

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
March 15, 2011

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 6:34 PM.

QUORUM CALL:

Present were Directors Francis, Klopfer, and Teese. District Manager Leanne Kreuzer, and Jennifer Vuillermet from Marin County Counsel for a closed session. Members of the public were also present for the open session.

CHAIR OPENING COMMENT: Chair Francis called the meeting to order.

A. Pursuant to Closed Session: Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of California Government Code Section 52956.9: one potential case.

Open Session call to order at 7:05PM

Report out to open session: Direction was given to staff.

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: None

MINUTES

No motion to approve February Minutes. February Minutes will be placed on April agenda.

B. FISCAL REPORTS – CONSENT CALENDARS:

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

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 3 minutes per person):

A member of the public addressed the Board of Directors on two items expressing concern regarding non-profit requests for “no cost facility use” and the status of requests for letters of recommendation by previous SRD employees. The member of the public stated that the SRD should consider public relations when making decisions regarding requests and recommended that the Board reconsider their position on both items. The Board discussed the facility use and the number of requests facing the Board for accommodation and reduced rates. The District Manager reviewed the numerous requests the Board and District have received over the past four months for special reduced rates and financial accommodations. The District Manager also stated that SRD currently host emergency preparedness and safety programs for the community. At this time SRD does not have the resources to co-sponsor additional events while it is in transition. The Board reiterated its goal to create consistent policy and plans to move toward establishing a formal policy to manage future requests. The Board also reiterated the SRD policy on letters of recommendation consisting of validating employment and eligibility for rehire while refraining from personal and individual recommendations. The member of the public expressed concern with the policies and effect on the community as well as public relations. Chair Francis thanked the member of the public for his inspirational view and stated that the SRD will continue to work towards improving on these goals.

C. New Business- Items

- 1. Discussion/ Action Item:** Request to access SRD property at Brickyard Park for private residential tree removal. **Recommendations:** Provide direction to staff

The Board discussed the importance of working with neighbors and concerns about possible damage to the asphalt and SRD property during the tree removal process. The Board reviewed the request, the Right Of Entry contract and the provided insurance information. The request was made that SRD would become an additional insured for the specific property. Direction was provided to staff to close the park to the public and process the request.

Motion: To approve the use of the Right Of Entry form and allow access to Brickyard Park by the neighbor for the scheduled tree removal on the adjacent private residential property.

Ayes: Francis, Klopfer, Teese Noes: Absent: Reade, Zener

- 2. Discussion/ Action Item:** Request by field users to display sponsor signs

The Board discussed the previous decision to discontinue permission to hang permanent Tiburon Peninsula Little League sponsor signs on the Major Field from March to July. The Board previously had decided to discontinue the “permanent placement” and allow the use of “temporary sponsor banners” to be placed on the fence during game days. The District Manager noted the existence of an SRD ordinance stipulating a ban on sponsor signs for outside organizations and added that requests have been denied for other organizations that are “periodic renters” noting that consistency is important. Chair Francis discussed the options. A member of the public noted the importance of public relations. Director Klopfer stated that she has changed her position on the item. Director Teese discussed marketing and the limitation of sponsor signs on the Major Field fence while deterring from allowing sponsor signs at the pool or tennis courts. Chair Francis stated that he was open to discussing the item and asked for a consensus. The Board provided direction to staff to extend the permission for TPLL sponsor signs to remain permanently on the Major Field fence for the 2011 season.

- 3. Discussion/ Action Item:** Changes to SRD Employee Handbook

The District Manager reviewed the proposed changes to the Hiring Policy and the SRD Handbook outlining the importance of maintaining services to the public while addressing employee transitions. The policy allows for interim positions and in house promotions as human resource management options. The District Manager also noted that the use of these policies would allow the District to take the time necessary to find quality candidates for position rather than rush the hiring process to fill a need or vacancy. The Board reviewed the policy changes.

Motion: Approve the changes to the SRD Hiring Policy facilitating smooth staffing transitions and maintaining services to the community.

Ayes: Francis, Klopfer, Teese Noes: Absent: Reade, Zener

- 4. Discussion/ Action Item:** Smoking Policy and/or determination of smoking restrictions and delineated smoking/ non smoking area.

The District Manager communicated two recent complaints regarding smoking sighting health impacts. The District Manager also noted the State policy of 25 feet from entrances and the possible need to purchase signage reminding the community of the state guidelines. The SRD Board discussed the State policy and the impact on users. The Board also discussed the possible creation of an “onsite smoking area”. Director Teese noted that the SRD facility is primarily an athletic facility serving youth. Chair Francis noted the second level platforms as possible locations for a smoking area. Director Klopfer noted the close proximity of the gymnasium, pool, baseball bleachers, play-ground, and tennis courts. The Board discussed the option of creating a “non-smoking facility”.

Motion: Approve the designation of SRD as a non- smoking facility banning smoking on SRD property as of April 1, 2011.

Ayes: Francis, Klopfer, Teese Noes: Absent: Reade, Zener

D. Old Business-Items

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

Recommendations: Provide direction to SRD Staff.

The Board provided direction to staff. Directors approved the use of a temporary fence during minor league games provided that the sleeves be professionally installed by a contractor and paid for by TPLL. The creation of a practice area by SRD on a trial bases was also approved. The practice area will be located parallel to the tennis courts. The Board instructed staff to proceed with the refurbishment and professional painting of the bleachers. The Board of Directors discussed future athletic league field rates and the items that would be impacting fees including maintenance costs, snack shack, and storage.

2. Discussion/ Action Item: SRD Financial goals

Recommendations: Provide direction to SRD Budget Sub-Committee and SRD Staff.

The District Manager updated the Board on the status of the 2010/11 Preliminary Budget. The Budget Sub Committee will meet in March and present a preliminary budget at the May meeting.

3. Discussion/ Action Item: Golden Gate Seminary Property

Recommendations: Provide direction to SRD Staff.

The District Manager reviewed the previous discussions regarding the 25 acre GGS property noting the upcoming meeting of the Strawberry Design Review Board on March 24 on the GGS Master Plan. Chair Francis discussed the parcel and the concerns of potential liability associated with the parcel including drainage issues, road erosion, landslides and hazards in the wooded area. Director Klopfer noted that SRD may wish to consider requesting property improvements as part of the GGS Master Plan in the interest of the community. Director Klopfer also noted that the previous master plan showed a gymnasium which would greatly benefit the community and the importance of the GGS addressing and revisiting the needs of the greater community. Chair Francis commented on improving access and features benefitting the community. Director Teese commented on the regular use of the coastal path by the public and the overall GGS property and Master Plan.

E. Administration:

1. Manager's Report

The District Manager presented the second request of a periodic renter for accommodation for additional use of the kitchen and communicated their position, concerns and financial position. The Board denied the request for special rental rate accommodation. Correspondence from a 2010 food vendor was reviewed and direction provided to staff to authorize the vendor for the 2011 season. A request for a family pool pass was reviewed. The Board noted that the SRD does not have a scholarship program in place at this time. There are no pool pass scholarships allocated for the 2011 season. The Board will continue to review the future of similar requests. A facility renter requested a refund for three cancelled dates at the end of their season. The Board discussed the request and stated that the intension of following the established refund policy and noted the numerous requests for special accommodations.

The District Manager updated the Board on current and potential legislation involving ADA standards and proposed consolidation of special districts by the State of California as well as the possible impacts on Strawberry Recreation District. The District Manager also updated the Board on the status of various projects.

F. Correspondence: Request for scholarship, Food Vendor and local meeting agenda's

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 Francis at 9:40 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, April 6, 2011 at 6:30 PM in the 3rd floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District