

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: February 14, 2017

Time: 6:30pm Closed Session

7:30pm Open Session

Chair Nichols called the closed session meeting of the Board of Directors of the Strawberry Recreation District to order at 6:40 PM.

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)

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Chair Nichols called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:20 PM.

Report out of Closed Session:

Chair Nichols reported that direction was provided to legal counsel and staff.

QUORUM CALL:

Present were Directors Bohner, Francis, Marino, 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: Item C2 moved forward to accommodate members of the public in attendance. The Manager's Report will be moved to follow C5

Approval of Minutes: DRAFT Minutes December 2016

M/S/C JF/CN

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

Approval of Minutes: DRAFT Minutes January 2017

M/S/C JF/PT

Ayes: , Francis, Nichols and Teese Noes: _____ Absent for 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 JF/PT Ayes: Bohner, Francis, Marino, Nichols, Teese Noes: None Absent:

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

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

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

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

B. Manager's Report Moved to follow Items C5. Reviewed as submitted itemizing registration, season pass sales and projects.

C. Old Business – Items

- 1. Discussion /Action Item:** Organize 2017 Board Positions, appoint the position of Board Secretary, and affirm 2017 sub committees.

Director Bohner reaffirmed her Oath of Office in open session. The Board discussed the position of Secretary. Director Bohner expressed interest in the position.

- **Motion:** Move to appoint Director Pam Bohner to the position of Secretary.

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

The Board discussed sub committees and all members expressed interest in maintaining the current appointments through 2017. Existing SRD Sub Committee appointments will be placed on a future agenda and reviewed in 2018.

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

The General Manager provided a summary and status update of Zone IV related items identifying the requirements related to the bonds and special tax to utilize an independent citizens committee. Zone IV Citizens Committee members Barbara Wambach and Terry Graham attended the meeting and were introduced by the General Manager. Ms. Wambach provided and reviewed the year to date financial summary report for the Zone IV. Ms. Wambach noted that the final payment **the final payment** to the contractor and the costs related to the mandatory environmental mitigation of the dock are still outstanding. Ms. Wambach discussed the various episodes of dredging and their related costs per cubic yard and costs of mobilization recommending that the Board consider removing mobilization from the small projects and only breaking it out in the bids for the larger cycles. Ms. Wambach discussed projections for future dredge cycles including the timing of the episodes and projected cost increases.

The Zone IV Citizen's Committee proposed a 3.5% increase to the Special Tax to increase funding available for future dredge episodes. This increase is permitted as a measure of inflation. Ms. Wambach requested meeting(s) with the Zone IV sub-committee in order to review the requests of the Citizens Committee in order to meet the budget deadlines. The General Manager noted that the SRD Board will consider this request and based on the determination of the board the increase will be submitted to the County and incorporated into the 2018 property tax billing cycle. The General Manager also noted that the SRD 2017/18 Fiscal Budget will reflect the Board's decision regarding the revenue generated by the special tax. A decision will need to be made by the May and **June** budget meetings. Staff commented that the Zone IV Sub Committee members are Director Marino and Director Francis.

Director Marino presented questions related to the operation of Zone IV, management, impacts, processes and procedures noting that there have not been administrative charges assessed for Zone IV. Director Marino noted that she would like a better understanding of the responsibilities of the SRD and staff. Director Marino went on to say that she would like to identify and review the impacts that exist as well as future expectations and impacts as we look to build services. Director Francis commented that administrative costs and fees have never been billed. Director Marino stated that it is something that would need to be discussed and incorporated into the budget. The Citizens Committee members provided a brief history of the administrative responsibilities related to Zone IV which historically were provided by the committee members when they served on the SRD Board of Directors and then retained following their service until the decision was made by the Board to review and implement "best practices" for both the SRD and the Citizens Committee. Ms. Graham noted that administrative fees have not historically been charged to Zone IV. Ms. Wambach noted that the public dock is owned by the SRD and will be renovated as a required mitigation related to the permit. The funding for the mitigation is provided by Zone IV. The General Manager commented that the mitigation is required in order to secure the permits for the 2016 dredging cycle and that the initial requirements involved donating to environmental groups or providing mitigation on properties not owned by the Zone IV residents or SRD. The dock renovation is a condition of the permit required.

Chair Nichols provided direction to the Zone IV Sub Committee to meet with the Citizens Committee to review the requests of the committee, provide a history, review the finances and report back to the Board at the next meeting.

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

The General Manager provided an update regarding the athletic fields and informed the Board that the scoreboard post system has been approved by the structural engineer for the scoreboard replacement. The staff is working on signage and will place the order with the directions.

