

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

SRD Board Virtual Meeting Notice and Agenda
Tuesday, July 14, 2020

5:30 p.m. Closed Session

6:00 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: 814 0583 5295, Password: 233707
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/81405835295?pwd=Z21xSXphRld4amNVV0l1M3A0aXRZQT09>

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 regarding anticipated litigation pursuant to California Government Code Section 54956.9(d)(2). Number of Potential cases: one.
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 June 30, 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 Higgins Request to maintain SRD Pro Shop rent at 2019/2020 rate of \$345 instead of increasing to \$380 from of July 1, 2020 to June 30, 2021.
Recommended Action: Board can approve, deny or request more information.
 - E. **Discussion/Action:** Discuss reduced version of Aquatics Facility building.
Recommended Action: None.
 - F. **Discussion/Action:** Adoption of Member Code of Conduct.
Recommended Action: Approve.
 - G. **Discussion/Action:** Election Information. Nomination papers are available July 13-August 7th or August 12th (if an incumbent doesn't file for a specific contest.)
Recommended Action: None.
6. Adjournment.
7. Next Regular Session Board Meeting is August 11, 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 Special Board Meeting Minutes

June 30, 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, Marc Lieberman, Cale Nichols, Peter Teese
- B) SRD Staff
 - a. Nancy Shapiro (General Manager)
- C) County Counsel
 - a. Renee Brewer
- D) Public
 - a. SRD Staff – Brittney Boyd, Jaqueline Woodall, Brendon Westerhold, Daniel Duong
 - b. Terry Graham, Barbara Wambach
 - c. Press

No Closed Session

Public meeting called to order: 5:40PM

- 1) Public Expression
 - a. None.

OPEN SESSION

- 1) Approval of Minutes of June 2, 2020 – (PB/PT) – All in favor.
- 2) Approval of Minutes of June 19, 2020 – (CN/PB) – All in favor.
- 3) General Manager's Report
 - a. Approval of expenditures, disbursements and warrants – (PB/PT) – All in favor
 - b. Fiscal report
 - i. Operating budget is down \$709K versus down \$460K last year.
 - ii. Net income (excluding Zone IV) is break even versus positive \$122K last year.
 - iii. Net income in the coming year is projected negative \$100K.
 - iv. Prior budget for next fiscal year projected a \$280K loss. Budget was reworked to eliminate three full time positions (saving \$215K) and adding part time positions to absorb the work. New budget still has a \$175K loss.
 - c. Facilities update
 - i. Cameras have been installed and are working.
 - ii. IT room revamped.
 - iii. Working on the gym doors still.
 - d. Approval of annual budget eliminating three positions. (PB/ML) – All in favor.
 - e. Approval of Zone IV Item – private request to dredge 400 cubic yards using SRD permit.
 - i. (PB/ML) All in favor

Next regular meeting: July 14, 2020 at 6:30PM

Adjourned at 6:31 PM

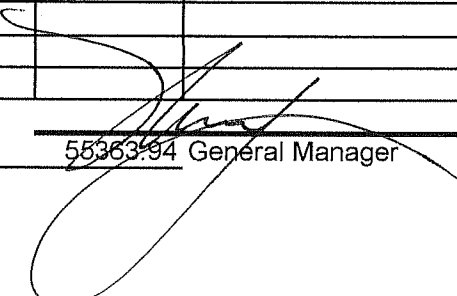
TO:
RICHARD ARROW, AUDITORCONTROLLER
County of Marin
Civic Center
San Rafael, CA 94903

Warrant Date 7-8-20

On the 14th day of July 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311135	Natasha Hayes		Pool Pass Refund Covid 19		593.31
809311136	Ammi Publishing Comp, Inc.		Youth Adv/Promo		499.00
809311137	CAPRI	17,478.25	Admin Business Insurance		34,956.50
		17,478.25	Pool Business Insurance		
809311138	CAPRI	1,879.84	Youth Workman's Comp		7,426.25
		2,210.89	Pool Workman's Comp		
		1,619.09	Facilities Workman's Comp		
		1,716.43	Admin Workman's Comp		
809311139	CARPD		Admin Subs/Dues		1,000.00
809311140	Cintas Corporation	44.84	Supplies		89.67
		44.83	Pool Maint Supplies		
809311141	Department of Justice		Admin Fingerprinting		207.00
809311142	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		1,639.63
809311143	Landesign Construction and Maint. Inc.		Zone V Contract Service		568.00
809311144	Lincoln Aquatics		Pool Chemicals		594.64
809311145	Marin Copier Co.		Admin Print/copy		70.36
809311146	Marin IT, Inc.		Admin Web Site		93.50
809311147	Nancy Shapiro		Youth Rec Supplies/Daycamp		70.08
809311148	Peak Building Services	1,511.20	Facilities Contract Service		7,556.00
		6,044.80	Youth Contract Service/Daycamp		
Total					55,363.94

