

SRD Board Meeting Notice and Agenda
Tuesday, February 11, 2020

6:00 p.m. Closed Session

6:30 p.m. Open Session

1. Call to Order and Roll Call
2. **CLOSED SESSION AGENDA**
 - A. **CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYMENT**
 - i. Public Employment pursuant to California Government Code section 54957 (b)(1). Employee: General Manager
 - B. **CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**
 - i. Pending Litigation pursuant to California Government Code section 54956.9(d)(1). Name of Case: *Leanne Kreuzer v. Strawberry Recreation District*, Marin County Superior Court CIV-1902568
3. Board Comments
4. Open Time for Public Expression - Non-Agenda Items (limit: three mins per person).
While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.
5. **OPEN SESSION AGENDA** – Members of the public may comment on any agendized matter (limit: three mins per person).
 - A. Announcement from Closed Session
 - B. Approval of the Minutes of January 14 and 22, 2020
 - C. Appoint/Elect Board Secretary
 - D. General Manager's Report
 - a. Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants; Review Weekly Deposit Reports; Transfer of Funds
 - E. New Business Items
 - a. **Discussion/Action:** HR Subcommittee to recommend contract for General Manager.
 - i. **Recommended action:** Approve.
 - b. **Discussion/Action:** Adopt use of coupons up to \$75.00 value per coupon for promotional purposes.
 - i. **Recommended action:** Approve.
 - c. **Discussion/Action:** Approve new pool rates pricing schedule to monthly prorate and supersede previous pricing.
 - i. **Recommended action:** Approve.
 - d. **Discussion/Action:** Adoption of Resolution reducing pool closure dates to correspond to local school holiday schedule and include additional time in annual pass without increase in fees.
 - i. **Recommended action:** Approve Resolution.
 - e. **Discussion/Action:** Approve donation of up to six individual programs to non-profits for auction (camp session, youth recreation pool party, gym sports party, etc.)
 - i. **Recommended action:** Approve.
6. Next Open Session Board Meeting is March 10, 2020, at 6:30 p.m.
7. Adjournment.



American Sign Language interpreters may be requested by calling (415)-927-5071(TDD) or (415)-383-6494(voice) at least 72 hours in advance. Copies of documents are available in accessible formats upon request.

Strawberry Recreation District Board Meeting Minutes

January 14, 2020

Attendees:

- A. Strawberry Recreation District Board Members:
*Chair Pam Bohner, Cale Nichols, Jeff Frances, Peter Teese, Marc Lieberman
(Renee Brewer County Counsel)*
- B. SRD Staff:
Interim General Manager Nancy Shapiro
- C. Members of the Public:
Emily Lavin (Ark)

Closed Session Closed: 6:55 p.m.

Public Meeting called to order: 7:00 pm

Closed session

- A. Direction to legal counsel
- B. Nothing to report

Public Comment

Open Expression/Comments

- Austin King-TPLL rep. requested re-sodding of majors field.
- Kevin Kisling, incoming TPLL board member, overlapping with Matt Coleman who is current president of TPLL. Making an introduction as he takes on larger roles at TPLL.

Motion to approve December Minutes

(Bohner/Francis): all in favor

- C. Appoint/Elect Board Sec'y—Motion to hold over until next board meeting
(Bohner/Francis)
- D. General Managers Report
Motion to approve warrants (Francis/Teese); all in favor
Motion to approve payroll (Bohner/Lieberman); all in favor
Summary of financials

Showing financials as a year to date comparison from previous year to check revenue or loss status and reasons.
(see GM notes for detailed report)

E. New Business

a. Employee Handbook

Motion to approve Employee Handbook affective January 1, 2020
(Francis/Teese); all in favor

b. Motion to approve employee passes (Bohner/Teese)

c. Motion to pass resolution to adopt cell phone reimbursement policy
(Bohner/Teese); all in favor

d. Motion to deny lunch-time office closure (Bohner/Lieberman)

e. Motion to approve bookkeeper contract (Nichols/Lieberman)

f. Motion to deny request for monitoring security cameras
(Nichols/Bohner)

g. Motion to adopt resolution setting forth procedures for purchasing
of supplies and services (Nichols/Bohner)

Next meeting February 11, 2020 at 6.30 p.m.

ADJOURNED 8:25 p.m.

Strawberry Recreation District
Board Meeting Minutes

January 22, 2020

Attendees:

Strawberry Recreation District Board Members:

Chair Pam Bohner, Cale Nichols, Jeff Francis, Peter Teese, Marc Lieberman,

Attendees: Renee Brewer (County Counsel), Nancy Shapiro (Interim General Manager)

Meeting called to order: 9:30 am

- 1. Brown Act Review with County Counsel, Renee Brewer**
- 2. SRD/GM Board Visions and Goals for 2020**
 1. Make SRD more accessible to more people
 - a. Additional pool pricing options/plans
 - b. Create short and long term plan for potential cardio/fitness center
 - c. Fill SRD space with time appropriate programming
 2. Understand SRD financial position
 - a. Continue/finalize revamp of financial/budget tracking and reporting
 - b. Board and community to easily view and better understand spending to assess fiscal responsibility/SRD needs
 3. Prioritize SRD main campus beautification
 - a. Create more of a community feel aesthetically in existing space
 4. Build SRD community spirit and involvement
 - a. Annual community survey
 - b. Community pool days with food
 - c. More diverse community events throughout year to keep center active and engaged
 5. Prioritize SRD marketing and advertising
 - a. Streamline SRD branding look to build awareness/continuity
 - b. Build out more programs/events via FB, Nextdoor, Marin Publications/SM, Email Marketing etc
 - c. Increase banners around campus focusing on SRD programs/events
 - d. Cut activity guide down to postcard mailing and use budget in other marketing campaigns
 6. Simplify website and prioritize it as a resource

Next meeting February 11, 2020 at 6.30 p.m.

