

STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive / Mill Valley / California 94941-2594
Tel # (415) 383-6494 / Fax # (415) 383-6635

SRD Board Meeting Notice and Agenda Tuesday, March 10, 2020

Strawberry Recreation District – 1st Floor Meeting Room, 118 E. Strawberry Dr.

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 – ANTICIPATED LITIGATION**
 - i. Significant exposure to litigation pursuant to California Government Code section 54956.9(d)(2). (One potential case)
 - 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. Announcement from Closed Session
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 agenda item (limit: three mins per person).
 - A. Approval of the Minutes of February 11, 2020
 - B. General Manager's Report
 - a. Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants; Review Weekly Deposit Reports; Transfer of Funds
 - C. Report from Lt. Brennan Collins, Marin County Sheriff, regarding information on Southern Marin auto break-ins; will provide safety tips for community.
 - D. New Business Items
 - a. **Discussion/Action:** HR Subcommittee to report update on recruitment for General Manager and make recommendation for new recruitment with interviews to take place at April meeting.
 - i. **Recommended action:** Approve.
 - E. **Discussion/Action:** Adoption of Resolution regarding procedures to address Coronavirus impact to District.
 - i. Recommended action: Approve
6. Next Open Session Board Meeting is April 14, 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**

February 11, 2020

Attendees:

- A) Strawberry Recreation District Board Members
 - a. Chair - Pam Bohner, Jeff Francis, Marc Lieberman
- B) County Counsel
 - a. Renee Brewer
- C) SRD Staff
 - a. Nancy Shapiro (Interim General Manager)
- D) Public
 - a. Emily Lavin (The Ark Newspaper)

Closed session closed : 6:30 PM

Public meeting called to order: 6:37 PM

- 1) Report out of closed session – nothing to report
- 2) Public Expression – None

OPEN SESSION

- 1) Approval of minutes of January 14, 2020 – (ML/JF) – all in favor
- 2) Approval of minutes of January 22, 2020 – (ML/PB) – all in favor
- 3) Election of Board Secretary – Lieberman offered to fill the role, as prior vacated board seat was Secretary. All agreed.
 - a. (PB / JF) – all in favor
- 4) Manager Report
 - a. Motion to Approve all warrants as presented
 - i. (PB / JF) – all in favor
 - b. Camp registrations going well. Pool has had a slow start but more marketing should help. Also it is very early in the season.
 - c. Discussion on property tax revenue – reports as presented don't include this year's tax revenues so it is skewing the results. Should clear up next month. Board is curious why the timing of the money is not consistent.
 - d. See GM report for detailed notes on facilities.
- 5) New Business
 - a. HR Subcommittee to recommend Employment Agreement for GM to run to April 30, 2020
 - i. (PB / ML) – all in favor
 - b. Adopt use of coupons up to \$75 in value
 - i. Discussed examples of coupons
 - ii. (PB / ML) – all in favor
 - c. Approve new pool rates
 - i. Discussed new pool rates to better capture revenues. Sliding scale.
 - ii. (JF / PB) – all in favor
 - d. Adoption of Resolution to adjust pool closure dates.
 - i. Discussed new schedule to better match local school closures.
 - ii. (PB/ML) – all in favor
 - e. Approval of donations of up to 6 individual programs to local non-profits.
 - i. Discussed the community building aspects of donations.
 - ii. (PB/JF) – all in favor

Next meeting: March 10, 2020 at 6:30PM

Adjourned at 7:29 PM

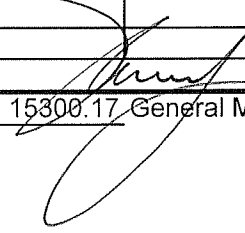
TO:
 RICHARD ARROW, AUDITORCONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

