

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, APRIL 27, 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	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 February 23, 2021 P&R Commission Meeting	Approve
4	Draft Minutes of March 16, 2021 Joint P&R/Fire Commission Special Meeting	Approve
5	Draft Minutes of April 13, 2021 Board Meeting	Review
6	Marinwood Park Play Structures Replacement Project	Discuss
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 MAY 25, 2021 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – February 23, 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

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

2. Public Comment on Non-Agenda Items

Commissioners received public comment regarding:

- a. Growth in use of parks & open space; Creation of “bike only” trails

3. Draft Minutes of January 26, 2021 P&R Commission Meeting

Fein to approve/Campo to second Draft Minutes of January 26, 2021 P&R Commission Meeting.
All approved. Motion carried unanimously.

4. Draft Minutes of February 9, 2021 Board Meeting

Commission reviewed minutes.

5. Prop 68 Per Capita Funding Grant: Marinwood Park Play Structures Replacement Project

Commission discussed project. Commissioner Fein volunteered to assist staff in the initial planning phases of the project. Commissioner Sjahsam expressed potential interest in volunteering for the same and will confirm with staff in the coming weeks.

6. Marinwood Park Maintenance Facility Project Update

Commission reviewed status update regarding the project.

7. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

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

- Campo suggested the possibility and practicality of Commission meeting every other month at some point in the future.
- Dreikosen informed Commission of the possibility for a March joint-meeting with the Fire Commission in lieu of their regular March meeting for the purpose of reviewing District’s open space fire prevention/vegetation management plan for upcoming year.

9. Adjourn

Meeting adjourned at 8:51 PM

Eric Dreikosen

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF JOINT FIRE COMMISSION AND PARK & RECREATION COMMISSION
SPECIAL MEETING
March 16, 2021

Time and Place: 7:00 PM Via Teleconference

Note: This meeting and presentation may be viewed on the Marinwood YouTube channel here:
<https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Fire Commissioners: Chair Steve Farac (joined at 7:25pm), Tom Elsbree, Pascal Karsenti, Ron Marinoff

Fire Commissioners Absent: Greg Stilson (CSA 13 Alternate)

P&R Commissioners: Chair John Tune, Jon Campo, Ian Fein

P&R Commissioners Absent: Anne Sjahsam

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Darin White, Recreation Director Luke Fretwell, San Rafael Emergency Manager Quinn Gardner and San Rafael Fire Department Vegetation Management Specialist Kate Anderson

Board: Kathleen Kilkenny, Lisa Ruggeri

A. Call to Order – Roll Call of Commissioners

The meeting was called to order at 7:07 PM

B. Marinwood CSD Open Space Fire Prevention Vegetation Management Projects

SRFD personnel Quinn Gardner and Kate Anderson led a visual presentation providing an overview of the District's intended fire prevention vegetation management projects and residential defensible space initiatives to occur at various points throughout the upcoming year utilizing dedicated funding allocated from the Marin Wildfire Prevention Authority (MWPA).

P&R Commissioner Fein inquired about prior projects performed in the area of Queenstone Fire Road. Fein also asked if slope direction impacts fire risk. Fein was informed northwest facing slopes receive less direct sunlight than southwest facing slopes which become dryer and more susceptible to fire danger, however, wind speed and direction also has a large impact during a fire event.

Director Kilkenny inquired about other open space areas connected to the Elvia Ct project area. It was explained that these properties are privately owned and that the District's focus at this time was a "house-out" approach from existing residences abutting District owned open space.

Fire Commissioner Karsenti inquired about open space properties located in the North and Northeast sections of Marinwood. It was explained that these properties are privately owned. It was also stated there may be potential to address privately owned open space properties as "core" projects are developed and implemented by the MWPA.

P&R Commissioner Fein inquired about existing fire road inventory and potential projects. He was informed the system of fire roads located within and near District properties could potentially be addressed as a "core" project by the MWPA.