Total 55,363.94 General Manager



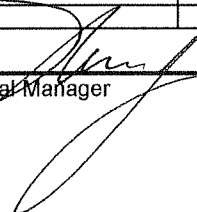
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 7-3-20

*** PAYROLL CLEARING***

On the 14th day of July 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
	Westerhold, Brendon D	Paystub	3076.16
	Woodall, Jacqueline Q	Paystub	6028.61
	Andrews, Jada A	Paystub	124.24
	Bennerotte, Madisyn M	Paystub	65.10
	Bohner, Catherine E.	Paystub	1039.06
	Bohner, Pamela G	Paystub	182.70
	Boyd, Brittney L	Paystub	2075.04
	Brooks, Sophia P	Paystub	216.08
	Creager, Dorian A	Paystub	1442.64
	Delaney, Carlin J	Paystub	999.42
	Dohoney, Trinity J	Paystub	571.39
	Francis, Jeff	Paystub	91.35
	Glenn, Nicholas K	Paystub	263.99
	Glenn, Zachary J	Paystub	376.59
	Gonzalez-Alvarez, Citlalli	Paystub	999.42
	Griswold, Loren M	Paystub	2855.31
	Hamner, Sofia C	Paystub	65.76
	Heller, Asher J	Paystub	361.73
	Hood, Charles H	Paystub	1065.89
	Hood, Kyle C	Paystub	1072.72
	Kamperin, Alexander M	Paystub	959.42
	Lieberman, Marc	Paystub	182.70
	May, Grainne C	Paystub	66.00
	Nichols, Cale B	Paystub	182.70
	Rankin, Sarah M	Paystub	1078.93
	Reade, Benjamin T	Paystub	902.78
	Reade, Samuel R	Paystub	953.11
	Saltzman, Sonia S	Paystub	1241.44
	Shapiro, Nancy R	Paystub	3093.00
	Sousa, Nicholas M	Paystub	1687.68
	Wright, Lucas C	Paystub	193.65
3017	Forbes, Aidan S	payroll Checks	171.74
9018	Greenberg, Olivia K	payroll Checks	528.33
9019	Pares, Tessa J	payroll Checks	24.67
9020	Teese, Peter	payroll Checks	182.70
	CAL PERS	payroll Checks	2348.66
	Quickbooks	Quickbooks Payroll fees	215.75
		6177.00 Payroll Taxes FWT	13518.80
		5950.22 Payroll Taxes FICA	
		1391.58 Payroll Taxes MCARE	
	State taxes	2187.24 Payroll taxes SWT	2957.42
		290.32 Payroll Taxes SUI	
		479.86 Payroll Taxes SDI	
			53462.68


 General Manager

TO:

