

# MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MARCH 24, 2026, 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	<b>Agenda</b>	Adopt
2	<b>Public Comment on Non-Agenda Items</b> <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	<b>Draft Minutes of January 27, 2026 P&amp;R Commission Meeting</b>	Approve
4	<b>Minutes of February 10, 2026 and March 10, 2026 Board of Directors Meetings</b>	Review
5	<b>Review of Identified Capital Expenditure Needs for Park and Recreation Departments</b>	Review
6	<b>Recreation and Park Maintenance Activity Report</b>	Review
7	<b>Commissioner Items of Interest - Requests for Future Agenda Items</b>	
8	<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 MAY 26, 2026 AT 7:00 PM

# Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting  
Tuesday – January 27, 2026

**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: 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 September 23, 2025 P&R Commission Meeting**

M/s Fein/Campo to approve Draft Minutes of September 23, 2025 P&R Commission Meeting.

All in favor. Motion carried unanimously.

**4. Minutes of December 9, 2025 & January 13, 2026 Board of Directors Meetings**

Commission reviewed minutes.

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

Commission received Recreation and Park Maintenance Activity Report.

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

- Bliss-Steiner requested review of capital project planning needs.
- Campo inquired as to District's plans for eventual transition from gas-powered tools and equipment to electric-powered.

**7. Adjourn**

Meeting adjourned at 8:17 PM

Eric Dreikosen, District Manager

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – February 10, 2026 – 6:15pm

**Time and Place:** 6:15PM 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: Board President Chris Case, Lisa Ruggeri, Kathleen Kilkenny (arrived at 7:09pm), Sivan Oyserman, Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Deputy Fire Chief Robert Sinnott, Accounting/Payroll Manager Tiffany Combrink.

**A. Call to Order & Pledge of Allegiance**

Board President Case called the meeting to order at 6:19pm

**B. Agenda**

Agenda adopted as presented.

**C. Public Comment on Closed Session Items only**

No public comments were received.

**D. Closed Session**

*Public Employee Performance Evaluation Section 94957(b)(1): Title: District Manager*

Convened at 6:21pm and adjourned at 6:59pm with no reportable action taken.

**E. Open Session**

Board President Case called the open session to order at 7:03pm

**F. Consent Calendar**

1. *Draft Minutes of Regular Meeting of January 13, 2026*
2. *Bills Paid Nos. 9948 – 10016*
3. *Fiscal Year 2024-2025 Audited Basic Financial Statements and Management Report*  
Shea to approve/Ruggeri to second “consent calendar as presented.”  
Aye: Case, Ruggeri, Oyserman, Shea. Absent: Kilkenny. Motion carried.

**G. Public Comment Open Time for Items Not on Agenda**

No public comments received

**H. District Matters**

1. *Marinwood CSD Draft Policy to Establish the Criteria and Procedures for Recognizing Lease and Subscription Assets and Liabilities on the Balance Sheet, as Required by the Governmental Accounting Standards Board (GASB) Statements No. 87 and 96.*  
Shea to approve/Oyserman to second “Marinwood CSD Draft Policy to Establish the Criteria and Procedures for Recognizing Lease and Subscription Assets and Liabilities on the Balance Sheet, as Required by the Governmental Accounting Standards Board (GASB) Statements No. 87 and 96.”  
Aye: Case, Ruggeri, Oyserman, Shea. Absent: Kilkenny. Motion carried.
2. *Fiscal Year 2025-2026: 2<sup>nd</sup> Quarter Profit & Loss Budget-to-Actuals Financial Statements*  
(Board Director Kilkenny arrived at 7:09pm)  
Board reviewed Fiscal Year 2025-2026 2<sup>nd</sup> Quarter Profit & Loss Budget-to-Actuals Financial Statements
3. *District Manager Report*  
Board received District Manager Report

**I. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of February 3, 2026*  
Board received Draft Minutes of Fire Commission Meeting.
2. *Resolution 2026-01: Government Code section 20221. Determination of Re-Evaluation of a Former Employee's Continued Qualification for Disability by the Governing Body.*  
Shea to approve/Oyserman to second "Resolution 2026-01" as presented  
All in favor. Motion carried.
3. *Update on Current Status of Discussions with City of San Rafael regarding a Potential Agreement for Full Staffing Services of Marinwood Fire Station 58 (verbal update)*  
Board President Case provided update.
4. *Chief Officer Report and Activity Summary (verbal report)*  
Board reviewed Chief Officer Report and Activity Summary

