

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES

Date: October 13, 2015

Time: 6:30pm closed 7:00pm Open

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 6:30PM closes session 7:23 PM open session

**CLOSED SESSION 6:30pm**

**CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 regarding property dispute.  
(Two Potential Cases)

**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)

**OPEN GENERAL SESSION /Call to Order and Establishment of Quorum:**

**QUORUM CALL:**

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

**CHAIR OPENING COMMENT:** Chair Teese opened the meeting and welcomed the public. Report out of closed session, direction was given to Legal Counsel and SRD staff.

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

**AGENDA ADJUSTMENTS:** None

**Motion: Move to Approve the September 15, 2015 minutes**

M/S/C PT/JF

Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: \_\_\_\_\_ Absent:

**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 Contracts: None**

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

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

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

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

**B. Old Business – Items**

- 1. Discussion /Action Item:** Zone IV, Harbor Cove Way Park and Dock maintenance, improvements, and use

The General Manager provided a status update. The Permit Application is in the final stages. The dock renovation has been accepted as appropriate mitigation which is mandatory for this permit approval. The permit is estimated to be approved for SRD in the next 2-3 weeks. This will not provide time to go out for a public bid and complete the dredging in the 2015 permit window. Staff will work with County Counsel and Nute Engineering to facilitate the public bid for dredging to commence June 1, 2016 for the three docks. Related items will come before the SRD Board in the coming months. Staff will track administrative hours allocated to Zone IV for this project and any new Zone IV items that may arise.

Scientific study correspondence related to Zone IV. The General Manager commented that SRD is not providing authorization as SRD is not the property owner of the parcels in the channel and directed the agencies to contact the property owners directly impacted by their intended study including but not limited to The Cove, City of Tiburon, County of Marin, State Lands, and the home owners and parcel owners in the Zone IV jurisdiction.

**2. Discussion /Action Item:** Strawberry Vista/Water Tank Hill- Inez Place, Neider Lane

Property survey is to be scheduled in this month. Permanent Property markers will be installed. Benches have been selected and ordered with a turn-around time of 4-6 weeks. Installation will involve two vendors one pouring the concrete footing and the other installing and bolting the steel benches to the footings. The Brooks Family continues to be updated on all items and the status.

**3. Discussion /Action Item:** Human Resource Sub-Committee open positions

SRD has two open positions accepting applications for Recreation Coordinator Aquatics and Recreation Supervisor- Facility and Property. Application deadline is October 14, 2015 at 3pm

Interviews of the top candidates are scheduled for October 15- October 22.

The General Manager would like to offer the top candidates the position on Friday, October 23 providing a minimum of 2 weeks for notification and transition to SRD. According to best practices, the earliest a new staff person would begin most likely would be November 9 or later.

Staff requests that the SRD Human Resource Sub-Committee be provided authority to confirm the top candidates and negotiate salaries based on qualifications within the authorized 2015-16 budget line items and including the previous authority to the HR Sub-Committee and General Manager's discretion.

The candidates will then be asked to sign "hiring letters" and potentially would start their employment prior to the November meeting of the SRD Board of Directors. The Board would then officially confirm the HR Sub Committees appointments however the hiring status would not be "pending" full board approval as the HR Sub Committee would be authorized to act on the Board's behalf.

The alternative is that the SRD Board authorizes the Supervisor top candidate and the earliest that a new employee would start would be two weeks following the November meeting or at the earliest December 4.

Director Francis asked if SRD should wait until February to potentially find better candidates noting that there are individuals that graduate in December and may be entering the work force at the beginning of the new year. Director Nichols responded that the HR Sub Committee has been working with the staff and will make recommendation and negotiate employment commenting that she agrees with the currently established timeline. The General Manager commented that there will be two independent interview panels vetting the candidates and that if for some reason we do not find a potential employee with the skill set we are looking for we could potentially go back out and re-advertise the position although if we find skilled and qualified candidates it would be in SRD's best interest to move quickly with the HR Sub-Committee to hire them rather than lose them because of the potential lengthy government process.

The Board discussed the options and provided direction to the HR Sub Committee to work with staff, confirm the top candidates and negotiate salaries. If the appropriate salary is above the current 2015/16 pay scales then the proposed changes to the pay scale are to be presented at the November meeting for review and approval.

**4. Discussion /Action Item:** Master Renovation Plan-Basic Plan, projects, funding & strategies – fund raising, donations, sponsor and advertisement signage

Deck- proposals are reportedly coming in over the next two weeks. The proposals will be sent to Nute Engineering who will review for responsiveness and will provide a report to SRD staff and the Board. Do we want to schedule a special meeting or do we want to wait until Nov 10 to award the contract. The Board provided direction to staff to proceed and keep the Chair informed as to the progress.

