

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, SEPTEMBER 27, 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 August 23, 2022 P&R Commission Meeting	Approve
4	Draft Minutes of September 13, 2022 Board Meeting	Review
5	Potential Amendment to Park & Recreation Commission Bylaws: Revising Regular Meeting Schedule From Monthly to Bi-Monthly	Approve
6	Miller Creek Trail Initiative: Potential Planning & Research Process	Discuss
7	Consideration for Placement of Picnic Tables in Open Space Areas	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 OCTOBER 25, 2022 AT 7:00 PM

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – August 23, 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: Chris Case

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 no public comment

3. Draft Minutes of June 28, 2022 P&R Commission Meeting

Campo to approve/Sjahsam to second approval of Draft Minutes of June 28, 2022 P&R Commission Meeting.
Ayes: Campo, Fein, Sjahsam, Tune. Nays: None. Absent: Benesch. Motion Carried.

4. Draft Minutes of August 9, 2022 Board Meeting

Commission reviewed minutes.

5. District Manager Update on Select Park & Recreation Initiatives

Commission received updates regarding: Park Maintenance Facility; Miller Creek Waterway Trail; Marinwood Park Play Structure Replacement Project; Open Space Fire Prevention Vegetation Management efforts.

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 Sjahsam requested an agenda item to discuss play structure replacement project timeline
-Commissioner Campo requested an agenda item for a potential bylaws amendment transitioning to bi-monthly regular commission meetings.

8. Adjourn

Meeting adjourned at 8:20 PM

Eric Dreikosen

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – September 13, 2022

Time and Place: 7:32PM 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 and Bill Shea.

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

Absent:

Board Director Sivan Oyserman

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. Actuarial Report Presentation

Board received the Actuarial Report Presentation for OPEB Valuation as of June 30, 2021

D. Consent Calendar

- a. *Resolution 2022-13: 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 August 9, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6616 - 6724*

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

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

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

The Board of Directors received public comment regarding:

- a. Serving the needs of the community

F. District Matters:

1. *Resolution 2022-14: Recognizing Financial Contributions Received for the Marinwood Park Play Structure Replacement Initiative as Designated for this Sole Expenditure Purpose*

Shea to approve/Kilkenny to second Resolution 2022-14

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

2. *District Manager Report*

Board of Directors received District Manager Report

G. Fire Department Matters:

1. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13*

Shea to approve/Case to second Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13

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

2. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site*

Shea to approve/Kilkenny to second Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site

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

3. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

H. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of August 23, 2022*
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting of August 23, 2022
2. *Grant Agreement Between County of Marin and Marinwood CSD for Disbursement of Measure A Tax Proceeds*
Kilkenny to approve/Shea to second Authorizing District Manager to Execute Grant Agreement Between County of Marin and Marinwood CSD for Disbursement of Measure A Tax Proceeds
Aye: Ruggeri, Case, Kilkenny, Shea. Absent: Oyserman. Motion carried.
3. *Recreation and Park Maintenance Activity Reports*
Board of Directors received Recreation and Park Maintenance Activity Report

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

- Director Case suggested discussion of additional public restrooms in Marinwood Park; placement of tables in open space areas. *Both items suggested to be brought to the Park and Recreation Commission.*
- Director Kilkenny requested a discussion on Community Center rentals.

Meeting adjourned at 9:42PM

Tiffany Combrink, Secretary



Staff Report

To: Fire Commission
From: Eric Dreikosen, District Manager
Date: September 27, 2022
Re: P&R Commission Bylaws Amendment: Adjusting Regular Meeting Schedule to Bi-Monthly

Commissioners,

At the August 23, 2022 Park & Recreation (P&R) Commission meeting the Commission briefly spoke about the possibility of transitioning from monthly regular meetings to bi-monthly regular meetings.

