

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JULY 22, 2025, 7:00PM

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

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 shall indicate their desire to speak. 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	Agenda	Adopt
2	Public Comment on Non-Agenda Items <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	Draft Minutes of May 27, 2025 P&R Commission Meeting	Approve
4	Minutes of June 10, 2025 and July 8, 2025 Board of Directors Meetings	Review
5	Recreation and Park Maintenance Activity Report	Review
6	Commissioner Items of Interest - Requests for Future Agenda Items	
7	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 SEPTEMBER 23, 2025 AT 7:00 PM

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting Tuesday – May 27, 2025

Time and Place: 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo, Ian Fein

Absent: Ryan Madden

Staff: Recreation Director Luke Fretwell

Board Director: Sivan Oyserman

1. Agenda

No changes were requested by Commissioners. The agenda was adopted as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received

3. Draft Minutes of March 25, 2025 P&R Commission Meeting

M/s Campo/Fein to approve Draft Minutes of March 25, 2025 P&R Commission Meeting.

Ayes: Benesch, Bliss-Steiner, Campo, Fein. Nays: None. Absent: Madden. Motion carried.

4. Minutes of April 15, 2025 and May 13, 2025 Board Meetings

Commission reviewed minutes.

5. Review of Identified Capital Expenditure Needs for Park and Recreation Departments

Commission received and discussed identified capital expenditure needs. Staff informed Commission the top priority project was to replaster the Marinwood Community Pool(s) upon conclusion of the 2025 pool season utilizing Measure A funding.

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

No items were requested

8. Adjourn

Meeting adjourned at 8:14 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – June 10, 2025 – 7:00pm

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

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: Board Vice-President Kathleen Kilkenny, Sivan Oyserman, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Accounting/Payroll Manager Tiffany Combrink.

Absent: Board President Chris Case

A. Call to Order & Pledge of Allegiance

Board Vice-President Kilkenny called the meeting to order at 7:00pm

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

1. *Draft Minutes of Regular Meeting of May 13, 2025*

2. *Bills Paid Nos. 9275 - 9359*

Ruggeri to approve/Oyserman to second “consent calendar as presented.”

Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion carried

D. Public Comment Open Time for Items Not on Agenda

No public comments received

E. District Matters

1. *Ordinance 2025-01: An Ordinance of the Marinwood Community Services District to Designate Fire Hazard Severity Zones in Local Responsibility Areas*

Shea to approve/Oyserman to second Ordinance 2025-01: An Ordinance of the Marinwood Community Services District to Designate Fire Hazard Severity Zones in Local Responsibility Areas

Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion carried

2. *Resolution No. 2025-03: Determining the 2025-2026 Appropriations Limit on Tax Proceeds.*

Shea to approve/Ruggeri to second Resolution No. 2025-03: Determining the 2025-2026 Appropriations Limit on Tax Proceeds.

Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion carried

3. *Fiscal Year 2025-2026 Pay Schedules of All Positions*

Shea to approve/Oyserman to second Fiscal Year 2025-2026 Pay Schedules of All Positions

Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion carried

4. *District Manager Report*

Board received District Manager Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of June 3, 2025*

Board received Draft Minutes of Fire Commission Meeting of June 3, 2025

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of May 27, 2025*

Board received Draft Minutes of Park & Recreation Commission Meeting of May 27, 2025

2. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

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

- Director Oyserman requests FEMA project update

I. Adjourn

Meeting adjourned at 7:38pm

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – July 8, 2025 – 7:00pm

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

Note: *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

Present:

Board Members: Board Vice-President Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Fire Chief Abraham Roman and Accounting/Payroll Manager Tiffany Combrink.

Absent: Board President Chris Case, Sivan Oyserman

A. Call to Order & Pledge of Allegiance

Board Vice-President Kilkenny called the meeting to order at 7:16pm

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

1. *Draft Minutes of Regular Meeting of June 10, 2025*

2. *Bills Paid Nos. 9360 - 9463*

Ruggeri to approve/Shea to second “consent calendar as presented.”

Aye: Kilkenny, Ruggeri, Shea. Absent: Case, Oyserman. Motion carried

D. Public Comment Open Time for Items Not on Agenda

No public comments received

E. District Matters

1. *District Manager Report*

Board received District Manager Report

F. Fire Department Matters:

1. *Request for Authorization of Expenditure to Replace Fire Department Engine Bay Door Operator/Opener and Other Needed Components*

Shea to approve/Ruggeri to second “Request for Authorization of Expenditure to Replace Fire Department Engine Bay Door Operator/Opener and Other Needed Components as presented.”

