

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
8 December 2010

Chair Klopfer called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:08 PM.

QUORUM CALL:

Present were Directors Francis, Klopfer, Reade. District Manager Leanne Kreuzer, and members of the public were also present. Director Teese arrived at 7:17pm. Director Zener was absent.

CHAIR OPENING COMMENT: Chair Klopfer welcomed the members of the public.

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

A member of the public commented that the December Agenda did not reflect the reorganization of the Board of Directors. Director Klopfer noted that it was an oversight and that County Counsel was contacted and the item will be on the January 2011 Agenda. Tennis items will also be reflected in the January agenda.

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: Chair Klopfer noted October 13, 2010 minutes required a change: Public Expression line 11- 'directed staff' changed to "directed member of the public presenting project"

MINUTES

Motion: Move to approve the October 13, 2010 Minutes. M/S/C Klopfer/ Francis
Ayes: Klopfer/Francis/Reade Absent: Zener None Absent for October 13th meeting: Teese

FISCAL REPORTS – CONSENT CALENDARS:

The Board reviewed the expenditures and discussed the reporting of itemized utility costs. Director Teese arrived at 7:17pm

- **Motion:** Move to Approve Item A1-2 Fiscal Reports - Consent Calendars
M/S/C Francis/Klopfer
Ayes: Francis, Klopfer, Reade Noes: None Absent: Teese, Zener

- **Motion:** Move to Approve Item A3 Transfer of Funds (transfer Zone IV expenditure).
M/S/C Francis/Klopfer
Ayes: Francis, Klopfer, Reade, Teese Noes: None Absent: Zener

NEW BUSINESS

B. New Business- Items

1. Discussion/ Action Item: Review of Zone IV report and 2010 activity.

Recommendations: Provide direction to SRD Staff and Zone IV Committee.

Director Klopfer introduced Terry Graham, Chair of the Zone IV Committee inviting Mrs. Graham to provide Zone IV background information and an update to the SRD Board of Directors. Mrs. Graham provided a history of Zone IV dating back to the 1952 navigational easement in Strawberry noting a 40-60 foot channel. The 1989 Zone IV Bond Measure was passed and defined the 128 waterfront properties establishing Zone IV. SRD resolutions acknowledged the area designated for dredging. The first bond measure was for 10 years. The second bond was established for 15 years and approved for 2,100,000 dollars with 1.8 million in bonds sold. Zone IV property owners pay a rate of .2421% calculated, collected, and managed by the County of Marin. Mrs. Graham noted that Bob Allen, recently deceased, was very instrumental in the establishment of Zone IV and worked as a member of the committee for a number of

years. A member of the public commented that the bond was voted on by the homeowners with overwhelming support.

Mrs. Graham updated the SRD Board on current status of Zone IV, related work and expenses. She went on to define the number of processes necessary to gain permission and permits for dredging Zone IV. Zone IV committee has not met recently as there are no current issues or items to discuss. There are three companies currently working with Zone IV in order to keep the permits active and prepare for the next dredging cycle.

The Cove Apartments LLC was discussed in relationship to the channel and Zone IV. There is a Memorandum Of Understanding (MOU) that has been established. The channel is defined in three sections A, B and C. Section A is the responsibility of the Cove Apartment LLC and is defined as the inner channel. Section B starts at Harbor Cove Way and cuts south to Egret and is Zone IV. Section C is defined as the area along the "spit" and west of the Sausalito Channel. Costs related to Section C are split by Cove Apartments LLC and Zone IV.

Chair Klopfer inquired about the cost associated with permits and if the County is calculating to cover all costs. Mrs. Graham noted that the County oversees the bond interest and payments. Chair Klopfer asked if the money that comes from the homeowners covers the principle and interest payment. Mrs. Graham discussed the value of the bond and the balance at this time noting that permits for dredging may cost as much as \$100,000. Chair Klopfer noted that the budget reflects \$20,000 in spending. District Manager Kreuzer noted that the "Year to Date" spending is at \$16,000. Mrs. Graham stated that YTD does not reflect the reimbursement from Cove Apartments, LLC for their obligation. Mrs. Graham will submit a payment form the Cove Apartments, LLC.

Mrs. Graham went on to review the history of the most recent dredging timeline, obstacles faced by the committee and costs related to each item. Director Francis inquired as to why there was a bond measure. Member of the public responded that the homeowners could spread the expense over a number of years and noted the increased property value. Chair Klopfer thanked Mrs. Graham for her continued work on Zone IV and noted the importance of regular communication and monitoring of the spending. Mrs. Graham noted that permits will need to be renewed before May 2012 and will work on a timeline for the next project. Chair Klopfer stated that a budget should be worked on for Zone IV. The Board thanked Terry Graham once again for attending the meeting and for her detailed presentation.

- 2. Discussion/ Action Item:** Discuss SRD current rates and fees .Propose and adopt changes.
Recommendations: Provide direction to SRD Staff.

Chair Klopfer acknowledged that fees and rates were an important and lengthy discussion. Director Francis noted the volume of information. District Manager Kreuzer noted the importance of the timeline for rate changes related to marketing and the 2011 Activity Guide Book. Director Reade noted that the industry and related markets seem to have increased fees at a rate of 10%. Chair Klopfer noted that the Board is focused on facility improvements and CIP projects. District Manager Kreuzer reported that rates have not been increased in a number of years. Director Reade noted the importance of establishing and monitoring "price points". Chair Klopfer recommended the consideration of "stages" to increases. Director Reade discussed fair market value. Director Francis discussed the importance of standardizing rates and fees and enforcing policies. A member of the public discussed SRD's tennis rates, class prices and class offerings. The Board reviewed the report of current fees and proposed increases identifying the rates for each SRD fee for February 2011. The Board discussed the SRD field and facilities in detail. Director Teese commented on the great location and resources of the District. The Board than voted on the rates and fees. Following the motion gave direction to staff to implement the changes with the 2011 Activity Guide Book.

