

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, AUGUST 24, 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 May 25, 2021 P&R Commission Meeting	Approve
4	Draft Minutes of August 10, 2021 Board Meeting	Review
5	Marinwood Park Play Structures Replacement Project	Discuss
6	Marinwood CSD Open Space Fire Prevention Vegetation Management Status (verbal update to be provided at meeting)	Discuss
7	Informational Update regarding Blackstone Canyon and Horne Trail (verbal and visual presentation to be provided at meeting)	Discuss
8	Recreation and Park Maintenance Activity Report	Review
9	Commissioner Items of Interest - Requests for Future Agenda Items	
10	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 28, 2021 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – May 25, 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, Administrative Assistant Tiffany Combrink

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, Future Playground Structures Renovation

3. Draft Minutes of April 27, 2021 P&R Commission Meeting

Campo to approve/Sjahsam to second Draft Minutes of April 27, 2021 P&R Commission Meeting.

All approved. Motion carried unanimously.

4. Draft Minutes of May 11, 2021 Board Meeting

Commission reviewed minutes.

5. Marinwood Park Play Structures Replacement Project

Commission discussed project. Commissioner Fein presented draft Community Survey to gather input from Public. Commissioner Sjahsam presented initial findings on playground structure replacements.

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 discussion on Horne Trail maintenance.
- Fein requested discussion on Horne Trail in Blackstone Canyon

8. Adjourn

Meeting adjourned at 9:14 PM

Tiffany Combrink

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – August 10, 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, 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.

Absent:

Director Chris Case

A. Call to Order & Roll Call of Directors

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

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. *Draft Minutes of Regular Meeting of July 13, 2021 (Remote Meeting)*
- b. *Bills Paid Nos. 5559-5658*

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

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

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

Board of Directors received public comment regarding:

- a. Inclusiveness and accessibility in Marinwood Park

E. District Matters:

1. *Fiscal Year 2020-2021 Year-End Profit & Loss Financial Statements (Pre-audit)*
Board of Directors received Fiscal Year 2020-2021 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 3, 2021*
Board of Directors reviewed draft minutes
2. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
3. *Date of Next Fire Commission Meeting – September 7, 2021*

G. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
2. *Date of Next Park & Recreation Commission Meeting – August 24, 2021*

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

- Director Oyserman requests financial recaps for camps and pool

I. Public Comment on Closed Session Items

No public comments were received

J. Closed Session:

*Conference with Labor Negotiators Section 54957.6. Agency designated representative: Eric Dreikosen.
Represented Employees: Marinwood Professional Firefighters*

Closed session convened at 8:43PM and came out of closed session at 10:18PM. No reportable action taken.
Board gave direction to representative.

Meeting adjourned at 10:20PM

Tiffany Combrink, Secretary

Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: August 24, 2021
Re: Marinwood Park Play Structure Replacement Project

Commissioners,

At our previous meetings we briefly discussed the process requirements regarding the bidding and installation for this “public works” project. The District’s legal counsel are of the opinion it may be in the District’s best interest to engage in a “Design and Build” bidding process in which bidders provide not only equipment pricing, but also suggestions on which equipment based on information we provide. This will enable the District much more latitude in choosing which vendor we want to work with based on the presented design ideas and won’t be limited simply to the “lowest bidder.” Legal are searching for examples of when this was implemented locally and hoping to be able to provide us with sample RFP’s to review and potentially modify for our needs.

The below dates are listed as a reminder of the deadlines for various benchmarks in this grant-funded initiative:

- **December 2021:** Deadline by which to submit project application(s)
- **June 2022:** Execute contract(s) for approved project(s)
- **December 2023:** Project(s) must be completed
- **March 2024:** Submit project completion package(s)

RECREATION

Summer Camps

Summer Wrap-up. Marinwood's Summer Camp Program concluded on Friday, August 12th, after running for 9 weeks. Our staff faced several unique challenges this summer and we are extremely grateful to them for their hard work and perseverance. We had a stellar group and are proud of them for pulling off another terrific Marinwood summer.

