

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

SRD Board Special Meeting Notice and Agenda

Tuesday, November 10, 2020

5:30 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: 815 5965 4863 Passcode: 286516

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/81559654863?pwd=OUZpV3lIT25KYnJZQkNOczdrQmppsUT09>

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 - 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
 - C. **Public Employee Performance Evaluation – Nancy Shapiro**
Pursuant to Government Code Section 54957(b)(1)
Title: General Manager
3. 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.
4. **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 October 13, 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:** Report from General Manager and General Counsel regarding Harbor Point and residents' concerns regarding easement.
Recommended Action: N/A
 - E. **Discussion/Action:** GM to recommend updated Conflict of Interest (CI) Code and adoption of Resolution relating to COI Code.
Recommended Action: Approve updates and pass resolution.

F. Discussion/Action: GM to recommend updated job descriptions.
Recommended Action: Approve and adopt.

G. Discussion/Action: GM to recommend adoption of SRD 2021 Pool Pass Rates.
Recommended Action: Approve 2021 rates.

H. Discussion/Action: GM to recommend SRD 2021 non-pool pass rates.
Recommended Action: Approve rates.

I. Discussion/Action: GM to recommend contract for repair dry rot to third floor.
Recommended Action: Ratify contract.

J. Discussion/Action: GM to recommend SRD Board Bylaws.
Recommended Action: Approve bylaws.

K. Discussion/Action: GM to present fiber optic phone service/internet estimates.
Recommended Action: Give direction to GM and approve provider.

5. Adjournment.
6. Next Regular Session Board Meeting is December 8, 2020 at 6:30 p.m.

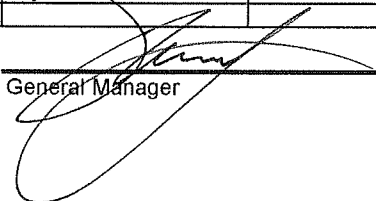


American Sign Language interpreters may be requested by calling
(415)-927-5071(TDD) or (415)-383-6494(voice) at least 72 hours in advance.
Copies of documents are available in accessible formats upon request

*** PAYROLL CLEARING***

On the 1th day of November 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
DD1255	Andrews, Jada A	Paystub	80.40
DD1256	Bennerotte, Madisyn M	Paystub	287.75
DD1257	Benyon, Skye L	Paystub	147.53
DD1258	Bohner, Catherine E.	Paystub	517.28
DD1259	Boyd, Brittney L	Paystub	2,137.63
DD1260	Brooks, Sophia P	Paystub	185.83
DD1261	Creager, Dorian A	Paystub	1,459.94
DD1262	Glenn, Nicholas K	Paystub	182.48
DD1263	Griswold, Loren M	Paystub	2,978.99
DD1264	Hamner, Sofia C	Paystub	116.92
DD1265	Heller, Asher J	Paystub	392.13
DD1266	Kuhrman, Kaye F	Paystub	586.66
DD1267	Lindsay, Megan E	Paystub	870.01
DD1268	May, Grainne C	Paystub	228.72
DD1269	Pankaew, Natasha P	Paystub	581.42
DD1270	Pares, Tessa J	Paystub	546.38
DD1271	Rankin, Sarah M	Paystub	617.96
DD1272	Shapiro, Nancy R	Paystub	3,092.99
DD1273	Sousa, Alexander A	Paystub	1,105.89
DD1274	Sousa, Nicholas M	Paystub	2,013.61
DD1275	Wright, Lucas C	Paystub	567.28
9035	Forbes, Aidan S	payroll Checks	120.58
	CAL PERS	payroll Checks	2420.96
	Quickbooks	Quickbooks Payroll fees	178.75
		2478.00 Payroll Taxes FWT	6373.50
		3157.14 Payroll Taxes FICA	
		738.36 Payroll Taxes MCARE	
	State taxes	879.77 Payroll taxes SWT	1222.28
		87.90 Payroll Taxres SUI	
		254.61 Payroll Taxes SDI	
			29013.87



 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

11/4/2020

Youth Playclub	0.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	37865.35
Special Events Sponsors	0.00	Subtotal	37865.35
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	37865.35
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 Swim Team Fees	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		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	37865.35		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	

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	0.00
Other	37865.35
Credit Card Transfer	0.00

37865.35

37865.35



Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931
 10/28/2020

Youth Playclub	960.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	10779.00
Special Events Sponsors	0.00	Subtotal	10779.00
Special Events Income	0.00	Total - Credit Card	0.00
Adult Contract Classes	0.00	Total	10779.00
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 Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	45.00		
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		
Other CAPRI WC Refund	9774.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		10779.00
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	
	10779.00		

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	960.00
Aquatics	0.00
Tennis	45.00
Facilities	9774.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00



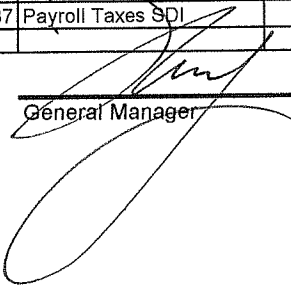
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 10-23-20

*** PAYROLL CLEARING***

On the 1th day of November 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
DD1231	Andrews, Jada A	Paystub	177.70
DD1232	Bennerotte, Madisyn M	Paystub	164.43
DD1233	Bohner, Catherine E.	Paystub	657.43
DD1234	Bohner, Pamela G	Paystub	91.35
DD1235	Boyd, Brittny L	Paystub	2,634.21
DD1236	Brooks, Sophia P	Paystub	185.84
DD1237	Creager, Dorian A	Paystub	1,521.26
DD1238	Francis., Jeff	Paystub	91.35
DD1239	Glenn, Nicholas K	Paystub	147.52
DD1240	Griswold, Loren M	Paystub	3,856.28
DD1241	Hamner, Sofia C	Paystub	69.43
DD1242	Heller, Asher J	Paystub	330.00
DD1243	Kuhrman, Kaye F	Paystub	562.13
DD1244	Lieberman, Marc	Paystub	91.35
DD1245	Lindsay, Megan E	Paystub	835.87
DD1246	May, Grainne C	Paystub	219.05
DD1247	Nichols, Cale B	Paystub	91.35
DD1248	Pankaew, Natasha P	Paystub	620.99
DD1249	Pares, Tessa J	Paystub	613.61
DD1250	Rankin, Sarah M	Paystub	614.06
DD1251	Shapiro, Nancy R	Paystub	3,093.00
DD1252	Sousa, Alexander A	Paystub	1,105.90
DD1253	Sousa, Nicholas M	Paystub	2,132.15
DD1254	Wright, Lucas C	Paystub	723.50
9034	Forbes, Aidan S	payroll Checks	211.93
	CAL PERS	payroll Checks	2817.78
	Quickbooks	Quickbooks Payroll fees	79.50
		3021.00 Payroll Taxes FWT	7417.82
		3563.44 Payroll Taxes FICA	
		833.38 Payroll Taxes MCARE	
	State taxes	1121.84 Payroll taxes SWT	1511.96
		102.75 Payroll Taxes SUI	
		287.37 Payroll Taxes SDI	
			32668.75


 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

10/21/2020

Youth Playclub	0.00	Total Cash	0.00
Youth Daycamp	1050.00	Total Checks	5467.00
Special Events Sponsors	0.00	Subtotal	5467.00
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	5467.00
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 Swim Team Fees	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	4417.00		
Facilities Property Rental	0.00		
Other Snack Shack	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	
	5467.00		

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	1050.00
Aquatics	0.00
Tennis	0.00
Facilities	4417.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

5467.00



STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive / Mill Valley / California 94941-2594
Tel # (415) 383-6494
Fax # (415) 383-6635
Website: www.strawberry.marin.org

October 14, 2020

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

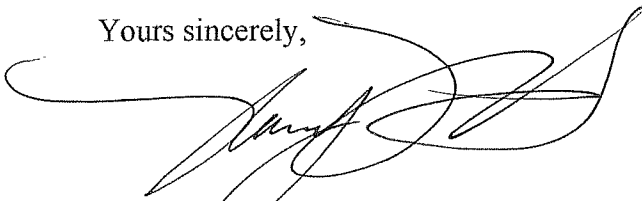
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Three Thousand Five Hundred Seventy-four and 98/100 (3574.98) FROM the Strawberry Recreation District Measure A Fund Account #80998551 TO the Strawberry Recreation District Operational Fund Account #80938551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on November 10, 2020.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Nancy Shapiro', with a large, stylized flourish extending to the left.

Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

10/14/2020

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	960.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	960.00
Special Events Sponsors	0.00	Subtotal	960.00
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	960.00
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 Swim Team Fees	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		
Other Snack Shack	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	
	960.00		

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	960.00
Aquatics	0.00
Tennis	0.00
Facilities	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

960.00



Strawberry Recreation District Special Board Meeting Minutes

October 13, 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, Jeff Francis
- B) SRD Staff
 - A. Nancy Shapiro (General Manager)
- C) County Counsel
 - a. Renee Brewer
- D) Public
 - a. Emily Lavin – Ark Newspaper
 - b. Lloyd Wiborg, Sydney Bushman, Kabira Miley, Sarah Estes-Smith

Public meeting called to order: 6:04PM

- 1) Public Expression
 - a. Residents of Harbor Cove Way (Near SRD Dock) all spoke on the increased usage and issues associated with the public easement path (Not SRC Land) and the Dock (SRD managed). They all cited shoreline erosion, 100's of people using the area, high density of people, late night usage, drug/alcohol usage and usage of the street parking by out of Strawberry persons as issues. Several letters were written to the district. Board agreed to agendaize this item and directed staff to explore ways to mitigate the usage associated with the SRD dock.

OPEN SESSION

- B) Approval of Minutes of September 8, 2020 – (CN/JF) – All in favor.
- C) General Manager's Report
 - a) Approval of expenditures, disbursements and warrants – (JF/PB) – All in favor
 - b) Facilities update – as stated in GM report
 - c) COVID-19 Updates
 - d) Seminary Project
 - e) GM discussion of Harbor Cove Dock issue – vandalism of signs
- D) Program Rate modifications authority granted to GM (30% - 50%)
 - a) (PB/CN) – All in Favor
- E) Adoption of SRD Bylaws
 - a) Postponed to next meeting
- F) Adoption of Reasonable Accommodation Policy
 - a) (JF/ML) – All in Favor
- G) Adoption of Illness and Injury Prevention Policy
 - a) (CN/ML) – All in Favor
- H) Approval of SRD 2021 Rates
 - a) Postponed to next meeting
- I) Approval of Step increases for Britney Boyd, Loren Griswold, Nicholas Sousa and Dorian Craeger
 - a) (PB/JF) – All in Favor

Next regular meeting: November 10, 2020 at 6:30PM

Adjourned at 8:07 PM

SRD November 10, 2020 - Manager's Update

Financial

See attached

Facilities

Facilities:

- Hadley General Contractors - replacement of the rotted-out rafter tail and soffits on the south end of the roof. The contract is T&M NTE for \$12,294, with a \$5,000 contingency if further damage is discovered. Unfortunately, due to weather concerns, Hadley has delayed the start from Monday the 9th. Based on the change in forecast, Loren to contact contractor to begin work asap.
- Dorian completed the pressure washing of the concrete surrounding the loft entrance, as well as the stairs leading to Ricardo.
- The exterior of the 3rd floor loft has been painted Smoke Embers Grey to match the existing exterior. The entire with the sanding/staining, pressure washing, and painting completed, the 3rd floor loft entrance looks a lot cleaner and more presentable.
- The shingling of the Tennis Shack has been completed and is ready for HRT to move in. Some final work on electrical outlets will be performed in mid-November and exterior planters installed at the entrance.
- We purchased additional equipment for the tennis courts, including a water broom to clean the courts. One of our pros has offered to wash the courts. Working with him to schedule.
- One SRD entry sign is nearing completion. Paint was stripped and the sign has been oiled for a more a more natural look.
- We are assessing our internet services options for new dedicated fiber optic, or coax line. This would replace our outdated phone line connection and position us for expansion over the next twenty years. We're presently discussing pricing with AT&T and Comcast. The third vendor we considered does not have service in our area.
- The new Tuff Shed storage shed was installed on October 21st. There were some issues with the installation and small repair/replacements required. The Tuff Shed repair crew will be on site on Thursday the 12th to make the necessary repairs.
- We've installed (7) new aluminum "No Dog" signs in selected areas throughout the site; as well as, (3) athletic field "age limit" signs on the ballfield fences. These are a bigger 18"x12" sign for increased visibility and reinforced backers for durability.

Athletic Fields:

- We've received pricing for enclosing the batting cages with black vinyl coated fencing from Able Fence and Marin Fence Co and still waiting on final numbers from Ahlborn Fence. The present bids have come in at \$25,850 and 32,719 respectively. Fencing the batting cage give SRD additional revenue opportunities and increases the safety of the batting cages.
- We are also getting pricing to replace the existing safety netting – hanging over majors home plate – with a new angular V -shaped net. Presently the netting deflects most pop-ups near home plate, the new configuration would make them playable for the catcher, or infielder.

