

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

SRD Board Special Meeting Notice and Agenda
Tuesday, May 19, 2020

6:00 p.m. Closed Session

7:00 p.m. Open Session

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may participate remotely via the Zoom app with the following:

Meeting ID: 851 7863 7691, Password: 178068

Or by direct dialing this number 669 900 9128 and entering the above meeting ID and password.

You may also view video during the meeting via live stream:

<https://us02web.zoom.us/j/85178637691?pwd=YnlhQUkyQkxL09MQWlrNC8rSW03dz09>

Public Comment: Public comment may be made by using the above instruction during the meeting.

Public comment also may be submitted in advance of the meeting via email to GM@strawberryrec.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Directors before, and, as feasible, during the meeting. Comments that require a response may be deferred for staff reply. To request an Agenda Packet prior to the meeting, email GM@strawberryrec.org or call (415) 383-6494.

Accessibility for Individuals with Disabilities

Upon request, District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested. Requests will be granted whenever possible and resolved in favor of accessibility.

1. Call to Order and Roll Call

2. **CLOSED SESSION AGENDA**

A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to Government Code Section 54957.6 Instructions to designated representative (Renee Giacomini Brewer) regarding negotiations with unrepresented employees, Brendon Westergold, Brittney Boyd, Daniel Duong, and Jacqueline Woodall.

B. CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE DISCIPLINE

Public Employment pursuant to California Government Code section 54957 (b) (1)

C. CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION

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. New Business Items

B. Approval of the Minutes of April 27, 2020

C. General Manager's Report

a. Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants; Review Weekly Deposit Reports; Transfer of Funds

b. Financial and Operations Summary

c. Discussion of COVID-19 updates and impact to SRD

D. Discussion/Action: William Duane Temporary Pool Revocation

Recommended Action: Board can either suspend or extend revocation.

E. Discussion/Action: GM to recommend Pool Pass Refund Procedure

Recommended Action: Adopt.

F. Discussion/Action: GM to recommend Elections Resolution with filing information.

Recommended Action: Adopt.

G. Discussion/Action: Board Chair to sign GM Nancy Shapiro one-year contract – voted unanimously and adopted at March 31, 2020 meeting.

Recommended Action: Review contract for adoption.

H. Discussion/Action: Camp Waiver/Parent's Code of Responsibility regarding Essential Worker Status/SIP Order

Recommended Action: Adopt.

6. Adjournment.

7. Next Regular Session Board Meeting is June 9, 2020 at 6:30 p.m.



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**

April 27, 2020

DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC DID NOT ATTEND THIS MEETING IN PERSON BUT WERE ABLE TO AND DID ATTEND VIA TELECONFERENCE (ZOOM Meeting).

Attendees:

- A) Strawberry Recreation District Board Members
 - a. Chair - Pam Bohner, Jeff Francis, Marc Lieberman, Cale Nichols, Peter Teese
- B) County Counsel
 - a. Renee Brewer
- C) SRD Staff
 - a. Nancy Shapiro (General Manager)
- D) Public
 - a. SRD Staff - Brittney Boyd, Jacqueline Woodall
 - b. William Duane
 - c. The Ark - Emily Lavin

Closed session open: 6:09 PM

Closed session closed: 6:59 PM

Public meeting called to order: 7:07 PM

- 1) Report out of closed session - gave direction to labor negotiator, manager and legal counsel.
- 2) Public Expression
 - a. None

OPEN SESSION

- 1) New Business - none
- 2) Approval of Minutes of March 10 + March 31, 2020
 - a. (JF / CN) - all in favor
- 3) Approval of Transfer of funds
 - a. (JF / PT) - all in favor
- 4) Approval of Warrants
 - a. (PB / ML) - all in favor
- 5) General Manager's Report
 - a. GM stated there will likely be a \$300K loss of operating income due to the Coronavirus related lockdown. Presented 2 scenarios for the coming months.
 - b. Discussed Strawberry Dock - Concerned over effect of overcrowding. GM will research and present solutions.
- 6) William Duane temporary pool pass revocation.
 - a. Mr. Duane spoke on his behalf regarding the previous revocation of his pool pass. The pass was revoked due to several customer and staff complaints in regards to his alleged aggressive and inappropriate behaviors over a multi months period. Mr. Duane vehemently denied any such behaviors occurred and threatened legal action if the board did not reverse this decision. Board listened to his arguments and decided to make a decision at a later date due to the pool being closed (Coronavirus).

