

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: February 11, 2015

Closed Session 6:30pm

Open Session Meeting Time: 7:00 PM

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 6:35 PM Closed Session/ 7:07 PM Open Session.

QUORUM CALL:

Present were Directors 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.

AGENDA ADJUSTMENTS: Move Open Time for Public Expression to the front of the meeting to accommodate a member of the public wishing to address the Board.

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

Mr. Lew Kious introduced himself as the SASM Board President. He presented background information on the power of LAFCO and the importance of the upcoming LAFCO ballot to appoint a Special District Representative to the LAFCO Board. Mr. Kious commented on recent LAFCO items relating to the sanitary districts. Mr. Kious noted the importance of each and every vote and encouraged the SRD Board to cast a ballot for a representative from the Southern Marin area. Chair Teese thanked Mr. Kious for attending the meeting and expressing his concerns to the Board.

A. New Business – Items

1. Discussion /Action Item: Approve Tiburon Peninsula Little League donation and request for field improvements

SRD District Manager reviewed the SRD Donation Form and the supplemental information including the proposed scope of projects to be paid for by the TPLL donation. SRD District Manager also commented on recent communication and correspondence with TPLL outlining the expectations for the SRD that TPLL remain current with their scheduled payments and SRD's clear statement that the donation is in no way to be considered in lieu of TPLL rental fees.

The Board reviewed the information followed by a motion.

- **Motion:** Move to Approve and accept the donation by TPLL for field renovation and improvement up to 40,000K as defined by the attached scope of work.

M/S/C SM/PT

Ayes: Francis, Marino, Nichols, Teese Noes: None Absent: Bohner

2. Discussion /Action Item: 2nd level deck closure and approval of replacement plan

GM: 3-4 main beams will need to be structurally repaired requiring work back into the structure.

The District Manager reviewed the report from the engineer indicating the need for structural repair and renovations to the 2nd level deck. The District Manager presented a list of items for discussion and asked the Board for direction.

- Design materials recommend upgrading to Ipe and glass rail.
The Board discussed and indicated a consensus to upgrade the restoration and repairs to include the materials proposed in the design development plan.

- Cost reduction of scope includes bringing front edge flush with the concrete exterior losing approximately 1 foot of the deck depth. (originally 8ft proposal for 7ft depth)
The District Manager presented the initial findings from the engineer and provided three options for the Board's consideration. Option 1) Cut back the main beams by 15 -18" which would reduce the deck surface by approximately 1 foot in depth. Option 2) Rebuild the deck to the existing depth reinforcing only the 3-4 beams with a steel upgrade limiting the aesthetics for a cost reduction. Option 3) Reinforce all main beams bringing them to the existing depth and retaining the full 8 foot depth of the deck surface.
- Additional cost associated with bringing all 10 main beams to their current configuration in order to regain the 8 ft depth.
- Upgrades will include additional water barriers, main beam caps, structural reinforcement, roof gutters and down spouts.
- In order to expedite the repairs SRD would like to utilize the architectural firm performing the design development as they have 2 years of experience and meetings with the SRD Sub Design Committee and a current working knowledge of the project.

Board provided direction to continue the contract with Arcsine.

- Utilizing the ordinance allowing "informal bid" procedure sending requests for proposals to the contractors on file with SRD instead of a general public bid notifying all exchanges and advertising in news media.

Board provided direction to staff to define the scope based on the recommendations provided by the engineer and construction drawings provided by Arcsine and to utilize the ordinance and informal bid procedures. The Board requested that the project be a high priority and staff work towards completing the repairs by the start of the summer session.

3. Discussion /Action Item: Potential sub-committee Board and Meeting Procedures

Motion: Move to Approve the appointment of Director Teese and Director Marino to the SRD Meeting Procedures Sub Committee.

4. Discussion /Action Item: Approve elevator improvement/ repair

The District Manager reviewed and presented the elevator inspection and recent findings. The elevator was designed and constructed between 1999-2000. Otis elevator's proposal for repair and the options available based on the glass window design. Additionally the District Manger described the feature required and the 60 days given by the State for Otis to correct and repair. Otis originally designed and installed the elevator. Cost for repair is approximately \$3500 for cheapest repair but require blocking the front glass panel with a 6 foot high stainless steel plate. The higher priced, aesthetic and more modern option proposal is \$7,405.98

Staff Recommendation: Correspond through staff and legal counsel and negotiate SRD to pay the difference for the modern and aesthetic option.

The Board approved the modern option providing staff direction to follow the plan outlined in the staff recommendation, work with County Counsel and negotiate for Otis to pay for the repair costs. The Board acknowledged Director Francis as the active Board member on the sub-committee addressing maintenance and repair who will authorize the repair contract.

