

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES  
May 13, 2009

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:10 PM.

**QUORUM CALL:**

Present were Directors Francis, Klopfer, 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): None.

**AGENDA ADJUSTMENTS:** None

**MINUTES CORRECTIONS:** None

**MINUTES**

- **Motion:** Approve the March 11, 2009 and April 7, 2009 minutes. M/S/C Klopfer / Zener  
Ayes: Francis, Klopfer, and Zener.                      Noes: None                      Absent: Baldwin-Leonard, and Spinola-Schwartz

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

**OLD BUSINESS**

Item B1. **Discussion/Action Item:** Mill Valley Refuge- rate increase request

**Motion:** Move to approve the Mill Valley Refuge- rate increase. M/S/C Zener / Klopfer  
Ayes: Francis, Klopfer, and Zener.  
Noes: None              Absent: Baldwin-Leonard, and Spinola-Schwartz

Item B2. **Discussion:** Customer Service Survey Results

This item was tabled for the June Board Meeting.

Item B3. **Discussion/Action Item:** Website redesign-proposals

Three bids were submitted for the redesign of the SRD website. All three companies would create a website that the SRD staff could regularly update. \$12,000 would be allocated in the 2009/10 fiscal budget toward the SRD website redesign. The District could provide photos to reduce the cost. District Manager Kreuzer commented that \$8,000 is the low end without branding, but suggested that creating a brand identity is important and recommended budgeting for \$12000. The Boards requested additional samples of websites from the three companies.

**NEW BUSINESS**

Item C1. **Discussion/Action Item:** Dana and Just Karlson request/ Century Drive.

Don Olsen architect for Dana and Just Karlson, residents of 60 Century Drive, presented a project for a boat house housing six to eight rowing shells or canoes. The proposal includes a retaining wall to prevent soil

erosion. The preliminary proposal includes crossing the Strawberry underwater parcel with a floating dock. According to the architect, the county of Marin and BCDC do not have any problems with the dock proposal. The project does require approval from SRD as the property owner.

A member of the public spoke against the proposal stating the channel is clear at present by purpose. She commented that a 40' boathouse is a visual intrusion and would set a precedent for the neighbors. Normally there would be story poles and then a public response. Commenting that a need for a retaining wall is not a reason for building a boat house with a floating dock; this would impact the Seminary Drive area visually. The area is not a navigational channel. There aren't any theoretical water rights. This is an access to SRD property and public coastal walkway at low tide. This is a water issue and a trespass issue. The District has spent considerable effort and funds fighting the previous "Miller encroachment". If the improvements may look like the home owners own the waterfront, then it will be intimidating to the public to pass a floating dock at low tide. The public will be at a disadvantage because the public area will look like private property.

District Manager Kreuzer commented that a floating dock would be a low tide barrier. The architect offered to redesign it so that people could cross. Chair Francis did not oppose the boat house as it is not on SRD property, but had reservations regarding a floating dock. Director Klopfer stated that dock would be a barrier. Manager Kreuzer stated that she would research any liability issues with County Counsel. Chair Frances continued the issue to next month so that the Board could look around at the site.

**Item C2. Discussion/Action Item: SRD bank account consolidation.**

General account and the investment account have historically had different interest rates. The county is recommending combining the accounts because they now have the same interest rate.

**Motion:** Move to approve the consolidation of the SRD bank accounts. M/S/C Klopfer / Zener

Ayes: Francis, Klopfer, and Zener.

Noes: None Absent: Baldwin-Leonard, and Spinola-Schwartz

**Item C3. Discussion/ Action Item: TPLL Batting practice, baseballs & Reggie Park**

District Manager Kreuzer reported that the TP Little League players batting practice balls are being hit higher and farther than in the past. The fly balls are being hit to the tennis court table and Reggie Park. Two adults have reported being hit by foul balls. The District has posted warning signs regarding practice and has been giving verbal warnings. TPLL has paid for the fences in the past. Director Klopfer commented that the District could raise the rent and absorb the costs. Manager Kreuzer stated that the fence could be extended over the dugout without affecting the existing 3<sup>rd</sup> base dugout. Manager Kreuzer commented that the District could post a permanent sign at Reggie Park or close the park during practice hours. Director Zener suggested Little League warn the park patrons. Director Klopfer suggested stopping use of the pitching machine until the fence is extended. Director Klopfer added that the minor field bleachers need work because of splinters.