ADJOURNED 11:25 a.m.

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

2/5/2020

Youth Contract Classes	13563.00	Total Cash	2431.00
Youth Daycamp	0.00	Total Checks	69524.75
Pickleball	0.00	<u>Subtotal</u>	71955.75
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	1495.00	<u>Total</u>	71955.75
Aquatics Pool Pass S/S	10387.50		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	7.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	64.00		
Aquatics Swim Team Fees	0.00	Adult Recreation	1495.00
Aquatics Miscellaneous	0.00	"Special Events	0.00
Other Misc.	0.00	Youth Recreation	13563.00
Tennis Keys/Passes	1025.00	Aquatics	10458.50
Tennis Guest	0.00	Tennis	4593.75
Tennis Rental/Lessons	3568.75	Facilities	31953.54
Facilities Rental	21238.50	Deposits	3300.00
Deposits Held on Rental	3300.00	Admin	3092.00
Facilities Field Rental	10554.00	Other	3499.96
Facilities Property Rental	153.04	Credit Card Transfer	0.00
Snack Shack	8.00		
Admin Miscellaneous	2292.00		
Admin Advertising	0.00		71955.75
Admin Donations	800.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	3499.96		
Other	0.00		
Credit Transfer	0.00	0	
	71955.75		

TO:
 RICHARD ARROW, AUDITORCONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

On the 11th day of February 2014, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		AMOUNT
809310740	Kate Welker		Deposits Held on Rental	200.00
809310741	True North Landscapes, Inc.		Facilities Field Repairs & Maint	880.00
809310742	Safeway Inc.		Pool Professionla Development	51.93
809310743	Rebecca Ann Hutchins		Youth Contract Services/Contra	612.00
809310744	Planeteria Media LLC		Admin Web Site	50.00
809310745	Office Depot	124.27	Admin Office Supplies	228.05
		103.78	Adult Rec Supplies	
809310746	Marin IT, Inc.		Admin Contract Services/Consult	93.50
809310747	Loren Griswold-Expense		Supplies	41.39
809310748	Lincoln Aquatics		Pool Chemicals	712.27
809310749	Landesign Construction and Maint. Inc.		Zone V Contract Service	551.00
809310750	Kids Cooking for Life		Youth Contract Services/Contra	1,000.00
809310751	Jackson's Hardware	213.48	Facilities Repairs & Maintenanc	268.24
		54.76	Measure A Expense	
809310752	Home Depot	100.13	Measure A Expense	2,010.95
		1,389.79	Pool Repairs & Maintenance	
		315.15	Facilities Repairs & Maintenanc	
		205.88	Tools	
809310753	Goodman's Building Supply	170.88	Supplies	919.27
		236.66	Pool Repairs & Maintenance	
		229.70	Facilities Repairs & Maintenanc	
		179.30	Tools	
		102.73	Measure A Expense	
809310754	Golden State Lumber		Facilities Repairs & Maintenanc	160.89
809310755	Checkmate Chess for Kids		Youth Contract Services/Contra	136.80
809310756	At&t Telephone		Admin Telephone	503.70
809310757	10,000 Victories School		Youth Contract Services/Contra	577.50
Total				8,997.49

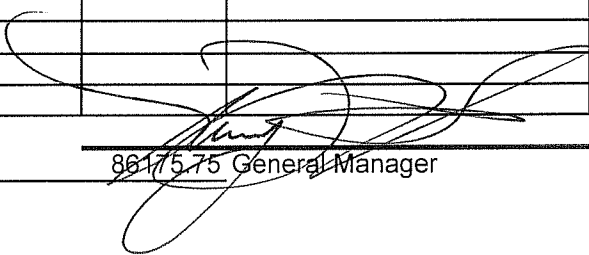
Total 8997.49 General Manager

TO:
 RICHARD ARROW, AUDITORCONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

Warrant Date 1-29-20

On the 11th day of February 2014, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809310729	Adams Pool Solutions	32,014.00	Measure A Expense		43,310.75
		1,495.00	Measure A Expense		
		9,801.75	Measure A Expense		
809310730	Delta Dental of California	24.77	Admin Dental		247.70
		74.31	Facilities Full Time Dental		
		99.08	Pool Full Time Dental		
		49.54	Youth Dental		
809310731	Department of Industrial Relations		Admin Licenses/Fees		225.00
809310732	Dorian Creager - Expense		Facilities Auto		99.22
809310733	Herc Rentals Inc.	344.61	Facilities Repairs & Maintenanc		863.97
		121.58	Pool Repairs & Maintenance		
		397.78	Facilities Repairs & Maintenanc		
809310734	Liebert Cassidy Whitmore		Admin Legal Fees		189.00
809310735	Lincoln Aquatics	427.82	Pool Chemicals		522.82
		95.00	Pool Repairs & Maintenance		
809310736	Peak Building Services	3,210.00	Facilities Contract Service		6,104.50
		2,894.50	Facilities Contract Service		
809310737	PG&E	3,440.18	Pool Utilities		4,144.79
		704.61	Facilities Utilities		
809310738	Anne Harrison		Youth Contract Classes		468.00
809310739	Strawberry Recreation District		Payroll Clearing Account		30,000.00
Total					86,175.75


