

# MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, FEBRUARY 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 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	<b>Agenda</b>	Adopt
2	<b>Public Comment on Non-Agenda Items</b> <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	<b>Draft Minutes of January 26, 2021 P&amp;R Commission Meeting</b>	Approve
4	<b>Draft Minutes of February 9, 2021 Board Meeting</b>	Review
5	<b>Prop 68 Per Capita Funding Grant: Marinwood Park Play Structures Replacement Project</b>	Review
6	<b>Marinwood Park Maintenance Facility Replacement Project Update</b>	Review
7	<b>Recreation and Park Maintenance Activity Report</b>	Review
8	<b>Commissioner Items of Interest - Requests for Future Agenda Items</b>	
9	<b>Adjourn</b>	

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 MARCH 23, 2021 AT 7:00 PM

# Marinwood Community Services District

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

**Time and Place:** 7:00PM via Teleconference

**Present:**

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Lisa Ruggeri

**1. Agenda**

Tune noted a typo in the date of Item 5 “Draft Minutes of January 12, 2020 Board Meeting” stating it should read “2021.”

Sjahsam to approve/Campo to second agenda as modified. All in favor. Motion carried unanimously.

**2. Introduction of Newly Appointed P&R Commissioner: Ian Fein ; Introduction of Appointed Board Liaison to Commission: Lisa Ruggeri**

Commissioner Fein and Director Ruggeri introduced themselves. Existing Commissioners introduced themselves.

**3. Public Comment on Non-Agenda Items**

Board of Directors received public comment regarding:

- a. Ability for members of the public to communicate directly with Commissioners.

**4. Draft Minutes of November 24, 2020 P&R Commission Meeting**

Campo to approve/Sjahsam to second Draft Minutes of November 24, 2020 P&R Commission Meeting.

Ayes: Campo, Tune, Sjahsam. Nays: None. Abstain: Fein. Motion carried

**5. Draft Minutes of January 12, 2021 Board Meeting**

Commission reviewed minutes.

**6. Prop 68 Per Capita Funding Grant: Identification of Potential Qualifying Capital Projects**

Commission supported staff recommendation to replace play structures in Marinwood Park as the priority project for use of funding.

**7. Recreation and Park Maintenance Activity Report**

Commission received Recreation and Park Maintenance Activity Report.

**8. Designation of Commission Chair & Vice-Chair for 2021**

Campo to approve/Fein to second designating John Tune as Commission Chair and Anne Sjahsam as Commission Vice-Chair for 2021. All in favor. Motion Carried unanimously.

**9. Commissioner Items of Interest – Requests for Future Agenda Items**

- Sjahsam requested update on Park Maintenance Facility Replacement Project
- Campo requested discussion regarding Blackstone Trail.

**10. Adjourn**

Meeting adjourned at 8:34 PM

Eric Dreikosen

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – February 9, 2021

**Time and Place:** 7:30 PM 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/UC0dvM2PvtsEzE25eRAf4Jmg>

**Present:**

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

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 Shea called the meeting to order at 7:30pm.

**B. Agenda**

District Manager Dreikosen requested Agenda Item F.2. “Marin Wildfire Prevention Authority Update – *Mark Brown, MWPA Executive Officer*” be moved to after Agenda Item E.1. “Presentation of Fiscal Year 2019-2020 Audited Basic Financial Statements and Management Report – *Hiep Pham, CPA, RJ Ricciardi, Inc.*”

Oyserman to approve/Kilkenny to second Agenda as amended.

All in favor. Motion carried unanimously.

**C. Consent Calendar**

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

b. *Bills Paid Nos. 5148-5189*

Oyserman 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 more improvements to Open Space and activities for the community.

**E. District Matters:**

1. *Presentation of Fiscal Year 2019-2020 Audited Basic Financial Statements and Management Report – Hiep Pham, CPA, RJ Ricciardi, Inc.*

Oyserman to accept/Case to second “Fiscal Year 2019-2020 Audited Basic Financial Statements and Management Report” as presented.

All in favor. Motion carried unanimously.

**F. Fire Department Matters:**

2. *Marin Wildfire Prevention Authority Update – Mark Brown, MWPA Executive Officer*

Board of Directors received MWPA Update

**E. District Matters (Continued):**

2. *Fiscal Year 2020-2021: 2<sup>nd</sup> Quarter Profit & Loss Budget-to-Actuals Report*

Board of Directors received the P&L Budget-to-Actuals report

3. *District Manager Report*

Board of Directors received District Manager Report

**F. Fire Department Matters (Continued):**

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

Board reviewed Draft Minutes of Fire Commission Meeting

3. *Chief Officer Report and Activity Summary*  
Board of Directors received Chief Officer Report and Activity Summary
4. *Date of Next Fire Commission Meeting – March 2, 2021*

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of January 26, 2021*  
Board reviewed Draft Minutes of P&R Commission Meeting
2. *Prop 68 Per Capita Funding Grant: Designation of Marinwood Park Play Structures Replacement as Priority Project*  
Oyserman to approve/Ruggeri to second “Prop 68 Per Capita Funding Grant: Designation of Marinwood Park Play Structures Replacement as Priority Project.”  
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 – February 23, 2021*

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

- Director Case requested a meeting with staff regarding open space as well as maintenance facility project.

