

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES  
October 14, 2009

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:04 PM.

**QUORUM CALL:**

Present were Directors Francis, Klopfer, and Zener. District Manager Leanne Kreuzer, the ARK, 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 “Old Business” should be “Unfinished Business”.

**AGENDA ADJUSTMENTS:** None

**MINUTES CORRECTIONS:** None

**MINUTES**

The September 9, 2009 minutes were tabled until next month.

**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, and Klopfer, and Zener. Noes: None

Absent: Baldwin-Leonard, and Spinola-Schwartz

**OLD BUSINESS**

Item B1. **Discussion/ Action Item:** SRD Tree Trimming Policy.

District Manager Kreuzer commented that a few neighbors wanted trees cut and added that SRD does not currently have a tree trimming/vegetation policy in place. Manager Kreuzer stated that the person interested in having the work done would be responsible for all tree service payments and carry SRD as an additional insured. Director Francis recommended requiring a \$2,000,000 insurance policy as standard. Manager Kreuzer reviewed the draft request form noting the requirement for an arborist’s report, advance payment by the applicant, and SRD job over site. A member of the public mentioned a previous agreement where work was stopped by the District and added that the contract was not fulfilled and therefore not paid. Manager Kreuzer commented that there was disagreement over the specifications and stated that having a specific process would eliminate confusion. The District Manager stated that she would be meeting an arborist the next day regarding basic information on the SRD trees. The District Manager commented that there are budget issues, insurance, the health of the trees, and noted that some of the trees serve as light and sound barriers for the tennis courts. A member of the public commented that the tennis bell is another issue and suggested 15 seconds instead of the current 45 seconds. Director Klopfer suggested reviewing the tennis lights regarding sound and the ability to shut them off using improved technology to save energy. Regarding the tree trimming, Director Klopfer suggested leaving it to the Manager’s discretion because having the Board review requests would add at least a month. Chair Francis commented that the decision should be based on a state certified arborist’s report. A member of the public asserted that the cost would be excessive for a 3 foot branch.

Chair Francis suggested choosing possible vendors to interview. Director Zener commented the District could have a list of possible vendors. Manager Kreuzer suggested recording a tree maintenance log for

future reference. Director Klopfer questioned requiring an arborist. District Manager responded that the District will require it but can waive or use discretion. Director Klopfer suggested “arborist report may be required for each tree at the SRD discretion.” District Manager recapped that the wording that changed needs to be finalized, the \$2,000,000 insurance coverage added, and that the arborist tree report will be reviewed by SRD. Director Klopfer suggested adding “see attached list” to the last bullet point on the form. Director Klopfer suggested having the requests handled by the Design Committee.

- **Motion:** Move to approve the Tree Trimming Policy with the changes noted. M/S/C Klopfer / Zener  
Ayes: Francis, Klopfer, and Zener. Noes: None  
Absent: Baldwin-Leonard, and Spinola-Schwartz

Item B2. Discussion Item: Strawberry Cove vegetation. Native and non- native plant management

District Manager Kreuzer stated that Parks and Open Space will allow access to design templates on wetlands restoration. Manager Kreuzer reviewed two conflicting maps with the SRD Board and noted that the yellow highlighted area is the District’s responsibility according to the Facilities and Maintenance Manager. According to the Marin County Parks and Open Space rangers the three parcels are our responsibility. There are three tiny SRD signs and a sensitive bird habitat sign. Chair Francis commented that this area would be a great volunteer youth project. Chair Francis suggested that the District install low sand dune fences to mark sensitive area boundaries. Manager Kreuzer noted that there are no resources in the budget at this point. Director Klopfer commented that the vegetation is overgrown and path needs repair by the gas station: She added that the path is useful for biking to school. Director Klopfer suggested talking with the gas station owner regarding upkeep of the area. Manager Kreuzer stated she would do an assessment of the path and vegetation in the area and commented that money from the gas station permit could be allocated to the path.

Item B3. Discussion Item: SRD Pool Entrance restoration project

Manager Kreuzer stated that the contractors are to submit bids on the entrance modifications. The Design committee will select a contractor for the project. Manager Kreuzer commented that the new entrance would be safer for drop offs because the children would not be running between the cars. The new entrance would reestablish the court yard as the center of the SRD facility. Chair Francis suggested having a comprehensive bid analysis on moving the pump room down to the area by the dugout. Director Zener commented that TPC has converted to a saline pool. Chair Francis also suggested tracking the pool expenses in excel and having an electricity audit to analyze power usage, noting that there should be a sub-meter on the baseball snack shack. Chair Francis suggested reviewing the bathroom ventilation because the men’s bathroom fan is not pulling air. Chair Francis commented that the District could see a 25% reduction in usage by upgrading older equipment such as the tennis lights.

## **NEW BUSINESS**

None.

## **ADMINISTRATION: MANAGER’S REPORT**

District Manager Kreuzer stated that the 2008-2009 preliminary reports for the auditor have been completed. The Employee Handbook is going through final revisions with the Marin County Counsel. Manager Kreuzer commented that the District needs a code of conduct for the patrons. County Counsel has provided template and procedures to suspend a membership. Technology upgrade will start with a new server and wireless link to the pool. There are a total of 72 tennis memberships which is less than previous years. Jr. League tennis has 13 players

Manager Kreuzer commented that the tennis camp evaluation shows that the numbers are stable, but the profit fluctuates. Manager Kreuzer stated that she confirmed that there is no contract with the tennis pro. There are classes 2 youth tennis classes currently on the schedule. Manager Kreuzer felt that the District should start opening conversations regarding the tennis program. Director Klopfer suggested offering cardio tennis.

Manager Kreuzer stated that SRD could run the programs and rent out use of the courts similar to the Seals pool rental. Manager Kreuzer added that Belvedere-Tiburon contracts out to one person. The District could also offer tennis lessons with over site, manage and direct the tennis program. Manager Kreuzer commented that the Seals are taking the level 1 swimmers into the fall clinic and may move the older students to the high school. The Halloween Faire will be tied into Jumping Jacks for the younger kids and then run again after school for the older kids.

Manager Kreuzer commented that there will be a volunteer project. The Courtyard shrubs and bushes are in the process of being removed. Manager Kreuzer stated that there is \$4,000 in grant money that could be used for the picnic tables which are planned for the hedge triangle in front of Reggie Park. The rip-rap for Brickyard Park has been completed. Cagwin and Dorward have planted a new tree on the DeSilva path. Manager Kreuzer reported that there are 8 registered for the 1-day camp on October 16<sup>th</sup>. Manager Kreuzer also stated that there will be the Strawberry Festival, a new special event, in the late spring. Manager Kreuzer commented that there was a bill from Richardson Bay Sanitation and noted that they had never charged before last year. Chair Francis stated that usually sanitation is part of the property tax bill and suggested that the District should be exempt.

Item D2. Design Sub-Committee Report

The new chairs are at the pool. They are metal and mesh. The old green chairs are stacked in the pool storage area.

**CORRESPONDENCE:** None.

**GOOD OF THE ORDER**

There being no further business to come before the Board, Director Zener motioned that the meeting be adjourned, seconded by Chair Francis. The meeting was adjourned by Chair Francis at 8:40 PM.

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Thursday, November 12, 2009.**

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Secretary, Board of Directors  
Strawberry Recreation District

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Chair, Board of Directors  
Strawberry Recreation District