

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
May 12, 2010

Chair Klopfer called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:03 PM.

QUORUM CALL:

Present were Directors Francis, Klopfer, Reade, and Zener. District Manager Leanne Kreuzer and members of the public were also present.

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 3 minutes per person): None

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: None

MINUTES

Motion: Move to approve the April 7, 2010 Minutes. M/S/C Francis / Zener

Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

FISCAL REPORTS – CONSENT CALENDARS:

Director Francis suggested graphing the PG&E costs.

- **Motion:** Move to Approve Item A1-2 Fiscal Reports - Consent Calendars. M/S/C Francis / Klopfer
Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None
- **Motion:** Move to Approve Item A3 Transfer of Funds. M/S/C Francis / Klopfer
Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

NEW BUSINESS

Item B1. Discussion/ Action Item: Discussion Item/Action Item: Discuss and meet potential candidates for the open-seat of the Strawberry Recreation District Board. Announce Board Action on open-seat of SRD Board of Directors pursuant to Government Code 1780

District Manager Kreuzer stated that SRD has 30 more days to make an appointment.

Item B2. Discussion/ Action Item: Discussion Item/Action Item: Mill Valley Refuse proposal for rate increase.

John Biggio from Mill Valley Refuse reported on the rate increase proposal. Mr. Biggio discussed a new waste pick-up and commented that ‘green waste’ will be picked-up every week instead of every 2 weeks and noted increased costs related to increased dump fees. Director Reade commented that Strawberry is a ‘green leader’ by implementing this new program. Mr. Biggio confirmed that Strawberry will be the first in the area, but added that the public will need to be educated on green waste.

- **Motion:** Move to Approve the Mill Valley Refuse rate increase. M/S/C Zener / Francis
Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

Item B3. Discussion/ Action Item: Update and additional proposed line item cuts to the proposed 2010-11 Preliminary Budget

District Manager Kreuzer commented and garbage revenue related to the garbage fees has been moved to ‘Other Income’ and DeSilva Island-Zone V revenue and expenses will now be itemized under a new heading ‘Zone V’.

Manager Kreuzer stated that the Strawberry Camps are sold out at \$150,000. ‘Youth’ refunds are at \$17,000 year to date. Additional camp revenue from registrations coming off the waitlists offsets the camp refunds and the actual camp revenue is constant at the \$150,000. The District is moving towards matching

“Youth” revenue and expenditures. 50% of one coordinator is accounted for in “Youth”. Day camp supplies are projected at \$4.00 per child per day.

Youth contract classes currently include Jumping Jacks and the Lego classes. The after school classes are in a holding pattern until the “employee” verse “contractor” issue is resolved. The current SRD contracts are a flat rate/per drop-in participant and is different from an afterschool class contract with a set class list.

The 2010 Strawberry Festival event is over budget and SRD is seeking sponsors to offset the costs.

Manager Kreuzer commented that there the morning aerobics program attracts senior citizens, and added there is Pilates with Bobbie Reese, Wednesdays at 12:00 pm with a \$6.00 drop-in cost. The Zumba class is not meeting due to the lack of a quality replacement instructor.

Manager Kreuzer stated that “Aquatics Swim Team” revenue has fallen by \$20,000 because of the swim team relocating, and the plan for the fall is not known. Manager Kreuzer added that Scott Valley has been using our pool and their pool is closed through July. “Pool Miscellaneous” is composed of pool parties and the synchronized swim rental. There is a newly added “Inter Department Transfers” line which is not currently used, but would be used for transferring money from “camp revenue” to the “swim lesson revenue” for example. Director Francis suggested auditing the pool chemicals. Manager Kreuzer noted that the pool equipment is out doors and commented that the pool was originally a seasonal pool with features added over time.

The 2009-10 CAMR budget for the pool entrance and fence project was \$79,000. The cost of the pool entrance was \$25,000 plus \$10,000 for ADA concrete work which was mandatory by the county. Several individuals were caught using the pool without current memberships during the first two months if the new entrance. Director Francis commented that the tennis gate needs maintenance. Manager Kreuzer re-stated that the Garbage Fees have been moved to “Other Income”. The DeSilva path funds transfers through the budget and will now be noted as “Zone V”. Manager Kreuzer commented that SRD is the custodian of the DeSilva path and suggested that it be returned to DeSilva because it is a potential litigation issue with deterioration from water runoff.

Other changes and increases from the 2009/10 budget to the 2010/11 budget include the following; 2009 the District eliminated 2 part-time maintenance assistants and legal fees have been high related to the employee handbook and employee classifications. There have been water issues: the water main pipes broke 3 times this year. In the 2008/09 audit “Other Education Revenue”, ERAF was in with the property taxes in error, but has recently been adjusted. Zone IV, which reports to Terrey Graham, was audited in the fall. Manager Kreuzer commented that the District holds the bonds and is the custodian. Chair Klopfer noted that Zone IV funds flows through SRD. Manager Kreuzer stated that the County of Marin oversees the bond payments and added that the bond payments end in 2019. Manager Kreuzer recommended turning Zone IV over to the county because the area is not SRD property and also has nothing to do with recreation. Director Francis stated that the Zone IV Committee is appointed by the SRD Board. Director Reade asked about land surveys. Manager Kreuzer commented that the area around the dock area has been surveyed. Director Francis requested obtaining a quote for a survey of the top of the hill.