Warrant Date 7-1-20

RICHARD ARROW, AUDITORCONTROLLER

County of Marin

Civic Center

San Rafael, CA 94903

On the 14th day of July 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311010	At&t Telephone	Admin Telephone	501.01
809311011	CAL PERS-Unfund	Admin Pension Expense	262.23
809311012	CAL PERS-Unfund	Admin Pension Expense	1,071.05
809311013	Goodman's Building Supply	Supplies	517.44
		82.05 Facilities Repairs & Maintenanc	
		47.83 Pool Maint Supplies	
		3.00 Sanitation covid-19	
		23.13 Youth Rec Supplies/Daycamp	
809311014	Jacqueline Woodall - Expense	Accounts Payable	266.90
809311015	Marin County Arborists, Inc.	Facilities Parks Repairs/Mainte	1,230.00
809311016	PG&E	Pool Utilities	4,584.23
		779.32 Facilities Utilities	
809311017	Safeway Inc.	Youth Rec Supplies/Daycamp	102.50
809311018	True North Lanscapes, Inc.	Facilities Field Repairs & Maint	9,380.00
		8,500.00 Facilities Parks Repairs/Mainte	
809311019	Strawberry Recreation District	Payroll Clearing Account	54,000.00
809311020	Adam Bentley	Pool Pass Refund Covid 19	191.86
809311021	Alex Goodman	Pool Pass Refund Covid 19	191.86
809311022	Brian Moore	Pool Pass Refund Covid 19	254.65
809311023	Anne Daugherty	Pool Pass Refund Covid 19	254.65
809311024	Anne Harrison.	Pool Pass Refund Covid 19	254.65
809311025	Antranig Antaramian	Pool Pass Refund Covid 19	110.47
809311026	Aurora Martinez	Pool Pass Refund Covid 19	194.14
809311027	Bennett King	Pool Pass Refund Covid 19	133.72
809311028	Betsy Stroman	Pool Pass Refund Covid 19	133.72
809311029	Abigail Warwas	Pool Pass Refund Covid 19	254.65
809311030	Brennan Wenck-Reilly	Pool Pass Refund Covid 19	254.65
809311031	Bria Larson	Pool Pass Refund Covid 19	254.65
809311032	Canby Anderies	Pool Pass Refund Covid 19	254.65
809311033	Carla Greenblatt	Pool Pass Refund Covid 19	191.86
809311034	Carol Schwartz.	Pool Pass Refund Covid 19	133.72
809311035	Catherine Gore.	Pool Pass Refund Covid 19	212.79
809311036	Chenin Malloy	Pool Pass Refund Covid 19	212.79
809311037	Claudia Praetel	Pool Pass Refund Covid 19	254.65
809311038	Coni Twillman	Pool Pass Refund Covid 19	175.58
809311039	Courtney Denis	Pool Pass Refund Covid 19	254.65
809311040	David Handelman	Pool Pass Refund Covid 19	231.40
809311041	David Mallard	Pool Pass Refund Covid 19	254.65
809311042	Deborah Berman	Pool Pass Refund Covid 19	133.72
809311043	Dierdre Stull	Pool Pass Refund Covid 19	191.86
809311044	Dorine Bodson.	Pool Pass Refund Covid 19	254.65
809311045	Dorothy Leroux	Pool Pass Refund Covid 19	133.72
809311046	Ebry Elliott	Pool Pass Refund Covid 19	191.86
809311047	Edward Deregowski	Pool Pass Refund Covid 19	110.47
809311048	Elias Olson	Pool Pass Refund Covid 19	133.72
809311049	Eliza Jewett-Hall	Pool Pass Refund Covid 19	231.40

TO:

