

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: November 14, 2016

Time: 6:30pm Closed Session

7:30pm Open Session

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:45PM.

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 regarding contract dispute. (One Potential Case)

CONSIDERATION OF EMPLOYMENT OF PUBLIC EMPLOYEE [GOVERNMENT CODE SECTION 54957]

Report out of Closed Session:

Chair Teese reported that the first closed session item was removed from the agenda. Nothing to report on the second item.

QUORUM CALL:

Present were Directors Bohner, Francis, Marino, Nichols, and Teese. District General Manager Leanne Kreuzer, and members of the public were also present.

CHAIR OPENING COMMENT: Chair Teese opened the meeting and welcomed the public.

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 2 minutes per person): None

AGENDA ADJUSTMENTS: Move item C1 to front of the meeting. Manager's Report moved to end of the meeting

C. New Business – Items

1. Discussion /Action Item: Consider proposal to provide SRD staff access to a personal investment plan

Chair Teese introduced Adam Wiatrak and reviewed the previous discussions relating to the providing access to a personal investment plan to the RD employees. The summary sheet was reviewed and Chair Teese asked if there were any questions or comments.

Motion: Move to Approve Item C1 establishing a personal investment plan for the SRD employees to access.

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

Direction was provided to staff.

Approval of Minutes: DRAFT Minutes

DRAFT March 2016 Minutes (Marino, Nichols, Teese),

M/S/C PT/SM

Ayes: Marino, Nichols, Teese Noes: _____ Absent for meeting: Bohner, Francis

DRAFT July 2016 (Bohner, Francis, Marino, Teese),

M/S/C JF/PT

Ayes: Bohner, Francis, Marino, Teese Noes: _____ Absent for meeting: Nichols

DRAFT August 2016 (Francis, Marino, Nichols),

M/S/C SM/JF

Ayes: Francis, Marino, Nichols, Noes: _____ Absent for meeting: Bohner, Teese

DRAFT October 2016 Minutes (Francis, Nichols, Teese)

M/S/C JF/PT

Ayes: Francis, Nichols, Teese Noes: _____ Absent: Bohner, Marino

FISCAL REPORTS – CONSENT CALENDARS:

A. Fiscal Reports - Consent Calendar

1. Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants
2. Review, Weekly Deposit Reports
3. Transfer of Funds
4. Approval Professional Service Contract: none

- **Motion:** Move to Approve Item A1 Fiscal Reports - Consent Calendars

Manager's Note: voided check to Herb's Pool Service reissued to vendor Pool Scene

M/S/C PT/SM Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

- **Motion:** Move to Approve Item A2 Fiscal Reports - Consent Calendars

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

- **Motion:** Move to Approve Item A3 Fiscal Reports - Consent Calendars transfer of Funds Zone IV

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

B. Manager's Report

Moved to the end of the meeting.

C. New Business – Items

1. **Discussion /Action Item:** Consider proposal to provide SRD staff access to a personal investment plan
See above.
2. **Discussion /Action Item:** November election results for SRD Board of Directors
The General Manager reviewed the initial results of the Nov 8, 2016 election for the two open seats on the SRD Board of Directors. Preliminary results indicate that Cale Nichols and Pam Bohner have retained their seats on the Board. The election results will not be confirmed for a few weeks. The new term begins December 2. The Board discussed the election results, the cost of the election to the organization and the importance of completing open business items in election years before a new term begins.
3. **Discussion /Action Item:** Consider approval of two new pool rates-Teen Pool Pass Annual and Summer College Student Pass
At the October meeting the Board provided direction to staff to create two new pool passes accommodating students and teens. The Board reviewed the proposed pool pass rates.
Annual Individual Teen Rate: Ages 15-19
Strawberry Resident: \$386 Early Bird/ \$428 after March 1
Regular Rate: \$483 Early Bird/ \$531 after March 1
Student Summer Rate: Ages 18-23 with Student ID 13.5 weeks
Strawberry Resident: \$125
Regular Rate: \$155

The Board discussed the current customer base providing direction to staff to reach out to the communities of Sausalito and Marina area in San Francisco. Director Nichols inquired as to the current borders of SRD and the relationship to the adjacent unincorporated areas of strawberry north of Tiburon Boulevard and west in the Lomita and Horse Hill area. Director Marino replied providing background and commented on the current County of Marin boundaries. The General Manager commented on the opportunity to address the item in SRD's LAFCO reviewed scheduled in the coming years. Director Marino discussed LAFCO's role noting that it would be in the best interest of SRD to propose that the Boundaries of the SRD be expanded to match the County Unincorporated boundaries of the "Strawberry Area". Director Francis proposed a marketing promotion to encourage Sausalito and San Francisco residents to try SRD and increase the sale of season passes.

Chair Teese proposed a 3-day pass geared to San Francisco residents only. The Board discussed the length of time a pass would be valid recommending the three dates be utilized within 2 weeks of the first visit. Direction was provided to staff.

