

# MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MAY 24, 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 April 26, 2022 P&amp;R Commission Meeting</b>	Approve
4	<b>Draft Minutes of May 10, 2022 Board Meeting</b>	Review
5	<b>Update Regarding Potential Trail Along Miller Creek</b>	Review
6	<b>Identified Capital Needs Planning for Park and Recreations Depts</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 JUNE 28, 2022 AT 7:00 PM

# Marinwood Community Services District

## Draft Minutes of Park & Recreation Commission Meeting Tuesday – April 26, 2022

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

**Present:**

Commissioners: Chair John Tune, Michael Benesch, Jon Campo, Ian Fein, 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) Offering Rec programs for families on Saturdays

**3. Draft Minutes of March 22, 2022 P&R Commission Meeting**

Fein to approve/Campo to second approval of Draft Minutes of March 22, 2022 P&R Commission Meeting.  
All in favor. Motion carried unanimously.

**4. Draft Minutes of April 12, 2022 Board Meeting**

Commission reviewed minutes.

**5. Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez**

Fein to approve/Campo to second approval of Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez. All in favor. Motion carried unanimously.

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

Commission received Recreation and Park Maintenance Activity Report.

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

- Campo requested update on potential Miller Creek Trail when new information is available.
- Dreikosen informed Commission they would be presented with identified capital project needs information.

**8. Adjourn**

Meeting adjourned at 8:02 PM

Eric Dreikosen

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – May 10, 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: Vice President Sivan Oyserman, Chris Case, Kathleen Kilkenny, and Bill Shea.

Staff: District Manager Eric Dreikosen, Fire Chief Darin White, Recreation Director Luke Fretwell and Administrative Assistant Tiffany Combrink.

**Absent:** President Lisa Ruggeri

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

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

**B. Agenda**

Agenda adopted with item E.3. "Review of Marinwood CSD Board of Directors Bylaws" postponed to the June 14, 2022 Board of Directors meeting

**C. Consent Calendar**

- a. *Resolution 2022-07: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission*
- b. *Draft Minutes of Regular Meeting of April 12, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6241 - 6300*  
Shea to approve/Case to second "consent calendar as presented."  
Aye: Oyserman, Case, Kilkenny, Shea. Absent: Ruggeri. Motion carried.

**D. Public Comment Open Time for Items Not on Agenda:**

The Board of Directors received public comment regarding:

- a. Vision for a better Marinwood for tomorrow.
- b. State's plan for 2024 phase out of gas-powered leaf blowers and lawn mowers.

**E. District Matters:**

1. *Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez*  
Shea to approve/Kilkenny to second "Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez."  
Aye: Oyserman, Case, Kilkenny, Shea. Absent: Ruggeri. Motion carried.
2. *Fiscal Year 2022-2023 Proposed District Operating Budget*  
Shea to approve/Kilkenny to second "Fiscal Year 2022-2023 Proposed District Operating Budget."  
Aye: Oyserman, Case, Kilkenny, Shea. Absent: Ruggeri. Motion carried.
4. *District Manager Report*  
Board of Directors received District Manager Report

**F. Fire Department Matters:**

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

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park and Recreation Commission Meeting of April 26, 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

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

- none

Meeting adjourned at 9:22PM

Tiffany Combrink, Secretary

# Staff Report

**To:** P&R Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** May 24, 2022  
**Re:** Update: Potential Miller Creek Trail

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Commissioners,

I was able to speak further with Robert Eves, developer of the proposed senior living center to be constructed at the end of Marinwood Ave. For your reference, I have also included a formal letter provided by Mr. Eves for your review.

To refresh, a condition of the development's approval that originally occurred in 2006 included a primitive trail to be constructed along Miller Creek from Las Gallinas Ave to the extension of Marinwood Ave eventually leading to the senior living facility. The District contracted with a trail design consultant, Timothy Best, to provide a report on the feasibility and estimated costs of constructing a trail through this area. Mr. Best provided several options representing various trail designs and construction concepts and their associated estimated costs. District staff strongly recommended one of the options presented at a total estimated construction cost of \$274,000.

It was acknowledged this trail design far exceeded what was described in the original 2006 development approval agreement. Staff was asked to communicate with Mr. Eves in regards to potential cost sharing for this initiative and what would represent a reasonable financial contribution on the part of the developer. Mr. Eves has been very amiable in our conversations and recognizes the District's need to construct a trail in accordance with modern day trail standards. Mr. Eves also recognizes that regardless of the ultimate trail design selected, construction costs would be much higher than they would have been in 2006 when the agreement was originally approved. As such, Mr. Eves proposed we ascertain the current day estimated cost of constructing a trail as described in the language included in the original 2006 agreement. Once that information is acquired, Mr. Eves and his development partners would then contribute that amount to overall project costs. Personally, I feel this represents a fair and reasonable solution for all parties.

With that, I have reached out again to Timothy Best to ask his opinion if any of the trail design concepts he originally presented closely resembles the trail as described in the 2006 agreement. If not, I have asked him to provide a professional construction cost estimate based on the 2006 trail description and his personal reconnaissance of the area. Unfortunately, Mr. Best will be out of town for the remainder of May and will not be able to provide this information until after he returns. However, he is happy to work on this for us as soon as he can upon his return. I will keep the Commission updated once we receive the pertinent information.



May 4, 2022

Mr. Eric Dreikosen, District Manager  
Marinwood Community Services District  
775 Miller Creek Road  
San Rafael, CA 94903

Dear Eric:

The purpose of this report is to bring you up to date on our current development activities for THE OAKS senior living community and to focus on the proposed creekside trail contemplated in our development approvals.

As you know, THE OAKS is approved by Marin County for 131 senior living apartments. The architecture is done and was very well received by the Planning Commission, the Board of Supervisors and nearby community members. We are finalizing the interior designs now.

As you know, we need to build a bridge crossing Miller Creek at the south end of Marinwood Avenue. A great deal of attention has been given to the bridge design in cooperation with County planning people and several environmental agencies. That work is now done, and the engineered drawings have been submitted to the Marin planning agencies for approval. When complete, we will be issued a Building Permit for the bridge and its roadway connections on its north and south sides. We expect to start the bridge construction in August with completion targeted at mid-October.

Our project civil engineer, ILS & Associates, is now working on the construction drawings for the roadway from the bridge to our building site. I am glad to report that the Planning Department is very pleased with the plan to eliminate most of the concrete retaining walls by doing some grading on CSD property where it meets our property. These roadside areas will become green and much more appealing than concrete along the new roadway. We are very grateful for your tentative support of this plan. When people drive along Highway 101 and look west onto our development site and your forested land behind us, they will no longer see hundreds of lineal feet of concrete walls. As promised, we

will deliver to your office a copy of the final roadway and grading plans for CSD approval.

My partners and I have discussed the new hiking trail that the CSD is considering. As you know, our development approvals include the repair of an old creekside trail from our property onto yours. You recently retained Timothy Best, a respected geologist and hydrologist, to explore the possibilities of vastly improving the old trail and creating new additions to it. You told me that you and the Board members of the Marinwood CSD believe that a well-designed bike and hike trail would be a terrific addition and likely to get a lot of use by Marinwood residents. Mr. Best's report presents a variety of alternatives, all of which are far grander than the trail that we are required to provide.

Since this new hiking trail will not be on our property, and since it will benefit Marinwood residents, we are willing to turn this project over to you. I think that you will be a lot happier with the results if the CSD builds a new trail supported and implemented by the CSD. We propose that the CSD settle on a final design and cost that works for the CSD, and we will pay our fair share of the cost of its development. The project will be managed exclusively by the CSD and we will cooperate fully. Our share of the cost should probably be whatever we would have spent to do the trail work that is directed by the County approvals. This will be a substantial cash contribution that we will pay to the CSD when you are ready to launch the new trail project.

If you have any questions about the topics covered in this letter, let me know. We want to keep you informed. And, if you elect to take on responsibility for the creation and maintenance of the new hiking trail, please let me know and we will be an eager supporter.

Thanks again for your consideration and support.

Respectfully,



Robert J. Eves



# Staff Report

**To:** P&R Commission  
**From:** Eric Dreikosen, District Manager  
**Date:** May 24, 2022  
**Re:** Review of Identified Park & Rec Capital Needs Planning

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Commissioners,

Please see the included document detailing identified potential capital project needs as well as historical capital projects completed since FY 13/14.

This item is for review/discussion only and requires no formal action of the Commission at this time. This document has been used by staff for the past several years as a planning tool in regards to large capital project needs. It is reviewed regularly and adjusted as needed. The intent at this time is to share with the Commission and seek any feedback on potential prioritization of various items listed and suggestions for items not currently included.

The top portion of the document lists the identified items/needs, estimated costs (exact costs are included for historic expenditures) as well as anticipated expenditure timing need when applicable.

The bottom portion of the document is intended for capital reserve planning purposes. While the bottom portion does not list all items, it does list those that are more significant in cost and also have fairly defined lifespans. In theory, the total cost of each item is divided by the estimated lifespan. Ideally, the annual amounts listed represent the amount of funds the District should be placing into capital reserves each year. Then, rather than use funds from either annual operating revenue or various financing options, the District would pull from the established capital reserve fund at the time of each needed expenditure.



