

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, APRIL 24, 2018, 7:30PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK ROAD, SAN RAFAEL, CA 94903

#	Time	Item	Commission Action
1	7:30 PM	Call to Order	
2	7:30 PM	Agenda	Adopt
3	7:35 PM	Public Comment on Non-Agenda Items	
4	7:40 PM	Draft Minutes of March 27, 2018 P&R Commission Meeting	Approve
5	7:45 PM	Draft Minutes of April 10, 2018 Board Meeting	Review
6	7:50 PM	Park Maintenance Facility Replacement Initiative Update	Discuss
7	8:10 PM	Recreation and Park Maintenance Activity Report	Review
8	8:25 PM	Requests for Future Agenda Items	
9	8:30 PM	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 MAY 22, 2018 AT 7:00 PM
AT CREEKSIDE PARK, LUCAS VALLEY ESTATES

2018 P&R Commission Facility Inspection Schedule:

May: Creekside Park

June: Las Gallinas Mini-Park & Miller Creek Panhandle Path

July: Marinwood Community Park & Playground

August: Marinwood Community Pool

September: Marinwood Community Center

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

March 27, 2018

Time and Place: 7:30PM Marinwood Community Center

Present:

Commissioners: Jon Campo, Jon Parkinson, Kathie Joseph, Shane Valentine and John Tune.

Absent: Sivan Oyserman.

Staff: District Manager Eric Dreikosen, Recreation Supervisor Luke Fretwell and Administrative Assistant Carolyn Sullivan.

Board Members: Izabela Perry.

Agenda

M/s Parkinson/Campo to approve agenda as presented. Ayes: Parkinson, Campo, Joseph, Valentine and Tune. Absent: Oyserman. Nays: None. Motion carried.

Public Comment on Non-Agenda Items

No comments.

Draft Minutes of February 27, 2018 Park and Recreation Commission Meeting

M/s Tune/Parkinson to approve draft minutes of February 27, 2018. Ayes: Parkinson, Campo, Joseph, Valentine and Tune. Absent: Oyserman. Nays: None. Motion carried.

Draft Minutes of March 13, 2018 Board Meeting

Tune asked about the encroachments into the open space. Dreikosen responded the one encroachment regarding fence issues has been resolved. The other resident has yet to respond to the letter and Dreikosen will be sending a follow-up letter.

Valentine asked about the FEMA claims. Dreikosen responded that there were seven claims in total and three of them are complete, but waiting on reimbursements. Two are Fire related regarding the Queenstone and Ponti Road locations and two are Park related specifically creek erosion.

Tune asked if anyone other than Nestel has stated support for the maintenance shed to be located adjacent to the Firehouse. Dreikosen stated not at this time and the estimated infrastructure costs associated with that site are estimated at about \$90,000 and that is before any structures are built.

Dreikosen commented that at the meeting the Board had approved the adjusted staffing structure of the Recreation Department. As of April 8th Robyn Bruton will step into the Assistant Recreation Director role. Fretwell added this structure was in place when Fretwell was hired in 2009 and with Bruton's knowledge and extra level of authority it will be a good fit. Perry stated it is nice the structure can grow and move with the needs of the District.

Update re: Marin County Parks and Open Space Initiative Converting Ponti Fire Road to Multi-Use Trail

Campo stated at this time he will be speaking as an employee of the County and a County Park Manager. Campo presented to the Commission a power point presentation with the information about the project and the timeline of the project. Campo pointed out his first step was to speak with Fire professionals about the road. All Fire personnel he spoke with stated the road in its higher elevation has no strategic value in firefighting. If a fire were to break out they would attack by air, not by ground. The road in its lower points will still maintain a Fire road. Ponti is a liability to the District in its current state and will continue to degrade. When transformed it will have appropriate switchbacks to assist in the steepness making a nice comfortable trail wide enough for a small UTV for Search and Rescue purposes if need be. Water runoff is always a top priority when building trails and this will be no different. The County will need a floating easement from the CSD to move forward and hopes to achieve the easement in July or August with the hopes of breaking ground in spring 2019. Perry asked the road would still belong to the CSD. Campo replied yes, but MCOSD would decommission the road and assume liability of the trail.

