

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
26 January 2011

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

QUORUM CALL:

Present were Directors Francis, Klopfer, Reade. Director Zener arrived during Old Business Item B1. District Manager Leanne Kreuzer, and members of the public were also present.

CHAIR OPENING COMMENT: None

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

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: December 8, 2010 Minutes corrections were reviewed and discussed. There were no corrections to the January 12, 2011 Minutes.

MINUTES

Motion: Move to approve the December 8, 2010 Minutes. M/S/C Reade/Francis

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

Motion: Move to approve the June 30, 2010 Minutes. M/S/C Klopfer/Reade

Ayes: Francis, Klopfer, Reade Noes: None Absent: Teese/Zener

A.FISCAL REPORTS – CONSENT CALENDARS:

- **Motion:** Move to Approve Item A1-2 Fiscal Reports - Consent Calendars including format alignment corrections from 12/15/10 warrant report M/S/C Klopfer/Francis
Ayes: Francis, Klopfer, Reade Noes: None Absent: Teese, Zener
- **Motion:** Move to Approve Item A3 Transfer of Funds (transfer Zone IV expenditure).
M/S/C Klopfer/Reade
Ayes: Francis, Klopfer, Reade Noes: None Absent: Teese, Zener

OLD BUSINESS

B. Old Business- Items

B1. Discussion/ Action Item: Update SRD Tennis Court rental report.

Recommendations: Provide direction to SRD Staff.

The District Manager reported the current tennis court rental status and reviewed the SRD Board of Directors guidelines for court rental established in May of 2010. The District Manager also discussed the request for spring/summer court rentals relating to spring and summer 2011 noting when requests were compliant with SRD rental guidelines and where there were variances. The Board discussed the variances and provided direction to the staff for 2011 tennis court rentals. Items discussed included proposal from Higgins Tennis for Junior Tennis programs including Quickstart classes, tournaments, Junior League, Summer Camps and teen clinics. Adult programs include cardio tennis, technique classes and the establishment of a 3.0 tennis team. Special Events included Adult and Junior tournaments, hosting USTA events, and "Friday Parent's Night Out" programs. William Higgins spoke providing an overview of the programs, the program target groups and goals. Director Zener noted that SRD closed the pool in the past for large swim team events and the impact was greater than closing the tennis courts for occasional special events. A member of the public commented on the tennis rules requiring children to be supervised by an adult on set hours. The District Manager stated that the Board will once again be reviewing SRD rules in 2011. Director Klopfer asked for details regarding the 3.0 team. Mr. Higgins reviewed the intended schedule. A Member of the public objected to children on the court on weekends before noon. Director Zener commented that the Board hoped to bring more people of all ages to the courts. Director Klopfer discussed the current court use and commented that afternoon tournaments

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may also be considered an option. Director Zener inquired about the Jr.Quickstart Tournament dates. Mr. Higgins proposed one per month for four consecutive months during spring 2011. Director Klopfer inquired about Sunday programs and court use. A member of the public expressed concern that long time users may leave SRD if bumped regularly from the courts for tournaments. Director Francis commented that the future impact of special events and tournaments is not known at this time. Director Klopfer inquired about a possible later start time. Mr. Higgins stated that a six hour block would be ideal and that an 11am start time would indeed be possible. Director Reade inquired about the total number of proposed events. The District Manager referred to the proposal and itemized notations of compliance with current rental policy and variances. Mr. Higgins reviewed key points of interest. The Board provided direction to the staff to continue to rent the courts adding additions to the court rental availability including special events and tournaments, extending the summer closure for tennis camp programs by three and one half hours, adding youth tournaments on four Saturdays form 11-5 pm, and Adult league play on three to four dates closing three courts for three-hours while limiting weekend closures for teams to after 2pm.

Mr. Higgins reviewed additional requests for court partitions as well as priority for future booking schedules and court rental assignments. The Board provided direction to staff to offer priority to periodic rentals after SRD's schedule is set, providing priority of renting the upper courts to the tenant of the tennis shack following the SRD schedule bookings, and moving forward with the increase of court rentals reflected in the proposal.

B2. Discussion/ Action Item: Rental of the Tennis Shack authorizing item additions and changes to rental agreement, approve rental rate, and modifications to agreement.

The changes to the rental agreement include noting location under "Other" and placing the "Tennis Shack". Noting "Dates & Times" write in "2011 month to month rental at \$300 per month" consistent with other periodic facility rentals. On page three: strike out #6 referring to adhering items to the walls of SRD facilities, strike out #9 referring to the standard rental cancellation policy and place "30 day notice" and on Page 4 strike out #7 referring to the standard rental cancellation policy, strike out #8 regarding revoking the facility rental and SRD will "write-in" that SRD may revoke this agreement with 30 days notice as requested by Mr. Higgins and approved by the SRD Board of Directors. Both parties will initial changes to the form.

The Board further discussed the growth of tennis at SRD and the enthusiasm of the local community. The District Manager updated the Board of the condition of the Tennis Shack and the scheduled refurbishment projects. The Board authorized prorating the monthly rent for the tennis shack as soon as it is available.

- **Motion:** To make and approve necessary changes to the SRD Rental Agreement Form directly related to the rental of the Tennis Shack and accept Mr. William Higgins' 2011 SRD Rental Agreement for the SRD Tennis Shack.

M/S/C Francis/Klopfer

Ayes: Francis, Klopfer, Reade, Zener

Noes: None Absent: Teese

B3. 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 District Manager noted the recent correspondence from Tiburon Peninsula Little League (TPLL) regarding fall 2010 rainouts and the TPLL Fall invoice as it relates to the B3.discussion and action items. John Trotter, Vice President of TPLL reiterated the position of TPLL and the correspondence. Director Francis reiterated the previous meeting discussions and position of SRD.

The District Manager reviewed the current policies requiring review and request for providing specific direction to staff as follows:

Current RAIN OUT POLICY:

Field:

- Outdoor youth/adult classes may move indoors when space is permitted and approved by District Manager.
- Field practices and games will not be credited for rain outs or rain delays. Teams should plan to book extended field use in expectation of rain out dates.
- Periodic Renters may reschedule private lessons.

Pool:

- Pool Party rentals may move indoors when space is permitted and approved by District Manager.

- Refunds or credits may be granted for rain out dates when requested 24hrs in advance of rental or rental fees may also be applied to a future date for rain out dates when requested 24hrs in advance.
- SRD Pool Closures will result in a refund.
- The standard cancellation policy applies to all pool rentals.

Tennis Courts:

- Outdoor youth/adult classes may move indoors when space is permitted and approved by District Manager.
- Tennis court rentals: Special Event Tournament rain outs will be rescheduled.
- Periodic Renters may reschedule private lessons.

2011 FIELD RATES/ ATHLETIC LEAGUES

- All standard rental rates were approved for a 10% increase.
- League rates were approved in August 2010 as the following:
\$2500 for regular league season plus an addition \$600 per month Field Maintenance Fee for the duration of the regular league season. Any additional field and facility rentals would be charged the standard rental rate.
- Additional items for discussion: onsite storage, snack shack
- Rates are scheduled to change in 2012.

Fall 2010 Athletic League Invoices

TPLL has requested that SRD credit TPLL for 3-4 “rain out” dates.

Tiburon Peninsula Soccer League incorporated two Saturday rain outs into their season rental. TPSL extended their use of the SRD field for practice at an additional charge. Local field closures displaced some of their teams.

DONATION POLICY- All facility improvements, real property, and monies contributed to or on behalf of the Strawberry Recreation District (SRD) are considered a donation to the SRD.

SRD may on occasion donate services to non-profit organizations including pool parties, day passes, special event tickets and selected course offerings. Donations are subject to approval of the District Manager and/or the SRD Board of Directors.

The Board discussion resumed. Director Klopfer noted the previous discussions and decisions regarding the rain out policy. Director Zener discussed the possibility of refunds for pool party rentals with 24 hours notice or offering a future booking date. Director Klopfer agreed with the proposed modification to the pool party rain out policy. The Board provided direction to the staff to modify the pool party rain out policy stating refunds or credits may be granted for rain out dates when requested 24hrs in advance of rental or rental fees may also be applied to a future date for rain out dates when requested 24hrs in advance.

The Board discussed the Donation Policy and acknowledged the importance of following the criteria that any future facility improvements must be considered a donation and will not offset rental rates for user groups.

Field rental rates were discussed. Director Klopfer reviewed the charges for 2010 and projected charges for 2011. John Trotter communicated TPLL’s recommendation to charge “one annual rate” to TPLL incorporating both the “spring/ summer league play” and the “fall ball hourly rate” into one annual flat rate. The Board continued the discussion regarding the hourly market rate, other fees paid by leagues currently utilizing SRD facilities and a variety of options that had been previously discussed. Director Klopfer asked for the amount that TPLL pays the school district for use of their fields. Mr. Trotter did not have that information available. Mr. Trotter discussed TPLL’s position that TPLL is not a “renter” or a “user” but a partner with SRD having donated approximately \$130,000 to the field and facility projects. Mr. Trotter went on to say that 300 children play in the minor and major leagues with approximately 160 players utilizing the SRD facility. Chair Francis commented on the small amount of rent the TPLL has been paying for a number of years. Director Klopfer commented that all users and organizations have been discussed by the SRD Board over the past two years and the Board continues to work toward crating standard policies for the user groups. Mr. Trotter identified TPLL expenses related to running the league including equipment, umpires, infield maintenance and the snack shack. Director Zener noted that the snack shack is a revenue source not an additional expense for most leagues. Director Francis commented on costs that SRD absorbs for hosting TPLL including the utilities, janitorial and overall operating costs. Director Zener pointed out that the Board authorized renting the Tennis Shack for \$300. per month and TPLL has the snack shack year round for free. The Board also pointed out that soccer is paying the same rate as TPLL whereas TPLL has two additional months incorporated into their regular season. Director Zener recommended that the Board charge soccer the same for 2011 and increase TPLL based on soccer’s 3 month rate. Director Reade recommended a financial calculation to be utilized to determine a standard monthly rate moving forward. Director Klopfer stated that the \$2500 is an arbitrary number and the entire rate needs to be evaluated and should not be utilized to set 2011 rates. Director Klopfer reiterated the Boards earlier

decision to adjust the rates and fees to the athletic leagues for use of the fields and facility bringing them into compliance with the other users and leagues. The Board concluded that it intended on maintaining the current rental policy for the Athletic Leagues in 2011 and proposed changing the field rental fees in 2012 for athletic leagues, providing the leagues one additional year as an opportunity to adjust to the change.

The District Manager requested direction regarding the TPLL request for credits for fall 2010 rainouts. Director Zener noted that the Strawberry Seals Swim Team paid \$40,000 in 2009 for facility rental and did not receive credits for rain outs. Director Zener also discussed the concern that some organizations are paying top dollar while others are having their fees waived. Director Reade indicated that TPLL families did not receive a credit back or a refund for rained out games and that the season ended as scheduled. A member of the public stated that this is the same conversation that occurred years prior regarding Little League claiming that they don't have the money to pay increased fees. Chair Francis stated that the Board is working toward creating policy and that is why the fees are being evaluated. A member of the public recommended a \$500 increase for TPLL in 2011 and asked about other organizations receiving rent from Little League. The Board gave direction to staff to research other organizations annual revenue from athletic leagues. Director Klopfer summarized additional direction to staff including; 2011 rates to remain the same as 2010, state in contract the rainout policy effective Feb 11, 2011. Therefore the TPLL 2010 Fall Ball invoice will reflect a one-time rainout credit and additional charges for make-up dates.