Robyn and John Paul threw the summer staff a celebratory pool party in the final weeks of summer as a thank you for all their hard work.

Pool

Strong attendance. Warm weather, as well as a limited supply of open pools in the area, have brought large crowds to Marinwood pool this past month. It has been encouraging to see the pool bustling with so much activity. Swim lessons have also remained almost completely booked all summer.

Fall season. Our Fall pool schedule begins on Saturday, August 21st. This fall we will be offering lap swim, recreation swim, private and semi-private swim lessons, water polo, and lifeguard training. The pool will close for the season on Friday, October 8th.

Fall Classes & Events

Classes. The rec staff is currently finalizing our fall/winter roster of classes and programs. We are relieved to see many of our longstanding programs return and excited to be adding a few new ones. The Fall/Winter Marinwood Review will be out in September.

Events. We are planning to be able to host some community events this fall. While details are still being worked out for some of our events, we are planning to host a Fall (in-person) Art Show on November 6th and a scaled back version of our Halloween Harvest Festival on October 8th.

Rentals

We are currently renting out our picnic and pool party areas, but indoor rentals are on hold until further notice per the current health recommendations.

PARKS & BUILDING MAINTENANCE

Tree Work

A large dangling limb hanging about 40 feet in the air in the Firemen's Group Picnic Area was reported to us on July 21st. We were able to have one of our tree service contractors come out and remove the hazard later that day. In the meantime, the fire department was able to block off the area to protect unsuspecting walkers.

On August 13th and the week of August 16th, a large fallen tree was cleared out of the creek near the Mini Park, some trees were trimmed along the panhandle and walking paths, and dry brush and debris from several fallen trees was removed from the open space across from Blackstone Lane.

Irrigation / Turf Rehabilitation

Last month staff discovered an irrigation leak on our property just west of the firehouse. We identified a compromised joint, cracked from several roots interweaving the lines. Staff cleared the area of roots and debris and laid new pipes. Timing was unfortunate as this repair straddled a hot weekend and irrigation had to be shut off during a few 90-degree days. The turf suffered considerably, especially near the tennis courts where a lack of water and non-stop foot traffic left the area bald and dusty in spots. Staff is already working to revitalize the turf and we expect things to be recovering in the coming months.

Firemen's Hill Project

This past few weeks staff completed work on the walking path through the firemen's hill. The area was leveled, weed barrier and gopher wire laid down, and a new surface of decomposed granite added and compacted. Decorative rocks have been added to the area and new plantings will be added in the coming months.

Pool Maintenance

Supply chain challenges. The pool has run relatively smoothly this summer despite some new and unprecedented challenges with our chemical and equipment supply chains. A national titanium shortage has delayed shipment of a much needed chlorine generator replacement cell, causing us to require more supplemental liquid chlorine that we would otherwise need. Additionally, a national chlorine shortage has made it challenging to acquire liquid chlorine. Bulk orders have consistently been cancelled or delayed and the few local pool supply stores that have chlorine on hand have begun rationing, necessitating multiple trips per week to stay stocked. In spite of all of this, staff has managed to keep the pool balanced and chlorinated and we are optimistic that we will make it through the season.

Clarity. Throughout July the pool saw a rise in the use of zinc oxide and zinc oxide-based sunscreens by pool patrons as well as pool staff. Our filtration system does not effectively filter zinc and we began experiencing clarity issues a few weeks ago as the water became more and more saturated, even causing us to close for a few hours one afternoon due to limited visibility of the bottom of the pool. After some brainstorming, staff was able to identify zinc as the culprit. We have asked staff to limit their zinc use and have employed some clarifier agents in the water that significantly improve the filtration and the clarity has significantly improved as a result.

Yellow Jackets

Throughout the summer we have seen a steady rise in the yellow jacket population in the parks, resulting in an inordinate number of stings and bites at camp. Staff have added traps throughout the property and have contacted vector control to identify and eliminate nests. Staff will continue to monitor the situation as needed.

Fence at Kernberry Drive

On August 10th staff repaired a deteriorating open space fence at the end of Kernberry Drive. New posts were driven and all slats replaced.

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