B. Old Business – Items

1. Discussion /Action Item: Master Renovation Plan- Basic Plan revision proposal and funding Basic Plan strategies

The District Manager presented a review of previous discussion items including revenue associated with each facility feature, priority repairs and renovations set by the Board following the spring 2014 property tours, the need for a funding strategy over the course of a few years in order to address the condition of the pool house and the need for additional meeting room spaces.

The Board reviewed the current 2014/15 fiscal budget funds available in the replacement Reserve and Capital Improvement Project line items and discussed the urgent repairs to the deck.

Director Marino proposed consideration be given to expanding the 1st floor in conjunction with the deck repairs and renovations as there would be a cost benefit to addressing both simultaneously.

The Board reviewed the cost estimates for the tennis court improvements as well as the electrical safety upgrades prioritizing the itemized list of items. The Board provided direction to staff to present additional information and design items for the tennis courts and main building electrical fixture upgrades at a future meeting and prepare a cost estimate relative to the funds available through County of Marin Measure A (not to be mistaken for Zone IV Measure A funds). The Board asked that the electrician, tennis pro and designers provide a presentation to the Board with a long range plan.

2. Discussion /Action Item: Zone IV Strawberry Channel Dredging maintenance project update

The Board was updated on the 2014 project and the status of the 2015 permit for 3 docks and a connecting channel to the dock. Home owners did not have docks at the start of the Zone IV dredging decades prior and have paid regular taxes for the episode dredging of the channel. They have formally requested being included in the main episode dredging for over 10 years. The Board provided direction to staff to place the item on a future meeting for consideration.

C. Administration: Manager's Report:

The District Manager confirmed with the Board that current renters have first right of refusal of their current seasonal schedules and that the athletic leagues of soccer and little league are welcome to expand for a fee their field and facility use but will not bump or displace existing programs. The Board confirmed the policy and provided direction to staff to communicate with renters that the current renter has first right of refusal and only if the time slots is given up will it be available for another group.

5th Grade Graduation is Thursday, June 18 request to close the pool early to the public to host the annual graduation party. Board acknowledged the special accommodation and provided direction to staff to honor the grandfathered existing arrangement by closing the pool early to accommodate the Strawberry Point School 5th grade events. The Board confirmed that liability and rental fees are still due. Security deposit is waived for the pool use.

Staff expressed concern with 4 year old preschoolers on the swim team and in swim clinics. Safety issues and concerns were discussed in detail. Staff recommends a letter from the SRD Board to the Seals Board or new basic MOU requiring minimum age for participants, swim team coach ratios, waivers, and proper supervision of swim team participants while at SRD pool as they are renters and not participating in an SRD program.

Tennis pass price change potential patron wants SRD staff to honor old pricing rather than 2015 pricing siting that signage wasn't changed at the courts. Staff recommends upholding new pricing and referencing the activity guide which states prices, and schedules are subject to change.

Parking lot: Ongoing concern regarding school drop off and safety issues with senior aerobics

Emergency evacuation item: SRD performed an emergency closure due to a possible gas leak. The closure went smoothly with the exception of 4 pool patrons not following direction from staff and remaining in the locker rooms rather than evacuating as requested.

Gas leak: main building heater issues. PGE performed a site inspection and determined that the main heater serving the 2nd floor was not burning gas and it was leaking on the south side of the Main Building. The unit was turned off and vendor was called to perform an inspection and repair. It was determined that the returns have cracked beyond repair and the vendor recommends replacing both the north and south units as they are in a similar state of disrepair and parts are not available for the 45 year old units.

District manager requested that the Board appoint an HR sub-committee at the next meeting. The committee will discuss changes in employment law, and SRD procedures and pay scales. The District manager also requested the Board consider changing all future positions to an "At Will" status rather than a for cause as the recent modifications to the employee policy and procedures allows new "regular year round hires". The Board provided direction to staff to place both items on the next agenda for consideration.

District Manger reminded the Board that Form 700s and ethics training certifications are once again due.

The District Manger requested that the "Early Bird Special" rate be extended through March and utilized through marketing materials.

D. Board Member Items/Good of the Order:

Open Time for Public Expression for those items not on the Agenda: (limited to 2 minutes per person)

E. Adjournment:

GOOD OF THE ORDER

There being no further business to come before the Board, Director Nichols motioned that the meeting be adjourned, seconded by Director Marino. The meeting was adjourned by Director Nichols at 8:23 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, February 24, 2015 at 6:30pm closed session/ 7pm open session in the 1rd floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District