

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: July 12, 2016

Time: 6:30 pm 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 7:24PM.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (4) subdivision (d) of Section 54956.9 regarding permit dispute.
(One Potential Case)

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: Chair Teese opened the meeting and welcomed the public.

Report out of Closed Session: Direction was given to County Counsel and staff.

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

AGENDA ADJUSTMENTS: None

Approval of Minutes: DRAFT March 2016 Minutes, DRAFT May 2016 DRAFT June 2016

March minutes will be placed on a future agenda requiring a quorum of attendees.

Approval of Minutes: May 2016

M/S/C JF/PT

Ayes: Francis, Marino, Teese Noes: _____ Absent at May meeting: Bohner Absent: Nichols

Approval of Minutes: June 2016 with one edit under Quorum Call noting Peter Teese absent from the meeting

M/S/C JF/PB

Ayes: Bohner, Francis, Marino Noes: _____ Absent at June meeting: Teese Absent: 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 PT/PB Ayes: Bohner, Francis, Marino, Teese Noes: None Absent: Nichols,

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

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

B. New Business – Items

1. Discussion /Action Item: Zero Waste Marin grant application

The General Manager provided an update on a recent grant application and award from Zero Waste Marin which will provide \$5000 which will be allocated to trash and recycling receptacles throughout SRD properties, facilities and in meeting rooms. The Board discussed the importance of trash managements and the need for updated receptacles at the pool and on the tennis courts. Staff indicated that there may be future funds available and will continue to work towards facility upgrades and funding through grant applications.

2. Discussion /Action Item: American Red Cross Shelter report and agreement

and

C. Old Business – Items

1. Discussion /Action Item: Development and progress of 2017 SRD Emergency Preparedness Action Plan
The discussion included both items B2 and C1.

Staff reviewed the American Red Cross (ARC) report and agreement and summarized the June meeting staff report findings from ARC site survey and staff recommendation for the SRD properties during and following an emergency or disaster event. In June the Board reviewed the ARC report concluding that the SRD property and facilities at 118 East Strawberry Drive is limited for the size of the community and may be considered by ARC to **“Evacuate” approximately 270 persons in an emergency event or “Shelter” approximately 136 persons in a “Post Impact” event.** Also at the June meeting staff presented recommendations that the SRD continue to work on developing the 2017 SRD Emergency Preparedness Plan designating the SRD property as 1) staging area for emergency response and CERT, 2) a youth reunification site and a 3) a very basic first aid station. The staff and Board concluded that these three primary functions is all SRD could host in an emergency or disaster event based on the size of the facility, the daily use of the facility as a youth athletic center, and the small staff SRD staff at the site. Staff reiterated that following an event ARC may contact SRD to activate an evacuation site or a shelter and at that time SRD would be able to make a determination to allow ARC access and use of the site. At the June meeting Director Marino requested that staff include the original American Red Cross Shelter Agreement in a future packet for review and discussion. The staff and Board discussed the large number of unaccompanied youth that are on the site daily after school and all day throughout the summer. If an event were to occur it is likely that there may be up to 150 children onsite during the school year and up to 350 children onsite during the summer. The security, care and reunification with family members would be the primary response of the SRD staff in an event and following an event. The needs of the youth and small number of staff would limit the resources and facility space available to the general public. The Board reviewed the original document and discussed various scenarios and days and times a potential event could occur and what staff and what facility users would be on site at various times and days. The Board provide direction to staff to maintain the ARC agreement and incorporate it into the 2017 SRD Emergency Preparedness Plan.

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

The staff provided an update on the Tennis Court renovations, permit status and funding through Measure A. The Board discussed tennis court use and strategies to improve communication through the future publication of tables illustrating the tennis court use, availability. Staff will purchase white boards for drop in sign up and the courts and nets will continue to be maintained weekly. Tennis nets are in need of adjustment due to the impact of camp programs on the courts.

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

Staff provided an update that the permits for electrical upgrades and the deck are still open and are awaiting final review by the County. There has been a staff change at CDA and staff will coordinate future meetings to keep the process moving forward. 2016/17 funding will be allocated towards the electrical upgrade at the tennis court and in the 2nd floor.

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

The Board discussed the status of the Tiburon Peninsula Little League (TPLL) request relating to a new scoreboard and potential sponsor signage at the fields. The Board reviewed the 3 scoreboards proposed by TPLL discussing use of the boards, size and color. The Board discussed sponsor signage size, location and pricing. Chair Teese commented on considerations potential sponsors would have related to the location, size price of a sponsorship and how it related to the target audience, foot traffic, placement and ultimately pricing. Chair Teese also recommended that there be consideration to potentially offering short and long term sponsorship opportunities perhaps 3 or 6 months and up to a year. Director Francis and Bohner discussion limiting the size of potential signage and refining locations. Director Francis requested that a mock-up of size and location be installed for consideration. Directors Bohner and Marino agreed. Director Marino requested the item be placed on a future agenda for discussion and perhaps be sent to a sub-committee. Chair Teese requested the item go to the Design Sub Committee and that Directors Francis and Bohner meet to discuss. Direction was provided to staff and a sub-committee meeting was set for Wednesday June 20th at 8:30am.

D. Administration:

Manager’s Report:

The report was presented by staff highlighting the following programs and services:

2016 PASSES

Pool Passes:

July Total: 870 as of 7/1/2016

Tennis Passes:

July Total: 83 as of 7/1/2016

Swim Lessons:

April 18: 110 Spring 1 with 45 waitlisted
50 Spring 1 Swim Club
131 Spring 2 with 75 waitlisted
50 Spring 2 Swim Club
July: 223 Summer as of 7/1/2016
75 waitlisted as of 7/1/2016

Camp Registration:

June- 1053 camp registrations/227 extended care registrations as of 6.30.16

E. 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.

Director Francis reported an increase of debris and trash at Brickyard Park. Staff will contact Mill Valley Refuse and request increase pickup throughout the summer and fall.

Proposed meetings

Special Meeting Zone IV contract The Board discussed the need for a special meeting to review the bid results for the 2016 Zone IV Strawberry Channel Maintenance project

Aug 9, 2016 at 7:00 Open Session

Sept 13, Oct 11, Nov 8, Dec 13

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 Bohner The meeting was adjourned by Chair Teese at 8:15 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, August 9, 2016 at 7:00pm in the 1rd floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District