**Item C4. Discussion/ Action Item: SRD Document Retention Policy**

SRD does not have a formal document retention policy. The proposal of and SRD Document Retention Policy illustrates a conservative range up to 7 years for those that are not permanently retained. This follows the SRD auditor's recommendation extending some documents an additional 2 years to be conservative.

District Manager Kreuzer recommended the Board approve a guideline document, create a log of shredded items, and have old documents shredded professionally.

**Motion:** Move to approve a document retention policy of 7 years. M/S/C Klopfer / Zener

Ayes: Francis, Klopfer, and Zener.

Noes: None Absent: Baldwin-Leonard, and Spinola-Schwartz

**Item C5. Discussion/ Action Item: Pool entrances**

District Manager Kreuzer noted that the SRD Board approved \$500 for sketches at last month's meeting and that \$17,000 was reallocated from CIP to the pool entrance. The first phase would be returning to the original

building entrance. The second would be redesigning and refurbishing the fence adjacent to the parking lot. The green fences will be painted tan to match the main building. The proposed design will incorporate an 8 to 12 foot sliding gate for large events. The cinder block wall by the parking lot will be modified with a top structure to provide seasonal shade, signage, and capable of hanging temporary banners during swim team or special events. The estimated cost for the first phase is \$20,000 based on a preliminary quote. Chair Francis estimated the cost would be \$80,000 - \$90,000. Chair Francis suggested adding a shed for checking in members at the existing entrance. Manager Kreuzer added that the Seals would use the gate for late night drop off and pick up, TP Little League and TP Soccer would probably continue using the fire lane.

**Motion:** Move to hire Jackson for a set of architectural drawings at a cost of \$3,480. M/S/C Francis / Klopfer  
Ayes: Francis, Klopfer, and Zener.  
Noes: None Absent: Baldwin-Leonard, and Spinola-Schwartz

**ADMINISTRATION:  
MANAGER'S REPORT**

District Manager Kreuzer stated that a replacement water pump has been ordered for the spa. Chair Francis suggested having a back up pump. Start date for product warranties are an issue related to stocking equipment. Staff Training: CPR training will be offered to staff annually. The maintenance staff will be trained to get lifeguards as the first responders and to close the pool. Next year the District will have defibrillators. SRD is a CERT staging area. Financial: the 06/07 & 07/08 audits have been completed and the District has received the 06/07 report back. The SRD Employee Handbook is still subject to change, the audit raised additional issues. The SRD camps have sold out. The CIT program is doing well even though it has not been advertized. The CIT program is for training and mentoring 10 to 14 year olds; they help with camp, but do not directly supervise. The District is launching the Strawberry Sprouts program to for 3 to 6 year olds in the fall and will include a pre- K program and a Kindie Club. This is a contract program with Jane Pavis.

**Item D2. Design Sub-Committee Report**

District Manager Kreuzer reported that the committee is looking into new flooring for the office. Director Zener stated that the Design Sub Committee is working on art for the office. Nike Lochmen has agreed to do black and white photos of Strawberry for the cost of materials plus a free pool membership.

**Item D3. Human Resource Sub-Committee Report**

District Manager Kreuzer stated that the District hired 2 new coordinators who started yesterday. Five step pay scale with the permanent employees capped out at the cost of living has been developed and implemented as well as a step scale for all part time positions.

**CORRESPONDENCE:**

District Manager Kreuzer commented that there are a lot of various agendas historically being included in the packet. The staff will provide a summary of these agendas in the packet rather than each cover sheet.

**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 9:09 PM.

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on:  
Wednesday, June 10, 2009.**

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Secretary, Board of Directors  
Strawberry Recreation District

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Chair, Board of Directors  
Strawberry Recreation District