Warrant Date 7-1-20

RICHARD ARROW, AUDITORCONTROLLER

County of Marin

Civic Center

San Rafael, CA 94903

On the 14th day of July 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of	Purpose	Amount
809311050 Elizabeth Small	Pool Pass Refund Covid 19	133.72
809311051 Elizabeth Suzuki	Pool Pass Refund Covid 19	133.72
809311052 Ella Krainsky	Pool Pass Refund Covid 19	254.65
809311053 Emily Kanter	Pool Pass Refund Covid 19	254.65
809311054 Erin Komarmy	Pool Pass Refund Covid 19	191.86
809311055 Eugene Zanko	Pool Pass Refund Covid 19	122.09
809311056 Fabrizia Barbosa.	Pool Pass Refund Covid 19	212.79
809311057 Frances Nelson	Pool Pass Refund Covid 19	133.72
809311058 Francette Martin	Pool Pass Refund Covid 19	145.35
809311059 Galina Mishnyakova	Pool Pass Refund Covid 19	254.65
809311060 Gary Whittemore	Pool Pass Refund Covid 19	133.72
809311061 Gillain Hayward	Youth Daycamp Refund Covid 19	590.00
809311062 Harald Frohlich	Pool Pass Refund Covid 19	194.19
809311063 Heike Leason	Pool Pass Refund Covid 19	191.86
809311064 Ingrid Sato	Pool Pass Refund Covid 19	175.58
809311065 Iris Saligman	Pool Pass Refund Covid 19	110.47
809311066 Janice Hamrin	Pool Pass Refund Covid 19	133.72
809311067 Jason Day	Pool Pass Refund Covid 19	233.72
809311068 Jenni Leong	Pool Pass Refund Covid 19	233.72
809311069 Jennifer George.	Pool Pass Refund Covid 19	212.79
809311070 Jennifer Riddle	Pool Pass Refund Covid 19	233.72
809311071 Jessica Mulcahy	Pool Pass Refund Covid 19	186.65
809311072 Jill Myers	Pool Pass Refund Covid 19	133.72
809311073 John Alexander	Pool Pass Refund Covid 19	578.57
809311074 John Christensen	Pool Pass Refund Covid 19	145.35
809311075 John Hullveson	Pool Pass Refund Covid 19	191.86
809311076 John Tarzon	Pool Pass Refund Covid 19	233.72
809311077 Jon Larson	Pool Pass Refund Covid 19	133.72
809311078 Joy Latimer	Pool Pass Refund Covid 19	254.65
809311079 Judy Klein	Pool Pass Refund Covid 19	175.58
809311080 Julia Villar Alkazar	Pool Pass Refund Covid 19	191.86
809311081 Julie Mitrevski	Youth Daycamp Refund Covid 19	480.00
809311082 Justin Durack	Pool Pass Refund Covid 19	231.40
809311083 Justin Torkelson	Pool Pass Refund Covid 19	250.00
809311084 Karin Carrington	Pool Pass Refund Covid 19	145.35
809311085 Karlyn Ward	Pool Pass Refund Covid 19	145.35
809311086 Kate Morse.	Pool Pass Refund Covid 19	212.79
809311087 Katherine Doran	Pool Pass Refund Covid 19	254.65
809311088 Kathy Best	Pool Pass Refund Covid 19	133.72
809311089 Kathy Monge	Pool Pass Refund Covid 19	191.86
809311090 Kimberly Liddell	Pool Pass Refund Covid 19	233.72

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

On the 14th day of July 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311091	Kristen Kenney	Pool Pass Refund Covid 19	191.86
809311092	Lee Larsen	Pool Pass Refund Covid 19	133.72
809311093	Lorraine Gemigniani	Pool Pass Refund Covid 19	110.47
809311094	Lyndsey Child	Pool Pass Refund Covid 19	254.65
809311095	Maggie Davies.	Pool Pass Refund Covid 19	254.65
809311096	Margaret Thomasian	Pool Pass Refund Covid 19	133.72
809311097	Margot Asiri	Pool Pass Refund Covid 19	231.40
809311098	Mary Allaire	Pool Pass Refund Covid 19	133.72
809311099	Mary Jones	Pool Pass Refund Covid 19	133.72
809311100	Matthew Mesa	Pool Pass Refund Covid 19	254.65
809311101	Melissa Reed	Pool Pass Refund Covid 19	254.65
809311102	Michael Hatfield	Pool Pass Refund Covid 19	191.86
809311103	Michael Jaeger	Pool Pass Refund Covid 19	212.79
809311104	Michelle Abbenante	Pool Pass Refund Covid 19	296.51
809311105	Michelle Thomsen	Pool Pass Refund Covid 19	275.58
809311106	Morgan Ramsey	Pool Pass Refund Covid 19	275.58
809311107	Nancy Chorone.	Pool Pass Refund Covid 19	212.79
809311108	Natasha Hayes	Pool Pass Refund Covid 19	212.79
809311109	Natie Tillotson	Pool Pass Refund Covid 19	233.72
809311110	Paul Swanson	Pool Pass Refund Covid 19	156.98
809311111	Pauline Aoki	Pool Pass Refund Covid 19	212.79
809311112	Peter Orth	Pool Pass Refund Covid 19	145.35
809311113	Phillip Woodard	Pool Pass Refund Covid 19	133.72
809311114	Phillippe Bouet	Pool Pass Refund Covid 19	194.19
809311115	Priya Clemens	Pool Pass Refund Covid 19	212.79
809311116	Richard Jensen	Pool Pass Refund Covid 19	133.72
809311117	Robert Silvestri	Pool Pass Refund Covid 19	133.72
809311118	Robin Litt	Pool Pass Refund Covid 19	156.98
809311119	Rosanne Priest	Pool Pass Refund Covid 19	275.58
809311120	Roxanne Stachon	Pool Pass Refund Covid 19	233.72
809311121	Sam Hicks	Pool Pass Refund Covid 19	194.19
809311122	Sarah Parkes	Pool Pass Refund Covid 19	194.19
809311123	Sarah Waterfield.	Pool Pass Refund Covid 19	231.40
809311124	Sasan Bakhtiary	Pool Pass Refund Covid 19	212.79
809311125	Shannon Wozniak	Pool Pass Refund Covid 19	254.65
809311126	Sherief Meleis	Pool Pass Refund Covid 19	296.51
809311127	Sissle Grove	Pool Pass Refund Covid 19	512.50
809311128	Steve Hermanos	Pool Pass Refund Covid 19	212.79
809311129	Teresa Little	Pool Pass Refund Covid 19	145.35
809311130	Terry Lanier	Pool Pass Refund Covid 19	133.72
809311131	Titia Heyneman	Pool Pass Refund Covid 19	133.72
809311132	Toni MacIntyre	Pool Pass Refund Covid 19	133.72
809311133	Victoria Jefferson	Pool Pass Refund Covid 19	214.58
809311134	Wilson Allen	Pool Pass Refund Covid 19	133.72
Total			95,734.58

