

## MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, APRIL 26, 2022, 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. 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). 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 March 22, 2022 P&amp;R Commission Meeting</b>	Approve
4	<b>Draft Minutes of April 12, 2022 Board Meeting</b>	Review
5	<b>Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez</b>	Approve & Recommend
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 24, 2022 AT 7:00 PM

# Marinwood Community Services District

## Draft Minutes of Park & Recreation Commission Meeting

Tuesday – March 22, 2022

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

**Present:**

Commissioners: Chair John Tune, Jon Campo, Ian Fein

Absent: Michael Benesch, Anne Sjahsam.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Chris Case

**1. Agenda**

No changes were requested by Commissioners. Chair Tune adopted the agenda as presented.

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

The Commission received public comment regarding:

- a) Commissioner's ideas for the community

**3. Draft Minutes of January 25, 2022 P&R Commission Meeting**

Campo to approve/Fein to second Draft Minutes of January 25, 2022 P&R Commission Meeting. Ayes: Campo, Fein, Tune. Nays: None. Absent: Benesch, Sjahsam. Motion carried.

**4. Draft Minutes of March 8, 2022 Board Meeting**

Commission reviewed minutes.

**5. Discussion Regarding Fireman's Picnic Area Along Panhandle Trail**

Commission discussed area and potential future changes reaching consensus on removing existing BBQ's due to safety concerns.

**6. Park Maintenance Facility Project Update**

Commission received verbal report regarding current project status.

**7. Marinwood Park Play Structure Replacement Project Update**

Commission received verbal update regarding current project status and potential timelines.

**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**

None

**10. Adjourn**

Meeting adjourned at 8:20 PM

Eric Dreikosen

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – April 12, 2022

**Time and Place:** 7:30PM 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 Lisa Ruggeri, Chris Case, Kathleen Kilkenny, Sivan Oyserman and Bill Shea.  
Staff: District Manager Eric Dreikosen, Fire Chief Darin White, Recreation Director Luke Fretwell and Administrative Assistant Tiffany Combrink.

**A. Call to Order & Roll Call of Directors**

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

**B. Agenda**

Agenda adopted as presented.

**C. Resolution No 2022-04: *Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission.***

Shea to approve/Oyserman to second Resolution No. 2022-04

All in favor. Motion carried unanimously.

**D. Consent Calendar**

a. *Draft Minutes of Regular Meeting of March 8, 2022 (Remote Meeting)*

b. *Bills Paid Nos. 6178 - 6240*

Shea 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:**

The Board of Directors received public comment regarding:

- a. New generation of Marinwood residents
- b. Request for maintenance to the surfaces of the tennis courts.

**F. District Matters:**

1. *2nd Draft District Operating Budget for Fiscal Year 2022-2023*

Board of Directors reviewed Second Draft of Operating Budget for Next Fiscal Year.

2. *Resolution 2022-05: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*

Oyserman to approve/Kilkenny to second Resolution 2022-05

All in favor. Motion carried unanimously.

3. *Resolution 2022-06: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance*

Case to approve/Kilkenny to second Resolution 2022-06

All in favor. Motion carried unanimously.

4. *District Manager Report*

Board of Directors received District Manager Report

**G. Fire Department Matters:**

1. *Draft Minutes of the Fire Commission Meeting of April 5, 2022*

Board of Directors reviewed Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

**H. Park and Recreation Matters:**

1. *Draft Minutes of Park and Recreation Commission Meeting of March 22, 2022*  
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting.
2. *Recreation and Park Maintenance Activity Reports*  
Board of Directors received Recreation and Park Maintenance Activity Report

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

- Director Case suggests future discussion regarding future pool and other large project needs
- Director Oyserman requests updates on tennis courts
- Director Oyserman requests update with Chief White regarding potential PG&E power line underground work in Marinwood

Meeting adjourned at 10:03PM

Tiffany Combrink, Secretary



# Staff Report

**To:** Park & Recreation Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** April 26, 2022  
**Re:** Request for placement of memorial bench in memory of Jim Juarez

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Commissioners,

Please see the included correspondence received from Sean Juarez requesting a memorial bench be placed at the Marinwood Park horseshoe pits in memory of Marinwood resident Jim Juarez.

In accordance with the District's "Memorial & Recognition Policy" all requests for placements of memorials are to first be considered by the applicable commission. Specifically, the policy states:

**Policy and Procedure:**

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
  - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
  - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.

The complete Memorial & Recognition Policy has been included for your reference and can also be found on the District's website at: <https://www.marinwood.org/policies>.

**Staff Recommendation:** Approve for recommendation to the Board of Directors the placement of a memorial bench at the Marinwood Park horseshoe pits in memory of Jim Juarez.

To: Marinwood Park and Recreation Board

I'm writing you this letter to ask for your consideration of placing a bench and plaque in my dad's honor at the Marinwood Horseshoe pits. My dad, Jim Juarez, passed away March 29<sup>th</sup> at the age of 76 after being a valued member of the Marinwood community for 45 years. This bench would give my family and extended family a place to visit and reconnect with him.

