

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, SEPTEMBER 24, 2019, 7:00PM

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

#	Item	Commission Action
1	Agenda	Adopt
2	Public Comment on Non-Agenda Items <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	Draft Minutes of August 27, 2019 P&R Commission Meeting	Approve
4	Draft Minutes of September 10, 2019 Board Meeting	Review
5	Potential Revisions of Community Center Rental Policies	Discuss
6	Upcoming Commissioner Term Expirations and Appointment Opportunities	Review
7	Recreation and Park Maintenance Activity Report	Review
8	Commissioner Items of Interest - Requests for Future Agenda Items	
9	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 22, 2019 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER**

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – August 27, 2019

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

Commissioners: Chair John Tune, Jon Campo, and Anne Sjahsam.

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

Board Director: Izabela Perry

Absent: Commissioner Shane Valentine

1. Agenda

Campo to approve / Sjahsam to second agenda as presented. Aye: Tune, Campo, Sjahsam. Absent: Valentine. Motion carried.

2. Public Comment on Non-Agenda Items

Commission received comments regarding incident at the Community Center.

3. Draft Minutes of July 23, 2019 P&R Commission Meeting

Sjahsam to approve / Campo to second Draft Minutes of July 23, 2019 P&R Commission Meeting. Aye: Tune, Campo, Sjahsam. Absent: Valentine. Motion carried.

4. Draft Minutes of August 13, 2019 Board Meeting

Commission reviewed minutes.

5. Park & Recreation Commission Bylaws: Proposed Amendment

No action taken. Commission will maintain current direction and revisit Proposed Amendment to Bylaws at a later date.

6. Potential Facility Tour Locations and Dates

Marinwood Park will be the next site for presentation. Pool and Community Center will follow.

7. Recreation and Park Maintenance Activity Report

Recreation Director presented Activity Report

8. Requests for Future Agenda Items

No requests.

Meeting adjourned at 8:15PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – September 10, 2019

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

Present:

Board Members: President Leah Green, Izabela Perry, Sivan Oyserman and Jeff Naylor.

Staff: Recreation Director Luke Fretwell, San Rafael Fire Chief Chris Gray, and Administrative Assistant Tiffany Combrink.

Guest: Marin County Fire Battalion Chief Christie Neill

Absent: Board Member Bill Shea

A. Call to Order and Pledge of Allegiance

President Green called the meeting to order at 7:30PM

B. Agenda

Perry to approve/Oyserman to second the “adoption of the agenda as presented.”

Aye: Green, Perry, Oyserman, Naylor. Absent: Shea. Motion carried.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of August 13, 2019*

b. *Bills Paid Nos. 3613-3701*

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

Aye: Green, Perry, Oyserman, Naylor. Absent: Shea. Motion carried.

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

Board of Directors received public comment regarding:

a. Being neighborly

b. Las Gallinas mini-park

E. District Matters:

1. *Regional Wildfire Prevention: Marin Wildfire Prevention Authority Informational Report*

Board of Directors received a PowerPoint presentation from Marin County Fire Battalion Chief Christie Neill.

2. *Update on Pension Liability Analysis with August 2019 Release of CalPERS Annual Valuation Reports for Measurement Date of June 30, 2018*

Board of Directors received update of 2018 CalPERS Pension Valuations.

8:59pm – Recess called by President Green.

9:00pm – Meeting resumed.

3. *Marinwood CSD Board of Directors Administrative Calendar (Draft)*

Board of Directors reviewed draft Administrative Calendar.

4. *District Manager Report.*

Board received the District Manager’s report.

9:09pm – President Green left the meeting. Director Perry resumes meeting in President Green’s absence.

F. Fire Department Matters:

1. *Minutes of Joint Marinwood – San Rafael Fire Commission Meeting of August 14, 2019*

Board of Directors reviewed minutes of joint Fire Commission meeting of August 14, 2019

2. *Draft Minutes of Fire Commission Meeting of September 3, 2019*

Board of Directors reviewed minutes of Fire Commission meeting of September 3, 2019

3. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report
4. *Date of Next Fire Commission Meeting – October 1, 2019*

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of August 27, 2019*
Board reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – September 24, 2019*

H. New and Other Business:

1. *Resolution 2019-06: Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program*
Naylor to approve/Oyserman to second Resolution 2019-06
Aye: Perry, Oyserman, Naylor. Absent: Shea and Green. Motion carried.

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

- Naylor again recognized students Georgia Lee and Mitchell Tanaka for their film “A Silent Legacy” and the ongoing attention to the project to restore the Marin County Poor Farm Graveyard in Lucas Valley.
- Oyserman would like an update from Chief Gray on the progress of the Marin Wildfire Prevention Authority.
- Perry requests revenue vs. expenditure reports for each program offered and a checklist of tasks performed by the Park staff.

Meeting adjourned at 9:49PM

Tiffany Combrink, Secretary

Memo

To: P&R Commission

From: Luke Fretwell, Recreation Director

Date: September 20, 2019

Re: Proposed Changes to Building Rental Policy

Commissioners,

The Recreation Department currently rents out the Bill Gordon Hall in the Community Center to private groups for use on the weekends. These rentals, which have historically consisted of a wide range of activities (e.g. fundraisers, wedding receptions, baby showers, birthday parties, family gatherings, school events, conferences, religious gatherings, etc.), have in recent years trended more and more towards large and extravagant parties featuring large crowds and alcohol consumption.

