

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: Nov 14, 2017

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

CLOSED SESSION-6:30PM

Chair Nichols called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:15 PM

Report out of Closed Session:

Chair Nichols reported that direction was provided to the HR Sub Committee and staff

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 Nichols opened the meeting and welcomed the public.

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

AGENDA ADJUSTMENTS:

Approval of Minutes: OCTOBER 3, 2017 DRAFT Minutes

DRAFT October 3, 2017 Minutes (Bohner, Francis, Marino, Nichols, and Teese)

M/S/C **PT/CN**

Ayes: Francis, Nichols, and Teese Noes: _____ Absent for 11/28/17 meeting: 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 **PT/JF** Ayes: Francis, Nichols, Teese Noes: None Absent: Bohner, Marino

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

M/S/C **PT/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. Old Business – Items

1. **Discussion /Action Item:** SRD Professional Service Contract and Publics Work bid contracts for the Tennis Court Light Renovation Project and the Pool House Demolition.

Nute Engineering presented report and proposals for Tennis Court Light Project and Pool House Demolition Project. The SRD Board reviewed each proposal and detail scope for the tennis Court Light Project. Mark Wilson of Nute Engineering reviewed the specification of the bid process and the responsiveness of the companies submitting proposals. The Board discussed the scope and pricing of each item in in the scope. Mark Wilson detailed the base bid and the two additional additives that will be clarified in the contract resulting from the structural report which will determine if any of the existing bolts can be repurposed and the retrofit of the existing foundation bases in which each bases. Mark Wilson noted that the upper court baes were constructed at a different time than the lower court baes and may require different retrofit measures. The Board discussed.

Mark Wilson recommended Fowler Electric Services be awarded the project with the scope of the additives details to install up to 4-2ft bolts per base and retrofit of base caps as needed.

Motion: Move to Approve the award of the Tennis Court Light Project to Fowler Electric Services with a base bid of 42,565 and additives at \$30,250.

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

Mark Wilson of Nute Engineering discussed the request for proposals for the Pool House Demolition. SRD did not receive formal bids as several companies indicated that they were not available Nov 26- Jan 5 to complete the scope of the project. Mr. Wilson described the informal bid criteria option for projects under \$175,000 vs the public bid criteria for projects over \$175,000. The Board discussed the project scope reiterating the importance of retaining a shower on the pool deck. Chair Nichols and staff discussed the costs associated with the proposal to purchase prefabricated Life Guard Office module and the costs and ongoing services related to portable bathrooms proposed for the parking lot vs retaining two toilets at the pool deck in the interim. Staff met with County officials in the Environmental Health Department which concluded that the County would approve the use of the Main Building in the interim period (projected at 2-5yrs) and that a proposed deck shower would require a covered roof and sewer connection. Staff met with the members of the Design Sub Committee and discussed the options. Direction to staff was given to work towards retaining 1-2 toilets, the shower bank with roof and transition the existing Sauna back to the original allocation of a Life Guard Office and staff warming station. Director Francis reiterated his opposition and concern relating to the demolition of the pool house and reintroduced his proposed renovation plan of the exiting building including new tile, sky lights and finishes. Director Teese responded that the SRD Board discussed in detail at the September meeting and voted 4 to 1 at the October meeting to demolish the pool house during the 2017 closure. The closure is scheduled for Nov 22.

Mr. Wilson reviewed a proposal from Conscious Construction for the demolition of the Pool House in the amount of \$157,029.52 and reiterated that the Board can utilize the Professional Service Contract for this project. Staff reiterated that the Demolition of the Pool House has been approved by the Board as it addresses serious concerns to public safety. Director Teese concurred that concerns of the structural safety, and the need to address potential trip and fall hazards warrants the speed in which the Board acts on this project. The Board discussed negotiating a contract for demolition with Conscious Construction for the amount of \$157,029.52 with Mr. Wilson. The Board providing direction to staff to enter into a contract utilizing the SRD Professional Service Contract to address the emergency project to demolish the Pool House starting November 26 addressing potential public safety concerns.

Director Francis reiterated his concerns with the project moving forward indicating his overall support for a new community building in the future expressing his projected timeline for new construction could be 10-15 years and that the Board should retain the existing pool house until future construction and funding is secured.

