

SRD Board Special Meeting Notice and Agenda
Tuesday, August 11, 2020

5:30 p.m. Closed Session

6:30 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: 897 3499 5018, Passcode:836326

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/89734995018?pwd=eVJQdS9GajFIUENxclVvaU5ldXNNQT09>

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 LEGAL COUNSEL – ANTICIPATED LITIGATION

pursuant to California Government Code Section 54956.9(d)(2). Number of Potential cases: one.

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 agendized matter (limit: three mins per person).
 - A. New Business Items
 - B. Approval of the Minutes of July 14, 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
 - D. **Discussion/Action:** GM to recommend removal of Jacqueline Woodall from signature card on West America payroll account.
Recommended Action: Approve.
 - E. **Discussion/Action:** GM to recommend removal of Jacqueline Woodall from signature card on West America snack shack account.
Recommended Action: Approve.
 - F. **Discussion/Action:** Adoption of California per Capita Grant Resolution.

Recommended Action: Approve.

G. Discussion/Action: GM to recommend HRT Pro shop introductory rate through 2020.

Recommended Action: Adopt.

H. Discussion/Action: GM to recommend Tennis Court rate bundle for Pros.

Recommended Action: Adopt.

I. Discussion/Action: Adoption of Conflict of Interest Code.

Recommended Action: Adopt.

J. Discussion/Action: GM to approve pricing of Fall Pathways and Stepping Stones.

Recommended Action: Approve.

K. Discussion/Action: GM to recommend hiring of staff for Fall Pathways and Stepping Stones.

Recommended Action: Approve.

L. Discussion/Action: GM to recommend hiatus of pool memberships as recommended by GM and Aquatics Manager

Recommended Action: Approve.

M. Discussion/Action: Authorize GM and Aquatics Manager to manage when to close and open pool memberships based on updated Marin HHS guidelines.

Recommended Action: Authorize.

N. Discussion/Action: Authorize pool closure on Labor Day. Currently scheduled to be open for four (4) hours.

Recommended Action: Approve.

6. Adjournment.

7. Next Regular Session Board Meeting is September 8, 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

SRD Meeting Notes 7.14.20

In attendance:

Strawberry Board Members: Pam Bohner; Cale Nichols; Peter Teese, Jeff Francis

Strawberry Staff: Nancy Shapiro (General Manager)

Closed session started at 5:30 pm

Nothing to report out. Direction given to Counsel

Open session starts at 6:10pm

Public: None

Time for public comment

No public comment

Open session agenda:

- A. New Business Items - none
- B. Approval of minutes of 6.30.20: (PB/PT) – All in favor
- C. Approval of expenditures, disbursements and warrants: (J.F/P.T) All in favor

Financial Update for General Manager: as presented

COVID-19 Update: as presented

Facility Update from General Manager: as presented

Rental Update from General Manager: as presented

- D. Move agenda item E up to D: Discuss reduced version of Aquatics Facility Building – Joe Sheer
No action taken
- E. Discussion /Action: William Higgins request to maintain pro shop rent at 2019 rate of \$345/month
Motion to extend rate of \$345/mo through 9.30.20: (C.N/P.B) All in favor
- F. Adoption of Member Code of Conduct prepared by General Manager.
Motion to adopt: (P.B/P.T) All in favor

Election Submittal discussion; Candidates must submit application prior 8.7.20 (new candidate) of 8.12.20 (incumbent candidate)

Meeting adjourned 7:43 pm

Next Meeting: 8.11.20 at 6:30pm

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

Warrant Date 8-5-20

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

Warrant in Favor of			Purpose		Amount
809311185	Cintas Corporation	224.18	Supplies		448.35
		224.17	Pool Maint Supplies		
809311186	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		
809311187	Goodman's Building Supply	37.64	Supplies		956.16
		482.08	Facilities Repairs & Maintenanc		
		48.86	Tools		
		228.48	Pool Repairs & Maintenance		
		159.10	Youth Rec Supplies/Daycamp		
809311188	Jackson's Hardware	811.70	Tools		862.17
		50.47	Facilities Repairs & Maintenanc		
809311189	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		1,218.75
809311190	Lincoln Aquatics		Pool Chemicals		559.05
809311191	Marin County Sheriff's Office		Admin Fingerprinting		80.00
809311192	Marin IT, Inc.		Admin Web Site		93.50
809311193	Mike Testa Plumbing		Pool Repairs & Maintenance		202.22
809311194	Planeteria Media LLC		Admin Web Site		50.00
809311195	Sara Rankiin - Expense		Youth Rec Supplies/Daycamp		30.91
809311196	Transbay Security Service, Inc.		Facilities Repairs & Maintenanc		180.86
809311197	Martin Gustavson		Pool Pass Refund Covid 19		565.00
809311198	Tera Benoit		Youth Daycamp Refund Covid 19		590.00
809311199	Chris Holland		Youth Daycamp Refund Covid 19		590.00
809311200	Kwan Chow		Youth Daycamp Refund Covid 19		590.00
809311201	Jennie Robin		Youth Daycamp Refund Covid 19		325.00
809311202	Drexel Bradshaw		Youth Daycamp Refund Covid 19		944.00
809311203	Deanna Polites		Youth Daycamp Refund Covid 19		1,534.00
Total					10,166.75

Total 10166.75 General Manager

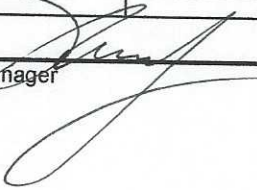
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 7-31-20

