

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: February 9, 2016

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

CLOSED SESSION 6:30PM

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

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)

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:11 PM.

QUORUM CALL:

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

REPORT OUT OF CLOSED SESSION: Direction provided to Counsel and staff.

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

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

AGENDA ADJUSTMENTS: None

Approval of Minutes: DRAFT January 12, 2016 Minutes,

M/S/C PT/JF

Ayes: Bohner, Francis, Teese Noes: _____ Absent 1/12: Marino Absent 2/9: Nichols

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

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

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

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

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

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

B. New Business – Items

1. **Discussion /Action Item:** Discuss proposed 2016/17 Fiscal Budget items and appoint 2016/17 Budget and Finance Sub Committee.

The General Manager reviewed the budget process and requested direction from the Board members as to prioritization of proposed renovations and repairs for the fiscal budget 2016/17 noting SRD is compliant with SRD Finance and Budget Policies and Procedures including maintaining fund balance goals.

Staff indicated that 2015/16 Fiscal Budget is projected to remain on track with the exception of Replacement Reserve Expenditures (due to the recent roof and heating system issues, training pool cover, diving board base, life guard stand and a few other unforeseen miscellaneous items) and Legal Fees (unforeseen costs related to property dispute, contracts, and permit processes). Other staff notes relate to Capital Improvements Projects budget allocation and expenditures relating to increased legal costs associated with permit and contract related items. Staff requests Measure A funds that were previously allocated in 2015/16 for the second floor electrical upgrade and reallocated towards the tennis courts be directed to the 2nd floor once again in 2016/17. The second floor is tied to the camp program (approx. 300K annually), special events, land aerobics and facility rentals (approx. 60K).

The Board reviewed improvement and repair items that were previously submitted and discussed. The Board requested a proposed list from staff with cost estimates for future discussion and consideration. The General Manager discussed the fund balances and 2015/16 revenue noting that season pass sales were off to a slow start which may reflect the fluctuation in the stock market through January and the trend related to national presidential election years. The General Manager also reviewed the variance from the budget that the Board has approved to address increases need for legal counsel, unforeseen expenditures related to safety regarding electrical and plumbing repairs, increase expenditures replacement reserves for failing equipment and increase costs in unforeseen repairs related to the pool equipment and heating systems. Increased costs are also associated with a Deck Renovation project as bids exceeded the cost projections established at the time the 2016/17 budget was created. Staff noted the increase in spending to improve ADA access on path of travel and the County's additional requirement to spend up to 34K in ADA improvements as a condition of the Deck permit within this fiscal year. Additional funding has been authorized by the Board and allocated from replacement reserves and the general fund to cover the increase expenses related to the deck renovation project. The General Manager made the recommendation that the Board consider limiting projects in 2016/17 and increasing the fund reserve for larger projects in the future. Director Francis expressed interest in water reclamation and conservation efforts, Director Teese expressed interest in allocating funding to locker rooms. The Board discussed the Tennis Courts and Measure A funds that are intended for electrical updates in the 2nd floor of the main building. The Board discussed the deck and County requirements and provided direction to staff to prepare information related to renovations and repairs for future discussion.

C. Old Business – Items

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

The General Manager provided an update related to SRD tennis court use and patterns of the Tennis season pass holders. Staff has determined that there is an increase in Flex League match play on the SRD courts and pass holders are scheduling matches without contacting the SRD office or placing matches on the court calendar. As a result season pass holders are reporting an increase in weekend use by “teams” and intense match play which is creating tension on adjacent courts due to the close proximity of the courts. Staff reports that without court separators doubles match play or tournament style play is very difficult to accommodate on the SRD courts. Staff provided information from a staff survey of courts in the area noting that public courts are not monitored by an attendant or by the host organization and that they are run on the “honor system”. Private courts have court attendance and tennis offices that are located onsite to oversee pass holders or members and to ensure that court use is appropriate. Staff confirmed that SRD policies and procedures are consistent with local public court management however SRD appears to implement the guest fee charge more efficiently than the other local public courts.