**J. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of January 27, 2026*  
Board received Draft Minutes of Park & Recreation Commission Meeting.
2. *Recommended Pay Schedule Wage Adjustments for Non-Represented Full-time Positions*  
Board reviewed Recommended Pay Schedule Wage Adjustments for Non-Represented Full-time Positions
3. *Recreation and Park Maintenance Activity Reports*  
Board received Recreation and Park Maintenance Activity Reports

**K. Board Member Items of Interest – Request for Future Agenda Items**

None received

**L. Adjourn**

Meeting adjourned at 8:36pm

Tiffany Combrink, Secretary

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – March 10, 2026 – 6:30pm

**Time and Place:** 6:30PM 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: Board President Chris Case (present for closed session only), Kathleen Kilkenny, Sivan Oyserman, Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Deputy Fire Chief Robert Sinnott, Accounting/Payroll Manager Tiffany Combrink.

**Absent:**

Board Member Lisa Ruggeri, Board President Chris Case (absent for open session)

**A. Call to Order**

Board President Case called the meeting to order at 6:30pm

**B. Agenda**

Agenda adopted as presented.

**C. Public Comment on Closed Session Items only**

No public comments were received.

**D. Closed Session**

*Public Employee Performance Evaluation Section 94957(b)(1): Title: District Manager*

Convened at 6:32pm and adjourned at 6:59pm with no reportable action taken.  
(Board President Case left the meeting at 6:59pm)

**E. Open Session**

Acting Chair Oyserman called the open session to order at 7:04pm

**F. Consent Calendar**

1. *Draft Minutes of Regular Meeting of February 10, 2026*

2. *Bills Paid Nos. 10017 – 10090*

Shea to approve/Kilkenny to second “consent calendar as presented.”

Aye: Kilkenny, Oyserman, Shea. Absent: Case, Ruggeri. Motion carried.

**G. Public Comment Open Time for Items Not on Agenda**

No public comments received

**H. District Matters**

1. *1<sup>st</sup> Draft District Operating Budget for Fiscal Year 2026-2027*

Board reviewed 1<sup>st</sup> Draft District Operating Budget for Fiscal year 2026-2027

2. *Resolution 2026-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*

Kilkenny to approve/Shea to second “Resolution 2026-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services”

Aye: Kilkenny, Oyserman, Shea. Absent: Case, Ruggeri. Motion carried.

3. *Resolution 2026-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance*

Shea to approve/Kilkenny to second “Resolution 2026-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance”

Aye: Kilkenny, Oyserman, Shea. Absent: Case, Ruggeri. Motion carried.

4. *District Manager Report (verbal report)*  
Board received District Manager Report

**I. Fire Department Matters:**

1. *Update on Current Status of Discussions with City of San Rafael regarding a Potential Agreement for Full Staffing Services of Marinwood Fire Station 58 (verbal update)*  
Board received update
2. *Chief Officer Report and Activity Summary*  
Board received Chief Officer Report and Activity Summary

**J. Park and Recreation Matters:**

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

**K. Board Member Items of Interest – Request for Future Agenda Items**

None received

**L. Adjourn**

Meeting adjourned at 7:43pm  
Tiffany Combrink, Secretary



# Staff Report

**To:** P&R Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** March 24, 2026  
**Re:** Review of Identified Capital Expenditure Needs

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Commissioners,

In past meetings the Commission has discussed various potential capital project expenditure needs. Staff have identified several large-scale projects that will require significant planning both in terms of the needed financial resources as well as project management resources. The following list is provided for informational purposes at this time but will require future detailed discussion in regards to financial planning and prioritization. Beyond the Main Pool Replaster project, the items below are listed in a *non-official, subject to change* priority order by staff. Staff recommends any priority considerations and discussions should be based on need, available financial resources, and level or potential level of community use and impact.

- **Main Pool and Tot Pool Replaster: \$300K+**  
This is the top priority project for Park & Rec needs and will be put out to bid early this summer with work anticipated to occur as soon as possible after the close of the 2026 pool season. Construction plans have been submitted and are currently under review by Marin County. The Board has approved the use of Measure A funding for this project.
- **Tennis Courts 3 & 4 Rebuild (nearest Miller Creek Middle School): \$200K - \$250K**  
If these courts are to remain playable for the long-term, they will need to be completely rebuilt due to foundational issues largely caused by the settlement of the land they are built upon. Staff have received recent informal cost estimates of approximately \$200K+ for such a project. This project is further complicated in that the property where the courts are located is owned by Miller Creek School District and not Marinwood CSD thus requiring coordination of both agencies. Staff have reached out to the school district to begin very early conversations regarding school district coordination needs.
- **Community Center Kitchen – Cabinets, Counters, Flooring: \$75K - \$100K+**  
The community center kitchen needs new cabinets, counters, flooring and select appliances as the existing infrastructure has been in place for at least 15-20 years and is showing its age with cracked flooring tiles, cabinet doors that no longer sit flush to be able to secure and wearing, cracked Formica counter tops. Due to space constraints, there is little that can be done with the overall kitchen layout. However, identifying ways to create additional cabinet space is needed. While it is not a licensed “commercial kitchen” it does require commercial grade fixtures due to the heavy use. This project has been discussed for several years but has continued to be pushed back due to higher priority capital expenditure needs.
- **Tennis Court at Creekside Park (Lucas Valley Estates): \$150K+**  
Similar to Courts 3 & 4 detailed above, if this court is to remain playable for the long-term, it will need to be completely rebuilt due to foundational issues largely caused by the settlement of the land it is built upon. The current cost estimate is based on the informal cost estimate received for courts 3 & 4 as stated above.

