. Agenda

No changes were requested by Commissioners. The agenda was adopted as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received.

3. Draft Minutes of March 28, 2023 P&R Commission Meeting

M/s Campo/Fein to approve Draft Minutes of March 28, 2023 P&R Commission Meeting. All in favor.

Motion carried unanimously

4. Draft Minutes of June 6, 2023 P&R Commission Special Meeting

M/s Campo/Fein to approve Draft Minutes of June 6, 2023 P&R Commission Special Meeting. All in favor.

Motion carried unanimously

5. Minutes of September 12, 2023 Board Meeting

Commission reviewed minutes.

6. Request for Placement of Memorial Recognition in Marinwood Park in Memory of Brian DiSanto

Commission discussed request and reached consensus of appropriate placement location to be in the northern section of the park along planned pathway affronting tennis courts. Commission reached further consensus of appropriate memorial type to be a plaque fastened to a decorative landscaping boulder.

M/s Fein/Campo to approve placement of memorial in memory of Brian DiSanto in northern section of Marinwood Park as plaque fastened to decorative boulder along planned pathway. All in favor. Motion carried unanimously.

7. Update on Current and Potential Park & Recreation Capital Projects: Play Structure Replacement; Emergency Creek Bank Slide Repair; Miller Creek Trail (verbal report)

Commission received verbal updates

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

-Commissioner Madden requested discussion on potential ways to make street crosswalks safer, notably the crosswalk on Miller Creek Road connecting the pedestrian pathways to/from Pinewood Drive and Peachstone Terrace. District Manager Dreikosen stated he would contact County Department of Public Works and invite a representative to a future commission meeting.

-Commissioner Fein requested discussion of potential “volunteer work days” for items such as roadway median beautification & pedestrian pathway projects. Suggested discussion happens as a follow-up to potential meeting with County DPW representative.

10. Adjourn

Meeting adjourned at 8:19 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – October 10, 2023

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

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: President Sivan Oyserman, Chris Case, Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.
Staff: Recreation Director Luke Fretwell, San Rafael Fire Chief Darin White, and Administrative Assistant Tiffany Combrink.

A. Call to Order

Board President Oyserman called the meeting to order at 7:30pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. Draft Minutes of Regular Meeting of September 12, 2023
- b. Bills Paid Nos. 7712 – 7796
Ruggeri to approve/Kilkenny 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. Suggestions for additional park amenities and facilities

E. District Matters

1. *District Manager Report*
Board received District Manager Report

F. Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of October 3, 2023*
Board reviewed Commission minutes
2. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13*
Shea to approve/Case to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to the County Service Area 13.”
All in favor. Motion carried unanimously.
3. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site*
Shea to approve/Ruggeri 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.
4. *Chief Officer Report and Activity Summary*
Board received Chief Officer Report and Activity Summary

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of September 26, 2023*
Board reviewed Commission minutes

2. *Miller Creek Trail Initiative: Request from Developer of Senior Living Center for an Amendment to Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer*
Shea to approve/Case to second “Miller Creek Trail Initiative: Request from Developer of Senior Living Center for an Amendment to Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer.”
All in favor. Motion carried unanimously.
3. *Request for Placement of Memorial Recognition in Marinwood Park in Memory of Brian DiSanto*
Board received Recreation and Park Maintenance Activity Reports
Kilkenny to approve/Ruggeri to second “Request for Placement of Memorial Recognition in Marinwood Park in Memory of Brian DiSanto.”
All in favor. Motion carried unanimously.
4. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports

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

- Board President Oyserman would like update on FEMA project, playground project, memorial recognition, fire evacuation plans and cell phone coverage

I. Adjourn

Meeting adjourned at 8:38PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – November 14, 2023

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

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

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

A. Call to Order

Board President Oyserman called the meeting to order at 7:30pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. Draft Minutes of Regular Meeting of October 10, 2023
- b. Bills Paid Nos. 7797 – 7882
Shea to approve/Ruggeri 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. Vision for a better Marinwood; Concerns regarding E-bikes in Marinwood Park