Jim "Jimbo" Juarez and his wife Margo moved to Marinwood in the fall of 1977. For the last 45 years they have called this special place home living at 599 Miller Creek Rd. They raised two children Sean and Stephanie in this beautiful community and even convinced his son Sean to move back home to raise his own family here.

Jim worked as a San Francisco Firefighter (SFFD) for 30 years which allowed him maximum time to be present as a father and to give back to his community. Shortly after moving into Marinwood, Jim started coaching CYO basketball with the youth of this community even without his own children being old enough to participate in youth sports at that time. This was the start of Jim's giving back to his community and that was parlayed into years and years of coaching with Dixie Youth Soccer (DYSA), Dixie Little League Baseball and then eventually 30 years of High School Softball coaching between Terra Linda and Marin Catholic High Schools. Jim also started the Las Gallinas Slow Pitch Softball Adult Recreation League with games played at Dixie, Mary E. Silveira and eventually McInnis Park. While being the founding father of the league he also headed up his own team, Marinwood Red which his son carried on up until 2015.

While athletics were a big part of Jim's interests and a way he gave back to his community it was certainly not limited to that. Jim was a huge presence at July 4<sup>th</sup> picnics in the park, setting up the annual sack races, part of the judging panel for BBQ'd ribs and could always be seen with a smile at the Fireman's pancake feed. Later in life, Jim loved attending Marinwood Waterdevil swim meets where he would root on the team, which two of his four grandchildren swam for, and one of which is coach on the swim team staff today. Jim was also a fixture at Marinwood's music in the park, social events and always the life of the party. Jim would also routinely stop in with the Marinwood Fire Department and talk to them about old firehouse stories.

Jim also had a big love for the YMCA, which he and his family were original members since 1987's grand opening. Jim loved working out and playing basketball for years and then as he aged his YMCA visits become social hours for him and buddies talking about stories over coffee.

Perhaps Jim's favorite thing was Friday afternoons at the Marinwood horseshoe pits. Jim was part of the crew that donated their time building the horseshoe pits and was a regular each and every Friday afternoon. Jim was always part of a team and fraternity in life between his own athletic and work career. When he retired from the SFFD in 2004 losing that daily comradery with his fellow firefighters was very hard for him, but the horseshoe crew gave him that identity back. He was amply given the nickname of the "Godfather" and is the only current member of the Marinwood Horseshoe Hall of Fame.

In closing, Jimbo was a friend to all. Rarely, if ever, did he have a bad word to say about anyone or anything. He was the eternal optimist whose cup was always half full and he breathed inclusivity for all. Whether he was sitting in the sunshine on his front porch listening to oldies or taking a ride around the neighborhood in his electric wheel chair one thing was always consistent, an infectious smile and zest for life.

Sincerely,

Sean J. Juarez

# **MARINWOOD COMMUNITY SERVICES DISTRICT MEMORIAL & RECOGNITION POLICY**

*Adopted by Board of Directors: October 10, 2017*

## **Purpose:**

The purpose of this policy is to provide direction to the Marinwood Community Services District (MSCD) Board of Directors, the Commissions, and the District Manager for consistency of formal recognitions, memorials and dedication of District property when recognizing individuals, organizations, or businesses who contributed significantly to the District or recognizing events that shaped this community.

## **Definitions:**

- A significant contribution is herein defined as:
  - more than 5 years of volunteer service on District Commissions, Board of Directors or Volunteer Fire Department
  - more than 10 years of employment with the District
  - creation of a new program
  - improvement to District property
  - donation of fixed assets for the District
  - other enhancement to the District at large
- A formal recognition is a letter from the President of the Board of Directors to the recipient or their family, and/or a proclamation drafted by the President of the Board of Directors and posted on the Marinwood website on the “Recognitions and Memorials” page. The digital option provides high visibility and opportunity to elaborate on the contribution made; history, impact, visuals, etc. Donations of plant material and landscape improvements are examples of recognitions best highlighted as outlined above. Formal recognitions shall be completed within a month of the approval by the Board of Directors.
- A memorial is a plaque, marker or other item that can be affixed to a fixed asset on District property. The size of the memorial shall be scaled to the fixture and appropriate to the environment of the facility or area in which it is placed. Appropriate materials shall be bronze, stone, or other durable material.
  - Bench plaques shall be no larger than 6”x 8”.
  - Markers shall be no larger than 11”x 14”.
  - Other memorials shall be no larger than 18”x 20”A memorial includes a formal letter from the President of the Board of Directors and/or proclamation on District website.
- A dedication is naming of District property to mark an extraordinary event in District history or honor an individual, organization or business whose significant contribution to

the District secured a renovation or addition of fixed assets or creation of new programs benefiting the Marinwood community.