*** PAYROLL CLEARING***

On the 11th day of August 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
DD1068	Andrews, Jada A	Paystub	284.29
DD1069	Bennerotte, Madisyn M	Paystub	147.30
DD1070	Bohner, Catherine E.	Paystub	762.12
DD1071	Boyd, Brittney L	Paystub	2075.03
DD1072	Brooks, Sophia P	Paystub	203.40
DD1073	Creager, Dorian A	Paystub	1415.81
DD1074	Dohoney, Trinity J	Paystub	641.28
DD1075	Glenn, Nicholas K	Paystub	364.94
DD1076	Glenn, Zachary J	Paystub	252.36
DD1077	Gonzalez-Alvarez, Citlalli	Paystub	993.47
DD1078	Griswold, Loren M	Paystub	2855.31
DD1079	Heller, Asher J	Paystub	485.99
DD1080	Hood, Charles H	Paystub	1065.89
DD1081	Hood, Kyle C	Paystub	1062.98
DD1082	Johnston, Julia C	Paystub	993.47
DD1083	Johnston, Lyla M	Paystub	14.62
DD1084	Kuhrman, Kaye F	Paystub	984.05
DD1085	May, Grainne C	Paystub	252.88
DD1086	Moseley, Jackson E	Paystub	1120.18
DD1087	Pares, Tessa J	Paystub	661.77
DD1088	Rankin, Sarah M	Paystub	875.21
DD1089	Reade, Benjamin T	Paystub	89.52
DD1090	Reade, Samuel R	Paystub	103.69
DD1091	Saltzman, Sonia S	Paystub	1233.23
DD1092	Sampiere-Prochnow, Noah E	Paystub	993.47
DD1093	Shah, Maleena S	Paystub	993.47
DD1094	Shapiro, Nancy R	Paystub	3093.00
DD1095	Solin, Malena WQ	Paystub	957.74
DD1096	Sousa, Alexander A	Paystub	1105.90
DD1097	Sousa, Nicholas M	Paystub	1753.45
DD1098	Thiessen, Juliet H	Paystub	951.78
DD1099	Walsh, Thomas M	Paystub	14.62
DD1100	Wright, Lucas C	Paystub	493.29
9025	Greenberg, Olivia K	Paystub	386.87
	CAL PERS	payroll Checks	2348.66
	Quickbooks	Quickbooks Payroll fees	108.75
		3171.00 Payroll Taxes FWT	9019.78
		4740.18 Payroll Taxes FICA	
		1108.60 Payroll Taxes MCARE	
	State taxes	1018.78 Payroll taxes SWT	1774.59
		373.53 Payroll Taxres SUI	
		382.28 Payroll Taxes SDI	
			42934.16


 General Manager

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

Payroll Date 7-17-20

*** PAYROLL CLEARING***

On the 11th day of August 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
	Andrews, Jada A	Paystub	167.73
	Bennerotte, Madisyn M	Paystub	68.51
	Bohner, Catherine E.	Paystub	1035.50
	Bohner, Pamela G	Paystub	91.35
	Boyd, Brittney L	Paystub	2075.04
	Brooks, Sophia P	Paystub	109.62
	Carlin, Delaney J	Paystub	584.08
	Creager, Dorian A	Paystub	1442.64
	Dohoney, Trinity J	Paystub	628.95
	Francis, Jeff	Paystub	91.35
	Glenn, Nicholas K	Paystub	264.00
	Glenn, Zachary J	Paystub	128.11
	Gonzalez-Alvarez, Citali	Paystub	990.00
	Griswold, Loren M	Paystub	2855.32
	Hamner, Sofia C	Paystub	102.32
	Heller, Asher J	Paystub	175.40
	Hood, Charles H	Paystub	983.06
	Hood, Kyle C	Paystub	1095.16
	Johnston, Julia C	Paystub	530.47
	Kamperin, Alexander M	Paystub	511.30
	Kuhrman, Kaye F	Paystub	533.03
	May, Grainne C	Paystub	31.06
	Moseley, Jackson E	Paystub	525.83
	Nichols, Cale B	Paystub	91.35
	Rankin, Sarah M	Paystub	1195.17
	Reade, Benjamin T	Paystub	289.30
	Reade, Samuel R	Paystub	511.69
	Saltzman, Sonia S	Paystub	1262.00
	Sampiere-Prochnow, Noah E	Paystub	540.94
	Shah, Maleena S	Paystub	540.94
	Shapiro, Nancy R	Paystub	3092.99
	Solin, Malena WQ	Paystub	531.24
	Sousa, Alexander A	Paystub	602.36
	Sousa, Nicholas M	Paystub	1701.63
	Thiessen, Juliet H	Paystub	540.95
	Wright, Lucas C	Paystub	401.94
9021	Greenberg, Olivia K	payroll Checks	386.88
9022	Pares, Tessa J	payroll Checks	574.49
9023	Teese, Peter	payroll Checks	91.35
	CAL PERS	payroll Checks	2348.66
	Quickbooks	Quickbooks Payroll fees	121.50
		2830.00 Payroll Taxes FWT	8220.44
		4368.72 Payroll Taxes FICA	
		1021.72 Payroll Taxes MCARE	
	State taxes	930.44 Payroll taxes SWT	1595.56
		312.81 Payroll Taxes SUI	
		352.31 Payroll Taxes SDI	
			39661.21