- **Motion:** 2011 Field Rental Rates and policy will remain the same as 2010 for Athletic Leagues. With contract notations that the rainout policy will be enforced, and athletic league rates will be restructured for 2012.

M/S/C Francis/Klopfer

Ayes: Francis, Klopfer, Reade, Zener

Noes: None Absent: Teese

C. New Business- Items

C1. Discussion/ Action Item: Discuss and review SRD Financial History

Director Klopfer reviewed the Financial History Report noting the fund balance trend from 1996 to present. Director Klopfer identified the Zone IV Bond incorporation into the report. The report also reflected fiscal budget totals and actual totals for each year. The discussion continued as Director Klopfer summarized the cash on Hand Report as well as the replacement reserve assets and indicating a need for a set financial policy stating future goals. Director Klopfer recommended the Board consider setting a goal of becoming fiscally even with generated revenue and operating costs bringing them to "revenue neutral" or "net zero". With a set financial goal, clear ongoing direction would be provided to the current and future budget committee, future Board members and SRD staff.

C2. Discussion/ Action Item: Mid-year budget review and adjustments

Recommendations: Provide direction to SRD Staff.

Director Klopfer and District Manager Kreuzer summarized the mid-year financial report establishing that the majority of generated revenue comes into the district between late February and June including summer camp registration, tennis passes and pool passes. The Board discussed the overall profit and loss year to date. Chair Francis asked if the totals incorporated the 2010 VSIP payouts. District manager Kreuzer confirmed that all related costs were included in the year to date report. The Board provided direction to staff to move forward with the fiscal budget scheduled expenditures. The Board did not recommend any reduction in spending following the YTD review.

C3. Discussion/ Action Item: Current Annual Major Repairs identify items and authorize repairs

Recommendations: Provide direction to SRD Staff.

District Manager Kreuzer summarized the CAMR report on projects and items that had been completed as of January 26. The report reflected actual related costs are lower than estimated costs reflected in the 2010/11 Budget. The District manager noted that this could make funds available to reallocate to additional projects and address safety issues on two of the SRD pathways. The Board discussed reallocating funds designated for an ADA pool lift and changing the sand in the pool filters (filters determined to be functioning appropriately) to address ADA concerns and safety access to the SRD Tennis Courts and Courtyard from Belvedere Drive. Estimated costs related to the two pathway projects were discussed by the Board.

- **Motion:** To fund the asphalt project on the path between Seminary and Desilva but reduce the extent of the project addressing only the safety hazards and reallocating CAMR funds to address the ADA and safety issues on the tennis court path and entrances off of Belvedere Drive authorizing funding for the full Tennis Path project.

C4. Discussion/ Action Item: 2011/12 Budget goals

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

The Board placed this item on the February agenda.

C5. Discussion/ Action Item: Capital Improvement Projects discuss, identify and prioritization CIPs.

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

The Board placed this item on the February agenda.

D. Administration:

1. Manager's Report

The District Manager summarized the key points on the report and requested direction from the Board on the following TPLL items. TPLL infield worker submitted a request to perform several projects including leveling the concrete in the dugouts, removing 6 feet of grass at the front edge of the outfield to correct level issues, rebuild the infield dirt areas and pitching mounds. The Board gave direction to the staff that Little League should only address the infield dirt at this time and not begin any additional projects. In addition the grass/field maintenance would continue to be performed through SRD. The board gave staff direction to ask TPLL to address the trash after games and obtain schedules. The Board also discussed the lining of the infields prior to games and that the infields would need to remain open to renters by limiting the time between lining and game time.

2. Design Sub-Committee Report

The Board placed this item on the February agenda.

3. Budget Sub Committee Report

The Board placed this item on the February agenda.

CORRESPONDENCE: John Trotter's email was placed in the additions to the packet and the SRD Board read the correspondence prior to the related items of discussion.

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 10:10 PM.

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