- **Motion: To adopt fees, rate changes and increases to be implemented in 2011.**

M/S/C Francis/Klopfer

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

3. Discussion/ Action Item: SRD facility/field rental management items and financial reporting items. **Recommendations:** Provide direction to SRD Staff.

The District Manager reviewed the facility and field rental policies and procedures with the Board. Director Francis said that the average practice on the field is 2 hours. Rates, policies and procedures were discussed for periodic users, athletic leagues, groups, independent and commercial users. The Board provided direction to staff on related requests for fee/rate reduction and financial compensation expressing that the SRD needed to follow standard business practices. Requests to the Board for special accommodation included; Maurice Newman's request to waive tennis court rental fees for September – December invoice and provide financial support, Craig Breslin's request that the summer rental for the fields be set at ½ field rate for full field use or a reduction in the overall total, Tiburon Peninsula Little League requested that Fall Ball charges for full field use be waived. Marin Aquatics requested a refund for their security deposit for their cancelled event. The Board reiterated that the SRD needed to follow standard business practices in relationship to related requests for fee/rate reduction and financial compensation. Higgin's Tennis requested use of the Tennis Shack and increase use on the courts. The Board placed the item on the January Agenda. The Pirate's Swim team submitted a rental request for after hours pool use five days per week. The District Manager reported that the Strawberry Seal's Swim Team was consulted and approved of the rental. The Board provided direction to staff to rent the pool after hours to the Pirates Swim Team. The Board reviewed "Field Maintenance" fees that have been incorporated into field use rates and pricing. Chair Klopfer noted that the rates are relative to field use and are justified. Director Teese commented on the SRD Board's goal to improve the facility and increase the users' experience. Chair Klopfer mentioned the stages of transition for field management and fee increases that have been reviewed by the Board over the past two years. Director Francis commented that there is a lot to improve on the field and related facility. Chair Klopfer mentioned that any financial contribution for improvements should be defined as a donation to the SRD directly and gave direction to staff that donations should be defined and documented as donation for improvements to or on SRD property. Director Francis brought up the snack shack and storage areas currently being used by a variety of groups as items needing to be further discussed. The Board noted the need for the ongoing discussion and instructed the staff to place field related items on the January Agenda.

4. Discussion/ Action Item: Dugout refurbishment proposal by Tiburon Peninsula Little League. **Recommendations:** Provide direction to SRD Staff.

The Board members discussed and commented on the proposed dugout refurbishment by TPLL. The Board members concurred that they were open minded and noted that any improvements should not be considered a credit towards rental fees. Director Francis noted the discussions related to relocation of the swimming pool equipment and how that may impact the dugouts. Chair Klopfer reviewed the plans with the Board members. Director Francis commented on the aesthetics, size and significant of the improvements. Chair Klopfer restated that future improvements will need to be managed as a donation to SRD. The Board discussed related facility items including the snack shack and storage area. The Board provided direction to staff to include this field related item on the January agenda.

OLD BUSINESS

C. Old Business-Items

1. Discussion: Golden Gate Seminary Master Plan and open-space proposal.

District Manager Kreuzer updated the Board on discussions with Hart Marin regarding the Golden Gate Seminary property and open space proposal. Hart Marin responded to the question as to why the property is designated to transfer ownership replying that management of open space is not part of the GGS mission statement and goals. Hart Marin was also asked about the neighbors and the hillside drainage issues. Chair Klopfer noted that she went to the site and is concerned about the drainage causing a culvert near the road and related road erosion. Chair Klopfer questioned whose responsibility the damage from erosion would

become. Director Francis and Chair Klopfer defined and discussed the property location with the Board. Chair Klopfer noted concerns with the property. The Board discussed related costs to maintaining the property and liability associated with the property. The Board provided direction to the staff to continue to meet with Hart Marin and inquire about the neighbors building a retaining wall across from the property.

2. Discussion/ Action Item: Pedestrian Pathway between De Silva Rd and Seminary Drive repair.

Recommendations: Provide direction to staff.

Two bids have been acquired for work on the pathway ranging from \$11, 000 to \$19,000. The item will be further discussed at the January 26th financial meeting and mid-year budget review.

The Board discussed the adjacent properties and subsidizing the possibility of subsidizing the project.

D. Administration:

1. Manager's Report

The District Manager discussed the detail of the report reviewing the audit timeline, financial reports, and maintenance projects. The Board discussed specific financial reporting items and provided direction to the staff to adopt specific recommendations resulting from the 2009/10 audit. Staff requested direction on periodic rental billing system, late payments and collection of rental fees. Chair Klopfer noted that notes should be added to invoices specifying due dates and late payment penalties.

2. HR Sub Committee Report

The District Manager reported on the continuing transition from seven full time employees to three. The staff is still working on accessing the duties of the previous full time positions. District Manager Kreuzer reviewed the SRD business office daily operation, coverage for sick and vacation, redefining job duties, daily business policies, and procedures.

CORRESPONDENCE:

The Board reviewed correspondence and provided direction to the staff in response.

GOOD OF THE ORDER

There being no further business to come before the Board, Chair Klopfer motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Chair Klopfer at 11:15 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, January 12 and January 26, 2011 at 7 PM in the 3rd floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District