 General Manager

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

Warrant Date 7-15-20

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

Warrant in Favor of		Purpose	Amount
809311149	Alison Hotchkiss.	Pool Pass Refund Covid 19	440.00
809311150	Bank of Marin 5590	2.15 Youth Rec Supplies/Daycamp	107.70
		105.55 Pool Repairs & Maintenance	
809311151	Bank of Marin 6098	153.31 Facilities Parks Repairs/Mainte	4,189.52
		336.49 Daycamp supplies:Covid-19	
		38.86 Sanitation covid-19	
		324.74 Youth Rec Supplies/Daycamp	
		41.76 Pool Rec supplies	
		102.86 Facilities Repairs & Maintenanc	
		500.29 Admin Other Adv/Promo	
		86.12 Youth Rec Supplies/Daycamp	
		19.55 Youth Rec Supplies/Daycamp	
		485.90 Youth Rec Supplies/Daycamp	
		204.02 Youth Rec Supplies/Daycamp	
		92.01 Youth Rec Supplies/Daycamp	
		94.82 Daycamp supplies:Covid-19	
		194.69 Daycamp supplies:Covid-19	
		563.98 Daycamp supplies:Covid-19	
		12.98 Youth Rec Supplies/Daycamp	
		69.25 Youth Rec Supplies/Daycamp	
		25.93 Youth Rec Supplies/Daycamp	
		112.48 Youth Rec Supplies/Daycamp	
		549.04 Admin Office Supplies	
		145.96 Youth Rec Supplies/Daycamp	
		19.49 Admin Office Supplies	
		14.99 Admin Office Supplies	
809311152	CAL PERS-medical	1,729.11 Pool Full Time Medical	4,622.01
		768.49 Admin Medical	
		768.49 Facilities Full Time Medical	
		1,344.85 Youth Medical	
		11.07 Admin Medical	
809311153	Dorine Bodson.	Pool Pass Refund Covid 19	788.20
809311154	Downing Heating & Air Conditioning, Inc	Facilities Repairs & Maintenanc	290.00
809311155	Fabrizia Barbosa.	Pool Pass Refund Covid 19	404.13
809311156	Fishman Supply Company	Supplies	225.65
809311157	Greatland Corporation	Admin Office Supplies	305.81
809311158	Jackson's Hardware	489.79 Supplies	791.20
		301.41 Facilities Repairs & Maintenanc	
809311159	Julia Villar Alkazar	Pool Pass Refund Covid 19	419.93
809311160	Marin County Tax Collector	Admin Licenses/Fees	1,365.60
809311161	Melissa Reed	Youth Daycamp Refund Covid 19	185.00
809311162	Mill Valley Refuse Service, Inc.	237.76 Facilities Repairs & Maintenanc	475.52
		237.76 Facilities Parks Repairs/Mainte	
809311163	Nick Sousa	Youth Rec Supplies/Daycamp	25.89
809311164	True North Lanscapes, Inc.	Facilities Field Repairs & Maint	880.00
809311165	Strawberry Recreation District	Payroll Clearing Account	40,000.00
Total			55,516.16

Total

55,516.16 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

7/15/2020

118 East Strawberry Drive
 Mill Valley, California 93931

<table border="0"> <tr><td>Youth Contract Classes</td><td>0.00</td></tr> <tr><td>Youth Daycamp</td><td>2100.00</td></tr> <tr><td>Special Events Sponsors</td><td>0.00</td></tr> <tr><td>Special Events Income</td><td>0.00</td></tr> <tr><td>Adult Contract Classes</td><td>0.00</td></tr> <tr><td>Aquatics Pool Pass S/S</td><td>0.00</td></tr> <tr><td>Aquatics Pool Pass F/W</td><td>0.00</td></tr> <tr><td>Aquatics Guest Fees</td><td>0.00</td></tr> <tr><td>Aquatics Pool Classes</td><td>0.00</td></tr> <tr><td>Aquatics Drop in</td><td>0.00</td></tr> <tr><td>Aquatics Miscellaneous</td><td>0.00</td></tr> <tr><td>Tennis Classes</td><td>0.00</td></tr> <tr><td>Tennis Keys/Passes</td><td>95.00</td></tr> <tr><td>Tennis Guest</td><td>0.00</td></tr> <tr><td>Tennis Rental/Lessons</td><td>0.00</td></tr> <tr><td>Facilities Rental</td><td>0.00</td></tr> <tr><td>Deposits Held on Rental</td><td>0.00</td></tr> <tr><td>Facilities Field Rental</td><td>0.00</td></tr> <tr><td>Facilities Property Rental</td><td>153.04</td></tr> <tr><td>Snack Shack</td><td>0.00</td></tr> <tr><td>Admin Miscellaneous</td><td>0.00</td></tr> <tr><td>Admin Advertising</td><td>0.00</td></tr> <tr><td>Grants</td><td>0.00</td></tr> <tr><td>Other Licenses & Permits</td><td>0.00</td></tr> <tr><td>Other Project Donations</td><td>0.00</td></tr> </table>	Youth Contract Classes	0.00	Youth Daycamp	2100.00	Special Events Sponsors	0.00	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	95.00	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	153.04	Snack Shack	0.00	Admin Miscellaneous	0.00	Admin Advertising	0.00	Grants	0.00	Other Licenses & Permits	0.00	Other Project Donations	0.00	<table border="0"> <tr><td>Total Cash</td><td>0.00</td></tr> <tr><td>Total Checks</td><td>2348.04</td></tr> <tr><td>Subtotal</td><td>2348.04</td></tr> </table>	Total Cash	0.00	Total Checks	2348.04	Subtotal	2348.04
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General Managers Report – August, 11 2020

Financial Information: See attached

Facilities and Properties Update

Facilities:

- August 7th, Marin County Arborist removed a dead black pine on the south hillside, above the gym courtyard. The arbor mulch generated by the work is being recycled on site, for water retention around other trees on site.
- We repaired two leaking fountains and changed out the water filters on the three units.
- In response to an attempted break-in of the 3rd floor loft, we have reinforced the doors with a new latch, safety plate and barrel bolts. Also, Transbay Locksmith is scheduled to install a deadbolt on August 12.
- On July 31st, our storage unit – along with five neighboring units – was broken into and District papers were rummaged through. After reviewing the CCTV footage, it was determined that the people were likely not specifically targeting our storage unit. Facilities staff installed a new door, flashing and lock on our unit and will be billing Mill Valley Storage for the approved repairs. The storage unit is not in the most secure place and either needs to be reorganized or we need a larger unit. Will be addressed in the near future.
- The Tennis Shack is receiving a much-needed makeover. Dorian has painted the exterior to match the Snack Shack and other aquatic facilities; with the gray base, white trim and blue rafters.

