

**STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
September 10, 2008**

Chair Spinola-Schwartz called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:08 PM.

QUORUM CALL:

Present were Directors Spinola-Schwartz, Francis, Klopfer, and Zener. Interim Manager Yataco and members of the public were also present.

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

Kirstie Martinelli passed along thanks from Jacqueline Krill. Mrs. Krill has done a facility rental as well as a class registration. Mrs. Martinelli commented that she has signed her daughter up for a cooking class. She added that the latest brochure looks great.

Lean Kreuzer of Mill Valley stated that she runs the programs at Strawberry Point School and that she is interested in applying for the District Manager opening. Chair Spinola-Schwartz thanked her for her interest in the position.

A member of the public asked for the minutes from the recent closed session, stating that the minutes are required even if they report nothing. He thanked the Board for the Manager leaving and added that others were happy. He commented that the payout of 6 months salary and medical benefits was outrageous. Another member of the public agreed with the above comments and added that this could set a precedent for the future payouts. Chair Spinola-Schwartz commented that on advice from counsel this was handled the best way possible.

Lloyd Wyborg stated that the signs on the Harbor Cove Homeowners Path and the Strawberry Dock Path were vandalized in June. He was initially told that the sign would be replaced and later that it would not be replaced due to cost. Mr. Wyborg has been replacing the signs with temporary paper signs during the summer. He is looking into installing a locking plexiglass case to deter vandalism. He noted that at the July 11, 2008 meeting there was a motion for signs with restrictions. Chair Spinola-Schwartz stated that both signs were vandalized. The signs cost \$75 each. The intention of the District is not to put up new signs every week because the cost would be prohibitive. Director Klopfer suggested posting temporary signs on the Strawberry Path. Interim Manager Yataco commented that the language was changed from "No Unleashed Dogs" to "No Dogs". Director Francis suggested installing a durable welded steel sign. Lloyd Wyborg commented that the signs should state no dogs and no bicycles according to BCDC. He also suggested that the signs for both paths should agree. Interim Manager Yataco clarified that the BCDC restrictions only apply to the Homeowner Path and not the District Dock Path. Chair Spinola-Schwartz stated that the homeowners must abide by their restrictions. Mr. Wyborg commented that Audibon will fight allowing dogs because of the bird nesting season. Chair Spinola-Schwartz will check with Audibon regarding dogs. She added that she did not want to impede the use of the dock for residents with dogs and suggested that the Board look at having a steel sign as well as changing the location of it.

AGENDA ADJUSTMENTS:

None

MINUTES CORRECTIONS:

None.

MINUTES

Motion: Approve the July 9, 2008 minutes. M/S/C Klopfer / Zener

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

Absent: Wambach

Motion: Approve the August 13, 2008 minutes. M/S/C Klopfer / Francis

Ayes: Francis, Klopfer, and Zener.

Noes: None

Absent: Wambach

Director Spinola-Schwartz was not present at the August meeting therefore she did not vote on the August minutes.

FISCAL REPORTS – CONSENT CALENDARS:

Director Klopfer asked for information regarding Maurice Newman's \$12,000 check. Interim Manager Yataco stated that he will check with the bookkeeper for details. Director Klopfer also commented that the warrant date on page 2 is incorrect. Chair Spinola-Schwartz directed that the list be tabled until the next meeting in order to have the erroneous date corrected to reflect the date of the meeting.

Motion: Approve September 10 original warrant list plus the additional list in the addendum.

M/S/C Francis / Klopfer

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

Noes: None

Absent: Wambach

DIRECTORS' REPORTS:

Item B1. Action Item: Director to discuss and approve hiring of Liebert Cassidy and Whitmore to advise and develop Employee Handbook

Jennifer Vuillermet from County Counsel recommends scraping Mr. Joseph's version of the Employee handbook. The resolutions are not in place and the work is beyond her scope. Kristin at Liebert Cassidy and Whitmore has given a quote for current resolutions, policies and current law. This is not a template because everyone is different, cities and districts. It would take 22 hours and cost \$3,500 to \$4,000. Chair Spinola-Schwartz commented that the District Manager is at the discretion of the Board and there currently are no performance guidelines. Director Klopfer felt that guidelines should be in place before hiring a District Manager. Director Zener suggested taking a copy of the Tam CSD and Mill Valley handbooks and highlighting what applies to our District. Director Klopfer stated that price quoted is from scratch and would provide legal guidelines in full detail. Chair Spinola-Schwartz commented that specific policies could be added later.

Motion: Move to hire Liebert Cassidy and Whitmore to advise and develop Employee Handbook.

M/S/C Spinola-Schwartz / Francis

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

Noes: None

Absent: Wambach

ADMINISTRATION:

MANAGER'S REPORT

The gym floor has been completed and the bathrooms in the gym are done.

OLD BUSINESS

Item D1. Action Item-Approve Steps and Railings for New Platform Near the Pool

There is only one proposal for the concrete stairway. Director Francis stated that the railing would be welded steel. Director Klopfer commented that the project was budgeted at \$20,000 to \$25,000. There is a \$5,000 difference between the two stair choices, concrete for \$8950 verse metal at \$3,457. Director Klopfer was concerned about durability. Interim Manager Yataco stated that the metal is durable, but can be slippery. Chair Spinola-Schwartz stated that metal stairs do not exist anymore because they do not have risers. Interim Manager Yataco stated that the railing company must set the cups for the rails when the concrete is poured.

Director Klopfer estimated that there is around \$4,000 of grant money which is available to spend until the spring. Director Zener was concerned about the cost of the project. Director Francis commented that the pool is the biggest revenue area and the concrete pad area should be utilized. Chair Spinola-Schwartz felt the price was reasonable. Interim Manager Yataco suggested calling Gillotti for a 2nd quote. He added that he was concerned about insurance coverage with small contractors.

NEW BUSINESS

Item E1. Action Item-Discuss Procedure for hiring District Manager – Include guidelines for new hire in Liebert Cassidy and Whitmore Employee guidelines. Draft of announcement for public participation in Manager’s hiring.

Chair Spinola-Schwartz suggested forming a committee and including two members of the public and a recreation professional. A member of the public suggested hiring Jackie Branch, the former Parks and Recreation Manager for Corte Madera, to help with the hiring process. Director Francis stated that the District should use Craigslist and newspapers like the Marin IJ. Chair Spinola-Schwartz stated that a committee of two Board members should invite the public to participate in the selection process.

Item E2. Action Item – Discuss Procedure and Draft Request for Letter of Interest for potential new Director.

Directors Klopfer and Zener will form the hiring subcommittee and draft a public announcement letter and send out email inviting the public to participate. A member of the public suggested having preset interview questions. Another member of the public asked what the salary range was for the position. Director Klopfer stated that the previous pamphlet had a salary range of \$55,000 to \$85,000. Chair Spinola-Schwartz stated that there is a survey of salaries and the Committee will follow County Counsel Subcommittee guidelines. A member of the public suggested contacting Sharon McNamee, a former Strawberry District Manager who now works for the County Parks and Recreation Department.

CORRESPONDENCE:

Matters of an Urgent Nature Arising Since Agenda Distribution:
None.

GOOD OF THE ORDER

Chair Spinola-Schwartz stated that Tam Valley CSD has grants for solar and green initiatives. There are government incentives to go green.

Item I. Upcoming Coastal Cleanup Day On September 20, 2008

The volunteers are to meet at the Strawberry Pool. There is a free BBQ for the volunteers at the Bay Model in Sausalito 12:00 p.m.

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 9:27 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on Wednesday, October 8, 2008.

Secretary, Board of Directors
Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District