Chair Klopfer commented that the CAMR list from the office should be merged with the Board’s CAMR list. Manager Klopfer commented that last year the general fund decreased by \$100,000 and the District had a profit of \$57,000. Last year the District put off rescreening the gym floor and resurfacing the tennis courts. Manager Kreuzer noted that the District cannot cover a full year of expenses. Manager Kreuzer stated that the bookkeeper is on the budget committee.

Item B4. Discussion Item/ Action Item: Proposed policy and procedures for addressing budget shortfalls and possible restructuring including VSIP Voluntary Separation Agreement and Reduction In Force (RIF)

Manager Kreuzer stated that the Board plan for the reduction of employee costs follows the county template, and added that the County is on the third phase. The VSIP is a small separation incentive offer to all full time benefitted employees. For employees with less than 10 years with the District the amount is \$15,000 and for those over 10 years of service the amount is \$25,000. Manager Kreuzer stated in February 2009 the Recreation Supervisor position was eliminated and that County Counsel stated at that time that a severance or separation payment was a gift and not a precedent. The employees who separate under VSIP

would not qualify for unemployment. The first step is to offer Voluntary Separation Incentive Program (VSIP), after the VSIP expires then the District would look at Reduction In Force (RIF) proposals. Manager Kreuzer commented that the District would save in unemployment costs with the VSIP payouts.

Manager Kreuzer stated that this is fair, legal, due process for each employee, and it would recognize job descriptions; it is not based on quality of work performance. Director Zener commented that the District could be out \$30,000 with the 2 coordinators. Director Francis commented that there is 45 days plus a 7 day grace period for employees to change their minds. Manager Kreuzer commented that first step is to offer VSIP, step two (RIF proposal) is based on the VSIP results; there is a required time line for the entire process. The county contract used by SRD is approved by County Counsel. The District has used 17 hours of County Counsel services since January on the Employee Handbook, the banned patron, and classifying positions.

- **Motion:** Move to Approve County policy and procedures for addressing budget shortfalls and possible restructuring including VSIP Voluntary Separation Agreement and Reduction In Force (RIF). M/S/C Francis / Klopfer

Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

Item B5. Discuss VSIP Voluntary Separation Agreement and supporting documents and VSIP proposal.

Recommended action: Approve the VSIP and provide direction to staff to distribute

Manager Kreuzer stated that the Board needs to decide on the acceptance or rejection of each VSIP when they are submitted. The employees have 45 days to accept the VSIP, the deadline is June 28, 2010 and a 7 day grace period. The Human Resource Committee will meet with County Counsel and then again separately. There will be an additional meeting in July. There will be 2 weeks for employees to address the Board before decisions on job eliminations. There will be a preliminary Budget without the RIF. The CAMR needs to be worked out. The budget can be revised based on the RIF.

- **Motion:** Move to Approve VSIP Voluntary Separation Agreement and supporting documents. Direction to staff to distribute to all full time staff. M/S/C Francis / Reade

Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

OLD BUSINESS

Item C1. Discussion Item/Action Item: Hot Diggity LLC. Proposal for onsite concession stand.

District Manager Kreuzer stated that Hot Diggity submitted a proposed contract. Hot Diggity will be at the Strawberry Festival: Hot Diggity will store items in the kitchen upstairs with access to the 1st floor meeting room. Manager Kreuzer was not sure of the operation times, but they won't conflict with the snack shack.

- **Motion:** Move to approve the Hot Diggity LLC. onsite concession stand. M/S/C Zener / Francis

Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

Item C2. Discussion Item: Discuss the future management of the SRD Tennis Courts –and proposals for SRD management options.

District Manager Kreuzer commented that the Board added an option 4 to the 3 options discussed at the last meeting. Manager Kreuzer added that most of the local courts have either a vender with multiple pros, or rent out the courts for \$10 to \$25 per hour. The Board reviewed 3 templates outlining the times usage of the different options presented. The courts are producing \$8,000 of revenue year round currently. The women's league uses the courts sporadically in the spring and fall.

Director Francis suggested that multiple professionals with court rentals. Director Francis added that proof of insurance and business license would be required.

- **Motion:** Move to approve option 4 for the management of the SRD Tennis Courts. M/S/C Francis / Klopfer

Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

**ADMINISTRATION:
MANAGER'S REPORT**

As presented.

Manager Kreuzer commented that the focus has been on budget and the Mill Valley School District Strategic plan. The website is in the final proofing. The aquatics check-in computer system has been running smoothly. The monitor has not been mounted at the counter because the screen would be shared with anyone using the Aquatics computer. The pool desk will be staffed by Seasonal Aquatics Assistants: (life guards in training). The policy and procedures are in place along with hiring letters for all seasonal staff. The CAMR needs revision. The Jumping Jacks numbers increase when it rains. The Strawberry Festival has 4 bands, community groups, West America Tae Kwon Do, Singers of Marin, and theater arts groups performing. Tam is sponsoring beer for the event and SRD Board will help staff it. The bands are: Marble Party, Close Enough, Cheap Therapy, and Void Where Prohibited.

There will be a rock wall and a jump house for the kids. There will also be a community pool party and a jazz band playing at the pool. The District will do a postcard mailing of the schedule of events to the community. Joan Kermath is a sponsor of the indoor stage for \$650. Slide Ranch, Audubon, and the Farmers Market have been invited to have information booths at the event. The Festival will also have a strawberry drawing contest, cookie cook off, game booths, and a petting zoo.

CORRESPONDENCE: None.

GOOD OF THE ORDER

There being no further business to come before the Board, Chair Klopfer motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Chair Klopfer at 9:37 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, June 9, 2010.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District