

STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS MINUTES

Date: July 10, 2018

Time: 6:30pm Closed Session followed by Open Session

CLOSED SESSION CONFERENCE WITH LABOR NEGOTIATORS - Government Code Section 54957.6(a)

Agency designated representatives: Peter Teese and Pam Bohner

Unrepresented employees: Specialists, Coordinators, Supervisor, General Manager

REPORT OUT OF CLOSED SESSION: Chair Nichols reported direction given to counsel.

Chair Nichols called the regular meeting of the Board of Directors of the Strawberry Recreation District to order at 7:58PM.

QUORUM CALL:

Present were Directors, Bohner, Francis, Nichols, and 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:

Approval of Minutes:

DRAFT June 12, 2018 Minutes (Bohner, Francis, Marino, Nichols, and Teese)

M/S/C JF/PB

Ayes: Bohner, Francis, and Nichols Noes: _____ Absent for 7/10/18 meeting: Marino, Teese

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: Arcsine

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

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

• **Motion:** Move to Approve Item A3 Fiscal Reports - Consent Calendars transfer of Funds Zone IV
M/S/C CN/JF Ayes: Bohner, Francis, Nichols Noes: None Absent: Marino, Teese

B. Old Business – Items

- 1. Discussion/Action:** 2018 Election relating to options to fund Master Renovation Plan-Basic Plan, projects, funding & strategies. Proposed parcel tax measure or bond measure to fund a third of the cost of new construction for replacing the second community building.

Chair Nichols addressed the Board commenting on a recent meeting of the SRD Public Relations Sub Committee regarding the possibility of placing a special tax or bond measure on the Nov 2018 ballot to potentially provide funding for the new community building. Chair Nichols indicated that Director Marino had expressed concern about placing any tax measure on a ballot without establishing final costs for construction. Together Chair Nichols and Director Marino previously met at the Public Relations Sub Committee and concluded that the Board should postpone any further consideration of a ballot measure to June 2019 and continue working on fundraising. Director Francis reiterated his desire to establish actual costs of the current design. Director Bohner mentioned the recent marketing and survey related to the Southern Marin Fire District’s intention to place a measure on the Nov 2018 ballot. The Board discussed the importance of timing and establishing costs estimates. The General Manager briefly referenced the proposed timeline and discussed the initial research indicating a special parcel tax with an annual assessment of \$40-\$85 would likely provide one quarter of funding for the new building calculate for approximately 467K in total by 1100 parcels for a duration of approximately 5-10 years. Each parcel contributing approximately \$425. The Board concluded that the item will be revisited in spring of 2019.

- 2. Discussion/Action:** SRD Board of Directors terms of office and 2018 November Election

Staff reported that three SRD terms will be concluding in Dec 2018. Directors Francis, Teese and Marino have been asked to consider registering for the election. The deadline is August 10. Director Francis indicated that he would be filing paperwork for the election and hopes to continue serving on the Board. Directors Marino and Teese were absent for the July 10 meeting. Staff will resend the election documents through email. Chair Nichols expressed an interest in maintaining the current Board members as the SRD moves towards construction of the new community building.

- 3. Discussion/Action:** Arcsine request for changes/edits to the standard SRD Professional Service Contract

Direction given to staff to work with legal counsel to execute SRD Professional Service Contract with Arcsine Architects incorporating approved changes to content as outlined in the draft attachment.

- Motion:** Move to Approve SRD professional service contract with Arcsine Architecture reflecting approved changes.

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

C. New Business – Items

- 1. Discussion/Action:** Review of preliminary yearend financial report of SRD 2017/18 Fiscal Budget

Staff presented the preliminary financial report of the 2017/18 fiscal year end and budget worksheet illustrating a year to year comparison of projected and actual revenue and expenditures.

Cash on Hand Report:

SRD funds currently meet the projected goals and standards created in the SRD Financial Policy and Procedures. Funds exceed one fiscal year of projected generated expenditures.

