

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
October 12, 2011

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:10 PM.

QUORUM CALL:

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

CHAIR OPENING COMMENT:

Chair Francis opened the meeting thanking members of the public for attending and asking if anyone had a comment for the Board.

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

AGENDA ADJUSTMENTS: Item B1 was moved to follow item B2 as no one was present at the meeting for the discussion of field rates.

MINUTES CORRECTIONS: Addition on page 5 Item C1. "The Board gave direction to staff to add an Annual Pool Pass option utilizing the season pass calculation times the number of weeks in the Annual Pool Pass." The addition in item C2 "The Board gave direction to staff to change the start date of the Annual Tennis Pass and to credit those current 2011 pass holders as part of the transition."

MINUTES

Motion: Move to approve the September 27, 2011 Minutes with the noted additions to Item C1 and C2. M/S/C JK/JF

Ayes: Francis, Klopfer, Zener Noes: None Absent for meeting: Reade

FISCAL REPORTS – CONSENT CALENDARS:

- **Motion:** Move to Approve Item A1-2 Fiscal Reports - Consent Calendars M/S/C JK/JF
Ayes: Francis, Klopfer, Zener Noes: None Absent: Reade, Teese
- **Motion:** Move to Approve Item A3 Transfer of Funds (transfer Zone IV expenditure).M/S/CJK/JF
Ayes: Francis, Klopfer, Zener Noes: None Absent: Reade, Teese

B. Old Business-Items Item B1 was moved to follow B2

2. Discussion/ Action Item: Five year plan for future Current Annual Major Repairs (CAMR), Replacement Reserve (RR), and Capital Improvement Project (CIP), Master Plan. Evaluate master plan proposals and authorize professional service contract for related items.

Recommendation: review, select and authorize a proposal for professional services master plan

The District Manager reviewed the Board's previous decision to move forward with a master plan designed to itemize renovations and improvements with professional services to assist in the process of identifying improvements, community input and prioritizing a master plan with phases identifying the costs associated with each project. The District Manager introduced three professionals in attendance at the meeting and invited them to address the Board with their proposals.

Architect Chris Noll introduced the Noll and Tam Architects and Planners. Mr. Noll introduced the firm and history of related projects to the SRD Board of Directors making reference to experience with government agencies and facilities, pool renovations, community centers and more. Mr. Noll characterized the experience and scope of the project relating to their work on the City of Corte Madera Master Plan and scope of related projects including facility evaluations and renovation experience. Mr. Noll noted the business relationship with a landscape firm and noted the familiarity with facilities similar to SRD.

Director Klopfer asked about "funding options" and the proposed relationship with the firm as the SRD would be interested in developing a multiple year phased plan inquiring if Noll and Tam had collaborative experience with fundraising and grant writing. Mr. Noll defined working relationships with professionals specializing in the areas of fundraising and grant writing and noted that the scope of the master plan may include drawings and phases to be utilized in the funding process. Chair Francis inquired about a cost analysis. Mr. Noll stated there were two ways to

manage the need for associated costs to projects. The first would be to provide a scope and have interested parties submit bid proposals in order to establish cost or to contract professional services for a full report and cost analysis.

Chair Francis asked if Noll and Tam worked primarily in the field with residential property, commercial or government properties. Mr. Noll stated that the firm had extensive experience with government, community college and higher education facilities. Director Zener inquired about the Scott Valley renovation project. Mr. Noll stated that the project was relatively small and that it involved a home owners association then noted much larger projects including the University Club. Chair Francis inquired how Noll and Tam heard about the SRD project. The District Manager noted that some firms had contacted the SRD while others were contacted as a result of the SRD Board providing direction to staff to look into local renovation projects and the firms responsible for the scope of similar work including; City of Corte Madera, Ross Valley Club, Northgate Mall and Scott Valley. The District Manager mentioned that some firms declined the opportunity to be involved with facilitating a master plan but were interested in related professional services including landscape architecture. Director Klopfer asked for clarification on the scope of the proposal. Mr. Noll stated that having a package available at the end of the project would be very useful noting that there are often surprises on projects and that managing those details is also important. Chair Francis asked about the status of the Corte Madera master plan. The District Manager reported a summary on the Corte Madera process, plan and status noting that the SRD intended scope was much smaller and focused on renovation not expansion or re-creation of the main facility.

