

STRAWBERRY RECREATION DISTRICT

BOARD OF DIRECTORS MINUTES

Date: August 11, 2015 Time: 7pm

CLOSED SESSION: 6:30pm

OPEN SESSION:

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:08 PM.

QUORUM CALL:

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

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

Chair Teese reported out of closed session that direction was given to County Counsel and staff.

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

A member of the public addressed the Board and requested that the Board consider keeping the pool open until 8pm. A second member of the public addressed the Board and requested that the Board consider adding "Pickle Ball Lines" to the tennis courts to accommodate the growing sport referencing the number of participants in the Novato area. Mr. McDevitt addressed the Board and recognized the vegetation maintenance at Belloc Lagoon and commended the District Manger public comment at the Board of Supervisors meeting regarding the Strawberry area. The District Manger introduces a new reporter to the Ark newspaper filling in for Mrs. Aschwald. A member of the public commented requested that the Board increase the advertisement and public notification of the meetings.

AGENDA ADJUSTMENTS: None

Approval of Minutes: DRAFT May 19, 2015 Minutes,

M/S/C JF/PT

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
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

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

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

B. Old Business – Items

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

The General Manager provided a summary of the 2015/16 rate increase application process and status update. Mr. Jim Lavarone owner of Mill Valley Refuse addressed the SRD Board reviewing the rate increase request, the findings of the independent review and the revised request for a 1.48% rate increase. The Board inquired as to the justification or need for the rate increase. Mr. Lavarone noted key factors impacting MVRS revenue including an overall decline in revenue by 10K for recycled materials, a port strike, and increased expenditures for occupational injuries. MVRS has hired professional service staff to educate and train their employees in order to reduce injuries. Expenditures have also been impacted by mandates to retrofit trucks and purchase new trucks. The Board inquired as to the back yard additional service fee and the elderly/ disabled exemptions from charges for this additional service. Mr. Lavarone noted that there are 8 customers paying for the service and 27 exemptions. Director Marino asked for the minimum age for the senior exemption which was communicated as 70 years. The General Manger noted that MVRS picks

up the trash at the parks one time each week during the year and increases pick up through the summer months, provide a portable bathroom and 2 hand washing stations for the Strawberry Festival and one dumpster annually for clean-up.

The General Manager informed the Board that staff consulted with County Counsel as to the delay in the vote and proposed rate increase and noted that if passed the annual rate increase of 1.48% passed it would be assessed for the full 12 months and billed in remaining 3 quarters the first year and then billed over 4 quarters moving forward. Therefore it may appear the billed amount reflected on statements is higher in 2015/16 than in 2016/17 when in fact it will be the same annual rate in both fiscal years.

- **Motion:** Move to approve the 2015/16 annual rate application with an increase of 1.48% on 12 months of service to be reflected in billing in the remaining 3 quarters and over 4 quarters in future years.

M/S/C PT/CN Ayes: Bohner, Francis, Nichols, Teese Noes: Marino Absent:

2. **Discussion /Action Item:** Human Resource Sub-Committee approval of appointment of reclassified Coordinator to Recreation Supervisor.

The Human Resource Sub Committee completed reviews of the employee organizational chart and reviewed with staff current job descriptions, job related duties and current responsibilities of each positions. The Board previously provided direction to the sub-committee and staff to allocate pay scale increases, step increases and a reclassification of one Aquatics Coordinator position to Aquatics Supervisor position based on their earlier findings. Employee Karen Johnson was reclassified to Aquatics Supervisor and the Board motion is a formal confirmation of that reclassification.

- **Motion:** Move to approve and confirm the reclassification of employee Karen Johnson from Aquatics Coordinator to Aquatics Supervisor -step 2

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

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

The General Manager summarized recent conversations and recommendations from various individuals regarding facility improvements recapping previous Director’s notes regarding funding strategies for field items, tennis courts, pocket parks and strawberry vista. Director Marino and Francis both recommended the establishment of citizens’ committees to encourage the public to become involved and vested in the neighborhood areas and begin fundraising campaigns. Chair Teese commented on meetings with TPLL regarding their vested interest to improve baseball related features such as the bleachers and score board noting that there is marketing and sponsorship revenue opportunities in some of the features. TPLL will be providing a list of items that they are interested in supporting. Director Francis recapped the history with TPLL and how they were only paying 2500 for year round use in 2009 reiterating the importance for SRD to maintain ownership of all facilities and features and work to cover the cost of maintenance ensuring that improvements are appropriate. Director Francis noted that TPLL often looks for a long term “deal” and the Board is in agreement that annual rental agreements will remain the field management policy. The General Manager reviewed the current TPLL rental agreement including \$300 per month for the snack shack and \$100 per month for the outdoor storage area reiterating Director Francis’ point that the use of annual rental agreements is in the best interest of the SRD and that the SRD Donation Form, policy and procedure were established by the Board to accept donation and establish SRD ownership of the facility and features. Director Francis expressed concern relating to the TPLL fundraising campaign that utilized the needs of SRD to raise and control funds intended for the “Strawberry Field” expressing concern of the misconception of the public and the inability of the SRD to provide any oversight of the use of these donated funds. He recommended the Board consider revisiting related costs associated with hosting TPLL including security and the rates that they are charged.

Director Francis continued the discussion with a conversation related to the benches on Strawberry Vista and the importance to the community to maintain and replace these features. Director Marino commented on the Donation Forms and encouraged the Board to work towards establishing sponsors for the pocket parks. Chair Teese requested an update at the next meeting.