On the 10th day of March 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	AMOUNT
809310800	A&S Landsacpe Materials	Facilities Field Repairs & Maint	167.86
809310801	At&t Telephone	Admin Telephone	510.59
809310802	Barlow Printing	Admin Brochure/Marketing	5,719.54
809310803	Cintas Corporation	Supplies	267.15
		Pool Maint Supplies	
809310804	Goodman's Building Supply	Supplies	90.08
		Facilities Repairs & Maintenanc	
		Facilities Field Repairs & Maint	
		Measure A Expense	
		Pool Chemicals	
809310805	Home Depot	Measure A Expense	1,012.27
		Pool Repairs & Maintenance	
		Facilities Repairs & Maintenanc	
		Tools	
		Facilities Field Repairs & Maint	
809310806	Jacqueline Woodall - Expense	Admin Auto	117.57
809310807	L&M Distribution, Inc.	Facilities Field Repairs & Maint	586.27
809310808	Lincoln Aquatics	Pool Chemicals	2,365.27
		Pool Chemicals	
		Pool Chemicals	
		Pool Repairs & Maintenance	
809310809	Marin Copier Co.	Admin Print/copy	189.44
809310810	Marin IT, Inc.	Admin Contract Services/Consult	93.50
809310811	Marinscope Newspaper	Youth Adv/Promo	575.00
809310812	Office Depot	Admin Office Supplies	525.87
		Adult Rec Supplies	
		Pool Rec supplies	
809310813	Quasient Finance USA, Inc.	Admin Postage/Frieght	103.76
809310814	The Ark	Admin Other Adv/Promo	798.00
		Youth Adv/Promo	
809310815	True North Lanscapes, Inc.	Facilities Field Repairs & Maint	880.00
809310816	Min-Jye Chen	Deposits Held on Rental	200.00
809310817	Allie Summers	Deposits Held on Rental	200.00
809310818	Kathryn Krischer	Deposits Held on Rental	200.00
809310819	Kristin Volpe	Deposits Held on Rental	200.00
809310820	Mariette Muller	Pool Pass S/S	498.00
Total			15,300.17

Total

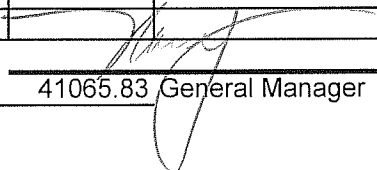
15300.17 General Manager



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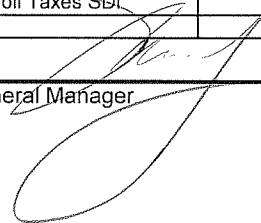
Warrant in Favor of			Purpose		AMOUNT
809310786	10,000 Victories School		Youth Contract Services/Contrac		448.00
809310787	AT&T Internet		Admin Telephone		53.50
809310788	Checkmate Chess for Kids		Youth Contract Services/Contrac		102.60
809310789	Delta Dental of California	99.08	Admin Dental		346.78
		74.31	Facilities Full Time Dental		
		99.08	Pool Full Time Dental		
		74.31	Youth Dental		
809310790	Jacqueline Woodall - Expense		Petty Cash-Snack Shack		200.00
809310791	Kids Cooking for Life		Youth Contract Services/Contrac		750.00
809310792	Marin IJ		Youth Adv/Promo		1,395.00
809310793	Marin Magazine		Youth Adv/Promo		875.00
809310794	PG&E	3,300.45	Pool Utilities		3,976.45
		676.00	Facilities Utilities		
809310795	Rebecca Ann Hutchins		Youth Contract Services/Contrac		459.00
809310796	Stacked Adventures		Youth Contract Service/Daycamp		700.00
809310797	The Ark		Admin Other Adv/Promo		129.50
809310798	Strawberry Recreation District		Payroll Clearing Account		31,000.00
809310799	10,000 Victories School		Youth Contract Services/Contrac		630.00
Total					41,065.83