2017/18 Year End Fiscal Report:

2017/18 Budget projected revenue and expenditures	2,002,689
2017/18 Actual Revenue	2,256,497
2017/18 Actual Expenditures	2,189,850

2018/19 Budget projected revenue and expenditures 2,183,395 (variance from 17/18 actual to 18/19 projected is \$6455)

2017/18 Year End Fiscal Report minus Zone IV

2017/18 Budget projected revenue and expenditures	1,790,815
2017/18 Actual Revenue	1,932,800
2017/18 Actual Expenditures	1,938,666 (plus \$10,015 projected year-end)

2018/19 Budget projected revenue and expenditures 1,943,431 (variance from 17/18 actual to 18/19 projected is +\$4765)

2018

2017/18 Budget CIP, Replacement Reserve and Measure A

2017/18 Budget projected expenditures	233,601
2017/18 Actual Expenditures	514,545

Variance from 17/18 budget to actual an increase of 280,944

2018/19 Budget projected expenditures 311,687

Staff presented an analysis noting the projected revenue and expenditures are compiled and published annually in March with Board of Directors review in April/May and approval before July 1. SRD General Fund, Measure A Fund, Zone IV Funds are deposited into County of Marin bank branch accounts which hold SRD funds and facilitate transaction and transfers.

Staff commented that currently there is a delay of up to four months in County of Marin processing of month end statements and related financial transaction reports for these funds. County year-end close fiscal documentation and reports continue to be delayed as much as 4 months. This continues to delay the annual SRD fiscal reconciliation and independent audit.

SRD General Manager indicated that she makes financial decisions based on historical knowledge, independent tracking of deposits, warrants and payroll as well as unforeseen expenditures related to facility management, equipment and replacements.

She continued to report that the 2017/18 Fiscal Budget was approved with the preliminary expenditures for the dock renovation and the tennis court light renovation project identified however the tennis court project was expanded through the planning review process increasing costs. Unfunded projects included demolition of the 1960's Pool House, utility upgrade (utility trench), and transition plan project for the pool entry, bathroom and locker room facilities. The 2017/18 Budget allocated \$233,601 in total spending for Capital Improvements Projects (CIP), Replacement Reserves (RR) and Measure A. The SRD Board authorized additional spending for the unfunded projects resulting in actual 2017/18 expenditures for CIP, RR and Measure A of \$514,545. The variance of \$280,944 was funded by the General Manager through cut backs to authorized 2017/18 expenditures and increase revenue \$141,985. Minus Zone IV, 2017/18 actual expenditures exceeded actual revenue by \$15,882 account which was funded with the SRD General Fund surplus.

2. Discussion/Action: 2018/19 Strategic Plan

The General Manager continued the recap in meeting item C1 stating the 2018/19 Preliminary Fiscal Budget was presented in March 2018 and approved in April 2018 identifying a 228K surplus which has been allocated to CIP expenditures. The SRD Board of Directors approved the 2018/19 Fiscal Budget on June 12, 2018.

She continued recommending financing the New Community Project through a loan and repaying the debt obligation within 5 years.

The General Manager indicated that she has created a two to five year strategic and financial plan to fund the CIP project. Additional strategic plans are prepared to adapt services and programs during construction while accounting for potential loss of revenue during construction. New programs and services are in conceptual stages to utilize and optimize the SRD facilities following construction.

She concluded by indicating that SRD will be celebrating its 70th Anniversary in 2019 as well staff recommends celebrations and events be planned for 2019/20 fiscal year including an open house for the new community building tentatively scheduled in fall 2019.

3. Discussion/Action: Proposed changes to the General Manager employee review policy and procedure, pay scale and 2018 salary

The General Manager indicated that this item may be in future agenda in the coming months as the Board is working towards a transition to an employee contract for the position of the General Manager. An open session report will occur following a series of closed sessions. The General Manager indicated that there is nothing to report at this time and the item will be moved to a future agenda.