Next meeting: May 12, 2020 at 7:00PM

Adjourned at 8:09 PM

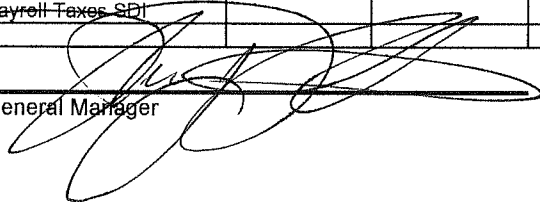
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 5-8-20

*** PAYROLL CLEARING***

On the 12th day of May 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
	Creager, Dorian A	Paystub	1415.81
	Sousa, Nicholas M	Paystub	883.00
	Bohner, Pamela G	Paystub	182.70
	Francis., Jeff	Paystub	91.35
	Griswold, Loren M	Paystub	2855.31
	Lieberman, Marc	Paystub	91.35
	Nichols, Cale B	Paystub	182.70
	Shapiro, Nancy R	Paystub	3093.00
	Teese, Peter	Paycheck	91.35
	CAL PERS	payroll Checks	1,635.02
	Quickbooks	Quickbooks Payroll fees	136.50
	Federal Taxes	1353.00 Payroll Taxes FWT	3281.40
		1562.90 Payroll Taxes FICA	
		365.50 Payroll Taxes MCARE	
	State taxes	493.72 Payroll taxes SWT	632.36
		12.60 Payroll Taxres SUI	
		125.04 Payroll Taxes SBI	
			14571.85


 General Manager

May 2020 – GM Management Report

Financials

- No significant changes to report from April 27th meeting
 - Year end prediction remains the same, as much as a \$300,000 shortfall
 - Close monitoring of expenses
 - Current Net Income w/o Zone IV = -41,991.19
 - Remaining fiscal year items to note:
 - Salary & Benefit Expense with current staff (4) through end of fiscal year: \$49,970
 - Pool and camp refunds will impact final FY net income (see options below)
 - Current camp revenue \$90K
 - Weeks 1 – 4 Revenue approx. \$39,000
 - Working on budget for FY 20/21
 - Draft 20/21 budget model shows roughly \$300K loss
 - Difficult to predict revenue – expecting at least a 20% – 40% decrease in revenue
 - First quarter of new FY revenue dependent on whether we can have afterschool programs, swim lessons, facilities rentals, etc.
 - Recommend a separate meeting to discuss budget

Pool Pass Refund Information

Consideration: Pool pass prices were based on a 10-month pass, for 43 weeks. SRD added 3 free additional weeks at the end (December) of the pool pass period. All pro-rated passes include the additional 3 free weeks.

**Considerations: may need to wait on decision if pools open for lap swim only, and not rec swim

If Pool opens June 1 for lap & family rec reservations:

11 Week Refund:

100% - \$27,669 or 80% - \$22,136

8 Week Refund:

100% - \$20,123 or 80% - \$16,099

Each additional week:

100% - \$2,515 or 80% - \$2,012

Facilities

Personnel:

- Since his return, Facilities Specialist Dorian Creager has done a quality job on several projects, including: the vegetation management around the facility, grinding down the Splash Pad vault door for ease of opening, weeding and mulching the parking lot islands and painting of the Snack Shack.
 - Facilities Specialist upcoming projects:
 - Sand and apply sealant to the 3rd floor wood deck and benches, Finish painting and assemble ADA changing station on the pool deck, install rubber ADA transition mat at the north end gym entrance to match existing at south entrance.

