

STRAWBERRY RECREATION DISTRICT  
BOARD OF DIRECTORS MINUTES

Date: Aug 7, 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 6:37 PM.

**QUORUM CALL:**

Present were Directors, Bohner, Nichols, Teese 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 Minutes

DRAFT July 10, 2018 Minutes (Bohner, Francis, Nichols,)

Moved to a future agenda pending approval from attending quorum

**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, Nichols, Teese Noes: None Absent: Francis, Marino

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

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

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

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

- **Motion:** Move to Approve Item A3 Fiscal Reports – Professional Service Contracts (PSC) Arcsine Architecture

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

**B. New Business – Items**

1. **Discussion/Action Item:** Approve current and future assessment of Zone IV Special Tax Measure B (voter approved Aug 2013) to property owners of 367 E. Strawberry Dr. (APN: 043-282-64) through unimproved parcel APN 043-282-57 and 409 E. Strawberry Dr. (APN: 043—282-01) through unimproved parcel APN 043-293-69 both with water access.

Zone IV Citizen’s Committee members Terry Graham and Barbara Wambach addressed the Board. Ms. Wambach provided a brief history of the establishment of the Zone IV tax District for the purpose of funding the maintenance and dredging of the Strawberry Channel. Some property owners have more than one parcel improved with a home and unimproved for their docks. Two property owner’s main parcels with homes were omitted from the creation of Zone IV. With the Measure B Special Tax assessment the improved parcels are taxed and the unimproved parcels are charged a small administrative fee. For the purposes of the Special Tax these two property owner’s unimproved parcels will need to be charged the primary tax moving forward as their improved parcels are not located in Zone IV.

Chair Nichols asked Ms. Wambach if the property owners would be charged in this year. Ms. Wambach responded that the assessment would be scheduled to begin in 2019. Chair Nichols asked if the property owners were aware of the tax. Ms. Wambach responded that they owned the property when the Special Tax was voted on and that she has personally informed the property owners of the change. Chair Nichols asked if the committee recommends assessing the tax for 2018. Both Ms. Graham and Ms. Wambach recommended that the Board assess the tax moving forward and not retroactively.

- **Motion:** Move to Approve current and future assessment of Zone IV Special Tax Measure B (voter approved Aug 2013) to property owners of 367 E. Strawberry Dr. (APN: 043-282-64) through unimproved parcel APN 043-282-57 and 409 E. Strawberry Dr. (APN: 043—282-01) through unimproved parcel APN 043-293-69 both with water access.

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

2. **Discussion/Action Item:** Discussion with Mark Wilson, Nute Engineering regarding New Community Building cost estimate and public bid contract, process and timeline.

Mark Wilson of Nute Engineering addressed the Board providing an update on his public works experience, administrative role and function as a project manager for SRD on various projects. Mr. Wilson indicated that he is aware of Director's Francis' recommendation to attain a cost estimate for the proposed new community building project and that the Board is engaged in discussions regarding the project. Mr. Wilson provided a presentation on how cost estimates can be determined. Mr. Wilson expressed that in his experience the most common cost estimation are provided by the designers and engineers on a project however sometimes the County does ask engineers for an estimate. Mr. Wilson discussed options the Board may consider. He mentioned the National Joint Powers Association that the Board reviewed last year and authorized as an option for projects. He noted that they were contacted for the Tennis Court Light Project. The General Manager noted that the NJPA provided a quote for the demolition and utility upgrade. Mr. Wilson commented that they were high on the demo proposal and were not awarded the project noting that the NJPA works to hire local vendors and is based out of the area. Mr. Wilson indicated that he only has one experience with them and wonders how competitive they might be in a good economy. He concluded by saying it is a good tool the Board may want to consider.

Mr. Wilson continued by noting another option used by Marin County is to go out to public bid. Sometimes there is a surprise as to cost noting it is a good economy and prices continue rising. At that point a contract hasn't been signed so it can be paired down. In the public sector costs have been coming in surprisingly high. Mr. Wilson presented the option in which the Board can work with a contractor to create an estimate on detail material costs, and labor costs.

Mr. Wilson noted that the designer's estimate can be accurate if they have current projects. It can be hard to establish accurate estimates as vendors can change their pricing. There are down sides as well. It has been made clear in the public sector that some projects can come in 20%-30% higher than initial estimates. Mr. Wilson recommended to the Board a power point presentation by Carollo Engineers on the subject of rising costs. Mr. Wilson noted that the recession impacted the industry lowering the number of contractors. Now there are less contractors and they are busy.

