

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: April 21, 2015

Time: 6:30PM Closed Session 7:00PM Open Session

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:09 PM.

QUORUM CALL:

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

CLOSED SESSION 6:30pm

CONFERENCE WITH LABOR NEGOTIATORS - Government Code Section 54957.6(a)

Agency designated representatives: Peter Teese and Pam Bohner

Unrepresented employee: General Manager, Aquatics Coordinator 1, Aquatics Coordinator 2, Facility/Property Maintenance Coordinator

CHAIR OPENING COMMENT: Chair Teese was absent for the meeting Director Nichols opened the meeting and welcomed the public.

Director Nichols reported out of Closed Session:
Direction was given to the Human Resource Sub Committee

AGENDA ADJUSTMENTS: None

Approval of Minutes: DRAFT March 17, 2015 Meeting

M/S/C SM/JF

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

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

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

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

- **Motion:** Move to Approve Item A3 Fiscal Reports - Consent Calendars transfer of Funds Zone IV & Zone V: None

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

B. Old Business – Items

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

The District General Manager reviewed the changes to the bid packet documents and the items that the Board has previously discussed related to planned maintenance in 2015. There are three projects that are scheduled to take place in 2015 between June 1 and Nov 1 including the completion of the Salt River 2014 contract, new dredging of 3 docks and a connecting channel and replacement of channel markers. The changes to the bid packet will be implemented in the bid and contract processes beginning in 2015. The Board discussed and reconfirmed Director Francis as the authorized signatory of Zone IV and provided direction for Director Francis to work with County Counsel and the staff to facilitate and all related business.

• **Motion:** Move to Approve changes to the SRD Public Bid Contract templates
M/S/C PB/JF Ayes: Bohner, Francis, Marino, Nichols, Noes: None Absent: Teese

• **Motion:** Move to Approve the public bid, funding and Zone IV project including 3 docks and connecting channel
M/S/C JF/SM Ayes: Bohner, Francis, Marino, Nichols, Noes: None Absent: Teese

• **Motion:** Move to Approve the public bid, funding and Zone IV project including replacement of the Zone IV channel markers up to 13 in total.
M/S/C JF/SM Ayes: Bohner, Francis, Marino, Nichols, Noes: None Absent: Teese

2. **Discussion /Action Item:** Zone IV Citizen's Committee annual report

The Zone IV annual Citizens report was presented and reviewed. The report includes the required financial review of the tax dollars and the presentation of the revised long range budget. Fiscal 2015/16 budget revenue and expenditures were identified and placed into the SRD 2015/16 Preliminary Budget. A revised long range plan with financial projections was presented and reviewed. The Board discussed the progress of the Zone IV maintenance and recognized the Citizen Committee members for their efforts and dedication to Zone IV. Terry Graham referenced the Board's conversation regarding the concept that SRD administrative costs be somehow incorporated into the Zone IV expenses as a tremendous amount of staff time and resources are designated to Zone IV. Mrs. Graham asked the Board to consider that the Zone IV efforts were previously performed by community members and now SRD's attorney works with the staff and the citizen's committee as policy, processes are created and coordination to facilitate the process and work with the project manager is necessary. Director Francis stated that the process and policies are evolving with the intention of creating standards. Direction was provided to Director Francis to speak with County Counsel about the options of incorporating administrative fees into the Zone IV budget.

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

The District General Manager provided an overview of recently completed projects, current projects and proposed timelines and budget funds available for replacement reserve and Capital Improvements. The General Manger discussed building permits, processes, contracts and current policy indicating that legal counsel has confirmed that the deck renovation project will be an informal bid process. The General Manager then discussed fire prevention requirements and notified the Board that she had requested a visit by the Fire Marshall department to review the SRD facility, property with the goal to be proactive in preparation for County requirements. Director Francis requested clarification on the County's policy for building permits and the relationship to fire prevention and requirements. The General Manager expanded noted items that she would like to see the Board consider including energy efficiency and most importantly water conservation in response to the drought. Director Marino requested the opportunity to review expense detail. The General Manger commented that the funding is placed in the budget, at expenses are presented as they occur in the fiscal consent item of each agenda. Additionally the Design Sub Committee and the Finance Sub Committee review each project and detail.

4. **Discussion /Action Item:** Facility Periodic Rentals, Athletic Leagues and SRD policies and procedures.

The General Manager generally reviewed the items related to the athletic leagues currently renting the SRD facility and related correspondence from other users. This item was moved to a future meeting. Direction was given to staff in preparation for a future discussion.