Such a change in the regular meeting schedule would require a formal amendment to the P&R Commission Bylaws, subject to the final approval of the Marinwood CSD Board of Directors. It should be noted, such an amendment to the Bylaws would not prevent the P&R Commission from conducting a Special Meeting during off months should circumstances or other conditions warrant the need for an additional meeting(s).

Should the P&R Commission decide such an amendment be approved for recommendation to the Board of Directors, staff suggests the Commission recommend regular meetings be conducted every odd numbered month. The Commission does not typically conduct a meeting in December during the holiday season. Conducting bi-monthly meetings every odd numbered month would alleviate this conflict.

The current section of the P&R Commission Bylaws dictating the meeting schedule is below. For reference only, also included is the section dictating the Commission's ability to call for a Special Meeting. The complete P&R Commission Bylaws can be viewed here:
<https://www.marinwood.org/ParkRecCommission>

ARTICLE V – MEETINGS

A. TIME AND PLACE

The Commission shall hold regular meetings every fourth Tuesday of the month at 7:00 PM in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act. The meetings shall be open to the public.

B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson, by three members of the Commission, or by the Board. Public notice of all meetings shall be given in accordance with the provisions of the Ralph M. Brown Act. The meetings shall be open to the public.

The following bylaws amendment is proposed to accomplish transitioning from monthly regular meetings to bi-monthly regular meetings (amendments marked in red):

ARTICLE V – MEETINGS

A. TIME AND PLACE

The Commission shall hold regular meetings ~~every~~ the first Tuesday of ~~the~~ every odd numbered month (January, March, May, July, September, November) at 7:00 PM in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act. The meetings shall be open to the public.

B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson, by three members of the Commission, or by the Board. Public notice of all meetings shall be given in accordance with the provisions of the Ralph M. Brown Act. The meetings shall be open to the public.

As the final authority for all Commission bylaws amendments rests with the Board of Directors, should the Commission choose to recommend the above bylaws amendment this topic will be placed on the agenda of the next Board of Directors meeting scheduled for October 11, 2022. Should the Board of Directors subsequently approve the amendment, it would become effective immediately thereafter and the next P&R Commission regular meeting would be conducted on November 22, 2022, accordingly.

Potential Action: Approve and recommend to the Board of Directors for final approval the proposed Park & Recreation Commission Bylaws Amendment as presented.

Staff Report

To: Fire Commission
From: Eric Dreikosen, District Manager
Date: September 27, 2022
Re: Miller Creek Trail Initiative: Potential Planning & Research Process

Commissioners,

The purpose of this agenda item is to provide context on the current status of the Miller Creek Trail initiative and to discuss the potential planning and research process involved with the possible implementation of this initiative.

It is the perspective of staff that this initiative is still very much in the potential project exploration phase. Below are the initial exploratory planning steps either completed thus far, currently underway or yet to begin (the primary focus of discussion for this meeting will be the item 3):

1. Identify the project scope and receive a qualified estimate for current construction cost *(completed)*.
2. Establish a formal agreement with the developer of the proposed senior living center regarding their financial contribution obligation as stated in the applicable Oakview Subdivision Improvement Agreement formed in 2006 *(currently underway, near completion)*.
3. Identify and receive cost estimates on the remaining planning research and other cost items needed, potentially including but not limited to required biological studies, public outreach, potential permitting fees, etc. *(yet to begin)*.

Moving forward, upon completion of steps 2 and 3 above this item will be placed on a public meeting agenda of the Board of Directors to present anticipated project cost and applicable resource allocation impact to the District. If the Board of Directors votes to commit the funding and resources to continue this initiative, staff will initiate the identified research (timing dependent) and other planning processes identified in step 3 above.

September 23, 2022

Dear Park and Recreation Commission,

I requested an agenda item be put on your agenda for consideration and feedback at the meeting on Tuesday. Unfortunately I may not be able to attend the meeting, so I'd like to introduce the item and give it some context for your consideration.