The General Manager commented that staff followed up on Director Francis' request to contact Hathaway and Dinwiddie requesting that they provide a proposal to update the 2013/14 project estimates. She reported that they were very gracious and spent approximately 15-20 minutes on the phone. They considered the request and called back indicating that they don't have the time or bandwidth to provide the service as they are currently working on large projects. Adam Winig noted that he had a good conversation with them as well and although they are working on 90 million dollar projects, they are familiar with the SRD building and he ran the project pricing by them asking if \$500.-\$600. per square foot is consistent with the current costs of projects of this scale. Mr. Winig indicated that he believed the project will come in between 1.5 and 1.8 million dollars based on the material selections and the start dates being considered. He stated that we offered Hathaway a fee however they declined. He noted that if the bid package is sent out it would not necessarily come back at that range. Mr. Winig provided an update on the status of the permit process and the goal to have completed structural drawings available in September. Chair Nichols asked if the plan sheets would include the design materials that are under review. Mr. Winig said that the plan sheets will need to have the structural engineer work completed and that the Board could go to bid with the plans that are submitted to the Building Department, he responded that design materials would be included in the plan sheets. Mr. Winig commented that when contractors provide cost estimates they often put a buffer themselves into the price estimate. He went on to provide an example.

Director Teese commented that he is not interested in paying for an estimate. Chair Nichols reiterated that the Rec Center is trying to determine what the next steps are and the possible timelines. Director Teese asked the members of the Board if they are ready to make a decision as he is in favor of moving forward with the project and bid this fall. Chair Nichols commented that the staff are asking for direction in order to plan for the year. Mr. Winig stated that the plan sheets will go to the Building Department in September or first week in October. The General Manager noted that she is working on administrative items for the Board so that

they can move forward with either proposed timelines of the Nov 26, 2018 start date or end of Aug, 2019 after camp. She commented that the Board may want to optimize services and revenue May through August and that the first few weeks of construction may have a larger impact than the middle and end. There may be significant impacts to regular facility user groups so staff is waiting for an indication and can implement business strategies with either timeline. The General Manager went on to say that there are contractors that are aware of the project and are interested however they may not be able to hold their November 2018 construction windows open. Mr. Winig referenced Director Francis' concern that the project cost may be higher than 4 million dollars and reiterated his position that it may be more in the 1.5-1.8 million dollar range. Chair Nichols addressed Directors Bohner and Teese asking, "how much is it worth?", "What do you think", "Do we make a motion tonight?" She expressed concern about making a motion in the absence of Director Francis. Chair Nichols asked Mr. Wilson and Mr. Winig if November is the time to start. Mr. Winig replied that there might be a week or two lost in the winter. Mr. Wilson stated that the bid contract would build in estimated rain days, typically 30 however he doesn't recall projects ever going over a third of those days.

Mr. Wilson discussed with the Board his services coordinating and facilitating a public bid for SRD. He commented on the publication of the project compiling plan sets and specs. Nute puts in the front end information, contract, and technical specs working with administration. The packet then goes to the printers. The bid form, scope and detail are included and the additives or alternates are established. Usually the bid packet takes one week. Then Nute distributes the bid packet. Mr. Wilson discussed that any questions are addressed and the responses are disseminated to those interested in the project. Mr. Wilson discussed the importance of pre-bid site meetings and putting in writing that they visited the site prior to submitting a bid. Contractor questions are usually routed to the designer. Mr. Wilson indicated that the scope of work for Nute doesn't vary much and usually ranges between 2-4K and expressed that he would submit a proposal not to exceed 4K.

Mr. Wilson spoke about reviewing the bid proposals for "responsiveness" ensuring that contractors have current licenses and insurances. He noted that on rare occasions following an award sometimes a competing contractor "calls foul" and Nute will have to look deeper into qualifications to confirm the winning bid is "responsive". The Board members discussed the options for estimating the costs. The Board discussed the proposed timelines. Direction was provided to staff to work with Nute Engineering on a contract for their services based on time and materials and administration of the proposed bid packet to be reviewed by the Board.

Staff noted that the standard bid packet and contract contains Zone IV dredging language and had not been updated since 2014/15 requesting the Board consider approving staff work with Nute and County Counsel further preparing the packet for future use. Staff noted that Nov 26 is quickly approaching and if a 2018 start date is being considered Nute will need an updated project bid packet and draft contract for advertising. Staff note that as the Board considers and establishes costs for the project they are not approving the project to move forward nor funding the project until after bids with actual costs are received, then at that time the Board can determine if they want to move forward or scale down the project, postpone the project, or possibly re-bid it. The Board reviewed the public bid and contract draft with recommended edit notes on the margin provided by counsel Jenna Brady. The Board discussed the item.

- **Motion:** Move to Approve staff to utilize the standard bid packet and contract, work with Nute Engineering and County Counsel to update and populate the document for the new community project.

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

Staff noted that the bid packet and contract will come back to the Board at future meetings with revisions and project related detail. Chair Nichols thanked Mark Wilson for his presentation and for attending the meeting.

**3. Discussion/Action Item:** Review, discussion and approval of proposed interior design materials for New Community Building project. Presentation provided by Arcsine Architecture.