86,175.75 General Manager

*** PAYROLL CLEARING***

On the 11th day of February 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Barr, Judith A	Paystub	127.89
	Bohner, Pamela G	Paystub	91.35
	Boyd, Brittney L	Paystub	2098.11
	Creager, Dorian A	Paystub	1361.55
	Duong, Daniel	Paystub	1493.32
	Francis., Jeff	Paystub	91.35
	Griswold, Loren M	Paystub	2864.55
	Hood, Charles H	Paystub	148.73
	Lieberman, Marc	Paystub	274.05
	Nichols, Cale B	Paystub	91.35
	Rankin, Sarah M	Paystub	783.18
	Shapiro, Nancy R	Paystub	3643.54
	Sousa, Nicholas M	Paystub	1302.17
9005	Teese, Peter	Paycheck	91.35
	Westerhold, Brendon D	Paystub	1927.52
	Woodall, Jacqueline Q	Paystub	2242.97
	CAL PERS	payroll Checks	2,327.39
	Quickbooks	Quickbooks Payroll fees	50.25
	Federal Taxes	3145.00 Payroll Taxes FWT	7162.40
		3255.92 Payroll Taxes FICA	
		761.48 Payroll Taxes MCARE	
	State taxes	1166.00 Payroll taxes SWT	1607.81
		179.23 Payroll Taxres SUI	
		262.58 Payroll Taxes SDI	
			29780.83


 General Manager

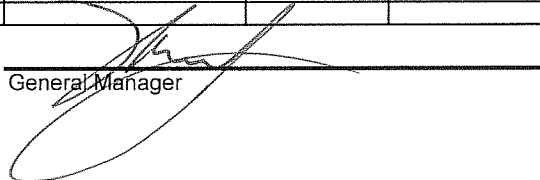
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 1-17-20

*** PAYROLL CLEARING***

On the 11th day of February 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Barr, Judith A	Paystub	127.89
9002	Bohner, Pamela G	Paycheck	91.35
	Boyd, Brittny L	Paystub	2051.95
	Creager, Dorian A	Paystub	1314.88
	Duong, Daniel	Paystub	1493.33
	Francis., Jeff	Paystub	91.35
	Griswold, Loren M	Paystub	2864.54
	Hood, Charles H	Paystub	191.67
	Nichols, Cale B	Paystub	91.35
	Rankin, Sarah M	Paystub	170.83
	Shapiro, Nancy R	Paystub	4548.35
	Sousa, Nicholas M	Paystub	760.00
9003	Teese, Peter	Paycheck	91.35
	Westerhold, Brendon D	Paystub	1927.50
	Woodall, Jacqueline Q	Paystub	2219.92
	CAL PERS	payroll Checks	2,327.39
	Quickbooks	Quickbooks Payroll fees	45.25
	Federal Taxes	3444.00 Payroll Taxes FWT	7444.04
		3241.86 Payroll Taxes FICA	
		758.18 Payroll Taxes MCARE	
	State taxes	1290.80 Payroll taxes SWT	1881.47
		329.23 Payroll Taxres SUI	
		261.44 Payroll Taxes SDI	
			29734.41


 General Manager

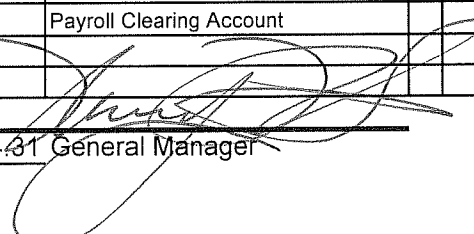
TO:
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On the 11th day of February 2014, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809310711	Bank of Marin	75.08	Facilities Repairs & Maintenanc		5,751.41
		60.00	Supplies		
		38.28	Pool Rec supplies		
		222.92	Admin Public Relations		
		133.42	Youth Adv/Promo		
		300.76	Facilities Repairs & Maintenanc		
		216.49	Facilities Repairs & Maintenanc		
		83.37	Facilities Repairs & Maintenanc		
		546.96	Admin Brochure/Marketing		
		218.01	Admin Employee Relations		
		898.20	Admin Office Supplies		
		2,008.59	Facilities Repairs & Maintenanc		
		910.33	Facilities Repairs & Maintenanc		
		39.00	Admin Bank Fees		
809310712	CAL PERS-medical	2,113.35	Pool Full Time Medical		3,852.82
		384.75	Admin Medical		
		768.49	Facilities Full Time Medical		
		575.86	Youth Medical		
		10.37	Admin Medical		
809310713	Ellen Bari Goldman		Adult Contract Services		175.00
809310714	Hydrex Pest Control		Facilities Repairs & Maintenanc		67.00
809310715	Jacqueline Woodall - Expense	461.60	Admin Office Supplies		602.91
		22.00	Admin Brochure/Marketing		
Expenses		119.31	Pool Repairs & Maintenance		
809310716	Karen Bohlin		Adult Contract Services		479.50
809310717	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		712.50
809310718	Nancy Shapiro		Pool Repairs & Maintenance		93.17
809310719	Strawberry Recreation District		Payroll Clearing Account		50,000.00
Total					61,734.31

