

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, SEPTEMBER 26, 2023, 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 March 28, 2023 P&R Commission Meeting	Approve
4	Draft Minutes of June 6, 2023 P&R Commission Special Meeting	Approve
5	Minutes of September 12, 2023 Board Meeting	Review
6	Request for Placement of Memorial Recognition in Marinwood Park in Memory of Brian DiSanto	Approve & Recommend
7	Update on Current and Potential Park & Recreation Capital Projects: Play Structure Replacement; Emergency Creek Bank Slide Repair; Miller Creek Trail (verbal report)	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 NOVEMBER 28, 2023 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – March 28, 2023

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

Present:

Commissioners: Chair Michael Benesch, Ian Fein, Ryan Madden

Absent: Angela Bliss-Steiner, Jon Campo

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Directors: Chris Case, Bill Shea

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 January 24, 2023 P&R Commission Meeting

M/s Fein/Madden to approve Draft Minutes of January 24, 2023 P&R Commission Meeting. Ayes: Benesch, Fein, Madden. Nays: None, Absent: Bliss-Steiner, Campo. Motion carried.

4. Draft Minutes of February 14, 2023 and March 14, 2023 Board Meetings

Commission reviewed minutes.

5. Marinwood Park Play Structure Replacement Project: Review of Community Survey Results for Incorporation into Pending Project Request for Proposals (RFP)

Commission reviewed key findings from survey results and reached consensus on inclusion of findings into RFP for consideration by potential project bidders. Commission also reviewed recently created map of playground area.

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

-Commissioner Fein requested discussion of potential “community work days” for items such as trail maintenance, roadway median maintenance & community beautification projects. Suggested discussion happen later in the year as other projects are being completed.

-Commissioner Madden inquired about possible recognition for recently deceased Marinwood resident Brian DiSanto.

-Commissioner Benesch requested a meeting with staff to discuss history of Creekside Park in Lucas Valley Estates.

8. Adjourn

Meeting adjourned at 8:42 PM

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – June 6, 2023

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

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner (7:50pm), Jon Campo, Ian Fein, Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Assistant Recreation Director Robyn Bruton

Board Directors: Chris Case

A. Agenda/Call to Order

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

B. Review of Proposals Received in Response to the Marinwood Park Playground: Play Structures Replacement Project

Commissioners reviewed proposal packages received from five qualified vendors.

C. Public Comment for Items Appearing on the Agenda

No public comments were received

D. Commission Discussion and Potential Selection of Recommended Marinwood Park Playground: Play Structures Replacement Project Proposal

Commission discussed proposals and agreed with staff recommendation that due to cost, District should consider proposals for main playground only and to revisit replacement of play structures at Tot Playground at a later time. The Commission identified two unique design option submittals, one submitted by SPEC and one from Gametime/MRC, as their preferred choices. The Commission further suggested staff return to these vendors with potential proposal modification options and clarifying questions. The Commission did not feel they needed to reconvene to discuss vendor response and suggested staff provide for a final recommended option based on vendor response to be presented to Board of Directors for formal acceptance and approval.

E. Adjourn

Meeting adjourned

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday – September 12, 2023

Time and Place: 7:30PM 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 Sivan Oyserman, Chris Case, Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.

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

A. Call to Order

Board President Oyserman called the meeting to order at 7:30pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. Draft Minutes of Regular Meeting of August 8, 2023
- b. Bills Paid Nos. 7591 – 7711
Ruggeri to approve/Kilkenny 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. District’s plan for park amenities

E. District Matters

1. *Emergency Creek Bank Slide Repair with Retaining Wall project: Accept Bid from Lowest Qualified Bidder in Response to Notice Inviting Bids and Authorize Staff to Enter into Contract with Lowest Qualified Bidder*
Shea to approve/Kilkenny to second “Emergency Creek Bank Slide Repair with Retaining Wall Project: Accept Bid from Lowest Qualified Bidder in Response to Notice Inviting Bids and Authorize Staff to Enter into Contract with Lowest Qualified Bidder.”
All in favor. Motion carried unanimously.
2. *Update on Pension Liability Analysis with August 2023 Release of CalPERS Annual Valuation Reports for Measurement Date of June 30, 2022*
Board received Update on Pension Liability Analysis
3. *District Manager Report*
Board received District Manager Report

F. Fire Department Matters

1. *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

- Board President Oyserman would like update on creek bank repair project status
- District Manager Dreikosen will provide annual fire protection agreements for CSA 13 and County Facilities

I. Adjourn

Meeting adjourned at 8:44PM

Tiffany Combrink, Secretary

Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: September 26, 2023
Re: Request for placement of memorial recognition in memory of Brian DiSanto

Commissioners,

Please see the included correspondence received from a group of community members requesting a memorial recognition be placed in Marinwood Park in memory of Marinwood resident Brian DiSanto.

