

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
December 9, 2009

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:07 PM.

QUORUM CALL:

Present were Directors Baldwin-Leonard, 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):

A member of the public commented on restroom maintenance during the weekends, absence of recreation discussion on the agenda, poor quality of the website, and the decision not to resurface the tennis courts and gym floor this year. District Manager Kreuzer responded that the suspension of resurfacing was intended for one year and the maintenance projects will be re-evaluated and reinstated in 2010. Manager Kreuzer commented that discussions regarding the maintenance projects occurred at the budget committee meetings and then were discussed at the SRD Board meeting prior to adopting the 2009/10 budget. The discussions included the maintenance cuts. Manager Kreuzer stated that the new website will be launched in January and commented that it is in the content development phase. The technology upgrade included rewiring the office and linking the pool house to the network.

The member of the public also commented on the lack of classes. Manager Kreuzer responded that the fitness programs are viable, there is a limited tennis membership, and improved pool programs. Manager Kreuzer added that the new camp program was well received and will expand from 6-weeks this year and will to 11 weeks next year. The District is now offering 1, 2, and 3-day camps during school breaks.

The member of the public commented that there are no new classes. Manager Kreuzer responded that legal counsel is reviewing percentage contract. The District cannot hire until the employment issues are decided. There are a handful of classes for the early spring.

A second member of the public stated that the District needs more programs and more recreation. Manager Kreuzer responded that there will be the new website and brochure in January advertising new classes and commented that there are 7 new programs being considered.

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: None

MINUTES

Motion: Move to approve the October 14, 2009. M/S/C Klopfer / Zener

Ayes: Francis, Klopfer, and Zener. Noes: None

Absent: Spinola-Schwartz

Director Baldwin-Leonard did not attend the October SRD Board meeting.

The September 9, 2009 minutes will be on the January 2010 agenda.

FISCAL REPORTS – CONSENT CALENDARS:

- Item A1. Approval & Confirmation of Expenditures, Disbursements, Warrants, Payroll
- Item A2. Review, Weekly Deposit Reports

District Manager Kreuzer stated that there is a supplement to the fiscal reports in the additional packet. The checks for the Water District were sent out. The bill must be paid despite being in dispute.

- 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

- Item A3. Transfer of Funds

- Motion: Move to Approve Item A3. Transfer of Funds

M/S/C Baldwin-Leonard / Zener

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

Noes: None

Absent: Spinola-Schwartz

OLD BUSINESS

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

The Arborist reported that the tree leaning over the picnic table could be trimmed and saved at a cost of \$1,000 or removed for \$1,600. The large pine over the picnic table is growing at an angle and should be removed. The hillside also has trees with split trunks that should be removed at some point but do not present a safety issue currently. Ricardo Road adjacent to the tennis courts - all three arborist would not recommend trimming to a 6 foot height, and only 1 would top the trees. They did recommend trimming the oaks, removing the acacia trees, and supporting the hillside. All these recommendations are below the sight line that was of interest to the neighbor requesting the topping of all vegetation to a 6 foot height. District Manager Kreuzer suggested the Ricardo Road project be considered in the next budget cycle. People requesting vegetation and tree trimming of SRD trees are now required to pre-pay tree companies. The District previously did not honor a neighbor's defaulted contract for services. Chair Francis comment that tree work did not have to wait if the requester is paying. Manager Kreuzer comment that the tree is leaning. Manager Kreuzer has received bids for up to \$100,000 for the vegetation projects at the SRD main facility.

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

District Manager Kreuzer updated the Board on what is and is not District property regarding the Strawberry Cove vegetation. The Par-course parcel and the marsh are District property. The District also has the 3 foot path on the other side of the condos and the stairs to the sidewalk. The path beyond the stairs is the county. The condo area is not a parcel, but an easement. Manager Kreuzer stated that the District needs to establish who has the responsibility of the path in question. Manager Kreuzer also commented that the District needs to determine if one side of the Cove Bridge is District property. Chair Francis suggested having a map to aid future discussions. Chair Francis commented that the Bridge and the path behind the gas station are liability hotspots. Director Klopfer suggested that there should be a uniform look to all the Strawberry Paths and signs.

Item B3. **Discussion Item:** SRD Pool Entrance restoration project

Phase 1 of the 3 week project will be in January of 2010. There were few bids under \$25,000. The total cost for both permits is \$3,500, with an initial payment of approximately \$800. Work would begin the 3rd week of January and continue to the start of the spring/summer pool season. Chair Francis commented that the water pipes should be insulated so that pipes remain warm longer between showers and less water is wasted.

Item B4. **Discussion/Action Item:** Authorize changes to SRD Employee Handbook (final version)

Changes to the SRD Employee Handbook are in the Board packet. Page 11 defines regular full time employment as working at least 36 hours per week. Director Baldwin-Leonard commented that the Floating Holiday cannot be rescinded, but just removed going forward. Full family benefits are grandfathered in for the existing employees: the District Manager and Coordinators have employee only benefits. The District will produce a supplement for the handbook with the items that are grandfathered and avoid continually revising the handbook.

- Motion: Move to Approve the Employee Handbook.

