

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, JANUARY 28, 2025, 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	Designation of P&R Commission Chair & Vice-Chair for 2025	Approve
3	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>	
4	Draft Minutes of September 24, 2024 P&R Commission Meeting	Approve
5	Minutes of December 10, 2024 and January 14, 2025 Board of Directors Meetings	Review
6	Pickleball Trial Update (verbal report)	Discuss
7	Update regarding Miller Creek Trail Initiative	Review
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 MARCH 25, 2025 AT 7:00 PM



Staff Report

To: Park & Recreation Commission
From: Eric Dreikosen, District Manager
Date: January 28, 2025
Re: Commission Chair & Vice-Chair Designations

Commissioners,

As detailed in the Commission Bylaws, each January the Commission is to designate a Chairperson and Vice-Chair for the upcoming calendar year. The applicable section of the bylaws states:

D. CHAIRPERSON

One regular Commission member shall be elected in January by the other Commissioners to the role of Chairperson of the Commission for a period of one year. The chairperson must have been appointed to the Commission for a period of no less than one year preceding election to the role of chairperson. The chairperson can serve in this role consecutively if reelected by the members of the Commission. The chairperson can be removed from this position by the majority vote of the Commission.

1. DUTIES OF THE CHAIRPERSON

- a. Preside over meetings of the Commission, utilizing and maintaining Rosenberg's Rules of Order.
- b. In cooperation with District staff, prepare agendas for Commission meetings.
- c. Attend Board meetings at least for the portion covering Commission matters and other portions the Chair may be asked to attend. Alternatively, designate another member of the Commission to attend should the Chair be unavailable.
- d. Report to the Board the actions and recommendations of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome newly appointed Commissioners. Provide a copy of Commission Bylaws to each new Commissioner.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings in compliance with the Ralph M. Brown Act.
- i. Act as official spokesperson for the Commission.

E. VICE CHAIRPERSON

One Commission member shall be elected in January by the other Commissioners to become the Vice Chairperson of the Commission for a period of one year. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

1. DUTIES OF VICE-CHAIRPERSON

- a. Perform the duties of the Chairperson in the absence of the Chairperson.
- b. Serve in such capacities as may be assigned by the Chairperson.

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting

Tuesday – September 24, 2024

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

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo, Ian Fein, Ryan Madden

Staff: District Manager Eric Dreikosen

Board Director: Chris Case

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 July 23, 2024 P&R Commission Meeting

M/s Campo/Madden to approve Draft Minutes of July 23, 2024 P&R Commission Meeting. All in favor.
Motion carried unanimously.

4. Minutes of August 13, 2024 and September 10, 2024 Board Meetings

Commission reviewed minutes.

5. Pickleball Trial Update (verbal report)

Commission received verbal update regarding the Pickleball trial to take place on lower tennis court #4 (nearest Miller Creek Middle School) and were informed staff anticipated having the court ready for pickleball play within the next 1-2 weeks. Commission suggested notice be sent to immediate neighbors, middle school administration and posted on social media once specific start date is established.

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

-None

8. Adjourn

Meeting adjourned at 8:20 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – December 10, 2024 – 6:00pm

Time and Place: 6:00PM 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: Board President Kathleen Kilkenny (arrived 6:23pm), Board Vice President Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

A. Call to Order & Pledge of Allegiance

Board Vice President Case called the meeting to order at 6:00pm

B. Agenda

Agenda adopted as presented.

C. Public Comment on Closed Session Items

No public comments were received.

D. Closed Session

*Conference with Labor Negotiators Section 54957.6. Agency designated representative: Eric Dreikosen.
Represented Employees: Marinwood Professional Firefighters*

Convened at 6:07pm and adjourned at 6:45pm with no reportable action taken.
Board President Kilkenny arrived during closed session at 6:23pm

E. Open Session

Board President Kilkenny called the open session to order at 7:00PM

F. Consent Calendar

a. *Draft Minutes of Regular Meeting of November 12, 2024*

b. *Bills Paid Nos. 8870 - 8933*

Shea to approve/Ruggeri to second “consent calendar as presented.”

All in favor. Motion carried unanimously.

G. Public Comment Open Time for Items Not on Agenda

No public comments were received.

H. District Matters

1. *Election of Board Officers for Calendar Year 2025: Board President and Vice President*

Shea to approve/Ruggeri to second Chris Case as 2025 Board President and Kathleen Kilkenny as 2025 Board Vice President

All in favor. Motion carried unanimously.

