

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES

Date: March 14, 2017

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

Chair Nichols called the closed meeting of the Board of Directors of the Strawberry Recreation District to order at 6:40 PM.

**CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9. (One Potential Case)

**CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS - Government Code Section 54957.6(a)**

Agency designated representatives: Peter Teese and Pam Bohner

Unrepresented employee: General Manager

Chair Nichols called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:20 PM.

**Report out of Closed Session:**

Chair Nichols reported direction was given to legal counsel and staff.

**QUORUM CALL:**

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

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

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

**AGENDA ADJUSTMENTS:** Item C.1 moved forward

**Approval of Minutes:** February 2017 Minutes

**Motion:** Move to Approve

M/S/C JF/PT

Ayes: Bohner, Francis, Marino, Nichols, and Teese      Noes: \_\_\_\_\_      Absent for meeting:

**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: none

• **Motion:** Move to Approve Item A1 Fiscal Reports - Consent Calendars  
M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese      Noes: None      Absent:

• **Motion:** Move to Approve Item A2 Fiscal Reports - Consent Calendars  
M/S/C JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese      Noes: None      Absent:

• **Motion:** Move to Approve Item A3 Fiscal Reports - Consent Calendars transfer of Funds Zone IV  
M/S/C JF/CN Ayes: Bohner, Francis, Marino, Nichols, Teese      Noes: None      Absent:

**B. Administration: Manager's Report:**

Moved to a future agenda

## C. Old Business – Items

### 1. Discussion /Action Item: Zone IV-2016 Strawberry Channel Maintenance Project & 2016/17 Zone IV Budget Report

The General Manager provided a summary of the Zone IV related items including the timeline for decisions regarding the Zone IV Measure B Special Tax. She presented a brief Zone IV dredge history report from 1989 to 2016. Zone IV Citizen's Committee member Barbara Wambach addressed the Board reviewing key points from a meeting with the SRD Zone IV Sub Committee presenting requests to the Board of Directors as submitted in the meeting packet. Ms. Wambach reviewed talking points which included; Zone IV 20-Year Forecast, Dredge Volume History and future projections, Dredge Cost per cubic yard history and future projections, expenditures and requested the Board approve a 3.5% annual inflation rate of the Special Tax thru 2024 dredge episode to fund future episodes.

The staff and Citizens Committee provided an update the Board on the status of the Zone IV Bonds noting that the bond approved for 500K in 2013 can be sold at a later time to provide funding for the planned 2024 dredging cycle.

Other requests from the Citizens Committee were presented including interest in a higher level of involvement and management of Zone IV related items including but not limited to: Draft contract before final for bid submission (recent concerns about the dredge footprint and the inclusion of mobilization), other projects such as the channel markers. AS well as a request to take the lead role in; securing licenses from homeowners to dredge, day to day dredging project supervision/management

Other Citizen's Committee discussion topics included management and administrative costs in which they questioned if SRD management costs and SRD resources should be restricted to dredge episodes further proposing the establishment of estimated time and resources. The Citizens Committee also proposed that a Zone IV committee member take on additional responsibility to offset some of costs. Ms. Wambach concluded by summarizing the request to approve the 3.5% increase in the special tax and the request of the committee to take over projects and more responsibility to reduce costs and fees.

Terry Graham addressed the Board inquiring as to if additional information was needed by the Board in order to make a decision on the Special Tax. Zone IV Sub Committee member Silvia Marino inquired as to any issues with the owners of the Cove and environmental related items. Ms. Wambach noted the importance of maintaining diligence in relationship to environmental concerns including eel grass in the channel. Mrs. Graham discussed the MOU with the owners of the Cove Apartments and the financial contributions and impacts the Cove Apartments have on Zone IV and the Strawberry Channel. Director Marino reported to the Board that the Sub Committee will be meeting with the Citizens' Committee and report out to the Board with recommendations. Director Nichols thanked the Zone IV Citizen's Committee and confirmed that the report will be placed on the April agenda.

### 2. Discussion /Action Item: Annual Field Repair and Maintenance projected cost report

As a follow-up to the February Board discussion related to field repairs and maintenance the staff provided an annual expenditure report and detail for the Board to reference and review in preparation for the upcoming budget cycle. Staff reported that Tiburon Peninsula Little League will make a donation to SRD towards the annual field maintenance related to the baseball infields. The Board reviewed the report and thanked staff for the update.

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

Staff provided a summary of previous discussions and the proposal to begin allocating funding to the Replacement Reserve Fund which will be utilized to address the needed utility, bathroom facility and community building upgrades related to the existing 1960 building. The proposal itemizes financial strategies including self-generated contributions, Measure A funds, and the creation of a foundation to support the fundraising and funding needs of the District as the organization addresses the aging facilities and much needed property improvements.

Director Francis commented that he would like SRD to renovate the existing 1960's community building and include outdoor shower facilities. Director Francis recommended evaluating the existing building for renovation rather than replacement. Director Bohner commented on the condition of the current structure and the discussion to have an engineer further investigate the existing building. Director Francis requested that the Board fund a design to maybe include stucco siding of the existing structure and recommended the Board allocate 20K for design proposals and evaluations for a remodel.

Director Bohner expressed concern with the proposal to renovate the existing building stating that the existing building is in very poor condition and that the footprint does not need the needs of today's community, the organization or the staff. The expansion and addition of community rooms would address the needs of the community for space and increase program options as well as be a revenue generating space. Director Francis reiterated his proposal and referenced the example of Piper Park funding renovations. Director Marino commented that the SRD needs more meeting room space as well as indoor areas to gather. Director Teese expressed that the Board may not agree with Director Francis' proposal and may have a consensus to replace the building. Director Nichols commented that the building may not be salvageable and as SRD would like to move forward the Board has previously discussed costs associated with repair vs replacement of the building and expressed the importance of a confident response to the

community. Director Marino commented that the Board looked at it during the bond proposals and design development phases and made the determination that it is more cost effective to build new construction. Director Bohner commented that there are always unforeseen and hidden costs with repairing a building that is in such poor condition where new construction does not have the same potential for high increases in hidden and unforeseen items that are exposed only after remodeling has begun.

Director Teese expressed his concern related to spending money on the existing building which would then potentially take funds away from proposed new construction. Director Francis questioned what the pay back for 3 rooms might be. Chair Nichols commented that there would potentially 5 rooms and that they would be revenue generating or provide improved services like indoor lounge space and gathering areas. The General Manager commented that the regardless of the Board's decision to repair or replace funding will be needed and requested the Board consider the proposed funding strategies. Director Teese stated that the Board may want to consider fitness equipment which would potentially increase the number of passes sold and services that community members are interested in. Staff commented that the increase in meeting room space will provide the opportunity to explore a variety of additional service offerings and uses of the various spaces.

Director Marino requested the Board approve allocating future Measure A funds to the project and transfer 250K from the General Fund to the Replacement Reserve to be utilized towards the community building project.

- **Motion:** Move to move 250K from the General Fund to the Replacement Reserve and allocate future Measure A funds towards the repair or replacement of the 1960s community building.

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

#### **D. New Business – Items**

**1. Discussion /Action Item:** Funding Strategies Sub-Committee recommendation to approve the creation of a SRD Foundation non profit 501(c)(3) and fund initial costs and professional services related to establishing a foundation.

The General Manager provided an update on the proposal to create a non profit 501(c)(3) to provide funding support to the SRD. The proposal includes the \$375 membership fees to join the National Association of Park Foundations in order to utilize the network opportunities and resources in the creation and establishment of a Board of Trustees. The proposal also requested approval to allocate staff time and resources towards the creation of the foundation which will include but is not limited to; application for 501(c)(3), by laws, memorandum of understanding, recruiting members for the foundation board of trustees, marketing the mission and vision as well as initially funding start-up costs until the foundation is viable. The MOU would stipulate that these foundation related expenditures would be reimbursed to SRD once the foundation is established.

Staff reviewed the process. The Board discussed foundation names. Chair Nichols commented on the importance of mobilizing the Board and the need for recommendations for trustee positions. Staff commented on the importance to maintain the SRD as the larger and more relevant organization and the Foundation as a smaller support organization also noting that it is critical that the Foundation remains in line with the SRD Board vision and direction for the organization and not vice versa. Staff added to the proposal the creation of one staff position that would have a voting privilege on the Foundations Board of trustees and the creation of a Board member liaison to the Foundation that would not be a trustee nor vote. Director Teese questioned if a foundation would amount to something. Director Marino commented that she liked the structure. Chair Nichols reviewed the importance of creating a foundation and recommendations for potential trustees. Director Teese noted that he is in favor. Direction was provided to staff.

**Motion:** Move to Approve the creation of a SRD Foundation nonprofit 501(c)(3) and fund initial costs and professional services related to establishing a foundation.

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

- 2. **Discussion /Action Item:** Human Resource Sub-Committee and staff report on organizational chart

The General Manager discussed the organizational chart and the open positions of 1 supervisor and 1 coordinator. Staff recommended that the SRD hold the supervisor position open until September providing current staff time to gain valued work experience and value to compete for the position. The Board discussed the need for support for the Facility Property Supervisor and provided direction to staff to fill a position related to the skill set required for identified job related duties.

- 3. **Discussion /Action Item:** Proposed strategic plan and discussion of the pool house and proposed for community building replacement.

**Discussed under item C3.**

**E. Correspondence: none**

**F. 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.

Sub Committees scheduled future meeting dates on Zone IV on March 15 at 8am and HR Sub Committee on March 28 at 8:30am.

**G.** Chair Nichols thanked the Board members for their discussion commenting that he will take it into consideration when setting future agenda.

There being no further business to come before the Board, Chair Nichols motioned that the meeting be adjourned, seconded by Director Bohner. The meeting was adjourned by Chair Nichols at 8:44PM

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, April 4, 2017 at 7:00pm in the 1<sup>st</sup> floor meeting room.**

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Secretary, Board of Directors Strawberry Recreation District

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Chair, Board of Directors  
Strawberry Recreation District