- The irrigation has been reduced to two days per week (Mon/Fri) for November and winter system shutdown is anticipated by the first week of December.
- SRD to explore options for an automatic controller for the field watering system. Purpose: to optimize watering and reduce overall costs.
- With rain on the way, the final turf fertilization will occur on November 20th.
- True North will be installing the final 1,000 sqft of SOD turf in selected patchy areas on November 23rd.
- All the batting screens have been locked to fences, or poles for increased control over the usage of the batting cages. We had experienced a large influx of kids from outside Mill Valley, regularly misusing the cages and not practicing and COVID protocols.

Aquatics:

- We're replacing the malfunctioning heater above the lifeguard office with a new one and installing a second one on the eave near the suit dryer. This will allow lifeguards to maintain warmth throughout the extended winter swim season at two guard locations.
- 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.
- Both pool robots are malfunctioning, and we are presently trying to navigate repair vs. replacement with Lincoln Aquatics. Until this is resolved, manual sweeping of debris to the main drains is our only form of pool cleaning.

Parks:

- The Milland Drive vegetation management was completed on the morning of November 10th. The nearly one-acre project has reduced the fire danger in the surrounding neighborhoods.
- Due to structural concerns, the Greenwood Bay Condos and a structural engineer have determined that the bridge connecting the Harbor Cove path to Greenwood is unsafe and requires replacement. They have sealed off the bridge to all pedestrian traffic. SRD is assisting the COA with signage on the bridge and the surrounding area.

Aquatics

Reservations:

Things have slowed down at the pool because of the cold weather, time change and kids back to school. As of 11/03 we added 30 lap lanes per week. There are now 185 lap lanes during the weekdays and 38 lap lanes during the weekend, for a total of 223 per week. There are 160 rec swim openings per weekday and 60 per weekend, for a total of 220 rec swim openings.

Because things have slowed down, we've made additional calls from our waitlist to offer a 6-week pass. We expect to add 10 – 15 new members for the rest of the year.

Lifeguarding:

We are in search of a morning lifeguard. Tessa, Sophia B and Aidan have cut their morning shifts. With only 6 weeks remaining Brittney and some of the guards who are returning home from college are filling in the holes, but we are interested to hire a morning guard for the New Year.

Trainings:

Recert/In-service meeting will be planned during our pool closure. Loren and Brittney to teach primary office staff CPR/First-Aid during the closure between 12/28 – 12/30.

Seals:

The Seals continue to use the SRD for am and pm practices, before the pool is open to passholders and after it closes.

Misc:

-Overhead lifeguard heater at the pool is broken, and 2 new outdoor heaters were purchased for pool deck. One for the lifeguard office and the other for under the eaves of the building.

Youth Programs

- Phase one of Pathways and Steppingstones coming to an end.
 - Throughout the fall, we had one or two Pathways cohorts and one afternoon Steppingstones programs
 - Last few sessions one of each – roughly 12 – 14 children rostered in each program
- Phase two – matching with new MVSD in-person learning beginning Nov 30
 - AM Pathways – pick up from SPS
 - Midday & PM Pathways – drop off & pick up from SPS
 - PM Steppingstones – pick up from SPS

Fields

- Field rentals strong through November
- TPLL done mid-November
- TPLL offering to help pay for new sod for Minor's infield and to rebuild pitching mound
- Working on quotes for additional upgrades requested by TPLL
- Firebolts & Soccer Kids booked through December

Facility Rentals & Adult Programming

- Group gatherings still not permitted
- Groups that are permitted to meet, still not ready to come back
- Request for gym use for sports, not permitted yet
- Difficult to find instructors ready to teach indoors

Tennis Rentals

- Pickleball rules and regulations posted last week
 - We were having issues with 16+ people showing up to play pickleball under one passholder membership.

- Rules in place to limit 8 pickleball players per tennis court
- 3 guests per passholder
- Pickleball played only on court 4
- Tennis Passes sold out through the end of the year – to ensure space for reservations
- Working on new youth classes to coincide with MVSD in-person learning schedule Nov. 30
- Loren finishing up rebuilding the Pro Shop roof and new shingles. Almost ready for occupancy.

Job Descriptions included to be approved are:

- General Manager
- Facility & Property Director
- Aquatics Manager
- Recreation Coordinator
- Facilities Specialist
- Recreation Lead
- Lifeguard
- Swim Instructor
- Youth Program Specialist
- Recreation Specialist – Asst. Camp Director
- Camp Counselor

Misc.

Janitorial

- Considering transitioning janitorial position to employee – PT – FTE eventually
- Nancy and Loren working on cost comparisons, will present in December Board meeting
- Incorporate janitorial with facilities duties

Sport Court Update

Met with 2 Landscape Architects, spoke with a 3rd on the phone

- Nancy & Loren to begin process of developing RFQ

Tennis Court Resurfacing

- Nancy & Loren to develop RFQ
- Resurface courts 1 & 2
- New substrate or resurface courts 3 & 4
- Obtain cost estimates from engineer to expand court

Channel Markers/Pilings in Richardson Bay near the Cove are in disrepair.

- Contacted by Richardson Bay Regional Agency, Harbor Master Chris Havel.
- He is contacting the many agencies who maybe stakeholders in the project, such as BCDC, Marin County DPW, Coast Guard, Fish & Wildlife, Audubon, etc.
- Maybe advantageous to do the repairs during the dredging in 2023
- Research needs to be done to find out who originally constructed the pilings, when, how, etc.

Re-Branding – Logo

- Working on quotes for re-branding SRD & new logo
- Hoping to be ready to present to the Board in the next meeting
- It is more about selecting a process than a quote, although all pricing will be in same ballpark

SRD 2020 Financials
7/1 - 11/06/2020 vs. 2019

	2020			2019		
Operating	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 108,135	\$ 171,518	\$ (63,383)	\$ 102,750	\$ 115,198	\$ (12,448)
Special Events	\$ -	\$ 245	\$ (245)	\$ 714	\$ 5,802	\$ (5,088)
Adult Rec. Classes	\$ -	\$ -	\$ -	\$ 8,001	\$ 6,588	\$ 1,413
Aquatics	\$ 26,982	\$ 136,939	\$ (109,957)	\$ 160,294	\$ 200,171	\$ (39,877)
Tennis	\$ 22,282	\$ -	\$ 22,282	\$ 12,506	\$ 53	\$ 12,453
Facilities	\$ 18,962	\$ 132,749	\$ (113,787)	\$ 37,538	\$ 109,291	\$ (71,753)
Administration	\$ 1	\$ 164,081	\$ (164,080)	\$ 1,148	\$ 142,018	\$ (140,870)
Total Operating	\$ 176,362	\$ 605,532	\$ (429,170)	\$ 322,951	\$ 579,121	\$ (256,170)
						\$ -
Non Operating						\$ -
Measure A	\$ 42,529	\$ 4,622	\$ 37,907	\$ 45,183	\$ -	\$ 45,183
Other Funds	\$ 87,216		\$ 87,216	\$ 66,016		\$ 66,016
Capital Improvements		\$ 512	\$ (512)		\$ 19,543	\$ (19,543)
Zone IV	\$ -	\$ 17,826	\$ (17,826)	\$ 3,912	\$ 196,914	\$ (193,002)
Zone V	\$ 7,163	\$ 2,272	\$ 4,891	\$ (7)	\$ 2,755	\$ (2,762)
			\$ -			\$ -
Total Non-Operating	\$ 136,908	\$ 25,232	\$ 111,676	\$ 115,104	\$ 219,212	\$ (104,108)
			\$ -			\$ -
Net Rev, Exp & Income	\$ 313,270	\$ 630,764	\$ (317,494)	\$ 438,055	\$ 798,333	\$ (360,279)
Total Net w/o Zone IV			\$ (299,668)			\$ (167,277)
	1. Aquatics revenue down \$133K y/y					
	2. Lifeguard wages up due to Covid requirements					
	3. Youth expenses up due to Covid requirements - class size/supervision/sanitation					
	a. Pathways & Steppingstones wages \$39K, Camp up \$20K					
	b. Youth FT salary down 19K					
	4. Facilities revenue down due to zero building rentals					
	5. Total Revenue y/y down \$124,785					
	6 Total expenses down \$167,569					
	7. Net income w/o Zone IV - down \$132,391					



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LETTER TO THE EDITOR

Residents should get creative to ensure all can enjoy public dock

As a mom who has visited the Strawberry dock and picnic area with our 12-year-old daughter and another friend and her daughter weekly this summer, I can honestly say the time we spent there has been a bright spot in a very dark time. Our daughters were always able to socially distance appropriately and had amazing adventures together walking on the pathway and floating side by side on boogie boards in high tide. It is the only local place we know of with such safe public access to swimming in the bay.

While I certainly can imagine how frustrating it must be to have this recreational area — like all of our beaches, parks and hiking trails during this pandemic — more crowded than usual (“Neighbors seek help regulating increasingly popular public dock,” Oct. 21, pg. 1), how we navigate this challenge will be very telling about who we are as a community and what we value.

SUBMIT YOUR LETTER TO THE EDITOR: *The Ark welcomes letters to the editor. They should be 350 words or fewer and submitted electronically. The Ark reserves the right to edit all letters for clarity and will not knowingly publish those containing false or misleading information. Legally objectionable letters, those of a commercial/promotional nature or news announcements will be rejected. Letters should be sent only to The Ark, must be original, and they must include your first and last name as you are known in the community, your city of residence, occupation if relevant and a telephone number for verification. The deadline is noon the Friday preceding Wednesday's publication. Email your letter to editor@thearknews.com.*

I believe it is essential that we don't take away access to public spaces that serve many to solve the complaints of a few. How do we ensure that we are protecting our community's public recreation spaces, while also making sure everyone is safe and rules are followed?

In my mind, education, communication, creativity and community are the answers. We could pull together a group that includes teenagers who use the dock and get people really talking and listening. We may come up with some creative solutions. Teenagers could get community-service hours for picking up trash. Better signage could ensure rules and private property are respected.

Please remember, those of us who use the dock area are your neighbors. It's been a tough time, and we have all been out of our comfort zone. Hopefully next summer, we will all be traveling again! I believe we can come up with win-win solutions and be positive role models for our children, not demonizing each other but instead having empathy, respect and teamwork during this very challenging time.

— Laurie Smith, Tiburon

FEEDBACK

The following reader comments were posted on The Ark's Facebook page, its Instagram feed or its NextDoor group.

On "Halloween weigh-in":

Wendy Shewmaker: I love Andrew's pumpkin and his effort to bring smiles to our neighborhood!
Carolyn Bollozos: This was so fun to watch — our toddler loved it! Great work, Andrew.
Tina Davis: So fun to watch and has brought smiles to so many. Thank you!

On "Belvedere commission recommends loosened rules for second units":
Elizabeth Shapiro: This is horrible. Having more cars parked on the street is an eyesore.

MEETINGS & AGENDAS

Public meetings of local interest

Effective March 12, Gov. Gavin Newsom has temporarily suspended provisions of the state's open-meetings law, the Ralph M. Brown Act, related to teleconferencing and in-person public access to meetings in response to the coronavirus pandemic. Public legislative bodies

RESOLUTION NO. 2020-

A RESOLUTION OF THE STRAWBERRY RECREATION DISTRICT REPEALING SRD 1976 CONFLICT OF INTEREST CODE AND RE-ADOPTING THE FAIR POLITICAL PRACTICES COMMISSION'S MODEL CONFLICT OF INTEREST CODE, WITH AN UPDATED LIST OF DESIGNATED OFFICIAL AND EMPLOYEE POSITIONS AND DISCLOSURE CATEGORIES, AS WELL AS THE DISTRICT'S CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes; and

WHEREAS, California law requires that in every even-numbered year, each state agency and local governmental agency is required to review and, if necessary, revise its Conflict of Interest Code, including the review and revision of its list of designated official and employee positions and its list of disclosure categories, so as to incorporate necessary changes, such as the new titles of recently hired employees, deleted positions, and other organizational restructuring; and

WHEREAS, in 1976, SRD adopted a Conflict of Interest Code pursuant to the Political Reform Act ("PRA"), California Government Code Sections 81000, et seq.

WHEREAS, SRD now desires to repeal the 1976 Conflict of Interest Code and use the FPPC's model Conflict of Interest Code, as set forth in Title 2, California Code of Regulations Section 18730, a copy of which available for public review in SRD's office, as the District's Conflict of Interest Code including therewith a designation of official and employee positions subject to that Code and their required disclosure categories; and

WHEREAS, SRD has determined that the attached SRD Conflict of Interest Code accurately sets forth those designated official and employee positions and disclosure categories of financial interest which should be made reportable; and

WHEREAS, Designated employees of the Strawberry Recreation District (SRD) shall file their original statements with the General Manager at Strawberry Recreation District Office, 118 E. Strawberry Drive, Mill Valley, CA 94941.

NOW THEREFORE, STRAWBERRY RECREATION DISTRICT RESOLVES AS FOLLOWS:

1. The above recited facts are true and correct.
2. SRD 1976 Conflict of Interest Code is hereby repealed.
3. The FPPC's model Conflict of Interest Code, as set forth in Title 2, California Code of Regulations Section 18730, is hereby incorporated herein by reference and re-adopted as SRD's Conflict of Interest Code.
4. SRD's Conflict of Interest Policy including the list of designated employee/official positions and list of disclosure categories is hereby adopted.
5. The officials and employees holding designated positions shall file statements of economic interests (Form 700) as required by regulations of the FPPC and by SRD's Conflict of Interest Code.