D. Administration: Manager's Report

The General Manager referenced the financial report and budget worksheet noting the increase in revenue and services in fiscal 2017/18. The SRD is on track to exceed all previous pool pass sales and revenue. The Manager noted that 2018/19 objectives for the General Manager have not been discussed nor confirmed with the Board requesting a meeting to complete the 2017/18 employee review which was cancelled in May. The Board discussed with staff the recommendations to incorporate Board Member requests into the monthly meetings and requested that staff report on the status of requests each month at the meeting. Chair Nichols recommended that Board members take notes throughout the meeting and at the "Good of the Order" item the Directors discuss the next agenda and establish direction to staff. Staff would then note and report on items. Director Francis responded requesting that the Board attain a cost estimate for the new community building project and supported the strategy to utilize the "Good of the Order and the "Manager's Report" items to improve communication.

Staff revisited Director Francis' request for ongoing reports on actual costs and accounts payable related to Capital Improvement Projects. The Board reviewed the format of the report. Staff asked if the format and detail was consistent with the vision of the Board. Director Francis requested additional detailed descriptions when possible.

Staff reported on the status of the dock renovation and the Tennis court light renovation projects both scheduled for final inspection in the coming month.

Staff reported on the results from the suggestion boxes indicating three reference minor repairs and maintenance related items. Two requested the sauna be returned to service and the others were positive affirmations. Maintenance related items included a loose handrail, low water pressure in the center outdoor shower fixture, request to repair the water bottle filling feature on the outdoor drinking fountain.

Staff provided a copy of the facility management work order report indicating the report will be provided to the Board monthly for review.

E. 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.

Chair Nichols invited the Directors to share their notes and any sub-committee updates. The Design Sub-Committee is scheduled for a meeting to review the interior design furnishing for the new community building prior to bringing the design to the Board at the August meeting.

Director Francis requested the Board resume an annual property tour before the next vegetation management in order to establish an understanding of the scope of work at each pocket park. Other items requested by Director Francis included addressing the property marker on Water Tank Hill, addressing bees at Brickyard Park, scheduling vegetation management at Harbor Cove Park and looking into repainting the parking lot striping. The drinking fountain reoccurring leaks and filter replacement was discussed. Staff provided an update on the professional services to address the drinking fountains.

Chair Nichols requested that the privacy screen be extended on the fence between the outdoor pool showers and the path of travel. Staff indicated that there have been a few incidents in which adults have been strip changing on the pool deck outside the showers and staff has posted signage indicating that clothing is required at all times. Staff expressed concern that individuals will be encouraged to change on the pool deck if additional screening is added. Chair Nichols has been contacted by pool users requesting additional privacy noting the proximity to the baseball bleachers. Staff will request Facility Supervisor add additional screening or banners.

Chair Nichols expressed interest in improving the relationship between the full time staff and the Board expressing interest in inviting staff to a future Board meeting. Director Francis commented that the meetings follow a long workday and would not be ideal for employees who have other commitments or commute. The General Manager recommended an afternoon meeting, holiday luncheon or the possibility of scheduling a daytime meeting along with the property tour. The Board discussed Chair Nichols recommendation and will work towards scheduling a daytime meeting that the full time staff will be invited to attend.

F. Correspondence: County of Marin Public Works Belvedere Drive resurfacing project. Staff reviewed the recent correspondence and related drawings for the proposed pedestrian path and renovation plan for Belvedere Drive. The Board discussed the plan and scheduled improvements.

G. Proposed future Regular Board meetings: Aug 14, 2018 at 6:30pm

Adjournment:

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 9:15 PM

The next regular meeting of the Strawberry Recreation District Board of Directors will be held on: Tuesday, Aug 14, 2018 at 6:30pm in the 1st floor meeting room.

Secretary, Board of Directors Strawberry Recreation District

Chair, Board of Directors
Strawberry Recreation District