41065.83 General Manager

*** PAYROLL CLEARING***

On the 10th day of March 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	191.83
	Barrett, Charles R	Paystub	462.34
	Boyd, Brittney L	Paystub	2075.03
	Creager, Dorian A	Paystub	1297.40
	Duong, Daniel	Paystub	1493.34
	Glenn, Nicholas K	Paystub	213.53
	Griswold, Loren M	Paystub	2855.30
	Heller, Asher J	Paystub	29.22
	Hood, Charles H	Paystub	34.25
	Nichols, Barrett L	Paystub	156.86
	Rankin, Sarah M	Paystub	379.88
	Saltzman, Sonia S	Paystub	27.40
	Shapiro, Nancy R	Paystub	3093.00
	Sousa, Nicholas M	Paystub	1635.86
	Westerhold, Brendon D	Paystub	1927.50
	Woodall, Jacqueline Q	Paystub	2242.98
	Wright, Lucas C	Paystub	29.22
	Bohner, Pamela G	Paystub	91.35
9009	Pares, Tessa J	Paystub	78.11
	CAL PERS	payroll Checks	3,336.48
	Quickbooks	Quickbooks Payroll fees	60.00
	Federal Taxes	2994.00 Payroll Taxes FWT	7009.94
		3254.74 Payroll Taxes FICA	
		761.20 Payroll Taxes MCARE	
	State taxes	1098.56 Payroll taxes SWT	1407.70
		46.66 Payroll Taxres SUI	
		262.48 Payroll Taxes SBL	
			30128.52



 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

118 East Strawberry Drive
Mill Valley, California 93931
2/19/2020

Youth Contract Classes	1791.00	Total Cash	2073.75
Youth Daycamp	0.00	Total Checks	277467.93
Pickleball	0.00	Subtotal	279541.68
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	1395.00	Total	279541.68 ✓
Aquatics Pool Pass S/S	16088.75		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	193.00		
Aquatics Pool Classes	342.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	99.00		
Other Misc.	0.00		
Tennis Keys/Passes	155.00		
Tennis Guest	20.00		
Tennis Rental/Lessons	5492.25		
Facilities Rental	8977.00		
Deposits Held on Rental	600.00		
Facilities Field Rental	0.00		
Facilities Property Rental	153.04		
Snack Shack	13.00		
Admin Miscellaneous Meas A	47780.58		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	51222.57		
Other Project Donations	0.00		
Activenet	0.00		
Pool Drop-In	150.00		
Credit Transfer	145069.49		
	279541.68		

Receipts By Source - All

Adult Recreation	1395.00
"Special Events	0.00
Youth Recreation	1791.00
Aquatics	16722.75
Tennis	5667.25
Facilities	9143.04
Deposits	600.00
Admin	47780.58
Other	51222.57
Credit Card Transfer	145069.49

279391.68



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

Payroll Date 2-12-20

*** PAYROLL CLEARING***

On the 10th day of March 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
	Barrett, Charles R	Paystub	905.17
	Creager, Dorian A	Paystub	1268.23
	Duong, Daniel	Paystub	1499.62
	Fong, Luther C	Paystub	31.06
	Glenn, Nicholas K	Paystub	31.06
	Griswold, Loren M	Paystub	2855.30
	Hamner, Sofia C	Paystub	29.24
	Heller, Asher J	Paystub	87.70
	Hood, Charles H	Paystub	20.56
	Lieberman, Marc	Paystub	91.35
	May, Grainne C	Paystub	89.29
	Nichols, Barrett L	Paystub	242.78
	Plante, Anna K	Paystub	31.06
	Rankin, Sarah M	Paystub	685.41
	Sousa, Nicholas M	Paystub	2176.41
	Stewart, Skylar M	Paystub	31.06
	Westerhold, Brendon D	Paystub	1927.53
	Woodall, Jacqueline Q	Paystub	2266.08
	Wright, Lucas C	Paystub	120.59
	Shapiro, Nancy R	Paystub	3423.70
	Barr, Judith A	Paystub	127.89
	Bohner, Pamela G	Paystub	91.35
	Boyd, Brittney L	Paystub	2075.05
	Francis., Jeff	Paystub	91.35
9005	Bourdages, Owen	Paycheck	27.40
9006	Forbes, Aidan S	Paycheck	27.40
9007	Moll, Abigail F	Paycheck	31.06
9008	Pares, Tessa J	Paycheck	110.99
	CAL PERS	payroll Checks	2,922.23
	Quickbooks	Quickbooks Payroll fees	193.00
	Federal Taxes	3444.00 Payroll Taxes FWT	7874.40
		3590.66 Payroll Taxes FICA	
		839.74 Payroll Taxes MCARE	
	State taxes	1268.58 Payroll taxes SWT	1717.56
		159.42 Payroll Taxres SUI	
		289.56 Payroll Taxes SD	
			33102.88

