

STRAWBERRY RECREATION DISTRICT

BOARD OF DIRECTORS MINUTES

Date: March 8, 2016

Time: 7:00pm Open Session

Chair Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:10 PM.

QUORUM CALL:

Present were Directors Marino, Nichols, and Teese. General District 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 B1 to go before Item A Fiscal Reports

Approval of Minutes: DRAFT February Minutes,

Place on a future agenda for approval: Absent 2/2016: Nichols

Absent 3/2016: Francis, Bohner

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

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

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

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

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

B. New Business – Items

1. **Discussion /Action Item:** Tiburon Little League request to donate replacement score board, expand Minor Field into Practice Field B, request special accommodation for reservation and payment of annual Post Season field use from 2nd week in June through 4th Sunday in July annually as All Star Schedules and Tournament of Champions (TOC) schedules are not set until the 1st week in June annually.

Chair Teese introduced the item, acknowledged the TPLL Executive Board members present at the meeting, and referenced the previous meetings and correspondence between the SRD Field Sub-Committee and members of the TPLL Board addressing TPLL's requests for expanded field use, donation of a new scoreboard, sponsor signage and the terms and conditions of the SRD Field Rental Agreement and SRD Standards of Behavior.

Chair Teese requested the SRD General Manager provide a brief history of TPLL field use and review the 2016 and 2017 detailed use summaries prepared by SRD for TPLL reflecting associated rates. The General Manager reviewed the documents as submitted in the packet providing descriptions of the detailed items.

Proposed Score Board options were scheduled to be reviewed and discussed however no information was provided by TPLL prior to the release of the Board Packet. The SRD Board discussed and expressed support for the donation of a new scoreboard commenting on size and features that might be included. The new scoreboard would replace the existing scoreboard. Director Marino commented that any proposed scoreboard or sign should be placed on a public meeting agenda for discussion and review prior to being authorized. Direction was provided to staff to place the item on a future meeting agenda when submissions are received for review.

Request to expand Minor Field layout into Practice Field B layout to be reviewed and discussed. The General Manager described the request to expand the Minors Field outfield area incorporating center field into Practice Field B. The Board discussed the

current field configuration as well as the proposed configuration. Board members discussed that the areas were created to provide access to other field user groups and that reducing Practice Field B would significantly reduce the usability of the area. The Board expressed an interest in maintaining the current field configuration and provided direction to staff.

SRD continues to work with TPLL identifying annual usage of the field and SRD process and procedures for periodic renters/users. SRD has drafted 2016 and 2017 use fees for review. TPLL is unable to confirm post season reservations and request the SRD Board consider an accommodation for the period of time between the 2nd week of June and 4th Sunday in July. Staff provide detail on related impacts for consideration and discussion. TPLL President Nemecek noted that the post season game schedule is created in early June through a lottery system. Organizations participating in the post season do not have input or submit preferred days and times for games. SRD General Manager requested that TPLL provide the post season game schedule by the end of the regular season the first week in June and SRD will then work to accommodate the post season schedule from mid June through July. The SRD Board discussed the conflict with TPLL's regular season and their expansion of field use outside the rental agreement. TPLL requested additional field access on both Majors and Minors from 5:30 pm to 7pm seven days per week. SRD General Manager indicated that the additional field use can be accommodated on Tues, Wed, Fri, Sat and Sun to 7pm and that SRD has a 30 minute transition in place Mon and Thursday from 5:30-6pm between users. Chair Teese commented that there may be availability from 5:30-6pm and reiterated that TPLL would need to be off the fields as were not available Mon and Thursday after 6pm as they have been historically rented by another user group.

The members of both boards discussed the expansion of TPLL, the guidelines for Majors teams in TPLL and the need for additional facility space. SRD expressed concern relating to the lack of monitoring provided by TPLL at their events indicating that TPLL will need to pay for security if there continues to be disregard for the SRD Standards of Behavior, dogs on property, illegal parking in ADA and Fire Lanes. TPLL Board members indicated that TPLL will monitor in lieu of security for the 2016 season. Chair Teese commented that if there are reoccurring issues then TPLL will be charged for the direct costs associated with hiring security on Saturdays.