Total

61734.31 General Manager



SRD 1-Year YTD Financials
Feb '19 - Feb '20 vs. Feb '19 - Feb '18

	2019/2020			2018/2019		
OPERATING	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 398,362	\$ 264,186	\$ 134,176	\$ 417,695	\$ 214,442	\$ 203,253
Special Events	\$ 2,183	\$ 12,480	\$ (10,297)	\$ 6,502	\$ 21,839	\$ (15,337)
Adult Rec. Classes	\$ 19,006	\$ 13,352	\$ 5,654	\$ 14,805	\$ 7,846	\$ 6,959
Aquatics	\$ 410,928	\$ 559,479	\$ (148,551)	\$ 448,358	\$ 521,111	\$ (72,753)
Tennis	\$ 45,008	\$ 1,549	\$ 43,459	\$ 39,900	\$ 5,190	\$ 34,710
Facilities	\$ 181,782	\$ 321,886	\$ (140,104)	\$ 165,570	\$ 357,429	\$ (191,859)
Employer Taxes			\$ -			
Administration	\$ 3,851	\$ 408,821	\$ (404,970)	\$ 40,754	\$ 378,156	\$ (337,402)
Total Operating	\$ 1,062,995	\$ 1,581,753	\$ (518,758)	\$ 1,133,584	\$ 1,506,013	\$ (372,429)
						\$ -
NON-OPERATING						\$ -
Other Funds						
Measure A	\$ 93,745	\$ 43,568	\$ 50,177	\$ 130,863	\$ 133,403	\$ (2,540)
Property Tax	\$ 187,379			\$ 406,446		
Interest Income	\$ 17,727			\$ 24,649		
License & Permits	\$ 150,406		\$ 150,406	\$ 104,489		\$ 104,489
Other Grants	\$ -			\$ 10,000		
Education Revenue	\$ 85,576		\$ 85,576	\$ 181,059		\$ 181,059
Replacement Reserves		\$ 20,840			\$ 19,640	
Construction Exp		\$ 112,244			\$ 231,173	
Total Other Funds	\$ 534,833	\$ 176,652	\$ 358,181	\$ 857,506	\$ 384,216	\$ 473,290
Zone IV						
Zone IV Measure B Sp. Tax	\$ 69,428			\$ 138,871	\$ 497	
Zone IV -04	\$ 105,738	\$ 196,914	\$ (91,176)	\$ 217,755	\$ 245,567	\$ (27,812)
Zone IV 2014	\$ 7,007		\$ 7,007	\$ 16		\$ 16
Total Zone IV	\$ 182,173	\$ 196,914	\$ (14,741)	\$ 356,642	\$ 246,064	\$ 110,578
Zone V						\$ -
Zone V	\$ 7,164	\$ 6,045	\$ 1,119	\$ 7,044	\$ 6,430	\$ 614
			\$ -			\$ -
Total Zone V	\$ 7,164	\$ 6,045	\$ 1,119	\$ 7,044	\$ 6,430	\$ 614
Total Non-Operating	\$ 724,170	\$ 379,611	\$ 344,559	\$ 1,221,192	\$ 636,710	\$ 584,482
			\$ -			\$ -
Net Income	\$ 1,787,165	\$ 1,961,364	\$ (174,199)	\$ 2,354,776	\$ 2,142,723	\$ 212,053
February Variance Report:						
Y/Y Net Operating Income down \$70,589 - position improved since last month, lower due to camp & pool passes						
Property Tax Revenue not accounted for - expected by end of February - <\$219,067>, Ed. Revenue <95,483>, Measure A <34,000>, Zone IV <174,500> Total Tax Variance Y/Y - \$497,141						
Pool Repairs & Maint up current year y \$80,000						

SRD 1-Year YTD Financials
Feb '19 - Feb '20 vs. Feb '19 - Feb '18

January Variance Report:						
Y/Y Net Operating Income down \$256,679						
2019 Pool Pass revenue down \$53K due to possible Aug. closure and scheduling uncertainty						
Camp Strawberry revenue down \$52K, likely due to cessation of advertising program						
Facilities Rentals revenue down \$30K - lost two big meeting renters & Futsal						
Insurance premium refund (from previous years) - \$37,5K						
Admin expenses up due to overlap in GM transition & payout of leave balances - \$42K						
Salary expense up in 2019 due to pay increases, full year of additional Rec. Coordinator/Specialist - \$40K						
Aquatics expense up in 2019 due to additional pool repairs and portion of replastering costs - \$75K						

February 11, 2020

Manager's Report – Nancy Shapiro, Interim General Manager

Financials

Facilities and Properties Update

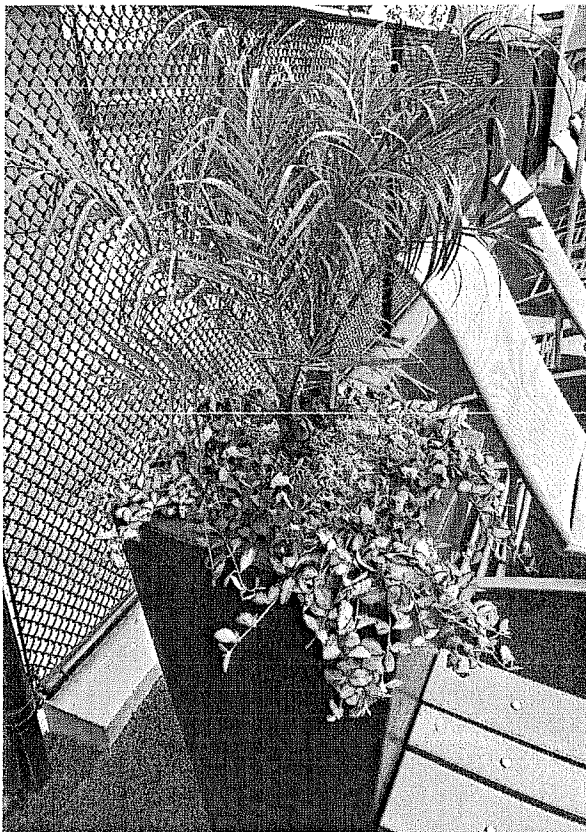
Aquatics:

- The pool refurbishment is complete, and it looks great. We've received a myriad of positive comments about the upgraded pool and aquatics facility.

The final touches are being made in the next two weeks, which include:

- New 3' benches for all changing stations
- White lattice roofs with plexiglass on top, will provide shelter from the rain, while allowing light through during the darker winter months.
- Weather stripping on the left side the changing station doors, to allow for complete privacy.
- The installation of new upgraded AstroTurf will bring a more natural color and softer feel to the main entrance of the aquatics facility.
- The entrance pots are refreshed with pigmy palms and cascading perennials, to give it a more lush resort feel – see below

New look....