Motion: Move to Approve the award of the Demolition of the Pool House to Conscious Construction utilizing the SRD Professional Service Contract in the amount of \$157,029.52.

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

Chair Nichols and Director Teese reiterated that the Board approved the Demolition of the Pool House with a vote of 4-1 at the October meeting and provided direction to staff to enter into a contract utilizing the SRD Professional Service Contract.

Staff commented that the much needed 2nd phase of the utility service upgrade to the Main Building gas line and the Elevator Electrical supply line will also be triggered as they run along the pool house entry. Funding is available for the utility upgrade project.

- 2. Discussion /Action Item:** Proposed changes to SRD Pay Scale Ranges and Steps for all part time positions and full time positions including Specialist, Coordinator, Supervisor, District General Manager positions relating to the requirement to increase minimum wage and the expansion of services provided by SRD.

The SRD Board is considering a strategic plan to address the changes to the California Minimum Wage. The Human Resource Sub Committee has been discussing various options and is scheduled to present recommendations for the SRD Board's consideration. Reports including comparative of existing SRD pay scale and changes to reflect \$15 minimum wage as well as SRD Budget Worksheet reflecting 2016/17 Actual, 2017/18 Approved, proposed changes reflecting minimum wage change to \$12.50 and proposed changes reflecting minimum wage change to \$15. Have been provided in the Board packet and discussions continue. Staff noted that Director Bohner is a member of the HR Sub Committee and was unable to attend the Nov meeting. The Board discussed the reports and proposed options briefly and placed the item on a future meeting agenda.

3. Discussion /Action Item: 2018 Rates and Fees for provided services

The SRD Board discussed and consider changes to the 2018 rates to be included in the 2018 SRD Activity Guide. The Board has decided to maintain the 2017 rates for Pool Passes. Rate sheets are included in the packet. Other rates for consideration included: tiered rates for Tennis Passes, Facility Rental, and Field Rental.

Tennis Court Rental: \$20 per court per hour

Fitness Classes: Land Aerobics \$7. At door /\$6. Card (regular rate)/ 5.50 Card (Strawberry Resident)

Water Fitness and Aerobics: Free to pass holders/ \$7. At door/ \$6. Card

Master Lap Swim: Free to pass holders/ \$10 Drop in / \$9. Card

Swim Lessons:

Lesson: (25-minute lesson) \$12 Pass Holder/Resident \$14.50 Regular Rate

Private: \$40/\$35 package of 4 or more

Semi Private: \$33 each/ \$ 29 each package of 4 or more

Swim Club: (45-minute lesson) \$12 Pass Holder/Resident/ \$14.50 Regular Rate

Drop in 40+ Adult Basketball: \$4. At the door

Camp Strawberry \$289 per week / \$256 discount for four or more weeks

Special Events: Pool Side Jam Free to Pool Pass Holders/ \$5 General Admission

Spring Faire/ Halloween Faire \$8 per child / Adults Free

Strawberry Festival: Free entertainment and Carnival Games. Fees currently are charged and paid directly to vendors for food, jump houses, climbing wall.

Director Francis recommended that the Board consider a 3%-5% increase across all programs, rentals and services.

Director Teese recommended the Board consider a minimum of \$1 increase on low priced items such as lessons and classes.

Director Nichols responding to the Board comments proposed swim lessons increase to the range of \$13 -\$15 per lesson.

The Board discussed the Tennis Court rental rate of \$20 per hour and the costs associated with improving the courts as well as the increase in impact and use of the courts. Director Francis recommended an increase of \$25 per hour. Staff noted that many organizations renting the facility will need transition plans as they have already advertised and sold services into 2018 budgeting for the current rates. The Board discussed and provided direction to staff to bring the Athletic League rates and the Tennis Court Rental for existing Tennis Pros back to the Board at a future meeting.

Director Francis requested the calculation for the number of hours used by the tennis pros. Staff provided an estimate indicating that the maximum revenue for court rental historically was 35K which divided by \$20. per hour is approximately 1750 hours in a fiscal year.

The Board continues the discussion providing direction to staff to raise the rates by 5% or \$1, rounding off and up rates to the nearest dollar.