C. New Business – Items

1. **Discussion /Action Item:** Human Resource Sub-Committee and staff report on organizational chart and 2015 Salary Survey

The District General Manger provided a status update reviewing the Board directive to staff in winter to provide a full Salary Survey for all SRD positions. The intended purpose indicated a desire to review fair wages, comparison to local government organizations and incorporate any changes into the proposed budget prior to approval. Board intends to also determine if they will be reinstating the supervisor positions that are currently vacant. A full report was provided and reviewed line by line indicating the current SRD pay rates in relationship to other local public/government agencies. The General Manager provided proposed increase ranges for all the part time positions and recommended a

minimum of 6% increase for the full time positions be considered by the Board. The Board discussed the report and Director Marino asked if the Board should contract an outside professional company to review and confirm the report. The General Manager and HR Sub Committee stated that the information is all relating to government organizations and is accessible to the public. The comment was also made that local Marin pay rates are what is relative to SRD and the cost of living in Marin not necessarily a broad state average or a report incorporating rural areas with a lower cost of living. The HR Sub-Committee stated that the report was backed-up with detailed reports from the other agencies reviewed by the committee and which are accessible to the public through each agencies.

The Board discussed the proposed rates and recommended that the Board take action on the part time rates at this meeting and pace the full time position pay scale review on the May agenda. The General Manager noted that the HR Sub Committee directed staff to incorporate one supervisor position into the proposed budget and an additional lump sum of 60K into the budget for merit and pay scale adjustments made through the current and next fiscal year. The HR Sub Committee also requested that the Board provide authorization for the committee to observe the full time staff employee reviews, perform the review for the General Manger and be provided the authorization to determine the merit increases and negotiate pay scale increases. The General Manger noted that legal counsel was provided to confirm that the HR Sub Committee requests are within the guidelines as the staff are not part of a union and do not have formal representation to negotiate.

Motion: Move to Approve Human Resource Sub-Committee and staff report on organizational chart and 2015 Salary Survey reinstating the Supervisor positions, increasing pay rate scales for part time staff as proposed and outlined, and allocating 60K to the proposed budget line item Administrative Full Time Salary, and related costs in line item PERS, and Employer Tax, to be allocated by the HR Sub-Committee towards full time pay scale changes, merit increase and reclassification of positions in the upcoming current and future fiscal year. Any funds not used or allocated will remain in the SRD General Fund.

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

2. **Discussion /Action Item:** SRD Staff Report review of 2014/15 Preliminary Fiscal Budget

The General Manger presented the historical budgets and actuals for fiscal 2013/14, 2014/15 and proposed preliminary 2015/16 budget cycles. The budgets and actuals were presented on a single spread sheet format for comparison. The General Manager referenced and reviewed each and every line item in the budget providing historical trends, impacts, and factors being considered within the projections. Items discussed included the lengthy delay in the County providing financial documents to SRD sometimes creating a 2 month delay in reconciliation and reporting of County Finance Department activity including but not limited to SRD posting of both revenue and expenditures. The General Manger also noted the unusual activity of the CAPRI organization in providing refunds toward workers compensation fees providing refunds and rebates 7 years after the close of the fiscal year and sometimes processing two years within one fiscal year. This results in credits in the expense line items of workman's compensation in the SRD Budget line items.

The Board provided direction to staff to provide tea and other hot beverages to the pool pass holders daily. Staff reports the cost for all related supplies as \$400 per month. The Board indicated a desire to add that to the next fiscal budget which will increase the line item from the proposed document and decrease the funds available for CIP line item. Historically the SRD utilized the line item Current Annual Major Repairs or CAMR which encompassed all large repairs, painting, refinishing, replacements, renovations and Capital Improvements. SRD added Replacement Reserve and Capital Improvement Project (CIP) line items to the budget in 2011/2012 and move the line items from each department to Other Funds as expense line items. The CAMR line item is no longer related to ANNUAL and the Board would like to change the title to "Periodic/Major Repairs" in the Facility, POOL and Tennis sections of the budget to include all items not involving replacement or CIP.

The Board discussed mileage reimbursement and added funds into the Admin and Facility line items. Legal fees are at a historical high and the Board requested staff track the costs. Director Francis asked if legal fees for Zone IV and Zone V are separated out and charges to the zones as well as administrative fees. The General Manager commented that admin fees are not being assessed to either Zone IV or Zone V however legal fees for Zone IV are being reported and accessed to Zone IV.