Motion: Move to Approve the creation of Annual Individual Teen Pool Pass and rate

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

Motion: Move to Approve the creation of Summer Student Pool Pass and rate

M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

4. **Discussion /Action Item:** Tennis Court Lighting Permit
The General Manager provided a status update. The permit application is in process at the County of Marin. Status is pending review. County requested an additional elevation drawing. The item will be scheduled for Strawberry Design Review Board. Staff requests that the Board consider a Director attend the SDRB meeting to support the project and the importance of upgrading the quality and energy efficiency of the lighting.
5. **Discussion /Action Item:** Zone IV-2016 Strawberry Channel Maintenance Project
Staff provided an update. The dredging portion of the project is complete. The project engineer has scheduled post dredge survey. Dock retrofit will be scheduled in December. The Board discussed the impacts of Zone IV on the SRD and directed staff to place the item on the December agenda for discussion.
6. **Discussion /Action Item:** Facility Periodic Rentals, Athletic Leagues and SRD policies and procedures
Staff met with the new Tiburon Peninsula Little League (TPLL) Board representatives. The meeting covered a lengthy list of items reviewed as submitted in the meeting packet. Items discussed history, current 2017 and 2018 contracts and schedules, annual field maintenance, facility condition, the SRD Design Development Plan and more.

The TPLL has proposed 3 scoreboards for consideration to replace the existing scoreboard. SRD Board members reviewed the items and provided direction to staff to research an alternate model and authorized a budget of 5K towards the project. Staff will schedule an engineer to inspect and evaluate the existing post system.

Additional requests by the TPLL were reviewed and discussed.

Signage referencing sportsmanship was authorized funded by SRD.

New Minor home run fence in black mesh was authorized and will be funded by TPLL Direction was provided to staff.

Replace two "L" screens to be funded by SRD

Upgrade the Minor bleachers funded by SRD: no funds available

Upgrade and add bleachers to Major 3rd base line: no funds available

Improve path of travel from Belvedere Drive to Batting Cages: no funding available however item will be considered in future budget cycles.

Director Francis proposed a security deposit policy be applied to field users to offset field and equipment damage and SRD consider accessing clean up fees when leagues leave the facility and fields in poor condition. The item was briefly discussed.

7. **Discussion /Action Item:** Master Renovation Plan-Basic Plan, projects, funding & strategies – fund raising, donations, sponsor and advertisement signage.
Staff provided an update on sponsors and advertisers in the 2017 Activity Guide. 3 previous facility renters indicated that the new full page ad pricing was too high and declined participation in the 2017 Activity Guide.
Staff will work towards selling sponsor signage for the field in 2017 with the goal of securing additional funding for renovations and repairs.

D. Old Business – Items

1. **Discussion /Action Item:** Organize 2017 Board Positions
The Board began a preliminary discussion regarding current positions and assignments. Chair Francis commended Chair Teese for his leadership. Chair Teese discussed the responsibilities of the Chair and the Vice Chair position commenting that he would be happy to continue on as Chair or encourage another Board member to take the responsibility over in 2017. The Board discussed the various responsibilities of the current sub-committees and directed staff to place the item on the December Agenda.
2. **Discussion /Action Item:** 2017 Regular Board Meeting Schedule
Staff proposed meeting dates for 2017. The Board reviewed the proposed meeting dates and confirmed the Board will meet on the 2nd Tuesday of each month. Staff pointed out that February 14th is Valentine's Day and the 2nd Tuesday. The Board discussed and decided to keep the February 14th meeting date. The April 2017 has a conflict with Spring Break Vacations. The Board discussed and will meet on April 4, 2017.
3. **Discussion /Action Item:** Review SRD finance policies regarding management of bad debt
The General Manager requested direction on next steps for the 8 accounts that are delinquent. The Board discussed the historical policy and process providing direction to staff to send notification and call those with delinquent accounts, deny future access to any SRD program or facility until account is brought current and proceed to collections. Individual circumstances were reviewed and direction was provided to staff regarding individual accounts.

E. Correspondence:

CAPRI insurance gave a high rating for the 2016 site visit with no items for improvement
State elevator inspector passed with no item requiring attention

F. GOOD OF THE ORDER

Director Nichols requested that the Board consider placing an item on a future agenda to once again educate the public as to the SRD Sphere of Influence and SRD’s role in the community when it comes to topics outside the sphere or jurisdiction of the organization. Director Nichols commented that it continued to be a challenge to respond to members of the public and various public perceptions on this important item. The Board discussed posting the agenda and meeting announcements. Director Nichols commented that she will take responsibility on a trial basis for posting the meeting notification on Next Door and then monitor the site for chatter related to the organization. Director Bohner commented that this ongoing issue will continue to present itself and recommended the Board consider revisiting key community items when relevant to SRD. Director Teese thanked the Board members for their discussion commenting that he will take it into consideration when setting future agenda.

There being no further business to come before the Board, Chair Teese motioned that the meeting be adjourned, seconded by Director Nichols. The meeting was adjourned by Chair Teese at 9:25 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Monday, December 13, 2016 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District