Facilities:

- California Security Cameras completed the installation of ten security cameras and performed a walkthrough of the system with us on April 30th. All the cameras are working well, and the playback feature has already proved helpful.
 - The cameras placement was good; however, upon review it was determined that we still had three blind spots on the facility. We've contracted with CSC to install three additional cameras on May 12th at a cost of \$2,362. The additional cameras were installed as of Friday, May 15. The system now gives us good coverage of entire facility.
- The south entrance gym doors are being fitted on May 13th and final install should be completed by the 20th. Mission Wood Products of San Rafael has also given us good pricing on two additional sets of doors for the north gym entrance. Timing on this work is yet to be determined.
- We are contracting with Burns Builders and DeMello roofing to repair the rotted soffit and #2 rafter above the 3rd floor loft window. This work is critical to the integrity of the roof and is estimated to cost \$4,000-5,000.
- The Snack Shack is receiving a much-needed renovation, is tentatively set for completion on May 11th.
 - The painting is almost finished, and the Snack Shack looks like a whole new building. Where the barracks green faded into the background before, now it stands out with an inviting beach / nautical theme. As things return to their regular pace, we feel the new look will attract more attention to the concessions.
 - A blue unicolor awning will be installed in the coming months and will complement the downpour blue doors and rafters.
 - Prior to the next baseball season, a metal divider slider will be installed to separate the Snack Shack 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.

COVID -19 Updates:

- Since the closure, we've instituted several new procedures to help protect staff and patrons from exposure. Here are some of the procedures:
 - SRD received delivery of twelve hand sanitizer stations and twelve disposable sanitary wipe dispensers. They will be strategically placed at the buildings, aquatic facility and tennis courts.
 - Procured additional PPE, viricides and sanitizing agents for the ramp up to reopening.
 - As of May 5th, we've reopened the tennis courts and with that enacted new policies and procedures for enhanced safety. We created a Facility Dude work order that's automatically generated every morning. Each daily order is assigned to a facilities staff member and list the areas of the court that require sanitization 2x daily.
 - We've posted all new HHS rules and restrictions at the entrances to both courts and facilities staff is enforcing the restrictions regularly.
 - The north entrance gate to courts 3 and 4 will remain closed to reduce potential exposure. Only the south entrance to both each court respectively will remain open.
 - We are assessing how to make the office safe when patrons return. We are putting up a safety shield at the front desk and constructing a gate so that patrons cannot go past the front desk. Second option; making one of our office doors (likely the

secondary door) a Dutch door. Cost and timing make second option viable for long term only.

- SRD purchased 6 no-touch thermal scan thermometers – necessary for the operation of summer camp
- SRD purchased two cordless Graco SaniSpray sprayers. They will be used to expedite cleaning and sanitizing of the entire facility.

Athletic Fields:

- On May 8th we performed the spring application weed control products; as well as, the vector control for gophers and moles.
- True North Landscapers will be installing three yards of cinder throughout the major infield, to ensure the a level grade throughout the infield. The work is scheduled for mid-May.
- We have purchased additional I-25 irrigation rotors and will be replacing the less powerful I-20 rotors in selected locations.

Aquatics:

- We're focused on keeping the pools balanced and the deck clean, making it as turnkey as possible for the eventual restart of aquatics programming,
Present aquatics projects include:
 - The installation of a new storage unit – to hold the pool robots and aquatics materials – will be completed in the southeast corner by the early May
 - Determining if a UV shut-off system exists is a top priority.

Parks:

- On April 1st all (11) SRD parks and trails were closed due to the viral pandemic.
 - Park visits have been doubled-up and now occur on both Wednesday and Friday (previously Wednesday only).
 - No gathering or loitering signs are posted around the dock. The sheriff has been asked to increase patrols and help ensure people are following SIP guidelines.
 - All play structures and equipment are wiped down once a week on Wednesdays.
- Brickyard Park coastal cypress tree trimming: First bid for \$4,250, waiting on two more.
- With the unseasonably warm weather all park rough mowing and vegetation management is being moved up to April / May from June

Tennis Court Reopening Update

- SRD tennis courts are open to people playing singles, members from the same family/household playing together. We are working on opening-up for singles lessons soon.
- Benches were removed from the courts per Marin HHS guidelines.
- Hand sanitizer dispensers were installed inside the court.
- Court reservation systems set so pass holders can reserve up to one week in advance.