Total

95,734.58 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

7/1/2020

118 East Strawberry Drive
Mill Valley, California 93931

Youth Contract Classes	0.00	Total Cash	50.00
Youth Daycamp	755.00	Total Checks	5641.50
Special Events Sponsors	0.00	<u>Subtotal</u>	<u>5691.50</u>
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	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00	Adult Recreation	0.00
Aquatics Drop in	0.00	"Special Events	0.00
Aquatics Miscellaneous	0.00	Youth Recreation	755.00
Tennis Classes	0.00	Aquatics	0.00
Tennis Keys/Passes	0.00	Tennis	4936.50
Tennis Guest	0.00	Facilities	0.00
Tennis Rental/Lessons	4936.50	Deposits	0.00
Facilities Rental	0.00	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	0.00	Credit Card Transfer	0.00
Facilities Property Rental	0.00		
Snack Shack	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Grants	0.00		5691.50
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	5691.50		



July 2020 General Manager's Report

Financials

- Bookkeeper working on final 2019/2020. Will have available for next meeting.

Facilities:

- On Friday the 9th, facilities staff located a bee hive above the second level courtyard. Facilities Specialist Dorian Creager assists his aunt in a local bee business and happened to have his suit in the car. He was able to remove the hive and relocate it to a farm to assist with the pollination of fruit crops. Good job Dorian!
- The entire server area has been revamped, with all routers, switches and drives placed on an easy to access metal shelving system. This will also allow for better air flow around the units, for improved longevity.
- We are still trying to navigate the issues with gym doors with Mission Wood Products. They have been unresponsive as of yet and we are considering all options to rectify the situation

COVID -19 Updates:

- Our new Sanitation Specialist (Maria Maldonado) is working out very well, she's has great work ethic and an eye for detail. She is now joined by an additional Sanitation Specialist (Dulce), who is assisting with our Giants Baseball Camp sanitation. This has turned out to be a good partnership with Peak Services, our present janitorial vendor.

Athletic Fields:

- True North Landscapers performed the field fertilization on July 6th and the field is look much greener.
- True North dug-up and repaired two mainline breaks in the athletic field and replaced two rotors on July 7th. We're already seeing improvement in the grasses health.
- We are navigating watering issues on the major's infield. The new grass is not getting enough water in certain areas.

Aquatics:

- 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.
- A leak on the copper to PVC pushing reducers started after Testa plumbing tried to make some plumbing repairs. They agreed to return and cover the repairs at no cost; however in the process they damaged the manifold for boiler unit. This took an entire day to repair and has encouraged us to look at pump room maintenance contract options.

Parks:

- The two 33 gallon cans at Harbor Cove Park are getting knocked over almost daily. We contacted Mill Valley Refuse and they are willing to provide us with large concrete trash receptacles – from Corte Madera Towne Center – at no additional charge.

