

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES  
Date: February 24, 2015                      Time: 6:30pm

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 6:45pm PM.

**QUORUM CALL:**

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

**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)**

**PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE [GOVERNMENT CODE SECTION 54957]**

**Report: Direction was provided to staff and County Counsel.**

**OPEN SESSION-7:13PM**

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

**AGENDA ADJUSTMENTS:** None

**Approval of Minutes:** DRAFT Minutes,

**DRAFT December 10, 2014 Meeting Placed on future agenda**

**DRAFT Jan 20, 2015 Meeting**

**M/S/C    SM/CN**

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

**DRAFT Feb 11, 2015 Meeting**

**M/S/C    JF/PT**

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

**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

- **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/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, V

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

- **Motion:** Move to Approve Item A4 Professional Service Contract -None

**B. New Business – Items**

**1. Discussion /Action Item: Approve bid packet, scope and process for Zone IV Strawberry Channel Dredging 2015 maintenance project**

Staff recommendation: consider approval of proposed 2015 dredging to commence in October 2015 and complete before Nov 10, 2015. Funding to be reflected in the 2015/16 Fiscal Budget Zone IV line items. Provide direction to staff to work with County Counsel to produce and execute the related 2015 contracts related to the project with authorization from SRD Board representative assigned to ZONE IV- Director Francis. Change standard contract to specify number of consecutive work days and increase liquidated damages from \$500 per day to \$1800 per day. Work 2015

with Nute Engineering to facilitate bids Reference materials: Standard SRD bid documents, Clausen summary and SRD permit applications defining scope and including related reference material.

Director Marino expressed the recommendation that the Board provide direction to staff to move forward with the process and facilitate the public bid for the defined scope. Chair Teese opened the item for public comment. A member of the public addressed the Board providing historical background that the three docks were not included in the original permits in 1980's/90's as there were no docks on the properties at that time. The governing bodies then denied requests to include these docks in the episode dredging along with the regular maintenance of the canal stating that this was "a new scope of work". Terry Graham member of the Zone IV citizen's committee noted that attempts were made in 2013 to include in the 2014 dredging and were once again denied. SRD staff and the Zone IV Citizens Committee have worked diligently to define the scope, apply for permits. Staff reiterated the request of the Board to consider authorizing and moving forward with this scope and related funding. Mrs. Graham and staff commented that these property owners have been paying Zone IV related bond taxes since establishment of the Zone IV funding mechanism and are now paying the special tax set up to fund future dredging and maintenance.

Director Francis expressed concern that the dredging has been carried over into another calendar year recommending that the project be considered for Oct 2015 then incorporated into the main dredging project in future years with the desire to reduce the impact on those utilizing the waterway in the summer for water sports and swimming. Direction was provided to staff to work with Nute Engineering, County Counsel and the project manager in order to facilitate and update the bid packet and prepare for public bid. Staff will also work with Zone IV Citizen's Committee in communication and establishing the 2015/16 fiscal budget preliminary numbers for the Board's review at a future meeting.

- **Motion: Approve bid packet with edits, scope and process for Zone IV Strawberry Channel Dredging 2015 maintenance project**

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

## **2. Discussion /Action Item: Approve scope, design and informal bid process for 2nd level deck repairs**

Staff requests confirmation on design and the assignment of Director as an authorizing signature for all related documents and agreements or permission for the District Manager to authorize. Structural recommendation to be provided by Axial Engineers and furnished to architects for construction drawings. The Board discussed the items related to the request. Board members agreed that the project needs to be addressed as soon as possible and that the Board should appoint Jeff Francis as the authorizing signatory to approve the various stages and payments related to permitting and reviewing proposals. Director Bohner commented that she is available to work with Jeff and the architects in establishing design elements consistent with the design development plan. The Directors discussed the engineers report and agreed that they were in favor of re-establishing the deck footprint restoring it to its current width and length. Director Francis expressed a desire to reinforce all 10 main beams with steel and to reestablish their original length rather than cut the beams back 15-18". Director Francis also recommended the Board consider reinforcing all 10 beams with steel. The Board provided direction to staff.

- **Motion: Approve scope, design and informal bid process for 2nd level deck repairs**

**M/S/C CN/PB Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:**

- **Motion to Appoint Jeff Francis as the authorizing signatory and Jeff Francis and Pam Bohner to establish the design feature details including but not limited to the hand rail and edge details.**

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

## **3. Discussion /Action Item: Potential sub-committee Human Resources**

Staff reiterated the need for a HR committee to review pay rates, policies and procedures and review new legislation related to "sick leave" in preparation for 2015 changes and the fiscal budget. The Board discussed briefly reviewing key points made in past meetings related to HR items. Director Bohner is currently appointed to the HR committee. Chair Teese expressed interest in serving on the committee. Director Francis offered his services to the committee. The Board discussed the list of established sub committees and responsibilities to various Directors. The sub committees consist of Public Affairs, Public Meeting, Finance, Design, Zone IV, Maintenance, and Human Resources

- **Motion to Appoint Pam Bohner and Peter Teese to Human Resource Sub Committee**

**M/S/C CN/PB Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:**

**4. Discussion /Action Item: Adopt changes to SRD Employee Handbook, and Employee Policies.**

The staff and Board of Directors are working towards authorizing changes in handbook related to “At Will” classification for new hires. Documentation was not provided within the deadline for the packet for review and approval. The item will be placed on the March 17<sup>th</sup> agenda.