Office Furniture: Office furniture comparisons between three product lines. Director Bohner and staff have identified the preferred vendor who is vetted in the JPA system as a designated government vendor. Budget is 33K for all new office workstations, lounge and storage cabinetry including adjustable work stations and ergonomic chairs and features. This does not include tax, shipping, installation fees. Direction was given to Director Bohner and staff to place the order for the furniture and work towards installation at the end of December. Staff noted that the SRD offices may be closed over the winter school break to accommodate the renovations. The Board acknowledged the plan and provided direction to the staff to close the office as needed.

Telephone system:

General Manager and Director Bohner also recommend that SRD contract for a new facility phone system utilizing additional Replacement Reserve funds (not currently in the budget). Estimated expense is approximately 10K (based on preliminary proposals) and installation would occur prior to the installation of new office furniture and workstations. Director Bohner commented on the condition of the current phone system and the need to upgrade it. Direction was given to director Bohner and staff to find competitive vendors and select the best priced product with features that meet the needs of the SRD as it grows.

Electrical: currently budgeted for the 2<sup>nd</sup> floor main building. Staff recommends reprioritizing and utilizing electrical funds for replacement of Tennis Court lighting. Estimate 64K plus 24K for equipment and installation only. The Board discussed the condition of the 2<sup>nd</sup> floor lighting as well as the condition of the tennis court lighting and provided direction to staff to reprioritize the 2015/16 budget funds allocated for electrical repairs to the tennis courts.

Tennis Court discussion below in item 6.

The Board discussed fundraising. Director Marino expressed an interest in a small target fundraising campaign potentially related to parks or children's play equipment. There was also a discussion about the parcel 21 and the rental fees associated with that parcel. Director Francis expressed the importance of a good campaign message providing the example of SRD's interest to renovate creating safe tennis courts to play on. Chair Teese suggested bricks or donation plaques or tiles as part of a larger donation campaign providing options for donators. The General Manager will schedule property survey of two of the parks and then schedule a property tour public meeting. A member of the public commented on the tennis courts need for repairs and renovations as there is a tennis professional that is renting the courts for lessons and team events. tennis court renovations. Director Marino asked the Board to consider a quarter by quarter funding goal. Chair Teese commented on the strategy to perhaps pick one project and start the fundraising campaign then expand it moving forward. Director Marino recommended parcel 21 and Richardson Bay Sanitary District parks as a starting point. Director Nichols recommended a larger scope to include all parks or the tennis courts. The General Manager suggested the Board consider the coastal path ad parks as the fundraising item which would include the Parcel 21, Parcel 04, Seminary Cove Park, the coastal paths and Brickyard Park. A member of the public commented that the Board may have trouble raising funding for the tennis courts as many of the pass holders are also members of private clubs. Chair Teese noted that SRD should work towards highly visible projects. Director Francis recommended that the staff work towards increasing the number of tennis passes with a goal of up to 300-400 in the future which would help fund renovations.

**5. Discussion /Action Item:** Facility Periodic Rentals, Athletic Leagues and SRD policies and procedures  
Nothing new to report.

**6. Discussion /Action Item:** Tennis Court

Funding remains the primary issue in addressing the condition of the tennis court surfaces. Staff recommends a large scale fundraising campaign, change to a card entry to save on expensive keys for pass holders and raising residential rates to increase overall generated revenue. Staff provided the percentage of revenue for the various departments to provide a comparative reference:

Tennis currently makes up 3% of the revenue

In comparison 50% of the revenue is produced by the other departments.

Camp over 20% (Main Building), Aquatics over 20%, Facilities over 10% (Main Building/ Field)

Tennis resurfacing: Staff met with an engineer from the City of Novato that is responsible for renovating the Novato courts. He made a site visit and confirmed the staff findings and recommendations for repair ad slip sheet resurfacing. He also provided feedback on light fixtures and shade structures that Novato has recently installed at one of their parks. Staff has scheduled a vendor site visit regarding safety repairs to Court 2. Additionally staff will request proposals for repairs and repainting of the four courts to compare to slip sheet renovation option. Staff will report findings at the next meeting.

