

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MARCH 25, 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	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 January 28, 2025 P&R Commission Meeting	Approve
4	Minutes of February 11, 2025 and March 11, 2025 Board of Directors Meetings	Review
5	Recreation and Park Maintenance Activity Report	Review
6	Commissioner Items of Interest - Requests for Future Agenda Items	
7	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 27, 2025 AT 7:00 PM

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting

Tuesday – January 28, 2025

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

Absent: Ryan Madden

Staff: Recreation Director Luke Fretwell

Board Director: Sivan Oyserman

1. Agenda

No changes were requested by Commissioners. The agenda was adopted as presented.

2. Designation of P&R Commission Chair and Vice-Chair for 2025

M/s Campo/Bliss-Steiner to designate Commissioner Benesch as Chair and Commissioner Fein as Vice-Chair for 2025. Ayes: Benesch, Bliss-Steiner, Campo, Fein. Nays: None. Absent: Madden. Motion carried.

3. Public Comment on Non-Agenda Items

No comments from the public were received

4. Draft Minutes of September 24, 2024 P&R Commission Meeting

M/s Campo/Bliss-Steiner to approve Draft Minutes of September 24, 2024 P&R Commission Meeting. Ayes: Benesch, Bliss-Steiner, Campo, Fein. Nays: None. Absent: Madden. Motion carried.

5. Minutes of December 10, 2024 and January 14, 2025 Board Meetings

Commission reviewed minutes.

6. Pickleball Trial Update (verbal report)

Commission received verbal update regarding the Pickleball trial taking place on lower tennis court #4 (nearest Miller Creek Middle School). Commission suggested continuing with pilot and revisit the topic at May meeting.

7. Update regarding Miller Creek Trail Initiative

Commission received update on trail initiative.

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

-Bliss-Steiner requested an update on Park & Recreation capital needs assessment

10. Adjourn

Meeting adjourned at 8:10 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – February 11, 2025 – 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, Fire Chief Abraham Roman and Accounting and Payroll Manager Tiffany Combrink

A. Call to Order & Pledge of Allegiance

Board President Case called the meeting to order at 7:03pm

B. Agenda

Agenda adopted with item F moved to precede item E

C. Consent Calendar

- a. *Draft Minutes of Regular Meeting of January 14, 2025*
- b. *Bills Paid Nos. 9005 - 9075*

Shea to approve/Kilkenny 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.

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of February 4, 2025*
Board received Draft Minutes of Fire Commission Meeting
2. *Appointment of Board Director to serve on ad hoc committee to explore and discuss fire service consolidation options with City of San Rafael*
Board President Case appointed Director Ruggeri to serve on ad hoc committee to explore and discuss fire service consolidation options with City of San Rafael.
3. *Chief Officer Report and Activity Summary*
Board received Chief Officer Report and Activity Summary

E. District Matters

1. *Fiscal Year 2023-2024 Audited Basic Financial Statements and Management Report*
Board accepted FY2023-2024 Audited Basic Financial Statements and Management Report
2. *Fiscal Year 2024-2025: 2nd Quarter Profit & Loss Budget-to-Actuals Report*
Board received FY2024-2025 2nd Quarter Profit & Loss Budget-to-Actuals Report
3. *District Manager Report*
Board received District Manager Report

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of January 28, 2025*
Board received Draft Minutes of Park & Recreation Commission Meeting
2. *Recommended Pay Schedule Wage Adjustments for Non-Represented Full-time Positions*
Board received recommended pay schedule wage adjustments and provided direction to staff
3. *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

- none

I. Adjourn

Meeting adjourned at 8:54pm

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – March 11, 2025 – 6:30pm

Time and Place: 6:30PM 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, San Rafael Fire Chief Abraham Roman and Accounting & Payroll Manager Tiffany Combrink.

A. Call to Order & Pledge of Allegiance

Board President Case called the meeting to order at 6:33pm

B. Agenda

Agenda adopted as presented.

C. Public Comment on Closed Session Items

No public comments were received.

D. Closed Session

Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(1): Number of Cases - One

Convened at 6:35pm and adjourned at 7:05pm with no reportable action taken.

E. Reconvene in Open Session

Board President Case called the open session to order at 7:08PM

F. Consent Calendar

a. *Draft Minutes of Regular Meeting of February 11, 2025*

b. *Bills Paid Nos. 9076 - 9151*

Shea to approve/Oyserman 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. *1st Draft District Operating Budget for Fiscal Year 2025-2026*

Board received 1st Draft District Operating Budget for Fiscal Year 2025-2026

2. *Resolution 2025-01: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*
Ruggeri to approve/Kilkenny to second “Resolution 2025-01: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services”

All in favor. Motion carried unanimously.