PASSED AND ADOPTED this 8th day of September 2020 by the following vote, to wit:

AYES:
NOES:
ABSENT:

Pam Bohner, Chairperson
SRD Board of Directors

ATTEST: _____
Secretary

STRAWBERRY RECREATION DISTRICT CONFLICT OF INTEREST CODE

SECTION I. INCORPORATION OF REGULATIONS OF THE FAIR POLITICAL PRACTICES COMMISSION, TITLE 2, DIVISION 6, SECTION 18730 OF THE CALIFORNIA CODE OF REGULATIONS

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes.

The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and are attached hereto to this Code. This regulation and the attached Sections designating officials and employees and establishing disclosure categories, shall constitute the Conflict of Interest Code of the Strawberry Recreation District.

Individuals holding designated positions shall file their statements of economic interests (Form 700) with the District by April 1st of each year. Designated employees who become employed by the District, or who leave their position with the District, must file a statement of economic interest within 30 days of assuming or leaving their office or position. The District will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

Designated employees who have a prohibited financial interest under California law are disqualified from making, or from participating in the making of, governmental decisions when it is reasonably foreseeable that the decision will materially affect the designated employee's financial interest. Exceptions do apply, and disqualification is not required if a matter cannot be legally decided without the designated employee's participation.

Designated employees of the Strawberry Recreation District (SRD) shall file their original statements with the General Manager at Strawberry Recreation District Office, 118 E. Strawberry Drive, Mill Valley, CA 94941.

The General Manager of SRD will:

- i. Make and retain a copy of each statement filed and forward the original to the Filing Officer (County of Marin). The County of Marin shall retain all original statements;
- ii. Make the statements available for public inspection and reproduction. (Government Code Section 81008/Political Reform Act of 1974.)

SECTION II. DESIGNATED POSITIONS OF SRD

POSITION TITLE	NUMBER IN POSITION	DISCLOSURE CATEGORY
Member, Board of Directors	5	1
Legal Counsel	1	1
General Manager	1	1

Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following limitation:

The General Manager may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements.

The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.

SECTION III. DISCLOSURE CATEGORIES OF SRD

Category 1:

Designated employees must report upon assumption of office, annually thereafter, and upon leaving office.

The disclosure encompasses those reportable investments, business positions held, real property interests, income and its sources **that might cause a financial conflict of interest to arise in the performance of the official or employee's duties for SRD** including, but not limited to, the following:

- Each investment in a business entity with a fair market value equal to or exceeding \$2,000 or more;
- Each interest in real property located within the local agency jurisdiction with a fair market value equal to or exceeding \$2,000 or more (note: interest in real property does not include the filer's residence);
- Each source of gross income of \$500 or more (including loans) that is located in or doing business in the jurisdiction of the District; and
- Any source of a gift or gifts aggregating \$50 or more, whether or not the source is located in or does business in the District.

Category 2:

Designated employees assigned to this category must report:

Investments in business entities and sources of income of the type which have or foreseeably could contract with SRD to provide services, supplies, materials, machinery, or equipment; or which could be enhanced when a designated employee makes or participates in making a decision.

Attachment: Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations, Section 18730, Provisions of Conflict of Interest Codes.

**STRAWBERRY RECREATION DISTRICT
JOB DESCRIPTION
GENERAL MANAGER - EXEMPT**

SUMMARY DESCRIPTION

Reporting to the Strawberry Recreation District Board, the General Manager manages, directs and plans all aspects and activities of the District including but not limited to: administrative functions, finance/budget, P&L management, safeguarding of District assets, supervision of all employees, both seasonal and year-round, park operations, facilities management, recreation programs and services, coordination with other government and non-government agencies, interaction and outreach to the general public, patrons and guests, quality control in all aspects of operations, ensure safety of staff, patrons and guests, and act responsively to all inquiries and requests.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

The following duties are typical for this classification. Employees may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Implements policies and strategies established by the Board of Directors; directs their administration and execution in a professional and respectful manor for the following:

ESSENTIAL FUNCTIONS

Staffing, Training & Personnel Development

- Manages hiring process of District staff with support from HR Ad Hoc and/or BOD & County Counsel.
- Adheres to established personnel policy, initiates and monitors policies relating to personnel actions, training, and professional development programs; ensures internal and/or external professional development opportunities for all employees; advises direct reports on frontline staff training and development.
- Works with supervisory staff to schedule, supervise and direct the work of all District employees; confers about personnel-related matters including compensation, job changes, hiring and performance evaluations; adheres to District policy related to salary and step increases, including but not limited to required Board approvals.
- Has ultimate authority over inter-departmental matters, consults with HR-Ad HOC, County Counsel and Board if necessary, and implements policies concerning employee-employer relations.
- Maintains up-to-date employee documents, including SRD Employee Handbook, SRD IIPP, annually updated posted forms, health insurance and CalPERS information, then disseminates when required.
- Ensures all SRD staff completes required training and maintains all certifications required for their positions.

Operations

- Plans, develops, and approves specific operational policies and improvements, programs, procedures, methods, rules and regulations in concert with general policies
- Consistently assures that the District is operated in accordance with applicable SRD, local, state and federal laws.
- Ensures the highest standards for SRD sport and recreation, programming, entertainment, events, camps and other activities and programs; utilizes survey results to meet patron expectations; Ensures SRD renters and partners adhere to SRD Code of Conduct and quality operating standards.
- Ensures compliance with incident reporting and follow through with necessary support when necessary, including legal authorities, SRD Board and County Counsel.
- Writes policy and rule directives or approves those written by staff; ensures consistency and best practice.
- Directs and or ensures purchasing, receiving, storage, issuing, preparation and control of all products, supplies and equipment. When appropriate, ensures adherence to legal requirements for public bids.
- Negotiates and recommends Board approval for contracts; regularly bids District contracts to ensure best vendor pricing and services
- Provides for and manages use of the SRD's equipment, space and materials
- Establishes and approves workloads, work methods and performance standards
- Maintain relations with police, fire, liquor control board, health department, media and other governmental or non-governmental agencies.
- Handles emergencies such as fires, accidents and breaches of security or Code of Conduct. Emphasizes prevention through training, inspection and preventive enforcement; provides for the security of SRD, its environs, staff and patrons belongings.
- Maintains relations with local, state and national associations that further the cause of Special District activities.
- Immediately reports to proper authority, incidents of fraud or illegal activity by anyone associated with or utilizing SRD premises or property.
- Monitors SRD recreation management software for compliance to policies, pricing, and procedures. Sets software operating procedures, as necessary.
- Adhere to insurance guidelines set forth by CAPRI (California Association for Park & Recreation Insurance).

Financial & Planning

- Coordinates the development of SRDs long-range and annual (business) plans.
- Coordinates development of operating, cash and capital budgets according to the applicable budget calendars; monitors monthly budget and other financial statements and audits; takes effective corrective action as required; approves invoices before payment; prepares and makes financial reports to the SRD Board.

- Establishes and monitors compliance with purchasing policies and procedures; reviews and approves purchasing procedures and requirements.
- Manages cash flow and establishes controls to safeguard funds.
- Prepares reports and other support material for committee and Board use.
- Performs competitive analyses on other Recreation Centers, like services, and other businesses providing alternative programming through personal observations, competitive analysis, and historical reports.
- Advises and participates in long-term planning process for District.
- Apply for and prepare grant applications, prepare, and submit applicable funding documents in compliance with specific fund protocol (Measure A).

Programming and Revenue Generation

- Reviews, revises, and promotes SRD activities including but not limited to: Aquatics, Tennis, Fitness, Recreation, Youth & Family, Facility/Field/Tennis rentals; develops and promotes new programs in conjunction with community interest and needs.
- Coordinates the marketing, advertising, and community relations programs to promote SRDs services and facilities to present to current and future patrons, partners, and guests.
- Reviews and initiates programs to provide the community with a variety of popular events.
- Ensures website is regularly updated with SRD programs, policies, and Board information.

Facilities

- Provides oversight, advice, and recommendations to the Board about construction, alterations, maintenance, materials, supplies, equipment, and services. Advises Board on repairs and maintenance issues that impact District operations.
- Oversees the timely care and maintenance of all SRDs physical assets and facilities; ensures regular maintenance of all systems and apparatuses.
- Ensures proper cleanliness and sanitation of all SRD facilities and environments.
- Gives direction to and works closely with Facilities Director, vendors, outside contractors, firms and individuals providing services to the District.

Patron, Staff & Community Communication

- Holds regularly scheduled staff meetings
- Welcomes new patrons and partners. Creates on-going dialogue and rapport with patrons and partners through recognition, communication and follow-through.
- Directs the writing and publishing of SRD communication, advertising and brochures

Culture & Activities

- Participates in selected community and industry activities to enhance the prestige of the District; broadens the scope of the District's operation by fulfilling the public obligations

of the District as a participating member of the local community and appropriate sporting and industry affiliates.

- Develops, maintains, and disseminates a basic management philosophy to guide all District personnel toward optimal operating results, employee morale and patron/partner satisfaction; Ensures communication between departments with continued focus on positive interaction and organizational culture.
- Coordinates as necessary arrangements for District functions and social gatherings.
- Ensures a wide variety of District special events to promote social and community spirit

Leadership

- Always acts in a responsible and professional manner, while at or away from the District, and encourages other staff members to do the same to reflect a positive image of SRD throughout the community
- Demonstrates respect for all, is honest and open with all interactions including timely feedback, leads staff by example, treats all staff equally with fairness, handles confidential information appropriately, takes ownership of own actions, is transparent with information, encourages inclusion and diversity, and motivates staff to do the same.

Misc.

- Work with SRD Board to ensure compliance of Brown Act and all public meeting laws and regulations.
- Prepares, posts, and provides Board meeting documents, agendas, and packets in compliance with deadlines.
- All other duties as assigned.

EMPLOYMENT STANDARDS, EDUCATION & EXPERIENCE

- A college graduate with a bachelor's degree in Business or Recreation/Parks Administration or equivalent, a minimum of 7-10 years of progressive leadership/management experience in an active, recreation and parks environment is preferred. Non-current GM's will be considered, but only with verification of work experiences with a quality recreation-oriented organization. Non-Park & Rec industry candidates must be able to portray their knowledge and strengths in working Boards and in a government regulation-oriented environment.
- Strong general management skills with provable strengths in leadership, financial performance, people skills, and recreational amenity management.
- Strong credentials are preferred in recreation and parks programming, exceptional patron/guest service relations, strategic planning, and project and facilities management.
- Ability to attract, hire, develop and lead a high performing team of professionals while setting and maintaining standards of performance.
- Excellent financial skills, with the ability to quickly assimilate numbers and reports. Knowledgeable regarding typical recreation district financial issues and reporting. Must

be aware of critical benchmarking and financial metrics to be regularly measured against goals and objectives.

- Exceptionally strong communication and facilitation skills, both written and verbal, with the desire and ability to interact effectively before diverse groups and individuals.
- A strong negotiator capable of managing significant complex issues.
- Maintains or secures membership with the Park and Recreation associations (CPRS) other professional associations. Attends conferences, workshops, online meetings with local Park and Recreation Districts, to keep abreast of current information and developments in the field to enhance his or her value and quality of services to the members.
- Ability to work independently and able to handle multiple priorities/projects at the same time. Must be punctual, reliable and conscientious.
- Basic computer skills, MS Office suite including Word, Excel and Outlook, and recreation program management software.

Language Skills

- Have excellent written and verbal skills for effective communication
- Proficiency in reading and writing English

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with extensive public contact, including parks, aquatics, and recreation facilities.

Hours: Standard business hours and varying flexible schedule: may be required to work evening, night, weekend, and holiday shifts.

Physical: While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close and distance vision, depth perception, and the ability to adjust focus. Operate office equipment including use of computer keyboard; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION

AQUATICS MANAGER – FULL TIME/EXEMPT

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

The title position will be primarily be responsible for overseeing the Aquatics Programs and Aquatics Facilities, as a whole. The Aquatics Manager (AM) reports to the District General Manager (GM) and works closely with all staff to provide excellent service and well-maintained facility for SRD patrons, partners and program participants.

The Aquatics Manager primarily oversees pool usage, program direction, aquatic safety, swim lesson programs, partner swim teams and programs, administers lifeguard, CPR and First Aid training programs, staff scheduling, and in partnership with the Facilities Director, pool maintenance, all while maintaining a 'high standard of professionalism' at the SRD pool area. The AM must also maintain good working relationships with other local clubs, aquatics facilities and swim teams. Additional responsibilities include providing excellent customer service to SRD patrons and co-workers.

