

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MAY 25, 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 April 27, 2021 P&R Commission Meeting	Approve
4	Draft Minutes of May 11, 2021 Board Meeting	Review
5	Marinwood Park Play Structures Replacement Project	Discuss
6	Recreation and Park Maintenance Activity Report	Review
7	Commissioner Items of Interest - Requests for Future Agenda Items	
8	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 JUNE 22, 2021 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – April 27, 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. Park Maintenance Facility Project

3. Draft Minutes of February 23, 2021 P&R Commission Meeting

Campo to approve/Fein to second Draft Minutes of February 23, 2021 P&R Commission Meeting.

All approved. Motion carried unanimously.

4. Draft Minutes of March 16, 2021 Joint P&R/Fire Commission Special Meeting

Campo to approve/Tune to second Draft Minutes of March 16, 2021 Joint P&R/Fire Commission Special Meeting. All approved. Motion carried unanimously.

5. Draft Minutes of April 13, 2021 Board Meeting

Commission reviewed minutes.

6. Marinwood Park Play Structures Replacement Project

Commission discussed project. Commissioner Fein will work with staff to create a draft community survey to be presented to the Commission for review. Commissioner Sjahsam will work with staff to identify size of play structure(s) footprint to continue research on possibilities in accordance with anticipated budget.

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 requested update on Park Maintenance Facility.
- Fein requested discussion on Horne Trail in Blackstone Canyon

9. Adjourn

Meeting adjourned at 8:15 PM

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – May 11, 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 7:31pm.

B. Agenda

No proposed changes to the agenda.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of April 13, 2021 (Remote Meeting)*

b. *Bills Paid Nos. 5333-5397*

Kilkenny to approve/Oyserman 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. Legacy impacts of decisions made by the Board.

E. District Matters:

1. *Fiscal Year 2021-2022 Proposed District Operating Budget*

Oyserman to approve/Ruggeri to second “Fiscal Year 2021-2022 Proposed District Operating Budget as presented.”

All in favor. Motion carried unanimously.

2. *Park Maintenance Facility Project: Accept Bid from Lowest Qualified Bidder in Response to Notice Inviting Bids and Authorize Staff to Enter into Contract with Lowest Qualified Bidder.”*

Oyserman to approve/Shea to second “Park Maintenance Facility Project: Accept Bid from Lowest Qualified Bidder and to Authorize District Manager to Execute the Contract for the Base Bid Only.”

All in favor. Motion carried unanimously.

Case to approve/Oyserman to second “Accept Add Alt 02: Break Room Cabinetry with Sink from Lowest Qualified Bidder”

All in favor. Motion carried unanimously.

Board directed staff to request potential financing proposals for a 10-year loan in the amounts of \$500,000, \$650,000 and \$800,000 to be reviewed and potentially approved at a subsequent meeting.

3. *Resolution 2021-04: Approving and Authorizing the District Manager to Execute an Agreement between the Marinwood Community Services District and the City of San Rafael for Wildfire Prevention Services Including Defensible Space Evaluations.”*

Oyserman to approve/Case to second “Resolution 2021-04: Approving and Authorizing the District Manager to Execute an Agreement between the Marinwood Community Services District and the City of San Rafael for Wildfire Prevention services Including Defensible Space Evaluations.”

All in favor. Motion carried unanimously.

4. *District Manager Report (verbal)*

Board of Directors received District Manager Report.

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of May 4, 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 – June 1, 2021*

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation commission Meeting of April 27, 2021*
Board of Directors reviewed Draft Minutes of Park & Recreation Meeting
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – May 25, 2021*

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

- Dreikosen informed the Board next meeting will include: Changing Bank for Payroll Account; Adoption of Public Pay Schedule for FY 21/22; Adoption of Appropriation Limit for FY 21/22.

Meeting adjourned at 10:59PM

Tiffany Combrink, Secretary



Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: May 25, 2021
Re: Marinwood Park Play Structure Replacement Project

Commissioners,

As a component of the Commission's discussion regarding the Marinwood Park Play Structure Replacement Initiative, please see the included initial draft of a forthcoming community survey. Staff and Commissioner Fein will be seeking feedback and further suggestions as to possible modifications and additions prior to launching the survey into the community.

