

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: July 11, 2017

Time: 6:30pm Closed Session

7:00pm Open Session

Place: Strawberry Recreation District –1st Floor Meeting Room, 118 E. Strawberry Dr., Mill Valley, CA 94941

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9. (Two Potential Cases)

Report out of Closed Session:

Director Teese reported out of closed session that direction was provided to legal counsel and staff.

QUORUM CALL:

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

CHAIR OPENING COMMENT: Director Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:00PM and welcomed the public.

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

AGENDA ADJUSTMENTS:

Approval of Minutes: June 13, 2017 DRAFT Minutes (Bohner, Francis, Marino, Nichols, and Teese)
M/S/C PT/PB

Ayes: Bohner, Francis, Marino, and Teese

Noes: None

Absent for 7.2017 meeting: Nichols

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

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

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

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

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

B. Old Business – Items

1. **Discussion /Action Item:** Zone IV-2016 Strawberry Channel Maintenance Project & 2016/17 Zone IV Budget

The Zone IV Sub Committee made up of Director Francis and Director Marino addressed the Board. Director Francis discussed the special tax and the need for SRD to move forward researching options to transition future administration of Strawberry Channel maintenance projects back to the property owners or another organization. Director Marino agreed noting the item should be placed on future agendas to discuss and explore options related to developing strategies and transition SRD out of the administrative role. Director Teese commented that it may be possible that a new government organization be formed and assume the responsibility of the channel. The Board discussed the impacts on the SRD Fiscal Budgets and the Zone IV misconceptions

related to the large revenues and expenditures related to the bonds, special tax and large construction projects. Director Marino commented on the appearance that SRD is overspending in construction years and that SRD alternately is sufficiently funded when Zone IV bonds are sold or the special tax is assessed. The Board provided direction to staff.

2. Discussion /Action Item: Proposed strategic plan and discussion of the pool house, engineer's report and proposal for community building replacement.

The General Manager reviewed the previous discussions and noted the options the Board has considered including a cosmetic renovation, remodeling the existing building and replacing the existing building with a community building including meeting rooms. The General Manager referenced the June meeting and detailed review of the engineer's structural report on the existing building constructed in 1960. Staff noted that a work plan and timeline will be needed to meet the Board's directives and will impact future pool schedules, use and related fees. Staff introduced Roy Andrewson of Axion Engineering and Adam Winig of Arcsine Architecture. Mr. Winig addressed the Board providing an overview of the 2012 Master Renovation Plan and the 2013 Design Development Plan which included a 2 story community building designed to bring SRD up to current codes with restrooms, locker rooms, a kitchen area, lounge, meeting rooms and sun deck. Director Francis inquired as to if the existing building could be updated commenting that a transition plan might need to be considered as future construction may be ten years away. Mr. Winig discussed the engineer's report referencing the age and condition of the structure. He commented on the lack of air flow, the various elevations and the lack of features that would be consistent with current facility standards and codes. Director Francis inquired as to if Arcsine could provide design services for a cosmetic upgrade changing surfaces and interiors. Mr. Winig provided a basic cost estimate for cosmetic renovation and the Board discussed. Mr. Winig expressed concerns related to the existing condition of the building and the unknown costs related to unforeseen damage and structural repairs. Mr. Andrewson referenced the June meeting discussion relating to the existing building condition and the potential for unforeseen costs related to unforeseen items discovered once surfaces are removed. Mr. Andrewson commented on recommendations for repairs of each item identified and which items may require building permits.

The increase in construction costs were discussed in relation to the original design elements, the renovation of the hillside and concrete around the main pool. Mr. Winig reviewed the design elements, noting that the existing is 1100 square feet and proposed is 3600 square feet providing additional programming spaces and facility features.

The option of phasing the construction was discussed as Mr. Winig provided options for the Board's consideration to construct one half of the structure and then the second half at a future time. The Board discussed mobilization costs and the increase in overall costs related to phasing the project.

Mr. Winig provided an estimated timeline for the design, planning and permit process indicating that it could take 18 months to acquire construction permits. The Board discussed costs related to the design and permit phases of the project.

The Board discussion continued to debate the option of cosmetic renovations versus moving forward with design schematic drawings and construction plans for planning review and submission for building permits. The Board also discussed timelines, costs, funding and impacts on the daily operation of the SRD. The Board requested additional information related to professional services if the project moved towards planning and building permit review. Mr. Winig indicating that the fees would be in the 40K-45K to move the project through the planning review and the timeline would most likely be 6-12 months. Director Francis indicated that he would be in favor of spending 20K on design and 100K on a cosmetic renovation. Director Teese indicated that he would not favor a cosmetic renovation noting the condition of the existing building and detailed engineer report as well as Mr. Winig's assessment of the elevations and lack of standard bathroom facility options warrant moving forward with a replacing the building. Director Bohner expressed concern related to unforeseen costs and the further identification of decay versus new construction favoring moving forward with a plan for new construction. Director Marino stated that the existing building does not meet the needs of the community and user groups, supporting moving forward with an architectural design submission through planning review and move towards building permits. Once the design is approved SRD will go out for bid and can scale down the project based on available funding or chose to phase the project.