In accordance with the District's "Memorial & Recognition Policy" all requests for placements of memorials are to first be considered by the applicable commission. Specifically, the policy states:

Policy and Procedure:

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
 - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.

The complete Memorial & Recognition Policy has been included for your reference and can also be found on the District's website at: <https://www.marinwood.org/policies>.

Commission Action: Consider for recommendation to the Board of Directors the placement and type of memorial recognition in Marinwood Park in memory of Brian DiSanto.

July 19, 2023

Dear Park and Recreation Commissioners,

We are writing this letter to request a memorial recognition for Brian DiSanto who recently passed from complications of ALS. Brian represented all things that are good about Marinwood and therefore meets the definition of "other enhancement to the District at large". He was an active participant in many local organizations that are connected to our Parks and Recreation including the Marinwood Waterdevils Swim Team, Las Gallinas Lions Club, Kelly's Wishes Foundation, local sports leagues, the Marin YMCA, and more. Brian could be counted on to support whatever the community needed financially and through his own labor and volunteer hours. We can personally attest to the number of hours Brian put into beautifying the neighborhood with the Lions, fundraising for the Waterdevils, helping the youth of Marinwood through coaching, his directorship at the Marin YMCA, and actively participating in/supporting many neighborhood events. Simply put, Brian made Marinwood a better place for everyone. Most noticeably, Brian was the lead organizer for the neighborhood 4th of July Party in the northern part of the park. It was Brian who helped grow that event into a tremendous and inclusive "All Marinwood" type of event. It brought him so much joy to know that the members of his community could come down to the park to meet each other, grow lasting friendships, and to celebrate the magic that is Marinwood.

With that in mind, we would like to ask that Brian's life and contributions to Marinwood be memorialized in the new landscaping in the northern part of the park. Whatever makes sense (ie a bench, park table, plaque on a rock or next to a tree) with the existing plan would be amazing. Brian was the kind of guy who never sought out the spotlight, but he reveled in making sure Marinwood was a place that could make everyone shine and live a life of happiness. That is exactly the kind of community member who should be memorialized in our beautiful park...a place he loved and made better through his involvement in all of our lives.

Sincerely,
Ryan Madden
Sean Juarez
Gedge Knopf
Dave Brody
Tony Lucchesi
Kevin Kraus
Chris Case

MARINWOOD COMMUNITY SERVICES DISTRICT MEMORIAL & RECOGNITION POLICY

Adopted by Board of Directors: October 10, 2017

Purpose:

The purpose of this policy is to provide direction to the Marinwood Community Services District (MSCD) Board of Directors, the Commissions, and the District Manager for consistency of formal recognitions, memorials and dedication of District property when recognizing individuals, organizations, or businesses who contributed significantly to the District or recognizing events that shaped this community.

Definitions:

- A significant contribution is herein defined as:
 - more than 5 years of volunteer service on District Commissions, Board of Directors or Volunteer Fire Department
 - more than 10 years of employment with the District
 - creation of a new program
 - improvement to District property
 - donation of fixed assets for the District
 - other enhancement to the District at large
- A formal recognition is a letter from the President of the Board of Directors to the recipient or their family, and/or a proclamation drafted by the President of the Board of Directors and posted on the Marinwood website on the “Recognitions and Memorials” page. The digital option provides high visibility and opportunity to elaborate on the contribution made; history, impact, visuals, etc. Donations of plant material and landscape improvements are examples of recognitions best highlighted as outlined above. Formal recognitions shall be completed within a month of the approval by the Board of Directors.
- A memorial is a plaque, marker or other item that can be affixed to a fixed asset on District property. The size of the memorial shall be scaled to the fixture and appropriate to the environment of the facility or area in which it is placed. Appropriate materials shall be bronze, stone, or other durable material.
 - Bench plaques shall be no larger than 6”x 8”.
 - Markers shall be no larger than 11”x 14”.
 - Other memorials shall be no larger than 18”x 20”A memorial includes a formal letter from the President of the Board of Directors and/or proclamation on District website.
- A dedication is naming of District property to mark an extraordinary event in District history or honor an individual, organization or business whose significant contribution to

the District secured a renovation or addition of fixed assets or creation of new programs benefiting the Marinwood community.

A dedication includes a formal letter from the President of the Board of Directors and/or proclamation on District website, as well as a placement of a plaque on District property, if feasible. Memorial guidelines listed above apply.