E. District Matters

1. *Fiscal Year 2023-2024: 1st Quarter Profit & Loss Budget-to-Actuals Financial Statement and Variance Report*
Board received Fiscal Year 2023-2024: 1st Quarter Profit and Loss Budget-to-Actual Financial Statement and Variance Report
2. *Resolution 2023-07: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act*
Case to approve/Ruggeri to second “Resolution 2023-07: 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 received District Manager Report

F. Fire Department Matters

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

G. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports

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

- Board President Oyserman requested a flag be brought into the meeting room and the Pledge of Allegiance placed on the Agenda.

- District Manager Dreikosen reminded the Board they will nominate and appoint the positions of Board President and Board Vice President for calendar year 2024 during the December 2023 meeting.

I. Adjourn

Meeting adjourned at 8:42PM

Tiffany Combrink, Secretary

Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: November 28, 2023
Re: Expiring Commissioner Terms and Reappointment Process

Commissioners,

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

- Michael Benesch
- Jon Campo
- Ian Fein

Additionally, there is currently a vacant alternate position with a term expiring at the end of calendar year 2024. As such, there is a total of three regular commissioner seats that can be appointed with terms expiring December 2025 and the alternate position with a term expiring December 2024. In the event that all regular seats become filled, we would then look to fill the vacant alternate seat.

District staff has posted a Notice of Appointment Opportunities to fill the positions 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 December 22, 2023 to be included in the January 9, 2024 board meeting packet, at which time the Board will formally appoint Commissioners for the vacant term(s) effective January 2024.

Parks and Recreation Report
November 2023
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Halloween Harvest Festival

Our annual Halloween Harvest Festival took place on Friday, October 13th from 5-6:30pm in the park. This year's event featured over a dozen carnival games, a pumpkin patch, multiple bounce houses, a food truck, and lots of treats. This year saw our best attendance since the event's inception over a decade ago with close to 500 people, almost all in costume.

I want to thank our local Las Gallinas Lions Club for volunteering at the event and getting into the spirit with amazing costumes. I also want to acknowledge our part-time staff who helped set up, run the games, and clean up after. We wouldn't be able to do events like this without our amazing staff and our wonderful volunteers.

Fall Art Show

Our annual Fall Art Show took place on Saturday, October 21st from 3-7:00pm at the community center. This year's show, directed by Susan Press, featured works from 30-40 of Marin's finest artists, centered around the theme "Shades of Blue." This year's show was adjudicated by famed artist, writer, and art juror Vince Montague. Prizes were awarded for 1st, 2nd, and 3rd, as well as a handful of "honorable mentions." Attendance was strong and a handful of pieces were sold. I want to thank Susan Press for coordinating another terrific show.

Jingle Bell Jazz

Our next event will be our annual Jingle Bell Jazz Winter Concert, which takes place on Friday, December 8th from 5-6:30pm in the community center. This year's event will feature live music, photos with Santa, refreshments and treats.

Raise a Glass – Wine Tasting

Staff have begun preparing for our upcoming "Raise a Glass" wine tasting, which takes place Saturday, March 2nd from 2-5pm at the community center. Invitations to wineries are currently being sent out and we are expecting a great lineup for next year's installment. We have several wineries return each year, but we always strive to add at least a few new names to the roster. More details will be announced as the event approaches.

Senior Stroll

On Thursday, October 12th we offered our second Senior Stroll of the season, a new program spearheaded by John Paul. We had 12 seniors in attendance and it was another great success. The group met at the community center and walked to Big Rock Deli for lunch and then walked back. We have been encouraged by the positive response to the program and look forward to many more in the future. The next stroll is scheduled for December 14th, weather permitting.

