

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: January 10, 2017

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

Director Teese called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:45PM.

QUORUM CALL: Present were Directors Francis, Nichols, and Teese. District General Manager Leanne Kreuzer and County Counsel were present.

County Counsel was recognized and addressed the Board of Directors indicating that there is a matter that came to her attention today that she believes is important to discuss in closed session. The requirements of this code section were presented and County Counsel ask for a vote.

Pursuant to Government Code 54954.2 subsection b an item can be added that is not on the agenda "Upon a determination by a two-thirds vote of the members of the legislative body present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified in subdivision (a)."

- **Motion:** Move to Approve adding a new an urgent item to the closed session agenda.
CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 regarding contract dispute. (One Potential Case)

Urgent Item (added)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Members of the public were invited into open session.

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

Report out of Closed Session:

Chair Teese reported that an urgent item was added to the agenda. Direction was provided to counsel on both items.

OPEN TIME FOR PUBLIC EXPRESSION: (limited to 2 minutes per person): The General Manager provided an update on the current severe storm emergency alert and flash flood warning indicating that she will need to be excused from the meeting if the San Anselmo and Sleepy Hollow creeks breach apologizing and noting that she will be checking her phone for updates throughout the meeting.

AGENDA ADJUSTMENTS: Chair Teese moved Item C1 to be discussed before the approval of the minutes and Fiscal Consent Calendars.

C. New Business – Items

1. Discussion /Action Item: Consider proposal to provide SRD staff access to a personal investment plan
Chair Teese introduced Adam Waitrak, Investment Consultant with Western International Securities Inc. and thanked him for attending the meeting. Mr. Waitrak provided a correction to the summary sheet contained in the Board Packet. He reviewed the proposed employee investment plan for the Strawberry Recreation District. Mr. Waitrak went on to state that the SRD Board had previously discussed and approved a 403(B) plan however being a government entity the SRD will need to discuss and approve a 457(B) plan. There are not many firms that set up new 457(B) plans because quite frankly there are rarely new government organizations created and existing government organizations and municipalities have long standing established plans already in place. Director Francis requested a review if he differences between a 403(B) plan and a 457(B) plan. Mr. Waitrak detailed the plan and outlined the differences. Director Francis asked what the differences in costs and rates would be for employees if they went to a private bank

branch in comparison to an SRD 457(B) plan. Chair Teese commented that having standard employment plans in place may increase employee retention while at the same time provide an important professional career and life experience for part time staff and those just entering the work force. Director Frances commented on the District Manager position that SRD is a community service district and a first employer for many young adults. This is a low cost investment in providing life experience and professional development education and training to those individuals in the demographic being served. SRD spends funds on entertainment and community building celebration, this would be an investment in services to the young adults in the community as well as bring SRD up to the business and human resource standard practices of similar agencies and municipalities.

The fees were discussed and Chair Francis encouraged the Board to take a vote.

- **Motion:** Move to Approve Item C1 establishing a 457(B) financial investment plan for employees
M/S/C CN/PT Ayes: Francis, Nichols, Teese Noes: None Absent: Bohner, Marino

Approval of Minutes: DRAFT December Minutes (Bohner, Francis, Nichols,)

Item moved to the next agenda for quorum in attendance approval

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: none
4. Approval Professional Service Contract: none

- **Motion:** Move to Approve Item A1 Fiscal Reports - Consent Calendars
M/S/C PT/CN Ayes: Francis, Nichols, Teese Noes: None Absent: Bohner, Marino

- **Motion:** Move to Approve Item A2 Fiscal Reports - Consent Calendars
M/S/C JF/PT Ayes: Francis, Nichols, Teese Noes: None Absent: Bohner, Marino

B. Manager's Report

The staff indicated that the standard report was in the packet as submitted and requested that the Board move forward with the meeting in light of the storm.

C. New Business – Items

2. **Discussion /Action Item:** Consider proposal to provide SRD staff access to a personal investment plan
Moved to follow Agenda Adjustments- see above

3. **Discussion /Action Item:** Organize 2017 Board Positions
The Board discussed moving the item to the February meeting as two members of the Board were not in attendance. Director Francis expressed concern that the delay would shorten the term for the new Chair person. The Board discussed two year terms. Director Francis encouraged Director Nichols to consider becoming the 2017 Chair person. Chair Nichols complimented Chair Teese on his exemplary work as Chair and asked the Board to consider Peter to continue as Chair. The Board discussed the item and Chair Teese indicated that he would be interested in being vice chair and assisting Director Nichols as Chair.

- **Motion:** Move to Approve Cale Nichols as 2017 SRD Board Chair
M/S/C PT/JF Ayes: Francis, Nichols, Teese Noes: None Absent: Bohner, Marino

- **Motion:** Move to Approve Peter Teese as 2017 SRD Board Vice Chair
M/S/C JF/PT Ayes: Francis, Nichols, Teese Noes: None Absent: Bohner, Marino

4. **Discussion /Action Item:** Zone IV-2016 Strawberry Channel Maintenance Project
Staff provided a brief update the 2016 dredging is completed. The Board will need to decide to move forward with a prefabricated wood dock or aluminum dock. The Board discussed durability, the heat impact on aluminum the summer, aesthetics and provided direction to staff to replace in kind maintain a wood structure. The staff requested the item be sent to the Zone IV sub-committee which is now Jeff Francis and Sylvia Marino for final approval. The Board

provided direction to the sub-committee to review and authorize the dock item. Director Francis commented on the impacts that Zone IV continued to have on the overall organization as well as staff. The Board discussed the piling issue on the County parcel and reiterated the importance of the Zone IV subcommittee reviewing the all items related to Zone IV and the impacts on the SRD and report back to the Board. Direction was given to staff.