I'm asking the commission to consider and make a recommendation on adding picnic style tables to a few places in our Open Space. I'm envisioning somewhere between 5 and 10 picnic tables that we place at some identified locations that hikers and bikers might commonly stop in the Open Space to enjoy the view. It's simply a way to add to the Open Space experience. As a hiker, if I ever want to stop and enjoy the view, have lunch or whatever, I have to sit on the ground in almost all of the hills in the Marinwood Open Space. That seems like an easy fix. We could identify a few key lookouts and put a table there. Most other places I hike have tables and other amenities, so this seems to be a common practice. I think some people might be worried about trash, but people who are hiking/biking our hills are "pack it in and pack it out" kind of people. Yeah, the tables may get defaced, but if we were worried about that we would never put any amenities in the park and I don't think we have that philosophy. So that's where I'm coming from on this one. I see it as an easy addition to create an even more spectacular Open Space experience.

Thank for your consideration and time,
Chris Case
Marinwood CSD Director

Parks and Recreation Report
September 2022
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Marinwood Preschool

Marinwood's preschool program opened for the school year on Tuesday, September 6th. We are currently offering two classes—one for 3-year-olds and one for 4-year-olds. We are excited to have new teacher Jolene in the threes class this year. The first few weeks have gone well.

Pool

The pool remains open through October 7th. We are currently offering adult lap swim, recreation swim, tot pool hours, private swim lessons, pool party rentals, and water polo. With the last of our college age staff leaving this week, staffing will be a challenge for the remainder of the season. We are, however, working on getting a few extra lifeguards trained to help cover some of the midday hours and are looking to be in good shape for rest of the season.

Halloween Harvest Festival

Our annual Halloween event will take place Friday, October 14th from 5-6:30pm. This year's event will feature carnival games, arts & crafts, a mini pumpkin patch, a costume photo station, and bounce houses. Following the success of last year's event, we will plan to run the festival outdoors, weather permitting. The Halloween Harvest Festival is historically our most well-attended family event.

Fall Art Show

Our annual Fall Art Show will take place on Saturday, October 22nd from 3:00pm-7:00pm in the community center. The theme of this show is "Form & Color" and will feature works from some of Marin County's finest artist.

Our semi-annual art shows have developed a positive reputation in Marin for the high quality of the artwork as well as the execution of the show. We are grateful to be able to work with Susan Press who not only has a keen eye for good art, but also has built positive and lasting relationships with the local art community, allowing us to put on a show that caters both to the art community as well as the general public.

Other Programs

Programs being offered this fall include adult and youth tennis, Irish Dance, Capoeira, Photography, Pilates, Zumba, LEGO engineering, art for kids, All Sorts of Sports, youth soccer, music for tots, and more. Staff continues to work on adding additional adult programming after some of our longstanding instructors have decided to retire after COVID put their classes on hold for so long.

PARKS MAINTENANCE ACTIVITY REPORT

Turf

This past month the staff has been working diligently to rehabilitate the turf after the heavy summer use. These efforts have included extensive aerating, fertilizing, and seeding, as well as making adjustments to irrigation for better coverage and efficiency. There is still work to be done but the turf is looking much improved.

Drinking Fountains

A broken water line at the firemen's picnic area was repaired earlier this month and the water fountain is back in working order.

We are currently looking into replacements for some of the older drinking fountains in the park that have become dilapidated and challenging to maintain.

Fence Repair

This past month repairs were made to a broken stretch of split rail fencing in the firemen's picnic area. Shortly after, staff also erected a new split rail fence around the catchment basin adjacent to the parks maintenance facility.

Watering

With the current heat wave threatening some of our plantings throughout the neighborhood (primarily the areas around the two wooden Marinwood signs), staff has been proactively and frequently watering to keep everything alive and healthy. When watering offsite, we use a water trailer filled with reclaimed water.

Upcoming Projects:

- Repairs to fencing in the parking lot
- Repairs to the pool showers and sinks
- New plantings along the Firemen's Hill and at Creekside Park
- Tree pruning throughout the park

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