

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: January 12, 2016

Time: 6:30am Closed 7:00pm Open

CLOSED SESSION 6:30PM

CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 regarding property dispute.
(One Potential Case)

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)

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:04PM.

QUORUM CALL:

Present were Directors Bohner, Francis, 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.

CHAIR REPORT OUT OF CLOSED SESSION: Direction was given to staff

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

AGENDA ADJUSTMENTS: None

Approval of Minutes:

DRAFT November 20, 2015

M/S/C JF/PT

Ayes: Francis, Nichols, Teese Noes: _____ Absent for 11.20.2015 meeting: Marino, Bohner

DRAFT December 2015

M/S/C JF/PT

Ayes: Bohner, Francis, Nichols, Teese Noes: _____ Absent for 1.12.2016 meeting: Marino

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 -none

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

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

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

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

- **Motion:** Move to Approve Item A3 Fiscal Reports - Consent Calendars transfer of Funds Zone IV

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

B. New Business – Items

1. Discussion /Action Item: SRD Tennis Courts Renovation, use, rates, policies and procedures.

The General Manager reviewed the tennis court rules, rates and signage posted in the 2016 Activity Guide and on the tennis courts. The detail relating to court use, rentals, reservations and court etiquette was discussed. There were no changes to the pricing, rules or guidelines. The Board discussed court etiquette determining that additional signage is needed to draw attention to standards of court use.

Tennis Professional William Higgins discussed a report that there was a tennis team practicing on the first weekend in January. Higgins indicated that the Strawberry teams in the Higgins program were in the east bay at a match. Directors Teese and Francis who reported the unauthorized use of the courts indicated that there were approximately 12 players on the team and that they used 3 courts for over 3 hours. It appeared that they were a 3.5 level team or higher.

The Board discussed court etiquette. Director Francis discussed his desire to increase monitoring on the tennis courts. Director Teese recommended additional signage relating to the etiquette indicating that he would like the signage to be very large. Director Teese commented on guest fees and the importance of emphasizing to pass holders that paying for guests is a condition of their pass. Director Francis requested that the weekend court reservation sheet be placed into a protective sleeve.

The Board members discussed possible protocol if people are waiting for court access. Director Francis recommended 45-minute maximum or 1 set. Director Francis requested that staff check keys every two hours on weekends. Director Bohner expressed concern of possible confrontations on the courts. William Higgins indicated that he would reach out to his team members and reinforce the weekend policies.

Key points for draft of additional signage reinforcing etiquette for SRD courts was determined as follows:

SRD TENNIS PASS REQUIRED

For the enjoyment of all SRD Tennis Passes are intended for recreational use of the SRD Tennis Courts.

All Commercial-lessons, Team/League practice & play (including Flex League) require preapproval/SRD Rental Agreement

COURT ETTIQUETTE

Doubles: 1.5 hours on a court

Singles: 1 hour on a court

GUEST FEES must be paid at the Main or Pool Office prior to court use

Saturdays and Sundays - No competitive matches (USTA, Flex League, or other)

No team practice permitted

No private or group lessons permitted

Commercial & Team use of the courts is by SRD Rental Agreement only

Season passes may be revoked for failure to comply with the SRD policies

The Board discussed the court conditions, funding and priorities for court renovations. The General Manager stated that Electrix is working as a project manager and will be applying for the permits to repair and upgrade the tennis court lighting system. Once the permit is authorized by the County the product will be ordered which is estimated to require 10-12 weeks for production and delivery by the manufacturers. The General Manager noted that the funding for the electrical and lighting has been authorized by the Board and consisted of redirecting the 2015/16 Measure A funds for the 2nd floor gym electrical upgrade to the Tennis Courts. The 2nd floor will be prioritized for the 2016/17 Measure A funds. The Board provided direction to the staff to place the item on the future agenda for discussion.

C. Old Business – Items

1. Discussion /Action Item: SRD Adopt-A-Park program proposal, review, approval and implementation.

Staff provided an update on the timeline for the new Adopt-A-Park information. The mailer is scheduled for delivery in the middle to end of January. Staff noted that an update on the benches located on Strawberry Vista/Water Tank Hill will be provided in the Manager's report. The staff discussed tree management and the condition of the parks during the increase in severity of winter storms. The Board discussed the Adopt-A-Park program and park maintenance requesting updates at future meetings.

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

The General Manager thanked the Board on behalf of the staff for allocating funds towards new office furnishings. The improved work stations are ergonomic and are making a significant and positive impact on the staff as well as the overall professionalism presented to the clientele. Director Francis recommended the Board and administration consider a music system in the office area or possibly at the pool. The Board discussed the recommendation and will revisit the item in the future. Director Bohner commented on the new furniture as a member of the Design Sub Committee indicating next steps are finalizing fixtures, artwork and design elements for the interior. Staff commented that phase 1 is complete and that additional storage will be needed. There will also be minor adjustments to the layout of the stationary supply area in order to maximize storage. The General Manager commented on the progress being made to sort through the historical documentation and manage the records required for retention. Director Bohner presented information and costs associated with fixtures. The Board supported the decision to select items that reflect mid-century modern design and can function as artwork recognizing that quality of materials and design features will provide important elements for future decades. The General Manager provided an update on the Deck Renovation project. SRD is still waiting for permit authorization from the County. The Board expressed interest in staging the area and preparing for construction providing direction to staff to install the temporary security fencing. The Staff indicated that the project is delayed and will impact future rentals and use of the office and 1st floor meeting room.