TPLL requested additional field rental time for field preparation. Direction was provided to staff by Chair Teese to work with TPLL on establishing a schedule providing additional hours for a fee that do not negatively impact the other user groups. SRD General Manager noted that the ride on field drag is an issue during soccer programs as it is distracts participants and blows infield cinder into the field area being used by young children. The TPLL acknowledge the concern and noted that the ride on infield drag are not being utilized and are being repaired. SRD General Manager stated that there is more opportunity in the schedule when field preparation doesn't include the ride on infield drag.

Members of both organizations discussed sponsorship signage and potential revenue opportunities related to selling advertisement space. The SRD Board members discussed the size that has been marked with flags near the scoreboard and the batting cages. Director Marino reiterated that any decision will need to be placed on an agenda of a public meeting for discussion. The Board members discussed an option of using 4ft x 8ft boards in combination providing 8ft x 16ft or 4ft x 16ft areas across the top of the batting cage. Additional sponsor signage could be sold and located on the score board. The Board indicated that the sponsorship signage will not be decided upon at this time and provided direction to staff to place the item on a future agenda for discussion.

2. Discussion /Action Item: 2016/17 Zone IV dredging and dock repair permits

The SRD General Manager provided updates on the status of the following items. Dredging Permit and Dock Repair Permit. Staff indicated that once a permit is authorized staff will move forward to proceed with Public Bid for dredging and dock repairs as separate contracts as previously authorized by the Board.

2016/17 Zone IV proposed Zone IV dredging for 3-4 property owners that were not previously dredged in the 2004 or 2014/15 projects permit applications have been submitted and authorized by the SRD Board. Army Corp of Engineers permit requires an environmental mitigation project. SRD has worked with the permitting agencies and identified a scope encompassing SRD Harbor Cove Dock repairs that have been accepted to meet this requirement. SRD Board approved moving forward with this proposal. Status update: In order to authorize the permits the agencies have required SRD Zone IV to file for repair permits with authorizing agencies. SRD has been provided an estimated 2-3 week timeframe for these approvals related to the dock repair project which will then expedite the dredging permit. SRD staff continues to work with legal counsel and project managers to complete this phase of the project. Next steps include advertising a public bid for the dredging project and returning to the SRD Board for selection of a contractor, time frame and authorization of the contract. Funding is allocated in the 2015/16 budget and will carry into the 2016/17 if the project and related payments are delayed into the next fiscal year. Supplemental permit application for dock repairs are as follows:

- BCDC Abbreviated Region wide: Permit \$150 fee
- Army Corp of Engineers
- Water Quality Certification: \$200 low impact discharge fee
- CEQA
- County of Marin

The staff also presented Zone IV Preliminary 2016/17 Fiscal Budget and noted that the Special Tax Rate has not been increased since established in 2013. Zone IV Committee will make recommendations in April.

3. Discussion /Action Item: Deck Renovation Project and required ADA improvements related to the project

Staff commented that the Deck Renovation project is in process noting that the project timeline has remained on track with low impact to the daily operation of the Main Office and exterior areas. The Courtyard and 1st Floor Meeting Room remain closed through construction which is estimated to be complete prior to May 1, 2016. When the Main Office is closed the public is directed to the Pool Office and staff walk over to provide customer service.

Staff provided an update on project findings and change orders which include the following two items:

Soffits were constructed of standard sheetrock and will be replaced with plywood to improve the durability of the building exterior. The additional cost of plywood is \$1860.

Soffit lighting is not to current electrical code and will be retrofitted will be centered and is estimate at \$2000.

The Board discussed the project and the County's condition and requirement for ADA upgrades to the property although the transition from the 2nd floor room to the deck itself is and will remain accessible. Accessibility improvements will be made to the door hardware and exterior thresholds of the 2nd floor entry along with small adjustment to the a few other ADA related items.

Direction was provided to staff.