Marinwood Community Services District  
Anticipated Park and Recreation Captial Expenditure and Reserve Needs

			Fiscal Year													Questions/Comments
			13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	
	Capital Expenditures	Estimated Cost														
Creekside	Playground replacement	\$150,000														Current equip. installed 2006.
Creekside	LVE Tennis Court Top Coat	\$7,500				\$5,750					\$7,360					3-4 year cycle depending
Creekside	LVE Tennis Court Resurface	\$60,000														Should be considered w/in next 2-3 years
MW Park	Tennis Court Top Coat (#3&4 - School)	\$8,250		\$8,250				\$12,000			\$2,500					3-4 year cycle depending
MW Park	Tennis Court Resurface (#3 & 4 - School)	\$100K-\$120K														Should be considered w/in next 2-3 years
MW Park	Tennis Court Top Coat (# 1 & 2 - Park)	\$12,000			\$11,300						\$14,720			\$12,000		3-4 year cycle depending
MW Park	Tennis Court Resurface (# 1 & 2 - Park)	\$100K-\$120K														Not currently recommended as urgent need
MW Park	Play Structure replacement	\$220,000										\$45,000				Add'l grant funding of \$177K
MW Park	Storm Drain Repair (Panhandle)	\$39,500							\$39,600							
MW Park	Cargo Storage Units	\$9,000								\$8,900						1-time purchase. Has resale value
Pool Cplx	New Pool Pump, Heater 1 & other maintenance	\$25,000		\$24,945												
Pool Cplx	Pool heater #1 replacement	\$6-\$8000					\$0						\$7,500			5 year cycle. Repalced in 2018 under warranty
Pool Cplx	Pool heater #2 replacement	\$6,000						\$6,000						\$6,000		5 year life cycle. 2nd heater should extend life
Pool Cplx	Wading pool heater	\$4,000		\$11,350				\$0					\$4,000			5 year cycle. Replaced in 2018 under warranty
Pool Cplx	Pool Salt Generator System Install	\$14,500			\$14,370											
Pool Cplx	Pool Covers	\$8,000								\$7,400						Approx 7-year life cycle.
Pool Cplx	Hydraulic Chair Lift (ADA)	\$8,000									\$8,000					Estimated timing need. Required by Code
Pool Cplx	Pool slide replacement	\$75,000														Not in current need of replacement
Pool Cplx	Pool Deck Concrete Repairs	\$10,000									\$7,700					Annual as needed budget alloc of \$10k
Pool Cplx	Wading pool (zero entry)	\$500K +														Determine design options/placement
Pool Cplx	Pool replastering (both)	\$120K-\$140K														
Pool Cplx	Pool Redesign and Construction	\$2mil +														
CommCtr	Rec Event Storage Shed	\$7,500	\$7,720													
CommCtr	Stove/Oven	\$6,000							\$6,050							
CommCtr	Kitchen cabinets, counters & flooring	\$75K - \$100K														Market driven costs at time of work
CommCtr	Reception Hall Floor Demo & Replacement	\$26,550	\$26,550													
CommCtr	Air Conditioning Installation - Main Hall Comm Ctr	\$21,000		\$20,622												
CommCtr	HVAC Furnace Replacement	\$14,000						\$6,000			\$6,500					Replaced 1 of 2 main hall heaters in 2018.
CommCtr	Commercial Bathroom Motion Sensors (toilets, sinks)	\$7,500								\$7,137						
CommCtr	Treat & stain wood trim on CC and pool building	\$12,000			\$11,900								\$15,000			
CommCtr	Parking lot slurry seal	\$15,000														Not currently needed
CommCtr	Phone System Replacement	\$5,000								\$3,210						
CommCtr	Reception Hall Room Divider	\$35,000									\$35,000					
Park V&E	Riding Mower	\$17,000										\$17,000				
Park V&E	Dump Trailer	\$8,000						\$8,000								
Park V&E	Utility Vehicles	\$16,000			\$16,000						\$14,000					
Park V&E	Truck - Park Maintenance	\$28,000				\$27,935										
Misc	Sidewalk & Pathway Repairs	\$15,000					\$7,500	\$7,500			\$7,500		\$7,500		\$7,500	Initial Split across FY's, then every other year
Annual Expenditure Totals:			\$34,270	\$65,167	\$53,570	\$33,685	\$7,500	\$41,000	\$55,885	\$26,647	\$103,280	\$62,000	\$34,000	\$18,000	\$9,000	