 General Manager

TO:
 RICHARD ARROW, AUDITOR/CONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

On the 10th day of March 2014, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809310758	Ammi Publishing Comp, Inc.	699.00	Admin Advertising		1,198.00
		499.00	Admin Advertising		
809310759	Bank of Marin	38.02	Pool Rec supplies		2,366.25
		1,070.00	Admin Contract Services/Consult		
		138.80	Adult Rec Supplies		
		1,070.00	Admin Contract Services/Consult		
		6.99	Admin Other Adv/Promo		
		42.44	Pool Rec supplies		
809310760	Barbier Security Group		Facilities Contract Service		600.00
809310761	California Security Cameras Inc.		Facilities Repairs & Maintenanc		4,750.00
809310762	Department of Justice		Admin Fingerprinting		32.00
809310763	Ellen Bari Goldman		Adult Contract Services		105.00
809310764	Fishman Supply Company		Supplies		1,084.56
809310765	Jacqueline Woodall - Expense		Pool Rec supplies		105.21
809310766	Janie Kimball		Adult Contract Services		543.74
809310767	Judith Stern		Adult Contract Services		333.34
809310768	Karen Bohlin		Adult Contract Services		416.50
809310769	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		1,186.25
809310770	Landesign Construction and Maint. Inc.		Zone V Contract Service		551.00
809310771	Lincoln Aquatics		Pool Chemicals		9.57
809310772	Mill Valley Refuse Service, Inc.	215.26	Facilities Repairs & Maintenanc		430.52
		215.26	Facilities Parks Repairs/Mainte		
809310773	Pacific Sun		Youth Adv/Promo		590.40
809310774	Peak Building Services		Facilities Contract Service		3,370.50
809310775	Rebecca Callaway		Pool Contract Services		38.50
809310776	Transbay Security Service, Inc.		Facilities Repairs & Maintenanc		436.56
809310777	Tina Davis		Deposits Held on Rental		200.00
809310778	Strawberry Recreation District		Payroll Clearing Account		31,000.00
Total					49,347.90

