

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: September 15, 2015

Time: 6:30 Closed Session/ 7pm Open Session

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

QUORUM CALL:

Present were Directors Bohner, Francis, Marino, Nichols, and Teese. General Manager Leanne Kreuzer, and members of the public were also present.

CHAIR OPENING COMMENT: Chair Teese opened the meeting and welcomed the public.

Report out of closed session: Direction given to County Counsel and General Manager

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 2 minutes per person): John Brooks was introduced to the SRD Board providing a background of his daughter Casey Brooks and the memorial bench on Strawberry Vista/Water Tank Hill/

AGENDA ADJUSTMENTS: Item 7 moved to the front of the meeting by Chair Teese.

7. Discussion /Action Item: Strawberry Vista/Water Tank Hill- Inez Place, Neider Lane

The SRD Board invited Mr. Brooks to continue to provide background on the history of the Casey Brook's memorial bench. Mr. Brooks commented that the bench was conceptualized by a friend of Casey's and an Eagle Scout. The family went door to door with a letter to the neighbors of Strawberry Vista /Water Tank Hill informing them of the intention to place the bench and requesting any comments or concerns be sent directly to Mr. Brooks. The community was also notified that the SRD Board would be considering the proposal at a monthly meeting. Mr. Brooks indicated that they received messages of support and there were no negative comments or concerns received. Director Francis commented that he was on the Board when this proposal was considered and concurred that there was support for the project. Mr. Brooks and Chair Francis commented that the project was approved in 2008 by the SRD Board of Directors and the bench was installed a short time later with the support of neighbors.

The Board extended their condolences to Mr. Brooks and apologized on behalf of the Board and community for the recent events related to the property dispute involving the parka and the bench.

Mr. Kelly Neil addressed the SRD Board with concerns regarding the park and benches. Mr. Neil acknowledges that there is a property dispute between SRD and himself regarding the SRD parcels making up the park and neighboring Parcel A and easement owned by Mr. Neil. Mr. Neil provided a history of his ownership of the adjacent parcels and his resident referencing 2004 purchase date of the property. Mr. Neil expressed frustration and anger with the night use of the park and stated that he removed the bench. He stated that he believes that it is to remain in "open space" without park features and that he has authority over the property. He stated that if SRD replaces the bench that he will place 10 benches on the hill. Director Marino addressed Mr. Neil stating that SRD has spoken with the County Land Use Attorney and County Counsel representing SRD. SRD has been notified that the property in question including the bench is owned by SRD and that there may also be issues with the signage on the easement. Director Marino went on to state that SRD can then enforce and take legal action relating to the SRD property, maintenance and repairs. Director Marino stated that she was a neighbor of the park from 1999-2006 and never had or seen an issue with the park or the benches, If neighbors have any issues or are aware of night use of the park they are directed to call the Sherriff to respond and report to SRD.

Mr. Neil responded to the Board commenting on glass bottles, and other inappropriate evening activity at the park. He provided pictures of broken glass and graffiti on a rock. Mr. Neil continued to address the Board stating that their interpretation of the documents was incorrect and that he has final authority as to how the area is managed and what features are provided and that the trail and park must be left in its natural state.

Director Marino stated the following course of action would be taken. The SRD Board will send the information to the lead County Land Use Attorney for review as well as the SRD County Counsel representative. They will provide their findings which will be sent to Mr. Neil. The Board has provided direction to staff to perform a land survey on the SRD parcels and to research the reinstallation of benches. Mr. Neil excused himself from the meeting.

Mr. Brooks thanked the SRD Board for their time and stated that the intension of the bench is to offer a peaceful place for contemplation. If the neighbor has a legitimate gripe then the Board may wish to address the related issues. Mr. Brooks went on to say that he felt bullied by this neighbor and requested that the bench replaced and reinstalled if it is within the land use. The Board expressed concern with the interactions of Mr. Neil and provided direction to staff. The General Manager summarized the proposed sequence of tasks and events including review of the related documents, request for legal findings, sending findings to Mr. Neil, scheduling a land survey, installing permanent property marker for the SRD parcels, researching, ordering and reinstalling 2 benches that have been removed by Mr. Neil.

Approval of Minutes: August 11, 2015 DRAFT Minutes,

M/S/C JF/PT

Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: _____ Absent:

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 PT/PB Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

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

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

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

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

- **Motion:** Move to Approve Item A4 Professional Service Contract: none

B. Old Business – Items

1. **Discussion /Action Item:** Board of Supervisors proposal for Proposed Ordinance Regulating Medical Marijuana In Unincorporated Marin County including designated sites for Medical Marijuana Dispensary Store Fronts in Strawberry including SRD owned Parcel 21 Park and section of SRD Seminary Cove Parks and Coastal Path as well as adjacent property SRD easement and Zone V utilized by primarily children and Safe Routes to School for Strawberry point, MV Middle School, Tam High School and Strawberry Community.

Item is still in the Board of Supervisors sub-committee made up of Judy Arnold and Damon Connolly and is under development. Staff recommends those interested register for the information updates through the topic specific page specific link provided on the Supervisor’s website. <http://www.marincounty.org/main/marijuana-dispensary-ordinance>

Director Marino commented that she has not received acknowledgement nor a response from her correspondence to the Board of Supervisors. Director Nichols commented on the importance of SRD being represented at the Board of Supervisor meetings and that someone be prepared to speak on behalf of the District. The Board discussed the proposed parcels in the Strawberry Area and specifically the SRD easements and parcels incorporated into the map by the Board of Supervisors.

2. **Discussion /Action Item:** Zone IV, Harbor Cove Way Park and Dock maintenance, improvements, and use.

The General Manager provided an update and summary of the related items. Zone IV summary was provided in the form of a review of the 2013-2015 Zone IV Strawberry Channel Maintenance projects (summary included in the packet). The new proposed project for the 2015/16 dredging maintenance permit (3 parcels dock/channel access). The General Manager provided an update on the permit process and informed the Board of the proposed mandatory mitigation at the dock that would be incorporated into the scope of the project.

Harbor Cove fence on east property line was placed on hold in 2015 and the General Manager would like to reopen the topic for discussion with the neighbor. The Board inquired as to if the fence would be placed on the property line and shared expense, if the neighbor would be placing it on their property or if SRD would be placing it on SRD property and taking responsibility for it. The Board gave direction to staff to ask the attorney if there are any limitations with the various proposed options. Staff also discussed vegetation management and restoration related to the park which was also postponed due to the drought. Staff noted that additional vegetation may be needed following the fence installation and asked the Board to provide direction as to native or a combination of native and flowering or colorful non-natives. Director Bohner commented that the overall design should be considered for each park. Some parks may be all native while others may include a combination of native and aesthetically pleasing non-natives. Both options should be considerate of the current water shortage and include drought tolerant varieties. The Board discussed further and provided direction to staff to present plant varieties and options for consideration at the time the project is designed and funded.

Director Francis asked the SRD Board to consider including Administrative Fees in the Zone IV project budget for current and future projects as there is a tremendous amount of correspondence and time allocated to Zone IV. Director Francis proposed charging an hourly rate or % of the project contract. Staff asked the Board to provide additional direction noting that an hourly rate

is similar to engineering, project manager and legal costs associated with each project. Utilizing a % of the project contract cost may not cover the actual staff time and administrative costs (including bookkeeping) related to Zone IV.

3. Discussion /Action Item: Human Resource Sub-Committee open positions

The General Manager provided a status update. The SRD has two full time benefitted positions that are open. Staff will advertise for a Recreation Coordinator with a focus on Aquatics (currently vacant) and a Recreation Supervisor with a focus on Facilities/Property (new). There are also open positions for year round Aquatics Specialist (Lifeguards, Swim Instructors, Water Fitness Instructors, and Certified Pool Operators). The Human Resource Sub Committee will meet to review the job descriptions and job announcement materials. The Board provided direction to the Human Resource Sub Committee to authorize the individuals selected for the positions following the interview process and participate in employment negotiations with the General Manager if needed. The Board discussed the various skills and strengths that might be considered in a candidate and noted the importance of customer service and interpersonal skills as employees are the face of Strawberry. Other attributes to consider include problem solving skills and a desire to be a team player.

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

Staff recommendation to create a fund raising sub-committee and citizen's committee to secure funds for time sensitive improvements including the tennis courts, 2 floor interior walls, window coverings in 1st and 3rd floors and exterior stair cases and hand rails. The Board discussed designing a fund raising campaign for the pocket parks as well. Director Marino expressed interest in the marketing or a fundraising campaign.

Staff provided an update on the 2nd level deck renovation permit, proposal and project status. The SRD has received one proposal and has expanded the vendor list to include 9 additional contractors. Staff commented that many organizations are scheduled out into fall 2016 and 2017 and therefore are not available for this project.

Director Bohner discussed the plan for replacing office furniture and will present a recommendation, plan and contract for consideration at a future meeting.