2. *District Manager Report*

Board received District Manager Report

I. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting December 3, 2024*

Board reviewed Fire Commission meeting minutes of December 3, 2024

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

J. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

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

- District Manager noted Board liaison appointments to Fire and Park & Rec commissions for calendar year 2025 will be made in January Board meeting

L. Adjourn

Meeting adjourned at 7:43pm

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – January 14 – 7:00pm

Time and Place: 7:00PM 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: Board President Chris Case, Kathleen Kilkenny, Sivan Oyserman, Lisa Ruggeri and Bill Shea.
Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Accounting and Payroll Manager Tiffany Combrink

A. Call to Order & Pledge of Allegiance

Board President Case called the meeting to order at 7:02pm

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of December 10, 2024*

b. *Draft Minutes of Special Meeting of December 19, 2024*

c. *Bills Paid Nos. 8934 - 9004*

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

All in favor. Motion carried unanimously.

D. Public Comment Open Time for Items Not on Agenda

No public comments were received.

E. District Matters

1. *Proposed Amendments to the Marinwood CSD Fiscal Year 2024-2025 Operating Budget*

Shea to approve/Oyserman to second Amendments to the Marinwood CSD Fiscal Year 2024-2025

Operating Budget as presented.

All in favor. Motion carried unanimously.

2. *Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2025*

Board President Case appointed Director Oyserman as liaison to the Park & Recreation Commission and appointed Director Ruggeri as liaison to the Fire Commission for Calendar Year 2025.

3. *Potential Nomination of Marinwood CSD Board Director to Serve as Special District Representative on Marin County LAFCo*

No board member was nominated and no resulting action taken.

4. *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. *Miller Creek Trail Initiative: Request from Owner/Developer of The OAKS Senior Living Center for 2nd Addendum to Amended Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer and Related Deadline for Completion of Road and Bridge Obligation*
Shea to approve/Kilkenny to second Miller Creek Trail Initiative: Request from Owner/Developer of The OAKS Senior Living Center for 2nd Addendum adjusting developer financial contribution to \$181,500 and the road and bridge obligation deadline to December 31, 2026.
All in favor. Motion carried unanimously.
2. *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

- District thanked 2024 Commissions liaisons Kilkenny and Case
- Director Oyserman requested any updates on cell phone coverage in Upper Lucas Valley

I. Adjourn

Meeting adjourned at 8:23pm

Tiffany Combrink, Secretary



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 28, 2025
Re: Miller Creek Trail Initiative Update

Commissioners,

In December 2022 the Board of Directors approved an Amendment to the Oakview Subdivision Agreement originally formed in 2006. The Amendment updated and clarified the terms regarding a financial contribution to be made by The Oaks Senior Living, LLC, and provided to the District for the construction of a multi-use trail located on District Open Space property adjacent to the senior living community property. In this regard specifically, the Amendment stated:

1. Funding Contribution for Alternative Trail Project. Instead of complying with the Original Trail Obligation, Oaks shall pay District a monetary amount that is equivalent to the cost of satisfying the Original Trail Obligation at the time the work necessary to complete the Road and Bridge Obligation is completed (the “Original Trail Cost”), in full, no later than 30 days after completing such work. If Oaks completes the work necessary to satisfy the Road and Bridge Obligation by December 31, 2023, the Original Trail Cost shall be \$150,000. If Oaks does not complete such work by December 31, 2023, then the Original Trail Cost shall be an amount jointly agreed to by the parties, or if the parties are not able to agree on such amount, then the Original Trail Cost shall be determined by Timothy Best, CEG (or if Mr. Best is unavailable, then by a construction engineer of equivalent expertise jointly selected by the parties).

In October 2023 the Board of Directors approved an Addendum to the aforementioned Agreement establishing a new date of December 31, 2024 by which for the developer to complete the Road and Bridge Obligation while also increasing the total amount of their financial contribution to the trail project from \$150,000 to \$165,000. No other provisions of the Agreement were changed.

Representatives of The Oaks Senior Living, LLC, recently contacted the District to provide an update on this project acknowledging they were unable to meet the December 31, 2024 deadline. They further requested another extension of two (2) additional years, thus establishing new date of December 31, 2026 to complete the Road and Bridge Obligation. In exchange for the District’s consideration and approval of this request, The Oaks Senior Living, LLC, has proposed to further increase the total amount of their financial contribution to the trail project by another 10% from \$165,000 to \$181,500. The Board of Directors considered and approved this request during their January 2025 board meeting.

