

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JUNE 23, 2020, 7:00PM

Internet Address: <https://us02web.zoom.us/j/81203260698>

Telephone Access: 669) 900-6833 or 346) 248 7799 or 253) 215-8782

Meeting ID: 812 0326 0698

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 25, 2020 P&R Commission Meeting	Approve
4	Draft Minutes of June 9, 2020 Board Meeting	Review
5	Update from the District Manager on Select Initiatives	Review
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 JULY 24, 2020 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – February 25, 2020

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

Commissioners: Chair John Tune, Jon Campo, and Anne Sjhsam.

Staff: Assistant Recreation Director Robyn Bruton and Administrative Assistant Tiffany Combrink.

Board Director: Bill Shea

1. Agenda

Campo to approve / Sjhsam to second agenda as presented. All in favor. Motion carried unanimously.

2. Public Comment on Non-Agenda Items

None.

3. Draft Minutes of January 28, 2020 P&R Commission Meeting

Sjhsam to approve / Campo to second Draft Minutes of January 28, 2020 P&R Commission Meeting. All in favor. Motion carried unanimously.

4. Draft Minutes of February 11, 2020 Board Meeting

Commission reviewed minutes.

5. Ponti Ridge Trail Project Update – Presentation by Marin County Open Space District Senior Natural Resources Planner Jon Campo

Jon Campo presented the Commission an update to the Ponti Ridge Trail Project.

6. Facility Spotlight: Creekside Park in Lucas Valley Estates (Presentation)

Presentation was postponed to a future meeting. Commissioners discussed their own observations of Creekside Park.

7. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report from Assistant Recreation Director Robyn Bruton.

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

- Postponed Creekside Park presentation to be included with Main Park presentation at next meeting.

9. Adjourn

Meeting adjourned at 7:47PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – June 9, 2020

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/UC0dvM2PvtsEzE25cRAf4Jmg>

Present:

Board Members: President Jeff Naylor, Leah Green, Sivan Oyserman, Izabela Perry and Bill Shea.

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

A. Call to Order

President Naylor 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 May 12, 2020 (Remote Meeting)*

b. *Bills Paid Nos. 4406-4564*

Shea to approve/Perry 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. Revenue impact from reduced “business”.

E. District Matters:

1. *Fiscal Year 2020-2021 Proposed District Operating Budget*

Green to approve/Perry to second Fiscal Year 2020-2021 Proposed District Operating Budget as presented.

All in favor. Motion carried unanimously.

2. *Resolution 2020-04: Determining the Fiscal Year 2020-2021 Appropriations Limit on Tax Proceeds*

Perry to approve/Oyserman to second Resolution 2020-04 as presented.

All in favor. Motion carried unanimously.

3. *Fiscal Year 2020-2021 Publicly Available Pay Schedules of All Positions*

Perry to approve/Oyserman to second Fiscal Year 2020-2021 Publicly Available Pay Schedules of All Positions as presented.

All in favor. Motion carried unanimously.

4. *Resolution 2020-05: A Regularly Scheduled Election be Held in This Jurisdiction; Requesting the Board of Supervisors to Consolidate with any Other Election Conducted on Said Date, and Requesting Election Services by the Marin County Elections Department.*

Shea to approve/Perry to second Resolution 2020-05 as presented.

All in favor. Motion carried unanimously.

5. *Temporary Construction License Agreement between Marinwood CSD and PG&E to Allow for PG&E to Conduct Gas Pipeline Pressure Testing within Marinwood Property.*

Perry to approve/Oyserman to second Temporary Construction License Agreement between Marinwood CSD and PG&E as presented.

All in favor. Motion carried unanimously.

6. *District Manager Report*
Board received the District Manager's Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of June 2, 2020*
Board 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 – July 7, 2020*

G. Park and Recreation Matters:

1. *Fiscal Year 2020-2021 "Measure A" Work Plan*
Green to approve/Oyserman to second Fiscal Year 2020-2021 "Measure A" Work Plan as presented.
All in favor. Motion carried unanimously.
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – June 23, 2020*

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

- Director Oyserman requests update on the start of Summer Camp
- Board President Naylor requests a prepared statement of support toward the BLM movement to be adopted by the Board.

Meeting adjourned at 9:45PM

Tiffany Combrink, Secretary

District Manager Update
June 23, 2020
To: P&R Commission
From: Eric Dreikosen, District Manager

As it has been a few months now since the P&R Commission has convened as a body, I wanted to provide you all a brief update on select District initiatives and projects. This is not intended as a complete list of all current District activities or initiatives impacting the Park & Recreation Departments.