M/s Parkinson/Valentine to support the Marin County Parks and Open Space Initiative converting Ponti Fire Road to a Multi-Use Trail. Ayes: Joseph, Parkinson, Tune and Valentine. Abstain: Campo. Nays: None. Absent: Oyserman. Motion carried.

Perry commented it was a very thoughtful and thorough presentation. Dreikosen added it really is a win-win-win for the community, the CSD as well MCOSD.

Fiscal Year 2018/2019 Park and Recreation Department Draft Budgets

Dreikosen commented the budget is still in early draft phases, no property tax allocations have been made. We are very close to operating expectations with the Recreation Department, but the programming is split between two fiscal years. There is a large project possible in Parks with the repairs to the LVE pathways near Luiz Court. Dreikosen noted he had included actuals through February 2018.

Fiscal Year 2018/2019 Measure A Expenditure Priorities

Dreikosen questioned when the pool will need to be re-plastered. Fretwell replied fall of 2019. Dreikosen noted the only real item on the priority list is the maintenance shed. Perry asked about tennis courts 3 and 4. Dreikosen replied, yes, that should be included as well. Valentine commented with the continuous rollover of funds the balance will be at \$240,000, it would be nice to use some of the money for some smaller projects that will have greater impact to the community. Additionally, it would be nice to publicize the completed projects to the community to inform them of the benefits.

Park Maintenance Facility Replacement Initiative Update

Dreikosen commented initial concept ideas are being worked out and staff has given direction to the Architect. There will be a cultural resources study done and the CSD has engaged an archeologist. The goal is to have a few initial design schemes by next month and hopefully submit a site plan review application to the County by end of June.

Recreation and Park Maintenance Activity Report

Fretwell stated staff has been busy planning for summer, hiring summer staff as well as finding a new Recreation Supervisor.

Requests for Future Agenda Items

- Schedule of summer facility tour.

Parkinson stated he will be out of the Country for the April meeting.

The meeting concluded at 9:41PM.

The date of the next Park and Recreation Commission meeting is set for April 24, 2018 at the Marinwood Community Center.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday April 10, 2018

Time and Place: 7:30PM Marinwood Community Center classroom.

Present:

Board Members: Leah Green, Izabela Perry, Jeff Naylor, Irv Schwartz and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Fire Chief Tom Roach, Firefighters Sean Day, Brandon Selvitella and Dan Rotwein and Administrative Assistant Carolyn Sullivan.

Fire Commissioners: Ron Marinoff and Steve Farac.

Others Present: Stephen Nestel and Linda Barnello.

Call to Order and Pledge of Allegiance

Agenda

M/s Shea/Schwartz to approve agenda as presented. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

Consent Calendar

a. *Draft Minutes of Regular Meeting of March 13, 2018:* Naylor clarified that in regards to the structural changes in the Recreation Department he was questioning if the employee was currently at step EE and if so would they be entering the EE position in the new structure because that would be a 15% increase. Sullivan noted the clarification. Schwartz added he would like clarification added to the exact FEMA claims that were approved.

b. *Bills Paid Nos. 1980-2067:* Shea questioned the bill for Emergency Services Marketing Corp. Roach replied it is the annual subscription for Firefighter pager services.

M/s Perry/Shea to approve Consent Calendar as presented. Ayes: Perry, Naylor, Green and Shea. Abstaining: Schwartz. Nays: None. Motion carried.

Public Comment Open Time for Items Not on Agenda

Barnello requested that when the public address the members of the Board they listen and do not have their heads down in their computers. Barnello additionally stated she would like to thank Green for her comments made at last month's Board meeting regarding the ESS Committee and moving forward with dignity and a business like mentality.

Nestel commented that the Board needs to prioritize its Budget to achieve the future the CSD wishes to have. The CSD has seen record revenues due to home sales and will see a huge savings with the merger of its Fire Department.

District Matters

1. *Fiscal Year 2017/18 Proposed Budget Amendments:* Dreikosen noted these amendments are based upon the most current information. Naylor confirmed the purchase of the turnouts were earmarked for next fiscal year. Roach replied that is correct and they have been removed from the 2018/19 Budget accordingly. Schwartz stated if he is reading this correctly the amendments are in the District's favor to \$16,557. Dreikosen replied that is correct.

