

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, SEPTEMBER 24, 2024, 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 July 23, 2024 P&R Commission Meeting	Approve
4	Minutes of August 13, 2024 and September 10, 2024 Board of Directors Meetings	Review
5	Pickleball Trial Update (verbal report)	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 NOVEMBER 26, 2024 AT 7:00 PM

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting

Tuesday – July 23, 2024

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

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Ian Fein, Ryan Madden

Absent: Jon Campo

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Chris Case

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 May 28, 2024 P&R Commission Meeting

M/s Madden/Bliss-Steiner to approve Draft Minutes of May 28, 2024 P&R Commission Meeting. Ayes: Benesch, Bliss-Steiner, Fein, Madden. Nays: None. Absent: Campo. Motion carried.

4. Minutes of June 11, 2024 and July 9, 2024 Board Meetings

Commission reviewed minutes.

5. Update on Miller Creek Trail Initiative (verbal report)

Commission received verbal update regarding the Miller Creek Trail Initiative and were informed it was unlikely the planned bridge and roadway leading to the proposed senior living center would begin construction this year due to setbacks with the property owner.

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

-Commission Chair Benesch requested an update on the previously discussed pickleball trail to occur on tennis courts 3&4.

-Commissioner Madden inquired as to safety concerns regarding the crosswalk on Miller Creek Road connected the pedestrian pathways.

8. Adjourn

Meeting adjourned at 7:58 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – August 13, 2024 – 6:00pm

Time and Place: 6:00PM 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: 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: Director Chris Case

A. Call to Order & Pledge of Allegiance

Board President Kilkenny called the meeting to order at 6:01pm.

B. Agenda

Agenda adopted as presented.

C. Public Comment on Closed Session Items

No public comments were received.

D. Closed Session

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

Convened at 6:03PM and adjourned at 7:05PM with no reportable action taken

E. Open Session

President Kilkenny called the open session to order at 7:11PM

F. Consent Calendar

a. *Draft Minutes of Regular Meeting of July 9, 2024*

b. *Bills Paid Nos. 8504 - 8649*

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

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

G. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comments regarding:

a. No public comments received

H. District Matters

1. *Fiscal Year 2023-2024 Year End Profit & Loss Financial Statements (Pre-audit)*

Board received Fiscal Year 2023-2024 Year End Profit & Loss Financial Statements

2. *Resolution 2024-05: Adopting a Conflict of Interest Code*

Oyserman to approve / Shea to second “Resolution 2024-05: Adopting a Conflict of Interest Code”

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

3. *District Manager Report*

Board received District Manager Report

I. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of August 6, 2024*
Board reviewed Draft Minutes of Fire Commission Meeting of August 6, 2024
2. *Proposed Revisions to the Marin Wildfire Prevention Authority JPA Agreement*
Shea to approve / Oyserman to second “Proposed Revisions to the Marin Wildfire Prevention Authority JPA Agreement”
Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion carried.
3. *Chief Officer Report and Activity Summary*
Board received Chief Officer Report and Activity Summary

J. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of July 23, 2024*
Board reviewed Draft Minutes of Park & Recreation Commission Meeting of July 23, 2024
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports

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

- None received

L. Adjourn

Meeting adjourned at 8:03PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – September 10, 2024 – 6:00pm

Time and Place: 6:00PM 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: Vice President Chris Case, 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 Kathleen Kilkenny

A. Call to Order & Pledge of Allegiance

Board Vice President Case called the meeting to order at 6:01pm.

B. Agenda

Agenda adopted as presented.

C. Public Comment on Closed Session Items

No public comments were received.

D. Closed Session

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

Convened at 6:03PM and adjourned at 6:55PM with no reportable action taken

E. Open Session

Vice President Case called the open session to order at 7:03PM

F. Consent Calendar

a. *Draft Minutes of Regular Meeting of August 13, 2024*

b. *Draft Minutes of Special Meeting of August 27, 2024*

c. *Bills Paid Nos. 8650 - 8730*

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

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

G. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comments regarding:

a. No public comments received

H. District Matters

1. *Update on Pension Liability Analysis with August 2024 Release of CalPERS Annual Valuation Reports for Measurement Date of June 30, 2023*

Board received Update on Pension Liability Analysis

2. *District Manager Report*

Board received District Manager Report

I. Fire Department Matters:

1. *Chief Officer Report and Activity Summary*
Board received Chief Officer Report and Activity Summary

J. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports

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

- Director Oyserman requested future discussion regarding options to address long-term pension and OPEB liabilities.