Director Marino stated that she has scheduled a meeting with an experienced professional that works towards marketing campaigns and hopes to incorporate strategies into the development of a sponsorship campaign. She will plan on coming back to the Board in October with more information. Direction was given to staff to continue to utilize the Rental Agreement and Donation Forms.

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

The Board reviewed several previous items of discussion including the TPLL use on Saturdays and the need for security in the spring to address their lack oversight of their participants including parking issues, dogs, smoking and consumption of alcohol onsite during Saturday little league games. Director Marino noted the school parking issues and enforcing SRD rules and guidelines including the proper supervision of children at the pool. Chair Teese noted that athletic groups need to be held accountable and that SRD should communicate this expectation relating it to the terms of their rental agreements. Director Marino responded that the Public Relations sub-committee with be working on correspondence addressing these issues. The General Manager continued the discussion and reviewed current items related to facility rentals, liability, proof of insurance and groups increasing their use without compensation. Staff reviewed the history of facility use and the recent activity of Strawberry Design

Review Board noting that they have expanded their use to an additional 3 hours per month without prior approval or compensation. Director Bohner commented that all users should be required to follow the same policies and pay for their use. Chair Teese recommended that the Board consider charging the County of Marin who governs the SDRB for the use consistent with other County of Marin departments' use of the SRD facilities. The Board discussed other local community groups requesting accommodation without proof of insurance and waiving use fees. The Board discussed the issues related to liability and the difference in SRD hosted events. The item was opened to the public. Two members of the public commented on the requests for free space and accommodation to not provide insurance. The Board continued the discussion and direction was given to staff to work towards maintaining the current SRD policies and rental rates and working towards a 60 day transition with the County of Marin to pay for facility use of the Strawberry Design Review Board.

C. New Business – Items

1. **Discussion /Action Item:** Healthy Workplace Healthy Family Care Act (AB1522) Adopt changes to the SRD Employee Policy and Procedures Handbook utilizing accrual method with cap of 24 hours in year 1 and a total carryover cap of 48 hours per employee. Effective July 1, 2015.

General Manager reviewed the related items, policy and process for SRD.

- **Motion:** Move to approve and confirm the changes to the SRD Employee Policy and Procedure Handbook incorporating the Healthy Workplace Healthy Family Act (AB1522)

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

2. **Discussion /Action Item:** Board of Supervisors proposal for Proposed Ordinance Regulating Medical Marijuana In Unincorporated Marin County including designated sites for Medical Marijuana Dispensary Store Fronts in Strawberry including SRD owned Parcel 21 Park and section of SRD Seminary Cove Parks and Coastal Path as well as adjacent property SRD easement and Zone V utilized by primarily children and Safe Routes to School for Strawberry point, MV Middle School, Tam High School and Strawberry Community.

Director Marino recapped the proposal and the correspondence that she sent on behalf of the SRD Board. There is no meeting currently scheduled at the Board of Supervisors revisiting this topic. Staff recommended that the Board consider appointing a representative to attend the next meeting and speak on behalf of SRD on the topic.

Director Marino and Director Nichols will discussed with the Board and volunteered to coordinate this effort as members of the Public relations Sub Committee. The Board provided direction to Director Marino and Director Nichols.

3. **Discussion /Action Item:** Harbor Cove Way Park and Dock maintenance, improvements, and use.

The General Manager provided an update on the status of the maintenance projects, and permit application for the new dredging of the 3 docks. Director Francis commented that SRD should be charging Zone IV for administrative fees due to the time and resources managing Zone IV requires of the staff. The Board members agreed. The General Manager noted that she will track time related to the new project however administrative fees have not been incorporated into the large maintenance project of 2013-15 and recommended that if the Board is to move forward with charging administrative fees that they establish an hourly rate and notify the Zone IV Citizen's Committee. Direction was provided to staff.

4. **Discussion /Action Item:** Tennis Court Reservation System

The item was introduced by staff and Chair Teese reconfirmed that SRD will not be staffing the tennis courts as it is not cost effective. Chair Teese also directed staff to place the item on a future meeting agenda in which the Board will discuss various options related to the court reservation system. Director Francis asked the Board to consider ending the reservation system and maintaining the courts as drop in play commenting on the difficulty and sensitivity of the issues as Camp utilizes courts, Higgins rents tennis courts and pass holders are accustomed to a drop in etiquette. Director Bohner commented that SRD is not a private club in which a staff person is physically there attending to the ongoing changes to reservations and court use. The Board discussed various options including no reservation system, 2 courts or retaining the current 3 courts available for rent and reservation. The Board also discussed current signage and proposed new signage.

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

The General Manager provided an update on the status of the property management and proposed the Board consider reallocating funds towards the park. Staff recommend a property survey, permanent marking property boundaries and paths of travel and follow that with obtaining estimates for improving the park and trails. Chair Francis restated his interest in establishing a citizen's committee to assist with funding and upkeep of the park. A member of the public commented on the signage placed by the neighbor on Inez Place and noted that the image on the cover of the Strawberry Vision document is taken from the park at Strawberry Vista/Water Tank Hill. Chair Teese provided direction to staff to continue to work with County Counsel on the property dispute and towards making the park available and inviting to the public. Staff was given direction to place the item on the next agenda.

D. Administration: Manager's Report:

The General Manager provided a status update on camp, passes and maintenance items.

E. Correspondence: Belloc Lagoon, Tennis / Pickle Ball

Items were acknowledged and comments from the public were made in the open time for public comment.

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,

G. Adjournment:

H. Proposed future Regular Board meeting: Tuesday, September 15 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 9:22 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, September 15, 2015 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District