Staff requested that the Board confirm the intended use of a Tennis Pass as “recreational use only” and affirm the policies related to commercial use, team use, instruction and team practice play on the SRD courts. The Board reviewed proposed signage and confirmed the size and quantity of signage to be posted. Content will read as follows:

“SRD TENNIS PASS REQUIRED

- For the enjoyment of all, SRD Tennis Passes are intended for recreational use only
- All Commercial-lessons, Team/League practice & play (including Flex League) require SRD Rental Agreement- preapproval

COURT ETIQUETTE

Doubles: 1.5 hours on a court

Singles: 1 hour on a court

Any reservation more than 15-minutes late will forfeit their court time.

If others are waiting please be considerate

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”

Tennis court repairs were discussed. Staff requested direction asking the Board to determine if they wanted to fund court repairs on all 4 courts or fund a partial renovation of 1 or 2 courts with the Slip Sheet method. The Board provided direction to staff to repair all 4 courts and work towards slip sheet renovation in the future. Funding will be allocated from the replacement Reserve. Staff provided an update on the tennis court light and electrical repairs. The permits have been submitted and engineers are working to determine the condition of the base and support structure. If the bases are not structurally sound for post replacements then they will require retrofitting or replacement. SRD has enlisted the services of a project manager for the purposes of filing a permit and establishing the scope of the project. Funding has been approved and redirected from

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

The Board reviewed the Adopt A Park trifold that has been distributed to Strawberry Residents. Staff report positive feedback however no commitment has been made to formally join the effort. Other entities and agencies have contacted staff requesting permission to use the format and content in their local areas. The Directors discussed the difficulty in acquiring strong commitments from residents citing busy schedules and increasingly demanding lifestyles residents are maintaining. The Board directed staff to place trifolds in the local parks with signage. Director Francis encouraged establishing networks with those who frequent the parks. Director Marino recommended a different message that would ask for the public to report findings and collaborate rather than require a standard commitment to the Adopt-A-Park program. Staff noted that unlike other communities, Strawberry does not have social organizations like a Chamber of Commerce or Rotary clubs that typically engage in community based projects and the two community groups of homeowners are currently focused on development issues related to the Seminary and commercial areas in Strawberry. Strategies were discussed for outreach and establishing a viable program.

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

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

Item 3 and Item 4 discussions were combined. Chair Teese discussed the proposed signage on the field and selling advertising space and sponsorships as a revenue source. Adding Little League’s request for a new scoreboard and the opportunity for corporate signage on or adjacent to the scoreboard. Director Francis requested that staff provide a photo shop image and mark the proposed areas for the Directors to use in a future discussion. The Board discussed corporate sponsorship, marketing, advertising and funding strategies. Direction was provided to staff to provide materials for review and a future discussion.

D. Administration:

Manager’s Report:

Manager’s Report 2.9.2016

2016 PASSES

Aquatics Facility open 1/11/2016

Pool Passes:

January Total: 113 as of 1/12/2016
February as of 2/5/2016
Annual Passes sold: 233
Annual Single Senior: 27
260

Tennis Passes:

January Total: 22 as of 1/12/2016
February: 46 as of 2/5/2016

2016 YOUTH PROGRAMS

Youth Programs: Soft Launch of Play Club and Seedling/Sprouts classes beginning in February. Active marketing will begin when the deck renovation is complete and the 1st floor is available

Swim Lessons:

January Total: 68 Winter registrations as of 1/12/2016
49 Spring 1
February: 79 Winter registrations as of 2/5/2016
88 Spring 1
44 Spring 2

Camp Registration:

January - 23 camp registrations as of 1.12.16
February- 196 camp registrations/53 extended care registrations as of 2.5.2016

Facility:

Roof leaks in the Maintenance Building, Main Building-south in Elevator equipment room, 2nd floor bathroom and equipment closet, as well as the pool house.

Plumbing issues Kitchen leak to 1st floor bathroom status: repaired and Sewer back up 1st floor north side: serviced

Electrical: Tennis Court –power issues at the breaker and panel: statues: serviced on 3 occasions

Trees: recommendations by arborist for significant maintenance on Richardson Bay Sanitary District Property. Main site removal of single pine on 2nd level south. Significant maintenance on single pine at Reggie park north.

Field Maintenance: scheduled for 2nd half of February.

Main Building heaters installed and functioning

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.

Nothing to report.

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 Marino. The meeting was adjourned by Chair Teese at 8:30 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, March 8, 2016 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District