M/s Perry/Naylor to approve Fiscal Year 2017/18 Proposed Budget Amendments. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

2. *Draft District Budget for Fiscal Year 2018/19:* Dreikosen noted the updates such as property taxes, water/sewer expenses and election expenses. This is the first year in quite some time that the CSD has maintained a positive cash flow and staff has gone through the budget in detail. Schwartz commented that the line item for the Creek Survey is too costly and suggested its removal. Additionally the study will result in reports that may show liabilities to the District; at this point in time the District has no funds dedicated to mitigate the possible issues. Schwartz questioned the capital expenditures in Parks for the dump trailer and gator. Dreikosen replied the dump truck is on its last legs and staff decided not to dedicate any more funding to its repairs. Schwartz commented the District needs to place more funds dedicated to OPEB liabilities. Marinoff asked if the 10% increase in medical expenditures were based on the current makeup of the Fire Department staffing. Dreikosen replied yes. Nestel commented the Parks Department doesn't need a dump trailer, the District should purchase a landscape trailer instead; the open space is already abused by the equipment. Nestel added the revenues are not clear in the Recreation Department; there needs to be more analysis on events. Nestel continued stating the future of the Fire Department is regional and any expansion in the Department should be put on hold until the District knows the situation. Barnello commented the District is not serving its residents with the lack of the Fire Utility vehicle. Schwartz stated deferring maintenance issues has led the District to where it is today. The Firehouse kitchen is an example of deferred maintenance causing an even larger disaster. The repaving project in Lucas Valley Estates should be added to the budget now to deal with current issue. Dreikosen replied he would need a ballpark budget number for the project. Schwartz suggested contacting Marin County Parks. Nestel commented a hard path is not ideal and suggested having the Parks Staff place gravel instead. Dreikosen asked if he

could have a consensus on whether to leave the Creek Study in the budget. The Board decided to leave it in the budget, but that does not mean the money has to be spent. Marinoff suggested if the study is conducted to coordinate with the County so the two entities have a complete report on the creek in its entirety. Barnello stated if there is no money for repairs then there is no point in conducting a study.

3. *Resolution 2018-03: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services:* Naylor asked if any Board had voted not to approve. Dreikosen replied he is uncertain. Roach commented he believed about 8 years ago the Resolution was rewritten and the CPI was added. Naylor asked what the budget forecast would be. Dreikosen replied about \$37,000.

M/s Schwartz/ Perry to approve Resolution 2018-03 Increasing the Amount of the Special Tax for Fire Protection and Emergency Services. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

4. *Resolution 2018-04: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance:* Naylor stated the total is \$5.69/unit. Dreikosen replied that is correct.

M/s Schwartz/Perry to approve Resolution 2018-04 Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

5. *Update: Marinwood CSD Emergency Services Succession (ESS) Committee:* Green reported there was no meeting this past month. Naylor asked if CalPERS had responded to our inquiries. Dreikosen replied no. Perry asked how the quality of service will improve with a merger. Roach replied he doesn't know of any merger pending, only discussion has been the cost of a Chief Officer. Perry commented she wants to know the savings to the District. Roach replied that is unknown. Naylor requested a straw poll from the Board to illicit a proposal from San Rafael for Chief Officer services. The Board was in agreement. Schwartz commented it is worthy to note that 48% of our calls were in San Rafael. Dreikosen noted it's recognized. Nestel stated there are alternatives for negotiations such as the CSA 19 contract; Marinwood shouldn't be subsidizing San Rafael.

6. *Marinwood CSD Records Management Policy (Draft):* Perry commented most of this is dictated by the California government and was reviewed by County Counsel. Naylor commented he would like to see verbiage added such as "District employees shall conduct all District business on District issued accounts, computers and devices whenever possible". Additionally the employees should not expect any degree of privacy regarding their use of District devices or accounts. Naylor suggested the policy cover the classification of confidential or restricted documents and discussions as well. Naylor questioned, aside from PRA Requests, how the District will deal with subpoenas from legal authorities and similar requests which may include confidential information. Naylor would also like to see a checklist with legally or policy defined retention periods that would facilitate any actions with regard to continued retention or destruction/erasure and the method of destruction of physical documents should be in the most effective, cost effective and environmentally sensitive means at our disposal. Barnello asked how and why the District would destroy documents. Perry replied if they are unnecessary or duplicate.