REPRESENTATIVE DUTIES

ESSENTIAL FUNCTIONS

Staff & Teaching

- Recruit, hire, train and motivate aquatics teaching and lifeguard staff
- Work with GM to clearly define roles and responsibilities
- Manage staff to ensure highest quality of program offerings and teaching level
- Provides timely feedback to direct reports through individual assessments, regular department meetings/in-service trainings, and performance reviews.
- Teach individual private lessons, swim clubs, masters, lifeguard training and development, certification courses, and coach swim programs
- Develop and maintain lesson and aquatics reservations system & wait list
- Stay current on industry trends and teaching methodology
- Works with GM to develop aquatics programs and pricing
- Provide leadership to direct reports to promote highest level of service throughout department
- Ensure all aquatics staff are properly trained and maintain updated certifications as required by their positions
- Ensures staff are trained on RecDesk reservation system and patron notification information.
- Perform lifeguard operations, CPR and First Aid as needed

Financial & Facilities

- Regularly monitors aquatics facility usage and works with GM to implement changes to keep up with current needs and seasons.

- Work with GM to develop annual budget, manage department to meet budget goals
- Make timely recommendations for aquatics related capital purchases and improvements
- Complete periodic market analysis to ensure SRD is meeting or exceeding market value with regards to lesson costs and staff compensation
- In partnership with the FD, ensure performance of highest quality maintenance and cleanliness throughout aquatics facilities to ensure safety of patrons and staff. Provide timely reporting or resolution of issues (e.g., swimming pool and equipment in proper working order, temperatures, pools clean from debris, deck cleanliness, furniture configuration, flag placement, lane lines, etc.). Work with FD and pool maintenance vendors as needed
- Ensure safety equipment is up to code, report issues to FD and GM on a timely basis
- Ensure accurate aquatics registration, billing & timely resolution of billing questions/errors
- Purchase, store, and manage use of training equipment, lifeguard supplies, etc.)
- Direct patrolling and maintenance of pool by lifeguard staff
- Instructs staff on protocol and timing of patron notifications, including when aquatics facility must close due to unforeseen conditions such as weather, air quality, pool chemistry and other
- Ensure staff is fully trained on Covid-19 protocol and follows through to maintain set standards

Communication

- Establish consistent methods of communication with patrons and staff regarding schedules, procedures for schedule requests/changes, and calling out procedures
- Establish standard for customer service procedures; such as call backs from within department – 24hrs (M-F)
- Provide vision for aquatics programming and be a visible presence in SRD's aquatics community
- Maintain Aquatics Calendar and lane allocation to meet the needs of recreation patrons, lessons, and swim team partner(s)
- Work with GM to ensure effective advertising and marketing of programs
- Work with GM to ensure calendar and all events and information are posted on website
- Maintain current reservation rosters and provide front desk with non-member roster for check-in/out
- Write monthly updates for GM Board Report, Strawb Newsletter Aquatics column and general communication to SRD aquatics patrons
- Educate/advise parents as needed on programs and child skill levels
- Ensure enforcement of rules and regulations as determined by SRD Management, Board, and local health authorities. When possible, help mitigate disputes or refer disputes to the GM.
- Write and communicate clearly and concisely
- Understand and follow oral and written instructions

Program Participant Development

- Develop impactful youth aquatics programs and teams
- Proactively schedule and teach lifeguard and other training courses @ SRD
- Offer aquatics evaluation and work with patrons to place in appropriate level
- Establish procedures for pass holder priority registration in programs
- Facilitate and mentor swimmers to desired growth and development of skills and swim levels
- Collaborate with Seals coaches to keep athletes having fun and engaged in one or both of our programs

Intradepartmental & Other

- Establish and maintain superior working knowledge of Recreation Management Software deployed by SRD, including RecDesk and others as required.
- Work closely with other department Managers and Directors to offer cross department activities and maintain visible presence throughout SRD and during events
- Attend monthly staff meetings and communication essential information to staff
- Be an ambassador for SRD; strive for best practices and continual improvement
- Participate in management development as needed or assigned
- Attend SRD Board Meetings, minimum of one per year
- Participate in SRD Community events as needed
- Respond and help lead emergency situations as needed
- Other duties as assigned by SRD Management or Board

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Demonstrate leadership skills and maintain a professional demeanor
- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from direct manager
- Maintain a clean and orderly work site
- Oversee, evaluate, and train staff and volunteers
- See program participants in need of assistance from near and far distances
- Provide leadership and motivate staff
- Independently make decisions
- Read, understand and explain SRD policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change, assign and collect fees
- Motivate program participants
- Effectively deal with stressful and emergency situations
- Successfully complete all training as required for position
- Perform tasks requiring physical strengths and/or stamina to effectively rescue victims, administer first aid, and CPR
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger
- Speak loudly to warn program participants of impending danger

Education and Experience:

- Minimum 2-year college experience required, 4-year college degree preferred.
- 5+ years aquatics experience. Experience leading a team and understanding of high-level competitive swimming, lifeguarding, and child developmental swimming programs. Familiarity with water polo, Water Aerobics, adult swimming, swim lessons, USA Swimming.

- Ability to work independently and able to handle multiple priorities/projects at the same time. Must be punctual, reliable, and conscientious.
- Basic computer skills, MS Office suite including Word, Excel and Outlook required. Familiar with scheduling apps such as Team Unify, Deputy, Swim Manager, Meet Manager, and Meet Mobile. SaaS – Recreation Management Software such as RecDesk, and others.
- Maintain current USA Swimming and Pacific Swimming Registration which includes: CPR, First Aid, AED, Coach's Safety Training, Athlete Protection Training

SPECIAL REQUIREMENTS/CONDITIONS:

License/Certificate: Some positions may require possession of a valid California class C driver license.

Background Investigation: Fingerprinting is required.

Special Working Conditions: Position involves exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death.

Other Special Requirements: Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

Language Skills

- Hi quality written and verbal skills for effective communication
- Ability to understand, speak, read, and write English

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with extensive public contact, including parks, aquatics facility and pump room containing chemicals, and recreation facilities including fields, courts, buildings, storage areas and other possibly unknown or hazardous conditions.

Hours: Standard business hours and varying flexible schedule: may be required to work evening, night, weekend, and holiday shifts.

Physical: While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close and distance vision, depth perception, and the ability to adjust focus. Operate office equipment including use of computer keyboard; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION RECREATION LEAD – Non-Exempt

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision and direction of the Youth and Recreation Director, the Recreation Lead is responsible for assisting with the planning, promoting, developing and organization of a variety of recreation programs, events, classes, summer and holiday day camps for school-age children, pre-school childcare programs, teen activities, sports leagues, adult recreation and facilities rentals.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Employees may not perform all duties listed and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

RECREATION & YOUTH

- Assists with and plans, schedules, implements and supervises youth and adult recreation programs or activities including, arts and crafts projects, sports and games, drama, music, cooking, science projects, outdoor activities, field trips
- Maintains order; ensures the safety and well-being of program participants; enforces and follows policies and procedures
- Communicates with program participants and parents
- Assists with marketing and advertising of programs as needed
- Assists with all aspects of special events, including but not limited to planning, set-up, clean-up and work during event
- Knowledgeable of all SRD programs and offerings to completely describe to members and patrons
- Sets-up and cleans-up program activities
- Writes and maintains program records; collects and accounts for fees
- Transports supplies
- Notifies supervisor of unusual problems disturbances and emergencies
- Attends meetings as assigned

- May administer first aid
 - Operates computer registration system
 - As Summer Camp Director: Develops and oversees programs, supervises seasonal staff, trains and evaluates performance, ensures smooth daily operations, handles special circumstances with children and/or counselors, assists with check-in/check-out as needed, helps coordinate mascot
 - May make oral presentations to program participants, staff, board and parents.
-

FACILITIES

- Assists Recreation Director with facilities marketing, rental and coordination of events
- Performs daily closing procedures, including property walks to ensure SRD facility is secured at closing
- Informs upper management about any facility repair needs or issues in a timely manner

MISC.

- Assists director with recreation software management and programming, office supply ordering, cash handling and distribution of member passes and keys
- Maintains security of SRD assets, including passes, keys and all forms of payment
- Assists with Snack Shack sales and service
- Other duties as assigned

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Write clearly and concisely
- Demonstrate leadership skills and maintain a professional demeanor
- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors
- Understand and follow oral and written instructions
- Maintain a clean and orderly work site
- Oversee, evaluate, and train camp and lower level staff and volunteers

For some assignments:

- Administer first aid
- See program participants in need of assistance from near and far distances
- Provide leadership and motivate staff
- Independently make decisions

- Read, understand and explain SRD policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change, assign and collect fees
- Motivate program participants
- Effectively deal with stressful and emergency situations
- Successfully complete all training provided by the department

Some positions may require ability to:

- Perform tasks requiring physical strengths and/or stamina to effectively rescue victims, administer first aid, and CPR
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger
- Speak loudly in order to warn program participants of impending danger

Education and Experience:

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
- The full-time equivalent of nine months experience that demonstrates the required knowledge and abilities for the particular assignment/ program.
- Prior supervisory experience may be required for certain positions.
- A 4-year college degree is preferred but not mandatory.

SPECIAL REQUIREMENTS/CONDITIONS:

License/Certificate: Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate and Infant and two person CPR certificates, to be obtained within the first six months of employment

Background Investigation: Fingerprinting is required for some positions.

Special Working Conditions: Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs.

Other Special Requirements: Availability to work variable schedules including early mornings, evenings, weekends and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION LIFEGUARD PART TIME OR FULL TIME – Non-Exempt

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Aquatics Manager and General Manager, the duties essential for this position include monitoring activities in and around our aquatic facility. You must be alert throughout your shift to ensure patrons follow all safety rules and precautions and be able to handle confrontations. Respond quickly to stop dangerous behavior or in an emergency. Supervise patrons with the use of supplies and equipment, open close and secure the SRD facility, sanitize showers, pool restrooms, deck furniture, put on and remove pool covers, test water chemistry, fill out reports, and make necessary adjustments, ensure compliance with State and County laws and ordinance, implement all policies and procedures as required; Assist with general office/ front desk registration, answering telephones, membership check-in, function within normal office procedures and information. Other recreation department responsibilities will be assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

- Remain alert and keep a watchful eye on all activities that occur in and around the water; remain in designated areas for lifeguarding when patrons and in and around the bodies of water
- Enforce all safety and Code of Conduct rules of the facility to prevent accidents
- While on duty, ensure all aspects of the Aquatics Facility are safe, report potential hazards to management, maintain pool capacity to set standards, evaluate existing situations and make decisions or seek support to determine if hazardous weather conditions impact facility opening or closing
- Respond to all water and land emergencies immediately and provide first aid, CPR, or other life-saving care treatments to patrons when needed
- Perform regular chemical checks for all bodies of water and maintain logs as required by management
- Assist with setting up the facility for various classes and activities

- Immediately notify management when supplies are needed
- Maintain a positive demeanor in all interactions
- Be up to date on all SRD policies and procedures and be able to communicate this information clearly to patrons and guests
- Knowledgeable and able to perform all SRD opening and closing procedures
- As requested by management, is knowledgeable of designated pump room functions
- Maintain accurate records of pool operations in logbook and through daily reports (accidents, incident, attendance, maintenance, etc.) as required
- Perform simple arithmetic calculations to make change, assign and collect fees

MISC.

- Performs basic functions and understands how to interpret SRD program management software
- Assists with notifying patrons when the Aquatics Facility must close due for reasons such as but not limited to
- Participates and is available for SRD events
- Keeps LG, CPR and First Aid Certifications up to date
- Other duties as assigned
- Successfully complete all training provided by the department

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Write clearly and concisely
- Demonstrate leadership skills and maintain a professional demeanor
- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors
- Understand and follow oral and written instructions
- Maintain a clean and orderly work site
- Swim proficiently and lift up to 50+lbs

Education and Experience:

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
 - The full-time equivalent of six months experience that demonstrates the required knowledge and abilities for the assignment/program.
 - Prior experience may be required for certain positions.
 - Minimum age 15 yrs.