Old look....



- Adams Pools is providing a proposal for the installation of an auto shut-off system for Splash Pad UV units. This would require the system to shutdown both UV units if either exceeds 40 mJ/cm² or deceeds (less than) 10 mJ/cm². The new system will allow SRD to close line item 3 from the 04/18/19 EHS inspection requirements.
- New Pentair Whisperflow pumps installed on the Teaching pool at the end of January. Now all pumps and pump curves match.

Facilities:

- California Security Cameras is scheduled to install (7) security cameras in selected locations throughout the main facility on February 24th. Monitoring will be achieved through an in-office 19" monitoring screen and will be used in conjunction with a free app for our phones.
- The batting cages are set for a clean-up and repairs in the coming week. TPLL has offered to assist our facilities staff in the repairs and we are now determining how that will work.
- The south entrance gym doors have degraded to a point that necessitates their replacement. We have received lowest pricing from Mission Wood Products of San Rafael. They are in the process of manufacturing two sets of wood double doors for \$11,160 and should have them ready for installation by the end of march.
- The elevator is set for its conditions and fire inspection by Otis Elevator on February 20th. General cleaning and maintenance will occur within the subsequent two weeks.

Athletic Fields:

Baseball season is almost upon us and the field renovations are about to go into full swing, including:

- Spring pre-emergent and Merit application on Feb. 19th
- Full irrigation inspection and repairs on Feb. 20th
- Installation of 1,000 sq. ft of SOD turf in selected areas on the 20th and 21st
- Fertilization and aeration on the 20th and 21st
- TPLL
 - Working on placement for new minors' field equipment boxes – TPLL to purchase
 - Helping obtain quotes for minors' dugout improvements including privacy screens and roof cover for sun protection

Parks:

- Starting on January 13th Southern Marin Fire Protection District began reducing vegetation along Ricardo and Belvedere. The did a great job pruning back the trees and bushes adjacent to tennis courts 1&2 on Belvedere Drive.
- The Southern Marin Fire Protection District will also be performing a complete understory reduction and tree pruning throughout SRD's Milland Drive pathway. This area has experienced concerns with large homeless encampments for several years and the fire fuel reduction should also help to rectify some of these concerns.
- Approximately (4) yards of arbor mulch on left side entrance is set to be spread at Brickyard Park on Feb. 25th

Tracking & Expenditures:

- Utilization of Facility Dude has slightly decreased in January due to several large projects that absorbed a fair amount of time; with a 26.4% decrease in work orders (140 → 103) from December to January.
- Hours Utilization Efficiency had a small improvement of .02 hours per job assigned

Large upcoming expenditures include:

- \$36,300 for replacement of the 6-bulb main and 3-bulb spa UV units – tentative start spring '20
- \$14,450 for tennis court re-surfacing with a tentative start spring '20

Recreation Update

Youth Programs

- Moving play club pick up to 6:00 PM starting March 2. Hoping this will get more families to come over to Strawberry from EDS at Strawberry Point School.
- Spring Break workshops & play club have been scheduled
 - Daily 3 Hour Workshops with 5 different classes including: Kung Fu, Cooking, Yoga, Sewing and Glass Creations
- Tinker Tech has been added to the after-school schedule

Adult Programs

The instructors that SRD has found for our adult programs have been a wonderful addition to our programming.

- Tai Chi class has a lot of GREAT feedback from the participants. There are 5 patrons signed up with 1-2 drop ins per week
- Mah Jongg started on Friday January 24. The participants have nothing but wonderful things to say about the instructor and the class. They are already asking for an intermediate version of Mah Jongg – GREAT feedback.
- Acrylic Pour – February 8th – 8 participants
- Learn Bridge in a Day – 10 participants
- Competitive Bidding (Bridge) – 24 participants
- The office has received a lot of phone calls and visits from patrons that are very excited for all the adult programs now being offered at SRD.
- Land Aerobics has received new weights and all the old mats have been thrown out.

Activity Guide

- Activity guides were placed at all local libraries. Sausalito library called that they were all out and needed more. We placed 25 activity guides at each venue, so this was great news!
- Transitioning to postcard mailing this Spring. Activity Guides posted online and will have some hard copies available

New Hires/Staff

- Nick Sousa was brought on as a Full time Recreation Lead on Monday February 3, 2020.
- Jacqueline installed the new timeclocks in the office and the pool timeclocks is the next on the list. We are running a test program with Nick for this current pay period and will implement this with staff starting on Monday, February 17/Tuesday, February 18 (due to the holiday break).

Marketing

- New Banners have been ordered with a new look. Each program will have their own color to each banner. Staff want to get a cohesive look for all the programs.
- Every other week schedule with the Ark with Connect with Strawberry Rec
- Jacqueline has set up a marketing schedule with the Ark for ads with our current and future programs. These ads will have all the new colors/logo as a soft launch to our marketing strategy.
- Staff have been instructed when speaking to patrons on the phone about programs, to ask how they heard about us.
- Staff is running a 1-month advertising program with Yelp
- Staff is running a Local Deal on Nextdoor for 30 days for Camp Strawberry Early Bird Special
- Nancy and Jacqueline had a meeting with Carolyn from the Marin IJ about email blasts and impression banner ads. Working on a game plan to be able to execute and have a bigger impact with all of Marin and not just Corte Madera – Sausalito (Southern Marin).