Adam Winig representing Arcsine began his discussion with the Board defining the process thus far and the need to identify the scope. Arcsine proposes the evaluation of the 32 items on the SRD project list, grouping them together in phases, producing schematic and detail for each project to be utilized for the bidding process and identifying priorities. The first part of the process would be to meet with the District Manager and Board followed by community meetings with the District Manager to gather information to be included in the master plan process. The first community meeting would present the gathered information in phases, design styles and allow for community feedback. The 2nd and 3rd community meetings would be to continue the process creating a final master plan proposal for the Board to consider with the intention of adoption. Meetings may include presentation boards, 3-D models with possible suggestion boxes or other formats to capture input. Arcsine would use a price estimator for the projects. Director Klopfer asked the same question to Mr. Winig regarding experience with funding, marketing fundraising and grant writing. Mr. Winig noted that this is typically spear headed by property owners. Director Klopfer referred to section B in the proposal and asked if Chair Francis looked it over. The Board discussed the industry standards of mark-ups and other reimbursements as well as how to manage “surprises” in a contract. Mr. Winig noted that there are industry standards and that Arcsine can modify the discussed items or cap amounts related to them if the Board wished to consider that option. The Board discussed the difference between professional cost analysis with a cost consultant and the free option of requesting bids noting these firms may provide the service in hope of securing a future projects or contract. Mr. Winig recommended that the Board research business standards and further discuss and define the intended scope. He also mentioned the importance of quality communication and a strong and comfortable work relationship as this will be a long business relationship spanning multiple phases of the plan. Chair Francis asked about a possible timeline. Mr. Winig stated that he agreed with the District Manager’s estimate of a 4 to 6 month process noting that a shorter timeline would be preferable to assist with the next budget cycle. He also mentioned that the timeline will be impacted by the Board and possibly the community. Chair Francis mentioned that one of the two principles of Arcsine would be the lead and asked what would be supplied at the end of the process asking for a basic idea of the long range relationship. Mr. Winig stated that all the firms coming forward are most probably interested in a long term business relationship and future opportunities with SRD reiterating that some of the phases will have schematic and some will be line items with related costs associated with each project. It will not include specifications or full architectural or construction designs. Permits will not be pulled or presented to the Design Review Board within this scope. Director Klopfer asked if the Master Plan would cover the overall vision and possible relocation of the pool house. Mr. Winig stated that it would include specifications of size, dimensions, basic features and locations however it would not include detailed schematic designs. Chair Francis asked if a pool design firm would be consulted. The response was “yes” illustrating the relationship of the Architect as a “quarterback” working with other professionals related to engineering, general contracting, pool specialists and landscape architects. Mr. Noll stated that the proposals were similar although Noll and Tam did include a detailed cost estimate, conceptual design, costs and phases. A member of the public introduced themselves and commented that they think that the Board should break the projects into two groups, eliminate several items like the tennis club house stating it would be ludicrous to build a capital item when things like landscaping are not currently being attended to also noting that the site has limitations do to the size of the flat area and the hillside water issues. Chair Francis stated that the Boards objective at this meeting is to talk

about specifics related to professional services to assist the SRD with a master plan in order for the Board to move forward and address various requests and prior intended projects while planning for needed renovation. Chair Francis went on to state that many of the items are needed retrofits and will be combined into phases based on scope of the projects and costs. The member of the public referred to the previous elevator project as being intended to connect to a second level of a pool house and was concerned about the previous “piece meal” of projects. Chair Francis stated the Board's intent to eliminate the previous “piece meal” process and create a plan that is cohesive and has continuity throughout the SRD property. Chair Francis responded to the criticism of the delay in the tennis court resurfacing, replacement of drinking fountains and landscaping by explaining the process of uncovering issues and identifying the need to address these items before moving forward. The example of the was given of the deterioration of the retaining wall on the upper courts which has led to sand pouring onto the courts from the playground and the ADA challenges that the Board has received regarding the playground which will need to be addressed prior to resurfacing. Also mentioned was the field irrigation and plumbing issues that have been discovered impacting the irrigation and water lines to the courtyard and drinking fountains. A member of the public stated that the resurfacing was delayed one year and the drinking fountains have not been working since June expressing concern that the Board is focused on large items rather than the small ones currently being faced. Director Klopfer stated that the Board intends to address items in a cost effect manner and doesn't wish to waste funds while patching problems and purchasing small items. Director Klopfer stated that creating a design plan is important to the creation of a complete, cohesive and functional restoration of the facility. Mr. Noll stated that the objective of the services related to the master plan process will group together items, consider costs and create phases for the organization to move forward with a timeline and plan determining the value of the items. Director Zener reiterated the goal and objective of the Board to create a cohesive plan and design communicating the wish to avoid “piece mealing” various projects together and the interest in taking a pause and spend District funds wisely. Director Zener asked the public to be patient while the Board moves forward with a master plan. Mr. Noll stated that a master plan is the framework to communicate with the public.