COVID -19 Updates:

- With the end of the Giants Camp, we reduced our sanitation staff to one individual (Dulce). She has been a great addition to our sanitation program; always on time, a diligent worker and frequently brings in homemade ceviche, mole and enchiladas to share with staff. This has turned out to be a good partnership with Peak Services, our present janitorial vendor.
- A COVID-19 Site-Specific Protection Plan (SSP) has been updated and copies posted at the Pool and main office bulletin boards. Also, the bulletin boards were refurbished by recreation /camp staff and they look much more updated.
-

Athletic Fields:

- We infilled several holes in the field and installed turf plugs. We received several compliments from patrons about the safer, more even playability.
- All four of the benches along Belvedere Drive have been refurbished and updated.

Aquatics:

- We're completing a new chemical injection system for pump / filter #1, which will allow us to have a fully redundant system. Until now, only pump/filter #2 had chemical testing and injection capability.
- We fabricated several new lane line dividers to break the main pool into separate sections. We ended up with two 35' lines and two 14' lines.
- Main Pool Pump priming issue (see attached)

Parks:

- Three new signs were created for the Harbor Cove pedestrian path, to make the public better aware of the hours of use and local codes. This has been in response to the concerns of neighbors that the path and dock are being misused.
- The selective pruning of the (5) cypress trees at Brickyard was completed and they look great. The neighbors are happy and the trees are much safer now for the public.
- Benches at the top of the hill above the elevator area have been refurbished with new wood and paint.
- We have recently noticed an uptick in graffiti at our pocket parks. Dorian has been able to paint over and clean most of it. Due to the increase, the process has become more time consuming.

Aquatics Update 08/09/20

ARC Certifications

- Brittney ran a lifeguard recertification course over the last 2 weeks to recertify 4 part-time staff members.
- Plans to run an office CPR/AED/FIRST AID TRAINING with Loren in the coming weeks that will be spread out over 2-3 days. Goal is to have entire office certified/recertified in basic CPR/First Aid and AED.

Reservations

- Brittney is keeping a close eye on weekly reservations. When we first opened the Aquatics Facility June 17, we had limited hours and ran a slower phased opening to make sure staff and patrons became adjusted to new guidelines and cleaning protocol.
- Since expanding pool hours, July 8, reservations (specifically lap lanes) have taken about 3-5 hours to fill up. And even had lanes available to book days later. Pass holders had no problem booking 3 reservations on the first day of opening.
- We have continued to sell Pool Passes and sold 16 additional Primary August – December passes. After opening reservations Tuesday, August 4, 2020, Brittney noticed that Lap lanes and many family/rec lanes were booked within 45-60 minutes after opening. Members were disappointed things went so fast. We do not want to limit current pass holders to any less than 3 reservations per week. To make sure current paid members can get value from their pass, we decided to temporarily suspend purchase of pool passes.
- Brittney has started a waitlist for future pool pass sales in the case we are able to continue selling additional passes. Summer pass holders will be offered to extend their pool passes through December. If they decline to continue this may open additional sales. Along with kids going back to school (Zoom) reservations may slow due changes in schedules. Taking things week by week.

Camp Update:

- Camp Strawberry is currently in the third week of Session 3. Planning is underway to offer fall programs that will bridge the time between summer and when in person learning resumes in school.
- Session 3:
 - 55/60 Regular program registrations (8 cancellations and two no-shows, the most of any session)
 - 6/11 CIT registrations
 - 10/12 Athletic X registrations
- Programs: Fall Pathways and Steppingstones
 - To assess the needs of the community, SRD requested that parents sign up on a waiting list for the programs that best meet their needs. We are currently in the process of opening up groups based on need and staffing (staffing is the limiting factor).
 - Fall Pathways K-5 is designed to have students do their distance learning in the morning, followed by activities in the afternoons. Fall Pathways 4 & 5 yr olds is a PreK program with age appropriate inside and outside activities.
- The following programs have been released for registration:
 - Fall Pathways – K-5
 - Full day pods – 8:30 am – 5 pm - \$1,495
 - Core hours pod – 8:30 am – 2 pm - \$995
- Fall Pathways – 4 & 5 yr. olds
 - Half or full day \$1,250/\$775
 - 9 am – 1 pm or 9 am – 4 pm
- Stepping-Stones – 4-11 yrs.
 - Will open afternoon programs as soon as we have staff
 - Afternoons from 3 pm – 6 pm, \$585

Facility Rental Update:

- Field rentals slowed during Session 3
- Working on juggling field space for fall programming
- Possible many groups who would like to rent the fields will not have viable programs
- Some have already withdrawn requests due to difficulty with Covid-19 3/3/12 requirements

Misc:

Zero Waste Grant

- SRD was approved for a \$5,000 grant. The grant is for a washer and dryer so that SRD can switch to using rags and towels instead of disposable paper products. The rest of the grant will be used to transform the Strawberry Festival into a Community Environmental Education and Fun Day, including a Community Yard Sale. Next date TBD due to Covi-19.

Closing pool on Labor Day

- Recommend closing the pool on Labor Day due to staffing challenges.

Bundled rates for tennis programs

- Covid-19 restrictions mean small groups on courts
- With proper distancing, need to comply with 3 week+ programs mean less flexibility
- Rate Recommendations:
 - Current hourly rate: \$25 for periodic renters
 - 10 hours/week at least 2/months per quarter - \$20/hr. (20% reduction)
 - Over 10 hrs./week at least 2/months per quarter - \$17.50 (30% reduction)
- HRT 2020 Pro Shop Rate
 - Rate Recommendation: \$150.00/month through 2020
 - 2021 recommendation will be submitted with 2021 district rates in Sept/October

Beginning employee reviews this month.

- HR sub to review prior to staff meetings
- HR sub to work with GM to implement 360 degree review process

Audit preparation in progress

Arcsine responding to County Land Use Dept. permit questions

- Cost estimate \$1,500 - \$2,000
- Estimated hours to review 8-12 hrs
- Still within contract fees

Capri Risk Evaluation visit – rescheduled for October 6

Strawberry Recreation District
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19
Ordinary Income/Expense		
Income		
Youth Recreation Revenue		
Youth Daycamp Refund Co	-46,560.00	0.00
Youth Class Refund-Covid	-32,475.50	0.00
Youth Contract Classes	99,673.96	129,207.00
Youth Daycamp	346,292.50	286,062.71
Total Youth Recreation Revenue	366,930.96	415,269.71
Special Events		
Spring Fair	0.00	0.00
Special Events Sponsors	0.00	425.00
Special Events Income	723.00	2,855.00
Total Special Events	723.00	3,280.00
Adult Contract Classes		
Adult class refund covid 19	-33,978.00	0.00
Pickleball	2,742.00	0.00
Adult Contract Classes - Ot	24,471.00	14,925.00
Total Adult Contract Classes	-6,765.00	14,925.00
Aquatics/Pool Revenue		
Pool Pass Refund Covid 19	-35,257.59	0.00
Pool Class Refund-covid 19	-39,045.00	0.00
Pool Drop-In	510.00	0.00
Pool Pass S/S	189,202.23	164,175.85
Pool Pass F/W	47,277.30	17,362.00
Pool Guest Fees	6,733.00	5,012.54
Pool Classes	119,660.00	161,478.50
Pool Swim Team Fees	17,082.00	14,653.10
Pool Miscellaneous	9,418.00	9,751.75
Aquatics/Pool Revenue - O	-145.35	0.00
Total Aquatics/Pool Revenue	315,434.59	372,433.74
Tennis Revenue		
Tennis refund covid 19	-310.00	0.00
Tennis Class-Pickleball	40.00	0.00
Tennis Keys	11,609.00	16,019.00
Tennis Guests	77.00	296.00
Tennis Rental	28,290.53	26,635.00
Total Tennis Revenue	39,706.53	42,950.00
Facilities Revenue		
Facilities Refunds-Covid 19	-42,335.00	0.00
Facilities Rental	96,236.24	96,859.75
Facilities Field Rental	95,480.16	80,088.84
Facilities Property Rentals	1,836.53	1,836.48
Facilities Grants	2,000.00	5,000.00
Total Facilities Revenue	153,217.93	183,785.07
Administration Revenue		
Snack Shack	594.46	0.00
Admin Miscellaneous	1,125.00	37,590.40
Admin Advertising	0.00	1,425.00
Admin Donations		
Restricted	800.00	0.00
Admin Donations - Other	0.00	1,565.53
Total Admin Donations	800.00	1,565.53
Total Administration Revenue	2,519.46	40,580.93
Other Funds Revenue		
Measure A Income	93,968.74	92,817.77
Other Property Tax	400,881.48	418,621.36
Other Interest Income	30,289.24	30,846.31
Other Licenses and Permits	157,598.13	147,869.11

Strawberry Recreation District
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19
Other grants	0.00	10,000.00
Other Education Revenue	187,199.06	168,673.15
Total Other Funds Revenue	869,936.65	868,827.70
Zone IV Revenue		
Zone IV Measure B Special	143,042.52	145,992.58
Zone IV Income-04	17,116.03	228,751.85
Zone IV Income-2014	12.01	7,017.72
Total Zone IV Revenue	160,170.56	381,762.15
Zone V Income		
Zone V Income	-22.15	7,211.52
Total Zone V Income	-22.15	7,211.52
Total Income	1,901,852.53	2,331,025.82
Expense		
Employer Taxes	-3,693.41	0.00
Youth Recreation Expenses		
Youth Contract Class Wage	858.75	0.00
Youth Full Time Salary	95,855.63	38,503.58
Youth Daycamp Wages	65,912.90	80,755.76
Youth Medical	10,487.40	4,638.56
Youth Dental	685.04	529.32
Youth PERS	6,574.35	2,634.26
Youth Employer Taxes	14,054.82	9,367.91
Youth Workman's Comp	6,278.56	3,585.62
Youth Contract Services/Co	14,336.70	33,252.60
Youth Contract Service/Da	1,546.25	7,951.55
Youth Adv/Promo	5,440.82	7,620.23
Youth Print Copy	0.00	205.79
Youth Rec Supplies/Contra	349.13	2,806.02
Youth Rec Supplies/Daycamp		
Covid-19	9,424.88	0.00
Youth Rec Supplies/Day	1,510.86	23,691.13
Total Youth Rec Supplies/D	10,935.74	23,691.13
Total Youth Recreation Exper	233,316.09	215,542.33
Special Events Expenses		
Game Night	890.00	0.00
Employer Taxes	130.97	0.00
Wages	819.00	0.00
Pickleball	90.00	0.00
Special Expense/Halloweer	2,029.46	0.00
Special Evenst/Strawberry	1,778.37	0.00
Special Events/Spring Fair	0.00	2,886.90
Special Events/Other Event	376.61	5,375.88
Special Events Expenses -	337.81	0.00
Total Special Events Expense	6,452.22	8,262.78
Adult Recreation Expenses		
Adult Contract Services	8,735.58	7,192.50
Adult Rec Supplies	4,914.06	0.00
Adult Refunds	0.00	48.00
Total Adult Recreation Expen	13,649.64	7,240.50
Aquatics/Pool Expense		
Pool Full time Salary	132,982.20	221,648.15
Pool Lifeguard Wages	35,353.23	57,660.90
Pool Instructor Wages	21,609.14	29,050.82
Pool Full Time Medical	23,704.66	23,972.52
Pool Full Time Dental	1,171.92	1,058.64
Pool Full Time PERS	9,051.21	13,206.81
Pool Part Time PERS	90.45	2,249.03
Pool Employer Taxes	17,724.73	27,120.22

Strawberry Recreation District
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19
Pool Workman's Comp	8,816.25	6,341.28
Pool Contract Services	1,001.00	2,702.00
Pool Business Insurance	17,249.50	10,781.50
Pool Chemicals	15,021.94	18,328.49
Pool Licenses/Fees	1,439.00	1,709.00
Pool Maint Supplies	1,778.57	2,799.67
Pool Professional Developi	1,202.94	2,442.64
Pool Rec supplies		
Equipment	0.00	324.75
Pool Rec supplies - Othe	5,580.18	3,167.35
Total Pool Rec supplies	5,580.18	3,492.10
Pool Repairs & Maintenance		
EHS Repairs	0.00	765.00
Pool Repairs & Maintena	60,571.50	77,961.10
Total Pool Repairs & Mainte	60,571.50	78,726.10
Pool Utilities	71,957.59	78,534.48
Pool Refunds	203.00	556.00
Pool Current Annual Maj R	0.00	495.30
Total Aquatics/Pool Expense	426,509.01	582,875.65
Tennis expenses		
Tennis Supplies	53.25	90.00
Tennis Keys Expense	1,405.46	1,690.75
Total Tennis expenses	1,458.71	1,780.75
Facilities Expenses		
Facilities Full Time Salaries	137,022.82	130,559.14
Facilities Assistant Wages	0.00	0.00
Facilities Full Time Medical	9,220.68	13,915.54
Facilities Full Time Dental	878.94	793.98
Facilities Full Time PERS	9,538.16	8,846.66
Facilities Employer Taxes	11,609.17	9,965.79
Facilities Workman's Comp	4,180.39	3,338.97
Facilities Contract Service	25,020.25	39,019.00
Facilities Auto	255.73	38.86
Facilities Maint Supplies		
Tools	1,181.05	631.97
Supplies	11,902.23	9,149.64
Facilities Maint Supplies	2,948.42	2,973.49
Total Facilities Maint Suppli	16,031.70	12,755.10
Facilities Field Maint Suppli	539.62	0.00
Facilities Parks Maint Supp	0.00	48.79
Facilities Repairs & Maintenanc		
Sanitation covid-19	2,900.64	0.00
Facilities Repairs & Main	51,670.75	80,486.03
Total Facilities Repairs & M	54,571.39	80,486.03
Facilities Field Repairs & Ma	25,452.68	15,171.90
Facilities Parks Repairs/Ma	12,569.04	10,123.50
Facilities Utilities	34,428.27	23,635.17
Facilities Field Utilities	6,830.52	4,188.72
Facilities Parks Utilities	667.74	904.62
Total Facilities Expenses	348,817.10	353,791.77
Administration Expenses		
Snack Shack Supplies	1,593.06	0.00
Admin Full Time Salaries	114,101.54	192,020.78
Admin Part Time Wages	8,261.76	147.25
Admin Medical	6,667.94	14,050.16
Admin Dental	590.22	793.98
Admin PERS		
Admin Pension Expense	11,583.00	7,443.00

Strawberry Recreation District
Profit & Loss
July 2019 through June 2020

	Jul '19 - Jun 20	Jul '18 - Jun 19
Admin PERS - Other	6,978.81	12,798.93
Total Admin PERS	18,561.81	20,241.93
Admin Employer Taxes	11,567.87	16,597.62
Admin Workman's Comp	5,291.80	3,618.13
Admin Employee Relations	1,053.52	2,208.35
Admin Brochure/Marketing	11,830.20	9,376.84
Admin Web Site	8,982.07	9,795.21
Admin Other Adv/Promo	5,516.58	2,133.61
Admin Acct/Audit/bookkee	22,298.03	23,479.47
Admin Auto	117.57	120.11
Admin Bank Fees		
Activnet Fees	10,305.88	24,151.72
Admin Bank Fees - Other	2,979.67	584.06
Total Admin Bank Fees	13,285.55	24,735.78
Admin Business Insurance	22,249.50	10,781.50
Admin Directors Fees	8,525.00	11,375.00
Admin Fingerprinting	408.00	760.00
Admin Legal Fees		
Lawsuit	23.00	0.00
Admin Legal Fees - Other	47,315.75	38,784.00
Total Admin Legal Fees	47,338.75	38,784.00
Admin Licenses/Fees	225.00	1,825.34
Admin Office Supplies	5,428.89	3,583.36
Admin Postage/Frieght	1,760.85	5,542.37
Admin Print/copy	1,558.34	2,131.23
Admin Professional Develo	1,926.01	0.00
Admin Public Relations	690.59	500.13
Admin Subs/Dues	703.00	967.00
Admin Telephone	7,491.62	5,885.27
Admin Contract Services/C	82,147.00	25,126.71
Total Administration Expense	410,172.07	426,581.13
Other Funds Expense		
Measure A Expense	47,457.28	17,045.29
Replacement Reserves	8,839.62	36,195.19
Capital Improvement Projects		
CIP	104,599.55	203,286.58
Total Capital Improvement	104,599.55	203,286.58
Total Other Funds Expense	160,896.45	256,527.06
Payroll Expenses	0.03	-0.04
Zone IV Expenses		
Zone IV 04 bond - sold 2014	150.00	482.00
Zone IV 04	215,128.14	218,365.75
Total Zone IV Expenses	215,278.14	218,847.75
Zone V Expense		
Zone V Contract Service	6,663.00	6,468.00
Total Zone V Expense	6,663.00	6,468.00
Total Expense	1,819,519.05	2,077,917.68
Net Ordinary Income	82,333.48	253,108.14
Net Income	82,333.48	253,108.14
Net Income w/o Zone IV	137,441.06	90,193.74

Strawberry Recreation District Profit & Loss

July 1 through August 7, 2020

	<u>Jul 1 - Aug 7, 20</u>	<u>Jul 1 - Aug 7, 19</u>
Ordinary Income/Expense		
Income		
Youth Recreation Revenue		
Youth Daycamp Refund Covid 19	-21,165.00	0.00
Youth Contract Classes	572.00	657.00
Youth Daycamp	24,309.00	45,754.00
Total Youth Recreation Revenue	<u>3,716.00</u>	<u>46,411.00</u>
Adult Contract Classes	0.00	2,561.00
Aquatics/Pool Revenue		
Pool Pass Refund Covid 19	-3,986.24	0.00
Pool Pass S/S	24,186.00	35,140.00
Pool Guest Fees	0.00	1,692.00
Pool Classes	0.00	9,199.50
Pool Miscellaneous	0.00	2,110.00
Total Aquatics/Pool Revenue	<u>20,199.76</u>	<u>48,141.50</u>
Tennis Revenue		
Tennis Keys	1,560.00	598.00
Tennis Guests	0.00	12.00
Tennis Rental	12,536.50	3,195.00
Total Tennis Revenue	<u>14,096.50</u>	<u>3,805.00</u>
Facilities Revenue		
Facilities Rental	0.00	10,285.00
Facilities Field Rental	8,228.50	11,638.00
Facilities Property Rentals	153.04	153.09
Total Facilities Revenue	<u>8,381.54</u>	<u>22,076.09</u>
Other Funds Revenue		
Measure A Income	42,528.78	44,736.12
Total Other Funds Revenue	<u>42,528.78</u>	<u>44,736.12</u>
Zone V Income		
Zone V Income	7,163.00	0.00
Total Zone V Income	<u>7,163.00</u>	<u>0.00</u>
Total Income	<u>96,085.58</u>	<u>167,730.71</u>
Expense		
Employer Taxes	-1,818.87	-96.21
Youth Recreation Expenses		
Youth Full Time Salary	3,518.25	17,153.22
Youth Daycamp Wages	45,130.88	30,030.38
Youth Medical	1,344.85	576.18
Youth Dental	148.62	96.24
Youth PERS	269.07	1,198.14
Youth Employer Taxes	4,982.06	4,374.88
Youth Workman's Comp	1,879.84	1,771.88
Youth Contract Services/Contrac	0.00	1,125.00
Youth Contract Service/Daycamp	6,044.80	756.25
Youth Rec Supplies/Contract Cla	0.00	330.92
Youth Rec Supplies/Daycamp		
Covid-19	1,189.98	0.00
Youth Rec Supplies/Daycamp - Other	2,202.23	907.72
Total Youth Rec Supplies/Daycamp	<u>3,392.21</u>	<u>907.72</u>

Strawberry Recreation District Profit & Loss

July 1 through August 7, 2020

	<u>Jul 1 - Aug 7, 20</u>	<u>Jul 1 - Aug 7, 19</u>
Total Youth Recreation Expenses	66,710.58	58,320.81
Special Events Expenses		
Employer Taxes	52.35	0.00
Wages	0.00	0.00
Special Expense/Halloween Faire	0.00	125.00
Special Evenst/Strawberry Fest.	0.00	1,778.37
Total Special Events Expenses	52.35	1,903.37
Adult Recreation Expenses		
Adult Contract Services	0.00	385.00
Total Adult Recreation Expenses	0.00	385.00
Aquatics/Pool Expense		
Pool Full time Salary	13,713.90	18,315.45
Pool Lifeguard Wages	11,144.00	11,743.90
Pool Instructor Wages	293.25	10,667.38
Pool Full Time Medical	1,729.11	2,112.69
Pool Full Time Dental	198.16	192.48
Pool Full Time PERS	731.55	1,279.35
Pool Part Time PERS	0.00	90.45
Pool Employer Taxes	2,640.13	3,733.70
Pool Workman's Comp	2,210.89	2,549.15
Pool Contract Services	0.00	94.50
Pool Business Insurance	17,478.25	8,624.75
Pool Chemicals	1,519.53	3,088.31
Pool Maint Supplies	224.17	196.56
Pool Rec supplies	41.76	886.94
Pool Repairs & Maintenance	1,796.49	17,126.89
Pool Utilities	4,046.43	0.00
Total Aquatics/Pool Expense	57,767.62	80,702.50
Facilities Expenses		
Facilities Full Time Salaries	17,224.12	11,331.36
Facilities Assistant Wages	0.00	0.00
Facilities Full Time Medical	768.49	768.25
Facilities Full Time Dental	148.62	144.36
Facilities Full Time PERS	1,326.15	791.49
Facilities Employer Taxes	1,741.88	866.85
Facilities Workman's Comp	1,619.09	1,221.30
Facilities Contract Service	1,511.20	6,420.00
Facilities Auto	210.74	69.25
Facilities Maint Supplies		
Tools	860.56	0.00
Supplies	487.47	339.35
Total Facilities Maint Supplies	1,348.03	339.35
Facilities Repairs & Maintenan		
Sanitation covid-19	38.86	0.00
Facilities Repairs & Maintenan - Other	2,360.32	7,679.66
Total Facilities Repairs & Maintenan	2,399.18	7,679.66
Facilities Field Repairs & Maint	1,666.50	9,880.00
Facilities Parks Repairs/Mainte	4,691.07	205.26
Facilities Utilities	828.79	0.00