M/s Naylor/Schwartz to offer feedback for next draft with approval anticipated at the next Board meeting.

Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

7. *District Manager Report:* Dreikosen reported it's been busy. He had engaged with an archeologist for a cultural study and has a meeting with Hansell Design tomorrow, keeping in mind a timeline for county review in June. We did investigate the needs regarding placement at the Firehouse, but the area would require about \$81,000 in site infrastructure prep work before the facility could be built. Naylor asked if installing a sewer line would require digging up the road. Schwartz replied yes. Naylor stated he has concerns with the Firehouse location and its impact on the first responders. Barnello asked if this was a public works project. Dreikosen replied yes. Nestel stated the District needs to read the historical documents, artifacts are still being found in the area; additionally the location needs a 100ft setback. The Maintenance garage does not need a bathroom, the soil can be moved and placed in a different area for another usage and the Parks vehicles can share the driveway with the Fire vehicles. Nestel stated this estimate of costs is not credible.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of April 3, 2018:* Schwartz stated the Department needs a consistent policy in regards to vegetation management. Schwartz asked how first responders reached the incident at Loma Alta. Roach replied with a 4 wheel drive pickup. Roach commented that the utility is not a topic on the agenda, but in many cases Marinwood is the closest engine for response. Nestel stated the District has options; the Fire Department can use the Parks Kawasaki vehicle.

2. *Resolution 2018-05: Finding Competitive Bidding to be Unavailing for the Marinwood Fire Department Kitchen Remodel Project:* Dreikosen noted this is a procedural requirement.

M/s Shea/ Naylor to approve Resolution 2018-05: Finding competitive bidding to be unavailing for the Marinwood Fire Department kitchen remodel project. Ayes: Perry, Naylor, Green, Shea and Schwartz. Nays: None. Motion carried unanimously.

3. *Kitchen Remodel Project: Proposal for Project Construction:* Perry asked if a three month completion date was accurate. Roach replied it may take two. Perry stated it seemed as if the contractor took the max budget and deducted

the cost of appliances. Roach stated this was the 4th bid that has gone before the Board and commented he is not the one making the numbers up. Roach stated he was directed to find a contractor and that is what he did. Naylor stated the last SKU number was not on the Pacific Sales website and questioned what the purchase was. Roach replied, the sink, faucet and garbage disposal. Barnello stated it is time for the kitchen to be completed, it's been over a year and it's been unfair to the Firefighters. Nestel commented the contract is not detailed enough, laws have been broken and the Board has received bad advice. Farac commented the Board has had the same questions over and over again; no contractor wants this job. Farac urged the Board to accept this proposal. Roach stated that it was in bad form for Nestel to personally contact the contractor and send a threatening email. Green stated she is disappointed in viewing only one proposal at this time. Roach stated he has brought multiple bids before this Board as well as conducted two closed bidding processes.

M/s Perry/Schwartz to approve kitchen remodel project and proposal for project construction. Ayes: Perry, Schwartz and Shea. Nays: Naylor. Abstaining: Green. Motion carried.

4. *Fire Activity Summary and Chief Report*: Naylor commented the District is losing a Paramedic. Roach replied, yes, he is going to San Rafael, he's a good kid and hates to see him go.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting*: No comments.

2. *Recreation and Park Maintenance Activity Reports*: Fretwell reported the Spring Art Show was a success as well as the Lions Club Egg hunt. Staff is hiring part time employees gearing up for the summer months and the Recreation Department just concluded its Spring Break camp. Pool maintenance repairs are underway regarding the pump and the Parks Crew have dismantled the old sandbox. Naylor asked if Fretwell was familiar with the document regarding Capital needs. Fretwell replied yes, he has reviewed it with the District Manager.