Meeting adjourned at 10:04 PM

Tiffany Combrink, Secretary

# Staff Report

**To:** Park & Recreation Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** February 23, 2021  
**Re:** Marinwood Park Play Structure Replacement Project (Prop 68 Grant)

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Commissioners,

At their meeting conducted February 9, 2021, the Board of Directors agreed with the Commission's recommendation and formally approved the Marinwood Park Play Structures Replacement Project as the designated project for use of Prop 68 Per Capita Grant funding.

Furthermore, the Board designated the P&R Commission to lead the initial discovery and planning phases of this project as well as providing the public forum for information and public participation via regular updates and discussions at monthly P&R Commission meetings.

As shared at the January Commission meeting, details of the grant include the following:

The District is expected to receive up to \$177,952 in funding based on total project costs. There is a 20% funding match requirement for the total cost of each grant-funded project. Assuming the chosen project(s) utilize the full amount of funding available, the total project(s) cost would be a minimum of \$222,440 (80% grant funding = \$177,952 ; 20% District match funding = \$44,488).

The associated grant project steps including application and completion timing deadlines are as follows:

- **December 2021:** Deadline by which to submit project application(s)
- **June 2022:** Execute contract(s) for approved project(s)
- **December 2023:** Project(s) must be completed
- **March 2024:** Submit project completion package(s)

Over the course of the next several months, the P&R Commission will be asked to discuss and provide consensus recommendations for this project. This process will include but is not limited to the following responsibilities and items of consideration (in no particular order):

1. Creation of the project planning process, including initial research needed and proposed timelines for each stage of the process.
2. Identification and determination of potential play structure styles/models, including qualified vendors and estimated total costs.
3. Identification of potential supplemental funding opportunities specific to this initiative, if needed.
4. Any other project needs as identified by the Commission

While each commissioner will play a vital role in this process, staff recommends the Commission designate 1-2 commissioners to serve as the lead commissioners to spearhead this effort along with staff. The designated commissioners would have the ability to communicate with each other and staff between meetings in effort to coordinate needed updates and identify discussion points to be

considered by the Commission as a whole as well as the public during upcoming P&R Commission meetings.

The end result of this process should be to generate a short list (2 – 3 max) of potential recommended options to be presented to the Board of Directors for final discussion and approval of the project application which must be submitting to the awarding body no later than December 2021. The District will then have until June 2022 to complete the formal RFP process and execute a contract with the successful bidder/vendor. The project must be completed no later than December 2023.

More information regarding the Prop 68 Per Capita Grant can be found on the OGALS website here: [https://www.parks.ca.gov/?page\\_id=30095](https://www.parks.ca.gov/?page_id=30095)

# Staff Report

**To:** Park & Recreation Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** February 23, 2021  
**Re:** Park Maintenance Facility Project Update

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Commissioners,

As requested at last month's P&R Commission meeting, please see the below update regarding the Park Maintenance Facility Replacement Project. Also for your reference, updates regarding this project are typically included within the District Manager Report provided to the Board of Directors during their monthly meetings. These reports are usually written reports and can be found and reviewed within the published board agenda packet for each meeting. I apologize in advance if any of the following information is redundant with any information previously shared.

This past November and December, work was completed to fully prepare the site for facility construction. These efforts included but were not limited to:

- A qualified biologist surveyed the site, including all trees, existing structures and surrounding habitats for signs of nesting activity occurring by any protected species.
- Non-native Canary Island Pine Trees were removed in accordance with project plans as approved by the Marin County Planning Commission.
- PG&E connections including the electric meter were relocated to a temporary location allowing power to continue to exist at the site. A temporary power line was run to the temporary park maintenance area allowing for electricity to the temporary park staff modular.
- All existing buildings were demolished and disposed of properly by a qualified contractor.

In December the District also received long-awaited communication from the Marin County Building Department authorizing the use of a 3<sup>rd</sup>-party plan check service. Project construction plans were submitted for compliance review and initial feedback was received. At the time of this writing, the project architect is finalizing the adjustments and notations requested and anticipates submitting the revised plan sets for final review and approval within the coming week or two. This process involved the coordination of both structural and geotechnical engineering which was dependent upon their schedules and availability. Once the District receives final plan approval, we will be able to submit to the County for permitting.