**5. Discussion /Action Item: LAFCO ballot for Special District Representative**

Staff made the recommendation that the Board review the applicants for the LAFCO open seat and consider all candidates. Staff recommended that the Board discuss and prepare to cast a vote for the 2015 election by the deadline. The Board discussed that one candidate represented a community special district that has similar services to SRD including recreation and a pool. Two other candidates represented Southern Marin special districts. The Board reviewed the applicants and determined that the item will be placed on a future agenda.

**C. Old Business – Items**

**1. Discussion /Action Item: Master Renovation Plan- Basic Plan revision proposal and funding Basic Plan strategies in consideration of 2014 General Obligation Bond Measure T outcome**

The District Manger provided an update to the Board that the heaters for the 2<sup>nd</sup> level have recently been deemed unrepairable and had to be shut off due to potential for gas leaks. Initial estimates are at 22K for replacement. District Manger also commented on the Measure A funding available that is to be allocated on electrical upgrades in the 2-14/15 season and made the recommendation that the Board consider allocating 2015/16 funds to continuing the electrical repairs, replacements and any upgrades.

**2. Discussion /Action Item: Tennis court proposed improvements and use**

The District Manager presented an overview of a recent tennis court evaluation and price quote. Director Francis provided a detailed description of the courts current condition and his recommendations for prioritizing future court improvements. The Board discussed grant writing, options for hiring a consultant. A member of the public inquired as to if the same contractor was consulted as previously worked with Harbor Point. Staff noted that the quote and recommendations were provided by Vintage Construction who is the same contractor who previously worked on Harbor Point.

**3. Discussion /Action Item: Strawberry Visioning Group update following Community Meeting**

Director Marino having served on the visioning group provided an update to the Board on the status of the report and the intention to distribute and follow up with additional public meetings. The group intends to continue to work on educating the public and working with the public as related issues face the community. Director Bohner asked about the meeting style and format if it will be run like the last meeting where only specific pre-selected questions are addressed or if all questions will be addressed as asked. The Board also inquired if Kate Sears will be hosting a community meeting or if it will be the group itself? Director Marino stated that the specific format and dates have not been determined and that more information should be available in March. Director Teese asked if this was a voice of the whole community or just specific topics. Director Marino responded with a general overview of the process and the key points the group wanted to endure primarily that this would not supersede to replace the 1982 Strawberry Community Plan. Chair Teese thanks Director Marino for her community service and dedication to this project over the past 10 months.

**4. Discussion /Action Item: Public Affairs and outreach and marketing material**

The Board provided direction to staff to compile the sub-committee information in preparation for the next meeting and summarize the objectives placing as a standing item on all agenda in which Directors will report to the Board.

**D. Management Report**

**The District Manger provided an overview of administrative projects and gave a detailed record of the registration as of 2/20/15.**

Pool Passes as of 2/20/15	353 Pool passes
Tennis Passes as of 2/20/15	71 Tennis passes
Camp Registration as of 2/20/15	372 Camp registrations+126 extended care
Camp age groups and programs are between 30-50% full	
Swim Lesson Registration as of 2/20/15	111 winter session 152 spring session

**OPEN TIME FOR PUBLIC EXPRESSION: (limited to 2 minutes per person):**

A member addressed the Board complaining about the condition of the tennis courts and the Court Reservation system. The member of the public also commented that public expression should be at the top of the meeting and not at the end of the meeting. Chair Teese responded that the comments would be taken into consideration. The member of the public was dissatisfied and began engaging conversations with various staff and Board members. Director Francis and Chair Teese discussed the items of court reservation and management as well as meeting format. Chair Teese stated that public comments will be invited on each topic prior to the Board taking any action and that the Board is focusing on high priority items at this time. Additional open time for public expression is currently at the end of the meeting and if the Board decides to make an adjustment to an agenda to accommodate a member of the public requesting to be heard at the start of the meeting they will take that into consideration. The Board will not be engaging in discussions or work towards resolving any items during the public time for open expression for items not on the agenda, the Board will take communication and statements into consideration.

**Next Regular Meetings:**

**Proposed future meeting: Tuesday, March 17, 2015 at 7:00pm**

**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 Nichols. The meeting was adjourned by Chair Teese at 8:21PM

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, March 17, 2015 at 7:00pm in the 1<sup>st</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