Total

49347.90

General Manager



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

	2019/2020			2018/2019		
OPERATING	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 403,491	\$ 274,042	\$ 129,449	\$ 469,163	\$ 216,540	\$ 252,623
Special Events	\$ 2,183	\$ 11,985	\$ (9,802)	\$ 6,502	\$ 19,232	\$ (12,730)
Adult Rec. Classes	\$ 23,115	\$ 14,420	\$ 8,695	\$ 15,815	\$ 7,773	\$ 8,042
Aquatics	\$ 376,675	\$ 538,441	\$ (161,766)	\$ 508,467	\$ 540,343	\$ (31,876)
Tennis	\$ 44,682	\$ 1,523	\$ 43,159	\$ 45,066	\$ 1,920	\$ 43,146
Facilities	\$ 177,417	\$ 326,140	\$ (148,723)	\$ 170,189	\$ 362,226	\$ (192,037)
Employer Taxes			\$ -			
Administration	\$ 1,991	\$ 413,921	\$ (411,930)	\$ 41,429	\$ 385,691	\$ (344,262)
Total Operating	\$ 1,029,554	\$ 1,580,472	\$ (550,918)	\$ 1,256,631	\$ 1,533,725	\$ (277,094)
NON-OPERATING						
Other Funds						
Measure A	\$ 93,934	\$ 45,097	\$ 48,837	\$ 179,075	\$ 53,789	\$ 125,286
Property Tax	\$ 423,042		\$ 423,042	\$ 406,216		\$ 406,216
Interest Income	\$ 37,195		\$ 37,195	\$ 24,649		\$ 24,649
License & Permits	\$ 161,339		\$ 161,339	\$ 144,779		\$ 144,779
Other Grants			\$ -	\$ 10,000		\$ 10,000
Education Revenue	\$ 180,180		\$ 180,180	\$ 174,181		\$ 174,181
Replacement Reserves		\$ 10,840	\$ (10,840)		\$ 29,640	\$ (29,640)
Construction Exp		\$ 108,445	\$ (108,445)		\$ 225,451	\$ (225,451)
Total Other Funds	\$ 895,690	\$ 164,382	\$ 731,308	\$ 938,900	\$ 308,880	\$ 630,020
Zone IV						
Zone IV Measure B Sp. Tax	\$ 150,380		\$ 150,380	\$ 138,871		
Zone IV -04	\$ 116,282	\$ 197,413	\$ (81,131)	\$ 217,299	\$ 245,567	\$ (28,268)
Zone IV 2014	\$ 7,015		\$ 7,015	\$ 16	\$ 497	\$ (481)
Total Zone IV	\$ 273,677	\$ 197,413	\$ 76,264	\$ 356,186	\$ 246,064	\$ 110,122
Zone V						
Zone V	\$ 7,155	\$ 6,061	\$ 1,094	\$ 7,044	\$ 6,420	\$ 624
			\$ -			\$ -
Total Zone V	\$ 7,155	\$ 6,061	\$ 1,094	\$ 7,044	\$ 6,420	\$ 624
Total Non-Operating	\$ 1,176,522	\$ 367,856	\$ 808,666	\$ 1,302,130	\$ 561,364	\$ 740,766
			\$ -			\$ -
Net Income	\$ 2,206,076	\$ 1,946,453	\$ 259,623	\$ 2,558,761	\$ 2,095,089	\$ 463,672
March Variance Report						
1. Roughly \$170,000 in income not included in March revenue - P&L balanced through January						
2. Camp registrations tracking almost exactly same as 2019 (see Recreation Update)						
3. Pool lesson tracking higher, but revenue less due to change in SRD registration protocol. 2018 patrons could register for spring/summer/fall lessons at the beginning of the year. Now registrations restricted to one season at a time - just started this year.						
4. Fewer events and lower attendance in events.						
5. Pool pass revenue variance over \$108K in March, was only \$30K variance in Feb. 2018 Earlybird pool pass.						
6. Operating Revenue lower by \$227K. Less \$170 not included in March 2020 ~ \$50K variance in revenue.						

SRD 1-Year YTD Financials
 March '19 - March '20 vs. March '19 - March '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 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					

March 10, 2020

Manager's Report – Nancy Shapiro, Interim General Manager

Financials

Facilities and Properties Update

Aquatics:

- The pool refurbishment has been completed and it looks great. We've received a myriad of positive comments about the upgraded pool and aquatics facility.
Present aquatics projects include:
 - The replacement of one more changing station will be completed by the end of March; It will be replaced the old unit in the southwest corner of the pool deck.
 - The installation of a new storage unit – to hold the pool robots and aquatics materials – will be completed in the southeast corner by the end of March.
 - Installation of weather stripping on the left side the changing station doors, to allow for complete privacy.
 - The installation of hooks for the deep well buoy line will occur this month.
- 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 10 mJ/cm². The new system will allow SRD to close line item 3 from the 04/18/19 EHS inspection requirements.

Facilities:

- The Snack Shack is receiving a much-needed renovation -
 - Out are the moss green and Bear Brown. They'll be replaced with the cream color (we used on the elevator) for the siding, mascarpone trim and a vibrant, inviting Downpour blue for the door, roll-up and eaves.
 - We'll be installing an awning with complimentary cream and blue colors in the near future.
 - A metal divider gate is being installed to separate the Snack Shack are from the baseball announcers box.
 - The leather leaf oaks on both sides of the Snack Shack will be receiving a thorough selective pruning, which should open up the view and bring more light into the area.
- We've experienced some delays with the installation of the parking lot cameras. We're trying to navigate perceived differences in equipment and scope with California Security Cameras and anticipate resolution in the coming week.
- Otis Elevator in conjunction with Cosco Fire Protection will be performing the elevator smoke test and on March 16th. General cleaning and maintenance will occur within the subsequent two weeks.
- 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.

