

**STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
October 15, 2008**

Chair Spinola-Schwartz called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:05 PM.

QUORUM CALL:

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

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

A member of the public announced that the Men's USTA Tennis Team has eleven members. The team is part of a senior 4.0 league and it is going well.

He had requested a copy of the agreement between SRD and the former District Manager, but added that the County does not have the agreement. Chair Spinola-Schwartz stated that District is not in possession of the agreement because there is no District Manager at present. She has directed the request to the attorney, adding that the cost is \$.15 per page plus postage for the document. County Counsel has stated that it is not imperative to have the agreement at the District, but the public can request it.

AGENDA ADJUSTMENTS:

None

MINUTES CORRECTIONS:

None.

MINUTES

Motion: Approve the July 31, 2008 minutes. M/S/C Francis / Wambach

Ayes: Spinola-Schwartz, Francis, and Wambach. Noes: None

Absent: None

Directors Klopfer and Zener were not present at the July 31, 2008 meeting and therefore did not vote on the minutes.

Motion: Approve the September 10, 2008 minutes. M/S/C Francis / Klopfer

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

Absent: None

Director Wambach was not present at the September meeting therefore she did not vote on the minutes.

FISCAL REPORTS – CONSENT CALENDARS:

Motion: Approve Items A1-3. M/S/C Francis / Klopfer

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

Noes: None

Absent: None

DIRECTORS' REPORTS:

Director Wambach update on Zone IV.

The Zone IV Committee will be sending out correspondence tomorrow. The letter is a status update on discussions with BCDC. It also requests dock owners to sign either a license authorizing dredging, or a declaration statement "I do not want my property dredged". This is because of changing BCDC requirements. There are additional conditions like the details of the properties and the permissions. The license agreement gives permission. Three of the four outstanding claims have been resolved. Paperwork has been submitted on a claim of over dredging. There was a disposal concern and an authorization issue, but they both were the result of misplaced paperwork.

Docks perpendicular paid Salt River to dredge. There are around 14 to 16 permits. The permit cycle expires in 2012 and then a new permit cycle begins. The permit process takes years. The permissions and the property plots are new. The dredging costs \$8.00 per cubic yard. They had a late start, 1 dredger instead of 2, and breakdowns. When there are multiple seasons there is additional dredging because of siltation. There are about 57 letters going out. There were negotiations, not a lawsuit. Salt River did meet specifications, but there were repair issues.

Item B1. Director Klopfer update on Employee Handbook.

Chair Spinola-Schwartz and Director Klopfer met with Liebert Cassidy and Whitmore on September 25, 2008. Reviewed the Mill Valley handbook, the Tam CSD handbook, and covered Special Districts Law. The District now has a working copy. We have been gathering resolutions. There are resolutions covering vacations and leave of absences. The Board will be provided with copies of the working copy for review before meeting on October 28, 2008 at 7:15 pm. There is a list of resolutions. Things might change, like the number of vacation weeks. The Board can approve or disapprove of items at the special meeting. There will be current versus proposed information. Kristin from "Liebert Cassidy and Whitmore" is available Tuesday evening. The working copy is on budget and 50 pages long. We are updating the job descriptions for the District Manager and five employees.

Item B2. Director Spinola-Schwartz report on meeting with Tam Valley Recreation District Manager.

Chair Spinola-Schwartz met with Jon Elam, the Tamalpais Community Service District General Manager, regarding suggestions for SRD improvements. She toured Tam CSD's facilities and parks. Tam received \$100,000 in grants for solar panels. Jon is willing to be on the panel for the final District Manager candidates.

Item B3. Director Spinola-Schwartz survey recommendation –

The District should survey the community to determine their interests. Director Klopfer suggested a survey may be appropriate for the incoming manager. Chair Spinola-Schwartz commented that the District could do a preliminary survey of the residents. Director Wambach felt that a survey is a useful for a kick off tool introducing a new manager. The new manager could work on questions. Develop customer service and customer outreach.

ADMINISTRATION:

MANAGER'S REPORT

Interim Manager Yataco stated that the Kickboxing class was in progress after a delayed start to build more enrollments. The District received checks from Mill Valley refuse for \$28,000 and \$26,149 on 8/8/07 and 8/27/08 respectively. Director Klopfer thanked Mr. Yataco for the updated organization chart. Director Francis commented that Water Tank Hill area looks great. Chair Spinola-Schwartz stated that the customers are happier. Director Wambach asked about a low partition for the office. The Board felt that it should be an issue for the new District Manager.

OLD BUSINESS

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

Sonoma Marin Construction in Santa Rosa is an established company and their bid of \$4,500 is lower. The County requires a permanent fence for the baby pool area. Director Klopfer noted that \$20,000 was budgeted for the project. Director Klopfer asked about the possibility of a sliding fence on rails or wheels. Sliding fences are more dangerous. The new gate will be larger than the current gate.

Motion: Approve Steps and Railings for New Platform Near the Pool and Railings for the Baby Pool. M/S/C Francis / Wambach

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

Noes: None

Absent: None

NEW BUSINESS

Item E1. Action Item: Update Procedure for hiring District Manager

Director Klopfer stated that the Hiring Committee consists of Marti Block Wiener, Mimi Towle, Director Zener, and herself. Jon Elam, the Tamalpais Community Service District General Manager, will be available for the pre interviews. The Additional packet contains a District Memo which is a copy of the pamphlet for the website. The paper pamphlets should be ready tomorrow. It was pared down for the Craigslist add. There are a few good candidates. Most of the responses are from Craigslist. Some candidates are from word of mouth. The Craigslist add was \$75, CPRS cost \$105, Job Available was \$300 for a two week listing. We did not advertise in the IJ or the Chronicle. The paper brochures were estimated to cost \$100. The District will need to do background checks.

Kristin from Liebert Cassidy and Whitmore had suggested that the District consider having a separate Managers Contract because of conflict of interest the manager would have in the Employee Handbook policies. Director Wambach felt that the Manager can write policies and procedures for the handbook, but they must be reviewed and signed off on by a Board member. The Manager's performance can be reviewed from criteria. There can be goals and objectives that are measurable with timeframes.

October 27, 2008 is the deadline for applications. Forty-five people have applied and there are six to eight we are considering. Initial interviews will be on November 7th and our aim is to be done before Thanksgiving and hire a new manager for December. The committee will choose 3 candidates for the board to interview in a closed session on November 12th. The regular Board Meeting will be on November 19, 2008.

Chair Spinola-Schwartz stated that there are specific rules for filling the open seat on the Board because it is the end a term and the vacancy is not due to a resignation. The District does not have any candidates and cannot afford an election.

CORRESPONDENCE:

None.

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 Spinola-Schwartz motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Chair Spinola-Schwartz at 9:03 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on Wednesday, November 19, 2008.

Secretary, Board of Directors
Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District