Once the plan check process is completed, the District will be able to finalize the RFP package which will include the Notice to Contractors, Bid Instructions and Project Specifications including the final construction plan sets. The formal bidding process will be conducted in accordance with applicable government code in which all bids will be received as "sealed" and opened together in a public setting at a time and date to be determined. The bids will be examined for completeness and to ensure that each bidder meets legal requirements to work on public works projects of this scope. Qualified bids will then be presented to the Board of Directors during a regular board meeting accompanied with staff recommendations on formal actions to be taken.

Even given the various delays, this project remains on track to be completed prior to next rainy season.

## **RECREATION**

In addition to supervising and advertising our current offering of classes and programs, this past month the Recreation staff continued preparing for our spring and summer programs and began assembling the Spring/Summer 2021 issue of the Marinwood Review which was released Feb. 18<sup>th</sup>.

### Marinwood Review

The Spring/Summer edition of the Marinwood Review was published to our website on February 18<sup>th</sup>. We emailed the link to all our customers and promoted it on our social media sites. This issue includes all the spring and summer classes, camps, and pool information. In the event that health guidelines change and affect our programs, we will update the catalog as needed.

### Spring Programs & Classes

Classes and programs being offered this spring include:

- Marinwood Preschool
- Marinwood After School Program
- Adult & Youth tennis classes
- Virtual Pilates
- Photography
- CPR & First Aid
- Babysitter's Training
- All Sorts of Sports
- Music classes for tots
- Soccer for kids
- Mid-Winter Break Camp
- Spring Break Camp
- Lifeguard Training

### Virtual Spring Art Show

This April we are pleased to be hosting our 2nd virtual art show through our Facebook and Instagram pages. Susan Press has assembled a lineup of local artists whose works will be featured on our social media pages throughout the month. The show will be professionally adjudicated, and 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> prizes awarded.

### Pool Season

We are pleased to announce that the 2021 pool season will commence on April 12th. This year we will be offering adult lap swim by reservation, recreation swim by reservation, private tot pool rentals, private swim lessons, lifeguard training, and Waterdevils swim team practice. Details about the pool schedule and programs are included in the spring/summer Marinwood Review.

### Summer Camp

This summer we will once again be offering our summer camp program. Due to continuing health restrictions, this year's program will closely resemble the scaled-down version of camp we offered last year. We will be offering 14 different camp groups in 2-week sessions throughout the summer. Camp will begin June 14th. Registration will open on March 8<sup>th</sup> for Marinwood residents and March 11<sup>th</sup> for non-residents. We have received numerous inquiries and expect things to fill up quickly.



### Staffing

We have begun accepting applications and scheduling interviews for lifeguard, pool attendant, and camp counselor positions. We will be finalizing our part time staff over the next 3 months.

I am sad to announce that Stephanie Moret, our Recreation Supervisor, has left Marinwood to pursue a new career path. We will miss her, but we wish her well on her new journey. We have begun advertising for Stephanie's replacement and hope to hire someone quickly. Stephanie's position is responsible for overseeing the pool, adult programs, and various special events.

### **PARKS & BUILDING MAINTENANCE**

This past month, in addition to regular daily and weekly maintenance, the Parks staff has updated the landscaping in two of our parks, begun prepping the pool for the 2021 season, and continued to regularly monitor and clear out the drains, culverts, V-ditches, and creek.

#### Mini Park

Over the past few weeks staff have spent time sprucing up the mini park, including adding several plantings, replacing an aging drip system, adding and compacting decomposed granite along the path, adding fall material to low spots around the playground, sanding and staining the benches and picnic table, and replacing the borders along the paths.

#### Pool

In preparation for opening the pool, staff have begun painting the restrooms, sanding and staining the benches and tables, repairing the tot pool fence, and cleaning the facility. In the coming weeks staff will be cleaning up the landscaping and turf, painting in the equipment room, and getting the pools balanced and heated before opening.

The pool plaster and concrete repairs performed last February seem to be holding up well and few if any patches will need to be performed ahead of the 2021 season. We will, however, be replacing the in-water pool lights as well as the pool covers.

#### Tree Trimming/Landscaping on Firemen's Hill

This past couple weeks we had contractors lighten the trees along the tennis courts, which will allow for more sunlight on the turf and reduce leaves and debris on the courts. We also had the trees along the hill next to the firehouse trimmed and the thick brush removed. In the coming months staff will be adding plantings and groundcover, repairing the rotting retaining walls, and resurfacing the walking path.

#### 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 trailheads
- 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