SPECIAL REQUIREMENTS/CONDITIONS:

- **License/Certificate:** Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate and Infant and two person CPR certificates, to be obtained within the first six months of employment. LG certification must be maintained during active employment at SRD.
- **Background Investigation:** Fingerprinting is required for some positions.
- **Special Working Conditions:** Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs; to be able to conduct CPR or other pool rescue functions, if necessary to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.
- **Lifeguard work is performed outdoors.** Work around pool chemicals such as chlorine and acid; lifeguards may be exposed to inclement weather; work and/or walk on various types of surfaces including slippery or uneven surfaces.
- **Other Special Requirements:** Availability to work variable schedules including early mornings, evenings, weekends and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

GENERAL QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

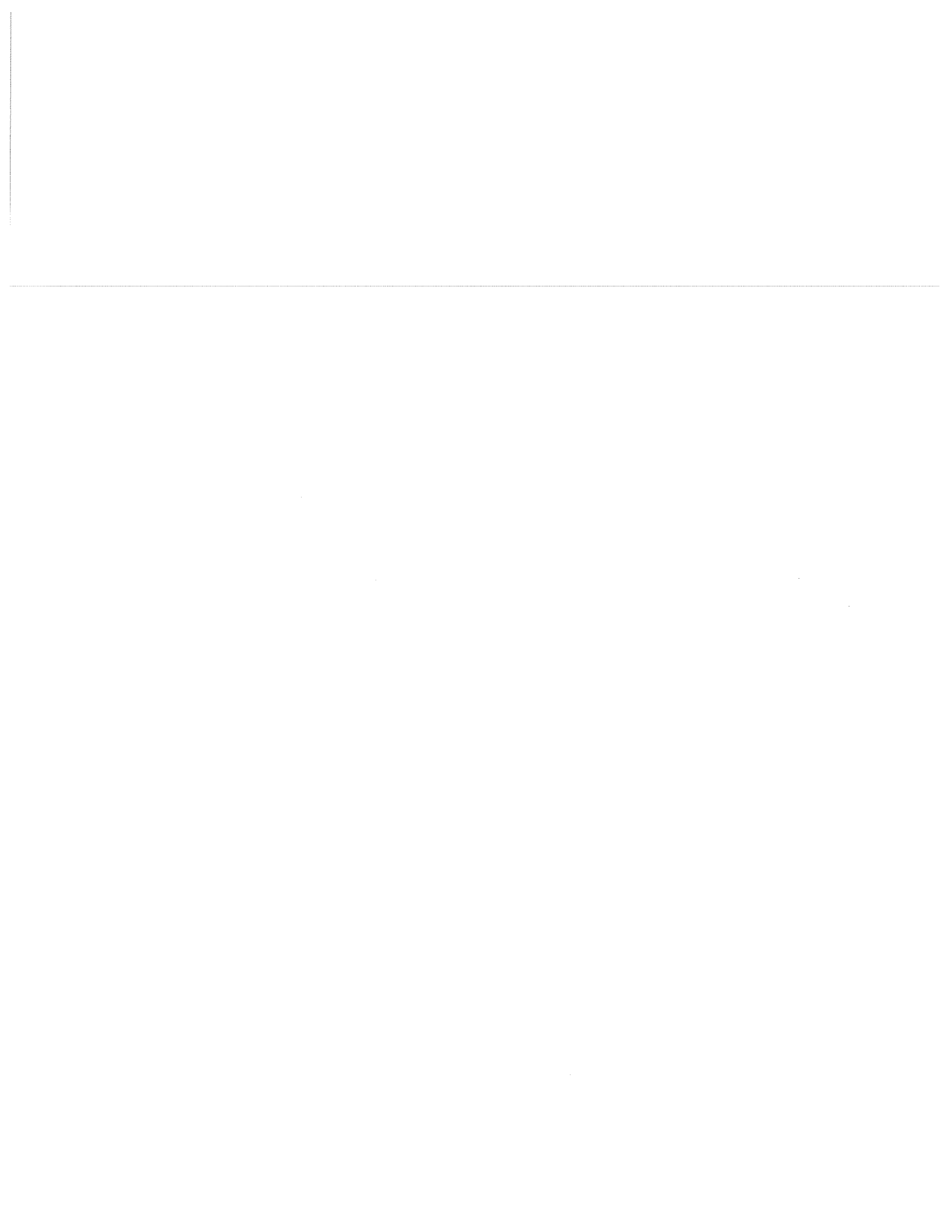
PHYSICAL DEMANDS AND WORK ENVIRONMENT

Environment: Indoor and outdoor recreation environment.

Physical: Sufficient physical ability to climb stairs; lift up to 50 pounds; swim.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.



STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION

YOUTH PROGRAM SPECIALIST – SEASONAL PART-TIME OR FULL TIME – Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the General Manager and Recreation Department, plan, coordinate and lead indoor and outdoor activities for youth programs. Activities include supervising school Zoom and app sessions, light homework assistance, games, sports, nature activities, hikes, field trips, arts and crafts, special events, and special guests.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

- Provide supervision and control of children participants in grades Pre-K through fifth, ages approximately four (4) through eleven (11), engaged in structured and unstructured activities.
- Supervise orderly school Zoom and app sessions for children, maintain disciplined environmental conditions so children can focus on their lesson plans.
- Organize a variety of activities, games, arts and craft projects and special events for participants.
- Organize, supervise, and provide a safe situation for children on field trips to other locations.
- Adhere to provided daily schedules.
- Ensure and help maintain positive interactions within groups, in addition to providing conflict resolution, encouragement, motivation and guidelines for behavior.
- Manage expected youth behavior, safety, fun, cooperation, respect of nature.
- Respond to emergencies and injuries effectively.
- Ensure the safety of participants/campers.
- Seek assistance from Recreation Coordinator or other SRD Management when needed.
- Other duties as assigned

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Write clearly and concisely
- Demonstrate leadership skills and maintain a professional demeanor
- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors
- Understand and follow oral and written instructions
- Maintain a clean and orderly work site

For some assignments:

- Independently make decisions
- Read, understand and explain SRD policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change, assign and collect fees
- Motivate program participants
- Effectively deal with stressful and emergency situations
- Successfully complete all training provided by the department

Some positions may require ability to:

- Perform tasks requiring physical strengths and/or stamina to effectively rescue victims, administer first aid, and CPR
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger
- Speak loudly in order to warn program participants of impending danger

Education and Experience:

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
 - Experience that demonstrates the required knowledge and abilities for the assignment/program.
 - Prior experience may be required for certain positions.
 - Minimum age 17 yrs.

SPECIAL REQUIREMENTS/CONDITIONS:

- **License/Certificate:** Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate and Infant and two person CPR certificates, to be obtained within the first six months of employment.
- **Background Investigation:** Fingerprinting is required for some positions.
- **Special Working Conditions:** Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs; if necessary stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.
- **Camp Counselor work is performed indoors and outdoors.** May be exposed to inclement weather; work and/or walk on various types of surfaces including slippery or uneven surfaces.
- **Vision:** See in the normal visual range with or without correction.
- **Hearing:** Hear in the normal audio range with or without correction
- **Other Special Requirements:** Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

GENERAL QUALIFICATIONS

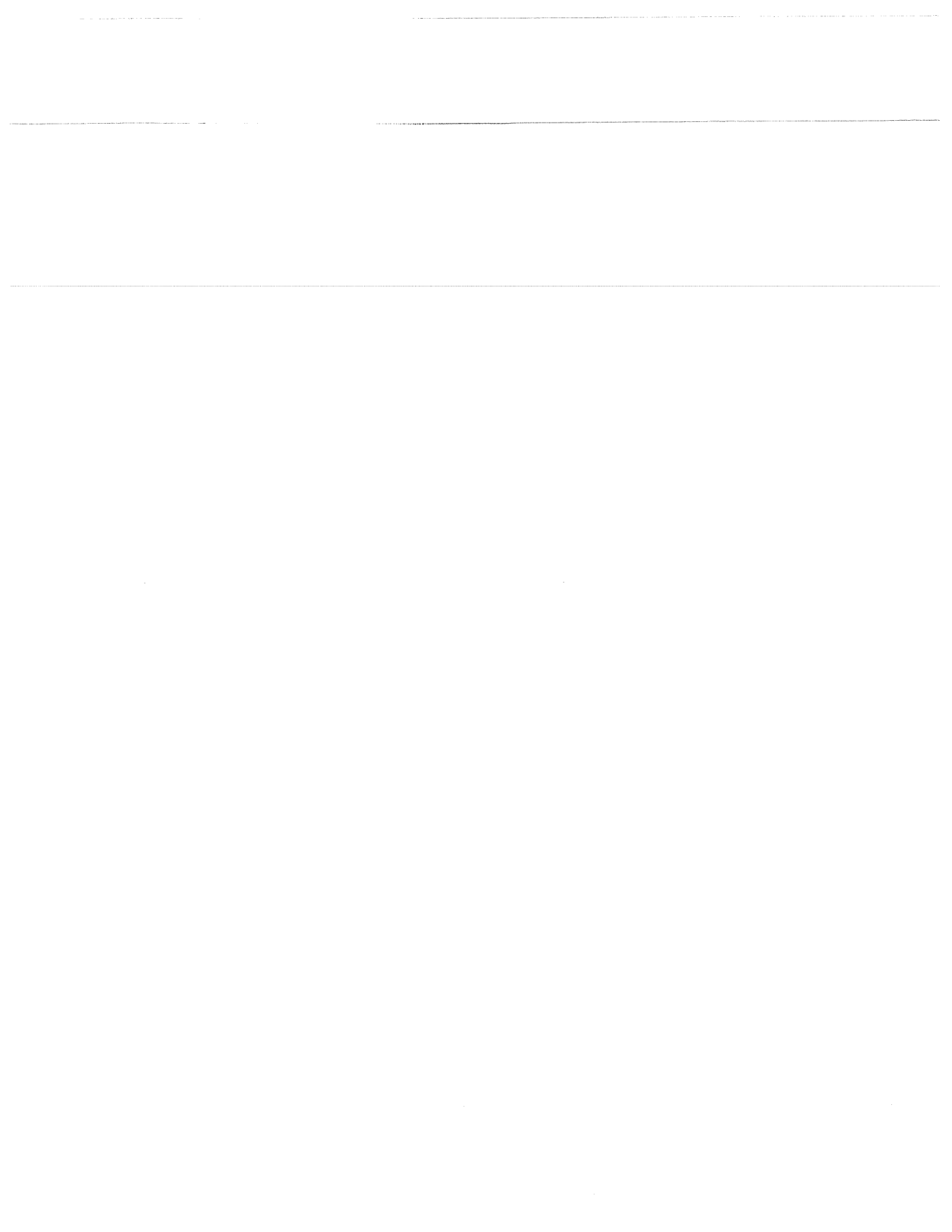
The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Understanding or ability to learn district rules and regulations.
- Principles of childcare and supervision.
- Basic first aid.
- Principles of recreation.

Ability to:

- Observe all District rules and regulations.
- Work with children under minimal supervision.
- Communicate with children.
- Demonstrate leadership skills, patience, and enthusiasm.
- Follow directions in both written and oral form.
- Observe participants for illness and/or injuries.
- Work with other staff members in cooperative manner.



STRAWBERRY RECREATION DISTRICT
JOB DESCRIPTION
FACILITIES & PROPERTY DIRECTOR – FULL TIME/EXEMPT

SUMMARY DESCRIPTION

Manage existing facilities involving multiple functions of building and grounds operations, aquatics center, pool equipment and peripheral park property maintenance. Maintain relationships with contractors, vendors, and other service providers. Assist in management of various aspects of capital projects to assist management. Ensure compliance with State and County laws and ordinances for existing facilities and repairs, bids, and contract processes. Directly supervises all facility and maintenance employees.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES:

The following duties are typical for this classification. Employees may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Implements policies and strategies established by the Board of Directors; directs their administration and execution in a professional and respectful manner for the following:

Ensures all facilities are maintained to SRD standards. Coordinates, oversees and/or manages new, repair and maintenance work assignments performed by in-house staff, outside technicians, vendors and contractors in the areas of construction, aquatics center, maintenance, janitorial, hardscaping, landscaping and all structural elements on SRD grounds. Manages in-house and outsourced maintenance and groundskeeping staff. Manages projects, financial plans and budgets as assigned. Is professional and courteous in all interfaces with patrons, staff, guests and vendors.

ESSENTIAL FUNCTIONS

Facilities and Maintenance

- Manages in-house and contracted maintenance and janitorial staff
- Utilizes Facility Dude or similar work order management system to track Facility Department tasks and productivity, strives for set levels of productivity and completion
- Coordinates, oversees, and schedules maintenance, repair work and patron/public communication
- Completes facilities inspections on a regular basis to check for areas of concern, maintenance, and safety issues; resolves on a timely basis, reports to SRD management as needed
- Completes regular supply and equipment inventories, maintains proper levels of inventory to ensure continual operations of all SRD facilities
- Manages capital projects, change orders and variances
- Utilizes proper safety precautions related to all work performed within department, advises and advocates for safety requirements throughout SRD
- Manages playing field preparation and maintenance, including irrigation, and controllers, coordinates field preparation with contractors and SRD partners.
- Manages parks, fields, and pathways by pruning and weeding as necessary; contracts tree and landscaping as needed
- Oversees aquatics maintenance, including chemicals, water testing, EHS requirements, pool operating and cleaning equipment.