Marinwood Playground Community Survey

The play structures within the Marinwood Park playground are starting to approach the end of their useful life and it is getting increasingly difficult to find replacement parts to repair the equipment when needed. As such, Marinwood CSD has secured matching grant funds designated for the replacement of these highly utilized play structures.

The Marinwood CSD is hoping to enlist the community's help in envisioning what sort of play structures our community would like to enjoy when the play structures are replaced in the coming years. Please help us by filling out the following survey (potentially with your children, if you have them).

Marinwood CSD will conduct further community engagement efforts on the playground in the weeks and months to come.

Questions:

1. Please rank your favorite existing features of the Marinwood playground:

Swings
Monkey Bars
Twisty Slide
Tube Slide
Fireman's pole
Ladder
Other (please describe)

2. Other than Marinwood, what is your favorite playground in Marin County, and why?

3. Any other features that you wish the Marinwood playground would have?

4. Any other comments?

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

RECREATION

This past month was marked by the start of Recreation Swim reservations and private swim lessons at the pool, filling the remaining summer camp openings from the waitlist, opening up picnic rentals in the park, part-time staff trainings, and much preparation for the summer.

Summer Camp Enrollment

This past week staff finally finished filling the more than 500 open camp spots from the waiting list. After getting through the waitlists a small handful of openings remain but are filling up quickly.

Pool

On May 15th and 16th we had our first Recreation Swim reservations of the season. We are currently offering 2 different 2-hour Rec Swim timeslots on weekend afternoons and allowing up to 10 small groups per timeslot. In keeping with COVID guidance, each group has their own picnic area with picnic table, umbrella, and lounge chairs. The first weekend went smoothly. Reservations continue to come in and we are at or near capacity for most weekends this spring.

This past weekend we also began offering private and semi-private swim lessons on the weekends. Our first weekend of lessons went well with everyone easily adapting to the COVID protocols in place. We have begun adding lesson opportunities to accommodate the high demand we have seen this season.

Picnic Rentals

On May 3rd we began accepting reservations for our 2 group picnic areas in the park and reservations have been pouring in.

Summer Preparation

In addition to all the scheduling, planning, and ordering supplies for this summer, John Paul and Robyn have begun running trainings and orientations for our part-time spring and summer staff members. With a summer staff of over 200 high school and college employees, this is no small task. All our lifeguards undergo rigorous rescue, first aid, and CPR training (in addition to their lifeguard certification), and all our camp counselors and pool attendants get trained in CPR/AED and First Aid each summer. Providing a safe environment for our participants is always our top priority in all our programs.

PARKS & BUILDING MAINTENANCE

This past month the Parks Staff continued landscaping work on the firemen's hill, began fortifying the turf ahead of the heavy summer foot traffic, cleaned up the landscaping at the Mini Park and Creekside Park, repaired two irrigation leaks discovered on the field near the tennis courts, and began addressing damage done to the equipment at the mini park playground.

Firemen's Hill Landscaping Update

This past month staff finished completely rebuilding the 200 ft. retaining wall along the walking path that had become rotted and broken. Defunct and outdated irrigation lines were replaced and rerouted to be used for future plantings. Weeds, debris, and rock were removed, and weed barrier and fresh woodchips were spread over the entirety of the area. Staff will be resurfacing the walking path and pruning the trees and plants in the coming days and weeks. Additional plantings, decorative stones, and new signage will be added in the coming months. Staff continue to work on this project as time allows during limited windows between the numerous other maintenance duties and the inevitable unplanned repairs that pop up. I am grateful to Estevan and Marco for their continued hard work on this exceptionally large project.

Turf

The staff has begun aerating, seeding, and fertilizing the turf ahead of the summer. The goal is always to get things as fortified and robust as possible before the heavy foot traffic of summer camps and other heavy summer park use ensues.

Damage at Mini Park

Over the weekend of May 15th the Mini Park playground was vandalized leaving two of the platforms badly damaged and rendered unsafe. Staff immediately blocked off the unsafe areas with plywood and signage and we are looking into acquiring replacement parts.

Upcoming projects include more work on the firemen's hill landscaping, installing shade sails around the community center to provide shade for the summer camps, and painting at the pool.

Recruitment efforts continue to fill our vacant maintenance worker position and I hope I will have news by next month.

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