

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES

Date: May 10, 2016 Time: 7:00pm Open Session

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:06 PM.

**QUORUM CALL:**

Present were Directors Francis, Marino, 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:** DRAFT February Minutes,

M/S/C JF/PT

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

**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/SM Ayes: Francis, Marino, Teese Noes: \_\_\_\_\_ Absent: Bohner, Nichols

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

M/S/C JF/SM Ayes: Francis, Marino, Teese Noes: \_\_\_\_\_ Absent: Bohner, Nichols

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

M/S/C PT/SM Ayes: Francis, Marino, Teese Noes: \_\_\_\_\_ Absent: Bohner, Nichols

**B. New Business – Items**

1. **Discussion /Action Item:** Approve Preliminary 2016/17 Fiscal Budget

Chair Teese began the discussion reviewing the process and discussions leading to the current DRAFT of the 2016/17 Preliminary Budget commenting on the meetings prior to the presentation at the April meeting in which the staff reviewed each line item with the members of the Board of Directors. Chair Teese commented on the direction given to staff to allocate the approximate 160K April draft surplus to budget expense line items including 50K to Capital Improvement

Projects, 50K to Replacement Reserves, 21,822 to Emergency Preparedness, and approximately 36K towards the reclassification of a Recreation Specialist and an Aquatics Specialist position from 35 hours a week to full time benefitted. The General Manager noted that there were small adjustments in line items related to late information related to projected 2016/17 expenses. Chair Teese went on to discuss the past history of the SRD organizational chart referencing the significant downsizing in 2010 and the strategy to increase programs and services prior to increasing staffing. In 2015 the HR Sub Committee worked closely with staff identifying the future needs of the SRD Organization as programs and services continue to grow. The General Manager commented that the SRD is in compliance with its budget policies and the fund balance goals related to the budget. The General Manger provided an example of the growth of swim lessons program from a historic 60K to 180K in 2015 with over 70 students on waitlists in 2016 identifying the need for consistent and quality staff to provide services. Chair Teese commented on the importance of revenue for SRD and that the two reclassifications are directly related to revenue generation. Chair Teese reported that the HR Sub Committee met and reviewed the items related to the proposed reclassifications and support the decision to move forward with both positions. Director Francis requested that the positions be reviewed and that the decision to move forward be

quantified in the future. The General Manager noted the formal employee review process and Chair Teese commented on the HR Sub Committee's involvement in the process as well as their review and participation in the 2015 employee review process. Director Marino commented on the waitlist for swim lessons and the importance of meeting the need of the community for quality programs and services. Chair Teese discussed key points including how SRD and the public would benefit from the consistency and continuity of qualified staff noting the size of SRD and the limited number of staff that SRD utilizes to provide similar services as other agencies with much larger staff. The Board discussed the economic opportunities and what revenue can bring in the future for SRD. Director Francis commented that he is in support of the reclassifications and would like to review the progress and contributions that staff in the new 2016 positions are making. Director Francis also requested that the Preliminary Budget Drafts include previous reference columns. The General Manger responded noting that the Finance Committee and the Board were provided historical information from 2008 to present in preparation of the April Preliminary Draft which included historical 2014-2016 budget, actual and year to date reference information with the proposed 2016/17 Preliminary Draft illustrating the projected surplus that was then discussed as the Board provided direction to the staff where to allocate the surplus. The General Manager commented on the finance sub- committee detail correspondence illustrating the line items that were being modified from the April draft to the May Draft requesting confirmation of the changes prior to the May Draft being released. Staff reported that the proposed Emergency Preparedness Plan and a detail of recommended supplies will be provided to the Board at a future meeting. At that time the Board will have input and prioritize the supplies and equipment that are funded in the new budget line item. The line item has been placed into the POOL department as many of the supplies will cycle through the first aid supplies purchased through the same department which will allow item to be kept current without concerns of expiration dates or aging of supplies. The General Manager provided examples of single use first aid supplies currently utilized at SRD. The Board discussed the budget process and reviewed the May Preliminary Draft of the 2016/17 Fiscal Budget.

- **Motion:** Move to Approve the 2016/17 Preliminary Fiscal Budget

M/S/C JF/PT Ayes: Francis, Marino, Teese Noes: \_\_\_\_\_ Absent: Bohner, Nichols

The staff will advertise the action item scheduled for July 14, 2016 at 7pm to approve the 2016/17 Fiscal Budget.

2. **Discussion /Action Item:** Proposed reclassification of part time Recreation Specialist positions to full time status and corresponding amendment of SRD pay scale.

Detail related to this item presented by staff as submitted in the packet.

**Recreation Specialist:** Camp, Admin, Marketing, special events and all new youth programs

**Weekly Schedule:**

Monday through Friday 9am-5:30pm Sept-May/ 8:45-5:15 June- Aug

**Responsibilities September through May**

**Administrative Responsibilities:**

9am- 4:30pm mail management, daily deposits, cash on hand, voicemail, email and correspondence management, office supplies, inventory, ordering, Active Net software, registration, primary walk-in customer service, primary telephone customer service 4:30pm-5:30pm development for special event and camp. Preparations for program services.

**Marketing:** produce the annual Activity Guide, marketing ads, flyers, trifold and other marketing materials

**Public Outreach and Sales:** work towards increasing participation in SRD programs and employment opportunities through outreach.

**Youth Programs:** continue to expand and develop early childhood programs with daily class curriculum, teaching syllabus and marketing efforts to increase registration.

**Special Events:** decoration, logistics, staging, coordinating staff and volunteers for special events. Create new carnival games, inventory and order carnival game prizes and candy hunt items.

**Summer Camp Program Preparation:** inventory shirts, supplies and work collaboratively with Supervisor on lesson plans, science, cooking and art projects for 55 days of programing.

**Responsibilities June through August**

**Camp Strawberry Director 11-weeks:**

8:45-5:15 Monitor daily check-in and check-out of participants, Director of "Sports" program responsible for 60 children ages 6-10yrs of age. Overseeing and supporting 4-levels of camp program including Sprouts, Sports, CIT and Athletic X Training programs and all daily activities for up to 135 youth. Ensuring safe and quality programing throughout each day. Parent and family relations.

Ongoing inventory and class room preparation for all supplies and inventory.

Note: During the summer the General Manager and Recreation Supervisor will resume daily administrative and front desk responsibilities.

Proposed changes in **Bold**

Currently Recreation Specialist and Aquatics Lead / Specialists are listed Part Time flat rate of \$17. per hour

Full Time Position	Department	Pay Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>Recreation Specialist</b>	<b>Youth/Admin</b>	<b>17-22.78</b>	<b>35,360</b>	<b>37,128</b>	<b>38985</b>	<b>40,935</b>	<b>42,982</b>	<b>45,131</b>	<b>47,388</b>
Recreation Coordinator	Aquatics/ Facility Administrative	23.26- 31.18	48,400	50,820	53,361	56,029	58,830	61,772	64,860

- **Motion:** Move to Approve the reclassification of part time Recreation Specialist positions to full time status and corresponding amendment of SRD pay scale.

M/S/C PT/SM Ayes: Francis, Marino, Teese Noes: \_\_\_\_\_ Absent: Bohner, Nichols

The staff will amend the SRD Pay Scale and HR materials to reflect the change.

3. **Discussion /Action Item:** Proposed reclassification of part time Aquatics Specialist positions to full time status and corresponding amendment of SRD pay scale.

Detail related to this item presented by staff as submitted in the packet.

**Aquatics Specialist: lifeguard swim instruction**

**Responsibilities September through November**

**Tues-Fri 12:30pm-9:00pm**

12:30pm-2pm Lifeguard

2-6:15/7pm Swim Instructor

7-9pm Closing Lifeguard for Swim Team

**Sat 8:15-5:15 (1hr lunch)**

8:15-9am CPO open pool

9-1pm Swim Lessons

2-5:15 Life Guard

**Responsibilities December**

**8-4:30pm/ 9-5:30 Mon- Fri**

Pool and facility maintenance and deep cleaning during closure

**Responsibilities January through May**

**Tues-Fri 11-7:30pm**

11am-2pm CPO-open pool/Lifeguard

2-6:15/7pm Swim Instructor

7-7:30pm Closing Lifeguard

**Sat 8:15-5:15 (1hr lunch)**

8:15-9:00am CPO-open pool

9:00-1:00pm Swim Lessons

2-5:15 Life Guard

**Responsibilities June through August**

**Tues-Fri 10-6:30pm**

10:00-12:30 Swim Instructor

1:00-4:00pm Lifeguard

4:00-7:00pm Swim Instructor

7:00-7:30pm Closing Lifeguard

**Sat 8:15-5:15 (1hr lunch)**

8:15-9:00am CPO-open pool

9:00-1:00pm Swim Lessons

2-5:15 Life Guard

**Other related tasks:**

Onsite pool party liaison, Swim Lesson check-in, Swim Lesson Report Cards, Lead Lifeguard duties, Maintain Pool Office, Customer service-on deck, Pool deck maintenance, Certified Pool Operator (CPO). *SRD is required to have a CPO onsite during hours of operation to respond to the pool equipment and pool chemistry.* Assist Aquatics Supervisor in administrative related duties

Proposed changes in **Bold**

Currently Recreation Specialist and Aquatics Lead / Specialists are listed Part Time flat rate of \$17. per hour

Position	Department	Pay Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
<b>Aquatics Specialist</b>	<b>Aquatics</b>	<b>17-22.78</b>	<b>35,360</b>	<b>37,128</b>	<b>38,985</b>	<b>40,935</b>	<b>42,982</b>	<b>45,131</b>	<b>47,388</b>
Recreation Coordinator	Aquatics/ Facility Administrative	23.26- 31.18	48,400	50,820	53,361	56,029	58,830	61,772	64,860

- **Motion:** Move to Approve the reclassification of part time Aquatics Specialist positions to full time status and corresponding amendment of SRD pay scale.

M/S/C PT/SM Ayes: Francis, Marino, Teese Noes: \_\_\_\_\_ Absent: Bohner, Nichols

The staff will amend the SRD Pay Scale and HR materials to reflect the change.

**4. Discussion /Action Item:** Update on 7/1/2016 changes to County of Marin Finance Department processes.

The General Manager provided an update on the changes at the County of Marin Finance Department software and procedures. The changes pose significant challenges for the small districts that enlist the services of part time bookkeepers and have limited funding to support the administrative needs of a small agency's finances. SRD currently contracts services for 3 hours each week to process payroll, warrants, A/R and financial reports. With the County's new software and process, SRD will no longer receive immediate confirmation that SRD transactions have been received and accepted, confirmation will not be received until the following business day which poses challenged for processing check payment through the SRD General Fund. In the event that a series of transaction sis not accepted by the County's new system, SRD will have a 7 day delay before resubmission of the transaction detail and an additional 24 hours wait period for confirmation. If there is a payment that is time sensitive it is possible that it could be delayed by 7-14days from the initial transaction being processed by SRD. Staff recommends increasing the SRD Payroll account by 10K. This fund is kept at a local bank branch, requires two authorizing signatures and would provide an option to the SRD Board to process a time sensitive payments potentially delayed by the County of Marin's new system. Staff reports that the fund balance is typically 50K equal to a summer season payroll and the proposed change would bring the fund balance to 60K. The Board discussed the item and provided direction to staff to transfer 10K from the General Fund into the payroll account to be utilized in the event that a time sensitive payment were to be delayed by the County's new process.

**C. Old Business – Items**

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

No new information was received from TPLL relating to the scoreboard pricing or ranking the scoreboards in order of preference. The item will be placed on a future agenda.

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

Staff reported that a permit has been awarded from BCDC and that the permit has been forwarded to the Army Corp of Engineers for their approval of the dredging for 3 remaining Zone IV parcels and repairs to the public dock. The General Manager noted that staff will proceed with a public bid as soon as a permit is received and report back to the Board of Directors the bid results. The timeline still remains late September, October 2016 for the dredging and repair construction project.

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

Staff reported that the primary construction has been completed and the remaining items are related to required ADA upgrades on the SRD property providing access to the deck. The staff will request temporary occupancy of the deck while SRD works with the County on ADA related items.

Director Marino asked that the Board consider itemized reviews of expenditures related to Capital Improvement Projects. Chair Francis commented on change orders. Staff responded that the acting Board Chair Person reviews and authorizes change orders and recommendations throughout renovation projects. The deck project change orders included performance bond, sealing the Ipe deck boards on 4 sides prior to installation. SRD is still working through ply board soffit item and potential replacement for the downspouts as well as a couple of minor credit backs for door hardware and steel.

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

The General Manger provided an update on the recent court repairs. The Board discussed the improved playability and overall look of the court. The staff reiterated that the recent work was a "repair" and is not estimated to be a long term solution to the condition of the courts noting that cracks will return in a matter of weeks. Director Francis commented that the vendor was very detail oriented and professional responding that the courts may be playable for another 2-3 years before the SRD would need to consider slip sheeting. The General Manager provided a status update on the permit process for the tennis court lighting and the mentioned the project manager and the long delays at the County level for permit review. Staff will continue to work towards acquiring a permit and will provide updates to the Board. Once a permit is received the poles and light fixtures will take 10 weeks to receive and the installation project will go out to bid.

Higgins Tennis requested an accommodation asking the Board to provide a credit back for 5 rain days in which tennis team matches were cancelled. The staff reiterated the SRD cancellation/ refund policies which apply to all user groups and include a "no Refund" policy for outdoor facility and field rentals. The staff noted the existing accommodation for private lessons to reschedule 24 hours in advance and youth classes to move indoors if space is available. All other practices, games, matches follow an industry standard "no refunds for rain or inclement weather" policy. The Board discussed. Staff commented that the SRD did provide a correspondence indicating SRD would be enforcing the policy in 2016. The Board continued the review of the policy, discussed and provided direction to staff to maintain the current policies.