Pool/Tennis Passes

- Annual Pool Passes Sold to Date: 158
- Senior Pool Passes Sold to Date: 33
- Senior Couple Pool Pass Sold to Date: 10 (all couples very grateful for this addition)
- Tennis Passes Sold to Date: 50

Camp Strawberry

- Registrations to Date: 199
- Extended Care Registrations to Date: 91
- Revenue: \$52,771
- 2019 Registrations to Date: 211 (A lot of early registrations last year between the months of Jan/Feb 2019 – big drop off in March 2019)
- 2018 Registrations to Date: 147 (Late registrations for 2018 hit in April of 2018)

Rec Desk

- Rec Desk continues to prove to be a good investment by SRD. The support team has been wonderful. Rec Desk also has an amazing support center with easy manuals to read by all staff.
- Daily Dashboard gives all admin staff a glance to all income, registration, reservations & memberships.
- Every two weeks, they do a PowerUp training with all the recreation districts – a lot of the procedures they are showing, staff already knows, but good to get feedback from other districts on what they are doing and what works for them.

Aquatics

- **Swim Lessons:**
 - Winter session has really filled up this year! 92% of group swim lessons offered are filled. Classes that did not fill were replaced with private lessons to generate income.
- **Swim Club:**
 - Winter session for swim club is 75% full. Seems about average for winter session. We tried moving W/F swim club to M/W and I got mixed feedback from patrons about it.
- **Bringing our total percent to 88% full. 153/175 spots full.**

Total Revenue Generated for Winter Session is \$30,174.00

- **Trainings:**
 - Brittney taught an "In-Service" training with 13 staff members on January 13, 2020. We went over the pool's renovations, employee etiquette, pool/staff schedule, pool rules. We followed this in-service training with 2 recertification courses to "refresh" and recertify our LG staff. Staff included, DD, Charlie, Lucas, Asher, Aidan.
 - *Our next lifeguard course is tentatively scheduled for April 24-26, 2020.
 - *Our next in-service meeting is tentatively scheduled for May 28, 2020 to prepare for Summer!
- **Staff**
 - Charlie Barrett's last day of work for SRD is 02/15/20. He has been a great asset to SRD and will be greatly missed. We will look to fill his position ASAP. In the meantime, continue training on pump room and chemicals with Barrett Nichols, who is the next highest trained and paid. Aidan Forbes will become available in the coming weeks and has a future learning chems here as he is graduating Tam this year, 18 years old and is staying locally for college the next two years.
 - We have hired a new swim instructor, Madi B. who will begin training Saturday mornings with Tessa and DD on 02/22/20.
- **Adult Lessons:**
 - Beginning 02/23/20 Brittney will begin a 4-class session for adult water safety and swim clinics. Only 2 are currently registered but will work to fill the class or fill with privates instead.
- **Pool :**
 - Patrons are enjoying the pool renovations. Especially the changing rooms. Dorian and Loren did a nice job setting them up and are still working on improvements to add roofing and benches.
 - The Tropitone slings for the lawn chairs and small chairs arrived last week and are slowly being changed. Each chair is quite difficult to change. They should be completely changed by early next week.
 - Drop in is working nicely and it gives SRD more options to offer community to use the facility. Nice to expand SRD usage options.

Miscellaneous

Arcsine Update as of 2/6

Adam will be physically resubmitting the last few health comments early next week. It will most likely still be a few weeks until the permit is ready for pick up after I submit next week. The building official told us a few months ago we were days away from getting a permit, but he should have said we were days away from building approving it. We still need health to approve and they had a few comments we are addressing next week.

Pool Building Update

Joe Sherer looking into prefab modular units for locker room building with second story gym, multipurpose room and deck. Will present more information in March meeting.

Website Update

We are working on ideas and identifying costs to update our website. We are in the early phase of exploration and will have more to report in the next meeting.

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into February 11, 2020 by and between the STRAWBERRY RECREATION DISTRICT (hereinafter "Strawberry" or "Board") and NANCY SHAPIRO (hereinafter "NANCY SHAPIRO" or "EMPLOYEE").

WHEREAS, Strawberry desires to employ the services of NANCY SHAPIRO as General Manager for the Strawberry Recreation District, pursuant to California Public Resources Code section 5786.1.

WHEREAS, NANCY SHAPIRO has the necessary training, background, and skills to perform the duties of General Manager.

NOW THEREFORE, in consideration of the faithful performance of the terms, conditions, promises and covenants contained in this Agreement, the parties agree as

SECTION I - Employment and Term of Office

STRAWBERRY agrees to employ NANCY SHAPIRO as GENERAL MANAGER to perform the functions and duties of said office. The position of GENERAL MANAGER is an at-will position. The Board may terminate NANCY SHAPIRO's employment at any time, with or without cause and with or without prior notice. NANCY SHAPIRO's job title, duties, responsibilities, compensation, and benefits may change from time to time, but the at-will nature of the employment shall not be changed, and this contract sets forth the terms of NANCY SHAPIRO's at-will employment with the Board may not be modified or amended except by a written agreement, signed by the Board and NANCY SHAPIRO.

This contract commences February 11, 2020 and terminates on April 30, 2020. Upon expiration of this Agreement or any Addendum hereto, the terms and conditions of this Agreement shall remain in effect until it is either terminated or renegotiated.

SECTION II - Duties

NANCY SHAPIRO shall perform the duties of GENERAL MANAGER and such other duties as may be prescribed by the STRAWBERRY Board of Directors with the power granted to them by Public Resources Code section 5786.1(d).

NANCY SHAPIRO shall devote her full time and energy to the fulfillment of her duties to STRAWBERRY and may not engage in outside activities that interfere with her ability to perform her duties for the STRAWBERRY. NANCY SHAPIRO acknowledges and affirms that she is prohibited from engaging in private business without approval from the Board of Directors while employed as GENERAL MANAGER for the District.

NANCY SHAPIRO shall report directly to the District's Board of Directors.