M/S/C Baldwin-Leonard / Klopfer

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

Noes: None

Absent: Spinola-Schwartz

NEW BUSINESS

Item C1. Discussion/Action Item: SRD employee policy: “Individuals may hold the status of a “SRD employee” or an “independent contractor”. An individual may no longer hold status and work in both capacities with SRD simultaneously”

The reason for requiring one or the other is to prevent overtime and benefit lawsuits. District Manager Kreuzer stated that lifeguards are employees. Employees have job descriptions, reviews, evaluations, and can have goals and expectations for their position. Director commented that employees would need to go outside for jobs to make extra money. Manager Kreuzer explained that different employee classifications have different holiday, sick, vacation, and hours that they can work. Pool “seasonal employees” work 9 to 12 weeks. Director Zener asked how other facilities handle the issue of instructor payments. Manager Kreuzer stated that there is a percentage paid of the fees collected or flat rates for drop-in. The District needs to define each individual’s status before managing the SRD staff. Director Baldwin-Leonard felt that the Board was overreaching to accommodate 1 person and commented that the District needs to be uniform.

- Motion: Move to require individuals to choose status as either a “SRD employee” or an “independent contractor”, but not both simultaneously. M/S/C Baldwin-Leonard / Klopfer
Ayes: Baldwin-Leonard, Francis, and Klopfer. Noes: None
Absent: Spinola-Schwartz
Director Zener abstained from the vote.

Item C2. Discussion/ Action Item: Discuss and authorization of payment to the Richardson Bay Sanitary District for 2007/08 and 2008/09 invoice

District Manager Kreuzer commented that there is an invoice for \$11,543.40 from Richardson Bay Sanitary District along with historical information in the Board packet. Manager Kreuzer stated that no one is exempt from paying, and added that SRD slipped through the system when there was a change of staff at Richardson Bay. The invoice was paid. SRD was not back billed for the last 6 years. Director Baldwin-Leonard suggested offering a compromise of \$5,000 because this expense was not budgeted. Manager Kreuzer commented that the previous manager legitimized the bill by paying in 2008. Director Francis commented that not everything goes down the drain; there is loss through evaporation and landscaping. Manager Kreuzer stated that the pool is drained during the low end usage months. Director Klopfer looked over the EDU figures and commented that the pool was drained to do the re-plastering. Chair Francis commented that the water pipes should be insulated.

- Motion: Move to pull check and try to renegotiate. M/S/C Baldwin-Leonard / Klopfer
Ayes: Baldwin-Leonard, Francis, Klopfer, and Zener. Noes: None
Absent: Spinola-Schwartz

Item C3. Discussion/ Action Item: Payments to SRD Board of Directors and status as “independent contractors” vs. “SRD employee status”

District Manager Kreuzer stated that Tamalpais Community Service District and the County have transitioned. The TCSD auditors urged the TCSD District to transition and the IRS have advised SRD to do the same. Manager Kreuzer added that Board members could refuse payment and be elected officials without compensation.

- Motion: Move to approve status of SRD Board of Directors as “SRD employees” or as elected officials without compensation effective 2010. M/S/C Baldwin-Leonard / Zener
Ayes: Baldwin-Leonard, Francis, Klopfer, and Zener. Noes: None
Absent: Spinola-Schwartz

Item C4. REORGANIZATION OF THE BOARD

- Motion: Nominate Director Klopfer as Chair. M/S/C Baldwin-Leonard / Francis
Ayes: Baldwin-Leonard Francis, Klopfer, and Zener. Noes: None Absent: Spinola-Schwartz
- Motion: Nominate Director Francis as Vice-Chair. M/S/C Baldwin-Leonard / Zener
Ayes: Baldwin-Leonard, Francis, Klopfer, and Zener. Noes: None Absent: Spinola-Schwartz
- Motion: Nominate Director Zener as Secretary. M/S/C Baldwin-Leonard / Klopfer

ADMINISTRATION:

MANAGER’S REPORT

District Manager Kreuzer commented that the CAPRI walk through on December 2nd went well. Mr. Miller was impressed with our documentation.

The District has opted out of participating in Prop 1A.

The 3-day camp had 9 kids.

The single volunteer day was attended by Director Klopfer. Work was done on landscaping and maintenance projects for the District.

The Halloween Faire special event day had 61 children attend. The focus for next year will be on the under 6 age group.

The Planetaria website design is now in the content stage. The office has a new server and the rewiring has been completed. There are wall jacks which will help protect the network from damage during the upcoming re-flooring project.

The courtyard has been cleaned and the sprinkler for the oval lawn has been installed. The snack shack now has a separate electrical sub-meter for the facility energy audit.

The Seals Swim Team will relocate their older swimmers to Tam High School and will not be using the afterhours at SRD. The Saturday swim meets will be at Tam High School, but SRD is still holding the summer slot open.

Item D2. Design Sub-Committee Report

District Manager Kreuzer commented that tennis courts will have new chairs, because the old ones were cracked, and 2 new brooms have been placed on the courts.

CORRESPONDENCE: None.

GOOD OF THE ORDER

There being no further business to come before the Board, Director Francis motioned that the meeting be adjourned, seconded by Director Zener. The meeting was adjourned by Director Francis at 9:20 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, January 13, 2010.

Secretary, Board of Directors
Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District