This increase in large parties has brought several undesired consequences. We have observed a significant increase in wear and tear on the building and grounds. Our reception hall floor, which originally lasted 30 years, now needs to be re-sanded and finished every 4-5 years and at great expense; the oven/range in the kitchen requires frequent repair; and we are continually replacing broken tables and chairs. A small number of rentals this past year have necessitated law enforcement intervention due to physical altercations, noise complaints, and other serious issues—most notably an incident from a rental last April making recent headlines where an attendee was arrested on several serious charges.

These parties have become increasingly challenging for staff to effectively manage, as attendees can be combative and renters sometimes exhibit little control over their guests. There are fewer and fewer staff members I feel comfortable scheduling to work such events. It is not clear that the revenue generated by these parties is worth the damage, safety concerns, and neighbor complaints.

Staff have already incorporated a handful of measures over the past year intended to address some of these concerns. They include:

- Establishing an earlier curfew time by which events must end and all people have vacated the premises.
- Reduced the maximum capacity allowable for private events
- Stricter policies resulting in loss or partial loss of security deposit.
- Increased training for building attendants

There are a number of additional measures that can be taken to mitigate some of these concerns, including requiring security personnel at parties, limiting attendance, or prohibiting alcohol during private rentals, to name a few. While such measures are feasible, I'm not sure this is the direction we want to move in. It is worth noting that the overwhelming majority of incidents, noise complaints, and law enforcement interventions occur during building rentals by non-residents. A few questions, then, might be worth asking:

- First, is renting out the community center for private use a priority of the District? While private rentals generate revenue and provide a community service, they also present the aforementioned challenges regarding safety, maintenance, and staffing.
- Second, do the residents of Marinwood want their community center used for large private parties by non-residents, where an armed security presence and/or law enforcement intervention are sometimes necessary to handle out of control crowds or intoxicated individuals?
- And finally, if we were to implement some of the above measures, would it be fair to the Marinwood residents who wish to rent the community center that they be prohibited from serving alcohol and/or required to hire armed security guards when the vast majority of resident rentals transpire without incident (including multiple Quinceañeras and other large parties each year)? Should our residents be penalized for the problems that mostly occur during non-resident rentals?

I believe these questions and others are worthy of discussion.

It is my personal recommendation that private rental of the community center be made available to Marinwood residents only (with exceptions granted for various non-profit and civic organizations). Aside from having a vested interest in the wellbeing and longevity of the community center, our residents tend to treat the community center, its staff, the surrounding neighborhood, and District rules with much more reverence and respect than the (mostly) one-time non-resident renters. I believe this is due in part to the fact that many of our resident renters attend our special events, have children who participate in our recreation programs, and/or have personal relationships with Marinwood CSD staff in one capacity or another, which results in a kind of accountability we typically don't have with non-resident renters.

I believe making private building rentals available solely to Marinwood residents would go the furthest in curbing the problems that have accompanied private use of the community center in recent years. It would allow us to continue serving needs of the Marinwood community while avoiding the imposition of burdensome requirements and restrictions on our residents.

Memo



To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: September 24, 2019
Re: Expiring Commissioner Terms and Reappointment Process

Commissioners,

The following Commissioners will have their current terms expire at the end of the calendar year:

Jon Campo
Shane Valentine

Additionally, there is currently a vacant regular position with a term expiring at the end of calendar year 2019 as well as a vacant alternate position with a term expiring at the end of calendar year 2020. As such, there is a total of three regular commissioner seats to be appointed with terms expiring at the end of calendar year 2021 as well as the aforementioned alternate seat should all regular positions be filled.

As stated in the Commission Bylaws, District staff will be posting a Notice of Appointment Opportunities to fill the positions. Incumbent Commissioners whose terms will be expiring are able to apply for reappointment. If desired, please prepare a brief letter to the Board of Directors stating your desire to be reappointed to the Commission.

All letters of interest should be provided to the District Manager no later than November 1, 2019 to be included in the November 12, 2019 board meeting packet, at which time the Board will formally appoint Commissioners for the upcoming term(s) beginning January 2020.

Recreation

Pool & Aquatics

The final 3 weeks of the pool season are underway. Staffing has been challenging this fall, but Stephanie has been getting creative and keeping everyone motivated.

Special Events

Our next event will be the Halloween Harvest Festival on October 11th from 5-7pm. This event will feature arts & crafts, games & prizes, pumpkin carving/decorating, bounce houses, and food. We look forward to seeing all the kids and families in costume.

Our Fall Art Show will take place October 26th from 3-7pm. Susan Press is putting together another exciting show, the theme of which is "Home." The show is free to the public and will feature ~50 original works from some of Marin's top artists.

Classes and Programs

Our tennis program is currently bursting at the seams with participation. Most classes are full with waiting lists and instructor Jerry has added extra classes to accommodate demand. It is great to see so much enthusiasm for tennis this fall.

Parks/Maintenance

Projects

In September staff repaired the turf in the main park, mini park, and in front of the community center, repaired some irrigation lines, cleared fallen trees along Horne Trail, cleaned up and refreshed the landscaping in front of the community center, and made repairs to cabinetry in the classroom. Upcoming projects include clearing the creek of possible dam hazards ahead of the rains, updating landscaping at Marinwood entrances, erosion prevention plantings along the creek bank, and preparing the pool for the off-season.

Weekly Maintenance

Clean community center building daily
Mow, edge, rake, and blow weekly
Empty trash in all three parks and along paths (2-3 times/week)
Restock pet waste bags (2-3 times/week)
Backwash pool filters, clean skimmers/strainers (weekly)
Vacuum pool (weekly)
Blow tennis courts (2-3 days/week)
Weeding (ongoing)