Camp update

- County has a working group with public and private stakeholders proposing guidelines.
- Guidance expected to be released around June 1; we are getting small bits and pieces of information
- Some Marin Park & Recs pushing back camp start dates to July
- We are working on protocol and guidelines in advance, so that we identify all necessary equipment to comply with sanitization rules.
- We are working on protocols, guidelines and timelines for facility sanitization.

Misc.

- SRD Board email address being eliminated. Not used and would create Brown Act issues. Suggest putting something on website to let people know they can address the Board at meetings or send letter to SRD office, or email to GM.
- Nancy is part of working group discussing how to open additional park/rec facilities, including aquatics. We are optimistic pools will reopen with limited access around the beginning of June.
- We are in the process of reorganizing the office, including sorting, and reorganizing old files. First phase of the sorting and organizing is complete.
- This last weekend, our security cameras captured videos of 3 people illegally dumping their garbage next to our dumpster. Photos and license plates were turned over to the Sheriff. The Sheriff contacted one person who said he would come back and pick up the items he dumped in our parking lot. Confirming items were picked up.
- USTA Facilities Grant – SRD was awarded a Facilities Grant from the USTA. Paperwork sent in, now awaiting outcome. Grant up to \$2,000. Will help cover some costs for sanitization expenses and tennis court security cameras.

Furlough update

- Reactivated Nick Sousa – Recreation Lead
- Additional employee reactivations will be based on timing, program viability and prudent fiduciary practices.

Likely we will need a special Board meeting before the end of the month

- Review budget
- Assess programming and furloughs

RESOLUTION NO. 2020-07

**RESOLUTION OF THE STRAWBERRY RECREATION DISTRICT
BOARD OF DIRECTORS**

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 3RD day of November 2020, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) - 2
Number of Short-Term Positions (2-year) - 1

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418; and,
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED this 12th day of May 2020 by the following vote, to wit:

AYES:
NOES:
ABSENT:

**Pam Bohner, Chairperson
Strawberry Recreation District
Board of Directors**

ATTEST: _____
Secretary

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into March 31, 2020 by and between the STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS (hereinafter "STRAWBERRY" or "BOARD") and NANCY SHAPIRO.

WHEREAS, STRAWBERRY desires to continue to employ the services of NANCY SHAPIRO as General Manager for STRAWBERRY, 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 follows:

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. 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.

This Agreement sets forth the terms of NANCY SHAPIRO's at-will employment with the BOARD and may not be modified or amended except by a written agreement, signed by the BOARD and NANCY SHAPIRO.

This Agreement commences July 1, 2020 and terminates on June 30, 2021. 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 STRAWBERRY 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 STRAWBERRY. NANCY SHAPIRO acknowledges and affirms that she is prohibited from engaging in private business without approval from BOARD while employed as GENERAL MANAGER for STRAWBERRY.

NANCY SHAPIRO shall report directly to BOARD.

SECTION III - Compensation

NANCY SHAPIRO shall receive an annual salary of \$130,698.00. Nothing in this Contract changes the at-will nature of NANCY SHAPIRO.

NANCY SHAPIRO is subject to all other terms and conditions found in the Strawberry Employee Handbook dated January 2020 including benefits contained therein.

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 _____
Pam Bohner, Board Chair
Strawberry Recreation District

GENERAL MANAGER:

By _____
Nancy Shapiro

APPROVED AS TO FORM FOR STRAWBERRY:

Renee Giacomini Brewer
Assistant County Counsel
Attorney(s) for STRAWBERRY