SECTION III - Compensation

Effective February 11, 2020, NANCY SHAPIRO shall receive a monthly salary of \$10,891.50. Nothing in this Contract changes the at-will nature of NANCY SHAPIRO.

The Parties hereto acknowledge having discussed and agreed upon all terms and Provisions contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

STRAWBERRY:

By _____
President, Board of Directors

GENERAL MANAGER:

By _____
Nancy Shapiro

APPROVED AS TO FORM FOR STRAWBERRY:

Renee Giacomini Brewer
Chief Deputy County Counsel
Attorney(s) for STRAWBERRY

Coupon Examples:

Free pool drop-in

Free guest pass

\$20 off Adult Enrichment Series of classes

Free Adult Enrichment or Exercise class

Free tennis drop-in

Free youth class

\$\$ off camp or class registration

Strawbucks for Snack Shack or other

Special Event price reductions

Pool Pass Prorate Schedule

Weekly % increase	1.02	March	April	May	June	July	Aug	Sept	Oct	Nov
Annual	Weeks	39	35	31	27	23	19	15	11	7
Strawberry Resident - Senior	\$	475	\$ 439	\$ 402	\$ 363	\$ 281	\$ 236	\$ 129	\$ 95	\$ 60
Regular Rate - Senior	\$	575	\$ 532	\$ 501	\$ 466	\$ 381	\$ 331	\$ 161	\$ 118	\$ 75
Strawberry Couple - Senior	\$	525	\$ 486	\$ 458	\$ 426	\$ 348	\$ 302	\$ 147	\$ 108	\$ 69
Regular - Senior Couple	\$	625	\$ 578	\$ 545	\$ 507	\$ 414	\$ 360	\$ 175	\$ 128	\$ 82
1st Person - Strawberry	\$	675	\$ 643	\$ 606	\$ 563	\$ 461	\$ 400	\$ 195	\$ 143	\$ 91
1st Person - Regular	\$	825	\$ 786	\$ 740	\$ 689	\$ 563	\$ 489	\$ 238	\$ 175	\$ 111
Fam of 2 - Strawberry	\$	755	\$ 719	\$ 678	\$ 630	\$ 515	\$ 447	\$ 218	\$ 160	\$ 102
Fam of 2 - Regular	\$	915	\$ 871	\$ 821	\$ 764	\$ 625	\$ 542	\$ 264	\$ 194	\$ 123
Fam of 3 - Strawberry	\$	835	\$ 795	\$ 749	\$ 697	\$ 570	\$ 494	\$ 241	\$ 177	\$ 112
Fam of 3 - Regular	\$	1,005	\$ 957	\$ 902	\$ 839	\$ 686	\$ 595	\$ 290	\$ 213	\$ 135
Fam of 4 - Strawberry	\$	915	\$ 871	\$ 821	\$ 764	\$ 625	\$ 542	\$ 264	\$ 194	\$ 123
Fam of 4 - Regular	\$	1,095	\$ 1,043	\$ 983	\$ 914	\$ 748	\$ 648	\$ 316	\$ 232	\$ 147
Family of 5 - Strawberry	\$	995	\$ 948	\$ 893	\$ 830	\$ 679	\$ 589	\$ 287	\$ 210	\$ 134
Family of 5 - Regular	\$	1,185	\$ 1,129	\$ 1,063	\$ 989	\$ 809	\$ 702	\$ 342	\$ 251	\$ 160
Family of 6 - Strawberry	\$	1,075	\$ 1,024	\$ 965	\$ 897	\$ 734	\$ 637	\$ 310	\$ 227	\$ 145
Family of 6 - Regular	\$	1,275	\$ 1,214	\$ 1,144	\$ 1,064	\$ 870	\$ 755	\$ 368	\$ 270	\$ 172

