

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, AUGUST 23, 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	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 June 28, 2022 P&R Commission Meeting	Approve
4	Draft Minutes of August 9, 2022 Board Meeting	Review
5	District Manager Update on Select Park & Recreation 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 SEPTEMBER 27, 2022 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – June 28, 2022

Time and Place: 7:00PM via Teleconference

Present:

Commissioners: Chair John Tune, Jon Campo, Ian Fein, Anne Sjahsam

Absent: Michael Benesch

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Kathleen Kilkenny

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) Commission role in leadership

3. Draft Minutes of April 26, 2022 P&R Commission Meeting

Campo to approve/Sjahsam to second approval of Draft Minutes of April 26, 2022 P&R Commission Meeting. Ayes: Campo, Fein, Sjahsam, Tune. Nays: None. Absent: Benesch. Motion Carried.

4. Draft Minutes of June 14, 2022 Board Meeting

Commission reviewed minutes.

5. Update Regarding Potential Trail Along Miller Creek

Commission reviewed recent cost estimate provided by Tim Best for construction of trail as described in 2006 Subdivision Approval Agreement for the planned senior living center to be constructed in Marinwood.

6. Identified Capital Needs Planning for Park and Recreation Depts

Commission reviewed park & recreation potential capital needs list.

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

-Update on fire prevention vegetation management projects in Marinwood open space

9. Adjourn

Meeting adjourned at 8:35 PM

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – August 9, 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: Board President Lisa Ruggeri, Chris Case, Kathleen Kilkenny, Sivan Oyserman and Bill Shea.

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

A. Call to Order & Roll Call of Directors

Board President Ruggeri called the meeting to order at 7:32pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. *Resolution 2022-12: 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 July 12, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6493 - 6615*

Oyserman to approve/Shea to second “consent calendar as presented.” All in favor. Motion carried unanimously.

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

The Board of Directors received public comment regarding:

- a. Planning for the future

E. District Matters:

1. *Fiscal Year 2021-2022 Year-End Profit & Loss Financial Statements (Pre-Audit)*
Board of Directors received Fiscal Year 2021-2022 Year-End Profit & Loss Financial Statements
2. *District Manager Report*
Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of August 2, 2022*
Board of Directors reviewed Draft Minutes of Fire Commission Meeting.
2. *Potential Amendment to Fire Commission Bylaws: Adjusting Regular Meeting Schedule from Monthly to Bi-Monthly (every even month).*
Kilkenny to approve/Case to second “Proposed Amendment to Fire Commission Bylaws” as presented. All in favor. Motion carried unanimously.
3. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report

G. Park and Recreation Matters:

1. *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

- Director Oyserman requests summer program wrap-up, update on Fall programming

Meeting adjourned at 9:02PM

Tiffany Combrink, Secretary

District Manager Update
February 18, 2022
To: P&R Commission
From: Eric Dreikosen, District Manager

The information below is intended to provide a brief update on select Park and Recreation initiatives note and should not be viewed as a complete list of all activities impacting the Park & Rec Departments.

Park Maintenance Facility Exterior Courtyards

Construction of the Maintenance Facility Courtyards is well underway and the project remains on target for completion by the end of September, if not sooner.

In working with Ken Massa of Massa Construction, we have been able to reduce the project costs for the construction of the courtyards by further clarifying of the scope of work as well as identifying potential value engineering opportunities by over \$26,000 without sacrificing structural integrity nor aesthetic design of the courtyards. In fact, Massa Construction identified a potential deficiency in the engineered drainage system plans and in consultation with the project civil engineer provided suggestions for an enhanced drainage system for the West Courtyard. Even with this enhancement, we were still able to significantly reduce total construction costs while also improving the infrastructure.

The immediate focus and priority of this project thus far has understandably been on the construction of the courtyards. As the courtyards progress, staff will meet further with the contractor to discuss construction of the pedestrian pathway in hopes of identifying additional project cost savings.

Miller Creek Waterway Trail

As shared at the last commission meeting, Robert Eves, developer for the proposed senior living center to be constructed in Marinwood, proposed we ascertain the current day estimated cost of constructing the trail as described in the language included in the original 2006 Subdivision Improvement Agreement. District staff felt this was a fair and reasonable approach to by which to base the financial amount to be contributed by the developer to the trail project. As such, staff once again engaged Tim Best, author of the Trail Construction Feasibility Report completed in January, to provide a cost estimate for the potential construction of a trail as proposed in the 2006 agreement. These cost estimates were approximately \$159,000. As you will recall, the original feasibility report provided by Mr. Best included a preferred trail design construction cost of approximately \$274,000, not including any needed biological review or permitting costs.

In communicating with Mr. Eves, he has indicated his firm is prepared to contribute the funding amount as indicated in the estimate provided by Tim Best in regards to construction of the trails as described in the 2006 agreement.

I have requested the District's legal counsel draft a formal agreement between the District and the developer of the planned senior living center in regards to their financial contribution to the Miller Creek Trail initiative. Once this document is received from legal and finalized, I will provide this to the developer for their review and execution.

Marinwood Park Play Structures Replacement Project

As we are nearing completion of the park maintenance facility project, this will free up staff capacity to focus more attention on the play structure replacement project. As we shift focus more towards this project, the commission will revisit the results of the community survey conducted earlier this year. Findings from this survey will be incorporated into the Design/Build Request For Proposals that will be noticed and distributed to qualified vendors. Staff anticipates this project will be completed either late Spring or Fall 2023.

