

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
March 11, 2009

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:11 PM.

QUORUM CALL:

Present were Directors Francis, Klopfer, 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 was basketball in the gym on Sunday night.

AGENDA ADJUSTMENTS: Move Items C1 and C2 to the end of meeting.

MINUTES CORRECTIONS: None

MINUTES

- **Motion:** Approve the February 11, 2009 minutes. M/S/C Spinola-Schwartz / Zener
Ayes: Francis, Klopfer, Spinola-Schwartz and Zener.
Noes: None Absent: Baldwin-Leonard

NEW BUSINESS

FISCAL REPORTS – CONSENT CALENDARS:

- **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 Spinola-Schwartz / Klopfer
Ayes: Francis, Klopfer, Spinola-Schwartz, and Zener.
Noes: None Absent: Baldwin-Leonard

OLD BUSINESS

Item B1. Action Item: Discussion, approval and adoption of the Revised Employee Handbook
District Manager Kreuzer stated that the Employee Handbook is the same except for the addition of the identification of exempt employees.

Exempt employees were reviewed and their status clarified according to the Fair Labor Standards report. Chair Francis commented that compensatory time is hour per hour with approval of the District Manager. District Manager Kreuzer added that the District is working toward the elimination of accumulated of compensatory time and payouts. Director Spinola-Schwartz suggested adding a special request component for an extension to the time constraint on use of compensatory time. District Manager Kreuzer commented that “Holiday Pay” is at a rate of time and a half.

Motion: Move to accept changes to the Employee Handbook on page 14 with an additional provision for an employee request for an extension from the District Manager/Board if special circumstances exist, and on page 18. M/S/C Spinola-Schwartz / Zener
Ayes: Francis, Klopfer, Spinola-Schwartz and Zener.
Noes: None Absent: Baldwin-Leonard

Item B2. Action Item: Revise the previous motion regarding Luis Yataco and “comp-time payout”.

Motion: Move to pay compensatory time to Luis Yataco upon his signing of pages 14 & 18 of the Employee Handbook acknowledging the flex time for exempt employees, holiday compensation, and overtime policies and signing FLSA Report Section E, analysis of exempt for Maintenance Supervisor/ Facilities & Maintenance Manager, and lastly requiring the signing of the completed Employee Handbook when it becomes available. M/S/C Klopfer / Zener

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

Noes: None Absent: Baldwin-Leonard

Item C3. Discussion Item: Customer Service Survey Results

Director Spinola-Schwartz tabled the report until next month.

Item C4. Discussion Item: SRD property management

District Manager Kreuzer stated that SRD has three types of properties: open space, parcels, and properties with facilities and amenities. There are different issues arising with the SRD property. The District Manager intends to create an information manual as a resource for this and future SRD Boards. The manual would have three components: a property resource guide, management action log, and a property management policy section. Director Spinola-Schwartz suggested getting an Auto-CAD disk of the surveyed properties. Director Spinola-Schwartz also commented that the job could be hired out. District Manager Kreuzer stated that the property resource books will require research and staff time to compile. The Board agrees that the manual would be a useful management tool.

C5 Discussion Item: Repair and replacement of benches on SRD property and open-space

District Manager Kreuzer stated that the neighbor is interested in trading parcels with SRD. Director Spinola-Schwartz suggested having a letter sent from an attorney. District Manager Kreuzer recommended research in order to provide the attorney with the relevant information in April or May. One bench has been replaced. Repair and replacement of the two remaining benches is on hold.

Item C6. Discussion Item: Future revisions to the employee handbook & job descriptions

District Manager Kreuzer stated that the District is waiting for the attorneys. There have been two revisions and additional research time to address pay issues regarding the Facilities and Maintenance Manager that have resulted in cost overruns.

Motion: Move to qualify positions as exempt with the exception of the Maintenance Aide as per the March 11, 2009 FLSA study. M/S/C: Francis / Spinola-Schwartz

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

Noes: None Absent: Baldwin-Leonard

Item C7. Action Item: Discuss and approve the new 2009 SRD Organizational Chart

District Manager Kreuzer stated that the Recreation Supervisor position was eliminated due to dwindling programs. The Aquatics Supervisor work schedule is from 6:00 or 7:00 am to 2:00 or 3:00 pm and the remaining staff is part time. District Manager Kreuzer proposed the addition of 2 full-time aquatics staff in order to ensure coverage and supervision of the pool during operating hours. This would increase the quality and safety of the pool and programs. Elimination of the Recreation Supervisor and new revenue from summer camps with swim lessons covers the cost of the 2 positions. The new 4-week summer camp with swim lessons introduced this year have sold out: camp last year had 91 registrations for 9 weeks and this year 180 registrations have been received for 4 weeks. The pool lacks middle management guidance. The Aquatics Supervisor Hale is mostly doing pool maintenance. District Manager Kreuzer suggested the Human Resource committee explore his schedule. Chair Francis commented that Mr. Hale is the face of the pool for Strawberry Rec. District Manager Kreuzer stated that a coordinator is needed as well as a "learn to swim" program that can feed into the swim team. Director Klopfer questioned all three positions and felt that Aquatics Supervisor Hale's schedule needs to be reviewed. Director Klopfer commented that other pools are maintained

