

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES

Date: April 19, 2016 Time: 6:30pm Closed Session 7:00pm Open Session

**CLOSED SESSION 6:30PM**

**CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (4) subdivision (d) of Section 54956.9 regarding permit dispute.  
(One Potential Case)

**CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 regarding property dispute.

**Any member of the public wishing to speak on items that are not on the agenda will have 2 minutes during Open Time for that purpose. Members of the public wishing to speak to a particular agenda item will also have 2 minutes, but it is asked that you submit your name to the Clerk on a card in advance.**

**Report out of closed session:** Direction was provided to legal counsel and staff.

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:13PM.

**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 Teese opened the meeting and welcomed the public.

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

**AGENDA ADJUSTMENTS:** None

**Approval of Minutes:** Feb DRAFT Minutes, March DRAFT Minutes

Quorum of Directors that attended meeting is needed to approve the minutes. Item continued to May 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, Teese Noes: None Absent: Marino, Nichols

- **Motion:** Move to Approve Item A2 Fiscal Reports - Consent Calendars

M/S/C \_\_\_\_\_ Ayes: Bohner, Francis, Teese Noes: None Absent: Marino, Nichols

- **Motion:** Move to Approve Item A3 Fiscal Reports - Consent Calendars transfer of Funds Zone IV

M/S/C \_\_\_\_\_ Ayes: Bohner, Francis, Teese Noes: None Absent: Marino, Nichols

**B. New Business – Items**

1. **Discussion /Action Item:** Request from Tamalpais Community Service District to consider expand and extend Mill Valley resident rates to include Tam Valley.

The Board members discussed the request and reviewed the established “Resident Rate” policy. The General Manager provided a summary of the current rates and the variance between “Regular Rate” and “Resident Rate” for the SRD services provided. The boundaries of the SRD were reviewed. The Board members continued a general discussion with a consensus that the services are available to the residents of Tam Valley as they are to those living in Alto, Mill Valley and on the north side of Tiburon Boulevard

in County jurisdiction and that it may not be prudent to offer a Resident Rate to Tam Valley and exclude the County residents that are geographically direct neighbors of SRD. The Board provided direction to staff.

**2. Discussion /Action Item:** Resident interested in possibly making a donation towards new signage and vegetation planting at the corner of Ricardo and Seminary Drive.

The General Manager provided a history of the 2012 Master Renovation Plan and the 2013 SRD Design Development Plan noting the previous discussions and low priority status of signage on all the properties. The selected design in the plan is mid-century modern concrete and metal construction. The General Manager introduced resident Ray McDevitt to the Board indicating his interest in making a donation to signage that would be placed at the Seminary Road, Ricardo Road property behind 7-11 store.

Mr. McDevitt addressed the Board, referenced a booklet that he had provided to the Board two years prior and provided new images of his recommendation to improve the Belloc Lagoon area and to indicate Strawberry Recreation District's association and relationship to the park. Mr. McDevitt commented on the Adopt a Park flyer and the interest in the SRD to gain community involvements.

Director Bohner asked for detail on the requested message and language. Director Francis acknowledged the efforts to engage in the parks and indicated that he is not opposed to starting the process. Chair Teese commented that this would create a community feel. Mr McDevitt provided a brief history of the Hilary Belloc namesake of the Lagoon and the relevance to the history of the area. The General Manager recognized Mr. McDevitt's efforts and contributions to trash management on the frontage road and personal efforts to improve the park including vegetation control and trash management's efforts. The General Manager recommended "interpretational signage" throughout the parks providing historical and wildlife information and that the Board consider sending the item to the Design Sub Committee for review and to provide a recommendation to the Board at a future meeting.

The Board discussed the park. Mr. McDevitt's proposal and the waterfront parcels. The Board thanked Mr McDevitt and provided direction to the Design Sub-Committee to review the item and bring the item back to the Board to a future meeting for discussion.

The Board took a 5 minute break.

**3. Discussion /Action Item:** Proposed Preliminary 2016/17 Fiscal Budget Draft

The General Manager presented the Draft of the Preliminary 2016/17 Fiscal Budget with a detailed verbal review of each and every line item as presented in the packet. The General Manager reviewed the Budget and Financial Policies indicating that SRD's Preliminary Budget is compliant with the policies. Historically the SRD Board reviews the projected surplus in revenue and discusses options for the allocation of the surplus. The surplus has been allocated to Capital Improvement Projects and Replacement Reserves consistently for the past 5 years. The General Manager recommended the following for the Board's consideration of the surplus funds.

50K to Capital Improvements

50K to Replacement Reserve

32-36K to reclassify one part time Recreation Specialist and one part time Aquatics Specialist to full time benefitted positions

Up to 30K towards Emergency Preparedness

The Board discussed the overall budget and the staff recommendations. The Board asked for detail on the staff recommendations which was provided in a staff report and submitted to the Board in hard copy for review. The report itemized the proposed staff schedules, associated costs related to reclassifying the positions, costs of the difference between limited benefits and full benefits and the projected benefits and drawbacks of the proposed transitions. The General Manager indicated the need for SRD to maintain quality and professional services through consistent customer service and provided programs. SRD has been successful at retaining seasonal hires for the past 7 years however many of the staff have aged out and moved on leaving a gap in highly qualified and experienced staff. The proposed business strategy focuses on maintaining long term consistent and professional staff.

The General Manager presented a proposal for determining the function and role of the SRD in a significant emergency impacting the Southern Marin. The SRD has limits in the facility and size of the property. Following research and several meeting with state, regional and local officials staff recommends that the Board consider maintaining agreements with Community Emergency Response Teams (CERT) providing a staging area for emergency responders on the field and considering the two additional functions as a "youth re-unification center" and a "community first aid center" noting that if an emergency were to occur during hours of operation it is likely that the SRD staff and facility would already have up to 250 youth without parents onsite that would require the attention of SRD staff to care for and coordinate re-unification with families. Additionally SRD staff are trained as first responders with American Red Cross certifications and SRD has limited first aid supplies and materials onsite. If SRD designated as a first aid station SRD could supplement supplies used daily by the organization maintaining clean safe and current materials without a the financial cost of replenishing aging or expired supplies. Staff recommends investing in additional first aid supplies as a measure of "Emergency Preparedness as well as items related to supporting staff that may be displaced in an emergency and

need to shelter in place at SRD. Director Frances noted that he does not wish SRD to invest in perishable items if at all possible. The Board discussed the proposals in detail and provided direction to staff to continue working on a strategic emergency preparedness plan for SRD staff, site and facilities along with an itemized list of supplies and materials to keep onsite.

The Board provided direction to the HR sub Committee to review the reclassification proposals and to report back at the May meeting. Direction was provided to staff to allocate the surplus into the following line items.

50K to Capital Improvements

50K to Replacement Reserve

32-36K to reclassify one part time Recreation Specialist and one part time Aquatics Specialist to full time benefitted positions

Up to 30K towards Emergency Preparedness

The Board will review the Preliminary Budget at the May meeting.

**4. Discussion /Action Item: SRD Website review and proposed updates**

The SRD Board of Directors reviewed the items related to the website and “best practices” recommended by the recent findings of the Grand Jury on government websites. Although SRD received a below standard rating the website is compliant with all laws and regulations related to transparency and providing access to all related information. The Board of Directors provided direction to staff to maintain the current website making changes when funding is available or when appropriate and in line with the SRD strategic plan.

**C. Old Business – Items**

**1. Discussion /Action Item: Tiburon Little League request to donate replacement score board**

Staff received three proposed scoreboard options from TPLL however they are not ranked in order of preference and costs are not indicated on the items. Chair Teese inquired about the cost and who would be paying for the scoreboard and installation. Director Francis recommended that the Board be no larger than 8’ x 12’. The Board discussed providing direction to staff to work towards determining costs related to installation and request a ranking and pricing from TPLL for future consideration. The Board provided Direction to the TPLL sub committee to review the information and report back to the Board at a future meeting.

**2. Discussion /Action Item: 2016/17 Zone IV dredging and dock repair permits**

The staff reviewed the long term financial plan of Zone IV the budget noting individual related line items. The staff also provided an update on the status of the 2016 permit application for the remaining 3 parcels and the environmental mitigation requirement of improvements to the SRD Dock. This project is part of the Zone IV Strawberry Channel Maintenance Propjet utilizing restricted funds allocated for the project. Staff requested that the Board reaffirm the authorization to prepare and facilitate a public bid for the project as soon as the permits were received. The Board discussed and provided a reaffirmation on their approval and provided direction to staff to proceed with the public bid process reporting findings at a future meeting for selection of a contractor to perform the scope of work.

**3. Discussion /Action Item: Deck Renovation Project and required ADA improvements related to the project**

Staff provided an update of the deck project status. Work is estimated to continue through April on the construction. ADA upgrades to the Main Building will begin in the next month meeting the County requirement of 20% of the cost of the project being designated toward ADA improvements on path of travel and access to the Main Building. ADA projects include upgrading at the door hardware, improving the handrail system in the 2<sup>nd</sup> floor ADA rest room and improving the ADA access door threshold.

**4. Discussion /Action Item: SRD Tennis Courts Renovation, use, rates, policies and procedures.**

The status of the Tennis Court repairs were discussed and the determination was made to extend the court closures as needed due to inclement weather and provide a longer curing period for the new court surfaces. Direction was given to staff. The Board also discussed court usage and court monitoring providing direction to staff to increase daily monitoring of the courts.

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

Moved to a future agenda.

**6. Discussion /Action Item: Facility Periodic Rentals, Athletic Leagues and SRD policies and procedures**

Chair Teese provided an update from the TPLL Sub Committee on recent challenges the SRD has experienced with TPLL including unfavorable email communications from TPLL to their customers utilizing derogatory terms towards the SRD Board members and SRD staff members. Chair Teese and Director Francis discussed the need for TPLL to appropriately communicate with their customers and the community and that the recent events have been unacceptable. Chair Teese expressed concern that TPLL indicated that SRD was imposing “new rules” when in fact SRD simply requested that they follow the existing policies and existing property rules. Chair Teese will continue to work with staff on TPLL related items and report back to the SRD Board of Directors.

**D. Administration:**

Manager’s Report: Staff referenced the report as submitted providing a current update on programs and services as well as reiteration of the proposed items related to the 2016/17 Fiscal Budget.

**E. Correspondence:**

1) Vicky Dehnert request for a letter of support from SRD Board relating to trash on the Highway 101 corridor and Belloc Lagoon. The Board discussed and provided direction to staff to provide a correspondence reflecting SRD’s interest and support.

2) Facility Rental accommodation for wedding special request.

The Board reviewed a request for an open flame related to a cultural ceremony. The Board approved the request with request to note the fire prevention equipment and location in the facility.

3) Accommodation for 2 month pool pass

The Board denied the request for a limited season pass.

4) LAFCO

The Board reviewed the correspondence from LAFCO noting an increase in rates

5) Mill Valley Refuse Service

The Board reviewed the correspondence MVRS noting that there is a reduction in expenses and will not be a request for a rate increase for 2016/17. The Board also discussed the rate related to backyard services for can pick up indicating that MVRS will continue to manage the needs of the community on a case by case basis and will make determinations related to requests for waiver of these fees for senior and persons with disabilities.

**GOOD OF THE ORDER**

There being no further business to come before the Board, Chair Teese motioned that the meeting be adjourned, seconded by Director Bohner. The meeting was adjourned by Chair Teese at 9:16PM

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, May 10, 2016 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