Open Space Fire Prevention Vegetation Management:

With the funding allocated through our agency membership in the Marin Wildfire Prevention Authority (MWPA), fire prevention and accessibility work continues on various District-owned open space areas. Work completed thus far includes:

- Goat grazing of approximately 18 acres located in the Wildland-Urban Interface (WUI) area extending immediately behind residences along Idylberry Road, Miller Creek Road and Peachstone Terrace. Goats also grazed the area immediately behind residences located at the bottom of “Grasshopper Hill” near Heatherstone Drive, Johnstone Drive and Blackstone Drive.
- Queenstone Fire Road vegetation management. Vegetation including overgrowth and dead trees encroaching the fire road were removed to allow for passage of emergency response vehicles. Also addressed were invasive non-native species to the degree feasible.

In addition to the items listed above, several residential defensible space projects have been completed by homeowners with the removal of flammable vegetation such as juniper, bamboo and Italian cypress. In many instances, homeowners were able to take advantage of matching grant funding available through MWPA as well as the free Chipper Day services.

Other planned projects for this season include:

- Removal of invasive broom species and other vegetation debris located in the open space clearing immediately west of the residences on Las Gallinas Ave between Miller Creek Middle School and Ellen Drive.
- Removal of invasive broom species and other vegetation debris located in the Grasshopper Hill area.

RECREATION

Summer Programs

Our summer camp program concluded on August 12th after 9 long but fun-filled weeks. This summer brought some unexpected challenges, with many more participant and staff absences due to illness and/or positive COVID cases than we anticipated, but overall everything ran smoothly and our feedback from parents was overwhelmingly positive.

This summer we served nearly 950 unique children, spanning 3 years old to entering 7th grade, resulting in around 400 campers in attendance each day in our 13 camp groups. We also had over 100 Counselors in Training (CIT's) working alongside our camp staff, learning the ropes, and gaining valuable skills and experience for hopefully working as Marinwood camp counselors when they are old enough.

This summer our camp program employed roughly 150 local high school and college age camp counselors, senior counselors, assistant directors, directors, and camp supervisors. Without the hard work, creativity, and extreme passion for working with kids, our program would cease to exist. I am incredibly grateful to all our wonderful staff for helping us put on such a wonderful program this summer.

We are proud to announce that Marin Magazine voted our camp program "Best Summer Day Camp in Marin & Bay Area" this year.

Pool & Aquatics

The pool season continues to go smoothly with strong, but not too crowded attendance during our lap swim and recreation swim hours. We have also continued to fill most pool party spots each weekend. Our fall pool schedule runs from August 20th through October 7th.

This summer we offered swim lessons to over 400 unique swimmers in group, private, semi-private, and parent-tot classes. Our swim lessons received overwhelmingly positive reviews in our weekly parent surveys and lessons remained virtually full throughout the summer.

This summer we had over 60 junior high age Guards in Training (GIT's) helping with swim lessons, shadowing our lifeguards during trainings and rec swim shifts, and learning water rescues and CPR/First Aid skills in preparation to eventually become Marinwood lifeguards.

Special Events

Our final concert of our 2022 Music in the Park Series takes place on Friday, August 19th from 6-8pm. We have had a fantastic set of concerts this summer with good music, good weather, and good attendance. I want to thank Bill Hansell for volunteering to book the artists and run the soundboard all summer.

Our next community events will be our Halloween Harvest Festival on Friday, October 14th and our Fall Art Show on Saturday, October 22nd.

Fall Programming

The Recreation Staff are finalizing our fall and winter schedule of classes, programs, and events which we will be publishing in the coming weeks. This fall we will be offering Tae Kwon Do, LEGO Engineering, Capoeira, All Sorts of Sports, Pilates, Zumba, Adult and Youth Tennis, Photography, Language Arts, and more. The fall/winter Marinwood Review is being finalized and will be available online shortly.

PARKS & BUILDING MAINTENANCE

Creekside Park

This past month the crew has continued to focus on Creekside Park. The crew rebuilt a retaining wall that had become rotten and broken along the tennis court, added some needed drainage to keep water from running onto the courts, replaced the drip irrigation and rerouted the plumbing away from some problematic tree roots, and added fresh woodchips to several of the landscaped areas and pruned several of the trees. We will be adding a few more drought-tolerant plants in the coming weeks. The area is looking much-improved and will be much easier to maintain moving forward.

Park Bathroom Assessment

Last week one of the portable toilets near the tennis courts was found to be pulled down onto its side. Fortunately, the incident did not result in any spillage beyond the asphalt path, and thankfully the creek was unaffected. But the incident has prompted staff to begin looking into the feasibility of installing a more permanent restroom near the tennis courts, potentially eliminating the need for rented portable toilets. Once staff is able to conduct more research into potential solutions and feasibility it would be brought to the Commission for further discussion at that time.

Certified Pool Operator (CPO) Course

Last month two of our Parks staff members, Estevan Chavez and Cesar Alvarez, successfully passed a 2-day course in Rohnert Park to become certified pool operators. The CPO coursework is challenging and the test involves much memorization and computation. I am extremely proud of Estevan and Cesar for passing the test and earning their certification. I am also relieved to have a couple more official pool operators on our staff.

Park Maintenance Facility Preparation

In anticipation of moving into the new Park Maintenance Facility, the staff has spent time throughout recent weeks taking equipment and tool inventories and creating an organizational plan for efficiently and sensibly moving all our gear into the new space. We look forward to the big move.

Upcoming Projects

Upcoming projects include turf rehabilitation in the main park after summer camp, repairs to fencing in the parking lot and firemen's picnic area, and adding new plantings on the firemen's hill.

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