Adam Winig addressed the Board of Directors and introduced Arcsine interior designer Brook Taylor. Mr. Winig and Ms. Taylor presented a power point presentation with a display board and samples of select interior design materials and elements. Ms. Taylor reviewed the exterior material products and referenced the power point presentation illustrating the exterior elevation images and flow plans.

Ms. Taylor reviewed each item beginning with flooring. Concrete path of travel will carry in through the entry doorway and the life guard office. The locker room and kitchen tile was previously selected and has been approved. The first floor meeting room flooring has been narrowed down to two proposed options. The Board discussed the two proposed tile options and made a selection. Grout colors for all flooring and walls was reviewed and selections were confirmed.

Ms. Taylor presented options for bathroom counter tops along with under mount sink styles and colors. The Board made reviewed and confirmed selections. Soap dispensers, faucets and hand dryers were discussed. Chair Nichols requested that Arcsine consider a combination unit for each sink. Arcsine responded with detail and design considerations. The Board discussed the features.

Director Teese expressed his recommendation that the Board refrain from installing paper towel dispensers. Ms. Taylor noted that some children are sensitive to self-flushing toilets and loud hand dryers and that paper towels have been discussed. Staff noted that small boxes can be utilized rather than install paper towel dispensers providing flexibility commenting that similar to a tissue box they can easily be removed. No decision was made. Chair Nichols requested step stool options be provided in the bathrooms. The kitchen design and layout was discussed. The kitchen faucet options were reviewed and Option 1 was selected. Ms Taylor presented mirror options with lighting for the Board's consideration. Director Teese commented on the importance of products and materials being durable and consistent with the modern design. Director Bohner requested additional information on maintenance and safety of the mirrors. The Board discussed. No decision was made.

Ms Taylor discussed the ceilings and wall coverings and color schemes planned for the 1<sup>st</sup> floor meeting rooms as well as the 2<sup>nd</sup> floor rooms. The Board reviewed various materials, discussed costs, discussed acoustics, color and textures and provided direction to Arcsine. A member of the public commented on the use of the center by seniors who need good acoustical spaces in order to remain comfortable and hear noting that loud rooms are very challenging for them.

The Board confirmed the first floor meeting room ceiling as sheetrock and the wood panel ceiling in the 2<sup>nd</sup> floor meeting rooms. Stainless steel were selected for the kitchen and kitchenette.

Floor tiles in the meeting room were discussed in relationship to the walls and ceiling materials. The second level meeting room flooring was discussed and selected.

A member of the public commented on the maintenance needs of painted surfaces recommending the board consider the proposed commercial vinyl wall covering.

Mr. Winig commented that following the public bid and once a cost is established the Board can always revisit the interior and exterior materials and value engineer down the project by selecting less expensive options.

The Board reviewed proposed material samples for the walls in the 1<sup>st</sup> floor meeting room looking at various styles, colors and texture patterns. The Board provided direction to Arcsine to order various samples for the wall covering.

The Board discussed the overall design and materials. Three items were determined to require additional review. The Board discussed authorizing Chair Nichols and Director Bohner to select the remaining materials including 1) faucet fixture 2) mirror 3) 1<sup>st</sup> floor meeting room wall panel 4) fire place fixtures and finishes.

The Board confirmed their selections for the various interior materials.

- **Motion:** Move to Approve Interior Design materials and fixtures, provide authorization to Chair Nichols and Director Bohner to select the bathroom faucet fixtures, mirrors, 1<sup>st</sup> floor meeting room wall paneling and the fireplaces

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

Direction was given to Arcsine.

### C. Old Business – Items

#### 1. Discussion/Action: SRD Board of Directors terms of office and 2018 November Election

Chair Nichols addressed Director Teese requesting a status update on his term of office. Director Teese indicated that he would be filing his paperwork and his interest in serving another term on the Board, Staff reported that Director Francis has completed his paperwork and is registered with the Marin County Election Department. Staff provided an update on status of Director Marino's application.

### D. Administration: Manager's Report:

Staff reviewed report as submitted noting that the 2017/18 financial information has been once again included in the report. Staff noted that the public may wish to review the District's financial position as the Board considers the proposed new community building. The information has been included in the July meeting minutes and will be posted on the website. The Manager reviewed season pass sales, summer camp and swim lesson registration and facility rental revenue. The Manager noted that the facility rentals are on hold for the late fall and winter until the Board determines if the proposed construction may begin in 2018, winter 2019 or in late summer 2019.

Staff provided updates on current repairs, provided a report on facility maintenance work orders and responded to previous Board requests. Chair Nichols reiterated that Board requests will be presented in the Good OF The Order and then reported on under the Manager's Report monthly.

#### **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 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 Bohner. The meeting was adjourned by Chair Nichols at 8:34 PM

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

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Secretary, Board of Directors Strawberry Recreation District

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Chair, Board of Directors  
Strawberry Recreation District