Pool Pass Prorate Schedule

Weekly % increase	1.05	February	March	April	May	June	July	Aug	Sept	Oct	Nov					
Annual	43	43	39	35	31	27	23	19	15	11	7					
Weeks	475	575	525	625	675	825	755	915	835	1,005	915	1,095	995	1,185	1,075	1,275
Strawberry Resident - Senior	\$ 11.05	\$ 13.37	\$ 12.21	\$ 14.53	\$ 15.70	\$ 16.48	\$ 11.27	\$ 11.49	\$ 11.72	\$ 11.96	\$ 12.20	\$ 12.44	\$ 12.68	\$ 12.92	\$ 13.16	\$ 13.40
Regular Rate - Senior	\$ 13.37	\$ 15.69	\$ 14.53	\$ 16.85	\$ 18.02	\$ 18.80	\$ 13.64	\$ 14.32	\$ 15.04	\$ 15.79	\$ 16.58	\$ 17.41	\$ 18.24	\$ 19.07	\$ 19.90	\$ 20.74
Strawberry Couple - Senior	\$ 12.21	\$ 14.53	\$ 13.37	\$ 15.69	\$ 16.85	\$ 17.63	\$ 12.45	\$ 13.08	\$ 13.73	\$ 14.42	\$ 15.14	\$ 15.89	\$ 16.64	\$ 17.39	\$ 18.14	\$ 18.89
Regular - Senior Couple	\$ 14.53	\$ 16.85	\$ 15.69	\$ 17.91	\$ 19.07	\$ 19.85	\$ 14.83	\$ 15.57	\$ 16.35	\$ 17.16	\$ 18.02	\$ 18.92	\$ 19.82	\$ 20.72	\$ 21.62	\$ 22.52
1st Person - Strawberry	\$ 15.70	\$ 18.02	\$ 16.85	\$ 19.17	\$ 20.33	\$ 21.11	\$ 16.48	\$ 17.31	\$ 18.17	\$ 19.08	\$ 20.03	\$ 21.04	\$ 22.05	\$ 23.06	\$ 24.07	\$ 25.08
1st Person - Regular	\$ 19.19	\$ 21.51	\$ 20.33	\$ 22.65	\$ 23.81	\$ 24.59	\$ 20.15	\$ 21.15	\$ 22.21	\$ 23.32	\$ 24.49	\$ 25.71	\$ 26.93	\$ 28.15	\$ 29.37	\$ 30.59
Fam of 2 - Strawberry	\$ 17.56	\$ 19.88	\$ 18.70	\$ 20.92	\$ 22.08	\$ 22.86	\$ 18.44	\$ 19.36	\$ 20.33	\$ 21.34	\$ 22.41	\$ 23.53	\$ 24.65	\$ 25.77	\$ 26.89	\$ 28.01
Fam of 2 - Regular	\$ 21.28	\$ 23.60	\$ 22.42	\$ 24.64	\$ 25.80	\$ 26.58	\$ 22.34	\$ 23.46	\$ 24.63	\$ 25.86	\$ 27.16	\$ 28.52	\$ 29.82	\$ 31.12	\$ 32.42	\$ 33.72
Fam of 3 - Strawberry	\$ 19.42	\$ 21.74	\$ 20.56	\$ 22.78	\$ 23.94	\$ 24.72	\$ 20.39	\$ 21.41	\$ 22.48	\$ 23.60	\$ 24.78	\$ 26.02	\$ 27.26	\$ 28.50	\$ 29.74	\$ 30.98
Fam of 3 - Regular	\$ 23.37	\$ 25.69	\$ 24.51	\$ 26.73	\$ 27.89	\$ 28.67	\$ 24.54	\$ 25.77	\$ 27.06	\$ 28.41	\$ 29.83	\$ 31.32	\$ 32.81	\$ 34.30	\$ 35.79	\$ 37.28
Fam of 4 - Strawberry	\$ 21.28	\$ 23.60	\$ 22.42	\$ 24.64	\$ 25.80	\$ 26.58	\$ 22.34	\$ 23.46	\$ 24.63	\$ 25.86	\$ 27.16	\$ 28.52	\$ 29.82	\$ 31.12	\$ 32.42	\$ 33.72
Fam of 4 - Regular	\$ 25.47	\$ 27.79	\$ 26.61	\$ 28.83	\$ 30.09	\$ 30.87	\$ 26.74	\$ 28.08	\$ 29.48	\$ 30.95	\$ 32.50	\$ 34.13	\$ 35.76	\$ 37.39	\$ 39.02	\$ 40.65
Family of 5 - Strawberry	\$ 23.14	\$ 25.46	\$ 24.28	\$ 26.50	\$ 27.66	\$ 28.44	\$ 24.30	\$ 25.51	\$ 26.79	\$ 28.13	\$ 29.53	\$ 31.01	\$ 32.49	\$ 33.97	\$ 35.45	\$ 36.93
Family of 5 - Regular	\$ 27.56	\$ 29.88	\$ 28.70	\$ 30.92	\$ 32.08	\$ 32.86	\$ 28.94	\$ 30.38	\$ 31.90	\$ 33.50	\$ 35.17	\$ 36.93	\$ 38.69	\$ 40.45	\$ 42.21	\$ 43.97
Family of 6 - Strawberry	\$ 25.00	\$ 27.32	\$ 26.14	\$ 28.36	\$ 29.52	\$ 30.30	\$ 26.25	\$ 27.56	\$ 28.94	\$ 30.39	\$ 31.91	\$ 33.50	\$ 35.09	\$ 36.68	\$ 38.27	\$ 39.86
Family of 6 - Regular	\$ 29.65	\$ 31.97	\$ 30.79	\$ 33.01	\$ 34.17	\$ 34.95	\$ 31.13	\$ 32.69	\$ 34.32	\$ 36.04	\$ 37.84	\$ 39.74	\$ 41.64	\$ 43.54	\$ 45.44	\$ 47.34

RESOLUTION NO. 2020 - 04

STRAWBERRY RECREATION DISTRICT

RESOLUTION APPROVING ALIGNMENT OF SRD POOL CLOSURE DATES TO SCHOOL HOLIDAY SCHEDULE AND TO INCLUDE ADDITIONAL TIME IN ANNUAL POOL PASS WITHOUT INCREASE FOR 2020

WHEREAS, the Board of Directors of the Strawberry Recreation District desires to align SRD pool closure dates with local school holiday schedules, to the extent operationally feasible; and

WHEREAS, the SRD pool currently closes the Wednesday before Thanksgiving and reopens the first or second week of January every year; and

WHEREAS, the annual pool passes are currently priced for forty-three (43) weeks a year ending on November 25th; and

WHEREAS, the Board of Directors is aware that the change to the current pool schedule would keep the pool open for an extra (approximately) three weeks.

WHEREAS, the Board of Directors desires to include these additional alignment days in current annual pool passes without an increase in the fee already set for the 2020 annual pool pass; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Strawberry Recreation District does hereby adopt the closure changes as outlined above and further resolves that this will not increase the fee set for the 2020 annual pool pass.

Ayes:

Noes:

Absent:

Abstaining:

Pam Bohner
Chair, Board of Directors
Strawberry Recreation District

Attest:

Secretary, Board of Directors
Strawberry Recreation District

SRD Current Closure Schedule:

Close: Wednesday, November 25, 2020 @ noon.

Re-open: Monday, January 11, 2021

Proposed New Closure Schedule:

Close: Wednesday, November 25, 2020 @ noon

Reopen: Monday, November 30, 2020

Close: Friday, December 18, 2020 @ noon

*Reopen: Wednesday, January 6, 2021

*Tentative – based on operational feasibility