4. Discussion /Action Item: DeSilva Island (Zone V) path maintenance and related property agreement

Zone V agreement was last reviewed in January 2011 at which time SRD confirmed that the DeSilva HOA owns the underlining property and SRD has a public path easement agreement in which the HOA pays for the path maintenance and weekly cleaning. The DeSilva HOA discontinued their contract with the long time vendor that performing both the SRD path maintenance and the HOA property landscape. Staff recommends the Board discuss options relating to Zone V DeSilva Island Path management and provide direction to staff. The Board discussed the item and provided direction to staff to move maintain the conditions of the current agreement and continue to assess and manage the path weekly maintenance.

5. Discussion /Action Item: Legislation update and impacts on SRD related to public works contracts and Title 22 for Lifeguards.

Staff provided updates on legislation as it relates to SRD and projected increases in future expenditures and business strategies. Discussion identified a region wide lifeguard shortage relating to the increase costs of maintaining certifications, the ARC modification of the "challenge" to acquire or renew a certification and Title 22. Staff also reviewed the growth of the SRD Aquatics programs that have increased the need for more lifeguard and swim instructor staff while simultaneously requiring more of the supervisor and coordinators time to maintain the aquatics services and programs. This increase in aquatics related workload has also impacted the office administration as customer service and office coverage needs increase.

Impacts on staff related to the wet and cold 2016 winter weather has resulted in a reported increase in employees missing shifts and same day calls requesting shift coverage due to employee illness.

The SRD General Manager introduced the idea of proposing two positions for reclassification. Currently the SRD has approved part-time/limited benefit positions for up to 5 individuals on staff. The SRD General Manager noted that many highly qualified and valuable staff transition to other career opportunities because of the lack of benefits available to lower level staff at SRD. The difference in current employment costs already reflected in the current budget for these positions and a proposed transition of an existing position to full time/ benefitted status is reasonable for the return of stable and quality employment directly relating to providing services to the community. There are two positions that staff recommend the Board review for reclassification.

- 1) Full time benefitted Aquatics Specialist position to meet year round need for lifeguard / swim instructor
- 2) Full time benefitted Recreation Specialist position to meet administrative assistant need, camp director and strategic plan for new programs and services

The Board discussed the item and provided direction to staff to bring the item back to the Board for future consideration. Staff also noted that they are working on a variety of programs including mentorship and intern programs: community service in an effort to meet the needs of the community and create feeder programs for SRD employment.

C. Old Business – Items

- 1. Discussion /Action Item:** Discuss proposed 2016/17 Fiscal Budget items and appoint 2016/17 Budget and Finance Sub Committee.

The Board discussed and reaffirmed

- **Motion:** Move to approve the appointment of Peter Teese and Jeff Francis to the 2016/17 Finance committee to review SRD Financial Policies and submit proposed fiscal budget and recommendation.

M/S/C CN/SM

Ayes: Marino, Nichols, Teese Noes: None Absent: Bohner, Francis

2. Discussion /Action Item: SRD Tennis Courts Renovation, use, rates, policies and procedures.

The SRD General Manager provided an update on the tennis courts. Court repairs are scheduled for April 9- April 17, 2016. All 4 courts will be closed during repairs. Court Electrical Renovations project permits have been submitted to the County of Marin. Structural Engineers, Electrical Designer and Electrical Project Manager are working to determine the existing conditions of the pole bases and bolts and determine options for each base structure. Retrofitting or replacing bases will be determined for each of the 12 existing bases. Once the permit is received the scope will be confirmed and requests for proposal and bids will be advertised. Measure A funds have been allocated towards the costs associated with the tennis court electrical and lighting repairs.

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

The Board briefly referenced the previous conversation relating to sponsorships and donations and moved on with the meeting.

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

Item moved to a future meeting

D. Administration:

Manager’s Report: Staff provided an update on administrative related items. Staff is working on preparing the 2016/17 Preliminary Budget for review at the April 19th meeting. Registration is ongoing and on track for swim lessons, camp tennis passes and pool passes.

E. Correspondence: request to adjust transfer, refund policy. Both items were briefly discussed and the Board provided direction to staff.

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, Chair Teese motioned that the meeting be adjourned, seconded by Director Marino. The meeting was adjourned by Chair Teese at 9:32 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, April 19, 2016 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District