4. Discussion /Action Item: Proposed phased construction plan including the demolition of the 1960's Pool House, new construction and impacts on facilities, services, and user groups.

Staff provided a status update and timeline on the Demolition of the Pool House. In response to the Boards direction to work with Arcsine to establish a Transition Plan with proposed materials, Directors Nichols and Bohner reviewed items and materials for consideration which were available for the Board to discuss and review. Director Francis reiterated his opposition to the Demolition of the Pool House and expressed concerns that the project may exceed \$400-\$600K. The Board commented on previous discussions including Director Marino and Bohner in which the Board seemed to have a consensus on the desire to keep costs very low and not invest significant funds in a Transition Plan. Staff presented materials provided by Arcsine to the Design Sub Committee with Arcsine provide material costs and square footage for the Boards consideration. Staff indicated that some of the installation may be performed through Forced Account by SRD staff as the current Facility Property Supervisor has extensive experience in landscaping services. Director Francis expressed concern commenting that installation costs were needed to move forward in considering materials for the transition. Director Francis reiterated his opposition to the Demolition of the Pool House stating that if the Board was moving forward with the demolition he prefers the use of concrete in the area rather than a variety of proposed materials including artificial turf, composite decking material to leaving the area soil. Director Francis expressed concern that the area would be left unusable and be subject to rain in the winter months. The Board members in attendance reiterated that in the absence of members of the Design Sub Committee there are challenges in determining a budget for the Transition Plana and select materials. Direction was given to staff to move the Transition Plan and related material selection items to a "special meeting" in which the members of the Design Committee would be in attendance.

- 5. Discussion /Action Item:** Master Renovation Plan-Basic Plan, projects, funding & strategies – fund raising, donations, sponsor and advertisement signage, related public relations and correspondence.

Staff provided an update on the Strawberry Recreation and Parks Foundation (SRPF) which has received 501(c)(3) status and will begin fundraising campaigns in 2018. One of the initial funding campaigns will be to assume responsibility for the Strawberry Festival booth from the Friends of Tam Valley Community Services. The booth revenue is typically \$700-\$900. SRPF has established bylaws and a draft for a MOU with SRD. Alma Obrien is acting president of the SRPF Board of Trustees and was unable to attend the November SRD Board meeting. Staff was directed to invite Mrs. Obrien to a future meeting and create an agenda item for discussion.

Director Francis expressed concerns that funding will not be available for future construction of a new community building for several years. Staff reviewed the Board's plan to finalize the design, submit plans for planning review and permitting which may take 12 - 18 months, fundraise, apply for grants and designate funds towards the project, update the cost estimate for the project and at that time review funding vs. vision in order to cost value engineer the plans to meet the available funds. Director Teese discussed increases in construction costs as the project continues to be delayed and the importance of providing the community facilities that match the modern standards and needs.

C. New Business – Items (Estimated time: 7:30pm)

- 1. Discussion /Action Item: Community** Discussion regarding the Emergency Preparedness of the Strawberry Community.

Staff reported that SRD is hosting Get Ready (Nov 29 and Dec 5) and Community Response Team Trainings (Dec 4 and Dec 14) at SRD and again in 2018. Full Time staff will participate in both programs. The SRD Board members and their families are encouraged to participate. Director Nichols, Teese and Bohner families have registered for the Nov 29th Get Ready Marin training.

Staff continues to partner and work with Southern Marin Fire District to encourage residents and businesses to prepare for emergency events and improve the SRD overall emergency preparedness and response training. The Board of Directors reviewed the emergency preparedness information published in the 2017 Activity Guide. The Board reconfirmed the information for the 2018 guide. Director Nichols recommended that SRD consider updating the information and continue to post it for the community to reference.

E. Correspondence:

F. 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.

Chair Nichols thanked the Board members for their discussion commenting that a special meeting will be scheduled prior to the regular December meeting to discuss the Transition Plan.

There being no further business to come before the Board, Chair Nichols motioned that the meeting be adjourned, seconded by Director Teese. The meeting was adjourned by Chair Nichols at 8:17 PM.

The next regular meeting of the Strawberry Recreation District Board of Directors is proposed for Tuesday, December 12, 2017 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District