New and Other Business

1. *Requests for future meeting agenda items*:

- Nestel: Open space policy.
- Barnello: Written policy for communication response from District Manager.
Green requested Barnello send her an email.

Recognitions and Board Member Items of Interest

Dreikosen thanked the Lions Club for their recent donation and their Egg Hunt Event.

The meeting was adjourned at 9:53PM.

The date of the next Regular Board Meeting was set for May 8, 2018 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

Park & Recreation Report – April 2018
Luke Fretwell, Recreation Director

Recreation Activities

Special Events:

- Our 2nd Annual *Spring Art Show* took place Saturday, March 24th from 3:00pm-7:00pm. This year's show featured local artists in a "Small Pairs" show. It was a great turnout and a fun night.
- *Egg Hunt and Breakfast with Bunny* took place Saturday, March 31st. The Lions Club did a great job organizing and running the event. It was well-attended and everyone seemed to have a good time. Johnny's Doughnut truck was a big hit.
- Our 2nd Annual Homebrew Happy Hour takes place Friday, April 20th from 6-9pm. The event will feature beer tasting from a few local homebrewers and live music by Bay Area accordionist Dan Cantrell.

Classes & Camps:

- Spring Break Camp took place April 9-13. Enrollment was full. It was a nice reunion for our summer camp staff who worked that week.
- All of our spring classes are in full swing and the community center is bustling. Robyn and I are currently looking at the fall calendar and assessing our class offering to see what we want to change, add, etc. in the next season.

Summer Preparation:

- Camp T-shirts can now be picked up in the lobby. We are also ordering more "Marinwood" merchandise (hats, shirts, sweatshirts, and more) to sell to the public this summer. We have a few new logos and designs we are excited to reveal. We are planning on expanding our marketing and will be selling merchandise at the pool this spring and summer.
- Special events and guest performers, speakers, and presenters, are currently being booked for the camps. Robyn has a lot of exciting events and themes planned for the summer.
- The Summer Music Series is currently being finalized and will be announced in the coming weeks.

Aquatics:

- The Pool Season began on April 2nd. Most of the regular lap swimmers have returned, plus a few new faces. While a few of our older staff have moved on, many of our high school guards have helped fill the void by working before and/or after school. Staffing during the spring is always a challenge and I'm grateful to have such a good crew this season.
- We will be offering our 4th Lifeguarding class of the season on April 21st. We expect to hire most of our new lifeguards from these classes. Almost all of our lifeguard classes are full for the spring.

Summer Camp Registration:

- Summer registration continues to be strong for both camps and swim lessons.

Recreation Transition:

- Interviews have concluded for the vacant Recreation Supervisor position. I should be able to announce our new hire at the next meeting. We are excited for this new chapter in the Recreation Department.

Park Maintenance Activities

General Maintenance

- Mow turf every other week (weather depending)
- Empty garbage and dog receptacles two times a week
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts
- Check drains and culverts as needed
- Check pool chemistry/equipment and adjust as needed (daily)

Projects completed in March:

- Repairs to waterslide
- Tot Pool leak repairs (in pool shell)
- Fertilizing of turf
- Weeding/mowing around Marinwood Park
- Cleaning out of park shop (ongoing)

Projects scheduled for April:

- Pool deck repairs (extensive, in progress)
- Cleaning/landscaping at Marinwood entrance (Marinwood Ave & Las Gallinas)
- Irrigation repair
- Removal of old sandbox in playground, replace with new feature TBD (in progress)
- Weeding/mowing around Marinwood Park

Upcoming Projects:

- Miller Creek Mini Park fence extension/signage
- Picnic area updates
- Landscaping in front of Marinwood Fire Dept. (seeking Commission input)

Landesign Contracted Schedule:

- Cleaned landscaping in front LVE sign
- Mowed berms in LVE
- Median pruning/weeding
- Blew picked up trash in walkthroughs

Pest Control:

- We are currently addressing new vole, mole, and gopher activity at all 3 parks and in the pool area. We have not seen voles in many years (possibly decades). Our gopher abatement company has set several traps and bait-stations, and are monitoring bi-weekly.