with outside staff. Director Spinola-Schwartz was concerned with expanding staff given the current economic situation. Director Spinola-Schwartz felt that Mr. Hales's schedule is inadequate and that it should be addressed by the Human Resource committee. Director Zener commented that the proposal was aquatics heavy and suggested adding a third person focused on tennis. District Manager Kreuzer stated that the tennis is ramping up, Jr. League flyers were mailed out and there are 45 children per day in the new summer camp program learning tennis over 4 weeks. This topic will be continued at next month's meeting.

ADMINISTRATION: MANAGER'S REPORT

District Manager Kreuzer stated that she has been meeting with the various organizations. The Manager is also networking with CPRS and other district managers. The painting and cleaning is proceeding. Feedback from rental groups shows the strained relationships with the District. The camp for 5-7 year olds sold out. Jane Pavis from Yoga Bugs will run the program. We are introducing a quality product with a strong supervision level to promote the swim and tennis programs. Next year we will expand the program to 9 weeks. Quickbooks has been installed. The pool reopened for the spring summer season on February 21st. Camp Night on March 5th was successful. There was a decline in attendance with around 200 families and 67 vendors attending the event.

The Seals are requesting to have banners at the pool. Little League banners are currently on a trial basis. The Board generally felt that advertising in a closed area was different than the baseball fence. District Manager Kreuzer stated that if the District creates a policy for one organization then the District should make it available to all. District Manager Kreuzer noted that Little League pays for the fence and some capital improvements, but the seals pay more in rental fees. Advertising for Renter's sponsors contains no financial relationship with the District. District Manager Kreuzer stated that the policies need to be the same for all groups and not favor some groups over others. District Manager Kreuzer expressed concern regarding the number of sponsor signs and the "Billboard" look of the SRD facility with no profit to SRD. Director Klopfer suggested advertising deemed as appropriate by the Manager. Chair Francis suggested that banners be allowed at meets only. Director Klopfer was OK with baseball signs as part of baseball and suggested smaller signs at the dugouts. District Manager Kreuzer stated that she had a quote of \$2500 to redo the website. Director Zener recommended seeking a second quote.

Item D2. Design Sub-Committee Report

Director Zener stated the committee decided on a mid-century modern design theme. The District should put it out to bid for multiphase plans, and invite 1 person pro-bono. District Manager Kreuzer stated that there is no grant money at this time and that the District does not have the tax status for general donations. The Manager recommended a project specific fund raising strategy and the creation of a foundation or "friends of" entity for fund raising. The current purpose of the Design Sub-Committee is to create an identity for the facility and a uniform look with any refurbishing projects. Director Spinola-Schwartz stated that seeking a design professional was inappropriate and commented that there are sustainability grants. Director Klopfer stated that the forest green will be phased out and that the baseball area will be brown.

Item D3. Human Resource Sub-Committee Report

The HR Sub-Committee will schedule a meeting with the Aquatics Supervisor John Hale regarding the pool and work schedules.

Item D4. Report on the March 4th meeting replanting of Aramburu Island

See the additional packet for correspondence from Terry Graham regarding Aramburu Island.

Item D5. Report on the March 4th meeting at Edna Maguire regarding bicycle paths & funding

Director Klopfer stated that there is a \$2.5 million dollar pilot program award for Bicycle paths. There were 3 or 4 hundred people at the meeting. The county has hired outside consultants to evaluate 3 possible projects: Horse Hill, Camino Alto, and the tunnel. All 3 projects may be done or some combination of them. Three groups will study the projects until the September 23 meeting. Parts of the tunnel are collapsing impacting homes on top.

Item C1. CLOSED SESSION- PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code Section 54957) Title: District Manager

CLOSED SESSION: 10:00 PM

RECONVENE IN OPEN SESSION: 10:20 PM

Nothing to report out of the closed session.

CORRESPONDENCE:

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 Francis motioned that the meeting be adjourned, seconded by Director Klopfer. The meeting was adjourned by Chair Francis at 10:30 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, April 8, 2009.

Secretary, Board of Directors
Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District