- **Creekside Park Playground Replacement (Lucas Valley Estates): \$200K+**  
The current playground equipment was installed in 2006 and is beginning to show its age. Additionally, component replacement parts are becoming more difficult to find as well as more expensive. Though this playground receives limited relative use, it is a valuable asset to the community.
- **Bill Gordon Hall (Community Center Main Room) Refurbishment: \$TBD**  
The main hall in the community center needs a complete refurbishment, including but not limited to: Flooring replacement; Cabinets, Doors and Floorboards refinishing & Counter replacement; Lighting upgrades. While all of these items are currently functional, they are all showing excessive wear and tear. The Hall is the heart of the community center and home to several public events each year in addition to our morning preschool. Given the heavy and mixed use of this room from public events to summer camp activities, all materials need to be heavy-duty to withstand rigorous use.
- **Tot Pool Complete Rebuild: \$750K+**  
The area surrounding the tot pool has been slowly deteriorating due to nearby creek bank erosion and resulting land settlement. As such, the entire tot pool and surrounding foundation will need to be rebuilt at some point. Staff does not have reliable cost or timing estimates at this time but assume this project will be at least \$750K and likely higher depending on total scope of work needed. Given the proximity to the creek, the project will likely incur substantial environmental analysis as well. Additionally, staff would strongly recommend the engagement of a contracted start-to-finish project manager.
- **Bathroom in Northern Area of Marinwood Park (near tennis courts): \$300K+**  
Staff does not have a reliable estimate at this time for the complete scope of work but assume this project will be at least \$250K and likely higher depending on civil engineering needs, building design and building manufacturing.

Beyond the specific projects listed above, there are several smaller scale capital needs as well which are typically addressed within annual operating budgets as financial resources allow.

Furthermore, in addition to the community center projects previously detailed (Kitchen, Main Hall) the remaining areas of the community center are also in need of attention. This includes but is not limited to:

- Admin Office & Classroom floor replacement
- Lobby floor replacement
- Refurbishment of all wooden trim and interior doors (replacing doors may be more efficient)
- New windows and exterior doors
- Lighting upgrades

Parks and Recreation Report  
March 2026  
Submitted by: Luke Fretwell, Recreation Director

## **RECREATION ACTIVITY REPORT**

### Summer Camp / Swim Lesson Registration

We opened registration for all our summer camps and swim lessons on Tuesday, March 3<sup>rd</sup> at 9:00am for Marinwood residents and Thursday, March 5<sup>th</sup> at 9:00am for non-residents. So far the registration process is going smoothly and there have not been any issues or errors. The vast majority of registration takes place online, but the first week of registration is always accompanied by non-stop phone calls and emails, along with a steady stream of customers coming into the community center to sign up in person, inquire about scholarships, or to set up payment plans.

### Swim Team

The Marinwood Waterdevils season started on February 25<sup>th</sup>. The team held an introductory “Splash Week” orientation for new swimmers during the first week and started the regular practice schedule on Monday, March 2<sup>nd</sup>. I want to acknowledge John Paul and his pool staff, as well as the Parks staff, for getting the pool facility cleaned and prepped for the start of the swim team season. The pool will open to the public on Monday, March 30<sup>th</sup> at which time we will be offering adult lap swim, recreation swim, private swim lessons, lifeguard training classes, pool party rentals, swim team, and water polo.

### Raise a Glass – Wine Tasting

“Raise a Glass,” our annual winter wine tasting event, took place Saturday, March 7<sup>th</sup> from 2-5pm at the community center. This was easily our best attended and most positively reviewed installment since the event’s inception 15 years ago. We had a record 17 wineries attend the event (including one who showed up unannounced!) and all winery staff praised the event, noting how engaging and interested the attendees were. They felt like it was time (and wine) well spent.

