

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

April 7, 2009

Chair Francis 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 Baldwin-Leonard, 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): None.

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: None

MINUTES

The March 11, 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 / Baldwin-Leonard

Ayes: Baldwin-Leonard, Francis, Klopfer, and Zener.

Noes: None Absent: Spinola-Schwartz

OLD BUSINESS

Item B1. CLOSED SESSION- PUBLIC EMPLOYEE PERFORMANCE EVALUATION

(Government Code Section 54957) Title: District Manager

CLOSED SESSION: 7:08 PM

RECONVENE IN OPEN SESSION: 8:22 PM

Item B2. Chair Frances reported out of the closed session the following resolution:

Motion: Move to re-implement compensatory time policy of 10 administrative days for the District Manager and 3 days for the Administrative aid. M/S/C: Spinola-Schwartz /

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

Noes: None Absent: None

Item B3. Old Business

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

District Manager Kreuzer commented that the new organizational chart does not show the Recreation Supervisor position because it was eliminated. The Manager stated that the new positions would enable the District to add programs and lessons instead of turning people away. Director Spinola-Schwartz wanted to know the cost of hiring, including salary, medical, and vacation costs as well as the breakeven point. District Manager Kreuzer stated that the District is paying \$16,000 less than the previous Recreation Supervisor position and will be able to add programming to Aquatics. Manager Kreuzer added that the pool is not properly monitored by relying on part time staff. The pool needs projects to grow. Director Klopfer was concerned over covering both salaries and added that there is a 6 month probation period which would allow the District to monitor the cost and related revenues

through the fall. Director Zener asked for clarification of the hours. District Manager Kreuzer stated that one position would run Sunday through Thursday and the other Tuesday through Saturday to ensure weekend coverage. Chair Francis commented that work should be no longer than 8 hours per day and no more than 1 hour before the pool opens. The Board was in favor of the proposed positions. Manager Kreuzer stated that she is seeking top notch candidates with a college background and appropriate certifications and they will start at \$40,000 per year.

Motion: Move to approve the hiring of 2 Recreation Coordinator/Aquatics Employees at a base salary only and no step plan. M/S/C Baldwin-Leonard / Klopfer

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

Noes: None Absent: None

NEW BUSINESS

Item C1. Discussion Item: Future revisions to the employee handbook.

District Manager Kreuzer stated that the employee handbook should be ready in June with the changes highlighted for the Board to review. The Employee Handbook Committee is composed of Director Klopfer and Director Spinola-Schwartz.

Item C2. Action Item: Discuss and approve the reallocation of remaining 2008/09 CIP funds to the "pool and entrances project".

District Manager Kreuzer stated that there is money available for the entrance from the canceled CIP project above the Loft. The District will spend the funds for new picnic tables. The CIP funds allocated for janitorial cleaning can be handled by the maintenance staff instead of hiring out the job. Director Spinola-Schwartz commented that she would provide leads on durable park rated furniture for the pool deck. Director Zener noted that the old pool entrance was across from the snack shack and commented that relocating the entrance would improve camp safety and stop non-member use of the pool. Director Zener reported that she had met with an architect regarding designing a nice pool entrance. Chair Francis stated that he preferred the current entrance because the pathway outside of the pool house would become too congested. Chair Francis suggested improving the current entrance with a nice wood trellis noting that this location is easier for cars and entry. District Manager Kreuzer commented that kids running into traffic is a safety hazard and that the District needs to control the access and entrance. Manager Kreuzer added that the existing entrance can be used for larger events such as Seal meets. Director Zener commented that that would be good for child pick up after Seal practices. Director Zener added that a new entrance would support an office station for checking people. Director Spinola-Schwartz liked the idea of a courtyard entrance, but also felt the current entrance is better for drop off. Director Klopfer commented that she does not like the current entrance and finds the gate awkward. Manager Kreuzer commented that a new entrance would enable the snack shack to be utilized. Chair Francis suggested using the money to make the platform usable. Chair Francis noted that the entrance must be ADA compliant, separate but equal would not be permissible. Director Francis suggested having a cost estimate done. Director Spinola-Schwartz suggested the District look at alternatives to moving the entrance like using pass card keys at the entrance. Director Spinola-Schwartz added that the District would need designs in order to seek bids. Manager Kreuzer pointed out that the proposal is to reestablish the original entrance. Chair Francis stated the project should be ADA compliant and redo the grade to remove the step. Director Klopfer was in favor of reallocating the railing and janitorial funds to the pool improvements pending plans and concept sketches. Chair Francis stated the District should seek just sketches, not plans, architect services or permits. Director Zener will request concept sketches at no charge.

Motion: Move to approve the reallocation of \$17,000 to improvements for the pool/entrance, with \$500 up to \$1,000 allocated for design fees. M/S/C Spinola-Schwartz / Klopfer

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

Noes: None Absent: None

**ADMINISTRATION:
MANAGER'S REPORT**

The regular staff will be taking CPR training for 6 hours during their shift. The Egg Hunt is Saturday April 11, 2009. District Manager Kreuzer stated that new reusable plastic eggs and child safe soft candy for the event. Manager Kreuzer added that she created new games as well. The District Manager stated that the 2006-2007 audit is done and the District is in line for 2008-2009. There are 2 proposals for redesign of the website at a cost of \$2,000 and \$12,000. Junior League has 2 teams and the Quick Start program has 6 kids in 1 class. There are 221 pool memberships and 1 art class.

Item D2. Design Sub-Committee Report

District Manager Kreuzer stated that the office has been repainted and the cabinets have been moved from the old copy room to the thin hall area. The District Manager added that the Level 1 Meeting Room has been painted and furnished with new tables. Manager Kreuzer stated that the District is looking to upgrade the gym piano and re-donate the two old pianos. The District has a large television on the floor in a cabinet, but there is no wireless audio/visual equipment. Manager Kreuzer noted that audio/visual carts cost as much as flat screen televisions and added that the old TV could be moved to the gym stage or the Loft. Director Zener commented that her husband could provide artwork for the office for free. Director Zener also said that she was looking for a photographer and was concerned with controlling the quality of the artwork. Director Spinola-Schwartz suggested rotating a collection. Director Spinola-Schwartz commented that she could ask Stuart Schwartz for 2 or 3 pieces.

Item D3. Human Resource Sub-Committee Report

Chair Francis suggested that Director Baldwin-Leonard have a follow up meeting with the District Manager regarding the pool.

CORRESPONDENCE:

District Manager Kreuzer stated that Mill Valley Refuse has requested a rate increase.

GOOD OF THE ORDER

There being no further business to come before the Board, Director Baldwin-Leonard motioned that the meeting be adjourned, seconded by Director Zener. The meeting was adjourned by Chair Francis at 9:32 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, May 13, 2009.

Secretary, Board of Directors
Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District