**C. New Business – Items**

**1. Discussion /Action Item:** 2016 Rates and Fees, schedules and events

**Discussed along with D. Administration-Manager's Report:**

Management Report read and referenced as submitted:

Highlights: as of 9/30/15/2015

- 718 Annual Pool Pass Holders
    - 33 Annual Senior Single Pass Holders
    - 230 Fall Pool Pass holders
    - 2 Fall Senior Single Pass Holders
- 983 Total 2015 Pool Pass Holders**

Note:

Does not include Adult Aquatics Fitness and Water Aerobics class participants in 17-19 classes per week

Does not include Seals Swim team, Southern Marin Aquatics, Infant Swim, WaterGym participants

- 104 Annual Tennis Pass Holders  
29 Tennis Pass Holders 6-Month  
**133 Total 2015 Tennis Pass Holders**

Note: 3 month Tennis Passes are now on sale  
 Does not include Higgins Tennis Lessons or Higgins Tennis Team participants

- 2015 Camp exceeded revenue goals and sold out 9 or 11 weeks. Weeks 1 provides services to pre K and private schools. Week 2 provides services to pre-K, private and Reed Schools, MVSD students are dismissed and register for weeks 3-11. Calander year summer camp (June 6-Aug 23) revenue reports in two Fiscal Budgets (July 1-June 30)
- Fall Swim Lessons are sold out with no remaining pool space or instructors available to add fall classes.
- Halloween Faire will be held in October 25, 2015 11-12:30pm. Volunteers are needed for this event.
- 2016 calendar and Activity Guide is drafted. Staff recommends maintaining 2015 rates and fees for pool passes and rentals and increasing swim lessons and camp by 4-5%. Increasing Resident Tennis Passes to \$148 or \$2.85 per week which is 20% higher than non-resident rate. Currently non-residents tennis rate is 30% higher

**Camp Rates: Proposed Rate Increase 4%**

Sprouts (4-5 yrs.) and Sports (6-10yrs)

\$ 289 Per week  
 \$ 256 Discount for 4+ weeks  
 \$ 231 4<sup>th</sup> of July week #5  
 CIT 5%

\$ 199 Per week  
 \$ 182 Discount for 4+ weeks  
 \$ 160 4<sup>th</sup> of July week #5

Athletic Cross Training Camps (8-11) 4%

\$ 289 Per week  
 \$ 256 Discount for 4+ weeks  
 \$ 231 4<sup>th</sup> of July week #5

**Day Care \$35**

**The General Manager presented the proposed changes to the rates and fees. Changes in Day Camp rates acknowledged by the Board of Directors and direction was provided to staff to incorporate and advertise new pricing.**

**Swim Lessons: Proposed Rate Increase 5-7%**

	2015	2016
Private Lesson	\$37	\$40
Package 4	\$126	\$140/35 each
Semi Private	\$63/31.50	66/33
Semi Private Package	\$180/90	232/116
Adult 1 hr	\$55	
1 hr Semi Private	\$77/38.50	
Group resident/ pass holder	\$11.40 each	12
Group regular rate	\$13.75 each	14.50

**The General Manager presented the proposed changes to the rates and fees. Changes in Swim Lesson rates acknowledged by the Board of Directors and direction was provided to staff to incorporate and advertise new pricing.**

**Tennis Passes**

There is a 30% difference in Resident and Non Resident passes. \$126 or \$2.37 per week and \$184 or \$3.47 per week.  
 Proposed 2016 Rate Increase for Residents to \$148 or \$2.85 per week

**The General Manager presented the proposed changes to the rates and fees. The Board discussed and instructed staff to increase resident rates to \$148 annually and maintain the 30% increase for regular rates at \$193 for the annual tennis pass. Changes in Tennis Pass rates acknowledged by the Board of Directors and direction was provided to staff to incorporate and advertise new pricing.**

**Pool Schedule:**

Proposed Pool Hours: Same 2015 hours for Spring, Summer and Fall seasons except Summer weekends close at 5pm (8hr shift)  
 Reduce Winter Hours to 2014 hours closing at 11-6:30pm weekdays and 2015 winter hours 9-3:30pm for weekends  
 Reduce Friday evening hours as most pools close on Fridays at 6 or 6:30 year round.

**Other pool schedule items to confirm:**

**Hours**

Winter /Spring/ Fall Open M-F 11am/ S & S 9am

Summer Open Mon & Fri at 8am \*Tues/Wed/Thur at 11:30am for Adult Lap Swim / 12pm Rec starts and Lap continues

Close for Camp Swim Lessons 9:45am-11:30am Tuesday-Friday

Policy change: Currently SRD provides 15 additional minutes in the locker room however patrons are not leaving the pool or facility in a timely manner and SRD is having to pay staff overtime at a rate of time and one half.

Propose to close the pool 15 minutes earlier with 15 minutes in locker rooms or close pool and locker rooms simultaneously.

Director Francis recommended that both close at the same time. Director Nichols stated that this will most likely continue to be an issue and that the Board may need to address the pass holders that are not complying with the policy or not following the staff’s direction. The Board discussed locking the entry 15 minutes before the closure and then closing both the pool and the locker rooms simultaneously. Staff will instruct life guards to report pass holders that are not following their direction and the pool closure times.