- Maintains proper signage throughout facility, assists with banner rotation
- Maintains camera and security systems, lock boxes and key/lock management

Management

- Assigns projects and tasks to facility department employees; manages employees work quality and productivity to SRD standards
- Prepares schedules and coordinates with other department activities to minimize program interruptions.
- Manages vendor relationships – trains vendors on work order and billing procedures when applicable. Ensures bills are paid on a timely basis after review and final approval
- Provides oversight and training when appropriate and feedback throughout the duration of work.
- Provides formal supervision to employees. Manages, supervises, recruits, and provides regular feedback to staff. Responsible for annual reviews of in-house staff and as deemed appropriate for outside vendors or service providers
- Plans and monitors appropriate ratio of staffing to activity levels – monitors appropriate utilization of labor, including overtime
- Mentors and coaches – develops staff to increase core competencies
- Leads by example and models behaviors that are consistent with SRD standards
- Regularly reviews service contracts/agreements with vendors to ensure pricing and service are favorable to SRD based on current market conditions

Reporting, Bids and Financial

- Produces work orders and reports
- Obtains and reviews price quotes and bids for the procurement of parts, services, and labor for projects.
- Develops variance reports for large capital projects
- Maintain accurate records of maintenance, repair, and construction projects, including invoice review, timely payments, and records
- Other duties as assigned
- Knowledge of government bidding practices, including prevailing wage, OSHA

Other Skills and Abilities

- Correspondence and Communication – Appropriately responds to patron/staff/resident comments and requests for information on a timely basis, using standard set by SRD Management
- Maintains up to date training as required by district, including anti-harassment, public works project requirements, pool chemical and safety tests, and other training as assigned
- Attends staff meetings and other meetings as requested or assigned
- Works special events as assigned
- Maintains CPO, Lifeguard, First Aid, CPR, and other certifications as required by SRD
- Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable, and courteous service to customers. Ability to effectively present information. Ability to respond effectively to sensitive issues.
- Ability to comprehend, analyzes, and interpret complex documents. Ability to solve problems involving several options in situations. Requires advanced analytical and quantitative skills.
- Intermediate skills with Microsoft Office Suite, Outlook, and current recreation management software utilized by SRD. Ability to use work order system. Working knowledge of architectural, electrical, and mechanical systems. Working knowledge of leases, contracts, and related documents.

- Decisions made with thorough understanding of procedures, SRD policies, and business practices to achieve results and meet or exceed deadlines. Responsible for setting work unit and/or project deadlines.
- Responds to emergencies as needed, coordinates safety and emergency preparedness; maintains all emergency supplies/generators, trains other SRD staff as determined by SRD Management/Board
- Other duties as assigned by SRD Management/Board

Qualifications, Experience, Competencies and Education

High school diploma or general education degree (GED) required. Associates degree or bachelor's degree preferred with focus on business, technical or management areas. Minimum of 5 years of related experience and/or training required. Prior supervisory experience required. Ability to work independently and able to handle multiple priorities at the same time with staff. Must be punctual, reliable, and conscientious.

Language Skills

- Have excellent written and verbal skills for effective communication
- Proficiency in reading and writing English
- Spanish bi-lingual preferred

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with extensive public contact, including parks with mixed vegetation and conditions, aquatics facility with chemicals, and recreation facilities including fields, courts, buildings, storage areas and other possibly unknown or hazardous conditions.

Hours: Standard business hours and varying flexible schedule: may be required to work evening, night, weekend, and holiday shifts.

Physical: While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close and distance vision, depth perception, and the ability to adjust focus. Operate office equipment including use of computer keyboard; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION

RECREATION COORDINATOR/CAMP DIRECTOR – Non-Exempt

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision and direction of the General Manager, the Recreation Coordinator is responsible for coordinating and assisting with the planning, promoting, developing and organization of a variety of recreation programs such as but not limited to: events, classes, summer, school-year and holiday day camps/classes/activities for school-age children, pre-school childcare programs, teen activities, sports leagues, adult recreation and facilities rentals.

Under the supervision of the General Manager, operates SRD day camps and develops all program content. Position requires hiring, supervision and evaluation of camp employees, interaction with camp parents, ensuring the safety, well-being of staff and campers, communication, behavior management, scheduling, quality/quantity of activities, adherence to and with health and safety guidelines, including Covid-19 protocols.

Must demonstrate positive, professional role modeling at all times, acting in a manner that is consistent with SRD policies, Code of Conduct and the philosophy, goals and objectives of the Strawberry Recreation District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Employees may not perform all duties listed and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

RECREATION & YOUTH

- Assists with and plans, schedules, implements and supervises youth and adult recreation programs or activities including, arts and crafts projects, sports and games, drama, music, cooking, science projects, outdoor activities, field trips
- Maintains order; ensures the safety and well-being of program participants; enforces and follows policies and procedures
- Communicates with program participants and parents
- Assists with marketing and advertising of programs as needed

Date Last Modified: 9/16/2020

- Assists with all aspects of special events, including but not limited to planning, set-up, clean-up and work during event
- Knowledgeable of all SRD programs and offerings to completely describe to members and patrons
- Sets-up and cleans-up program activities
- Writes and maintains program records; collects and accounts for fees
- Transports supplies
- Notifies supervisor of unusual problems disturbances and emergencies
- Attends meetings as assigned
- May administer first aid
- Operates computer registration system
- As Summer Camp Director: Develops and oversees programs, supervises seasonal staff, trains and evaluates performance, ensures smooth daily operations, handles special circumstances with children and/or counselors, assists with check-in/check-out as needed, helps coordinate mascot. Coordinates camp closing and organizing of supplies.
- May make oral presentations to program participants, staff, board and parents.

FACILITIES

- Assists with facilities marketing, rental and coordination of events
- Performs daily closing procedures, including property walks to ensure SRD facility is secured at closing
- Informs General Manager about any facility repair needs or issues in a timely manner

MISC.

- Can or learns to perform most functions on program management software
- Assists with recreation software management and programming, office supply ordering, cash handling and distribution of member passes and keys
- Maintains security of SRD assets, including passes, keys and all forms of payment
- Assists with Snack Shack sales and service
- Other duties as assigned

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Write clearly and concisely
- Demonstrate leadership skills and maintain a professional demeanor
- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors

- Understand and follow oral and written instructions
- Maintain a clean and orderly work site
- Oversee, evaluate, and train camp staff and volunteers

For some assignments:

- Administer first aid
- See program participants in need of assistance from near and far distances
- Provide leadership and motivate staff
- Independently make decisions
- Read, understand and explain SRD policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change, assign and collect fees
- Motivate program participants
- Effectively deal with stressful and emergency situations
- Successfully complete all training provided by the department

Some positions may require ability to:

- Perform tasks requiring physical strengths and/or stamina to effectively rescue victims, administer first aid, and CPR
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger
- Speak loudly in order to warn program participants of impending danger

Education and Experience:

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
 - The full-time equivalent of nine months experience that demonstrates the required knowledge and abilities for the assignment/program.
 - Prior supervisory experience may be required for certain positions.
 - A 4-year college degree is preferred but not mandatory.

Language Skills

- Have good written and verbal skills for effective communication
- Ability to read, write business correspondence

SPECIAL REQUIREMENTS/CONDITIONS:

License/Certificate: Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate

Date Last Modified: 9/16/2020

and Infant and two person CPR certificates, to be obtained within the first six months of employment

Background Investigation: Fingerprinting is required for some positions.

Special Working Conditions: Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs.

Other Special Requirements: Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION

RECREATION SPECIALIST/ASSISTANT CAMP DIRECTOR – Non-Exempt/Part-Time

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision and direction of the General Manager and Recreation Coordinator, the Rec Specialist/Asst. Camp Director is responsible for assisting with the planning, promoting, developing and organization of a variety of recreation programs such as but not limited to: events, classes, summer, school-year, and holiday day camps/classes/activities for school-age children, pre-school childcare programs, teen activities, sports leagues, adult recreation and facilities rentals.

Under the supervision of the General Manager and Recreation Coordinator, assists with planning and operation of SRD day camps and development of program content. Position requires assistance with hiring, supervision and evaluation of camp employees, interaction with camp parents, ensuring the safety, well-being of staff and campers, communication, behavior management, scheduling, quality/quantity of activities, adherence to and with health and safety guidelines, including Covid-19 protocols.

Must demonstrate positive, professional role modeling at all times, acting in a manner that is consistent with SRD policies, Code of Conduct and the philosophy, goals and objectives of the Strawberry Recreation District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Employees may not perform all duties listed and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

RECREATION & YOUTH

- Assists with and helps plan, schedule, and implement youth and adult recreation programs or activities including, arts and crafts projects, sports and games, drama, music, cooking, science projects, outdoor activities, field trips

- Helps ensure the safety and well-being of program participants; enforces and follows policies and procedures
- Assists with communication with program participants and parents
- Assists with marketing and advertising of programs as needed
- Assists with all aspects of special events, including but not limited to planning, set-up, clean-up and work during event
- Knowledgeable of all SRD programs and offerings to completely describe to members and patrons
- Sets-up and cleans-up program activities
- Writes and maintains program records; collects and accounts for fees
- Transports supplies to appropriate locations
- Notifies supervisor of unusual problems disturbances and emergencies
- Attends meetings as assigned
- May administer first aid
- Operates computer registration system
- As Summer Camp Assistant Director: Helps develop and oversee programs, supervises seasonal staff, trains and evaluates performance, ensures smooth daily operations, handles special circumstances with children and/or counselors, assists with check-in/check-out as needed, helps coordinate mascot. Assists with camp closing and organizing of supplies.
- May make oral presentations to program participants, staff, board and parents.

FACILITIES

- Assists with facilities marketing, rental, and coordination of events
- Informs upper management about any facility repair needs or issues in a timely manner

MISC.

- Can or learns to perform basic operations on program management software
- Assists with office supply ordering, cash handling and distribution of member passes and keys as needed
- Maintains security of SRD assets, including passes, keys and all forms of payment
- Assists with Snack Shack sales and service
- Other duties as assigned

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Write clearly and concisely
- Demonstrate leadership skills and maintain a professional demeanor

- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors
- Understand and follow oral and written instructions
- Maintain a clean and orderly work site
- Assists with oversight, evaluation, and training of camp staff and volunteers

For some assignments:

- Administer first aid
- See program participants in need of assistance from near and far distances
- Provide leadership and motivate staff
- Independently make decisions
- Read, understand and explain SRD policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change, assign and collect fees
- Motivate program participants
- Effectively deal with stressful and emergency situations
- Successfully complete all training provided by the department

Some positions may require ability to:

- Perform tasks requiring physical strengths and/or stamina to effectively rescue victims, administer first aid, and CPR
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger
- Speak loudly in order to warn program participants of impending danger

Education and Experience:

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
 - The full-time equivalent of nine months experience that demonstrates the required knowledge and abilities for the particular assignment/ program.
 - Prior oversight experience may be required for certain positions.
 - A 4-year college degree is preferred but not mandatory.

SPECIAL REQUIREMENTS/CONDITIONS:

License/Certificate: Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate

and Infant and two person CPR certificates, to be obtained within the first six months of employment

Background Investigation: Fingerprinting is required for some positions.

Special Working Conditions: Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs.

Other Special Requirements: Availability to work variable schedules including early mornings, evenings, weekends and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION

DAY CAMP COUNSELOR – SEASONAL PART-TIME OR FULL TIME – Non-Exempt

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision of the Recreation Department and Camp Directors, plan, coordinate and lead indoor and outdoor activities for the summer day camp programs. Activities include games, sports, swimming, nature activities, hikes, field trips, arts and crafts, special events, and special guests.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

- Provide supervision and control of children participants in grades Pre-K through fifth, ages approximately four (4) through eleven (11), engaged in structured and unstructured activities.
- Supervise and mentor participants in the CIT (Counselor In Training) program, engage them to take on leadership and assisting roles within the camp group or cohort, ages approximately 10 – 14 yrs.
- Organize a variety of activities, games, arts and craft projects and special events for participants.
- Organize, supervise and provide a safe situation for children on field trips to other locations.
- Adhere to provided daily schedules.
- Ensure and help maintain positive interactions within groups, in addition to providing conflict resolution, encouragement, motivation and guidelines for behavior.
- Teach basic camp philosophy, safety, fun, cooperation, respect of nature.
- Respond to emergencies and injuries effectively.
- Ensure the safety of participants/campers.
- Other duties as assigned

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Write clearly and concisely
- Demonstrate leadership skills and maintain a professional demeanor
- Ability to demonstrate problem solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors
- Understand and follow oral and written instructions
- Maintain a clean and orderly work site

For some assignments:

- Administer first aid
- See program participants in need of assistance from near and far distances
- Independently make decisions
- Read, understand and explain SRD policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change, assign and collect fees
- Motivate program participants
- Effectively deal with stressful and emergency situations
- Successfully complete all training provided by the department

Some positions may require ability to:

- Perform tasks requiring physical strengths and/or stamina to effectively rescue victims, administer first aid, and CPR
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger
- Speak loudly in order to warn program participants of impending danger

Education and Experience:

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
 - Experience that demonstrates the required knowledge and abilities for the assignment/program.
 - Prior experience may be required for certain positions.
 - Minimum age 15 yrs.

SPECIAL REQUIREMENTS/CONDITIONS:

- **License/Certificate:** Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate and Infant and two person CPR certificates, to be obtained within the first six months of employment.
- **Background Investigation:** Fingerprinting is required for some positions.
- **Special Working Conditions:** Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs; to be able to conduct CPR or rescue functions, if necessary to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.
- **Camp Counselor work is performed outdoors.** May be exposed to inclement weather; work and/or walk on various types of surfaces including slippery or uneven surfaces.
- **Other Special Requirements:** Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

GENERAL QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Understanding or ability to learn district rules and regulations.
- Principles of childcare and supervision.
- Basic first aid.
- Principles of recreation.

Ability to:

- Observe all District rules and regulations.
- Work with children under minimal supervision.
- Communicate with children.
- Demonstrate leadership skills, patience, and enthusiasm.
- Follow directions in both written and oral form.
- Observe participants for illness and/or injuries.
- Work with other staff members in cooperative manner.
- Swim proficiently.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Environment: Indoor and outdoor recreation environment.

