

**STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES  
July 9, 2008**

Chair Spinola-Schwartz called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:05 PM.

**QUORUM CALL:**

Present were Directors Spinola-Schwartz, Francis, Klopfer, and Zener. Manager Joseph, Rick Bolanos from "Liebert Cassidy Whitmore", and members of the public were also present.

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

Members of the public made the following comments:

- A member of the public wanted to follow up on the citizen advisory committee from April or May. She was interested in the recreation center reflecting the community and was checking to see that it was still on track.
- Kirstie Martinelli suggested having the community advisory tie in with Director Zenner's community meeting. Mrs. Martinelli presented the Board with a letter from a local resident regarding District management. She stated that she would follow up with Manager Joseph next week on suggestions regarding facilities, programs, or the pool.
- Another member of the public presented the Board with copies of letters regarding management. He stated that a pay raise for the Manager was uncalled for because he was unresponsive to the Board and the community. He added that the slide cost the District money and there were resurfacing bid problems. He said the community is upset with him. Youth Recreation is down drastically.
- A young member of the public commented on the lack of Youth Programs. He felt the soccer field could be better maintained. He also wanted a playground for seven year olds and older. The gym should be left open for basketball and supervised.

**AGENDA ADJUSTMENTS:**

None

**MINUTES CORRECTIONS:**

None.

**MINUTES**

Motion: Approve the May 14, 2008 minutes. M/S/C Spinola-Schwartz / Klopfer

Ayes: Francis, Klopfer, Spinola-Schwartz, and Zener.

Noes: None

Absent: Wambach

The June 11, 2008 minutes were tabled for revisions until next month.

**Item A. Action Item-Approval of 2008/09 Final Budget**

As presented

Manager Joseph made changes as discussed with Director Klopfer, such as decreasing licenses and permits. For Youth Recreation an increase of 6% over the current year has been budgeted.

Manager Joseph has chosen Youth Recreation to focus on to keep from decreasing. Last month Director Wambach recommended tabling salaries. Manager Joseph has reviewed Earl Belland, John Hale, Joy Muphy, and Luis Yataco. Luis Gonzales was not reviewed because he reports to Luis Yataco, who will do the review. The maintenance aide is here timely, works weekends when needed, and does an excellent job. For the Administrative Assistant, Earl Belland, the District Manager recommended a 5% increase from \$32,844 to 34,500. He works hard processing the pool memberships and clerical work. Youth Recreation revenue has decreased since a competing camp opened directly across the street. Craig Breslin's soccer camp has also had decreases for the past two years. There has been a substantial increase in the number of camps in Marin the past five years. There are more general camps as well as more specialized

camps such as sport camps. Tennis camp revenue is not under the Recreation Supervisor, but she does the marketing and promotion for it. The Recreation Supervisor does the brochure with Quark software, which she learned in a timely fashion. Ms Murphy runs the office in our absence. Director Francis was concerned about giving a salary increase with the lack of proper programs or lack of getting the message out. Manager Joseph commented on the performance review categories and stated that it is a standard format. Manager Joseph came up with recommendations for increases after completing performance reviews: none of the positions capped out. The Recreation Supervisor has come up with five potential classes for the school year such as Kick Boxing, CPR, and Youth Cooking. It takes time to market programs. Manager Joseph commented that the District advertises in Ark and the Mill Valley Herald along with four other sister publications.

Manager Joseph commented that Luis Yataco is efficient at saving costs by doing most of the projects in-house. The pool has been doing great for three or four years. He added that those two areas have the smallest salary increase (by percentage) recommendations because they are already the largest salary by dollar amounts. Director Francis commented that KIDDO rewards compensation scale to revenue. Chair Spinola-Schwartz commented that the process was stopped for review. She stated that the Board wants the basis for increases. Manager Joseph stated that according to County Counsel performance reviews are not available for the public, but suggested a subcommittee can review and report back to the Board. Chair Spinola-Schwartz noted that the Board has the right to see the reviews. Director Francis commented that reviews should have been done three months prior. Director Klopfer stated that the salaries/benefits survey from Tamalpias has a lot of information but it is outdated as it is more than three years old.

Motion: Move to approve salary increase of 3.2% COLA increase for all full-time staff effective July 5, 2008. M/S/C Spinola-Schwartz / Francis

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

Asset improvements for 2009 include \$15,000 for a railing by the gym path. Several Directors mentioned that the railing by the steps at the shallow end of the pool needs maintenance or replacement. The renovated fitness course at Strawberry Cove was funded in the fiscal year ending June 30, 2008.

Motion: Move to approve the Final 2008/09 Final Budget with the exception of the District Manager's salary (Manager Joseph's increase will be decided after completion of his review in the Closed Session). M/S/C Spinola-Schwartz / Francis

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

#### FISCAL REPORTS – CONSENT CALENDARS:

Item B1. Fourth Quarter 2008 Revenue-To-Date vs. Budget

As presented.

Item B2. Full Year 2008 Revenue-To-Date vs. Budget

As presented.

Item B3. First Quarter 2009 Revenue-To-Date vs. Budget

As presented.

Motion: Approve Items B1 – 6. M/S/C Spinola-Schwartz / Francis

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

#### DIRECTORS' REPORTS:

Item C1. Directors Reports: Director Klopfer-Update on Employee Handbook

Director Klopfer confirmed that the work on the employee handbook is ongoing. Manager Joseph stated that he sent job descriptions to County Counsel two weeks ago, but she has been on vacation.

Item C2. Director Wambach-Action Item-Vote on the Number of Tote Bags to Order  
Manager Joseph noted that there is a \$45 color set up fee on the bag that was chosen previously.  
Motion: Move to approve the purchase of up to 200 totes at a cost of up to \$1800.00.  
M/S/C Spinola-Schwartz / Francis  
Ayes: Francis, Klopfer, Spinola-Schwartz, and Zener. Noes: None  
Absent: Wambach

Item C3. Director Zener-Update from meeting for new development for the pool site.  
Director Zener met with Chair Spinola-Schwartz and David Schwartz regarding lap pool drawings. Mr. Schwartz has worked pro-bono for ten hours on drawings for the project. Director Zener presented the Board with drawing representation of the proposed new pool and covered parking with solar panels. The next step would be to have CAD drawings before presenting before the public. Chair Spinola-Schwartz commented that District needs to develop the plan and costing for solar panels. Director Zener and Spinola-Schwartz believe the proposed pool is 30' by 75' long. It would be handicap accessible with the elevator. Director Zener stated that more drawing work is needed for the Board. Director Spinola-Schwartz said the CAD will not be done her husband, David Schwartz or anyone associated with her or her husband's business.

Motion: Move to approve up to \$1500 for CAD. M/S/C Spinola-Schwartz / Klopfer  
Ayes: Francis, Klopfer, Spinola-Schwartz, and Zener. Noes: None  
Absent: Wambach

#### ADMINISTRATION:

##### MANAGER'S REPORT

Manager's Report as presented.

Director Zener commented that there should be a residential 4<sup>th</sup> of July parade for the community. She also suggested having a poster board for notices and a suggestion box at the pool.

Manager Joseph commented that the survey had space for suggestions. Chair Spinola-Schwartz commented that information about the master plan for Strawberry should be posted in Ark. Director Zener added that it is a citizens meeting for people interested in making improvements to the Strawberry Recreation Center.

Director Francis thought the decline in Youth Recreation should be examined to determine the cause instead of stating it is due to the change and loss of instructors. Chair Spinola-Schwartz commented that Kirstie Martinelli's work serves as a baseline for comparison.

#### OLD BUSINESS

##### E1. Action Item-Approve Steps and Railings for New Platform near the Pool

Manager Joseph stated that the District has proposals from Cagwin and Dorward for the concrete steps and from Alhorn for the railing on the platform and the steps. Cagwin and Dorward would sub-contract out the work. Alhorn does metal work; they can do railings on the steps and the fence on the pad. Director Francis felt that \$8,900 was not out of line but would have liked a second bid. Manager Joseph commented that the railing would look similar to the railing at the wading pool area. He added that Director Francis could meet with the company and/or with the Facilities and Maintenance Manager if he would like to discuss it further. Manager Joseph stated that the County has no problem with the proposals regarding handicap access. The games can be carried down to the pool deck if needed. Chair Spinola-Schwartz suggested seeking additional bids. Manager Joseph stated that public bidding is not required because the project is under \$25,000. Approval was tabled for next month.

#### NEW BUSINESS

Item F1. Action Item-Authorize president to execute Agreement with Liebert Cassidy Whitmore for legal services pertaining to employment relations matters.

District Manager Joseph asked if the legal services will have open ended funding? Chair Spinola-Schwartz responded yes. The legal representative present was Rick Bolanos.

Motion: Move to execute Agreement with Liebert Cassidy Whitmore for legal services pertaining to employment relations matters. M/S/C Francis / Klopfer

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

Item F2. Action Item-Discuss and Vote on a Letter to Supervisor McGlashan Opposing Moth Spraying

Manager Joseph noted he had read that the State has approved spraying only in rural areas and plans to release infertile moths in urban areas such as the Bay Area, so the item is moot. Therefore, Director Francis decided that the letter was no longer needed.

Item G. Closed Section-Public Employee Performance Evaluation Title: District Manager (California Government Code Section 54957)

CLOSED SESSION: 9:15 PM

RECONVENE IN OPEN SESSION: 9:53 PM.

Chair Spinola-Schwartz reported out of the Closed Session that no action was taken.

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 Zener. The meeting was adjourned by Chair Spinola-Schwartz at 10:58 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on Wednesday, August 13, 2008.

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Secretary, Board of Directors  
Strawberry Recreation District

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Chair, Board of Directors  
Strawberry Recreation District