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

The Public Relations Sub Committee is to schedule a meeting and continue working on correspondence from the Board addressing a few reoccurring issues with select facility renters and pass holders. The Board provided direction to staff and the committee to uphold the rules, policies and procedures that the Board has created in order to maintain the SRD Standards of Behavior and provide an enjoyable and safe environment for all users. Staff recommended that the Board consider maintaining the 2015 rates and fees for facilities and field rentals as well as pool passes for the 2016 season.

6. Discussion /Action Item: Tennis Court Reservation System

The Board of Directors discussed options for the SRD Court Reservation system and tennis court etiquette for drop in play. The following options were considered in maintaining a season pass holder model and are related to reservation vs drop in use.

Option 1: Current policy Courts 1, 3 & 4 available for reservation or rent. Court 2 open for drop in play

Option 2: Propose policy Court 1 & 2 available for reservations or rent. Court 3 and 4 available for rent weekdays and drop in play

Option 3: No longer offer reservation feature. Rent Courts 1, 3 and 4.

The Board discussed tennis court etiquette and policies for drop in court use. The Board discussed the challenges of funding renovations at SRD and the priorities that have been established for 2015/16 Budget. Staff noted that funding for tennis court electrical system and replacement of the lighting is designated in the 2015/16 budget utilizing Measure A funds. No funding currently is designated or available for tennis court refurbishment. The current CIP and Replacement Reserve funding is designated for the 2nd level deck renovation, office furniture and replacement of the main building furnaces. The Board discussed fundraising and proposed a matching fund campaign. Director Francis expressed an interest in maintaining a frugal approach to renovations. Director Marino suggested small target projects which may offer the community an opportunity to get involved. Chair Teese noted that the community did not commit to supporting the needed renovations through a bond and there are limits to the funds the SRD can generate and allocate for renovations. Other ideas that were discussed were donation plaques and bricks, citizens committees, community outreach and updates, adopt a park programs and launching small fundraising campaigns like the batting cages and Practice Field A fence project. Director Marino stated that the Board needs to help in the campaign process and that giveaways and public relations should be incorporated into the fundraising plan. Chair Teese commented on the need to prioritize the items recommending the benches and tennis related projects might be a good start. Chair Teese excused himself from the meeting and turned the chair over to Director Marino. Chair Marino continued the discussion noting that if the public are making an effort to come and use the courts the Board should consider having some sort of reservation policy. Director Marino commented on the need for a reservation system at both municipal and private tennis courts. Director Nichols proposed a "first come, first serve" drop-in model for at least two courts. Director Bohner recommended some sort of reservation system. The Board discussed tennis etiquette, rules and policies, lengths of time for reservations of singles at 1.5 hours and doubles at 2 hours and drop in time limits for singles at 1 hr. and doubles at 1.5 hrs. The Public Relations sub-committee was directed to create a correspondence to pass holders. The staff was provided direction to distribute the letter and to post the weekend rentals by 3 or 4pm on Fridays. Staff noted that 3pm is a more realistic timeframe.

7. Discussion /Action Item: Strawberry Vista/Water Tank Hill- Inez Place, Neider Lane
Item 7 moved to the beginning of the Agenda following Open Time for Public Expression. See related minutes above.

C. New Business Items -None

D. Administration: Manager's Report:

Highlights: as of 9/8/2015

- 960 pool pass holders
- 131 tennis pass holders
- 2015 Camp exceeded revenue goals and sold out 9 or 11 weeks. Weeks 1 provides services to pre K and private schools. Week 2 provides services to pre-K, private and Reed Schools, MVSD students are dismissed and register for weeks 3-11.
- Fall Swim Lessons are 90% sold out and SRD is working to accommodate those on the waitlist by adding classes.
- Halloween Faire will be held in October 25, 2015 11-12:30pm.
- Staff is working the 2016 calendar and Activity Guide.
- There is a life guard shortage in Northern California and SRD is working to recruit and train part-time staff. Full time staff has been redirected to life guard duties in order to maintain the current hours of operation. Many of the pools in San Francisco and a few in Marin have reduced their hours of operation, reduced their days of operation, shortened their seasons and are experiencing same day unannounced closures due to life guard shortages. Trend seems to be directly related to changes in American Red Cross certification requirements and time and financial costs associated with maintaining certifications.

E. Correspondence: Higgin's Tennis

Correspondence from William Higgins was reviewed and discussed. Direction was provided to staff to permit Higgins to utilize one additional evening for and evening weekend dates as the Tam High School Courts are not available this fall due to facility renovations at other local sites.

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 Marino motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Director Marino at 9:12 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, October 13, 2015 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District