

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES

Date: May 19, 2015

Time: 6:00PM 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 6:15PM Closed Session, 7:31PM Open Session

**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 6:15pm**

**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

**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)

**OPEN GENERAL SESSION /Call to Order and Establishment of Quorum: 7:31PM**

**CHAIR OPENING COMMENT:** Chair Teese opened the meeting and welcomed the public. Report out of Closed Session Item 1 that Direction was given to staff and the Human Resource Sub Committee. Item 2 was canceled from this meeting and will be set for a future meeting.

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

**AGENDA ADJUSTMENTS:** None

**Approval of Minutes:** April 21, 2015 Meeting with corrections and edits.

M/S/C PT/JF

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

**FISCAL REPORTS – CONSENT CALENDARS:**

**A. Fiscal Reports - Consent Calendar**

1. Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants

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

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

2. Review, Weekly Deposit Reports

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

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

3. Transfer of Funds

- **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:

4. Approval Professional Service Contract - None

## B. Old Business – Items

1. **Discussion /Action Item:** Human Resource Sub-Committee and staff report on organizational chart, 2015 Salary Survey and proposed changes to the SRD Employee Pay Scale

The General Manager provided a review of the previous discussion and action history related to employee pay scales. The Board referenced the 5 step pay scale reflecting the April 2015 approval of changes to the part time positions and began to review the fulltime position including those that are authorized on the SRD Organization Chart but are currently “vacant”. Staff recommended to the HR Sub Committee and the Board to consider a minimum increase of 6% to all full time positions to bring them to at least the low range of other local agencies with similar responsibilities. Chair Teese and Director Bohner provided an update on the HR Sub Committees findings and recommendation that the Board consider 10% increase referencing the 2015 Salary Survey, the current SRD 5 step Pay Scale, and approved 2015/16 preliminary fiscal budget. The General Manager illustrated where staff would allocate funding in the fiscal budget. The Board reviewed the information related to the coordinator, supervisor and District General Manager levels. The General Manager then reviewed the SRD organizational chart referencing the vacant positions and reviewed the staff recommendations to permanently reinstate one supervisor position, reclassify one coordinator to a supervisor position and provide direction to the HR Sub-Committee to determine if merit increases are to be awarded in the 2015/16 fiscal year. The Board members discussed the General Manger referenced the salary survey noting that a 10% would bring the coordinator and supervisor positions into similar ranges however the SRD General Manager range is below Mill Valley, Tiburon, Tam Valley and Chair Teese discussed that status of employee reviews for the coordinators that are in progress and that the review of the General Manger is completed recommending a 10% increase of the pay scale for all full time positions and a 5K merit increase for the General Manager noting that the General Manger position pay scale is considerably below the other local agencies.

- **Motion:** Move to Approve changes to the SRD Employee Pay Scale including 10% increase to Coordinator, Supervisor and General Manager ranges, permanently reinstate one supervisor position, reclassify one coordinator to a supervisor position, and authorize 5k merit increase for General Manager.

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

Direction was provide to the HR Sub-Committee to determine if merit increases are to be awarded in the 2015/16 fiscal year.

2. **Discussion /Action Item:** Approve the 2015/16 Final Fiscal Budget

The General Manager reviewed the preliminary 2015/16 Fiscal Budget noting line items adjustments resulting from recent Board decisions related to Human Resources, Replacement Reserves and Capital Improvement Projects. Replacement Reserve illustrates and expense allocation of \$33,304 and Capital Improvement Project expense allocation is \$133,621 for Fiscal 2015/16.

- **Motion:** Move to Approve the 2015/16 Final Fiscal Budget

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

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

The District Manager provided a staff update on the facility repairs, improvements and maintenance projects including electrical repairs, ADA upgrades, and the status of permits and projects including Zone IV, the 2<sup>nd</sup> level deck, field irrigation repairs, and vegetation control.

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

The General Manager requested that the Board provide direction to the Public Relations Sub Committee to work with staff and update facility and field agreements and prepare correspondence related to the Athletic Leagues that utilize the facilities. The Board provided direction to Director Marino and Director Nichols indicating that correspondence will address recent issues relating to enforcement of SRD Policy and SRD Standards of Behavior. The Board continued to discuss several specific items related to swim team, soccer and baseball leagues. Chair Teese commented on the success of recent meeting with representatives of the Tiburon Peninsula Little League and expressed optimism.

Chair Teese indicated that the league will provide a list of desired improvements and facility features related to baseball for consideration.

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

The General Manager reviewed the 2015 correspondence and events related to the 2015 Rate Application and informed the Board that a final packet will be sent to SRD for review at the next meeting. It will be a response to the R3 consulting group's recommendation and indicate the final step in requesting rate adjustments for the coming fiscal year. The Board asked for clarification on "backyard service". The General Manager briefly discussed the service and related charges established in 2014. Director Marino expressed concern that the service charge was assessed for each direction (to the curb and back from the curb) as separate charges. The General Manager has invited representative from Mill Valley Refuse Service to each meeting and will continue to do so.

**C. New Business – Items**

**D. Administration:** Manager's Report included a brief update on upcoming special events including the Strawberry Festival, camp and swim lessons. The General Manager requested that the Public Relation Sub Committee meet with staff and formally address the patrons and school families that are defying the rules and policies of the district. Staff requested formal written correspondence be sent to the individuals and that the committee follows up with expectations and disciplinary action if necessary including but not limited to pass holders being placed on probation and losing their privileges.

**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,

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

**G. Adjournment:** None

The Board provided direction to staff to return this item to the opening of the meeting agenda.

**H. Proposed future Regular Board meeting: Tuesday, June 16 at 7:00 Open Session**

**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 8:15 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 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