In speaking with representatives of The OAKS, they do not anticipate work to begin on the road and bridge until Spring 2026. The District will revisit the trail initiative at that time.

Parks and Recreation Report
January 2025
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Santa Letters Recap

In the weeks leading up to Christmas the Recreation staff once again hosted our annual “Letters to Santa” program. For the month of December, a special red “north pole mailbox” was stationed outside the community center along with Santa Letter stationery and pencils. Letters placed in the mailbox were “delivered to the north pole” and custom replies from Santa were mailed to each child. This was our 5th year running the program which brought in 176 letters. I want to acknowledge Senior Administrator Carolyn Sullivan for facilitating the program and painstakingly making sure every correspondent received a customized, handwritten response from Santa.

Winter Break Camp

This year we ran our annual Winter Break Camp for kids on break from school. Campers got to play games, do arts & crafts, have music and dancing time, and play in the park throughout the week. Camp was staffed with several of our part-time summer camp counselors and directors on break from school and it was nice getting to reconnect with them. Thankfully, the weather allowed for plenty of outside time.

Summer Camp Staffing

This past month we took advantage of having so many of our summer staff members home on winter break by having them come in to interview for summer positions and having some of them help with planning sessions. It’s still early and not all positions have been assigned, but we are looking to have a stellar crew working again this summer.

Raise a Glass – Wine Tasting

Staff have begun preparing for our upcoming “Raise a Glass” wine tasting, which takes place Saturday, March 2nd from 2-5pm at the community center. Invitations to wineries are currently being sent out and we are expecting a great lineup for next year’s installment. We have several wineries return each year, but we always strive to add at least a few new names to the roster. More details will be announced as the event approaches.

Spring Art Show

Our Spring Art Show will take place on Saturday, April 27th in the community center. The theme of this year’s show is “Finding the Familiar” and will feature artwork from 40-50 of Marin’s finest artists. More details will be announced in the coming months.

Spring/Summer Marinwood Review

Staff are currently finalizing programs and schedules for the spring and summer for inclusion in our spring/summer issue of the Marinwood Review. The next issue is scheduled to come out in mid-February and will feature information about our spring break and summer classes, camps, pool programs, and events, plus a lot of other resources and useful information.

Recreation programs currently taking place this winter include Tae Kwon Do, White Crane Silat, Feldenkrais, Mahjong, Pilates, LEGO engineering, Irish Dance, Babysitter’s Training, Little Explorers Art, Zumba, Watercolor Workshops, CPR/First Aid, All Sorts of Sport Camps, Preschool, and the After School Program.

PARKS MAINTENANCE ACTIVITY REPORT

Creek Maintenance - Erosion Control

In December the Parks Staff installed a French drain in the main park to divert water away from the top of the creekbank—a low spot where water had been regularly pooling and creating channels in a vulnerable section of the bank. The work was completed just before the next set of heavy rains and we were able to observe a dramatic improvement in the drainage of the area.

Willow Plantings

Over the past month, the staff have continued to plant willow shoots along vulnerable areas of creekbank to hopefully stabilize the soil and prevent erosion. Similar efforts will continue throughout the month.

Les Mize Bench

On Thursday, January 2, the staff installed the Les Mize memorial bench at the north end of the main park. The bench and plaque came out really nicely. The new bench replaces a dilapidated concrete bench that was cracked and falling apart. The area is looking much improved and the Mize family has expressed their approval and gratitude.

Community Center Patio Repairs

On Thursday, January 23rd repair work started on the 3 patios surrounding the community center. Several areas of the patios have become lifted over the years from tree root growth and fill material degradation. The contractor will be removing the pavers in the trouble spots, cutting out the problematic roots where feasible, leveling the fill material, and replacing the pavers. Work is expected to last about a week.

Landscaping around Community Center

Over the past few weeks, staff have added fresh woodchips to the plantings around the community center and pruned the plants and shrubs surrounding the 3 patios.

Tree Work

This past week tree maintenance was performed to several areas along the Creekside path. Large branches that had come down during the recent storms were removed, two dead trees were taken out that were leaning over the path, and dead branches were removed from some of the tall Bay trees growing near houses.

Storm Monitoring

During the recent storms, staff have made regular visits to the drains and culverts around the community to address issues and ensure everything is flowing properly, as well as actively monitoring the creek for damming and erosion concerns. In addition to that staff have been regularly monitoring the roofs of the community center and parks facility and maintaining a supply of sand and sandbags at the community center for flood control needs.

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 drains and culverts
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry