

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
June 10, 2009

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:01 PM.

QUORUM CALL:

Present were Directors Francis, Klopfer, Baldwin-Leonard, Spinola-Schwartz, and Zener. District Manager Leanne Kreuzer and members of the public were also present.

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

A member of the public commented that there is a pepper weed invasion by Seminary Drive and requested SRD spray or pulls the weeds. She added that there also is a rare plant growing in the area.

AGENDA ADJUSTMENTS: The Board directed that Item C1 be moved before Item B1.

MINUTES CORRECTIONS: None

MINUTES

The May 13, 2009 minutes were tabled until next month.

NEW BUSINESS

Item C1. Discussion/ Action Item: Dana and Just Karlson/ Century Drive request to place a floating dock on SRD waterfront property.

Directors Francis, Klopfer, and Spinola-Schwartz stated that they had walked the area. Director Klopfer showed photos of the area. Director Francis commented that the area can't support boat access in the water and added that there would be other docks if allowed. Director Francis stated the public can have access to the water. The Karlsons requested a public floating platform of 2 by 2 interlocking squares on floating pontoons with 2 lines to a buoy 20 feet out. A kayak can get in (to shore), but a scull is difficult. The request is for a nonpermanent fixture in 2 feet of water with a water line to a buoy. During high tide it is not needed because of gravel. The area has seaweed on mud. There are story poles showing the property line. Director Spinola-Schwartz wanted to know of any setback and height requirements. The Karlsons commented that the bottom 1/3 is sliding into the bay and there are cracks 3 feet deep, the plan is for a retaining wall and platform in front of it. There is a wood platform there from 1978. The Karlsons commented that their property line goes to the beach, but they cannot build on top of the cliff. The existing wall is collapsed, the plan is to build within the property and put stairs for low point access, cover the gully with concrete and then with earth. The Karlsons commented that they would like to revise their drawings and then come back to the Board. Director Spinola-Schwartz stated that the Richardson Bay Guidelines do not authorize private use of the public trust and suggested the Board protect what is entrusted. Director Spinola-Schwartz added that dock use permits are for 5 to 7 years, and none have been granted in the area. Chair Frances stated that the Board must vote on the request as it was originally proposed.

Motion: Move to reject request to place a floating dock on SRD waterfront property. M/S/C Spinola-Schwartz / Klopfer

Ayes: Baldwin-Leonard, Francis, Klopfer, and Spinola-Schwartz.

Noes: None Absent: Zener.

District Manager Kreuzer commented that she would research the setbacks and include the alternate proposal of a 2 x 4 foot pontoon platform on next month's Board agenda.

FISCAL REPORTS – CONSENT CALENDARS:

Chair Francis commented that a detailed cost breakdown of the gas, electricity, and water usage over the fiscal year would be useful, including the showers. District Manager Kreuzer noted that costs have risen and the information would not reflect actual usage. Chair Francis was interested in isolating the pool usage.

- **Item A1.** Approval & Confirmation of Expenditures, Disbursements, Warrants, Payroll
- **Item A2.** Review, Weekly Deposit Reports
- **Item A3.** Transfer of Funds

Motion: Move to Approve Fiscal Reports – Consent Calendars.

M/S/C Francis / Klopfer

Ayes: Baldwin-Leonard, Francis, Klopfer, and Spinola-Schwartz.

Noes: None Absent: Zener

OLD BUSINESS

Item B1. Discussion Item: Customer Service Survey Results

Spinola-Schwartz reported on the Customer Service Survey results. The purpose of the survey was to determine what people want and what the District can do to increase membership. Director Spinola-Schwartz commented that results showed poor customer service and a lack of community outreach. The objective was to analyze the service of the pool, office, and tennis departments. Another objective was to determine areas to improve the facilities. The majority of the members are from Mill Valley, Tiburon, and San Francisco. The staff is knowledgeable and courteous, but not responsive. Pool staff is less knowledgeable, but courteous. Regarding facility improvements there was interest in swimming pool play equipment and a new pool. There was interest in upgrading the pool bathrooms and family changing areas. There were 70 respondents from the 350 SRD members emailed, mostly from Strawberry and Mill Valley. Director Spinola-Schwartz commented that another survey can be done under the new manager. Director Spinola-Schwartz recommended that the District improve the customer service and facilities and concluded that most respond want focus on athletics and swimming field tennis swimming

NEW BUSINESS

Item C2. Discussion / Action Item: Adopt the proposed part-time employee and full-time employee pay scales, step increases, schedule and caps.

District Manager Kreuzer commented that the SRD has created new job descriptions and had a Fair Labor Standards Act (“FLSA”) study done. The next step in the process is the creation of employee pay scales, caps, and reviews. Manager Kreuzer stated that she began with the minimum wages and scaled up for college and seasoned employees. Maintenance has no education certification, but there are swimming certifications required for aquatics staff. The benefited positions were inconsistently managed in the past. Salary surveys have been performed of similar districts to SRD existing positions to determine the new policy. There are COLA fiscal considerations to be determined by the SRD Board. Employee salaries are a large part of the expenses. Director Baldwin-Leonard stated that it is important to have a decision making input guideline and said that it is fair and reasonable. Manager Kreuzer stated that employees will require review and must meet or exceed standards to qualify for step increases. Cost of living (COLA) is a separate item, and evaluated and awarded by the SRD Board. Manager Kreuzer stated the District can review each step increase on an individual basis. Director Klopfer commented that bonuses could add more depth. Manager Kreuzer will research bonuses with county counsel.

Motion: Move to adopt the proposed part-time employee and full-time employee pay scales, step increases, schedule and caps. M/S/C Klopfer / Spinola-Schwartz

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

Noes: None Absent: None

Item C3. Discussion: Proposed CIP projects for fiscal 09/10 and 10/11.

District Manager Kreuzer commented that CIP projects have been inconsistent. Manager Kreuzer suggested that the Board should have a project wish list and a long term plan. Manager Kreuzer added that the District

could improve the facility for rentals by purchasing quality chairs for the gym, audio visual equipment or an MP3 docking station. The board will submit their ideas for future CIP projects.

Item C4. Discussion/ Action Item: SRD Budget 2009/10 – proposed for discussion and approval
Director Klopfer, a member of the Budget Committee for 3 years, stated that all of her questions have been addressed. District Manager Kreuzer recommended that the Board schedule a mid-year budget review to work towards keeping revenue in line with expenses. Manager Kreuzer added that she projects a loss in property tax revenue of 8% - 12%; with the state of the economy the District should be conservative on revenue estimates. Manager Kreuzer noted that SRD does accrual accounting reports to the county and previously used cash reporting to the Board. Manager Kreuzer commented that there has been a programming fall off over the past several years, and she has added new programming. The camp has revenue of \$40,000, but the expenses run through the summer. Special events generally operate at a loss. Director Spinola-Schwartz was concerned with over budgeting, even with the conservative projection. Director Spinola-Schwartz commented that the rent of the field only covers the maintenance. Director Zener was concerned over the possible loss of the swim team and the decline of property tax revenue. Manager Kreuzer commented that the District would have a contract with the seals by the mid-year budget review. Director Baldwin-Leonard commented that the conservative budget is not that conservative, but suggested rolling budget reviews to monitor progress verse goals. Director Klopfer commented that the District is operating at a \$300,000 loss. Director Klopfer stated that there are 2 full time maintenance employees, but the District may cut the 2 year round seasonal staff. Manager Kreuzer commented that the pool staff could come over and clean the bathrooms on the weekend or the employee schedule could be staggered. Manager Kreuzer stated that the Camp registrations and revenue are double last year's numbers, and commented that a new session was just added for the end of summer. Chair Francis felt that it would be better to make adjustments after a full year with the District Manager. Manager Kreuzer commented that this is a preliminary budget to be used as a starting point and that revenue increases and expenses are explained in the back up material.

Motion: Move to approve the conservative SRD 2009/10 Preliminary Budget. M/S/C Baldwin-Leonard / Zener

Ayes: Baldwin-Leonard, Francis, Klopfer, and Zener.

Noes: None

Absent: None

Director Spinola-Schwartz abstained from the vote.

Item C6. Discussion/ Action Item: CLOSED SESSION
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: DISTRICT MANAGER
(California Government Code Section 54957)

CLOSED SESSION: 9:33 pm

RECONVENE IN OPEN SESSION: 9:55 pm

Chair Francis reported out of the closed session that the Board reviewed the District Manager position and approved a step increase to step 2 under the new policy referencing the SRD Employee Pay Scale.

- **Motion:** Move to increase District Manager Kreuzer to step 2 under the new full-time employee pay scales step increases schedule. M/S/C Francis / Klopfer

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

Noes: None Absent: None

ADMINISTRATION: MANAGER'S REPORT

District Manager Kreuzer announced the Facilities Tour will be on Wednesday, January 24, 2009 at 11:30-1:00 pm, meet at the Recreation Center Office. The Board directed District Manager Kreuzer to have TPLL pay for the major field fence improvements.

Item D2. Design Sub-Committee Report
Nothing to report.

Item D3. Human Resource Sub-Committee Report
Nothing further to report.

CORRESPONDENCE:

None.

GOOD OF THE ORDER

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

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, July 7, 2009.

Secretary, Board of Directors
Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District