Physical: Sufficient physical ability to climb stairs; lift up to 50 pounds; swim.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

FACILITIES SPECIALIST – FACILITY/ PROPERTY AND PARKS

JOB DESCRIPTION

SUMMARY DESCRIPTION

Operating under the direction of the Facilities Coordinator and Supervisor, this position will assist in the general maintenance and upkeep of the District's facilities and properties, including buildings, aquatic facility, athletic fields, parks and open spaces. The position is a part-time position and would be scheduled February – October for approximately 20 hours/week (Monday – Friday, exact daily start and stop are yet to be determined).

The duties essential for this position include assisting in the following: assist in the maintenance of SRD facilities, janitorial, vegetation control, park and pool operations; ensure supplies and equipment are up kept to appropriate standards – in compliance with State and County laws and ordinance(s); work synergistically with Coordinator to execute all assigned work within the facilities operational purview. Other facility related responsibilities will be assigned year round.

SUMMARY OF JOB DUTIES

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional, or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

1. Accurately interpret and perform maintenance and repairs to developed and undeveloped park lands, buildings, grounds and recreation facilities.
2. Perform standard maintenance of the irrigation system: troubleshoot and repair sprinkler and lateral lines. All mainline and controller repairs will be performed by licensed and bonded contractor(s).
3. Maintain fields, pathways and open space by utilizing standard mowing, pruning and weeding techniques.
4. Prune and maintain all shrubs utilizing standard techniques.
5. Tree pruning will be performed only when approved by the Facilities Supervisor, or General Manager
6. Inspect and ensure the safety of various park facilities, recreation facilities, including ball fields, playgrounds, tennis courts; check buildings for proper security.
7. Perform maintenance on park facilities; rough mow, prune vegetation and up keep benches, swings, exercise equipment and playground structures.
8. Utilize proper safety precautions and PPE related to all work performed; train assigned employees in their fields of work and methods associated.
9. Utilize standard techniques involving the set-up and use of equipment.
10. Demonstrate proficiency in the operation of a variety of tools and equipment including: some power tools and lawn mowers.
11. Train with Coordinator to estimate materials required to perform assigned maintenance activities
12. Perform initial assessment to verify that proper work methods, techniques and compliance with acceptable standards and specification are and will be followed at all times
13. Report all inappropriate, unmanageable and sensitive citizen inquiries and complaints to a Supervisor immediately.

14. Respond to Work Order requests for services as needed for recreation programs which include the pool, tennis courts, and building.
15. Enforce dress code, safety regulations and policies.
16. Schedule and attend staff meetings and in-service training
17. Ensure that all aspects of the SRD operation are safe by prevent facility hazards from occurring and reporting potential hazards immediately when aware.
18. Enforce all SRD safety rules and policies
19. Maintain accurate records of facility, field, park and pool operations in log book and through daily reports (accidents, incident, attendance, finances, maintenance, etc.)
20. Work closely with co-workers and the greater Strawberry community to develop relationships that strengthen our mission as a place to gather and recreate; be courteous, tactful and polite to the public at all times.
21. Follow work schedule; assist other administrative staff the opening/closing of the facility and office.
22. Respond to emergencies as needed.

FACILITY MAINTENANCE (SPECIFIC):

1. Keep records and track work requests in Facility Dude and the Weekly Park Inspection Binder
2. Cover office and phones when needed
3. Cover pool deck as a Lifeguard when necessary
4. Ability to activate the EAP in actual emergencies and respond to pre-arranged emergency procedures.
5. Example of a typical daily breakdown:
 - 2 hours per day: pool related cleaning, maintenance, safety
 - 3 hours per day: maintenance and repair of facilities
 - 1 hour per day: responding to various critical tasks or emergencies

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

QUALIFICATIONS

Knowledge of:

- Services, and activities of public works, parks, and landscape maintenance programs
- Demonstrate some proficiency in methods and techniques of construction, maintenance and repairs related to parks, fields and building maintenance
- Operational characteristics of mechanical equipment and tools used in maintaining building and grounds
- Occupational hazards and standard safety practices
- Basics of irrigation systems operations
- Fertilizer application
- Plant identification, plant care and pruning
- Care, operation, maintenance of a variety of tools and equipment used in facility and grounds maintenance
- Principles of safety regulations and laws
- The implementation of a vegetation control program
- Principles of swimming pool and aquatic facility maintenance
- Use of office equipment, including a computer and related software

Ability to:

- Perform skilled maintenance, construction and repair work in the area of work assigned
- Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions
- Perform heavy manual labor
- Work well with consistent supervision
- Understand and follow oral and written instructions
- Communicate clearly effectively and concisely orally and at least partial writing proficiency
- Establish and maintain effective working relationships with all staff and personnel
- Maintain mental capacity which allows for effective interaction and communication with others
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Care for and maintain a variety of plant life
- Ability to use both vision and hearing to identify and evaluate field emergencies and respond physically to these

Education/Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year experience in facility, maintenance, field, park operations

Education: Any educational experience in high school or equivalent in a related field
Specialized course work in grounds maintenance and building construction or related field

Certificate(s):

- Current First Aid and CPR certifications preferable; however, not required
- Certified Pool Operators (CPO) certification preferable; however, not required
- Possession of, or ability to obtain, an appropriate driver's license.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed outdoors approximately eighty seven percent (95%) of the day; work around pool chemicals such as chlorine and acid; incumbents may be exposed to inclement weather; work and/or walk on various types of surfaces including slippery or uneven surfaces; incumbents may be required to work extended hours including evenings and weekends. Additional considerations include, travel from site to site; exposure to heat, cold, inclement weather conditions; work around slippery or uneven surfaces and the use of potentially hazardous cleaning solutions.

Physical demands: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to routinely lift bags/ barrels of pool chemicals weighing up to 75 pounds; to be able to conduct CPR or other pool rescue functions, if necessary to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to various amounts of weight; operating motorized vehicles and equipment, operate office equipment requiring repetitive hand movement and fine coordination including use of a

computer keyboard; to travel to other locations using various modes of private and commercial transportation; drive a grass mower and pull an equipment trailer and to verbally communicate to exchange information

Vision: See in the normal visual range with or without correction

Hearing: Hear in the normal audio range with or without correction

Starting pay is \$15 – 18 / hour for depending on experience and availability. Candidates must be 18 years or older and possess a valid/current drivers license.

ABOUT US

The Strawberry Recreation District is an independent government agency, responsible for operating and maintaining a wide range of athletic facilities and parks. Strawberry is an unincorporated waterfront community in Marin County, CA and home to nearly 5,000 residents. Located on San Francisco Bay between the towns of Mill Valley and Tiburon, it is approximately 10 miles north of San Francisco.

Strawberry Recreation District | 118 East Strawberry Dr. | Mill Valley, CA 94941-2594
<http://www.strawberry.marin.org> | T: (415) 383-6494 | F: (415) 383-6635

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION

SWIM INSTRUCTOR PART TIME OR FULL TIME – Non-Exempt

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under the direction of the Aquatics Manager and General Manager, the duties essential for this position include teaching a variety of swimming techniques, swimming strokes, and water safety rules to students with varying swimming abilities. You must be alert and enthusiastic throughout your shift to ensure students follow all safety rules, are engaged and be able to handle confrontations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

ESSENTIAL FUNCTIONS

- Teach group and private swim lessons ranging from baby to adult
- Remain alert and keep a watchful eye on all children in each lesson and in other instructor's lessons
- Communicate effectively with students and parents to ensure that all water safety rules are adhered to
- Plan lessons that take into account students' abilities and progressive development
- Identifying incorrect swimming techniques and correct students accordingly
- Assess the progress of students and adjust teaching programs accordingly
- Identify and communicate any potential health, safety, or accident risks to the management, maintain accurate records of pool operations (accidents, incidents, etc.)
- Set up/clean up the facility for various classes and activities
- Immediately notify management when supplies are needed
- Maintain a positive demeanor in all interactions
- Maintain accurate records of pool operations in logbook and through daily reports (accidents, incident, attendance, maintenance, etc.) as required

MISC.

- Assists with notifying patrons when the Aquatics Facility must close due to poor air quality, infectious disease or other
- Participates and is available for SRD events
- Keeps WSI, LG, CPR and First Aid Certifications up to date
- Successfully complete all training provided by the department
- Other duties as assigned

EMPLOYMENT STANDARDS

Ability to:

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Adjust to specific needs of the individual students within a group setting
- Demonstrate leadership skills and maintain a professional demeanor
- Personable and have fun while teaching students how to swim
- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors
- Understand and follow oral and written instructions
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger
- Read, understand and explain SRD policies and procedures
- Effectively deal with stressful and emergency situations

Education and Experience:

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
 - The full-time equivalent of six months experience that demonstrates the required knowledge and abilities for the assignment/program.
 - Prior experience may be required for certain positions.
 - Minimum age 15 yrs.

SPECIAL REQUIREMENTS/CONDITIONS:

- **License/Certificate:** Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate and Infant and two person CPR certificates, to be obtained within the first six months of employment. LG certification must be maintained during active employment at SRD.
- **Background Investigation:** Fingerprinting is required for some positions.

- **Special Working Conditions:** Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; ; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs; to be able to conduct CPR or other pool rescue functions, if necessary to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight.
- **Swim instruction is performed outdoors.** Work around pool chemicals such as chlorine and acid; may be exposed to inclement weather; work and/or walk on various types of surfaces including slippery or uneven surfaces.
- **Other Special Requirements:** Availability to work variable schedules including early mornings, evenings, weekends and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

2021 Pool Passes

There are a few options for selling a 2021 pool pass. The staff has discussed each in great length and the reservation system has been closely monitored over the last 6 months. We can adjust the lap lanes and rec/lanes based on the change in demand.

First Quarter Lottery (Suggested dates: 01/11 – 04/06) Start with selling 150 passes, can add more based on supply & demand.

- Patrons not locked in for entire year
- SRD not locked in for entire year (more flexibility in the case of COVID loosening or restricting things) if loosen then could always sell more passes or then sell a pass for the remainder of the year.
- Likely to sell all 150 passes due to high demand, and have waitlist
- Option with most equitable way to determine who can purchase a pass
- Resident & Open lotteries
 - TBD % of residents in first lottery.
 - Current resident rate of membership is 25%.

Cancellations/No Shows

Starting in 2021, it is recommended that SRD begin charging for late cancellations and no shows.

- If reservation is cancelled with over 12 hours' notice = No charge
- Reservations cancelled within 12 hours = \$5 charge
- Reservations cancelled within the hour or no show will be charged = \$10

- Or -

Drop-In – no membership, 24 hr. refund for cancellation

Proposed Rate Options

Q1 Lottery - Pricing Option 1.....Approximate Revenue - \$35,100*

- Senior Resident \$5.00/swim -Senior Resident \$180
- Senior Non-Resident \$6.00/swim -Senior Non-Resident \$216
- Regular Resident \$7.00/swim -Resident \$252
- Non-Resident \$8.00/swim -Non-Resident \$288

Q1 Lottery – Pricing Option 2.....Approximate Revenue - \$37,800*

- Senior Resident \$5.50/swim -Senior Resident \$198
- Senior Non-Resident \$6.50/swim -Senior Non-Resident \$234
- Regular Resident \$7.50/swim -Regular Resident \$270
- Non-Resident \$8.50/swim -Non-Resident \$306

Q1 Lottery – Pricing Option 3.....Approximate Revenue - \$40,500*

- Senior Resident \$6.00/swim -Senior Resident \$216.00
- Senior Non-Resident \$7.00/swim -Senior Non-Resident \$252
- Regular Resident \$8.00/swim -Resident \$288
- Non-Resident \$9.00/swim -Non-Resident \$324

***Does not include additional person or cancellation revenue**

Additional Person Options

Additional Person \$36 (\$1/swim)

Additional Person \$54 (\$1.50/swim)

Additional Person \$72 (\$2/swim)

Drop-In Option

446 spots per week @ \$8/\$10 per swim.

Weekly revenue at 100% capacity = \$4,430

Quarterly Revenue (12 weeks) @ 100% = \$50,520, @ 80% = \$40,416

*Can only offer resident and non-resident rates – no senior differentiation due to software limitations

*24 Hr cancellation for refund.