**Strawberry Recreation District
Profit & Loss**

July 1 through August 7, 2020

	<u>Jul 1 - Aug 7, 20</u>	<u>Jul 1 - Aug 7, 19</u>
Facilities Parks Utilities	0.00	66.28
Total Facilities Expenses	35,483.86	39,783.41
Administration Expenses		
Admin Full Time Salaries	29,120.16	7,298.07
Admin Part Time Wages	0.00	0.00
Admin Medical	779.56	394.50
Admin Dental	198.16	48.12
Admin PERS		
Admin Pension Expense	1,333.28	11,183.00
Admin PERS - Other	1,435.11	509.79
Total Admin PERS	2,768.39	11,692.79
Admin Employer Taxes	2,669.62	552.41
Admin Workman's Comp	1,716.43	1,526.67
Admin Employee Relations	0.00	134.89
Admin Web Site	143.50	193.50
Admin Other Adv/Promo	500.29	0.00
Admin Acct/Audit/bookkeeping	3,304.38	1,468.75
Admin Bank Fees		
Activnet Fees	0.00	2,747.29
Admin Bank Fees - Other	0.00	19.50
Total Admin Bank Fees	0.00	2,766.79
Admin Business Insurance	17,478.25	8,624.75
Admin Directors Fees	1,300.00	375.00
Admin Fingerprinting	80.00	0.00
Admin Legal Fees		
Lawsuit	2,281.50	0.00
Admin Legal Fees - Other	10,202.40	14,187.50
Total Admin Legal Fees	12,483.90	14,187.50
Admin Licenses/Fees	1,365.60	0.00
Admin Office Supplies	889.33	79.85
Admin Postage/Frieght	0.00	41.15
Admin Subs/Dues	1,000.00	400.00
Admin Telephone	702.21	606.85
Admin Contract Services/Consult	0.00	14,588.20
Total Administration Expenses	76,499.78	64,979.79
Other Funds Expense		
Capital Improvement Projects		
CIP	0.00	6,717.89
Total Capital Improvement Projects	0.00	6,717.89
Total Other Funds Expense	0.00	6,717.89
Payroll Expenses	-0.04	0.00
Zone IV Expenses		
Zone IV 04	0.00	196,913.72
Total Zone IV Expenses	0.00	196,913.72
Zone V Expense		
Zone V Contract Service	568.00	1,102.00
Total Zone V Expense	568.00	1,102.00
Total Expense	235,263.28	450,712.28
Net Ordinary Income	-139,177.70	-282,981.57

Strawberry Recreation District
Profit & Loss
July 1 through August 7, 2020

Net Income

<u>Jul 1 - Aug 7, 20</u>	<u>Jul 1 - Aug 7, 19</u>
<u>-139,177.70</u>	<u>-282,981.57</u>

The following is a brief account of the pump priming issue that has been present since late January 2020.

One of the key EHS requirements that required SRD to expedite the replastering of the pool was the splitting of the main drain. We contracted with Adams Pool Co. to perform the work and it was completed at the end of January. Adams stated that they had run a static pressure test prior to placement of both drain covers.

As soon as the system was turned on, we experienced pressurization issues while running both pumps simultaneously. The pumps would only remain primed for a half day while running in unison. This became worse over the next month, until (in early March) it had gotten down to 30 min and was no longer a tenable option. We tried to troubleshoot the issue and were unable to diagnose figure out what had changed since the splitting of the drains. The only thing we could find were a set of rags – likely from Adam installation – that were stuck in the pipes. After removal things improved slightly; however the priming issues remained.

In late March, we contacted Watershape and Paolo Benedetti Water to assist in the troubleshooting process. Both were involved in the original design and repair of the pump room in 2013. Upon discussing the issue with Watershape and Paulo, they told some very concerning stories about the construction of the pump room. Which included the incorrect plumbing of the main pool and no backwash system for the first year. He also said that the priming issue is most likely caused by a leak in the plumbing for the suction line. Somewhere between the main drains and the pumps in the pump room, there is a leak that's letting air into the line. With one pump running the suction isn't great enough to depressurize the pumps; however, with both running at the same time, enough air is being forced into the line to force a loss of pressure.

We are now going to contract with a leak detection company to perform a static pressure test of the system. This will likely require the pool to closed for a day.

If a leak is found in, or around the main drains, we'll likely contact Adams about a potential warranty repair.

STRAWBERRY RECREATION DISTRICT

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

Website: strawberry.marin.org

August 11, 2020

The Strawberry Recreation District Board of Directors authorizes the removal of Jacqueline Woodall as an authorized signer on the WestAmerica Bank - SRD payroll account # _____.

Vote:

In Favor : _____

Opposed : _____

Pam Bohner – Board Chair

Date: _____

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August 11, 2020

The Strawberry Recreation District Board of Directors authorizes the removal of Jacqueline Woodall as an authorized signer on the WestAmerica Bank - SRD Snack Shack/CC Clearing Account# _____.

Vote:

In Favor : _____

Opposed : _____

Pam Bohner – Board Chair

Date: _____

RESOLUTION NO. 2020-08

RESOLUTION OF THE BOARD OF DIRECTORS OF STRAWBERRY RECREATION DISTRICT APPROVING APPLICATION(S) FOR PER CAPITA GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby:

1. Approves the filing of project application(s) for Per Capita program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the District's general or recreation plan (PRC §80063(a)), and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)), and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
7. To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters,"¹ dated January 12, 2017, the Strawberry Recreation District will consider a range of actions that include, but are not limited to, the following:

- (A) Conducting active outreach to diverse populations, particularly minority, low income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
- (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
- (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
- (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.

¹(PRC §80001(b)(8)(A-G))

(E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

8. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).

9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under this division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient's annual expenditures. (PRC §80062(d)).

10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and

11. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and

12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED AND ADOPTED this 11th day of August 2020 by the following vote, to wit:

Ayes:

Noes:

Absent:

Pam Bohner, Chairperson
Strawberry Recreation District
Board of Directors

ATTEST: _____