

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: September 10, 2018

Time: 6:30pm Open Session

Chair Nichols called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:05PM.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

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

Report out of closed session: Chair Nichols stated that there was nothing to report

OPEN GENERAL SESSION /Call to Order and Establishment of Quorum:

Agenda Adjustments:

Open Time for Public Expression for those items not on the Agenda: (limited to 2 minutes per person)

Approval of Minutes: DRAFT July 10, 2018 Minutes

Director Francis commented on the minute's content related to the proposed New Community Building Project referencing the draft public bid, contract and bid packet section.

DRAFT July 10, 2018 Minutes (Bohner, Francis, Marino, Nichols, and Teese)

M/S/C JF/PT

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

Approval of Minutes: DRAFT Minutes

DRAFT Aug 7, 2018 Minutes (Bohner, Nichols, and Teese)

M/S/C PT/PB

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

DRAFT Aug 14, 2018 Minutes,

Approval of Minutes: DRAFT Minutes

DRAFT Jan 25, 2018 Minutes (Bohner, Francis, Nichols, and Teese)

M/S/C JF/CN

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

A. Fiscal Reports - Consent Calendar

1. Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants

- **Motion:** Move to Approve Item A1 Fiscal Reports - Consent Calendars

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

Director Francis and Chair Nichols discussed the Capital Improvement Project report for the New Community Building and requested the report be included with the monthly fiscal calendar items. Director Francis asked for the report to be printed in landscape format expanding the description. Director Nichols requested that the warrant summary be included in the weekly warrant-account payable check folder.

2. Review, Weekly Deposit Reports

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

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

3. Transfer of Funds- None

4. Approve employment agreement with Leanne Kreuzer as the General Manager of Strawberry Recreation District.

- **Motion:** Move to Approve employment agreement with Leanne Kreuzer as the General Manager of Strawberry Recreation District.

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

5. Authorize Board Chair to execute a Professional Services Agreement with Computers of Marin for IT Consulting in an amount not to exceed \$7,000.00.

The General Manager addressed the Board noting that SRD has a vendor that provides all IT services to the District commenting that it is unclear as there is not a proposed contract or scope of services available for review. The General Manager recommended for consideration that the Board contact the current vendor to provide system information, analysis and provide the Board access to the SRD technology. Chair Nichols responded that indicating that the Board is interested in access. The General Manager requested direction from the Board as to if this new contract was intended to replace the existing vendor. The Board Chair stated that it is an additional contract. Director Teese indicated that the Board is interested in hiring their own IT vendor and perform an independent system analysis. The General Manager asked if the Board would like the current vendor's contact information to provide to the new vendor. The Board declined. The General Manager indicated that access to the server and secured files will need to be accessed through the existing vendor or the Main Office. Director Teese stated that Chair Nichols will be executing the contract and the vendor will be reporting to Director Bohner. Director Nichols commented that the IT vendor will contact the General Manger.

- **Motion:** Move to Approve Board Chair to execute a Professional Services Agreement with Computers of Marin for IT Consulting in an amount not to exceed \$7,000.00.

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

B. New Business – Items

1. Discussion/Action: Shorelines and Waterways maps

The General Manager provided a status report on the two installation of the Shoreline and Waterways maps. She stated that the map at Seminary Cove Park has been installed and has been well received. The frame for the sign at the footbridge at the end of Harbor Cove Way was installed and staff received feedback from neighbors. Some in favor, some opposed and concerned that it will increase public use of the paths in the area. One neighbor met with staff to discuss placement and has requested that the sign be relocated to the north marsh/school side of the footpath on SRD property rather than the south side of the path. Staff is requesting confirmation from the Board. The Board discussed three options including north, south and halting the installation. Staff noted that it is an in house staff installation and relatively inexpensive to relocate the base.

The Board provided direction to staff to install on the north side of the path as requested by the neighbor.

C. Administration: Manager's Report

Item was moved to a future meeting.

D. 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.

E. Proposed future Regular Board meetings: October 9, 2018 at 6:30pm

Proposed special meeting September 19, 2018 at 7pm to approve the new community building final plan sheets for the permit application and public bid advertisement packet. The Design Sub Committee scheduled a meeting at 6pm for a preliminary review.

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.

Director Francis began discussing the new Community Building project and project manager Mark Wilson of Nute Engineering. Director Francis expressed interest in directly communicating with Mark Wilson to give feedback, direct information. Director Teese commented that contact for information is ok but decisions and direction should be from the Board. Director Francis restated his intent. Chair Nichols affirmed the contact for information is ok but no decision making or direction without the Board. The General Manager inquired as to if the sub-committee or the Board would be interested in participating in the weekly status meetings with the project manager and contractor once the project begins. The Board briefly discussed indicating that they will revisit the item when construction begins. Chair Teese requested an update on the three next steps to move the project forward. The General Manager commented that the next steps are as follows:

- Arcsine architect Adam Winig to present the final plan sheets for approval to submit for building permit.
- Board to Approve application for building permit.
- Board to approve public bid packet with description and add alternates, draft contract and plan sheets.
- Nute Engineering will report the results of the public bid for the Board to consider awarding a construction contract.

Chair Nichols thanked the Board members for their discussion. 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 7:50 PM

The next proposed special meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday Sept 19, 2018 at 7:00pm in the 1st floor meeting room.

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday Oct 9, 2018 at 6:30pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District