- The selective pruning of the (5) cypress trees at Brickyard are scheduled for July 20th. Cost is around \$4,000.
- We are more closely looking at the property boundaries for the Seminary Cove Bike Path after a resident requests for refurbishment of the path. At this time, it appears that we only have a park/ recreation easement on the west path, not ownership as previously thought.

Aquatics Update

- The aquatics facility has been open for 1 month.
- We expanded hours of operation on July 8th. We now have plenty of lane/rec space for our member to make at least 3 reservations per week. There is no longer a waitlist that is being managed all day. All cancellations are opened online and are reservable on a first come first serve basis. This has freed up a lot of the issues Brittney was facing the first 3 weeks of opening.
- Hours of operations are now Monday-Friday 8am-6pm & Sat/Sun 9am-5pm
- We have 2 time slots at 4:15pm and 5:15pm Monday-Friday that are now split for lap swim and rec swim.
- There has been a lot of positive feedback from patrons and even other pools in Marin letting us know what a great job SRD has been doing. Patrons using the pool feel safe and enjoy all the space they have while using the pool.
- Although our reservation system has not been easy to use and manage most have finally figured it out. After calling other facilities to see what reservation systems they were using, most seem to be micromanaging some aspect of their system as well.
- We have talked about creating additional slots at the pool. Loren purchased suction cups and will be fabricating additional lanes lines of 14 feet and 35 feet to give the pool additional options to expand reservations even more.
- Trinity and Tessa have now been crossed trained to Open and Close the pool. Both have a full set of pool keys. Unfortunately, Trinity's last day before returning to school is August 7th.

Camp Update

- Camp Strawberry is in full swing. Session 2 is full with 60 campers, 12 Athletic X and 7 CITs.
- Groups and staff used to new schedule with additional groups and more activity
- Increased Sanitation Specialist hours for Session 2, adding a second person working 4 hours/week in order to accommodate field rental restroom usage
- Camp survey from Session 1
 - Sent several days after camp ended
 - 14 responses
 - 13/14 said level of communication was appropriate
 - 11 have campers enrolled in more than one session of camp
 - Campers most enjoyed the crafts, outdoor games, seeing friends, counselors & playing all day
 - Liked least – no swimming, minimal responses
 - Level of outdoor play, 9 said just right, 4 would like more, 1 would like less
 - 13 said activities were age appropriate
 - 13 said they feel SRD properly implemented safety protocol

Rental Update

- Field has baseball, soccer and volleyball camps
- Session 3 fields still open
- Tennis courts – tennis camp, may continue to session 3.
- The possibility of fall facility rentals still unknown

Misc.

- Adam from Arcsine still following up on the building permit. Most recently he was told the SRD permit is in 'Land Design', which is the last step of the drawing review process.
- No updates on fall programming from County or Mill Valley School District
- SRD applied for a Zero Waste Grant. Would like to use some of the money to purchase a washer and dryer in order to drastically reduce use of paper products for cleaning, to clean towels used on the pool deck, launder SRD clothing and more. Additional grant money will be used to transform Spring Faire/Strawberry Festival to Community Earth Day/Yard Sale/Educational event.
- California announced funding for allocation grants. Have until 2024 to use funds, exclusive for facility improvements. Roughly \$177K plus SRD will have to contribute 20% of project costs. Currently reviewing needs vs. wants to develop list to present to the Board.

I. Strawberry Recreation District Code of Conduct

Updated: June 14, 2020

Strawberry Recreation District (SRD) strives to create an atmosphere of respect and courtesy. SRD facilities are open to people of all ages and backgrounds. Patrons are encouraged to use the SRD facilities to recreate and promote a healthy lifestyle. For the enjoyment and safety of everyone, SRD expects all participants to treat the people and facilities connected to SRD with respect and abide by all rules and direction from the SRD staff. Appropriate social behavior and treatment of others is expected of all District employees, patrons and participants. Physical, mental, verbal or emotional abuse will not be accepted or tolerated by anyone participating in any District activity, facility or program.

Any District employee shall be authorized to enforce the Code of Conduct, along with any rules and regulations applicable to the facility, activity, park or program. Strawberry Recreation District reserves the right to refuse service or passes to anyone for failure to abide by these standards. Privileges, including passes, may be revoked at any time by authorized personnel.