Policy and Procedure:

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
 - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.
5. District staff, Commissioners and Directors may initiate requests for recognitions, memorials, or dedications on behalf and at the expense of the District following the approval process set forth in this policy.
6. Bequests and other substantial donations to the District memorializing a resident, volunteer or employee are always welcomed and appreciated, and can be discussed with the District Manager at any time. The final decision will rest with the Board of Directors.

RECREATION ACTIVITY REPORT

Summer Camps

Our summer camp program concluded on Friday, August 18th after 10 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 staffs in memory and I am extremely grateful to Robyn and her crew for all their hard work.

This summer our camp program served 1,051 families. We ran 12 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.

When the local school district unexpectedly delayed the start of the new school year by a week, we scraped together an unplanned “Week 10” of camp to help out families that needed last-minute childcare that week. Though most of our summer staff were unable to work due to their own school schedules starting, we were still able to organize a week of camp that served over 80 families.

Music in the Park

Our final Music in the Park concert took place on Friday, August 18th from 6-8pm. The event featured a stage full of some of Marin’s finest singer-songwriters, folk musicians, and pedal steel guitar players trading instruments, solos, and vocals. We had a great turnout and it was a great way to conclude a successful summer.

I want to acknowledge Bill Hansell for booking another great summer of high-quality music. For the past eleven years Bill has volunteered his time to book all the artists for Marinwood’s Music in the Park series, Summer Brewfest, and several other Marinwood events. Bill has also manned the soundboard for most of these events, sometimes even filling in as a backup musician when needed. During his tenure as Marinwood’s unofficial volunteer booking agent, our music series has grown into a destination event for music lovers throughout Marin and the greater Bay Area. This summer was Bill’s final summer in this role and I am grateful to him for all his years of service.

Thankfully, and due in no small part to the high-quality concerts Bill has helped put on, our Music in the Park Series has become a much sought after gig for bands and artists throughout the area and we should have no trouble booking high quality artists moving forward.

Our next special event will be our Halloween Harvest Festival on Friday, October 13th.

Preschool & After School

Our After School program started on Tuesday, August 22nd and is off to a good start. While the school district is not currently able to provide bus service for all kids who need it, our after-school families have been able to get their kids to the program and we are operating as planned.

The Marinwood Preschool started on Tuesday, September 12th with new Preschool Supervisor, Alaina Fuetsch, at the helm. Alaina has taught in the program the last 2 years and has eased into her new role wonderfully. We

look forward to all the new ideas and activities Alaina has in store for the program. We are also excited to have started the year with 2 new preschool teachers. The Preschool Staff has spent the weeks leading up to the program running trainings, organizing supplies, and readying the rooms for a wonderful new school year.

Marinwood Review

The Fall/Winter issue of the Marinwood Review, our semi-annual catalog of classes, programs, and events, came out on Tuesday, August 29th. I want to thank our Senior Administrative Assistant Carolyn Sullivan for her hard work in creating another high-quality and good-looking catalog.

Fall Programs

We have a busy calendar of recreation classes taking place this fall, including Tae Kwon Do, White Crane Silat, Mahjong, Feldenkrais, Senior Stroll, Watercolor Workshops, Pilates, Tennis, Irish Dance, and Zumba.

PARKS MAINTENANCE ACTIVITY REPORT

Landscaping at North End of Park

This past month the staff installed new sod at the north end of the park. This involved installing new irrigation, removing the woodchips, tilling and prepping the soil, and rolling out the sod. Careful attention and maintenance have contributed to the grass growing steadily and becoming well-established. We will soon be adding a walking path, picnic area, and gaga ball pit, and are excited for how the area is coming together.

Post-Summer Building Maintenance

Over the past few weeks the staff has spent several days performing repairs, updating some aging plumbing, and performing a deep clean of the community center in preparation for the start of our fall programs. The crew also spent time pruning around the building and adding some additional plantings. At the request of our Preschool staff, the Parks crew cleaned out and prepared a planter box near the playground for use as a garden by the preschool kids. We look forward to seeing all the wonderful things they plant.

Memorial Bench

On August 15th the Parks staff installed the memorial bench for Jim Juarez near the horseshoe pits. The bench looks great and is a nice addition to the area.

Irrigation Repairs

In the final weeks of August two separate irrigation main line leaks were discovered, one on the hill adjacent to the fire house and the other in the main park turf. The staff quickly uncovered, assessed, and repaired both leaks.

Strategic improvements to our turf and irrigation maintenance this past year have resulted in the best-looking lawn after a summer season that I have ever seen. I am extremely proud of the Parks staff for their hard work and research that has contributed to such a lush and healthy lawn for the public to enjoy.

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