The General Manager reviewed the SRD budget policy and procedure in which the budget is established with conservative revenue estimates based on actuals and realistic expenditures noting that as services and revenues

increase related expenditures will exceed budget for example as the Swim Lesson Revenue reaches an historical high the related employee and supply fees will move over the budget allocation relative to the growth. Other items to consider is that Special Events are a community service that do not cover expenditures. SRD also staffs these events and reports costs of staff into all other departments. Lastly there are "Interdepartmental Transfer Line items created to move revenue and expenditures to departments providing services or reporting expenditures for example Camp Staff working special events or a portion of Camp revenue to Pools to offset swim instructor and lifeguard expenditures for camp swim lessons. This line item remains unused.

The General Manager reviewed the directives given by previous Board Chair Jennifer Klopfer who was on the Finance Sub Committee for 8 yrs. The financial goal is to work towards cost covering and sustainable financial business strategies. Highlights from actual 2013/14 with a goal of 65% or less, employee costs reached an all-time low at 34.42% with self-generated revenue high of \$925,835. Proposed 2014/15 is 51.48% and \$925,996.

The General Manager reviewed the budget totals, provided summaries minus Zone IV and Zone V illustrating the operational surplus which historically has been split 50% into reserve and 50% into Capital Improvement Projects. Any unspent funds remain in the SRD General Fund. Board discussed the surplus and provided direction to staff to allocate 80% of the surplus to Capital Improvements and 20% of the surplus to Replacement Reserves. The detailed review of the budget ended and the Board discussed and proposed a motion to approve the preliminary proposed 2015/16 budget with changes and to review and approve 2015/16 Final at the May 19, 2015 meeting.

- **Motion:** Move to Approve 2015/16 Preliminary Proposed Budget with changes.

M/S/C PB/SM

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

3. **Discussion /Action Item: Resolution 2015.03.17** Reaffirmation of personnel policies that no officer or employee of Strawberry Recreation District may enter into an oral or implied contract of employment.

The General Manger provided a review of the purpose for the resolution and recommendations from legal counsel related to the 2015 updates in the Employee Policy and Procedure Handbook. The second reading of the resolution was performed. The item was opened for public comment. There was no public comment.

- **Motion:** Move to Approve **Resolution 2015.03.17** Reaffirmation of personnel policies that no officer or employee of Strawberry Recreation District may enter into an oral or implied contract of employment.

M/S/C SM/CN

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

4. **Discussion /Action Item:** Mill Valley Refuse 2015 Rate Application

The General Manager provided the documentation to the SRD Board for review and referenced the cover letter from Mill Valley Refuse Service indicating that there will be a rate review performed by R3 Consulting Group, MVRS will submit a report related the their findings and rates proposals will reflect results from this process. The SRD Board is to review the initial packet of information and subsequent submissions in preparation for a decision on rate set a future meeting of the SRD Board. The SRD Board discussed rate history, services provides, Zero Waste Marina and other impacts to the contract.

D. Administration: Manager's Report:

The General Manager provided a program update and a pass holder update. Other items discussed included the Standards of Behavior and need for the public relations subcommittee to engage in correspondence supporting the staff and the organizations policies.

E. Correspondence: Joy of Dance: The Board reviewed the correspondence and restated that SRD is not able to receive trades in lieu of facility rent and that any donation made to the SRD will have to follow the guidelines outlined in the donation policy utilizing official donation forms.

All West Lacrosse: requested the Board create and allocate practice field areas in the late summer and fall to provide areas for other youth programs as the athletic leagues are monopolizing and underutilizing the fields preventing other groups from having access. The Board provided direction to staff to create Practice Field C and D in the late summer and fall to accommodate additional groups providing a variety of activities to the public. The Board directed the Public Relations sub-committee to review and report back to the Board regarding athletic league use of the SRD, impacts to the SRD, and benefits to the community.

F. Board Member Items/Good of the Order:

Sub Committees:

Public Affairs and Outreach: no report

SRD Public Meeting Sub Committee: no report

Finance: Nothing additional to report following items on the agenda.

Human Resources Sub Committee: reported in items C1 and C2

Design Sub Committee: no report

Zone IV & Property Maintenance: reported in Item B1 and B2

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 2 minutes per person): None
Open Time for Public Expression for those items not on the Agenda: (limited to 2 minutes per person)

G. Adjournment:

**H. Proposed future Regular Board meeting: Tuesday, June 16, 2015 7:00pm Open Session
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 Francis. The meeting was adjourned by Director Nichols at 9:40 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, June 16, 2015 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District