Any person acting inappropriately or disrespectfully may be subject to a revocation of the privilege of using District facilities or participating in District activities or programs. Such revocation may be for whatever period of time District staff shall determine appropriate, up to a permanent ban from District programs and facilities based upon the circumstances of the specific incident or occurrence.

This Code of Conduct will be enforced in conjunction with current activity specific SRD policies, rules, and standards of behavior. If one policy or Code of Conduct provision is stricter than the other, the more stringent policy will be enforced.

II. Patron Conduct

A. Safe Environment. The following actions or behaviors are not allowed on SRD property:

1. Any act that constitutes a criminal offense under federal, state, or local law, including but not limited to:
 - a. Engaging in prohibited activities that relate to inappropriate contact with minors
 - b. Using the Internet for activity that violates California law, including engaging in activities that are harmful to minors when children are present
 - c. Theft
 - d. Vandalizing SRD property or causing damage to any other person's property
 - e. Indecent exposure, public sexual indecency, lewd acts, or any other sexual offense
 - f. Disorderly conduct, including but not limited to: fighting, engaging in violent or seriously disruptive behavior; or threatening or intimidating SRD staff or SRD patron.
 - g. Harassing, disparaging, misrepresenting authority or stalking SRD staff or any SRD patron, renter, partner or guest. This conduct includes, but is not limited to:
 - h. Filming or photographing any person after being asked to desist
 - i. Engaging in conduct (such as persistent staring, lingering or gestures) that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed or harassed
 - j. Using profane offensive or abusive language that would cause a reasonable person to fear for his or her personal safety or feel distressed, alarmed or harassed
 - k. Trespassing, including knowingly entering SRD premises when access and use of SRD facilities has been suspended
 - l. Camping on SRD grounds
 - m. Bringing guns, weapons, knives, or items designed or intended to injure or harm people, unless explicitly permitted by law

- n. Possession, consumption, or selling of controlled substances; possession, consumption or selling of alcoholic beverages unless officially authorized by SRD
- o. Smoking, rolling, or using any tobacco product, marijuana, synthetic tobacco, synthetic marijuana or electronic or other e-cigarettes (smokeless or the equivalent)
- p. Entering SRD property of facilities with animals, except for bona fide service animals as defined by federal and state law
- q. Creating tripping hazards, or blocking walkways, exits or entrances
- r. Bringing into SRD property and facilities or attempting to place or store in SRD any item that:
 - i. Interferes with SRD operations
 - ii. Creates a safety hazard
 - iii. Denies space to other patrons
 - iv. Blocks access to facility or exit from facility
 - v. Is unsanitary or foul-smelling
- s. Leaving packages, backpacks, luggage or any other personal items unattended or not properly stored so could cause safety hazard for patron or staff

B. Personal Behavior. The following actions or behaviors are not allowed on SRD property:

- 1. Any act that constitutes a criminal offense under federal, state, or local law, or violates any SRD rules or Code of Conduct, including but not limited to:
 - a. Bringing animals other than officially certified service animals on SRD property
 - b. Failing to comply with n SRD staff member's request to stop an inappropriate behavior, this Code of Conduct or any other SRD policy
 - c. Behaving in a manner that disrupts SRD operations, including, but not limited to:
 - i. Being under the influence of any drug or intoxicant
 - ii. Loud talking or yelling
 - iii. Inappropriate physical behavior that could harm to self, patron or staff
 - iv. Allowing a service animal to be disruptive, including but not limited to barking or other loud noises, not being under the control of the owner, exhibiting threatening postures, approaching other patrons uninvited, or failure to properly dispose of animal elimination.
 - v. Inappropriate use of water fountains, restrooms, aquatics facilities, common areas, or any SRD property
 - vi. Soliciting or engaging in sexual conduct
 - vii. Using SRD facilities as a place to sleep
 - viii. Unauthorized solicitation of handouts, donations or contributions
 - ix. Conducting unauthorized sales activities
 - x. Not being properly clothed in public areas – for SRD purposes, swimsuits are the minimum allowable attire in any SRD area. There are no exceptions. Towels worn with swimsuits are acceptable attire; towels worn without a swimsuit underneath are not acceptable. Towel changing on deck is not allowed.
 - xi. Disturbing or harassing other SRD patrons or staff. This includes, but is not limited to, creating loud cell phone use or conversation, verbal or physical abuse will not be tolerated, including overly negative or abusive coaching or parenting.

