

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
April 6, 2011

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 6:35 PM.

QUORUM CALL:

Present were Directors Francis, Klopfer, and Teese. District Manager Leanne Kreuzer, and Jennifer Vuillermet from Marin County Counsel began a closed session. They were joined by Director Reade and director Zener, Members of the public were also present for the open session.

CHAIR OPENING COMMENT: Chair Francis called the meeting to order.

A. Pursuant to Closed Session: Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to subdivision (b) of California Government Code Section 52956.9: one potential case.

Open Session call to order at 7:04PM

Report out to open session: Direction was given to staff.

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: None

MINUTES

Motion: Move to approve the February 9, 2011 Minutes with the stated modifications. M/S/C JF/JZ&KR

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

MINUTES

Motion: Move to approve the March 9, 2011 Minutes with the stated modifications. M/S/C JF/PT

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

B. FISCAL REPORTS – CONSENT CALENDARS:

- **Motion:** Move to Approve Item A1-2 Fiscal Reports - Consent Calendars **M/S/C** **JF /JK**

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

- **Motion:** Move to Approve Item A3 Transfer of Funds (transfer Zone V expenditure).

M/S/C **JF/PT**

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

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 3 minutes per person):

NONE

C. New Business- Items

1. Discussion/ Action Item: Coastal path maintenance between Seminary Drive and DeSilva Island.

Recommendations: Provide direction to SRD Staff.

The District Manager provided an update on the path repair scheduled for April 2011. Other items discussed included the restoration of the coastal wetlands, and vegetation control of invasive non-native plants. Director Reade discussed the importance of restoring viability as the path has sharp turns. Director Francis discussed the condition of the asphalt and root issues. Director Klopfer expressed safety concerns with the visibility especially on the DeSilva Island side of the path where it narrows behind the wall and fence of the gas station. The SRD Board previously instructed the staff to research two vegetation control options. The first option consists of pruning the Acacia and the second, removal of the Acacia. The District Manager reported that there is significant evidence of human activity within the thick Acacia hedges on the path resulting in overnight camping, trash and waste. The Board discussion continued focused on the potential safety concerns as the path is utilized as a thoroughfare for pedestrians and bicyclists, as well as, the restoration of the wetlands and natural habitat. The Board provided direction to staff to remove the non-native Acacia from the path. Once the path is repaired and the non-native vegetation removed, the site will be reassessed for additional projects.

The District Manager also referred to a recent correspondence from a neighbor requesting the removal of a sign post or the replacement of a sign on the post. Director Zener noted the new signage at Harbor Point, Director Klopfer discussed design options. Director Francis and Director Zener discussed members of the community they may wish to become involved in the process of redesigning signage. The Board discussed the need for the redesign of all SRD signage and provided direction to staff to begin the process.

The District Manager presented concerns about the Eucalyptus trees and the Seminary Drive end of the path. Several issues were discussed including the non-native plants impact on the coastal wetland restoration, impact of significant debris from the trees on path users, the path condition as a result of the root systems, restoration of the view and impact on neighbors. The Board provided direction to staff to research the parcel and vegetation control options.

D. Old Business-Items

1. Discussion/ Action Item: SRD Financial goals. Proposed Financial Policy and Procedure

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

Director Zener and District Manager Kreuzer stepped out of the meeting momentarily while Director Klopfer updated the Board on the proposed Financial Policy and Procedure recommendations. Director Klopfer gave a history of the budget process and the lack of direction that had historically been provided. The proposal is a summary of the guidelines that the Budget Sub-Committee is currently utilizing and would like to formalize for future committees. The policy consists of fund balance goals, the annual reconciliation of the Replacement Reserve List, the description of budget line items including Replacement Reserve as an expense, Current Annual Major Repairs (CAMR) and the proposed creation of a new line item for Capital Improvement Program (Project) or CIP. Director Klopfer discussed the Vacation Reserve Fund and how it will be managed annually to cover the liability noting that the fund was reconciled to the actual liability earlier in this fiscal year and additional funds were transferred back to the General Fund. Director Zener and the District Manager returned to the meeting. The Replacement Reserve list is currently being updated and reconciled. The information will be reviewed at the May meeting along with the 2011/12 Preliminary Budget. The Board discussed the possible addition of a new CIP fund. Director Klopfer discussed adding to the Budget Guidelines the goal of "employee expense" not exceeding 65% of generated revenue as an additional control of spending. The Board discussed the goal as a standard in business management models. The District Manager stated that SRD is in transition , positioning itself for future growth, however, the primary focus includes; cleaning the storage areas, updating business practices, creating consistent policy, implementing policy, and updating the facility and equipment. Revenue from program development and actively marketing facility rentals is on hold as the staff is focusing on the infrastructure of daily operations and services. The District Manager also indicated the need for the Human Resource Sub-Committee to determine the future organizational chart, review the program and operational goals of the agency. The Board agreed that the proposed Financial Policy and Procedure will need to be revised and reviewed once again at the May meeting.

2. Discussion/ Action Item: Field/facility rental and field/facility management items authorizing item additions and changes to rental agreement and policy and procedure.

Recommendations: Provide direction to SRD Staff.

The District Manager updated the Board on periodic rentals, the invoice process and the dissemination of key points for rental groups. Director Teese inquired how the periodic renters reacted to the new “no smoking” policy. The District Manager reported that the periodic renters were notified in a cover letter with their quarterly invoices which included rental reminders and new updated information. There hasn’t been any negative response reported to staff however the policy will be implemented on April 18. The District Manager also noted that no smoking signs will be posted throughout the facility.

The District Manager reviewed the “no dog” policy and how it is currently being managed.

The District Manager recommended that the Board review the rental agreement policy with the goal of implementing and enforcing the standards consistently in 2012. Further noting the minimum number of rental hours required for various activities. The Board discussed the differences between weekday and weekend rentals, sports activities without furniture and meeting groups utilizing furniture, and fifteen minute blocks between bookings. Director Zener noted that the Board may wish to consider a rate increase with the addition of a fifteen minute setup/clean-up time being absorbed into the rental. The Board indicated an interest in increasing the number of rentals as the scheduling issues are addressed and assessing groups that are extending their rental agreement time allocations.

The staff received a request to relocate the portable bathroom at Brickyard Park. Director Francis stated that the currently location is possibly the best location. Director Reade inquired about possible relocation positions in the park. Director Klopfer recommended screening the portable bathroom with lattice or vegetation to accommodate the aesthetic view for the neighbor. The Board provided direction to staff to research screening the backside view of the portable bathroom.

E. Administration:

1. Manager's Report-The District Manager reviewed the report noting recent projects and community feedback. The District Manager referred to correspondence included in the packet
2. Design Sub-Committee Report is currently reviewing pool furniture and accessories for 2011 and will begin reviewing design ideas for signage.
3. Budget Sub Committee Report will present the Preliminary report at the May meeting.

F. Correspondence:

The Board received request from a neighbor for additional vegetation control on the corner of Belvedere and Ricardo Road.

Strawberry Point School requests the return of the weekday pool party following graduation.

Neighbor request to relocate the portable at Brickyard Park.

Mill Valley refuse requesting a rate increase. The item will be placed on the May Agenda.

GOOD OF THE ORDER

Director Francis paid tribute to Marin County Supervisor Charles F. McGlashan, IV recognizing his outstanding dedication and service to the community closing the meeting in his honor, Chair Francis noting “may we all work hard for the community in his memory”.

There being no further business to come before the Board, Chair Francis motioned that the meeting be adjourned, seconded by Director Klopfer. The meeting was adjourned by Chair Francis at 8:40 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, May 11, 2011 at 7:00 PM in the 3rd floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District