Staff reiterated that there is a life guard shortage in Northern California and SRD is working to recruit and train part-time staff. Full time staff has been redirected to life guard duties in order to maintain the current hours of operation. Many of the pools in San Francisco and a few in Marin have reduced their hours of operation, reduced their days of operation, shortened their seasons and are experiencing same day unannounced closures due to life guard shortages. Trend seems to be directly related to changes in American Red Cross certification requirements and time and financial costs associated with maintaining certifications.

**Staff Proposal:**

Reduce Winter hours 8 hour LG shift weekdays Hours 11am-6:30pm (LG shift 10:30-7)

Reduce Winter hours 7.5 hour LG shift weekends 9-4 (LG shift 8:30-4:30)

Reduce Summer hours 8 hour LG shift weekend 9-4:30 (LG shift 8:30-5pm)

SRD staff will maintain the pool hours of operation however may be forced to close the Main Office on occasion to attend to the LG needs of the pool. In this event, the public will be directed to staff at the pool for assistance.

**No Lap Swim Winter/Spring/Fall** (due to the SEALS and SRD Swim Lessons/ 1 Rec Swim Lane)

No Lap Swim T/Th 4-5:30

No Lap Swim Wed 3:15-5:30

No Lap Swim Fri 4:15-5:30

**No Lap Swim Summer**

No Lap Swim Wednesdays 12:45-2pm (Wacky Wednesdays and CIT)

No Lap Swim during Special Events (Poolside Jam/Wacky Wednesdays/ Strawberry Festival)

**Recreation Swim Only:** No hours are currently allocated for the entire pool to be utilized by Recreation Swim. Staff recommends considering a timeslot during the summer or weekend schedule. Proposed Sundays Rec Swim 3:30-close

**Water Fitness classes are offered Year Round**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30am	Water Gym (summer only)	Water Gym	Water Gym (summer only)	Water Gym	Closed
9am/ 8:45 summer	SRD Water Fitness	SRD Water Fitness	SRD Water Fitness	SRD Water Fitness	Closed
10am	Closed	Master Lap Class	Master Lap Class	Masters Lap Class	Closed
12pm	Deep Water Aerobics	Water Aerobics	Deep Water Aerobics	Water Aerobics	Deep W
5:30 W/5:50	Deep Water Aerobics		Deep Water Aerobics		Deep W

**The General Manager presented the proposed changes to the pool schedules. The Board discussed and instructed staff to decrease the pool hours in the winter and on weekends and to maintain the summer schedule. Fridays the pool will close earlier in the evening as there remains very low attendance. Changes to the pool schedules acknowledged by the Board of Directors and direction was provided to staff to incorporate and advertise new schedules.**

**Discussion: Special Events:**

**June 5, 2016 Strawberry Festival Sunday –Celebrating 67 years of service to the community!**

SRD staff recommends maintaining the same format and time frame for the Strawberry Festival. Previous discussion items have resulted in recommendation however the budget has not been formally expanded to accommodate expanding the event

Staff requests direction from the Board on the following items:

Main stage headliner budget: 5K for 3 bands and sound equipment

Strawberry spinning carnival ride: 3K



Giveaway: Strawberry bags

**Food Trucks:**

Add Vendors other than rides and food:

Free event includes game booths, dunk tank, face painting, music, children’s entertainer and pool party ( food, drinks for a fee paid to the vendor/ jump houses, hamster ball and rock wall for a fee paid to the vendor)

Direction was provided to the staff to book bands, and vendors expanding the Strawberry Festival event offerings

**E. Correspondence:**

**F. Board Member Items/Good of the Order:**

**Sub Committees:** Public Affairs and Outreach, SRD Public Meeting Sub Committee, Finance, Human Resources Sub Committee, Design Sub Committee, Zone IV & Property Maintenance.

Director Francis expressed concern about the swim team and their excess water usage in the showers without oversight from the coaches or participating families. Staff will reach out to the Seals and ask that families be notified as to the concern and request active participation in water conservations strategies including limiting shower length and responsible water usage. Conservation signage continues to be removed by pool users. Staff to regularly place the signage. Staff will also research changing the shower valves to only allow for 3 minutes showers.

**GOOD OF THE ORDER**

There being no further business to come before the Board, Chair Teese motioned that the meeting be adjourned, seconded by Director Bohner. The meeting was adjourned by Chair Teese at 8:58 PM

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, November 10 , 2015 at 6:30pm closed session and 7:00pm open session in the 1<sup>rd</sup> floor meeting room.**

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Secretary, Board of Directors Strawberry Recreation District

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Chair, Board of Directors  
Strawberry Recreation District