

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: October 25, 2016

Time: 6:30pm Closed Session

7:00pm Open Session

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:16 PM.

QUORUM CALL:

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

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

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 2 minutes per person): None

AGENDA ADJUSTMENTS: Item C1 moved before Approval of Minutes

C. Old Business – Items

1. Discussion /Action Item: Consider proposal to provide SRD staff access to a personal investment plan

In response to SRD Board direction to poll the staff to determine their level of interest in a 403(b) plan opportunity, Adam Waitrek present results of meetings with SRD staff. The General Manager inquired at local bank branches and found that personal investment opportunities do exist but the customer service is limited and is impacted by staffing changes. None were interested in establishing a 403(b) for the SRD. West America (SRD's payroll account) is local and has had 5 branch managers in the past seven years with a rotating customer service staff. Other branches have maintained one manager but customer service agents continue to rotate. Bank of America and Redwood Credit Union did not impress staff nor did they present any real interest in building a long term relationship beyond the set-up of personal accounts.

Staff sent the information to former SRD Finance Committee member, Jennifer Klopfer requesting feedback. Jennifer has a finance background and was very involved in restructuring the HR benefits and the creation of the financial policies and procedures.

Mr. Waitrek summarized the proposed 403(b) plan responding to additional questions by Director Francis and request for more information. Chair Teese representing the HR Sub Committee discussed the importance of employee benefits and retention strategies noting that the employees would pay the ongoing fees associated with this plan and SRD would be providing access at a nominal start-up cost. Mr. Waitrek commented that the fund would pay for the ongoing costs at a 1.19 base rate for Oppenheimer's standard fund. Chair Teese called for a vote. Director Francis indicated that he was not prepared to vote on the motion. Director Nichols did not second stating that if there were questions in the minds of a Board member they should be provided the time to seek the information they desire in order to vote. Chair Teese asked the Directors if they had questions or concerns. None were communicated. Chair Teese requested that the Directors prepare for the item in advance of the meeting and contact staff or Mr. Waitrek for more information. The item will be placed on a future agenda for consideration.

APPROVAL OF MINUTES: DRAFT March 2016 Minutes (Marino, Nichols, Teese), DRAFT July 2016 (Bohner, Francis, Marino, Teese), DRAFT August 2016 (Francis, Marino, Nichols), DRAFT September 2016 Minutes (Francis, Nichols, Teese)

March, July, August minutes placed on a future agenda requiring approval by a quorum of attending Directors

Motion: Move to Approve DRAFT September 2016 Minutes,

M/S/C JF/PT Ayes: Francis, Nichols, Teese Noes: _____ Absent: Bohner, Marino,

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 - None

- **Motion:** Move to Approve Item A1 Fiscal Reports - Consent Calendars

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

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

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

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

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

B. Administration: Manager's Report:

Manager reported that the staff are preparing for the Halloween Faire special event to be held on Sunday October 30th. New features will include a designated photo area and a Happy Halloween House. Staff are producing the 2017 Activity Guide which will be distributed to Sausalito and will include full page ads rather than ¼ page and ½ page ads. As of 10.25.2016 four full page ads have been sold.

C1. Item C1 moved before Approval of Minutes

C2. Discussion /Action Item: November election for SRD Board of Directors

The General Manager noted the upcoming election in which two out of the three candidates will serve terms on the SRD Board of Directors. Candidates are Porter Davis, Cale Nichols and Pam Bohner. Board members new term becomes active on December 2, 2016. Staff commented that the Board may consider changing the November meeting date from Election Day on Nov 8 to another date the following week. Also noting the upcoming item 2017 Board positions scheduled for the November meeting.

“Discussion /Action Item: Organize 2017 Board Positions

2017 organization of Board positions and the Board Sub Committee positions through 2017.”

The Board briefly discussed the election and options for the November meeting selecting Monday Nov 14, 2016 at 7pm for the next meeting date.