5. Discussion /Action Item: Facility Periodic Rentals, Athletic Leagues and SRD policies and procedures
Staff provided an update on the scoreboard project reporting that SRD was awaiting an engineer's evaluation of the foundation and post system in preparation for replacing the scoreboard.

TPLL requests a windscreen be placed on the Major Field home run fence for aesthetic purpose. The Board discussed the irrigation and concerns with water flow through the screen. The Board declined the request based on the concern of proper irrigation to Practice Field B.

Tiburon Peninsula Little League (TPLL) would like to host their "Opening Day Ceremonies" at the SRD and would like to serve alcohol as a fundraiser. The Board discussed the item and indicated that there should be consistency with similar indoor rentals in relationship to ABC license, security and security deposits. The Board instructed staff to approve the request with the \$1,000. Security Deposit, 1 security (unarmed) and appropriate ABC license.

6. Discussion /Action Item: Tennis Court Lighting Permit
Staff provided an update on the status of the Tennis Court Light Renovation Permit Application. SRD utilized the services of an electrical company to act as project manager for the purposes of securing a permit. The Permit Application was submitted in spring 2016 and has not been approved. The General Manager indicated that she will be resuming the responsibility as project manager for the purposes of securing the permit and recently met with the County of Marin Planning Department to review the application and next steps. Staff also indicated that the electrical engineer recently passed away contributing to the delay in the permit application. Arcsine Architecture will produce additional plan pages sheets utilizing information and drawings already complete and on file. SRD will contract with a new engineer to produce an existing photometric survey and related plan sheet. SRD staff will draft a letter requesting a reduction in prepaid planning fees as the project will be funded through County of Marin Measure A funds.

7. Discussion /Action Item: Master Renovation Plan-Basic Plan, projects, funding & strategies – fund raising, donations, sponsor and advertisement signage.
Staff presented the proposed 2015 Funding Strategy Report that was submitted to the Board in fall 2014 following the failed bond attempts in 2013 with Measure J and 2014 with Measure T. Staff recommended that the SRD Board adopt a long term savings and funding strategy to address the need for large capital improvement projects including replacing the pool house with a community building and renovating the Main Building consistent with both projects being identified as the highest priority level in the 2012 Master Renovation Plan and the 2013 Design Development Plan. Staff reviewed an updated 2017 strategy for the Board's consideration outlining available funds and proposed future fund allocations. Director Francis stated that he would like SRD to incorporate strategies and equipment related to natural resources and conservation measures. The Board discussed the pool facility features. Chari Teese and Director Francis noted that they would like to see outside showers reinstalled at the facility. Chair Teese stated that he would like to see the 1960 pool house removed and the Board consider phased strategies for moving forward with replacement plans. Chair Teese also commented that the Board may wish considering utilizing one of the new community rooms for exercise equipment as it would most likely increase passes or memberships. Fundraising strategies were discussed. Director Nichols commented on the Design Development plans and the options previously explored by the SRD including building a one story option that could be added to at a later time recalling the substantial increase in overall cost when constructed in phases. Staff requested that the item be placed on future agenda and that the consider adopting a strategy to fund large CIP projects. Direction was provided to staff.

D. New Business – Items

1. Discussion /Action Item: Consider proposal for software upgrade and professional services designed to create and implement in electronic format the SRD's Replacement Reserve Report, Planned Maintenance and future budget reports correlating and directly relating to Replacement Reserve Report.

Staff reviewed the proposed software and related services providing Capital Forecast, Replacement Reserve and facility management tools presented to the Board of Directors in the meeting packet. Staff commented that the last contract service to provide a Replacement Reserve Report is approximately 13 years old and is a hard copy document format that cannot be modified or edited. The proposed software module will interface with the existing facility

property software utilized by SRD for work orders, property maintenance and planned maintenance. This will new module and related one time services will include a much needed site evaluation and documentation of assets. The provider will data enter into the software and SRD staff will then manage the information moving forward with the ability to add new assets, change conditions. This will position the Board and the staff to begin proactive measures to finance replacements and renovations rather than reacting to urgent emergency repairs and system failures. The overall goal is to proactively manage the facility and assets with one system that ties the information to planned maintenance and facility management. The software will not only be utilized for daily operations, it will produce ongoing documentation for review to be utilized in finance, funding strategies, and in decision related to annual fiscal budgets. The Board discussed the importance of moving to a proactive management strategy and the cost of the proposed software and related services in relationship to the overall budget.

2. **Motion:** Move to Approve Dude Solutions software upgrade and professional services designed to create and implement in electronic format the SRD's Replacement Reserve Report, Planned Maintenance and future budget reports correlating and directly relating to Replacement Reserve Report.

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

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 Teese thanked the member of the public and the Board members. There being no further business to come before the Board, Chair Teese motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Chair Teese at 8:36 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, February 14, 2017 at 7:00pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District