Measure A Funded Expenditures

Capital Reserves Allocations		Estimated Cost	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Notes
Creekside	Playground replacement (8-10 Years)	\$150,000					\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$150K/10 Years - Continue after replacement
Pool Cplx	Main Pool replastering - 10 yrs	\$80-\$100,000								\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100K/10 Years - Continue reserves after work
MW Park	Playground replacement	\$200,000											\$13,333	\$13,333	\$13,333	\$200K/15 Years - Begin reserves after work
Park V&E	Park Maintenance Truck	\$40,000					\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$40K/10 Years
Park V&E	Park Mainteneance Dump Trailer	\$8,000							\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$8K/10 years - Begin reserves after purchase
Park V&E	Utility Vehicles (two)	\$30,000							\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$30K/10 Years - Begin reserves after purchase
Park V&E	Riding Mower	\$20,000											\$2,000	\$2,000	\$2,000	\$25K/10 Years
CommCtr	HVAC Replacement	\$35,000							\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$35K/15 Years
Annual Capital Reserves Allocations:			\$0	\$0	\$0	\$0	\$19,000	\$19,000	\$25,133	\$32,800	\$32,800	\$35,133	\$48,133	\$48,133	\$48,133	

Parks and Recreation Report  
May 2022  
Submitted by: Luke Fretwell, Recreation Director

## **RECREATION**

### Summer Camp Registration Update

As of this week all but a couple of our camps are full for the summer. Enrollment for our specialty camps is strong and it looks like most will run this summer. Staff will continue to market the camps with openings thought the rest of the spring.

This year's camp program includes 13 different age group days camps (ages 3-entering 7<sup>th</sup> grade); an array of specialty camps including tennis, soccer, LEGO engineering, filmmaking, babysitter training, jazz band, and flag football; and our Counselors-in-Training and Guards-in-Training programs for 7<sup>th</sup> grade – 14-years.

### Pool Season Update

Our first month of the 2022 pool season has gone smoothly with strong attendance during both our lap swim and recreation swim hours. Group and Private swim lessons are almost completely full for the spring and summer, as are the lifeguard training classes.

We are currently accepting registration for the Guards-in-Training program and hope to fill that up before summer. The Guards-in-Training is not only a fun summer activity for middle school age kids who enjoy being at the pool but is also a great introduction to lifeguard skills for kids wanting to become lifeguards when they're older. In this camp participants learn and practice most of the skills that are taught in the American Red Cross Lifeguarding course, get to shadow the Marinwood lifeguard staff during recreation swim, and participate in staff trainings and audits throughout the summer. It has become a terrific feeder program for our lifeguard staff, and the vast majority of our lifeguards each year are former GIT's.

### Recreation Staff Update

I want to acknowledge the recreation staff for putting in a lot of extra hours and taking on some extra responsibilities this past month. In addition to his normal duties, Recreation Supervisor John Paul has been spending several hours each week filling in for lifeguards who have been unable to work due to COVID and other school-related circumstances. Robyn has similarly stepped in to fill in for one of our preschool teachers who is out with an injury, as well as for our after-school staff who, like the lifeguards, occasionally cannot work due to COVID exposures and other circumstances. Additionally, John Paul and Robyn have also been teaching CPR, Lifeguard Training, and Babysitter Training classes, averaging a class per week each, on top of their other duties. I am extremely grateful to them for their hard work and dedication to keeping their respective programs running smoothly in spite of continual staffing challenges.

## **PARKS & BUILDING MAINTENANCE**

### Turf Treatment

These past few weeks the Parks Staff have been performing pre-summer turf treatment, including aerating, fertilizing, and seeding the turf in the parks and pool.

### STRAW Program Work along the Panhandle

Throughout the week of May 2<sup>nd</sup> the STRAW Program spent several hours removing invasive plants throughout the creekbank along the panhandle. (The program had to pause during COVID and they put in a lot of extra time

to try and get caught up.) The area is looking great. Parks staff removed the piles and debris, which filled up our dump trailer 4 times over. We are grateful for our continuing partnership with the STRAW program and are excited to see them resume their activities.

#### Tree Trimming in Panhandle/Firemen's Picnic Area

The week of May 9<sup>th</sup> we had some tree trimming work completed along the panhandle path and in the Firemen's Picnic Areas to remove dead limbs and heavy overgrowth.

#### Down Tree on Horne Trail

On May 9<sup>th</sup> we were notified of a tree branch that had fallen across Horne Trail partially blocking access. Our crew was able to get out there and address the issue the following day.

#### Down Tree on Miller Creek Road

On May 11<sup>th</sup> a large oak tree fell in the median and across the road on Miller Creek Road between Queenstone and Peachstone. The Fire Department got the call and was able to clear the road quickly. The parks staff removed the tree from the side of the road and the median the following morning. Thankfully no people, cars, property, or power lines were damaged.

#### Park Staff Update

After several months working short-staffed, I am pleased to announce that we have finally filled our vacant third Maintenance Worker position. Cesar Alvarez started on May 9<sup>th</sup> and has quickly learned the ropes and gotten the hang of things. Cesar has an extensive background in landscape maintenance, irrigation, and turf management, and we are excited to have him on board, both for the experience he brings, as well as for making our small parks staff whole again.

#### Upcoming Projects

In the coming weeks staff will be installing shade sails on our community center patios, repairing some fencing in the panhandle, and adding plantings around the community center.

#### 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