3. *Resolution 2025-02: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance*

Oyserman to approve/Shea to second “Resolution 2025-02: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance”

All in favor. Motion carried unanimously.

4. *District Manager Report*

Board received District Manager Report

I. Fire Department Matters:

1. *Appointment of Fire Commissioners for Terms Ending December 21, 2026*
Oyserman to approve/Kilkenny to second the reappointment of Steve Farac and John Seratt to regular seats on the Fire Commission for a two-year term expiring December 31, 2026.
All in favor. Motion carried unanimously
2. *Chief Officer Report and Activity Summary*
Board received Chief Officer Report and Activity Summary

J. Park and Recreation Matters:

1. *Appointment of Park & Recreation Commissioners for Terms Ending December 31, 2026*
Oyserman to approve/Shea to second the reappointment of Angela Bliss-Steiner and Ryan Madden to regular seats on the Park & Recreation Commission for two-year terms expiring December 31, 2026
All in favor. Motion carried unanimously.
2. *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

- None received

L. Adjourn

Meeting adjourned at 7:54pm

Tiffany Combrink, Secretary

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

RECREATION ACTIVITY REPORT

Summer Camp / Swim Lesson Registration

We opened registration for all our summer camps and swim lessons on Tuesday, March 4th at 9:00am for Marinwood residents and Thursday, March 6th at 9:00am for non-residents. So far, the registration process is going smoothly and there have not been any issues or errors. The vast majority of registration takes place online, but the first week of registration is always accompanied by non-stop phone calls and emails, along with a steady stream of customers coming into the community center to sign up in person, inquire about scholarships, or to set up payment plans.

Swim Team

The Marinwood Waterdevils season started on February 26th. The team held an introductory “Splash Week” orientation for new swimmers during the first week and started the regular practice schedule on Monday, March 3rd. I want to acknowledge John Paul and his pool staff, as well as the Parks staff, for getting the pool facility cleaned and prepped for the start of the swim team season. The pool will open to the public on Monday, March 31st at which time we will be offering adult lap swim, recreation swim, private swim lessons, lifeguard training classes, pool party rentals, swim team, and water polo.

Raise a Glass – Wine Tasting

“Raise a Glass,” our annual winter wine tasting event took place Saturday, March 1st from 2-5pm at the community center. We had 15 wineries in attendance, as well as live music by French cafe band Duo Gadjo and food platters provided by Marinwood Market. The event was well attended (around 200 total participants), and ran smoothly. We received an unprecedented number of compliments during the event regarding the high caliber of the wineries in attendance, which was nice to hear. The wineries all seemed to have a great time and we are hopeful we will be able to get many of them back for future events.

Spring Art Show

Our Spring Art Show will take place on Saturday, April 5th in the community center. The theme of this year’s show is “Favorite Works” and will feature artwork from 40-50 of Marin’s finest artists. More details will be announced in the coming months.

California Parks & Recreation Society Annual Conference

During the week of March 17th the Recreation Staff attended the California Parks & Recreation Society Annual Conference in Sacramento. This conference features numerous training sessions, workshops, panel interviews, networking events, a large expo of the latest park equipment, and much more. Staff always come away from these conferences with new ideas, approaches, and resources to help us improve our programs, events, and classes.

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

Pool Facility Preparation

This past month the parks maintenance staff worked to get the pool facility ready for the start of the season. They deep cleaned the bathrooms, replaced some aging bathroom fixtures, made repairs to some of the partitions, replaced some outlets that had ceased working, and began the process of sanding and staining the benches and picnic tables.

Pool Deck Repair

During the week of March 10th minor repairs were made to the pool deck, including smoothing out some rough spots, filling cracks, and patching some areas where the deck had begun to crumble.

Pool Heater Replacement

During the week of February 24th both main pool heaters were replaced. One had ceased working and the other had begun malfunctioning and only heating intermittently, both likely due to failing heat exchangers. Both heaters had exceeded their predicted lifespans. The new heaters were up and running just in time for the start of the swim team season and the work did not disrupt any pool activities.

Playground Repair

The staff recently repaired a swing set at Creekside Park that has become misaligned from wear and needed new hardware. After a long search for the correct parts, the swings are back up and swinging as designed.

Tree Work

During the week of March 10th tree work was performed at the Park Maintenance Facility to prune trees that were encroaching on the facility's electrical wires and utility poles, as well as some trees along Creekside Trail which hang over residents' houses and needed their canopies lightened.

Upcoming projects include assessing and adjusting all the irrigation in the park after the rainy season, performing our annual springtime turf treatment, and repairing a sump pump that has been malfunctioning.

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