Fani Hansen of Danadjieva Hansen Architects, Inc. (DHA) provided an agenda for the comments that she wished to discuss with the Board related to the DHA proposal. She reiterated her professional experience and work history sighting particular projects. She stated that DHA works 80% on public facilities and 20% on private or residential properties. Ms. Hansen noted that DHA is focused on bringing nature into the design and eliminating industrial looking fencing as part of the overall facility design. Ms. Hansen spoke of the need to consider the SRD budget and realistic needs of the organization throughout the master plan process and mentioned the importance of identifying the site and project size related to potential revenue. SRD would benefit from the current relationships and information that DHA has from other government projects that they are currently working on. Ms. Hansen noted some of the retrofit recommendations and stated that the timeline should be 3 months and the process of communication with the community including tours and 3 workshops. Director Klopfer asked about experience with fundraising and grant writing. Ms. Hansen stated that drawings have been utilized for fundraising efforts and noted three projects that were a result of fundraising.

The SRD Board thanked the professionals and the public for the discussion and determined the need for the Design Sub Committee to meet and schedule individual meetings with interested firms. The Design Sub Committee was asked to report back to the Board with recommendations at the November meeting.

1. Discussion/ Action Item: Field/facility rental and field/facility management items authorizing item additions and changes to rental agreement and policy and procedure.

Recommendations: Discuss and review the Tiburon Peninsula Little League (TPLL) rates as requested by TPLL. Provide direction to SRD Staff.

District Manager summarized the current position of the SRD regarding Athletic League Field rentals and referred to the Tiburon Peninsula Little League request for the Board to review the TPLL transition plan for 2013 moving forward. The Board discussed the 18 month process of arriving at the plan and TPLL's concerns and position on each item. Director Klopfer stated that she would consider a longer timeline for the transition. The Board discussed the use of the field by the current soccer league in relationship to the baseball league. The District Manager restated the goal to create a standard business practice moving forward to manage the additions and reductions in weeks of athletic leagues use. In addition, accommodate any new requests for leagues with a “standard rate” identified with a “standard of field use” associated with it. A note was made that soccer and other renters pay for additional field and facility use by the hour at a “periodic/ non-profit” rate. The District Manager briefly reviewed the TPLL rental history and relationship with the SRD. Director Zener mentioned that previous and current Board members have a personal relationship with the baseball league and that all leagues offer an appeal to the community, recognizing the history of

donations and consistent use in long term relationships. Director Klopfer asked for a review of the rate. Chair Francis spoke about the Sunday use in 2013. The District Manager clarified the rate as being consistent with a clear definition of use and added that determining the basis of use is what the TPLL would like the Board to reconsider. A member of the public referenced prior donations by the TPLL for improvements. The Board acknowledged previous fundraising efforts and improvements. The District Manager noted the new policies adopted by the Board to identify donations as “donations to the SRD” and the SRD resuming responsibility for the fields and related facility in 2010.

The Board decided to send the item to a sub-committee for further review and requested a recommendation at the next meeting. Director Klopfer and Chair Francis are on the sub-committee.

3. Discussion Item/ Action Item: 2012 rates proposed: 2012 annual pool pass rate, Early Bird Specials. Camp Strawberry price review.

Recommendation: Staff recommends no change in other rental and pass rate calculations.

The Board reviewed the summary of rates and calculations and provided direction to the staff to move forward with the “Annual Pass” and “Seasonal Pass” options for 2012 based on the existing rate formula.

4. Discussion Item/Action Item: 2011/12 pool schedule

Recommendations: Provide direction to SRD Staff.

The Board and District Manager discussed advertising the 2012 pool season through October providing for the creation of a proposed master plan timeline with renovations related to the pool. The discussion related to lane allocation was placed on the November agenda for further discussion.

5. Discussion Item/Action Item: Review and revise SRD Tennis Policy and Procedures

The Board reviewed the proposed changes to the tennis rules and provided direction to staff to send them to current pass holders for input. The Board reiterated the intention of changing the annual pass start and end dates. The Board agreed to offer a “Tennis Pass Early Bird Rate Special” in 2012.

C. New Business- Items none

D. Administration:

1. Manager's Report

The District Manager updated the Board on previous requests and correspondence from the community. The SRD Board discussed the parking issues related to the morning drop off of school children and directed SRD staff to work with the school administration on solutions for illegal parking, and safety. The Board recommended the designation of SRD staff to monitor the issues temporarily during the transition.

E. Correspondence: The Boy Scouts requested the purchase of an American Flag to be stored in the first or second floor to be utilized by the group at their monthly meetings. Jazzercise requested modified room rental for the gymnasium, a request was made to turf two tennis courts for multi sport use. Requests for before and after hour pool rental were reviewed. The SRD Board provided direction to staff related to the correspondence. The requests for before and after pool rental were moved to the November meeting.

F. Board Member Items/Good of the Order:

G. Adjournment:

H. Next Regular Meetings:

Proposed future meetings: Tuesday, November 15, 2011 at 6:15 pm and December 14, 2011

GOOD OF THE ORDER

There being no further business to come before the Board, Chair Francis motioned that the meeting be adjourned, seconded by Director Klopfer. The meeting was adjourned by Chair Francis at 9:00 PM.

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

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District