C.3 Discussion /Action Item: Facility Periodic Rentals, Athletic Leagues and SRD policies and procedures

Staff recommends SRD hold the fee rates for 2017 and transition all transactions onto the webhosted software system which will increase costs to customers and SRD due to the processing fees of the web host company Active net as well as transaction fees for credit cards. Currently the swim lesson, season passes and camp programs go through the system. I would like to transition all rentals, fields, fitness classes and guest fees onto the system well.

Limiting athletic leagues use of the SRD and providing additional space for customers and other opportunities for the community.

Strawberry Seals Swim Team historical 2 hour afternoon rental 3:30-5:30 Sept- May and after closure in the fall 7-8:30pm

Seals have increased their participation and the length of their practices for each group.

Previously they were provided 3 lanes M,T,Th,F and 2 lanes Wed for the first thirty minutes.

SRD set maximum at 24 swimmers per time slot. 3-3:30/4-4:45/4:45-5 with no overlap

Issue: Seals currently have registered 25 swimmers at 3:30-4pm /33 swimmers at 4-4:45pm/40 swimmers at 4:30-5:30 and 60 in the 7pm group.

Now there is the 15 minute overlap they have a potential of 73 swimmers onsite from 4:30-4:45 daily.

Seals are utilizing the courtyard for dry land exercise and have not reserved or paid for the area.

Seals are deep water diving well during their practice time

Chair Teese provided direction to staff to meet with Seals coach and president, communicate the concerns and let them know that they will need to work on a resolution to the item and provide a solution to the SRD Board. If a solution is not provided then SRD will need to discuss and provide a solution.

Director Francis recommended additional fees and charges be considered and implemented when organization expand beyond agreed use and perhaps charge a penalty fee.

Tiburon Peninsula Soccer Club historical 2 hour afternoon rental 3:30-5:30 Mon- Thurs and Saturdays the last weekend in

August, one meeting in the facility and indoor soccer Wednesdays sporadically throughout the school year.

Previously 2-3 teams practiced from 3:30-5:30 and games were played Saturdays. Field was not utilized Fridays other than to line the field for Saturday games.

Issue: Expanded 2016 registrations to approximately 720 almost double what they had previously.

Expanding into the evening hours

Requesting to expand further and start in mid-August during SRD Summer Camp and other field rentals

Under utilizing the field with timeslots completely open or with one team practicing at a time.

Conflict with another renter on Mondays and Thursday

Tiburon Peninsula Little League historical 2 hour afternoon rental 3:30-5:30 Mon- Friday and both Saturdays and Sundays

March through Mid July (21 weeks plus post season) and Fall Ball Sundays Sept – early November (9-10 weeks)

Issue: Expanded 2016 registrations to approximately 700 almost double what they had previously.

Expanding into the evening hours

Requesting to expand further and start in mid-February during field maintenance window and other field rentals

Under utilizing the field with timeslots completely open or with one team practicing at a time.

Conflict with other field renters on Mondays and Thursdays

The Board discussed the related items providing direction to staff to maintain the two hour historical use between 3:30-5:30, maintain the other program scheduled providing variety to the community and open any unused time to the leagues.

Staff recommended the Board discuss the following and provide direction to staff:

Reinforce league historical timeslot hours

Reinforcing the Seals maximum number registered per timeslot.

Charge Seals for the use of the Courtyard for dry land training

Soccer and TPLL request to expand hours in 2017 and 2018-limitdays of expanded hours to Tues, Wed and Friday. Request practice schedule illustrating actual field use.

Limiting TPLL games to Tues, Wed, Fri, Sat and Sundays only.

Enforce the field rules or charge for security

Enforce the field hours on weekends

Notify the leagues utilizing the fields: fields should be properly utilized and allocated reinforcing the SRD Boards commitment to provide a variety of opportunities and programs to the community. Field space is in high demand.

Director Francis recommended charging security deposits from leagues in the amounts of 10K -20K and monetizing penalty fees for each offense with rates increasing with repeated offenses. Director Francis commented that the Board should consider providing this directive to staff in relationship to field management.