Spring & Summer 2024 Preparation

Staff are currently working on the schedule of programs for the spring and summer for inclusion in our spring/summer issue of the Marinwood Review. The next issue is scheduled to come out in mid-late February 2024 and will feature information about our spring and summer camps, pool programs, classes, and events, plus a lot of other resources and information relevant to our community members.

Recreation programs currently taking place this fall include Tae Kwon Do, White Crane Silat, Feldenkrais, Mahjong, Pilates, LEGO engineering, Irish Dance, Babysitter's Training, Little Explorers Art, Zumba, Watercolor Workshops, CPR/First Aid, All Sorts of Sport Camps, Preschool, and the After School Program.

PARKS MAINTENANCE ACTIVITY REPORT

Bench Installation Project

On November 1st, P&R Commissioner Ian Fein, CSD Director Chris Case and I took a drive up Queenstone Fire Road to identify possible locations for installing a couple new benches along the trail. Two initial locations were identified and on Tuesday, November 21st, staff installed the benches. The project involved hauling the two park benches, several bags of concrete, a water tank, tools, and personnel up the steep road. I want to acknowledge the Parks staff for engineering an inventive and efficient way to safely transport everything and everyone up in one trip. After much prep and a very slow and steady ascent, the installations went smoothly. The first bench is located about 1.3 miles from the trailhead, next to a standalone tree on the lefthand side when ascending. The second bench is located about 1.9 from the trailhead, just past the intersection of Queenstone Fire Road and Blackstone Canyon Trail. Both benches host views of Marinwood, Lucas Valley, San Francisco (on a clear day), San Pablo Bay, and Mount Diablo, but at different elevations and from notably different perspectives.



Roof & Gutter Repairs

Last month the parks staff completed an extensive roof drainage improvement project, which included replacing several cracked and failing downspouts, cleaning out all drain pipes, resealing the gutters, and adding new gutter guards and drain screens. A leaking roof vent was also sealed. The roof is in good shape for the coming rainy season. During the winter months, staff frequently inspect the roof, making sure drains are clear, removing debris, and making sure it's clear of excess water.

Annual Miller Creek Inspection

Over the last couple weeks the parks staff completed their annual inspection of Miller Creek, walking the full length of the creek and noting any issues that may cause damming/flooding, erosion, etc. As in past years, this year we consulted with Sarah Phillips of the Marin Resource Conservation District for advice on how to mitigate erosion and how best to address trees and other natural debris in the creek.

Overall the creek is relatively clear of hazards, though there continue to be eroding areas we will continue monitor and address with strategic plantings and removal of nonnative destabilizing plants.

Gagaball Pit Refurbishing

After installing the new gagaball pit behind the classroom, the staff sanded and re-stained the old pit, replacing a couple rotted boards. The old pit will be reinstalled in its original location at the north end of the park in the coming weeks, weather permitting.

Playground Update

The new playground installation is going smoothly and is tentatively expected to conclude on Friday, December 1st. Additional fall material will be added at that time. Everything is looking great and we can't wait until it's ready to use.



Inspection of Open Space Drains, V-Ditches, and Culverts

On November 9th the staff began inspecting the drains, culverts, and v-ditches throughout the District to check for hazards, damage, or debris that needs clearing ahead of the rainy season. One down tree and a few fallen branches were discovered and cleared from blocking v-ditches in two areas. We will continue to monitor Marinwood's drainage infrastructure throughout the rains.

Tree Work

Over the past few weeks tree work was performed around the community center, thinning out the trees that overhang the roof, and removing some unhealthy branches from the oak tree in the playground. Work was also performed behind some houses on Las Gallinas to remove a dead tree in the open space that was at risk of falling on a resident's fence.

Daily/Weekly Tasks:

- Clean and restock Community Center
- Clean and restock park bathroom
- Empty garbage in all 3 parks and at trailheads
- Restock dog waste bags at dog stations
- Mow, edge, and blow in all 3 parks
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry