

SRD Board Special Meeting Notice and Agenda
Tuesday, May 28, 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: 896 9905 9553, Password: 179958

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/89699059553?pwd=YnEydkZZRzBaNUdFRjdoSHJJWWR1QT09>

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 Westerhold, 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 May 12, 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: Request from William Higgins to waive rental fees for the SRD Tennis Pro Shop beginning March 2020. Current fee is \$345/month.

Recommended Action: Board can either waive fees, deny request, or discuss alternatives.

E. Discussion/Action: GM to recommend increased camp cost per camper of \$25.00 for enhanced cleaning materials.
Recommended Action: Board adopt increased cost.

6. Adjournment.

7. Next Regular Session Board Meeting is June 9, 2020 at 7:00 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**

May 19, 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 furloughed Staff – Brittney Boyd, Jacqueline Woodall
 - b. William Duane
 - c. Emily Lavin - The Ark Newspaper

Closed session open: 6:12 PM

Closed session closed: 7:00 PM

Public meeting called to order: 7:07 PM

- 1) Report out of closed session:
 - a. Gave direction to labor negotiator.
 - b. Gave direction to legal council.
 - c. Nothing to report.
- 2) Public Expression
 - a. None.

OPEN SESSION

- 1) New Business
 - a. None.
- 2) Approval of Minutes of April 27, 2020
 - a. (JF / CN) - all in favor
- 3) Approval of Transfer of funds & Warrants
 - a. (PB / PT) - all in favor
- 4) General Manager's Report
 - a. No change from prior meeting. 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. GM reviewed operations and steps taken since last meeting.
- 5) William Duane temporary pool pass revocation.
 - a. Mr. Duane was given an additional 3 minutes to address the numerous complaints made against him over several years. Mr. Duane continued to profess his innocence in all the matters and claimed he was being singled out by staff and patrons. He claimed the entire history of complaints made against him by several different people are all fabricated and his right to cross-examine witnesses has been unconstitutionally disregarded. Mr. Duane was instructed that this was not a court of law. Mr. Duane became aggressive, not listening to the instructions of the board. Mr. Duane continually spoke over others, including board members, out of turn, and referred to the board as a "kangaroo court". Mr. Duane threatened to sue the district again.
 - b. Motion to suspend Mr. Duane's pool pass through the end of 2020.

**Strawberry Recreation District
Board Meeting Minutes**

May 19, 2020

- i. (PB/CN) - all in favor.
 - 6) Pool pass Refund Procedure
 - a. Recommend approval of 100% refund for the remaining 8 weeks of the season for patrons that request.
 - i. (PB/ML) - all in favor
 - 7) Elections resolution with filing information.
 - a. (PB/PT) - all in favor
 - 8) Nancy Shapiro 1 year contract adopted. No vote required as was previously approved.
-
- 9) Camp Waiver/Parent's Code of Responsibility regarding Essential Worker Status/SIP Order
 - a. Tabled to next meeting. Completed waiver not available in time for meeting.

Next meeting: June 9 , 2020 at 7:00PM

Adjourned at 8:07 PM

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

Payroll Date 5-22-20

*** PAYROLL CLEARING***

On the 9th day of June 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
	Sapiro, Nancy	Paystub	3092.99
	Sousa, Nicholas M	Paystub	1635.86
	Griswold, Loren M	Paystub	2855.30
	CAL PERS	payroll Checks	1,794.34
	Quickbooks	Quickbooks Payroll fees	13.00
	Federal Taxes	1513.00 Payroll Taxes FWT	3511.78
		1619.92 Payroll Taxes FICA	
		378.86 Payroll Taxes MCARE	
	State taxes	562.22 Payroll taxes SWT	692.86
		0.00 Payroll Taxes SUH	
		130.64 Payroll Taxes SDI	
			15011.94



 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

5/13/2020

Youth Contract Classes	0.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	2977.38
Special Events Sponsors	0.00	Subtotal	2977.38
Special Events Income	0.00		
Adult Contract Classes	0.00		
Aquatics Pool Pass S/S	0.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Drop in	0.00		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Snack Shack	0.00		
Admin Miscellaneous	CAPRI Div	1417.00	
Admin Advertising		0.00	2977.38
Admin Donations		0.00	
Other Licenses & Permits		0.00	
Other Project Donations	TPLL reimb	1560.38	
Credit Transfer		0.00	0

2977.38

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	0.00
Aquatics	0.00
Tennis	0.00
Facilities	0.00
Deposits	0.00
Admin	1417.00
Other	1560.38
Credit Card Transfer	0.00



GM Board Update – May 28, 2020

Financials

- Budget
 - The budget is mostly complete, with some fine tuning. As referenced in the last meeting, I recommend the Board has a separate meeting next week to make decisions about the budget and staffing, given revenue unknowns.
 - Current FY – still on track with previous two projections.
 - Notable: Richardson Bay Sanitary District annual sewer charge: \$17,468*
 - Previous years:
 - 2016 - \$3,200
 - 2017 - \$6,900
 - 2018 - \$5,300
 - 2019 - \$6,100

Furlough

- Current furlough for employees extended through June 3, 2020.

Facilities:

- The south entrance gym doors are being fitted with the new ADA push bars and hardware now. Anticipated installation is tentatively set for June 8-9. Vendor was unable to retrofit existing hardware to current codes. Adds an additional \$3400 to cost of the four doors.
- The Snack Shack painting was completed last week and looks great. It is very complimentary with the pool deck colors. Lifeguard office and shower shed will be painted to match.
- The final changing station is completed and will be ready for patrons when we are back to more normal use of our Aquatics Facility

COVID -19 Updates:

- The Sanitation Specialist job position has been created and posted on job sites. We are actively looking for one full-time, or two part-time employees for help attain consistent sanitation of the facility.
- We have purchased and are waiting on the 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. A weather resistant enclosure will be constructed for them and signs will provide a description of their use.
- Thermal scan thermometers should arrive this week

Athletic Fields:

- True North Landscapers will be installed an additional (4) cubic yards of cinder on May 21st. This has brought the entire infield back up to grade for the first time in three seasons.

Aquatics:

- The heaters for the Main Pool, Teaching pool and Wader were turned back on Tuesday, May 26th. We anticipate all bodies being up to heat by Friday the 29th.
- We are getting pricing from Watershape to address suction flow issues that have been a concern since the splitting of the main drains. The split of the drains was required by Marin EDH Inspector as part of the pool resurfacing.

Parks:

- We've been experiencing fairly consistent vandalism and removal of signs and caution tape from the parks. This has been pronounced at Harbor Cove and Brickyard park. Over the Labor Day weekend, both had an inordinate amount of debris throughout the parks.
- We're installing a new bollard at the entrance to Brickyard by June 3rd.
- UC Davis student Julia Gonzalez will be performing research at Brickyard focused on the impacts of invasive European green crabs in San Francisco Bay.
- True North Landscapers will be performing all park rough mowing and vegetation management from June 8th-12th.

Camp Strawberry

- Plans are underway to reformat camp into three 3-week sessions
- This week, we will start contacting registered campers to give the priority to enroll in the new format. First priority registration email went out this afternoon.
- We have a waiting list for campers not yet registered.
- We have part time staff working on creating the necessary forms, guidelines and protocol as well as camp activity schedules.
- The first session begins on June 15th and can accommodate up to 48 campers. Each group of 12 campers will have two counselors and possibly up to two CITs (TBD).
- We are working to make sure we set up camp to conform to Marin HHS guidelines for health and safety
- As referenced above, we are accepting applications for Sanitation Specialist to sanitize our facility as required by the camp guidelines.
- We are purchasing the necessary supplies to get camp up and running

Aquatics Facility Reopening

- Waiting on guidance from Marin HHS
- Sent survey to 1,071 SRD Patrons
- As of 5/27 – 257 responses
 - 50% pool pass holder
 - 32% not pass holder
 - 18% planning to purchase a pass when pool reopens
 - 91% planning to use the pool when it reopens
 - More in next report