

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: June 14, 2016

Time: Closed Session 6:30PM

Open Session 7:00PM

Closed Session:

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)

Report out of closed session: Direction given to legal counsel and staff.

Director Nichols 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 Bohner, Francis, Marino, and Nichols. 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 March 2016 Minutes and DRAFT May 2016 carried forward to a future meeting due to quorum of attending Directors

DRAFT April 2016

M/S/C JF/PB

Ayes: Bohner, Francis, Marino, Noes: _____ Absent: Nichols for 4.2016 Teese for 6.14.016

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

- **Motion:** Move to Approve Item A1 Fiscal Reports - Consent Calendars

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

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

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

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

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

- **Motion:** Move to Approve Item A4 Professional Contract to consolidate election with the County of Marin in November 2016

M/S/C CN/SM Ayes: Bohner, Francis, Marino, Nichols Noes: None Absent: Teese

B. New Business – Items

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

The General Manager reviewed the Preliminary Budget noting the adjustments and changes that were made following the April and May meetings. Staff confirmed that revenue is on track for 2015/16 and that the SRD is in compliance with its Budget Guidelines, Financial Policies and Procedures and recommendations for Fund Balances.

- **Motion:** Move to Approve Item SRD 2016/17 Fiscal Budget

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

2. Discussion /Action Item: Zone IV Strawberry Channel Maintenance and Special Tax

Staff reviewed the 2016/17 Fiscal Budget for Zone IV and the recommendations made by the Zone IV Citizen's Oversight Committee requesting that the SRD Board maintain the current special tax assessment. The SRD Board reviewed the related documentation for Special Tax Assessments and approved the tax carrying forward the current rate of 2K per combined parcel.

- **Motion:** Move to Approve Zone IV Special Tax Assessment and related documents

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

3. Discussion /Action Item: Measure A 2015/16 and 2016/17 designation of funds

Staff presented an update on the current balance of County of Marin Measure A funds and the projected funds allocated for SRD in 2016/17 fiscal budget. The staff recommendation is to allocate funds towards electrical upgrades on the tennis courts and to the main building with a focus on the 2nd floor. The Board discussed the importance of the electrical repairs and upgrades to the facilities. The Board reviewed the Measure A documents and summary authorizing the submission of staff reports to the County of Marin.

- **Motion:** Move to Approve Item SRD 2016/17 Fiscal Budget

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

4. Discussion /Action Item: Development and progress of 2017 SRD Emergency Preparedness Action Plan

SRD General Manager engaged in three onsite meetings with representatives from **American Red Cross (ARC)** and presented the summary of meeting notes from April and May as well as the following report notes.

The site has been surveyed by ARC and the following determination have been made in a Preliminary ARC Draft:

- 1) Shelter locations identified as 1st floor meeting room (975 sq. feet) and 2nd floor gymnasium (4500 sq. feet) Total Square Feet .
- 2) Evacuation Capacity is 270 persons (5475 usable sq ft/20 sq ft per person). Post Impact Capacity is 136 persons (5475 usable sq. ft./40 sq. ft. per person)
- 3) Pet Shelter
- 4) 3 AEDs on property
- 5) Locker Room Showers 3 female, 3 male
- 6) Bathroom Toilets 10: 2 unisex, 5 female, 2 male, 1 portable ADA bathroom, 2 male urinals
- 7) Bathroom Sinks: 2 unisex, 4 female, 2 male
- 8) Bathroom baby changing tables 3
- 9) Kitchen with 2 gas ovens, 6 gas stovetop burners, 3 refrigerators, 1 freezer, 1 microwave
- 10) Food Vendor access via elevator or ramp
- 11) Meals can be served +-250
- 12) Outdoor seating +- 175 Bleachers, *- 55 bleachers
- 13) Parking spaces 40 onsite, 1 ADA, 1 Van ADA
- 14) Office space-1
- 15) Chaise Lounge 15 outdoor furniture
- 16) Folding Tables:+- 225
- 17) Chairs +- 225

American Red Cross Findings: If the SRD Board of Directors decides to authorize an agreement with ARC as a potential shelter, **SRD facilities would be appropriate to "Evacuate" approximately 270 persons in an emergency event and "Shelter" approximately 136 persons in a "Post Impact" event.** Conditions and terms of the ARC agreement are set forth in a nationally standardized agreement and cannot be modified. Following an event ARC will contact SRD and request permission to open a shelter at that time SRD can determine if the SRD facility will be available for ARC to utilize. If permission is granted by SRD the ARC will take responsibility and liability for the facility as it functions as a shelter.

SRD Staff Findings and Recommendations:

Develop a 2017 SRD Emergency Action Plan incorporating immediate staff and SRD Board of Director instruction and responses at the time of an event. Creating a comprehensive plan and guideline with projected response timelines and related staff duties. Strategies will include staff training and identifying key points with ongoing assessments and evaluations of the situation in the following breakdown:

Time of the event, 1-hour post event, 2-4 hours post event, 6-8 hours post event, 12 hours post event, 24 hours post event, 36 hours, 48 hours, 72+hours.

SRD Staff projects that American Red Cross would likely contact SRD between 24-72 hours following a region wide serious event or emergency. Professional and first responders indicate that Strawberry residents and communities throughout Marin should be prepared to be self-sufficient for a minimum of 72 hours.

Staff recommends SRD move forward with the proposal to host an emergency response staging area for first responders and CERT, function as a youth reunification center and basic first aid station then the option to transition to a small shelter for 136-250 persons could be opened by American Red Cross and SRD staff would be released of responsibility at that time. If and when American Red Cross contacts SRD requesting permission to open an evacuation or shelter onsite, SRD would have the option to decline the request as outlined in the American Red Cross agreement.

The SRD Board of Directors engaged in discussion reviewing the staff report and recommendations commenting on the limited number of people that the SRD facility could actually serve in and after a disaster. The Board discussed the importance of continuing the SRD effort towards outreach and education while communicating the need for preparation and community partnership for the Strawberry area. Director Marino requested the American Red Cross proposed contract for review and the staff was given direction to place the item on a future agenda for the Board's consideration.

C. Old Business – Items

1. Discussion /Action Item: SRD Tennis Courts renovation, rentals, use, rates, policies and procedures.

Staff provided a review of the CIP projects recently completed as well as in progress for the tennis courts. Related software limitations and the reservation system were also presented. Director Francis commented that he does not favor the reservation system and proposed that all courts be determined as drop in and that the upper two courts Court 3 and Court 4 be allocated for rentals and when not rented by designated as drop in. Director Marino expressed disagreement with the recommendation commenting on the importance of confirming playability in advance in lieu of waiting onsite for a court. Director Francis noted that the key holders are paying for access and should be a priority. Director Marino brought up the need for teams to use the courts for match play which requires 3 courts for matches. A comment was made that team members are not all residents or pass holders. Director Nichols commented that the use of the courts is impacted on weekday mornings and perhaps there should be consideration to the timeslots allocated for rentals and for matches. The General Manager indicated that the SRD has received correspondence expressing concern about the potential growth of the tennis teams expanding from 3 to 5. William Higgins addressed the SRD Board indicating that the Higgins Program has no plans to expand beyond 3 teams at SRD due to the capacity of the courts and the conflicts during peak hours of 9:30-11:30am weekdays. Higgins inquired if to one or two days are more impacted than others. The General Manager provided a basic assessment of peak use. Higgins detailed the season use of the courts for rentals providing space for classes, clinics, and teams. The General Manager provided a template of court rental and court availability per season responding to the Board's request to create visual charts and tables that can be utilized and referenced. The Board discussed the creation of seasonal schedules similar to those used at the pool and recommended that the schedules be posted onsite and on the website as reference.

The report did not contain the private lesson court time. Private lessons were discussed. Director Marino asked Mr. Higgins would consider establishing a block of time on a single court and filling those timeslots so that the pass holders would know in advance the allocation of the courts. Higgins indicated that he would work towards that type of schedule. Direction was given to staff to install a walk on sign in board and to develop the season schedules as reference for pass holders trying to access the courts. The Board contoured the debate relating to the reservation system and the proposed walk on designation determining that RD will use the proposed strategies of a walk on board and posting rental use schedules for reference and maintain Court 2 as the only walk on court.

Break from 8:44pm-8:48pm

William Higgins requested that Board consider refunding for rain on the tennis courts. The SD Rain Policy was discussed and the Board reaffirmed the policy as is.

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

The deck construction is complete and staff are working with County Counsel to create a separate process and permit for all ADA related items moving forward as the 20% of project requirement continues to create delays in the process of awarding permits and closing permits. Direction was provided to staff.

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

The Board reviewed the recently submitted materials indicating a list of preferences and costs for score boards. The Board decided to postpone the decision and place on a future agenda as the baseball season is concluding and any work performed on the field would most likely occur in the winter.

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

Placed on a future agenda

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

6. Placed on a future agenda

D. Administration:

Manager's Report:

The report was reviewed as presented.

E. Correspondence:

F. Board Member Items/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.

GOOD OF THE ORDER

There being no further business to come before the Board, Director Nichols motioned that the meeting be adjourned, seconded by Director Marino. The meeting was adjourned by Director Nichols at 9:35 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, July 12, 2016 at 7:00pm in the 1rd floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District