

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: March 17, 2015

Time: 6:30pm Closed 7:00pm Open

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 6:40 PM.

QUORUM CALL:

Present were Directors Bohner, Francis, Marino, Nichols, and Teese. District Manager Leanne Kreuzer was present.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 regarding contract dispute. (One Potential Case)

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE [GOVERNMENT CODE SECTION 54957]

7:18 PM OPEN GENERAL SESSION /Call to Order and Establishment of Quorum:

Present were Directors Bohner, Francis, Marino, Nichols, and Teese. District Manager Leanne Kreuzer and members of the public were also present.

Chair Teese reported out of closed session: Direction was provided to staff

CHAIR OPENING COMMENT: Chair Teese opened the meeting and welcomed the public mentioning that the Board Chair will use discretion in future placement of the “Public Open Time For Expression” and that for this meeting it will be at the end as scheduled.

AGENDA ADJUSTMENTS: None

Approval of Minutes: DRAFT Minutes,
DRAFT December 10, 2014 Meeting,
M/S/C JF/PT

Ayes: Bohner, Francis, Nichols, Teese Noes: _____ Absent for meeting: Marino

DRAFT February 24, 2015 Meeting
M/S/C JF/PT

Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: _____ Absent:

FISCAL REPORTS – CONSENT CALENDARS:

A. Fiscal Reports - Consent Calendar

1. Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants
2. Review, Weekly Deposit Reports
3. Transfer of Funds
4. Approval Professional Service Contract

- **Motion:** Move to Approve Item A1 Fiscal Reports - Consent Calendars

M/S/C PT/PB Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

- **Motion:** Move to Approve Item A2 Fiscal Reports - Consent Calendars

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

- **Motion:** Move to Approve Item A3 Fiscal Reports - Consent Calendars transfer of Funds Zone IV, Zone V

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

- **Motion:** Move to Approve Item A4 Professional Service Contract –following B2

B. Old Business – Items

1. **Discussion /Action Item:** Approve bid packet , scope and process for Zone IV Strawberry Channel Dredging 2015 maintenance project

The Board of Directors discussed the standard bid packet documents and identified scope for the 2015 project including three docks and the connecting channel. The Board and District Manager reviewed proposed edits and changes to the bid document template including increasing the liquidated damages value and clarifying the number of work days to be identified as calendar days that are consecutive. Additional proposed changes were discussed as proposed by County Counsel. The District Manger commented that the Board previously approved the scope and description and following edits to the bid documents, SRD will utilize the services of Nute Engineering to facilitate and coordinate the public bid. The project is scheduled for October 2015 and the staff recommends the public bid be held in May. The Board reaffirmed Director Francis as the signatory on all Zone IV documents. Staff was provided direction to continue to work with County Counsel, Director Francis, Nute Engineering, Zone IV Citizens Committee and Clausen Engineers to facilitate the public bid in May.

- **Motion:** Move to Approve Zone IV bid document items with edits and defined scope and reaffirm Director Francis as the authorizing signatory for all Zone IV items.

M/S/C JF/Pt Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

2. **Discussion /Action Item:** Approve scope, design and informal bid process for 2nd level deck repairs

The SRD Design Sub Committee reviewed the design materials and the project scope with the Board. Materials include glass, ipe wood deck boards, steel reinforcement to main beams, and stainless steel cap on the glass. Director Francis inquired as to if the Board may be interested in replacing the rail with a wood cap. Director Bohner commented that the glass with stainless top rail design enhances the eyeline from both inside the building and outside looking in. Shed highly recommends following the design development established with glass and stainless steel in a brushed style finish. The Board discussed if the deck boards and framing should be brought back to its original width or if the deck would be shortened as a cost saving measure as the main beams are reinforced structurally. Director Marino and Francis both commented that the full width would be their first choice. Director Marino noted that she liked the look of the design, she liked the process and felt that it was not only a good process but thoughtful and recommended the Board move forward with the project. Direction was provided to staff to move forward with Arcsine with the existing design and materials bringing the deck back to its current width and upgrading all main beams structurally. The Board reviewed the contract which incorporates engineering service.

- **Motion:** Move to Approve Item Professional Service Contract – Arcsine Architectural Services to include engineering services providing construction plan sheets for the renovation of the 2nd level deck.

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

3. **Discussion /Action Item:** Adopt changes to SRD Employee Handbook, and Employee Policies.

The District Manager reviewed the edits to the Employee Policy and Procedure handbook providing flexibility to extend part time employees hours over 19 per week up to 39 and incorporating access to Calpers after their first 1000 hours in a year and access to the SRD health care plan at the employee's expense. The Board reviewed all edits provided by SRD's human resource legal counsel. As this item has been reviewed at previous meetings there was no additional discussion.

- **Motion:** Move to Adopt changes to the SRD Employee Handbook, and Employee Policies

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

4. **Discussion /Action Item:** LAFCO ballot for Special District Representative

Director Marino began the discussion providing a review of the related LAFCO ballot materials and candidate information. AS the item was introduced at the February meeting, Director Marino discussed the importance of LAFCO in decision making related to Strawberry Recreation and the Strawberry community. Director Marino went on to discuss the importance of SRD selecting a representative that is either from the Southern Marin area or someone representing a agency similar to the SRD which is recreation service based. The Board reviewed the candidates. Director Marino recommended Justin Kai as the primary candidate representing Marinwood CSD and noting that he is proactive, and engaged in the issues related to the unincorporated areas of Marin. The District Manger commented that Justin Kai has attended community meetings in Strawberry supporting the concerns

of the residents related to PDA and development. Director Marino added that Justin Kai if called upon to vote on Strawberry Recreation District items, would have a working knowledge of the issues and appears to be an independent thinker. The Board members discussed the candidates and their related organizations and ranked them in order for the purposes of the election as Justin Kai being the first choice followed by Ron Kosciusko then Lew Kious.

- **Motion:** Move to Approve vote for Justin Kai as LAFCO Representative
M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

Chair Teese provided direction to staff to complete the regular ballot along with the alternate and indicate the second, third selections as requested, if applicable.

5. **Discussion /Action Item:** Marin Sonoma Mosquito and Vector District ballot
Director Francis asked if there was anyone in the public wishing to speak on the item. A member of the public indicated that he voted no and was against the item. Director Marino commented that she felt the information was a marketing campaign and expressed a no vote. The Board discussed the item.

- Motion:** Move to Approve a “NO” vote for Marin Sonoma Mosquito Vector District Ballot
M/S/C PT/CN Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

Chair Teese provided direction to staff to complete the ballot and submit it.

6. **Discussion /Action Item:** Master Renovation Plan- Basic Plan revision proposal and funding Basic Plan strategies in consideration of 2014 General Obligation Bond Measure T outcome
7. **Discussion /Action Item:** Tennis court proposed improvements and use

The Board discussed items B6 and B7 simultaneously. The safety issues remain the high priority items and continue to be identified as the items for future funding as well as the tennis courts. The Main Building remains a highest priority. The District General Manager and Director Francis discussed the paint proposal for the exterior of the main building. Direction was provided to staff to move forward with the exterior paint. Director Francis commented on the site visit by a contractor specializing in tennis court repair and refurbishment. Director Francis recommends at the SRD approve a basic plan of repairs on the lower courts as soon as possible. Repairs will be performed on the lower courts and coordinated with the user groups. The renovation items will be further discussed at a future meeting once funding availability is established for 2015/16.

C. New Business – Items

1. **Discussion /Action Item:** Facility Periodic Rentals, Athletic Leagues and SRD policies and procedures.
- D. Administration:** Manager’s Report:
E. Correspondence: All West Lacrosse, Susie Hoaf (Folk Dance Group)

Items C1 and E were combined into one discussion relating to facility rentals and use. The Board discussed the Seals, TPLL and TPSL athletic leagues, their use of the facility and fields, their status as renters and impact on SRD, other organizations and season pass holders.

The District Manager discussed various reoccurring issues the staff faces with the various leagues and their clientele, the need for security on Saturdays due to the lack of respect of the SRD and staff and disregard for SRD policies and procedures. Main topics included allocating the field and then not utilizing the space or only having 8-12 young children on the U10 soccer fields, Seals minimum age requirements and supervision of participants, TPLL parking, dogs on property, performing field preparation in the dark instead of when allocated within their rental time. The Board provided direction to Director Marino and staff to work together to identify the issues and policies not being followed and distribute correspondence from the Board indicating the expectation to comply with staff direction and policy.

The District Manger then referenced correspondence from All West Lacrosse identifying concerns about grandfathered field allocations and the athletic leagues monopolizing the fields while often the fields are not being utilized to their capacity. Direction was provided to staff to further section the field in the fall creating a Practice Field C and possible D to accommodate the small recreation sports classes while also providing the under 10 soccer field for 1-3 teams to practice on simultaneously.

Staff was provided direction to co-sponsor one folk dance event annually similar to the ballroom dance event with Strawberry Social Dancers. The Board also provided direction to staff facilitate access for the transitions of the folk dance group into and out of the weekly rental as the directly follow sports rentals.

F. Board Member Items

Sub Committees:

Public Affairs and Outreach Committee:

Director Marino provided an update to the Board and expressed interest in formalizing marketing material and outreach creating a formal standard operating procedure. She expressed an interest in exploring communication mediums and establishing guidelines, policy, consistency in a format.

SRD Public Meeting Sub Committee:

Director Teese updated the Board on a recent meeting with Director Marino and expressed the goal of reviewing then formalizing the meeting standards. Director Marino will work with County Counsel and the item will be discussed at future meetings as the committee works to formalize or reaffirm a set of meeting guidelines, instructions and expectations.

Finance Committee:

Peter Teese met with the District General Manager and reviewed the preliminary 2015/16 budget and financial policies. Direction was provided to staff to incorporate proposed employee cost increases reflecting the proposed reinstatement of the supervisor position and determine the value that can be discussed and allocated at the April meeting for renovations and repairs.

Human Resources Sub Committee:

Director Teese provided an update to the Board of Directors indicating a review of local agencies providing similar services and commented that the SRD has been performing the same services with a very small skeleton crew. The HR Sub-committee also discussed employee review format and process. The HR committee would like the Board to continue the discussion about reinstating positions and hiring another person for customer service. The HR sub-committee will meet again and provide information for the Board to discuss and review at the April meeting in so that funding can be allocated into the preliminary budget for approval.

Design Sub Committee:

The Design sub-committee met to review the materials and items related to the 2nd level deck as discussed previously under item B2. The sub-committee will continue to discuss design items including light fixtures and retrofit items.

Zone IV & Property Maintenance Sub Committee:

Update provided under item B1.

Open Time for Public Expression for those items not on the Agenda: (limited to 2 minutes per person)

A member of the public addressed the SRD Board requesting the Board reconsider their policy that children under 6 require an adult to be at arms length and in the water with the child. The gentlemen commented that his young son is a skilled swimmer and his wife is repeatedly required to be in the water with him. He recognized the items discussed in relationship to the young swimmers and age limits on the Seals and would like the Board to consider special accommodation.

Director Teese thank him for his comment and confirmed that the Board is aware of his request.

Director Teese asked if there were any additional public comments. There were none.

GOOD OF THE ORDER

There being no further business to come before the Board, Chair Teese motioned that the meeting be adjourned, seconded by **Director Nichols**. The meeting was adjourned by Chair Teese at **8:40 PM**

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, April 21, 2015 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District