The General Manager provided an update regarding the various roofs and their condition noting that there are several leaks that will need to be addressed this year and the administration's plans to have the roofs evaluated, repaired as well as obtain estimates for future replacement.

The staff and Board will work towards identifying, prioritizing and funding future repairs and maintenance needs of the facilities.

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

Chair Tease provided an update following a meeting with members of the Tiburon Peninsula Little League Board. Chair Tease indicated that TPLL expressed many of the same requests as years past including earlier field access, new score board, advertising through the use of sponsor bill board style signage onsite. Additionally TPLL requested authority to take over full field maintenance from SRD throughout the 22 week regular season. Chair Tease recommended that the SRD Board think of a larger plan for signage on the property in which areas would be designated. The discussion continued relating to revenue generation from sponsors and what impacts the signage might have on the overall aesthetics of the SRD property. Director Nichols recommended that there be uniformity in size design and color of advertisements and logos. The discussion included comments on scoreboards, size color, function and placement. Director Francis commented on the importance of maintaining the SRD donation policy where funds may be donated towards an item like a scoreboard however SRD would not be giving up or compromising ownership of facility features, SRD owns everything.

D. Administration: Manager's Report: Strawberry Design Review Board, North Coast Land

Kelly Neil, neighbor at Strawberry Vista sent a request to donate a bench on Strawberry Vista/ Water Tank Hill. The Board provided direction to staff that the donation of benches shall equal the cost of the bench and remain a consistent policy in the SRD Adopt A Park program. The Board provided direction to accept the donation and to facilitate the purchase of the bench plaque at a rate of \$3,000.

Casey Brooks Bench- rededication of the bench on Strawberry Vista/ Water Tank Hill will occur this winter on a Friday afternoon. Staff will provide details as they are made available by the Brook's family.

Mill Valley Refuse Service-trash can assistance program. Staff reviewed recent correspondence between a resident, Mill Valley Refuse and the SRD General Manager relating to exemptions for back yard can pick up service and its application to recycling cans and compost cans. An understanding was reached between the three parties identifying a location.

The General Manager expressed sincere gratitude for the new office furnishings and commented on the positive feedback from staff as well as patrons. The office is very bright, fresh and clean. The new storage is functional and organized for easy access.

Programs

Aquatics Facility open 1/11/2016 as of 1/12/2016

Annual Passes sold: 97

Annual Single Senior: 16

Total: 113 as of 1/12/2016

Tennis Passes on sale:

Total: 22

Youth Programs: one week of advertising

Swim Lessons-

Total: 68 Winter registrations

49 Spring 1

Strawberry Design Review Board: The General Manager provided an update on the community meetings, status of rental agreements and the SDRB meeting in which the General Manager provided an updated review of the SRD Master renovation Plan and related materials. The SDRB was responsive and positive to SRD throughout the various items of discussion.

E. Correspondence:

LAFCO: Has begun correspondence with SRD relating to upcoming reviews of SRD sphere of influence and possible impacts to SRD. The General Manager will begin meetings and discussions with LAFCO in preparation for the review scheduled in 2017. The Board will need to review related items and discuss their position on various items prior to the review. The Board provided direction to staff to continue to work with LAFCO and engage County Counsel when necessary.

North Coast Land Trust: contacted SRD requesting a meeting with the General Manager. The board and staff reiterated that SRD does not have a formal opinion or position related to the development of the Seminary site with the exception of recreation and open space access related items. The Board provided direction to staff to meet with North Coast land Trust so that SRD can prepare a position in athletic facilities and fields are developed and/ or open space trail and access is impacted or limited throughout the property. The General Manger asked for authorization to work with County Counsel when applicable. The Board approved engaging County Counsel when necessary.

Mill Valley Refuse Service: Director Nichols commented on the MVRS rates and general understanding of backyard can service as it applies to recycling and composting. Director Nichols expressed concern that if all cans were not eligible for backyard service it would discourage environmental practices and be contrary to the Zero Waste Marin strategy. Chair Teese responded supporting Directors Nichols concerns with the recommendation that MVRS work this out on a case by case bases with its customers as it seems to have done in this case. Director Bohner asked if there was an estimate on the number of customers requesting backyard can service. No number was available at the time of the meeting. Director Nichols commented on the item potentially being posted on Nextdoor. The Board discussed the responsibility of MVRS to work with their customers on a case by case basis to resolve this issue.

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.

H. Proposed future Regular Board meeting: February 9 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 Bohner. The meeting was adjourned by Chair Teese at 8:22 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, Feb 9, 2016 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District