Our event featured live music by French club band Duo Gadjo, a talented husband/wife duo from France who have performed at the event the past few years and we were delighted to get to set them up on the patio in the unprecedented warm weather. We also hosted a raffle during the event for our Summer Camp Scholarship Fund which raised over \$1,000. Raffle items mostly included bottles of wine and wine tasting gift certificates, all generously donated by the attending wineries. I would like to acknowledge the rec staff for putting on a stellar event. I also want to acknowledge Marinwood lifeguard Quinn Wiley who designed the logo for this year’s commemorative wine glasses.

### “The Big Alta” Trail Running Event

Throughout the weekend of March 19-22 Daybreak Racing will once again be hosting a series of trail running events based in Marinwood. This year’s events will feature 50K, 100K, and 28K trail races on Friday, Saturday, and Sunday respectively. All 3 races, which take runners over dozens of trails throughout the county, will incorporate sections of Queenstone Fire Road and will finish in Marinwood Park, where post-race festivities and awards ceremonies will take place. We are pleased to be partnering with Daybreak Racing for the 3<sup>rd</sup> consecutive year and are looking forward to the event.

### Spring Art Show

Our Spring Art Show will take place on Saturday, April 18<sup>th</sup> in the community center. The theme of this year’s show is “A Slice of Life” and will feature artwork from 40-50 of Marin’s finest artists. The show will also feature hors d’oeuvres and refreshments, and a fire pit on the patio.

### Spring & Summer Staffing

Robyn and John Paul have been accepting applications these past couple months for lifeguard, camp counselor, swim instructor, and pool attendant positions for the spring and summer, and we will begin interviewing applicants in the coming weeks. It takes around 250 high school and college-age seasonal employees to operate our Aquatics and Summer Camp programs and, while many of our staff members return each summer, the staffing process is always a huge undertaking. Once the new staff are hired, we run them through extensive training, CPR & First Aid certification classes, and onboarding orientations. We look forward to meeting our new staff members in the coming months.

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

## **PARKS MAINTENANCE ACTIVITY REPORT**

### Pool Facility Preparation

This past month the parks maintenance staff have continued working to get the pool facility ready for the start of the season. They have inspected all the equipment, backwashed the filters and added new filter media, acid washed the chlorine generators, cleaned the sump pumps, and replaced cracked tubing on the liquid chlorine pumps. All of the skimmer assemblies were inspected and some repairs were made to a handful of skimmer weirs and baskets.

Last week staff cleaned the tot pool, which had been sitting stagnant all winter, and fired up the pump and heater. A handful of small leaks were discovered in the plaster and between some of the tiles. Staff were able to patch the leaks and the shell seems to be holding water. This week we will be acid washing the tot pool chlorine generators and getting the water balanced ahead of the start of the pool season.

This week staff have begun sanding and staining the benches around the pool deck, cleaning out the deck drains, making repairs to one of the patio umbrellas, and replacing windscreens along the fences that were damaged in the winter storms. The facility should be looking good for our opening on March 30th.

### Firemen's Hill Landscaping

This past month staff began refreshing the landscaping along the corner of Miller Creek and Lucas Valley Road, pulling weeds, trapping gophers, replacing deteriorated weed barrier, and replenishing woodchips. Later this spring we will be adding some new plantings and trees.

### Turf Preparation

This next month staff will begin aerating, seeding, fertilizing, and top dressing the lawns in the park and the pool ahead of the spring season. Last week staff fired up the irrigation system, which had been off all winter, and began inspecting each zone for breaks, leaks, and any needed adjustments. Marinwood's irrigation system consists of 45 valves, over 200 sprinkler heads, and 3 dozen drip lines. Throughout the irrigation season, staff frequently inspect, adjust, and repair our irrigation components to ensure everything is working properly.

### Tree Work

This past month staff spent time addressing two trees that had fallen across trails in the open space. The trees were cut so as to make the path accessible again, and the trees were strategically trimmed to remove any risk of rolling or falling. The small brush will be removed during upcoming wildfire prevention work; the large limbs and trunks will be left in place.

### Creekside Park Repairs

On March 9<sup>th</sup> staff received an alert that one of the platforms in the Creekside Park playground was broken. Staff inspected the structure and caution taped it off. It seems the damage may have been the result of vandalism—older kids or adults jumping on the platform until it cracked, which we have had similar occurrences of over the years at the Mini Park on Las Gallinas.

Upon inspection, a small handful of stress marks and cracking were observed on some of the other posts and decking in the surrounding area, likely a result of the same action that broke the platform in question. Staff are working with the playground manufacturer to replace the broken platform and determine if any of the other components need to be addressed. We hope to have the new part(s) installed within the next few weeks, which will depend on shipping.

### 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 drains and culverts
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry