

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES  
9 June 2010

Chair Klopfer called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:00 PM.

**QUORUM CALL:**

Present were Directors Francis, Klopfer, Reade, and Zener. District Manager Leanne Kreuzer and members of the public were also present.

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

A member of the public stated that the DeSilva Island Path is funded by the DeSilva homeowners and the deeds are encumbered by the public path. The member of the public commented that the path should not be let returned to DeSilva as the previous minutes suggested. The path must be funded by DeSilva Island: SRD is the custodian of the path and funding transfers through a District account to a contractor for maintenance of the path.

Manager Kreuzer commented that Zone IV and Zone V need to be addressed as separate items in the SRD Budget. Both Zone IV and Zone V will be individual agenda items in the fall. Chair Klopfer commented that the path is an asset to the District.

A Second member of the public stated that she has a child at Strawberry Point School and has been a Strawberry Resident for 17 years. She stated that her husband is the Administrative Assistant and has worked for the District for almost 8 years. She commented that the District is planning job eliminations and at the same time training someone to do administrative work. The member of the public also commented that the District is making "knee jerk reactions to something 16 years down the line like garbage fees." District Manager Kreuzer responded that there is an unpaid volunteer in the office who has applied as "drop-in facility attendant for events". There are no administrative employment opportunities available at SRD. There is openings for a facility attendants. Chair Klopfer stated that she has known for 4 years that SRD expenses are too high. The member of the public commented that the District hired 2 people to replace recreation supervisor.

Manager Kreuzer stated that the budget was reviewed line item by line item at the May 12 meeting and there were budget shortfalls. Manager Kreuzer added that in 2009 two employees were hired based on the SRD board's decision to focus on aquatic programs. Director Francis commented that the purpose was to increase revenue.

**AGENDA ADJUSTMENTS:** None

**MINUTES CORRECTIONS:** None

**MINUTES**

**Motion:** Move to approve the May 12, 2010 Minutes. M/S/C Francis / Reade

Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

**FISCAL REPORTS – CONSENT CALENDARS:**

Director Zener commented that camp was sold out in March and added that June 10<sup>th</sup> is the deadline for full refunds. Director Zener continued that increases in camp withdrawals are offset by the waitlist. Chair Klopfer pointed out that page 1 of the warrants did not make sense. Director Zener suggested withholding approval of the 1<sup>st</sup> page of the warrants. Director Francis questioned the Goodman expenses and asked for the details of the spending. District Manager stated that Judy Barr subbed for Karin's Aerobics on one day. Manager Kreuzer commented that SRD is switching over to QuickBooks for payroll and identified the payments to Oriental Trading and S & S purchases are for camp supplies and for special event game booth prizes.

- **Motion:** Move to Approve Item A1-2 Fiscal Reports - Consent Calendars, except page 1 of the warrants. M/S/C Francis / Reade  
Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None
- **Motion:** Move to Approve Item A3 Transfer of Funds. M/S/C Francis / Zener  
Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

**NEW BUSINESS**

**Item B1.** Discussion Item/Action Item: Discuss and meet potential candidates for the open-seat of the Strawberry Recreation District Board. Announce Board Action on open-seat of SRD Board of Directors pursuant to Government Code 1780

Peter Teese stated that he is interested in the open seat on the SRD Board. Mr. Teese commented that he has a child on the Seals Swim Team and another child interested in the Seals. Mr. Teese has a sales background and has a community interest and would like to be of public service. Mr. Teese commented that he is familiar with operating budgets and employee expenses through experience. District Manager Kreuzer stated that the candidacy will be submitted to the Elections Department and may go on to the Board of Supervisors depending on the appointment deadline. Manager Kreuzer added that SRD submits appointment and seat recommendations to the Election Department and noted that all the SRD board seats will be open for election in November 2010. The previous director notified of their intent to resign the day before the April board meeting however, the formal date of notification occurs when the Election Department receives a formal signed resignation notification. If a candidate appointment is within the deadline, the individual is sworn in. If the appointment is following the deadline, the recommendation is sent to the Board of Supervisors to make the appointment. This process depends on the deadline date. The District manager will submit the appointment, determining if SRD has met the deadline for Mr. Peter Teese’s appointment.

- **Motion:** Move to bring on Peter Teese as an appointment to the SRD Board of Directors or recommendation for the Board of Supervisors. M/S/C Francis / Zener  
Ayes: Francis, Klopfer, Reade, and Zener. Noes: None Absent: None

**Item B2. Discussion Item/Action Item:** Review of proposed Current Annual Major Repairs (CAMR) for the proposed 2010-11 Preliminary Budget

**Recommended Action: Prioritize CAMR and select items for the 2010-11 Budget**

District Manager stated that the current budget does not reflect any CAMR’s. The Board’s recommendations have been added to the staff recommendations for this budget. Manager Kreuzer commented that the Pool fence project which is part of the current budget was stopped in the current 2009/10 budget cycle. Chair Klopfer commented that the new pool entrance cost was \$25,000 plus \$10,000 for ADA concrete work. Manager Kreuzer clarified that the ADA work was required by the county. Director Francis commented that he had reservations regarding congestion at the new entrance, but stated that it has stopped people from sneaking in and that it is a great improvement. Manager Kreuzer noted that the swim team has been split with the older swimmers at Tamalpias High School and added that Swim Team Revenue has dropped.

Director Zener suggested painting the cinder block wall. Aquatics Supervisor John Hale commented that chemicals would eat away the paint. Manager Kreuzer commented that there are products to protect finishes from chemical erosion. Director Reade suggested selling tiles to offset the price of the stucco project. Manager Kreuzer stated that the District tried to sell tile donations years ago. Director Reade commented that the board could decide on the project based on funding. The Board directed Manager Kreuzer to itemize a stucco and paint project in combination with a fundraiser. Manager Kreuzer stated that funds can be donated to the District if they are earmarked for specific uses. Manger Kreuzer stated that she agrees with Facility Maintenance Manager, Luis Yataco that tennis courts #1 and #2 need to be resurfaced this year.

Director Francis suggested better gates for the tennis courts.

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Chair Klopfer urged the Board to prioritize safety issues or maintenance items first, and then look for economical projects with a great impact. Manager Kreuzer commented that an outdoor shower with concrete and drainage work would cost around \$15,000 for a single post with 3 shower heads. Chair Klopfer suggested stalls which Manager Kreuzer estimated to cost \$35,000. Manager Kreuzer suggested a combination of a single open post for \$3,000 to \$5,000 along with small cabana enclosure with a single head with an approximate cost of \$5,000. The Aquatics Supervisor, John Hale, suggested a single shower and family changing room. Director Francis was not opposed to the combination and commented the District could have a cabana and a freestanding 3-head shower. Manager Kreuzer stated that the concrete by the sauna is cracked and added the slope into the sauna is not ADA. Aquatics Supervisor Hale commented that the concrete needs to be cut and not patched. Director Francis pointed out that these two projects could be combined. Aquatics Supervisor Hale commented that outside cabinet storage is needed for the lifeguards and stated that he has a quote of \$1,500 from a contractor. Manager Kreuzer commented that the families claim the picnic tables and pointed out that there isn't any regular height seating. Aquatics Supervisor Hale commented that fabric chairs are damaged when they are dragged around the pool deck. Manager Kreuzer commented that the office floor project for \$15,000 was stopped in the 2009/10 Budget cycle when the projected budget shortfall was identified in March. The Board agreed to budget \$500 to display photography in the main building.

Manager Kreuzer recommended a commercial freezer for the gym kitchen. Aquatics Supervisor Hale commented that operating a freezer is a large expense along with health inspection fees. Director Francis suggested identifying sources of revenue before proceeding with a large investment.

Manager Kreuzer stated that there is a lack of storage in the office areas and suggested closed storage for 3 walls: Maintenance Manager's office, the first floor meeting room, and the gym kitchen. Manager Kreuzer estimated that the gym kitchen countertops and walls could be done for \$2,000, and added that stations are cheaper than custom units. Chair Klopfer stated that the goal is aesthetics for parties and postponed the items to year #2. Manager Kreuzer suggested a small cube fridge and microwave for the break room. Director Zener suggested upgrading the rental quality with audio visual equipment. Director Francis felt the renter should bring equipment so that the District does not have maintenance issues. Chair Klopfer felt that projectors were the lowest priority. The Board will approve equipment at the time of purchase.

Directors Francis and Zener both commented that the cave should not be used for storage. Manager Kreuzer noted that financial records, maintenance supplies, aquatics supplies, special event and camp supplies are currently being stored in the cave. A member of the public recommended renting storage space across the highway. Aquatic Supervisor commented that outdated material should be eliminated and the rest stored.

Manager Kreuzer stated that the Strawberry Cove Park surface is not ADA compliant: Reggie Park is also out of ADA compliance and that a partial rubber surface for two features at Reggie Park would meet requirements for ADA access. Director Francis commented that the waterfront path is a higher liability risk because of greater usage. Manager Kreuzer stated that disabled access is an issue and commented that the District is moving toward ADA compliance. ADA items are postponed to year 3 due to budget issues. Manager Kreuzer recommended a portable aquatics lift to meet ADA standards. Aquatics Supervisor Hale noted that the current lift does not meet ADA standards: A button operated lift that can be operated without employee assistance is required to comply with new ADA standards. The lift recommended is chargeable and can be moved to all three pools. The Board agreed to the lift. Aquatic Supervisor Hale stated that all 3 pools need new covers. The covers last 3 to 5 years depending on a variety of factors like size, water temperature, and exposure to sunlight.

The Board agreed to gates for security compliance, spa sand for the filters, and two AED's. Budget \$1,500 for the purchase of baby pool shade awnings. Chair Klopfer stated that donations from the Strawberry Festival could be used for baby pool toys. Director Francis reminded the Board that a small area is needed for a ping pong table or foosball. Director Reade suggested the location should be in sight of the office. Aquatics Supervisor suggested the area between the slide and the basketball. Director Zener suggested moving the garbage dumpster and opening up that area. Director Reade commented that the pool area is not accessible by the general community. Director Zener suggested using the patio area outside the

gym. Chair Klopfer stated that table tennis would cost \$700 and commented that the District should have foosball and a hockey game somewhere.

Manager Kreuzer stated that there is a proposal to rescreen the gym floor and added that the staff has determined that the floor can be sanded down to bare wood one additional time only before requiring replacement. Manager Kreuzer stated that redoing the gym lighting is a large project. The doors are not ADA panic bar doors. Aquatics Supervisor Hale suggested clearing the vegetation on the hillside above the pool. Director Francis suggested clearing above the tennis courts and removing the posts. Manager Kreuzer stated that a door closer on the new entrance is needed for safety. The bike racks are to be reimbursed by a grant payment. Chair Klopfer requested an estimate for redoing the concrete work at the tennis entrance. The Board felt that a deep cleaning of the bathrooms and main facility was necessary before the Strawberry Festival.

**Item B3. Discussion/ Action Item:** Update on proposed 2010-11 Preliminary Budget incorporating Current Major Annual Repairs (CAMR)

District Manager stated that the CAMR for the 1<sup>st</sup> year will be put into the budget numbers and reported on at the June 30<sup>th</sup> SRD Board meeting.

**Item B4. Discussion Item/ Action Item:** Strawberry Festival an SRD special event scheduled for June 13, 2010. **Recommended Action: Discuss and provide direction to the staff**

District Manager stated that the Strawberry Festival postcards have been mailed and posters distributed. The cost of the event is offset by sponsors. There will be four bands, Jim's Barbeque, the TPLL Snack Shack, and Hot Diggity. A certified grower from Lodi will sell strawberries and have a desert station. "Friends of Tam Valley" will sell beer and wine. There is a petting zoo and a dunk tank. Craig Breslin and Jake Carrillo are participating. SRD will have an information table and give away 150 Strawberry Rec. bags and accept donations for the Strawberry Chronicles. Jubilee Jumps will operate a jump house and rock climbing wall. The dunk tank will be a free game booth.

There is a donation form for the batting cage that can be emailed. The cost for the Festival would be approximately \$14,000 without sponsors and vendors donations of services. The 2009/10 budget reflected a \$1,500 expense. The District is not charging for booth space. The postcard expense came from the marketing and advertising budget line item originally earmarked for the brochure and website launch. Another unexpected expense was the PA system for the bands at \$634. The stage was donated by Mill Valley. Employee costs for the event are spread out over various departments. The full time employees will adjust their schedule for the additional work day. Director Reade commented that the two weeks lead time for sponsorship is short notice, and added that this is the first year of the event. Manager Kreuzer stated that there will be a full expense report at a future board meeting. Manager Kreuzer noted that the large number of contributors offset the SRD expenses. The Marin County Sheriff, Southern Marin Fire Department, Marine Mammal Center, and Mill Valley Refuse will be present at the festival.

## **OLD BUSINESS**

**Item C1. Discussion Item/Action Item:** Update on Voluntary Separation Incentive Program (VSIP) and Reduction In Force (RIF).

Manager Kreuzer reported that no employees have submitted for the VSIP. The District is following the county process for budget shortfalls. The Human Resources Committee will meet with attorneys regarding criteria for addressing Reduction In Force (RIF). District Manager Kreuzer stated that the VSIP tiers offered starting at 1 year of employment was agreed upon on the recommendation of County Counsel based on having only seven full time employees.

**Item C2. Discussion Item:** Discuss the future management of the SRD Tennis Courts and SRD Facility Rental Agreement.

**Recommended Action: Discuss and provide direction to staff**

District Manager Kreuzer stated that other tennis courts in the area rent for \$10 to \$25 per hour/per court. This is similar to the field rental rates. The Board felt that \$20 per hour was reasonable. A member

of the public felt that there should be a letter to the key holders or a meeting of the Tennis Committee. Manager Kreuzer commented that the SRD Board will determine rental fees.

Director Francis commented that the Women's League practice should be either earlier or later, not during prime time. Director Francis suggested that League play should be after 5:00pm, or weekday evenings. Manager Kreuzer stated that the team's practice time evolved from the original class time.

Director Francis suggested that Maurice should have priority on the court time for the first year and then follow standard procedures. Director Frances expressed reservations about partnering with individual pros, but desired fostering a variety of programs like cardio tennis which they would promote. The Board directed that Maurice Newman should pay \$10 per hour for court use for the first 2 quarters (fall and winter) and \$15 per hour during the 3<sup>rd</sup> quarter. SRD should have a summer contract with Maurice for June 2011 by January 2011. Manager Kreuzer will notify the tennis pros of the Board's decision. Director Zener commented that SRD requires the tennis pros have business licenses and insurance. The Board stated that the tennis pavilion will be a shared space for the periodic renters.

**ADMINISTRATION:  
MANAGER'S REPORT**

As presented.

Manager Kreuzer commented that Tatiana and Julia will work with Megan Wilgenbush for four weeks of summer camp. Manager Kreuzer recommended not paying for CSDA membership and the Board agreed. The swim team has submitted their first proposal for the fall through spring seasons, 3:30 -5:30 pm Monday through Friday. Strawberry Point School has requested use of the gym for a fundraiser. Manager Kreuzer noted that SRD and Strawberry Point School have an informal agreement for reciprocal use of the parking lots, but the field and pool events are paid. The Board directed that the rate schedule applies to the school.

**CORRESPONDENCE:** District Manager Kreuzer commented that there is correspondence from Bloomberg.

**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 10:22 PM.

**The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Wednesday, June 30, 2010 at 10:00 AM in the Loft -3<sup>rd</sup> floor meeting room.**

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Secretary, Board of Directors Strawberry Recreation District

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Chair, Board of Directors  
Strawberry Recreation District