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

The Board discussed with the staff future Capital Improvement projects including focuses on energy efficiency, the need to replace the 2<sup>nd</sup> floor lighting fixtures, the need for doors and windows in the main building, the estimated remaining life of the Main Building roof and the cost of estimated replacing it. Staff noted the importance of continuing to work with engineers to determine

the structural integrity of the main building roof and support structure as well as the 3<sup>rd</sup> floor stairs and deck. Director Francis recommended the Board consider different roofing products. Staff indicated that his recommendations are consistent with the Design Development plan Arcsine provided material samples for. Staff recommended that the Board revisit the priority list and consider working towards funding larger projects in future years. The Board discussed reviewing the needs of SRD and working towards funding strategies.

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

The Board discussed TPLL use of the field, snack shack and facility. Chair Teese commented on the consistent disregard for the SRD Board of Directors and the SRD property referencing communications by the TPLL Board members to the participating families with derogatory references to about the SRD Board. Chair Teese went on to reference the time, energy and effort made by SRD to maintain and improve communication, request that TPLL follow existing policies and procedures and the many challenges faced by the SRD sub-committee in navigating the TPLL organization. Chair Teese expressed concern with the message and the impression TPLL is providing to the community which is inaccurate, inflammatory and very derogatory towards SRD. The Board of Directors discussed reoccurring challenges with the condition that the facility is left in following each game including increase gum debris throughout the property, increase in birds and bird debris related to sunflower seeds which TPLL was asked to discontinue selling in 2014 and 2015, parking issues, dogs on property and field preparation occurring in the dark when that field and facility are closed. Chair Teese addressed the field preparation item by issuing a strongly worded written warning which has been disregarded by TPLL and the issue continues to reoccur. The Board provided direction to staff to contact TPLL reiterate the items relating to the snack shack sales of gum and sunflower seeds and to follow through with the directive that TPLL will need to make a change to the staffing of field preparation due to the reoccurring disregard of the SRD policy regarding field preparation. Staff noted the challenges the staff are experiencing related to TPLL and dogs on the property. The participating families are now stating that the dogs are “service dogs” however they are not wearing vests and do not have paperwork or service identification cards when questioned. The Board indicated to staff that if the problems reoccur relating to parking and dogs on the property, staff is to schedule the services of a security company and invoice TPLL for the costs as previously agreed in meetings with the TPLL Executive Board. Director Francis recommended that the Board consider operating the snack shack through SRD in the future if things do not improve.

**D. Administration:**

**Manager’s Report:**

Staff reported that registration is ongoing for summer camp and swim lessons. Pool passes are on target and tennis passes are below average for 2015. Staff requested direction from the Board relating to the status of the Golden Gate Seminary on the seminary property referencing 2 items. SRD performed emergency tree mitigation near the property line of Brickyard Park. Staff communicated with the neighboring resident, North Coast Land and representatives from the Seminary. North Coast Land indicated that once the property lines were confirmed and if the trees were on the Seminary property that GGS will be financially responsible as the current lease holders of the property. Staff has determined that the trees were on Seminary property and is facilitating a reimbursement by GGS and NCL. The second item related to the January proposal of North Coast Land to SRD for future consideration of managing the athletic field rentals on the Seminary property. Staff indicated that preliminary reports indicated the Golden Gate Seminary would be leaving the property in June 2016 and staff noted that it is likely that the field use will continue through the development process. Chair Teese commented on the relevance to SRD and that it is an item the Board should consider at a future meetings. Director Marino expressed concern related to use permits and controversy of the development project. Chair Teese responded that the current athletic fields are in poor condition but are used regularly by resident through local programs like Southern Marin Lacrosse and Mill Valley Soccer. Director Marino commented on the traffic issues related to the field use including U-turns on Seminary Drive and double parking in the driving lanes are cause of concern. Director Francis asked for a brief history on the previous communication with North Coast Land and the previous meetings with staff related to this item. Staff reviewed the series of events in the fall and January 2016 indicating that SRD should anticipate additional correspondence and most likely a proposal for consideration relating to the athletic facilities. Director Marino expressed the importance of future public meetings relating to the property development noting the upcoming County Planning Department meeting scheduled in a few weeks. Staff noted the assumption that current user groups most likely will continue utilizing the fields and facility through the property development process over the next 3 to 4 years. Chair Teese stated that he is interested in hearing more about this item and if and when SRD is contacted the item should be placed on a future meeting agenda for discussion.

**E. Correspondence:**

- 1) Refund Request- item discussed direction provided to staff to maintain the no refund/ no transfer policy
- 2) Brooks Family bench dedication – the Board reviewed correspondence and related images of the rededication of the Books bench on Water Tank Hill and provided direction to staff to place the item on a future agenda.
- 3) Tennis Team Court Use Request- the Board discussed the issues of teams in the tennis court and provided direction to staff to place the item on a future agenda for review and discussion
- 4) Recreation Soccer Proposal- the Board requested additional information for consideration
- 5) Higgins Tennis request for accommodation

**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 Marino. The meeting was adjourned by Chair Teese at 9:00 PM

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, June 14, 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