- xii. Failure to follow SRDs policies related to swimming pool reservation procedures, reservation limits.
- xiii. The creation of additional accounts for the purpose of making additional reservations is prohibited by this Code.

C. Use and Preservation of SRD Materials and Property. The following actions or behaviors are not allowed on SRD property:

1. Unplugging SRD equipment to utilize an electrical outlet
2. Using furniture for anything other than its intended purpose
3. Deliberately damaging SRD materials or property
4. Engaging in activities not reasonably associated with the use of a public recreation facility
5. Entering areas that are locked or have signs posted stating entrance or usage is not permitted

D. Children and Vulnerable Adults at SRD

1. Strawberry Recreation District welcomes all members of the public and hopes that patrons and visitors will come to know SRD as a warm, inviting and enriching place.
2. Children under the age of 9, must be attended at all times by a responsible adult or caregiver who is at least 16 years old. To swim, children under the age of 12 must be accompanied and attended by a caregiver over the age of 18.
3. Parents, guardians and caregivers must realize that there can be risks associated with leaving children or vulnerable adults unattended at SRD. Unless a child is enrolled in a specific program, SRD does not and cannot act as a caregiver, baby-sitter or day care center and is not responsible for closely monitoring children or vulnerable adults who are left unattended. Children and vulnerable adults are expected to conduct themselves in a manner that does not violate the code of conduct or disrupt other patrons, staff or guests. SRD is not responsible for any consequences of a parent or guardians failing in his or her responsibilities.
4. Additionally, the following actions or behaviors are not allowed on SRD property:
 - a. Disciplining a child in a manner that injures the child or disrupts other patrons
 - b. Leaving young children unsupervised or ignoring their disruptive behaviors
 - c. Adults loitering in the children's area for no legitimate purpose

*Definition: For purposes of this policy, 'vulnerable adult' means an individual who is eighteen years of age or older and who is, because of a mental or physical impairment, unable to protect themselves from abuse or exploitation by others; or comprehend or comply with SRD's Customer Code of Conduct.

III. Consequences of Non-Compliance

A. Penalties. Failure to comply with this and SRD's other established policies may result in:

1. The immediate removal of the patron or guest from the premises
2. Suspension of the patron's access/pass to SRD's facilities for a set period of time
3. SRD denying access to specific services and/or programs

4. Suspension of SRD Privileges:

a. The Aquatics Manager, Manager on Duty (MOD), or General Manager may immediately suspend a patron's SRD privileges or access to activities, services or facilities if the situation is a serious offense and constitutes a violation of SRD policies. The Aquatics Manager, MOD or General Manager may also issue suspensions for repeated violations of SRD policies. Examples of serious offenses include, but are not limited to:

- Verbal abuse
- Threatening behaviors
- Sexual or sexist harassment
- Vandalism
- Drug sale, attempted sale or use
- Intoxication
- Theft or attempted theft
- Physical harassment
- Sexual misconduct
- Any behaviors that threaten the safety and security of patrons or staff
- Failure to comply with swimming reservation guidelines and protocol

B. Appeal of Suspension.

1. Suspension may be appealed in writing to the General Manager within ten (10) calendar days of the date the suspension is issued. The appeal must clearly state why the patron believes that the privileges should be restored. The appeal should be sent or delivered to:

Strawberry Recreation District
Attn: General Manager
118 E. Strawberry Drive
Mill Valley, CA 94941

2. The General Manager, or a designee, will review and respond to the appeal in writing within ten (10) business days of the date the appeal was received. The suspension remains in effect until the General Manager has reviewed the appeal and issued a decision.

3. Within ten (10) business days of the patron receiving the General Manager's response, the patron may make a final appeal to the Strawberry Recreation District Board Ad Hoc Patron Resolution Committee*. Final appeals should be sent or delivered to:

Strawberry Recreation District
SRD Board Ad Hoc Resolution Committee
118 E. Strawberry Drive
Mill Valley, CA 94941

4. Within ten (10) business days of receiving the final appeal, the SRD Board Ad Hoc Patron Resolution Committee will either respond to appeal in writing, or contact patron making appeal to request additional information

5. In all cases, the decision of the SRD Board Ad Hoc Patron Resolution is final.