A dedication includes a formal letter from the President of the Board of Directors and/or proclamation on District website, as well as a placement of a plaque on District property, if feasible. Memorial guidelines listed above apply.

**Policy and Procedure:**

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
  - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
  - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.
5. District staff, Commissioners and Directors may initiate requests for recognitions, memorials, or dedications on behalf and at the expense of the District following the approval process set forth in this policy.
6. Bequests and other substantial donations to the District memorializing a resident, volunteer or employee are always welcomed and appreciated, and can be discussed with the District Manager at any time. The final decision will rest with the Board of Directors.

## **RECREATION**

### Summer Camp & Swim Lesson Registration

Summer Camp Registration opened to Marinwood residents on Monday, March 14<sup>th</sup> and to everyone else on Thursday, March 17<sup>th</sup>. Demand appears to be at or above pre-COVID levels, with several camps completely filling within the first week of registration. Summer camp begins on Monday, June 13<sup>th</sup> and will run for 9 weeks this summer. This summer we are offering 13 different day camp groups for ages 3 – entering 7<sup>th</sup> grade; around a dozen different specialty and enrichment camps including sports camps, LEGO engineering, jazz combos, and Babysitter's Training; as well as Guards in Training and Counselors in Training programs for middle school aged kids. Staff continues to market the available camp groups and we expect most spots to be full before summer.

Swim lesson registration has been similarly busy, with most sessions of lessons filling up. This summer we are offering group, private, semi-private, and parent-tot swim lessons.

### Pool Season Opening

The 2022 pool season commenced on Monday, April 4<sup>th</sup> and our first week of programs has been well-attended. It's been great to see so many of our longtime swimmers back at the pool. This spring we are offering adult lap swim, recreation swim, tot pool hours, lifeguard training, swim lessons, pool party rentals, the Waterdevils Swim Team, and water polo.

### Las Gallinas Lions Club Easter Egg Hunt

On Saturday, April 16<sup>th</sup> the Lions Club hosted their annual Easter Egg Hunt at the Community Center, featuring photos with the Easter Bunny, live animals, and of course the egg hunt. In spite of the risk of rain showers, more than 300 people turned out and the event was great success. The Recreation Department supported the event by providing staff for the Easter Bunny, doing marketing, and providing equipment. We are grateful for the ongoing partnership we have with the Lions and are thrilled they had such a wonderful event.

### Spring Art Show

The Spring Art Show will take place Saturday, April 23<sup>rd</sup> from 3-7pm at the community center and will feature works from some of Marin's favorite artists on the theme "Through Artists Eyes." Our semi-annual art shows are a unique and special part of our event offering each year and tend to bring in a different demographic than some of our other events. We are looking forward to seeing some of the latest creations from Marin's thriving art community.

### Summer Preparation

This next month Robyn and John Paul will be finalizing the camp and pool staffs for the summer, hosting trainings and certification classes for our part-time staff members, creating staff schedules, ordering supplies, and much, much more as summer approaches.

### Guy Returns

We are excited to announce that our longtime employee Guy Doers will be returning to work for the first time since the pandemic. Guy belongs to PDS (People with Disabilities Succeeding), a local program for adults with developmental disabilities that has partnered with the Marinwood Recreation Department for over 10 years to provide employment opportunities to their clients. Guy has worked for us since 2010 performing custodial work on a part-time basis. We are excited to also welcome JP to our staff, a fellow PDS member and close friend of Guy's who will be working alongside Guy moving forward.

## **PARKS & BUILDING MAINTENANCE**

### Parking Lot

On March 25<sup>th</sup> we had the parking lot re-stripped and all the curbs repainted and it looks great. During this time staff also removed the juniper plants from around the parking lot, added woodchips, and refreshed the landscaping. The area is looking great.

### Pool

During the week of March 28<sup>th</sup> we had several areas of the pool deck repaired and patched. Additionally, lettering around the deck indicating the different pool depths had become chipped and hazardous and was replaced with square ceramic tiles that are easier to read and will be much nicer on the toes. That same week, staff made repairs to the pool's emergency exit gate, updated the landscaping around both pools, repaired picnic tables, and cleaned up the two reservable picnic areas.

### Luiz Court Path

During the week of March 28<sup>th</sup> work was done to clean up the path between Luiz Court and Mt. Rainier Drive. Several trees were thinned and limbed up, a large amount of dead brush was hauled out, and some poison oak was removed.

### Firemen's Picnic Area

During the week of April 11<sup>th</sup> staff removed the 2 barbecues from the Firemen's Picnic Area. Work is currently being done to remove graffiti. A dangling branch was roped off and removed on April 21<sup>st</sup>. Further tree trimming work is scheduled in the area the week of May 2<sup>nd</sup> to remove some dead branches and lighten up some trees. Staff is working on repairing the drinking fountain that is currently out of order.

### Upcoming Projects

In the coming weeks staff will be adding plantings around the community center, repairing some of the storage sheds, and updating the landscaping at Creekside Park.

### 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 trailhead
- 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