L. Adjourn

Meeting adjourned at 8:20PM

Tiffany Combrink, Secretary

Parks and Recreation Report
September 2024
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Summer Camp Recap

Our summer camp program concluded on Friday, August 16th after 9 fun-filled weeks of games, arts & crafts, sports, swimming, hiking, singing, dancing, costumes, field trips, bounce houses, water balloons, and much more. I want to acknowledge Assistant Recreation Director Robyn Bruton for overseeing a safe, well-organized, and incredibly fun summer camp season.

This year Robyn hired, trained, and managed over 200 part-time staff members, all of whom were certified (mostly by Robyn herself) in CPR and First Aid. I can confidently say that this was one of our most organized and responsible camp staff in memory and I am extremely grateful to Robyn and her crew for all their hard work.

This summer our camp program served 1,075 families. We ran 13 camp groups each week for kids ranging from 3 years old to entering 7th grade, as well as a large Counselor-in-Training program for middle school age kids.

Pool Update

After transitioning to the fall schedule on August 19th, the pool remains active, though quieter than the summer season. We are currently offering adult lap swim, recreation swim, and tot pool hours 7 days per week. We are also offering private swim lessons, water polo, after-school swim clinics, and pool party rentals. The recent warm weather has kept the pool busy and we have received numerous first-time visitors—partly due to some of the neighboring public pools significantly scaling back hours this fall.

With the bulk of our staff leaving for college or back in high school, the fall season always presents challenges for keeping the pool staffed—one reason why some of the other pools limit their hours this time of year. I want to acknowledge John Paul for being creative and strategic to maintain a solid lifeguard staff during the shoulder seasons. The pool closes for the season on Friday, October 4th.

Music in the Park

Our final summer concert took place on Friday, August 23rd and featured a lively performance by Mercy & the Heartbeats, a cover band playing hits from the last few decades. The event brought one of the largest crowds in Music in the Park history, as well as one of the most enthusiastic, with a large group dancing in front of the stage throughout the show. It was a great note on which to end the summer and we are pleased with how it went.

Fall Art Show

Our annual Fall Art Show takes place Saturday, September 21st from 3-7pm. The theme of this year's show is "creative combinations" and will feature artwork from more than 50 of Marin's finest artists. The show is free to the public. Recreation staff will be manning the check-in table, hosting a wine bar, and offering hors d'oeuvres throughout the event.

Fall Programs

Our fall/winter edition of the Marinwood Review came out in late August and many of our fall programs are up and running, including our Preschool Program and After School Program. Programs happening this fall include Tae Kwon Do, Youth and Adult Tennis, Zumba, Watercolor Workshops, Mah Jongg, Art & Textile Design, Babysitters Training, Irish Dance, White Crane Silat, Pilates, CPR/First Aid, Senior Stroll, Creative Clay, and more.

PARKS MAINTENANCE ACTIVITY REPORT

Tree Work

The past couple weeks saw some trees come down in the wind, including a large tree that fell across the panhandle path and 2 trees in the open space near the entrance to Queenstone Fire Road. These trees were cleared from the trails and the dead brush removed. We also had two dead redwoods removed from behind the upper tennis courts and a large limb removed that was suspended over walking path between Peachstone and Opalstone.

Further tree maintenance is planned in the coming weeks to lighten the canopies and remove dead branches from trees in a couple of the walking paths.

Preparation for Fall Programs

In the weeks before our Preschool Program began our staff performed a post-summer deep clean of the community center and the reception hall received a new coat of paint. Things are looking good for the fall season.

Upcoming community center maintenance projects include updating the external lighting, replacing the kitchen door, and repairing some of the window shades.

Irrigation Repairs

Earlier this month the staff discovered a leak in the main park. The cracked joint was quickly identified and changed out, and the irrigation schedule was only interrupted for a short time.

Playground Repair

Earlier this month a platform at one of the Creekside Park playgrounds was discovered to be broken. The staff removed the hazard and ordered a replacement part, which we were able to install earlier this week. Fortunately, since the platform in question was close to the ground, the play structure was able to remain open while we waited for the parts to arrive.

Upcoming Projects

In addition to the aforementioned items, upcoming projects include repairs to the pool deck, turf rehabilitation, and replacing the drinking fountain near the Parkside Picnic Area, among many others.

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