

# MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, SEPTEMBER 28, 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	<b>Agenda</b>	Adopt
2	<b>Public Comment on Non-Agenda Items</b> <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	<b>Draft Minutes of August 24, 2021 P&amp;R Commission Meeting</b>	Approve
4	<b>Draft Minutes of September 14, 2021 Board Meeting</b>	Review
5	<b>Recreation and Park Maintenance Activity Report</b>	Review
6	<b>Commissioner Items of Interest - Requests for Future Agenda Items</b>	
7	<b>Adjourn</b>	

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 26, 2021 AT 7:00 PM

# Marinwood Community Services District

## Draft Minutes of Park & Recreation Commission Meeting Tuesday – August 24, 2021

**Time and Place:** 7:00PM via Teleconference

**Present:**

Commissioners: Chair John Tune, Jon Campo, Ian Fein (joined 7:10PM), Anne Sjahsam.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

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**

No public comment received

**3. Draft Minutes of May 25, 2021 P&R Commission Meeting**

Campo to approve/Sjahsam to second Draft Minutes of May 25, 2021 P&R Commission Meeting.  
All approved. Motion carried unanimously.

**4. Draft Minutes of August 10, 2021 Board Meeting**

Commission reviewed minutes.

**5. Marinwood Park Play Structures Replacement Project**

Commission discussed project, grant funding timeline requirements and public bidding process.

**6. Marinwood CSD Open Space Fire Prevention Vegetation Management Status**

Commission received update on fire prevention vegetation management efforts

**7. Informational Update regarding Blackstone Canyon and Horne Trail**

Recreation Director Fretwell provided a visual presentation, discussed public usage trends and staff maintenance practices

**8. Recreation and Park Maintenance Activity Report**

Commission received Recreation and Park Maintenance Activity Report.

**9. Commissioner Items of Interest – Requests for Future Agenda Items**

- Sjahsam inquired about future presentations of various District sites and facilities, including potential for on-site visits.
- Sjahsam inquired about walking trail and landscaping to be installed near maintenance facility project.

**10. Adjourn**

Meeting adjourned at 8:27 PM

Tiffany Combrink

# Marinwood Community Services District

## Draft Minutes of Board of Directors Meeting Tuesday – September 14, 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, Chris Case, Kathleen Kilkenny, Sivan Oyserman, and Lisa Ruggeri.

Staff: District Manager Eric Dreikosen, Acting Fire Chief Matt Windrem, Recreation Director Luke Fretwell and Administrative Assistant Tiffany Combrink.

**A. Call to Order & Roll Call of Directors**

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

The Board and Staff observed a moment of silence for former Marinwood staff member, Lucas Talbott.

**B. Agenda**

Agenda adopted as presented.

**C. Consent Calendar**

a. *Draft Minutes of Regular Meeting of August 10, 2021 (Remote Meeting)*

b. *Bills Paid Nos. 5659-5753*

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

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

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

Board of Directors received public comment regarding:

- a. Improving access to park and open space.

**E. District Matters:**

1. *District Manager Report*

Board of Directors received District Manager Report

**F. Fire Department Matters:**

1. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report from Acting Chief Matt Windrem.

2. *Date of Next Fire Commission Meeting – October 5, 2021*

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of August 24, 2021*

Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting

2. *Potential Trail Along Miller Creek from Las Gallinas Ave to Marinwood Dr*

Board of Directors directed staff to explore the possibility of a trail feasibility study

3. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Report

4. *Date of Next Park & Recreation Commission Meeting – September 28, 2021*

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

- Director Ruggeri requests further discussion regarding unreliable cell service in case of emergency.
- Director Oyserman requests trail feasibility update and updated written report on Lassen Fire

Meeting adjourned at 9:57PM

Tiffany Combrink, Secretary

Parks and Recreation Report  
September 2021  
Submitted by: Luke Fretwell, Recreation Director

## RECREATION

### Marinwood Review

Our Fall/Winter 2021 issue of the Marinwood Review hit mailboxes the last week of August. I want to thank Carolyn Sullivan for all the time and energy she invested in creating our latest catalog of classes, programs, and events.

### Fall Classes & Programs

Our After School Program commenced on August 19<sup>th</sup> and attendance is strong so far. Most participants are returning students and it's great to see so many of them again this fall. Our staff is comprised of local high school and college students, the majority of which worked this summer in our camp program.

The Marinwood Preschool Program commenced on Tuesday, September 6<sup>th</sup> and things are off to a smooth start. We are excited to welcome new teachers Francesca and Alaina to the program this year.

Other fall programs that have recently started or are coming soon include Zumba, Pilates, Tae Kwon Do, Irish Dance, Jr. Golf, Art for Kids, Photography, CPR, All Sorts of Sports Club, LEGO STEM classes, and Yoga.

### Pool

The fall pool season has been going well. A combination of warm weather and other nearby pools severely limiting their hours has kept the pool busy late into the season. We are currently offering adult lap swim, recreation swim, private and semi-private swim lessons, and water polo. The pool closes for the season on October 8<sup>th</sup>.

### Events

**Marinwood's Harvest Fest** will take place on Friday, October 8<sup>th</sup> from 5:00pm-6:30pm. This year's event will be a walk-thru trick or treat path with several differently-decorated stations where candy and prizes will be handed out, ending in a pumpkin patch where participants can pick out a pumpkin to take home and decorate. The all-outdoor event will take place in the park.

**Marinwood's Fall Art Show** will take place at the community center on November 6<sup>th</sup> from 3:00-7:00pm and will feature works from local Marin artists. This year's show is titled "Connections."

### 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

On September 7<sup>th</sup>, staff addressed a fallen tree blocking the trail along the creek in the panhandle just east of the parks maintenance facility.

Over the week of September 13<sup>th</sup>, three trees with sudden oak disease were removed from the western entrance to the panhandle from Quietwood Drive and along the path near the maintenance facility.

### Turf Rehabilitation

Turf restoration work continues in the park, including aerating, seeding, fertilizing, adding topsoil, and irrigating. Staff has fenced off the turf in the half of the park closest to the tennis courts to allow the new seeds to germinate and take hold. In a few weeks, staff will shift to the side of the park closest to the community center.

### Main Line Repair

Last week a leak was discovered in the main irrigation line in the park. Staff quickly discovered the cracked coupling and made the necessary repair. Thankfully, the water only needed to be turned off for 24 hours.

### New Water Line

Over the week of August 23<sup>rd</sup>, staff replaced an undersized water line in the northern end of the park, as well as reconfigured some outdated irrigation plumbing ahead of the turf maintenance.

### Tennis Court Repairs

On September 7<sup>th</sup>, repair work began on the streetside tennis courts in the park. The work consisted of filling and patching cracks, adding a new topcoat, and repainting the lines. A few minor repairs were also performed on the courts closest to Miller Creek Middle School. The courts reopened on September 22<sup>nd</sup> and they look great.

Similar treatment is now being done to Creekside Court, which should be open in a week and a half.

### 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