Aye: Kilkenny, Ruggeri, Shea. Absent: Case, Oyserman. Motion carried

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

G. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

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

- None

I. Adjourn

Meeting adjourned at 7:34pm

Tiffany Combrink, Secretary

RECREATION ACTIVITY REPORT

Summer Program Kickoff

Our summer programming commenced on June 16th and the first 3 weeks have gone smoothly. Highlights from the first few weeks have included a successful field trip for the 4th, 5th, and 6th grade camps to the Cal Skate skating rink in Rohnert Park, a Space Alien DJ Dance Party, and a very adorable Fairy Tea Party for the youngest campers.

Each day this summer we are providing camp to around 500 campers, teaching swim lessons to over 100 swimmers, and training around 75 junior high Counselors-in-Training & Guards-in-Training.

Summer Overnight Adventure

This year we brought back the Overnight Adventure, a 3-day stayaway camp experience we had not offered since before COVID. This year we sent 30 campers and a handful of staff to Alliance Redwoods Conference Grounds in Occidental, where they got to try out a ropes course, go on guided nature hikes, swim, play games, eat s'mores around the campfire, and sleep in rustic cabins under the redwoods. The trip was a great success and everyone came back with rave reviews and fond memories.

Pool Update

The consistently warm weather this summer has brought strong attendance to the pool for lap swim and recreation swim each day. Swim lesson enrollment continues to be strong with most weeks of private lessons completely full and group lessons full for all but the highest levels.

John Paul has been running the lifeguard staff through rigorous weekly staff in-service trainings and bi-weekly small group trainings to hone their rescue and CPR skills and prepare for various emergency scenarios. The staff is looking solid.

Music in the Park

Our summer concert series kicked off on Friday, June 27th and featured a terrific performance by old timey swing band The Cosmo Alleycats. The perfect weather brought out a massive crowd and it was a wonderful start to the summer. Marinwood Market once again provided food for purchase and Marinwood staff manned a refreshment/snack bar.

The next concert will take place on Friday, July 11th and will feature reggae band Sol Horizon.

Summer Concert Schedule:

Fri, 6/27 – Cosmo Alleycats (old time swing)

Fri, 7/11 – Sol Horizon (reggae)

Sat, 7/26 – Summer Brewfest, featuring music by Void Where Prohibited (classic rock covers)

Fri, 8/8 – Bandini (indie pop/alternative)

Fri, 8/22 – Late for the Train (American folk and bluegrass)

PARKS MAINTENANCE ACTIVITY REPORT

Community Center Landscaping

Over the past few weeks, the parks maintenance staff has spent time repairing and refurbishing several areas around the community center. Work has included regrading and compacting the gravel driveway south of the firehouse, replacing broken utility boxes and resurfacing the path between the firehouse and pool, adding polymeric sand to the borders around the patios where kids had been displacing the sand, adding woodchips to the landscaped areas, and pruning the picnic areas.

Mini Park Maintenance

These past couple weeks the Parks staff spent time at the Mini Park on Las Gallinas Ave. clearing weeds, trimming and pruning, adding woodchips, and removing graffiti.

Tree Work

During the week of June 23rd we had tree trimming performed along Creekside Path to lighten the canopies of some large oak trees that had become heavy and unbalanced.

Picnic Table Repairs

During the week of June 30th the staff made repairs to picnic tables in the park that were discovered to be loose or compromised. Small repairs were made to keep the tables in working order; some of the tables will need to be more thoroughly refurbished this fall.

Water Trailer Motor Replacement

During the week of June 16th the motor on our water trailer failed. Staff were able to procure a replacement, but not one that exactly matched the specs of the original, very old motor. After replumbing all the piping and drilling new mounting holes in the trailer frame, the trailer was up and running again, just in time for the hot weather.

Staff use the water trailer to regularly water several auxiliary landscaped areas throughout Marinwood that do not have access to irrigation, including the plants surrounding the two wooden Marinwood signs, the plants near the Lucas Valley Estates sign, and some of the medians along Lucas Valley Road.

Upcoming Projects

Upcoming projects include making repairs to holes in the lower tennis courts, troubleshooting a pool lighting wire issue, and making some repairs to the pool complex exterior fence.

Daily/Weekly Tasks:

- Clean and restock Community Center
- Clean and restock park bathroom
- Empty garbage in all 3 parks and at trailheads
- Restock dog waste bags at dog stations
- Mow, edge, and blow in all 3 parks
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry