

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MAY 28, 2024, 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 March 26, 2024 P&R Commission Meeting | Approve |
| 4 | Minutes of April 9, 2024 and May 14, 2024 Board of Directors Meetings | Review |
| 5 | Review of Identified Capital Expenditure Needs for Park and Recreation Departments | Review |
| 6 | Review of Regular Maintenance Practices for Marinwood-Area Pedestrian Pathways | 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 JULY 23, 2024 AT 7:00 PM

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting

Tuesday – March 26, 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 (arrived 7:33pm), Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

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 January 23, 2024 P&R Commission Meeting

M/s Campo/Bliss-Steiner to approve Draft Minutes of January 23, 2024 P&R Commission Meeting. Ayes: Benesch, Bliss-Steiner, Campo, Madden. Nays: None. Absent: Fein. Motion carried.

4. Minutes of February 13, 2024 and March 12, 2024 Board Meetings

Commission reviewed minutes.

5. Review of Community Survey Results for Potential Installation of Pickleball Lines on Existing Tennis Court(s) and Discussion of Potential Next Steps

(Commissioner Fein arrived during agenda item)

Commission discussed survey results and received public comments on the topic. Commission acknowledged majority (55%) of survey respondents claimed to be in favor of this initiative but also acknowledged the primary concerns expressed of increased noise levels, potential displacement of existing tennis users and overall deteriorating condition of courts being considered. It was advised that a potential “trial period” could be appropriate at this time and the topic could then be re-evaluated upon completion to determine if permanent modifications are appropriate for this location.

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

-Staff updates regarding a potential pickleball trial period.

-Commissioner Bliss-Steiner requested information regarding pedestrian walkways routine maintenance status and needs

-Commissioner Campo requested update regarding potential addition of permanent bathroom in northern section of Marinwood Park

8. Adjourn

Meeting adjourned at 9:07 PM

Eric Dreikosen, District Manager

Marinwood Community Services District

Minutes of Board of Directors Meeting
Tuesday – April 9, 2024

Time and Place: 7:30PM 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: President Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Accounting & Payroll Manager Tiffany Combrink.

Absent: Directors Chris Case and Sivan Oyserman

A. Call to Order

Board President Kilkenny called the meeting to order at 7:32pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

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

b. *Bills Paid Nos. 8157 - 8224*

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

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

D. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comment regarding:

a. Park improvement suggestions.

E. District Matters

1. *2nd Draft District Operating Budget for Fiscal Year 2024-2025*

Board received 2nd Draft District Operating Budget for Fiscal Year 2024-2025

2. *Marinwood CSD Board of Directors Bylaws: Potential Amendment(s) regarding Board Meeting Start Time and Date*

Board reviewed Potential Amendment(s) regarding Board Meeting Start Time and Date

Shea to approve/Ruggeri to second Amendment for the Board Meeting Start Time to change from 7:30pm to 7:00pm on the regular meeting date of the 2nd Tuesday of each month.

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

3. *District Manager Report (verbal report)*

Board received District Manager Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of February 6, 2024*

Board received Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of March 26, 2024*

Board received Draft Minutes of Park & Recreation Commission Meeting

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

- Further discussion regarding Board Meeting days and times
- Final budget for FY 2024-2025 to be presented at next meeting
- Director Shea acknowledged the passing of long-time community member Les Mize

I. Adjourn

Meeting adjourned at 9 :18PM

Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – May 14, 2024 – 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: President Kathleen Kilkenny, Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea.
Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Acting Fire Chief Abraham Roman, and Accounting & Payroll Manager Tiffany Combrink.

A. Call to Order & Pledge of Allegiance

Board President Kilkenny called the meeting to order at 6:30pm.

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 6:33PM and adjourned at 6:55PM with no reportable action taken

E. Open Session

President Kilkenny called the open session to order at 7:01PM

F. Consent Calendar

a. Draft Minutes of Regular Meeting of April 9, 2024

b. Bills Paid Nos. 8225 - 8290

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. *Fiscal Year 2024-2025 Proposed District Operating Budget*

Shea to approve/Oyserman to second Fiscal Year 2024-2025 Proposed District Operating Budget

All in favor. Motion carried unanimously

2. *Marinwood CSD Board of Directors Bylaws: Potential Amendment(s) regarding Board Meeting Start Time and Date*

No motion received. No action taken

3. *Resolution 2024-03: A Regularly Scheduled Election be Held in This Jurisdiction; Requesting the Board of Supervisors to Consolidate with any Other Election Conducted on Said Date, and Requesting Election Services by the Marin County Elections Department*

Case to approve/Ruggeri to second Resolution 2024-03

All in favor. Motion carried unanimously

4. *District Manager Report*
Board received District Manager Report

I. Fire Department Matters:

1. *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

- Director Shea noted the memorial service for community member Les Mize to be held 05/18/24
- Director Shea requests discussion/updates on Streetlights assessment fees.

L. Adjourn

Meeting adjourned at 8 :16PM

Tiffany Combrink, Secretary



Staff Report

To: P&R Commission
From: Eric Dreikosen, District Manager
Date: May 28, 2024
Re: Identified Capital Expenditure Needs

Commissioners,

In past meetings the Commission has discussed and/or suggested various potential capital project expenditure needs. Staff have identified several large-scale projects that will require significant planning both in terms of the needed financial resources as well as project management resources. The following list is provided for informational purposes at this time but will require future detailed discussion in regards to financial planning and prioritization.

RECREATION DEPT:

- **Main Pool Replaster: \$150K - \$170K+**
Staff are gathering updated estimates for this work both in terms of cost as well as anticipated remaining lifespan of the existing pool shell. Rough cost estimates the last time this was reviewed were in the approximate range of \$150K - \$170K. Staff does anticipate this project will likely be needed within the next 1-2 years at the longest and as such is the top priority project for Park & Rec needs. This project qualifies for Measure A funding.
- **Tot Pool Complete Rebuild: \$250K+**
The area surrounding the tot pool has been slowly deteriorating due to nearby creek bank erosion and resulting land settlement. As such, the entire tot pool and surrounding foundation will need to be rebuilt sooner than later. Staff does not have reliable cost or timing estimates at this time but assume this project will be at least \$250K and likely much higher depending on total scope of work needed. Additionally, staff would strongly recommend the engagement of a contracted start-to-finish project manager. This project qualifies for Measure A funding.
- **Community Center Kitchen – Cabinets, Counters, Flooring: \$60K - \$80K+**
The community center kitchen needs new cabinets, counters, and flooring as the existing infrastructure has been in place for at least 15-20 years and is showing its age with cracked flooring tiles, cabinet doors that no longer sit flush to be able to secure and wearing, cracked Formica counter tops. Due to space constraints, there is little that can be done with the overall kitchen layout. However, identifying ways to create additional cabinet space is needed. While it is not formally a licensed “commercial kitchen” it does require commercial grade fixtures due to the heavy use. This project has been discussed for several years but has continued to be pushed back due to higher priority capital expenditure needs. This project qualifies for Measure A funding.

PARKS DEPT:

- **Bathroom in Northern Area of Marinwood Park (near tennis courts): \$125K - \$150K+**
Staff does not have a reliable estimate at this time for the complete scope of work but assume this project will be at least \$125K - \$150K and potentially higher depending on civil engineering needs. This project qualifies for Measure A funding.

- **Tennis Courts 3 & 4 Rebuild (nearest Miller Creek Middle School): \$200K+**
If these courts are to remain playable for the long-term, they will need to be completely rebuilt due to foundational issues largely caused by the settlement of the land they are built upon. Staff have received recent informal cost estimates of approximately \$200K+ for such a project. This project is further complicated in that the property where the courts are located is owned by Miller Creek School District and not Marinwood CSD thus requiring coordination of both agencies. This project qualifies for Measure A funding.
- **Tennis Court at Creekside Park (Lucas Valley Estates): \$150K+**
Similar to Courts 3 & 4 detailed above, if this court is to remain playable for the long-term, it will need to be completely rebuilt due to foundational issues largely caused by the settlement of the land it is built upon. The current cost estimate is based on the informal cost estimate received for courts 3 & 4 as stated above. This project qualifies for Measure A funding.



Staff Report

To: P&R Commission
From: Luke Fretwell, Recreation Director
Date: May 28, 2024
Re: Maintenance of Pedestrian Pathways

Commissioners,

In past meetings it was requested by the Commission to review the maintenance practices of Marinwood-area pedestrian pathways. Below is information regarding the pathways including a brief history and current maintenance protocols.

Historical Context:

When Marinwood-Lucas Valley was developed in the 1950's and 1960's, several pedestrian pathways were installed connecting various streets to each other as well as select elementary school campuses and the property that eventually became Marinwood Park. At some unknown point thereafter, many, but not all, of the pathways were deeded to Marinwood CSD. It is unclear as to why the pathways were deeded to the CSD. The pathways deeded to the District include:

| | |
|----|--|
| 1 | Mary Silveira School to Heatherstone Dr |
| 2 | Cobblestone Dr to Blackstone Dr |
| 3 | Quietwood Dr to Marinwood Park (Firemen's Picnic Area) |
| 4 | Quietwood Dr to Marinwood Park (near maintenance facility) |
| 5 | Pinewood Dr to Quietwood Dr |
| 6 | Miller Creek Rd to Pinewood Dr, East |
| 7 | Miller Creek Rd to Pinewood Dr, West |
| 8 | Peachstone Terrace to Miller Creek Rd |
| 9 | Opalstone Terrace to Peachstone Terrace |
| 10 | Blackstone Dr to Marinwood CSD Open Space |
| 11 | Appleberry Dr to Miller Creek Rd |
| 12 | Greenberry Ln to Idylberry Rd |

Along the pathways are varying types of trees, primarily oak and liquid amber, as well as other types of vegetation. It is the assumption of staff that oak trees located along the pathways are native and existed prior to development. It is the further assumption of staff that liquid amber trees were likely planted by the developers as they are non-native to California. Other types of vegetation located along the pathways may have been planted by the developers or possibly by residents whose property borders the pathways, or randomly occurring due to natural spread. To the best knowledge of staff, the CSD has not engaged in the planting of any type of foliage along the pathways, be it trees or otherwise.

Pathway Maintenance History:

For many years the pathways were maintained by CSD staff as well as informally by neighboring property owners. In 2014 in an effort to reduce total costs, the CSD Board of Directors made the decision to eliminate two (2) park maintenance positions. This reduction in staff represented 40% of the CSD total park maintenance workforce at the time. The Board further decided to outsource select maintenance tasks previously performed in-house via a contract for service which is still in effect today.

For the Commission's reference, the outsourced contractor is generally on-site performing service for the CSD one (1) day per week. The tasks that were transitioned to the contractor primarily include but are not limited to: Maintenance of select roadway median landscaping; Maintenance of select roadside areas (primarily in Lucas Valley Estates); Maintenance of select open space areas (primarily in Lucas Valley Estates); Maintenance of vegetated roadside berms fronting Lucas Valley Estates along Lucas Valley Road; Maintenance of pedestrian pathways.

Current Pathway Maintenance Practices Performed by Contractor:

Approximately every 4-6 weeks, depending on total workload in the course of their regular schedule, contractor crews perform basic maintenance along the pathways. Their scope of work includes trimming/weed whacking of seasonal grasses and weeds, blowing/clearing of debris (including off-haul) and minor pruning of low hanging tree limbs and shrubbery interfering with pathway users.

Pathway Maintenance Practices Performed In-House:

With the previously mentioned reduction in staffing and decision to outsource select landscape maintenance tasks, CSD staff perform relatively little maintenance to the pathways primarily on an as-needed basis. This has included but is not limited to: Leveling of pathway surfaces due to root intrusion or potholes; pruning and/or removal of trees identified as hazards (generally outsourced to licensed tree contractor).

The CSD does not plant nor maintain decorative landscape vegetation along the pathways. However, CSD staff will cut back decorative vegetation when/if it presents a visibility hazard for pathway users entering the roadway(s).

Parks and Recreation Report
May 2024
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Spring Art Show

Our Annual Spring Art Show took place on Saturday, April 27th from 3-7pm in the community center. The theme of this year's show was "Finding the Familiar" and featured artwork from 40-50 of Marin's finest artists. This was one of our most well-attended shows and it was great to see so many new people coming out to enjoy the artwork. I want to thank our art director Susan Press for helping us put together another great show.

Music in the Park

Our Music in the Park summer concert series will kick off on Friday, June 28th from 6-8pm and feature music by local bands Ginger Beat and Miracle Mule, food for sale by Marinwood Market, and a staff-run beverage/snack station. We are looking forward to another great summer concert series.

Summer Concert Schedule:

Fri, 6/28 – Ginger Beat, Miracle Mule

Fri, 7/12 – Citizen Flannel

Sat, 7/27 – Summer Brewfest, featuring music by Void Where Prohibited

Fri, 8/9 – La Mixta Criolla

Fri, 8/23 – Mercy & the Heartbeats

Summer Camp Registration

Registration continues to be strong for our summer camps, with most camps full for most weeks. Staff are currently marketing the age groups and weeks that still have availability and we are hoping to have everything filled before summer starts.

Summer Staff Trainings

Over the past couple months Robyn has been running numerous CPR and First Aid Trainings for our summer camp staff. We require all our camp staff members to be certified in CPR and First Aid, and getting all 200+ of them through the required trainings is no small feat. I want to recognize Robyn for putting in the time and effort to make the health and safety of our camp participants a top priority.

With over 400 kids attending our programs each day throughout the summer, we do get our share of (mostly minor) injuries and emergencies. I am continually impressed by the professional manner in which our part-time staff members are able to handle these situations.

Pool Season

While our weather has been up and down this spring, attendance at the pool has been steady and things are going smoothly. John Paul has a solid group of lifeguards, pool attendants, and swim instructors working this spring. We are looking forward to many of our college-age staff members returning later this month. John Paul has been running lifeguarding and CPR trainings for his new and returning staff members, which have been going well.

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

Turf Treatment

This past few weeks the Parks Staff completed our annual pre-summer turf treatment, which included aerating all lawns, adding fertilizer and seed, and inspecting and adjusting all sprinklers as needed. The turf is looking great. Over the next 6 weeks staff will continue to spot-treat areas that have been damaged by gophers, dogs, and other animals. We are on track for the turf to be in robust shape for the heavy summer foot traffic.

Pool Pump Replacement

Earlier this month the main pool pump began showing signs that the motor was failing. After having the pump inspected it was determined that the pump motor is in fact failing and needs immediate replacement. While the pump continues to function—and the pool remains open—it could fail at any time, which would force an immediate pool closure until a new motor can be installed. We have thankfully been able to proactively schedule the repair work with our preferred pool contractor, which is tentatively scheduled to take place from May 29-31, if parts arrive on time.

During this time the pool facility will remain closed. We have posted notices at the pool and on social media, as well as emailed our pool members and program participants about the closure. Though the situation is unfortunate, we are grateful that we are able to get the repair work done now and avoid closing the pool during the summer.

Other Pool Facility Work

Staff installed our new pool shower the week of April 29th, replacing our former 30+ year old shower that was falling apart and leaking. In addition to not leaking, the new shower utilizes push-buttons with automatic shut-offs that will greatly reduce water waste. I want to acknowledge John Paul for taking the lead on the shower replacement project and the parks staff for completing the install efficiently.

Gagaball Pit Installation

Earlier this month staff reinstalled the gagaball pit at the north end of the park, which had been removed ahead of construction of the new maintenance facility. Staff first regraded the area, added drainage and ground cover, and finally reassembled the freshly sanded and stained structure. It's looking great and we are excited to have it back in the park in time for summer camp. Gagaball is a favorite activity of our campers and after school kids, and the pit received heavy use year-round.

Poison Oak Removal

We recently had poison oak removed from a few stretches of sidewalk on Creekside Drive and some parts of Creekside path. The poison oak had begun growing through some shrubs and trees and sticking out into the path, posing a hazard for walkers. At this time we also had a branch removed from the large oak tree at Creekside Park that was cracked and at risk of falling.

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