P&R Commissioner Campo expressed concern regarding potential biological impacts and considerations including sensitive species and invasive species management in project areas. It was explained that staff consists not only of fire prevention specialists but also of environmental subject matter experts including Registered Professional Foresters and those with other formal environmental science education. Project planning processes include California Environmental Quality Act (CEQA) compliance as well as potential biological site assessments performed by independent environmental consultants. Identified best practices would be implemented, including within debris removal planning, and many projects would involve the removal of existing invasive species as an aspect of fuel reduction goals. Campo expressed concern regarding a potential lack of data regarding sensitive species within the referenced applicable databases and inquired further as to specific practices and techniques regarding invasive species management. It was briefly explained that all tools and clothing were thoroughly cleaned between projects as an existing practice. Chief White encouraged Campo to communicate directly with staff as a follow-up in which his questions could be addressed in more detail. Chief White also encouraged Campo to inform staff of any additional information and resources he may be aware of in regards to potential local environmental and biological concerns.

P&R Commissioner Fein inquired about residential "Chipper Days." It was explained these events are a county-wide initiative coordinated through the MWPA in partnership with FireSafe Marin and is a free service to residents who remove high-risk flammable vegetation from their properties. This service would provide opportunity to have the vegetation chipped and hauled on select dates. The District will make announcements to the community as Chipper Day event dates are established for our area and hope to coordinate this service with the planned residential home hardening assessments that will also be performed at no cost.

C. Public Comment

A member of the public expressed concern regarding potential biological and environmental impacts and requested clarification of the “100-foot defensible space zone” in regards to residential properties. It was explained the 100-foot zone was from structures and the portion of these zones that extend into public open space from each applicable residence would be the focus of District projects. Further clarification was requested regarding the height of potential understory clearing to be performed as well as any work to be performed in tree canopy sections. It was explained understory clearing, where applicable, would not exceed six feet in height and that no work was planned for the tree canopy sections. Further clarification was requested regarding size of teams performing the work, equipment to be used and debris removal. It was explained that size of teams would vary depending on the specific project and that anticipated equipment would primarily consist of hand tools such as loppers and chainsaws. Hauling out debris would be the preferred method of removal where feasible but that other slash treatments could include “lop and scatter” or “chip and scatter” where the ability to haul out is not feasible. These techniques would be performed in a manner so as not to present an unacceptable fire, safety or environmental hazard.

No other members of the public submitted comment.

D. Adjourn

The meeting was adjourned at 8:21 PM

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – April 13, 2021

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 Bill Shea, Chris Case, Kathleen Kilkenny, Sivan Oyserman, and Lisa Ruggeri.

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

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

B. Agenda

No proposed changes to the agenda.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of March 9, 2021 (Remote Meeting)*

b. *Bills Paid Nos. 5265-5332*

Kilkenny 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. District contracting procedures; Solar contract

E. District Matters:

1. *2nd Draft District Budget for Fiscal Year 2021-2022*

Board of Directors received 2nd Draft District Budget for Fiscal Year 2021-2022

2. *Resolution 2021-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*
Oyserman to approve/Case to second “Resolution 2021-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services.”

All in favor. Motion carried unanimously.

3. *Resolution 2021-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance*

Oyserman to approve/Kilkenny to second “Resolution 2021-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance.”

All in favor. Motion carried unanimously.

4. *District Manager Report*

Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of April 6, 2021*

Board of Directors reviewed Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

3. *Date of Next Fire Commission Meeting – May 4, 2021*

G. Park and Recreation Matters:

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

2. *Date of Next Park & Recreation Commission Meeting – April 27, 2021*

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

- Update on playground equipment replacement project

Meeting adjourned at 9:01PM

Tiffany Combrink, Secretary

Parks and Recreation Report
April 2021
Submitted by: Luke Fretwell, Recreation Director

RECREATION

This past month the Recreation Staff continued conducting interviews for part-time summer staff positions, opened Marinwood's 2nd Virtual Art Show, hosted a Spring Break Camp, continued accepting registrations for spring and summer programs, and began increasing summer camp enrollment and program offerings following the recent easing of health guidelines.

Spring 2021 Art Show – “New Work”

Our Spring 2021 Virtual Art Show premiered on April 5th and ran through April 16th on our website, Instagram, and Facebook pages. The show, titled “New Work,” featured over 50 local artists showcasing works created during this past year of sheltering at home. Despite being all online, the show was extremely popular, receiving up to 800 daily views. A big thank you to Susan Press for organizing and directing the show and to Carolyn Sullivan for the technical execution. We hope to resume live, in-person art shows this fall.