The Board discussed the costs of field preparation and the responsibilities of the Tiburon Peninsula Little League in relationship to the Strawberry baseball fields and baseball related features. Director Francis stated that he would like SRD to limit field repairs to \$5,000-\$6,000 and maintain the field minimally. The General Manager responded with a brief review of the overall annual field costs which are approximately 65K. Director Francis expressed concern that the baseball related features should be minimally

maintained and any work performed over and above the minimum should be approved only through donation or paid by the special interest group. Director Francis asked staff what the projected 2017 cost for the baseball infields are. The General Manager reported the estimate is at 8,500 and that TPLL will be providing funding for half the mobilization, the rebuilding of the pitching mounds and batting box areas. SRD will be paying for half the mobilization, breaking up the packed infield cinder or dirt track , providing a top dressing of infield cinder mix and repairing turf that has died off or been worn away. Staff commented that this does not include the maintenance work performed on the main field turf including but not limited to aeration, fertilization, vector, weed control, grub control, sand top dressing, rolling, and over-seeding or any repairs related to irrigation and turf damage from soccer. Director Francis commented that he would like SRD to limit their portion to \$5,000. Director Marino commented on the budget. Director Teese responded that the fields need to be maintained in a safe and playable condition for all users in a similar fashion as the rental rooms and facility features. The Board directed staff to work towards reducing the SRD costs to 5K-6K.

4. Discussion /Action Item: Tennis Court Lighting Permit

Staff provided an update that the permit plan sheets are being revised as requested and will be resubmitted. Staff has hired a new electrical engineer and a surveyor to provide services related to the new plan sheets that the County is requesting.

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

The General Manager reviewed the SRD Property Master Plan and Design Development Plan providing a report illustrating options and possible considerations as a recommendation to the Board. The report included proposed timelines, funding strategies and options for addressing the deteriorated pool house building. Staff reported the funding available through 2019 from Measure A, funding SRD could generate and allocate towards the project as well as other funding strategies.

Chair Nichols discussed a basic strategy that would consist of mobilizing the Board, creating a new sub-committee for fund raising, the creation of a foundation and the importance of making an effort to secure funding which will then determine the opportunities, scope and scale of the project.

Director Francis wanted to go on record stating that he would like the existing pool house to remain and repair the existing building maintaining the basic service function that it currently has. Chair Nichols responded that SRD wants to provide an increase in services expressing that a community building with meeting room space will create that opportunity. Director Francis stated that he would rather spend less funding and update the existing building. Chair Nichols referred to the importance of offering updated bathroom facilities providing family and gender neutral options. Chair Nichols went on to say that she feels strongly about meeting the needs of the community and providing a user-friendly experience. It doesn't have to be upscale but it should be comfortable and updated for the community. Director Francis commented that SRD has not spent any funds to look into what we already have. Chair Nichols responded that the Board did research remodeling and it wasn't cost effective. The Board also looked into phased construction and the costs were much higher. Director Bohner commented that there are unknown issues and costs once we get into the building and predictable costs with new construction.

Director Marino stated that the Board needs to stop referring to the new proposed construction as a "pool house" as it is a "community building" Chair Nichols commented that the Board isn't considering going out for another bond measure rather it is considering other funding and matching fund opportunities. Director Marino commented that a new community building will be revenue generating and increase rental opportunities. Chair Nichols expressed interest in continuing the conversation and asked the Board to consider building and allocating funds for the renovation. Chair Nichols inquired as to the commitment level of the Board. Director Teese commented that he will never vote to approve putting funds into the existing 1960's pool house building, SRD needs to bulldoze it. Director Teese went on to state that the infrastructure needs to be addressed including water, gas and sewer lines. Director Teese recommended that the Board consider taking the existing building down and working towards replacing it providing examples of other organizations efforts to fund replacement buildings. Director Teese stated that the condition of the building inhibits the ability to offer essential services and features. SRD can rent bathroom trailers and maintain limited services while moving forward. Director Francis noted the importance to consider a "greener footprint" and consider an alternative if money does not come in. Director Francis commented that he would like a structural engineer to report on the existing building. Director Teese reiterated that SRD will have the funds for half and that the Board should consider bulldozing it noting that a structural engineer may close it. Chair Nichols outlined the next steps in allocating funding and creating a new subcommittee.

D. New Business – Items

1. Discussion /Action Item: 2017 assignments for SRD Sub Committees

Existing Sub Committee assignments confirmed for 2017.

- **Motion:** Move to appoint Director Pam Bohner and Director Cale Nichols to the position of Funding Strategies Sub Committee.

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

E. Correspondence: Yelp rating congratulations letter.

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 he will take it into consideration when setting future agenda. There being no further business to come before the Board, Chair Nichols motioned that the meeting be adjourned, seconded by Director Francis. The meeting was adjourned by Chair Nichols at 9:00 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, March 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