

**STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
June 11, 2008**

Chair Spinola-Schwartz called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:09 PM.

QUORUM CALL:

Present were Directors Spinola-Schwartz, Francis, Klopfer, Wambach, and Zener. Manager Joseph, Jennifer Vuillermet from County Counsel, and members of the public were also present.

AGENDA ADJUSTMENTS:

Motion: Move to hold the closed session first. M/S/C Spinola-Schwartz / Zener

Ayes: Spinola-Schwartz, Klopfer, Francis, Wambach, and Zener. Noes: None Absent: None

Item H.

CLOSED SESSION-CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION

1. Significant Exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: one potential case.

CLOSED SESSION: 7:10 PM

RECONVENE IN OPEN SESSION: 7:37 PM.

Jennifer Vuillermet from County Counsel reported out of the Closed Session that direction was provided to staff.

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 3 minutes per person):

Members of the public made the following comments:

- A member of the public was opposed to changing the pool temperature and was against lowering the temperature. Director Francis stated that the temperature is not changing. Chair Spinola-Schwartz commented that the District will be conducting a survey regarding pool issues.
- Another member of the public thanked the District Manager and the Board for emails and letters. He stated that the path behind the residences has been cleared and cleaned. He informed the Board that the new signs along the path were up for 5 ½ days before they were removed. Subsequently, paper signs were also vandalized (removed). The neighbor claimed that residents and the District have enforcement rights, but the signs should be more specific with the code. He claimed that violators can be fined. He said the District needs to work on the verbiage on dogs and trespassing. He requested that the District continue to post signs.
- A member of the Citizen Advisory Board provided the Board with a summary sheet of SRD revenue and programs. She commented that it provides rough data intended as a conversation point on where we are regarding the pool, tennis, youth recreation, and adult recreation programs. She noted that there has been a decrease in Youth and Adult Recreation. She suggested having study sessions or a meeting with Director Zener. Additionally, the citizen suggested the District needs to decide where to put its energy. Director Francis thanked Mrs. Martinelli for her efforts.
- Another member of the public enquired about the employee manual. He commented that Highlands in San Mateo is a Community Service District and Strawberry is a Park and Recreation District. He noted that Highlands has 2 or 3 times the number of programs and provided the Board with copies of information on their programs.

MINUTES CORRECTIONS:

Item D1 from the May 14, 2008

Director Francis commented that he did not receive job descriptions on request. Change "County Counsel agrees that building from Highlands Recreation as a template is acceptable" to read "County Counsel thought that it was acceptable to build from the Highlands Recreation Employee Handbook".

MINUTES

The minutes were tabled for revisions until next month.

DIRECTORS' REPORTS:

Item A1. Directors Reports: Director Klopfer-Update on Employee Handbook

Director Klopfer stated that she did not have a final version yet. Jennifer Vuillermet would like to rearrange the handbook and add an index. She would also like job descriptions.

Item A2. Director Wambach-Discussion on Green Festival and Tote Bags

The Green Festival was reviewed at the last meeting. Director Wambach has been reaching out to businesses and she reported very strong enthusiasm. Supervisor Charles McGlashan has a strong interest in attending the Festival.

Ambatalia needs to be contacted about an educational art/craft exhibit for the children. Director Wambach will call Sustainable Mill Valley and Mill Valley Refuse Service soon. Expect to lock down and leverage the public relations and marketing around it. Marin Clean Energy and Supervisor McGlashan will be contacted next week. It was noted that in September there is an event for child safety. It was suggested that the child safety project is more of a campaign than an event. September is back to school month.

Chair Spinola- Schwartz asked Manager Joseph about solar bids and green power alternatives. Manager Joseph noted that he has received two solar quotes and forwarded the proposals to Director Spinola-Schwartz for her review.

Green alternative: learn green, experience green, support green. Proceeds from the Festival will go towards sustainability. A citizen suggested having a tie in with Whole Foods. Marin Recycling could have an information booth. The school is building a community compost turner. Director Francis asked whether the event will be held indoors or outdoors. There could be a green car. Manager Joseph commented if the event was held in the parking lot it would eliminate what limited parking the District has. Manager Joseph noted that holding the event on the fields could have a negative impact and would damage the expensive irrigation system which was installed at a cost of over \$110,000. Director Francis suggested it would be livelier outside. Chair Spinola- Schwartz suggested finding ways to do it with tents. Director Wambach stated the canvas tote bags require a 6 week lead time. It was determined to vote at the July Board meeting for the number of tote bags to order.

Item A3. Director Zener-Action Item-Presentation of Site Survey and Approve Formation of a Committee to "Imagine" the Future of Recreation Facilities

Chair Spinola- Schwartz commented that the topographical site survey is in the packet. Director Spinola- Schwartz agreed to be on the Committee with Director Zener to "imagine" the future of recreation facilities. Director Spinola-Schwartz said the committee could meet outside the regular Board meeting and not violate the Brown Act. Director Zener suggested meeting as soon as possible before inviting the public. Chair Spinola- Schwartz presented a photo from 1955 to the District.

NEW BUSINESS

Item B1. Action Item-Review and Approve Installation/Donation Picnic Table at Open Space (Water Tank Hill)

Roger Krakow presented his Eagle Scout project proposal to the Board. His Water Tank Hill memorial project is in memory of Casey Brooks, a friend who has passed away. He proposed removing the brush in the area and placing a table or a bench with a plaque as a lasting memorial. Manager Joseph commented that Luis Yataco, the Facilities and Maintenance Manager, would supervise the project. Roger Krakow added that he had done some fund raising for the project. The Board had concerns over littering and vandalism, and felt a bench instead of a table would

have less loitering. Director Klopfer asked if the bench would be built or bought. Manager Joseph stated that the District has a table which could be removed if needed because of trash. If there is a trash can it could be serviced. Chair Spinola-Schwartz commented that memorial benches are normally in high traffic areas. Director Zener had concerns regarding notification of the local residents. Manager Joseph stated that the agenda was sent to the residents of Neider Lane and Inez Place. Chair Spinola-Schwartz was cautiously in favor of the project with some concern over possible opposition from the local neighbors of the area. Director Zener felt that the District should have a specific notice for the residents before August 18th. Chair Spinola-Schwartz suggested preparing the area and sending a proper notice to the residents. She suggested providing a letter with drawings at the next meeting

Motion: Move to Approve Installation/Donation of a Bench at Open Space. M/S/C Wambach / Klopfer

Ayes: Spinola-Schwartz, Klopfer, Francis, Wambach, and Zener. Noes: None Absent: None

Item B2. Action Item-Review and Vote on Sign Asking That Tennis Court Usage Be Restricted to 2 Upper Courts

A neighbor has requested that a sign be placed on the tennis courts requesting that players use the upper courts if available in the evenings, because the tennis lights shine through her bedroom window. Manager Joseph commented that the lights could be possibly redirected or blinders installed so that the neighbor is not impacted. He added that tennis players bought their memberships because they prefer certain courts. Director Francis commented that the lower courts are in better condition and he prefers using the lower courts at night. Director Wambach stated she did not have a problem with a sign because the neighbors wording is softer.

Motion: Move to Approve Sign Asking That Tennis Court Usage At Night Be On The Two Upper Courts. M/S/C Spinola-Schwartz / Wambach

Ayes: Spinola-Schwartz, Klopfer, Francis, Wambach, and Zener. Noes: None Absent: None

Item D. Action Item-Discuss and Approve Pool Survey

Chair Spinola-Schwartz wanted the Board to review the proposed survey. Mr. Hale noted that there were three topics the Board was interested in: temperature changes, early morning hours, and a Masters program. He commented that he felt that a few more questions should be asked.

Mr. Hale suggested a price of \$100 for members to participate in an early morning program, and \$140 for a Masters program. Director Francis felt the survey should be limited to one page. The District needs to figure out if the public is interested in the pool opening earlier and if so what time. Would the members pay for earlier hours? Choice of increasing the cost for the entire membership for the earlier hours or have the users buy in at a higher rate. Manager Joseph commented that the members pay for classes and the last time early hours were tried there were only 2 people using it. Mr. Hale stated that the swim lessons are from 10:00 -11:00 AM and then the pool facility opens. In the summer season it opens at 9:30 AM after the swim team practice. It opens at the same time for everyone in the summer. The swim team ends on July 20th this year. Director Zener commented that the pool is packed in the spring, summer, and fall, but not during the winter, so it should open at 9:30 AM. Mr. Hale commented that there is preparation time before opening: clean debris from the pool, clean the locker rooms, and balance the chemicals. Cleaning and staffing is very difficult at the early morning hours. You can't expect to pull of the covers and clean in the dark. Two extra early hours costs \$2,000 per month for salaries and utilities. Mr. Hale stated that it would take 35 people in an earlier session for the pool to breakeven. Manager Joseph is to send out the survey after receiving revisions from Director Francis.

Item B3. Action Item-Discuss and Vote on a Letter to Supervisor McGlashan Opposing Moth Spraying

Director Francis felt the Board should take a position opposing moth spraying. Supervisor McGlashan is opposed to spraying. Australia and New Zealand have not been impacted.

The spray is capsulated nano technology chemicals. The alternative is to twist tie trees. No decision was made on writing a letter to Supervisor McGlashan.

Item C. Action Item-Approval of 2008/09 Preliminary Budget

Director Klopfer noted that in the 2009 budget there will be no grant money and revenue from garbage fees will be significantly down. Manager Joseph stated that there are a lower number of debris boxes and smaller garbage cans as there is an increase in recycling. Director Klopfer suggested that the projected revenue from garbage fees should be further reduced to \$100,000. A strategy is needed to pump up youth recreation, or at least hold it steady and prevent a decline. Director Wambach felt that breakeven is acceptable for the preliminary budget, but there should be one break out area with bold moves. Manager Joseph stated that the investment balance of \$556,000 is earning approximately a 5% return. However, since interest rates have been reduced achieving this level of return in 2009 is not possible. Therefore, the projected interest collected in 2009 has been reduced to \$35,700. He noted that the state budget is not finalized, and as the Governor has declared a "fiscal emergency" the state could take 20% of the property taxes from local governments such as cities and special districts. Manager Joseph predicts flat property taxes because the housing is turning over at a slower rate. ERAF could be slightly lower.

Regarding asset improvements, Manager Joseph commented that the railing will cost \$4,400 and the kitchen retiling \$7,000. He added that the District will hold off on replacing the tennis court lights. Planter boxes have been ordered. The lawn mower cost \$1,244 and the Strawberry Cove fitness area approximately \$10,000. We will have a picture ID system delivered next week. This system should speed up the processing of pool and tennis passes and allow a barcode to be attached to the passes.

Director Wambach commented that the bathrooms need a face lift. It was noted that the pipes are rusted in the bathrooms. The path towards the gym needs railings. The steps and railing for the new platform near the pool will cost \$20,000 and is in the budget.

Payroll budgeted an increase of 4.8% overall which in the Manager's opinion is still below market. Additionally, Manager Joseph also felt that salaries last year for FTE were 20% below the market. Director Wambach felt that the preliminary budget of \$350,000 for FTE salaries should be approved but salaries for individual staff should be reviewed at the July Board meeting and be based on performance. Chair Spinola-Schwartz suggested that the budget be approved and the increases reviewed after salary performance reviews. Manager Joseph commented that new salaries historically were effective July 1st. Director Wambach suggested making increases retroactive, but it was unclear if governments are allowed to legally do so. Chair Spinola-Schwartz will check with County Counsel on retroactive pay. Director Klopfer will check with Tam Valley for salary survey information for the next Board meeting. Chair Spinola-Schwartz suggested approving the overall FTE salary increase and then reviewing individual staff before making a determination. Director Wambach noted the tradeoff between financial goals and stretch goals.

Motion: Move to approve Preliminary Budget with overall FTE salaries of \$350,000 subject to individual salary review and increases at the next Board meeting.

M/S/C Spinola-Schwartz / Wambach

Ayes: Spinola-Schwartz, Klopfer, Francis, Wambach, and Zener. Noes: None Absent: None

FISCAL REPORTS – CONSENT CALENDARS:

Item E1. Fourth Quarter 2008 Revenue-To-Date vs. Budget

As presented.

Motion: Approve Items E2 – 4.

M/S/C Wambach / Klopfer

Ayes: Spinola-Schwartz, Klopfer, Francis, Wambach, and Zener. Noes: None Absent: None

ADMINISTRATION:

MANAGER'S REPORT

Manager's Report as presented.

Director Francis felt that youth recreation and day camp revenue projections were over optimistic. Director Zener commented that she received a Mill Valley Recreation Department flyer which recaps summer offerings.

Manager Joseph stated that the recreation supervisor has been actively posting flyers and signs in an attempt to increase enrollment.

OLD BUSINESS

None.

CORRESPONDENCE:

None.

Matters of an Urgent Nature Arising Since Agenda Distribution:

None.

GOOD OF THE ORDER

There being no further business to come before the Board, Chair Spinola-Schwartz motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Chair Spinola-Schwartz at 10:24 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on Wednesday, July 9, 2008.

Secretary, Board of Directors
Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District