Summer Camp

I feel it important to highlight the tremendous and thoughtful efforts of our Recreation and Administrative staff. Recreation Director Luke Fretwell, Assistant Recreation Director Robyn Bruton, Recreation Supervisor Stephanie Moret, Senior Administrative Assistant Carolyn Sullivan and Administrative Assistant Tiffany Combrink have worked tirelessly in preparation for our summer camp program that began this week. This includes the massive efforts involved with our program registration needs after we had already gone through the initial registration process for our originally planned camps, programs and services.

Until this year, no one anywhere has ever been faced with the daunting task of implementing a youth summer camp amidst a constantly evolving global pandemic. Their efforts have been nothing short of inspired, especially the few weeks leading up to summer camp upon receiving the final public health guidance as it relates to summer camps. Our community is incredibly fortunate to have such dedicated, caring and exceptionally talented professionals. In my 30-plus years working with youth development agencies and programs, I am as proud and impressed with their collective efforts as I have ever been.

Local Vegetation Management Projects

With the assistance of the San Rafael Fire Department Vegetation Management Inspectors, we have identified multiple unique vegetation management and defensible space project opportunities within our open space areas with a focus on the Wildland-Urban Interface (WUI) areas where open spaces directly border private residential properties. While we will not be able to realize the benefits of receiving a dedicated AmeriCorps team as previously thought, the projects have been submitted to the Marin Wildfire Prevention Authority (MWPA) for possible funding approval. In the meantime, we are in the midst of a smaller project involving goats grazing the open space area behind residences along Idylberry Road stretching to Queenstone Fire Road.

Park Maintenance Facility

Bill Hansell of Hansell Design and I continue to move forward. We have entered into agreement with a structural engineer as well as a geotechnical engineer. On Thursday June 11th, the geotechnical engineer had boring samples pulled from the building site to perform a soils sample evaluation and report which is needed to complete the structural engineering needs. We expect the complete report in the beginning of July which will allow the structural engineer to complete his work thus allowing our architect to complete the drawings needed for the building permit process. As a reminder, this project has already been approved by the planning department as a result of the design review process.

Fiscal Year 2020-2021 Operating Budget

At the Board of Directors meeting conducted June 9th, the board approved the FY 20/21 operating budget. If you have not had opportunity to review, the complete budget along with an accompanying staff report can be found in the board meeting agenda packet located here (Pgs. 8-20):

http://www.marinwood.org/sites/default/files/6-9-20_board_meeting_packet-remote.pdf

Recreation

The Recreation Department spent much of the spring season researching, preparing, and planning for many theoretical summer scenarios while shut down and sheltering amidst the COVID-19 pandemic, but on May 22nd we received word from the health department that summer camps would be allowed to operate, though with numerous restrictions and requirements. The days and weeks since have been a whirlwind of adjusting plans, creating new protocols, hiring and training staff, acquiring supplies, strategizing logistics, collaborating with other agencies, and much more in attempts to get our summer program up and running in just 3 weeks. Fortunately, much of our preparation the past couple months has proved congruent with the current health guidelines and we were able to start camps on June 15th, our originally scheduled start date.

Though the continuing shelter at home order--with its many restrictions on group interaction, facility use, and travel--has severely limited our ability to provide our normal schedule of recreation programming to our community, it has had the unforeseen effect of more closely uniting the many Parks and Recreation agencies of Marin and creating a new and vibrant sense of community among them. While closely collaborating with our Recreation peers throughout Marin County on how to interpret and respond to the various health orders, we have established good relationships and formed partnerships that will allow us to share ideas and resources long after the pandemic ends, and we are grateful for that opportunity.

Summer Camps

Our summer camp program started on Monday, June 15th and the first week went extremely well. Per the current health guidelines for operating summer camps, we have had to make numerous changes to our program, including but not limited to:

- Limiting enrollment to 12 campers per camp group (down from our usual 42)
- Extending session lengths from one week to three weeks
- Preventing campers and staff of one camp from mingling or interacting with those of other groups
- Implementing rigorous cleaning and sanitizing protocols
- Cancelling field trips, outside entertainers, and our Overnight Adventure stay away camp
- Eliminating the sharing of communal spaces and equipment by camp groups

The campers, parents, and staff all seem to be easily adapting to the new rules and protocols and campers are having a great time. We are really proud of our part-time camp staff for how well they have adjusted to the new conditions and for doing so with such a good attitude.