Athletic Fields:

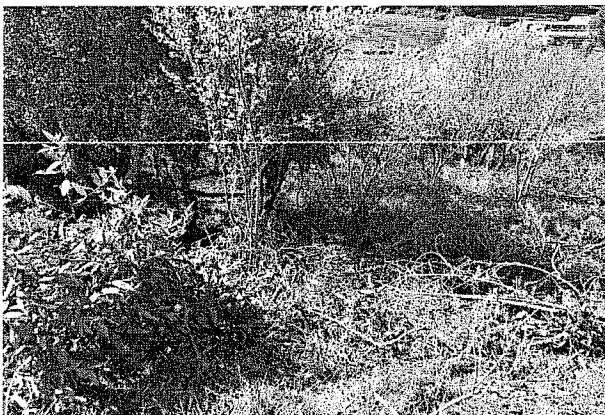
- Baseball season is almost upon us and the field renovations are nearing completion -
 - We installed all new turf in the majors infield diamond and it ended up being the same turf mix that the Giants use at PacBell park!
 - We painted and installed foul line poles on the homerun fence, and they give it a more official look.
 - The live oak by the porta-potty and the three plums on the 3rd base foul line have been pruned increase safety when foul balls are hit.
 - The irrigation repairs are scheduled for March 6th
 - True North will be performing a cross-cut on the majors turf next Tuesday at no additional cost, giving it a pro field look for TPLL opening day!

Parks:

- The Southern Marin Fire Protection District did a superior job removing all the ladder fuel and performing a complete understory reduction on SRD’s Milland Drive pathway – see attached pictures. 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.
- The homeowner that borders Brickyard Park on the southeast has expressed concern about the three mature coastal cypress trees on SRD property. We’ll be contacting an arborist to determine if there is a need for pruning and reviewing the findings with the homeowner this spring.
- A new metal bollard is being fabricated and should be ready for installation at the entrance of Brickyard Park by the end of March. The new bollard will be padlocked to the road with metal eyelets. SRD Staff, MVFD and MVR will be the only agencies with combo access.
- With the unseasonably warm weather all park rough mowing and vegetation management is being moved up to April from May/ June.

SRD Parks - Milland Drive

**Southern Marin Fire Vegetation Management
February 2020**





Tracking & Expenditures:

- Utilization of Facility Dude has drastically increased in February as a lot of the regular maintenance projects are back in the swing and the larger winter closure items have reached completion. Utilization has increased by 54.4% in work orders (103 → 159) from January to February.
- Hours Utilization Efficiency saw a robust increase of .14 hours per job assigned

Large upcoming expenditures include:

- \$11,550 for the replacement of two sets of gym doors
- \$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

- Play Club is officially extended to 6:00 PM. We have one child signed up every day. Hoping to get more traction.
- Spring Break workshops & play club have been scheduled

- Daily 3 Hour Workshops with 5 different classes including: Kung Fu, Cooking, Yoga, Tinker Tech and Glass Creations

Adult Programs

- Tai Chi is in 2nd session. There are 3 signups for the class.
- 2nd Acrylic Pour Scheduled for April 4th
- Competitive Bidding (Bridge) – 46 participants – starts on March 24th

Staff

- All staff have been informed about preventative measures due to the coronavirus.

Marketing

- Contract with Marin IJ has been signed. Nancy added an additional clause so we can withdraw from the contract due to any issues related to Coronavirus. The contract includes digital, print and email advertising. Based on the expenditure level, this includes a re-do of our website and an additional 25,000 digital impressions on marinij.com.
- All new banners have been hung and they look GREAT. Just wanting on the minor's field contact sign to be put up. A lot of patrons have commented on the new signs and how informative they are, which is great!
- Summer Marketing Internship posted online. Have 13 applicants and will begin the screening process this week. This is an unpaid internship, eligible for college credit.