The Board discussed and provided direction to staff to move forward with professional services by Arcsine to move the design forward to include schematic drawings, construction plan sheets and prepare for submission to the County Planning Department for review.

3. Discussion /Action Item: Tennis Court Lighting Permit

The General Manager provided and review of previous discussions, decisions and submissions of the Tennis Court Lighting Renovation project. The General Manager referenced the project plan submitted to the County and discussed at Strawberry Design Review Board. Existing consists of eleven 30 foot poles and one 20 foot pole with 1000Watt fixtures on each pole. The original submission reviewed by SRD was 25 foot poles and fixtures in the 600 watt range. SDRB recommendations were explored and incorporated into a revised proposal upgrading the height of the poles from 25ft to 30ft and increasing the number of fixtures from 16-24 as double fixtures would then be placed on each pole. County Planning has indicated that they would support anything equal to or less in height and watts per pole.

Staff provided an updated cost estimate illustrating an increase in cost of approximately 70K over the original budget allocation of 100K. Staff introduced structural engineer Roy Andrewson and Electrical Engineer Ron Zeigler. The Board discussed the proposals with the professional service providers. Structural engineer Roy Andrewson noted the condition of the existing bases and

the anchor bolts providing options to consider to reuse the existing bases as changing the bases is estimated at 50K. Mr Andrewson indicated his complete review of the previous structural engineer's study and findings noting that increasing the number of heads and height of the poles would require replacing the bases and bolts due to increase height, weight and impacts of wind. Mr. Zeiger discussed the SRD courts providing his professional position that the courts lack space between each court which limits the style of play and use to "recreational" and confirmed that the product and the original submission meets the needs of recreational play courts at an affordable and fiscally responsible price point. The Board discussed the item referencing previous discussions and review of various product and plan sheets.

A member of the public expressed concern that the proposed plan did not meet USTA standards for minimum average foot candles. The Board discussed the concerns of the member of the public.

The Board continued the discussion with the professional service providers and determined that they would maintain the fixtures and arms indicated in the original submission agreeing to increase the pole height from 25 feet to 30 feet as recommended by SDRB and remove path security and safety lighting from this project. The Board did not authorize increasing the budget to include additional fixtures and directed staff to work towards the utilization of the existing bases in order to keep the project on budget.

4. Discussion /Action Item: Funding Strategies Sub-Committee and SRD Foundation nonprofit 501(c)(3) status progress report.

Staff provided an unaudited update on total revenue and expenditures for Fiscal 2016/17 indicating a surplus resulting from increasing revenue, limiting spending and expenditures in an effort to move funds towards the replacement of the pool house. Staff indicated that the audited and confirmed totals will be presented to the Board with a proposal to move funds into the Capital Improvement/ Replacement Reserve Fund.

An update on the status of the Strawberry Recreations and Parks Foundation was provided to the Board. The non-profit board will be scheduled for regular meetings in the late fall of 2017.

5. Discussion /Action Item: Tiburon Peninsula Little League proposed field feature improvements and donations.

The proposal was first submitted at the June meeting. The Board discussed fields and facility improvements and reviewed the proposal. The Board approved the upgrades to the batting cage and sound system however has no plans to designate funding to either project. Funding will need to be in the form of a donation by TPLL to SRD for specific facility features or improvements, The Board provided direction to staff.

6. Discussion /Action Item: Strawberry Recreation and Parks Foundation

Discussed under Item 5.

C. New Business – Items

1. Discussion /Action Item: Proposed changes to the SRD Facility Rental Policies and Agreement

Proposed changes were reviewed as submitted. The Board referenced previous discussions on the items and moved the discussion forward as a review and formally approved the changes to SRD policy.

2. Motion: Move to Approve changes to the SRD Facility Rental Policies and Agreement

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

3. Discussion /Action Item: Review of existing and proposed SRD programs and special events.

Moved to future meeting.

D. Administration: Manager's Report:

Staff reviewed the season passes, programs and special events noting the increase and revenue and stable expenditures. Staff requested that the Board consider moving the fiscal surplus transferring it from the General Fund to the Replacement Reserve Fund. The Board provided direction to staff to place the item on a future agenda for discussion.

E. Correspondence:

Tennis request: post banners, 3rd court rentals 3 hours per week
Southern Marin Fire - Request for rent accommodation (free event):
Request for changes to Adult Water Fitness program
Tennis Request to establish a 4th Adult Tennis Team
Request to utilize the SRD gym on New Year's Eve to 12 midnight or 1am.

Direction given to the staff to uphold current policies and program standards and work with the SRD Public Relations Sub Committee on related correspondence.

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.

H. Proposed future Regular Board meetings: Aug 8, Sept 12

Director Teese thanked the Board members for their discussion.

There being no further business to come before the Board, Director Teese motioned that the meeting be adjourned, seconded by Director Bohner. The meeting was adjourned by Director Teese at 9:05PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, Aug 8, 2017 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District