Summer Camp Enrollment

When we opened registration for summer camps in March, the health guidelines restricted us to 14 kids per camp and everything filled up quickly. The restriction on camp enrollment was removed when Marin moved into the orange tier on March 24th and we increased our enrollment to 25 kids per camp for most camps, or about 60% our normal enrollment. Increasing to 25 will allow us to strike the necessary balance between operating a safe program in accordance with all the pertinent health guidelines and being able to accommodate many more families. Staff began contacting waitlisted families on April 12th and have been working diligently to fill the more than 500 new openings. We expect to have everything filled by mid-May. The response from parents has been overwhelmingly appreciative.

Spring Break Camp

We ran our annual Spring Break Camp the week of April 5th, providing camp to over 30 kids. Campers were able to use the pool each day and everything ran smoothly.

Pool

The pool season commenced on Monday, April 12th. We are currently offering adult lap swim reservations and tot pool reservations 7 days/week, the Waterdevils swim team have begun practicing in the evenings. We will begin offering swim lessons and recreation swim reservations in mid-May. Lap Swim reservations have been extremely popular, selling out for almost every timeslot.

As health guidelines continue to relax, staff are planning for the possibility of being able to pivot to a more traditional pool schedule and be able to accommodate a larger number of pool users this summer. We will update our website and distribute any new information as it materializes.

Tennis

Following moving into the orange tier, we were able to open up several new tennis classes for the spring and summer and everything is filling up.

Staffing

The recreation staff have continued interviewing for part-time summer positions and the summer camp and pool staff are being finalized. Each summer Marinwood employs more than 200 local high school and college kids as camp counselors, lifeguards, and swim instructors. We are pleased to be able to offer so many kids their

first job. Many of them return for 3-4 summers and get promoted to camp directors, senior lifeguards, and program supervisors. And on rare occasions, some stick around long enough to get hired full-time (including current recreation staff members Robyn Bruton and Carolyn Sullivan). Joining Robyn and Carolyn in this special category, I am pleased to announce that we have hired John Paul Kessler as our new Recreation Supervisor. John Paul started working at the Marinwood Pool when he was 15 and worked for close to 10 years as a lifeguard, swim instructor, senior lifeguard, and eventually Head Guard learning virtually everything there is to know about the pool. After a brief hiatus, we are pleased to welcome him back to Marinwood in this new full-time role. I look forward to introducing him in person in the coming months.

PARKS & BUILDING MAINTENANCE

This past month the Parks Staff continued re-landscaping the “Firemen’s Hill,” the large area adjacent to the firehouse where the bay tree fell last year, repairs were completed at the pool, and Estevan had a baby.

Firemen’s Hill

Staff have been making good progress on our re-landscaping project next to the firehouse. Staff have removed and replaced the defunct irrigation system, added dirt to level the area, have begun replacing the rotted retaining wall, added weed barrier and woodchips, and begun resurfacing the walking path. New plantings and trees will be added once these initial steps are completed and the area is cleaned up. We are excited to finally be giving the area a much-needed update.

Pool Repairs

On March 25th new lights were installed in the pool to replace the old ones that had ceased working. This same week we also installed a new pump motor for the tot pool, to replace the old one that had begun to fail. We got more than the average lifespan out of both pieces of equipment.

Upcoming Projects

In addition to continuing to work on the firemen’s hill landscaping, in the coming weeks staff will also be painting in the pool pump house, finishing repairs on the waterslide, adding fall material to the playgrounds, and fortifying the turf ahead of summer, among many other things.

Staffing

We are currently accepting applications for our vacant maintenance worker II position and will begin conducting interviews in the coming weeks. We have some part-time help in the meantime to get us through this short-staffed season. I want to acknowledge Marco Giron and Estevan Chavez for picking up the slack and continuing to get things done while shorthanded.

Estevan

On March 20th, Estevan welcomed his son Cooper to the world. We are extremely happy for Estevan and his fiancé Meghan and are looking forward to meeting Cooper soon.

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