In order to allow our camps to have access to dedicated indoor space this summer, we asked the Miller Creek School District for classroom space at Miller Creek Middle School, where we have historically rented a small number of rooms for our specialty camps each summer. In a show of tremendous support, the school district has offered to rent us 5 large classrooms, use of the gym, field, blacktop, and 5 restrooms, which is greatly assisting in our ability to keep our camps separate, to provide campers needed breaks from the sun, and allowing us more space to run activities. We are especially grateful knowing the school has a great deal of unprecedented planning and preparation to do for the coming school year in light of the health order.

One of the many challenges we have faced in trying to bring our program into compliance with the health guidelines has been deciding how to reduce enrollment from the 42 campers we already had registered in most of our camps to the required 12. A limited supply of seasoned and experienced camp staff, coupled with a lack of available facilities, prevented us from being able to expand beyond the 14 camps we normally operate. We

settled on deciding enrollment by random drawing of currently enrolled participants, with Marinwood residents drawn first. While some camp parents have been understandably disappointed to lose spots in camp, the overall parent sentiment has been overwhelmingly supportive and appreciative of our efforts to still run camps in spite of the health restrictions and required enrollment reductions.

From a financial perspective, while we have had to reduce camp enrollment by almost 70%, slight increases in fees and efficient scheduling of staff have positioned us to not only cover expenses but also generate a modest amount of revenue this summer. While the road has been difficult, we are relieved to be able to offer childcare to over 200 families this summer.

I want to recognize Assistant Recreation Director Robyn Bruton for taking on the lion's share of planning, training, and preparation for camp; and Senior Administrative Assistant Carolyn Sullivan for practically single-handedly handling the daunting enrollment process, including responding to just under 2,000 emails in a single week, leading up to the start of camp. It would have been impossible to get summer camps up and running without the unbelievable amount of work and dedication from these two.

Pool/Aquatics

Our summer camps began using the pool for recreation swim on June 15th. Recreation Supervisor Stephanie Moret has worked with camp staff to create a camp swim schedule that maximizes camper pool time while following all necessary guidelines and meeting all sanitization requirements (i.e. wiping down all high touch surfaces and communal areas between each camp group, etc.). Stephanie had the pool staff come in in small groups to refresh on rescue and CPR skills and learn new COVID-19-inspired techniques and protocols so everyone was ready to keep the pool safe this summer. Per the health guidelines regarding summer camp pool use, only one camp of 12 is allowed to use the pool at a time this summer, and we currently have 2 lifeguards on duty during that time—one to perform normal lifeguard duties while the other enforces the health guidelines and handles sanitizing the facility between camp groups. One week into our summer, the system is working well.

On June 5th a new health order was released allowing for pools in Marin to open to the public, but with significant restrictions. We are currently finalizing our plan for opening and should be set to announce the details within the next week. We are planning to open in a limited capacity for adult lap swim in July. We will likely be taking lane reservations ahead of time to cut down on crowding/waiting at the facility. Per the health guidelines, lanes will not be able to be shared unless by members of the same household, changing and showering will not be permitted—only one-at-a-time restroom use, and communal equipment will not be supplied (e.g. kickboards). As restrictions continue to be relaxed we will continue to evaluate what programs we are able to offer at the pool and will adjust accordingly. We look forward to seeing our lap swimmers soon.

Digital Newsletter

Now that our summer camp program is up and running, we are working on content for our next digital newsletter, which will include information about open space trails, activities for families to do while sheltering at home, updates about our upcoming recreation programs, and more.

Parks/Maintenance

The Parks Department has resumed its normal schedule in advance of summer camps starting on June 15th. Beyond the normal daily facility checks and routine maintenance, the crew has been reseeding, fertilizing, and top dressing the turf in the Main and Mini Parks, readying the pool for reopening for summer camp use, adding shade sails around the community center for summer camp use, and cleaning up the grounds.

Repairs

The staff is currently addressing a broken water main in the far field, near the tennis courts.

Open Space

On May 20th the staff worked with one of our regular tree trimming contractors to disassemble and remove a large treehouse structure that had been constructed in the open space.

Dead Tree Removal

Also on May 20th we had a dead bay tree removed from next to the playground in the Main Park. The arborist's report determined the tree to be rotted throughout and posing a safety risk due to possible falling limbs in a high-density area. The stump was left intact for tree ring observation and climbing.

Upcoming Projects

In the coming weeks staff will be making repairs to the kitchen and classroom, posting additional trail signage in the open space, and refreshing the landscaping in the 3 parks, at the pool, and around the community center.