Rentals utilizing indoor space in inclement weather. SRD has established a policy that if the renter is on Practice Fields A,B,C or D or a single tennis court they can move indoors in the 1st or 3rd floors for the same rate when space is available. If they wish to use the gym space they must pay an additional fee. If they are renting two tennis courts simultaneously they may transfer into the gym. Indoor space is not guaranteed and is only confirmed if the space is rented and paid for in advance. Staff will schedule periodic rentals through 2018 and begin marketing the remaining field and facility availability now that construction has subsided on the property.

Director Nichols recommended staff consider providing an email update to Tennis Pass holders providing updates on the status of the tennis court light replacement.

C.4. Discussion /Action Item: Tennis Court Lighting Permit

SRD has been reassigned a new County Building Inspector for ADA and counsel has been attempting to schedule an onsite meeting since early August.

SDRB will a board member volunteer to support the application? Goal is to have approved a higher lumen so the quality of light is better and the poles can be shorter. Current light features are not intended for sport courts. They are similar to parking lot light fixtures and have to be much higher to cover the area.

C.5. Discussion /Action Item: Zone IV-2016 Strawberry Channel Maintenance Project

SRCC delayed mobilization for 5 business days and is 1 week behind. They are also engaging in numerous correspondence with tedious end extraneous requests that are not in line with their prior two years of work history for SRD.

Staff asked the Board to clarify their direction to charge administrative fees to Zone IV for fiscal 2016/17 and moving forward. Staff reported that there were 105 emails thus far in October and that this did not include telephone meetings, in person meetings or projects related to Zone IV and requested direction as to how they wanted the charges calculated proposing an overall percentage of project costs or charges for each individual administrative item. Peter Teese gave direction to staff to calculate monthly or quarterly and report.

C.6. Discussion /Action Item: Master Renovation Plan-Basic Plan, projects, funding & strategies – fund raising, donations, sponsor and advertisement signage.

Staff will focus on selling ads in the Activity Guide then will begin selling Strawberry Festival and marketing opportunities for 2017.

D. New Business – Items

1. Discussion /Action Item: 2017 Rates and Fees for provided services

Pool Passes: staff recommends holding pool pass rates in 2017.

2018 the pool will need to be closed for plastering. SRD will most likely extend the closure 2-weeks to accommodate the construction. Staff recommends charging the same rate for 43 weeks in 2018 raising the prices.

2019 when the 45 weeks are restored the price will be higher than 2016.

Tennis passes, swim lessons, summer camp and facility rental prices were raised in 2016.

2. Discussion /Action Item: SRD Standards of Behavior policy implementation

Staff requested direction from the Board relating to 3 incidents and requested the Board consider implementing the Standards of Behavior policy including action relating to future access and use.

- a) Serious complaint regarding 2 pool pass holders. The Board reviewed the item and provided direction to staff.
- b) Patron sneaking into the pool for water fitness classes without paying. When provided a letter she failed to respond and continued to attend classes and has started making payments. She most likely was sneaking in for 8 months. She owes approximately 210 for classes July – October
- c) Individuals bullying tennis pass holders with reservations off the tennis courts and refusing to pay for a season pass or guest fees. These individuals are accompanying long time tennis pass holders on Saturday morning and some Sundays as well.

Direction given to staff to implement Standards of Behavior action in response to complaints and issues relating to incidents.

E. Correspondence: None discussed

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.

G. Adjournment:

H. Proposed future Regular Board meetings: Nov 14, 2016 at 7:00 Open Session Dec 13, 2016 at 7:00 Open Session

GOOD OF THE ORDER

Director Francis requested that tennis court schedules be posted at the courts. Staff responded that Higgins schedule is posted by season and that the weekend posts continue to be placed on the courts. Staff also indicated new software features that will be available on the site in January that will simplify the reservation process and allow pass holders to see the bookings at a glance on their smart phones.

Director Francis commented on a recent community issue involving City of Mill Valley and public easement encroachment. Director Francis requesting staff confirm that funds were allocated for determining property lines on various SRD properties. Staff confirmed.

There being no further business to come before the Board, Chair Teese motioned that the meeting be adjourned, seconded by Director Nichols. The meeting was adjourned by Chair Teese at 9:02PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Monday, Nov 14, 2016 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District