

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES
9 February 2011

Chair Francis called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 6:40 PM.

QUORUM CALL:

Present were Directors Francis, Klopfer, Reade. Director Zener arrived at 7:14pm. District Manager Leanne Kreuzer and Jennifer Vuillermet from Marin County Counsel.

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.

7:12pm Chair Francis opened the meeting to the public

7:14 pm Director Zener arrived to meeting

CHAIR OPENING COMMENT:

Chair Francis welcomed members of the public and reported out of Closed Session that direction was given to staff. There was nothing further to report.

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 3 minutes per person): None

AGENDA ADJUSTMENTS: None

MINUTES CORRECTIONS: Page 3 Donation Policy add the following line: *“Donations are subject to approval of the District Manager and/or the SRD Board of Directors.”*

Page 4-end of first paragraph: *Therefore the TPLL 2010 Fall Ball invoice will reflect a one-time rainout credit and additional charges for make-up dates.*

MINUTES

Motion: Move to approve the January 26, 2011 Minutes with the stated modifications. M/S/C JF/JK

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

FISCAL REPORTS – CONSENT CALENDARS:

- **Motion:** Motion to Approve Item A1-2 Fiscal Reports - Consent Calendars
M/S/C JK/KR Ayes: Francis, Klopfer, Reade, Zener Noes: None Absent: Teese
- **Motion:** Move to Approve Item A3 Transfer of Funds (transfer Zone IV expenditure).
M/S/C JF/JK Ayes: Francis, Klopfer, Reade, Zener Noes: None Absent: Teese

C. Old Business-Items

1. Discussion/ Action Item: Field rental and field management items authorizing item additions and Changes to rental agreement and policy and procedure.

Recommendations: Provide direction to SRD Staff.

The District Manager reviewed the Field Policies including the modification to the Pool Party Rain Out Policy recommended by the Board at the January 26, 2011 meeting. The following is the recommended change to the policy: *“Refunds or credits may be granted for rain out dates when requested 24hrs in advance of rental or rental fees may also be applied to a future date for rain out dates when requested 24hrs in advance.”*

- **Motion:** Move to approve the changes to the Pool Party Rain Out Policy as stated. M/S/C JK/JF
Ayes: Francis, Klopfer, Reade, Zener Noes: None Absent: Teese

The District Manager reviewed the Donation Policy and pointed out the recommended changes to the policy noted in the January 26, 2011 minutes reflecting the modification. The addition of the following: *Donations are subject to approval of the District Manager and/or the SRD Board of Directors.*”

- **Motion:** Move to approve the Donation Policy with the addition of the last line. **DONATION POLICY-** All facility improvements, real property, and monies contributed to or on behalf of the Strawberry Recreation District (SRD) are considered a donation to the SRD.
SRD may on occasion donate services to non-profit organizations including pool parties, day passes, special event tickets and selected course offerings.
Donations are subject to approval of the District Manager and/or the SRD Board of Directors.
M/S/C JK/JF

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

The District Manger reviewed a report with statistics from neighboring communities related to field rentals for athletic leagues. The report included City of Mill Valley receiving MV Soccer \$50,000 and MV Little League \$44,000 and Softball \$11,000 in annual fees for 2010. City of Larkspur reported revenue from Twin Cities Softball at \$5000. (calculated with \$12 per player for practice and \$35 per hour for weekend field rental), Marin Catholic Softball at \$5100 and Marin Catholic Field Hockey at \$1400. In addition Ross Valley Soccer paid Larkspur \$7560 for grass field and \$3185 for the synthetic field rentals. The long standing Cricket League (20 yrs) paid Larkspur \$10,000 for weekends only March through October. San Rafael/Pickleweed receives approximately \$30,000 annually from soccer league play. San Anselmo is currently working on a new MOU to address field rental currently Little League maintains the fields and irrigation and pays \$15 per player to the City.

City of Novato has transitioned most users to hourly rental receiving approximately 2,000 from Softball, 23,365 from soccer plus additional rental income from tournaments, \$1225 from Babe Ruth and 411,431 from Little League for practice on their North, South and Central fields. Corte Madera runs a recreational soccer league with 400-450 participants bringing in \$56,000 in field revenue. Little League pays \$15 per hour and annual field rental of \$10,700-\$11,500. Joe Wagner Field is not included in Larkspur or Corte Madera’s annual field revenue per their Recreation Directors. Chair Francis commented on the goal to increase TPLL overall payment to SRD appears to be in line with neighboring communities. The Board will continue to discuss the future athletic rates and related expenditures planning the transition in order to provide TPLL and TPSL with the opportunity to adjust. The Board provided direction to staff to create a contract and correspondence for 2011 noting the changes and intension of SRD.

Chair Francis stated that it was important to stay on task. Director Zener noted the importance of policy to remain fair and not favor one organization over another. Director Reade noted the importance of communicating with the public and the position of SRD.

2. Discussion/ Action Item: SRD Financial goals

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

Director Klopfer began by reviewing key points of the January 26, 2011 meeting and communicated the importance of the Board providing direction to the Budget Sub Committee by creating a standard approach to the District’s fiscal and financial goals. Director Klopfer described this phase as an opportunity to “brainstorm” as the Board works through the process. Director Klopfer identified financial goals to be discussed as 1) updating the Replacement Reserve Spread Sheet : identifying assets, replacement costs, life, remaining life and create a “plug and play “ format for future tracking of the information, evaluate total replacement reserve fund and establishing an appropriate fund goal with property accounting processes recommended by the audit. 2) Create policy for saving and spending
3) Establishing a “net zero” goal where generated revenue covers generated expenditures and additional funds are allocated to Capital Improvement Projects (CIP) or replacement reserves.

3. Discussion/ Action Item: 2011/12 Budget goals

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

The Budget Sub Committee recommends creating policies for future Boards, staff and committees providing guidelines to function under and direction that remains consistent, alleviating the reoccurrence of financial and operational issues that the SRD has been facing over the past few years. Chair Francis commented that it is important to have direction for the Budget Sub Committee. Director Klopfer commented that staff also would benefit from receiving clear direction and goals. Director Francis thanked Director Klopfer and District manager Kreuzer for the well thought out plan and commented on how exciting it is to be moving forward and establishing policy and

standards. Director Klopfer stated that it would benefit SRD to have a financial handbook. Director Zener noted that it would establish a proactive approach instead of reactionary one. The Board gave direction to staff to create graphs and charts to illustrate the various financial goals and utility expenditures.

4. Discussion/ Action Item: Capital Improvement Projects discuss, identify and prioritization **CIPs.**
Recommendations: Provide direction to SRD Design Sub-Committee and SRD Staff.

The Board discussed various projects that have been identified for safety and improved functionality including tennis court dividers, concrete and asphalt repair, and black privacy screens on the main fence/garbage enclosure. The Board provided direction to staff to continue updating the list of projects. The Board discussed the allocation of funds for the tennis court concrete and ADA project.

D. New Business- Items

1. Discussion/ Action Item: The creation of a new interim Facility Coordinator position. Possible duties include coordinating 15 identified projects, overseeing work as performed by independent contractors, updating facility and property manuals and reports, maintaining SRD parks, property and facilities including the SRD Aquatic's equipment and facility.

The District Manager reviewed the newly created job description of a temporary Facility / Property Coordinator and related projects the Board has identified that the position would be assigned to the position over the next six months. The Board reviewed the rate of pay, the items that County Counsel reviewed related to the position, and current staff responsibilities. The Board inquired as to how much of the District Manager's time was being spent on the facility and property items. The District Manager discussed the process of identifying job related duties and where the SRD can make improvements in policy, business practices and facility improvements has been the focus over the past several months resulting in the current list of over 27 immediate projects. The District Manager's recommendation is to create the temporary position and allow the Human Resource Sub Committee the opportunity to continue to evaluate the organizational chart of the SRD. This would also allow the District Manager to allocate time and energy towards revenue generating strategies. The position is eligible to be promoted "in-house" and would be active within the next 30 days. The Board discussed the process and the option of discontinuing the position if necessary. The District Manager confirmed that County Counsel will advise SRD throughout the process.

- **Motion:** Move to approve the creation of a temporary position for up to six months with a job title of Facility/Property Coordinator. M/S/C JF/JK
Ayes: Francis, Klopfer, Reade, Zener Noes: None Absent: Teese

2. Discussion/ Action Item: Donation request for facility use from Rally for Health and Hope
Recommendations: Provide direction to staff
The SRD Board of Directors reviewed the related material in relationship to the request from Rally For Hope for a donation of the SRD facility, specifically the SRD Tennis Courts. The Board discussed the number of requests that the Board has received over the past several months for special rates, accommodations or free facility use. The Board discussed the need to remain consistent with all non-profits and facility requests. Therefore the Board declined the request for free use of the Tennis Courts and provided direction to staff to communicate their decision.

D. Administration:

1. Manager's Report- The District Manager communicated the request made by a periodic renter which is a non-profit organization with limited funding, to have permission to access the SRD kitchen and utilize the space free of charge weekly prior to their rental. The Board of Directors discussed the request and the need to remain consistent with all users and denied the request for free facility use prior to the periodic rental. The Board gave direction to staff to continue to work towards streamlining rental agreements and actual use of the facility. The Board communicated the need of the SRD to remain consistent in policy and procedure for facility rentals. The Board asked for a review of the Smoking Policy and gave direction to staff to look into creating "designated smoking areas". The item will be placed on a future agenda.
2. Budget Committee- nothing additional to report
3. HR Sub Committee Report-nothing additional to report

CORRESPONDENCE: A request by a neighbor of Brickyard Park to gain access for tree removal on the adjacent property. The item will be discussed at the next meeting.

I. Next Regular Meetings: Proposed future meeting: Wed. March 9, 2011 at 7pm.

GOOD OF THE ORDER

There being no further business to come before the Board, Chair Francis motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Chair Francis at 9:40PM.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, March 15 at 7 PM in the 3rd floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District