Pool/Tennis Passes

- Annual Pool Passes Sold to Date: 261
- March – December Pool Passes Sold to Date: 60
- Senior Pool Passes Sold to Date: 34
- March – December Senior Pool Passes Sold to Date: 0
- Senior Couple Pool Pass Sold to Date: 18 (all couples very grateful for this addition)
- March – December Senior Couple Pool Pass Sold to Date: 0
- Tennis Passes Sold to Date: 67

Camp Strawberry

- Registrations to Date: 310
- Extended Care Registrations to Date: 117
- Revenue: \$77,268
- 2019 Registrations to Date: 294 (A lot of early registrations last year between the months of Jan/Feb 2019 – big drop off in March 2019)
- 2018 Registrations to Date: 261 (Late registrations for 2018 hit in April of 2018)

Aquatics Update

- In the past years, SRD opened swim lesson registration to all patrons for the entire year. Pool pass holders received a small discount for having a pool pass but had to compete with general registration to get into proper swim levels and desired time slots. This way of registering was also problematic because it left patrons enrolling their children in the incorrect groups or guessing what level they would “graduate” to 8-10 months later before. Swim levels were often misplaced.
- Starting this year, we no longer offer a discounted rate and the incentive for patrons is to purchase a pool pass so that they receive a 48-hour priority registration period. All members on Rec-Desk were notified that March 2-3, 2020 Spring registration would open to all pass holders and then March 4, 2020 would open online to anyone. This allows Brittney to make sure those registering are placed in most appropriate class based on skills and age. It also gives incentive to general public to purchase a pass.
- *revenue from swim lessons alone in the last 8 days has been close to \$30,000.
- *Classes have been open for one week and only have filled 97/127 total spaces. 29 of these spots are swim club. There are large waitlists and will be managed based on pool allocation, swim instructor availability and demand.
- Lycee Francais has been a long-time patron for at least the past 6 years. They come in for 9 weeks of swim lessons, usually with full time staff. Brittney spent the last 2 months working out details for their lessons and had things finalized and sent to their school president last week. On Friday, 03/06/20, their president and decision maker notified us that their school would be suspending all field trips, swim lessons and outside vendors until the end of April. This will be a big loss (approximately \$10K) for Aquatics this year.

Arcsine Permit Update as of 3/3/2020:

The current status for this project is that it’s been routed to Land Development for plan review. Land Development is the last division to review the plans. After they approve the plans, it will be returned to Building and notification will be sent out.

Addressing the coronavirus:

- Keeping track of cancellations/withdrawals - Currently \$15,141
- Email sent to staff about Coronavirus and SRD actions
- Will send email to patrons after meeting tonight

Misc.

Prop 68 Grant – not selected for funding

- Received letter last week letting us know we were not selected

RESOLUTION NO. 2020-05

RESOLUTION OF THE STRAWBERRY RECREATION DISTRICT RATIFYING HEALTH AND SAFETY PROCEDURES TO BE EMPLOYED DUE TO NOVEL CORONAVIRUS (COVID-19)

WHEREAS, the Board of Directors of the Strawberry Recreation District does hereby find that there is a widespread, ongoing global outbreak of respiratory illness caused by novel coronavirus (COVID-19), an infectious disease that can be spread from person to person, and on February 26, 2020, community transmission was confirmed by the Centers for Disease Control and Prevention (CDC) in the Bay Area; and

WHEREAS, the latest information on COVID-19 in Marin County can be found on the County's Health and Human Services website at <https://www.marinhhs.org/conornavirus>, including preparedness efforts, information relating to any planned trips, large gatherings and any recommendations impacting schools; and

WHEREAS, SRD has a pool, tennis courts, recreation programs and classes and office with set schedules and policies regarding closures and cancellations; and

WHEREAS, the Board of Directors is aware that due to the spread of COVID-19 and to ensure the safety of all facility and program users as well as its employees, unanticipated closures may have to happen with or without notice; and

WHEREAS, the Board of Directors is aware that the SRD General Manager is tasked with ensuring that the facilities are maintained in a safe and healthy manner; and

WHEREAS, the Board of Directors desires that with Board input, the General Manager use her discretion in forming a consistent policy for program cancellations, withdrawals and refunds, facility and office closures following the recommendations and/or directives of the CDC and County of Marin;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Strawberry Recreation District does hereby authorize that the General Manager adopt program cancellations and facility closures during the COVID-19 outbreak.

Ayes:

Noes:

Absent:

Abstaining:

Pam Bohner
Chair, Board of Directors
Strawberry Recreation District

Attest:

Secretary, Board of Directors
Strawberry Recreation District