Local Rates:

Tam High - \$10/swim

MVRC - \$15/swim (pay for 3 or 4 at a time)

		2021 Rates	2020 Rates
Tennis Pass Rates			
Tennis - Annual	Resident	\$ 125	\$ 125
	Non-resident	\$ 170	\$ 155
Tennis 9-Month	Resident	\$ 95	\$ 95
	Non-resident	\$ 130	\$ 125
Tennis 6-Month	Resident	\$ 70	\$ 70
	Non-resident	\$ 95	\$ 95
Tennis 3-Month	Resident	\$ 40	\$ 40
	Non-resident	\$ 50	\$ 45
Misc.	Addtl. Key	\$ 25	\$ 25
	Lost Key	\$ 25	\$ 25
Tennis Rental Rates			
Periodic		2021	2020
10 hrs./week or less		\$20/hr.	\$ 25
11 - 19 hrs./week		\$17.50/hr.	\$ 25
20+ hrs/week		\$15/hr.	\$ 25
Short term rates			
Less than 2 months/yr.		\$25/hr	\$ 25
Tennis Drop-In Rates (when available)			
Per Person - 90 minutes		\$10	\$ 10
Group of 3 or 4		\$25	\$ 25
Tennis Pro Shop			
Annual Contract			
Shop Open		\$150/month	\$150/\$380
Shop Closed		\$350/month	\$ 380

Swim Lessons, Pool Rentals & Misc. Aquatics		2021	2020	
Group Lesson	Pass Holder Priority Registration	\$ 18	\$ 18	
Group Lesson	Non-Pass Holder	\$ 18	\$ 18	
Private	Single lesson purchase	\$ 42	\$ 42	
Semi-Private (2 participants)	Single lesson purchase	\$ 70	\$ 70	
Private	Package of 4 lessons @ \$37 ea	\$ 160	\$ 160	
Semi-Private	Package of 4 lessons @ \$31ea (\$124/student)	\$ 248	\$ 248	
Swim Club - 10 students/class	Resident - 24 lessons	\$ 432	\$ 432	
Swim Club - 10 students/class	Non-resident - 24 lessons	\$ 432	\$ 432	
Drop In (if available)				
Mon - Friday 9 -11:45 am (throughout school year)	Adult	\$ 15	\$ 15	
Mon - Friday 9 -11:45 am (throughout school year)	Child	\$ 10	\$ 10	
Sunday drop-in adults - 1x?		\$ 20	\$ 20	
Sunday drop-in child - 1x?		\$ 10	\$ 10	
Summer drop in (if available)				
June 1 - Aug 31	Adult	\$ 20	\$ 20	
	Child	\$ 10	\$ 10	
Water Aerobics				
Class Card	8 visits	\$ 64	\$ 64	
Drop In		\$ 10	\$ 10	
Rec Pool Parties				
		2021	2020	2019
When pool is open	Residents	\$125 + \$5/guest	\$125 + \$5/guest	\$ 150
	Non-res/non-pass	175 + \$5/guest	175 + \$5/guest	\$ 200
Private Pool Parties	Residents	\$ 350	\$ 350	\$ 286
After hours, pool closed	Non-res/non-pass	\$ 450	\$ 450	\$ 352
	Add. Hr. res/pass	\$ 125	\$ 125	\$ 102
	Add Hr. non-res	\$ 150	\$ 150	\$ 126
	Deposit	\$ 500	\$ 500	\$ 400

		Youth & Adult Programming		
Youth Programs		2021	2020	2019
Play Club Hourly		\$ 11	\$ 11	\$ 10
Play Club Drop-In		\$ 14	\$ 14	\$ 12
Pathways	Hourly	\$8-\$11/Hr		
Steppingstones	Hourly	\$8-\$11/hr.		
Enrichment - Split Classes				
Awesome Kids Yoga (Instructor - 70%)	Cost - \$25	\$ 25	\$ 25	\$ 25
Messy Art Club (Instructor - \$17/student)	Cost - \$22	\$ 22	\$ 22	\$ 22
Photography (Instructor \$17/student)	Cost - \$22	\$ 22	\$ 22	\$ 22
Chess (Instructor - 60%)	Cost - \$19	\$ 19	\$ 19	\$ 19
Kids Cooking for Life (Instructor - \$25/student)	Cost - \$30	\$ 30	\$ 30	\$ 30
Kids Dance Party (Instructor - \$15/student)	Cost - \$22	\$ 22	\$ 22	\$ 22
Kids Dance Party Jr. (Instructor - \$15/student)	Cost - \$22	\$ 22	\$ 22	\$ 22
CAMP				
Weekly Rate	Camp	\$ 350	\$ 350	
Early Bird Discount	Camp	\$ 320	\$ 320	
Weekly Rate	CIT	\$ 235	\$ 235	
Early Bird Discount	CIT	\$ 210	\$ 210	
Extended Care	Weekly AM or PM	TBD	\$ 25	
Adult Programs				
SRD Programs or IC	Instructor Rate + 20% - 30%			
Land Aerobics		2021	2020	2019
Class Card - Residents	10 visits	\$ 70	\$ 70	\$ 60
Class Card - Non - Res	10 visits	\$ 80	\$ 80	\$ 65
Drop In		\$ 10	\$ 10	\$ 8
Misc.				
Tai-chi	TBD			
Pickleball - Lessons	TBD			
Pickleball - Drop in	TBD			
Bridge & Art	TBD			
Other Classes	TBD			

Field Rentals						
FIELD - Hourly		2021	2020	2019	2018	
Practice Field A	Regular	32	\$ 30	26	25	
Field 1/4 (B, C & D)	Regular	25	\$ 18	14	13	
Minors	Resident	40	\$ 35	28	26	
	Non-resident	55	\$ 50	36	34	
	Non-profit	45	\$ 40	28	26	
	For-profit	60	\$ 65	36	34	
Majors	Resident	50	\$ 45	28	26	
	Non-resident	65	\$ 60	36	34	
	Non-profit	55	\$ 50	28	26	
	For-profit	70	\$ 75	36	34	
Full-field (2 diamonds or 1 U-10 soccer field). Does not include PF A, or B when field in BB config. (2 hr. minimum)	Resident	90	\$ 75	50	46	
	Non-resident	120	\$ 100	70	67	
	Non-profit	100	\$ 80	50	46	
	For-profit	130	\$ 125	70	67	

HADLEY

EST 1950

GENERAL CONTRACTORS, INC.

Home Improvement Agreement

Submitted to: Loren Griswald Date: 10/26/20
Project Number: 202160
Project Name: Strawberry Rec Center Roof Repair Estimated Start Date: 11/09/20
Address: 118 East Strawberry Drive Estimated Completion: 11/16/20

Hadley General Contractors, Inc. hereby proposes to furnish all materials and equipment and perform all labor necessary to complete the following work:

Repair dryrot section of Rec Center Roof at West Deck. Price includes repairs to the rafter tail and surrounding tongue and groove sheathing. Price includes replacement of roofing as necessary and up to 30 LF of gutter per DeMello and CP Sheet Metal scopes of work. Painting/finishing is not included. Cedar material used in pricing. \$5,000 contingency included in contract amount for additional labor and material as needed to complete the project to Hadley's standard.

This is an estimate only, work will be billed on a time and material basis plus a fee.

T+M not to exceed \$12,294 without SRD prior approval.
\$5,000 contingency requires SRD approved change order.

All of the proposed work will be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial and workmanlike manner for the sum of: **\$17,294**
(including OH & P) with progress payments to be made monthly. Any alteration or deviation from the specifications submitted for labor and materials will be an extra charge over the sum specified by this contract.

Larry Hadley, President and/or

(Contractor Signature)

(Date)

Jeff Hadley, Vice President

Hadley General Contractors, Inc.

ACCEPTANCE OF PROPOSAL/CONTRACT

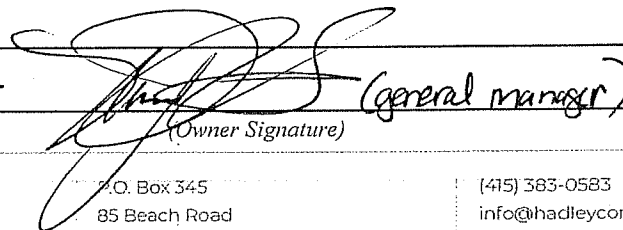
The Contractor is hereby authorized to furnish all material, equipment and labor required to complete the work described in the above proposal, for which the undersigned agrees to pay on a "TIME AND MATERIALS BASIS PLUS A FEE" stated in said proposal and according to the following terms. You will be billed for all labor at the following rates:

Project Administrator \$82.00, Laborer \$79.00, Carpenter \$103.00, Lead Carpenter \$108.00, Foreman \$113.00, Project Engineer \$110.00, Project Manager \$128.00.

All labor, materials, equipment and subcontracts related to this work will include a service markup of 15% overhead & 5% profit. This estimate is for completing the job as described above. It is based on the contractor's evaluation and does not include material price increases or additional labor and materials, which may be required should unforeseen problems arise after the work is started. See and initial attachments before signing below. Attachments include: (1) Notice to Owner, (2) Notice of Cancellation, (3) Notice of Right to Rescission, and (4) Form of Change Order.

Strawberry Recreation District

(Owner Name)

 (general manager)

(Owner Signature)

11/4/20

(Date)

hadleyconstruction.com

P.O. Box 345
85 Beach Road
Belvedere, CA 94920

(415) 383-0583
info@hadleyconstruction.com
License # 702420

STRAWBERRY RECREATION DISTRICT BOARD BYLAWS

STRAWBERRY RECREATION DISTRICT MISSION STATEMENT

The Mission of the Strawberry Recreation District is to enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning, and fun.

Updated: 10/21/2020

A. FORMATION STRAWBERRY RECREATION DISTRICT

1. Original Authorization and Purpose

The Strawberry Recreation District was organized in 1949 and reorganized in 1960 pursuant to Public Resource Code section 5780 et. seq. for the purpose of providing public recreation.¹ Referred to herein as “District” or “SRD.”

2. Additional Purposes

The functions and purposes of the District may in the future be expanded to such other matters as are legally permissible.²

B. BOARD OF DIRECTORS

1. Governing Body

The Board of Directors is the governing body of the District.³

2. Mission Statement

The mission of the SRD is to enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning and fun.

3. Number of Directors, Qualifications and Election

The District shall have a Board of five (5) Directors, as stated in Strawberry Recreation District Resolution No. 44 dated October 18, 1961 and the Certificate of Existence dated September 20, 1961, all of whom shall be registered electors residing within the boundaries of the District and all of whom shall be elected at large.⁴

4. Elections of Directors

Elections are held in accordance with the consolidated elections law.⁵

5. Time of Election

Elections will be held on the first Tuesday after the first Monday in November in each even numbered year, to choose successor, whose office will expire on the first Friday of December in the year of the successor’s election.⁶

6. Term of Office

The term of office of each Director shall be four years. Elections will be held every two years with three (3) Directors elected in the November election following the California

¹ California Public Resources Code (Hereinafter, PRC) § 5786.1

² PRC § 5786.1

³ SRD Resolution 42, August 1961; PRC § 5784

⁴ SRD Resolution 44; SRD Certificate of Existence; PRC § 5784

⁵ Elections Code § 1200; SRD Resolution No. 72-225.

⁶ California Government Code (Hereinafter, GC) § 1200

gubernatorial election and two (2) Directors elected in the November election following the Presidential election.⁷

7. Term Limits – At this time, the SRD Board does not have term limits governing the number of terms, either successive or intermittent, that an SRD Board Member may hold.

8. Filling of Vacancies

All vacancies occurring in the office of a Director shall be filled pursuant to Government Code Section 1780 and any other relevant code sections.⁸

All vacancies occurring in the office of a Director shall be filled by appointment by the remaining Director selected. A nominee for appointment must receive at least three (3) affirmative votes to be appointed. Otherwise a new nomination for appointment must be made until such a time as nominee receives at least three (3) affirmative votes. Such appointment shall be for the balance of the unexpired term or until the next election prescribed in Government Code section 1780, at which time the vacancy shall be filled by election. That Director shall then be up for election again at the regular election date of his/her predecessor.

9. Appointee's Term of Office

The term of office of each Director other than Directors first elected by appointment shall be four years. Elections will be held every two years with two Directors elected in the November election following the California gubernatorial election and three Directors elected in the November election following the Presidential election.

10. Oath of Office

Before entering upon the duties of his/her office each Director shall take and subscribe the official oath before the secretary or any officer authorized by law to administer oaths and the oath will be filed in accordance with the law by the County of Marin Election Department.

11. Ethics Training

SRD Board members and SRD General Manager are required by law to take ethics training courses.⁹ By law, the affected local official must take an ethics training course once every two years, and the district has to establish a written policy on reimbursements. SRD has established a written policy on reimbursements in Resolution No. _____. Compensation is discussed *infra* in ¶ 13. SRD Ethics Policy is discussed in detail in Section G, *infra*. (See H2 below for additional training requirements)

12. Incompatibility of Office Doctrine

Local officials cannot engage in any employment or activity which conflicts with their duties as a local agency officer or with the duties, or responsibilities of the agency by which they are employed¹⁰. An employee's outside employment may be prohibited if it involves:

⁷ County of Marin Resolution No. 72-225

⁸ GC § 1200

⁹ Government Code § 53234 et seq.

¹⁰ Government Code §1126, et seq.

- the use of the agency’s resources for private advantage, or
- receiving money or other considerations from anyone other than their local agency for the work which they are expected to complete as part of their duties as a local agency employee, or
- the performance of work in other than his or her capacity as a local employee which later may be subject to control or inspection of any officer of their shared employment, or
- time demands that would interfere with the performance of their duties or make them a less efficient employee.

13. Compensation of Directors

The Board may provide, by ordinance or resolution¹¹, that each of its directors may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the Board.

In addition, a Board Director may receive their actual and necessary travelling and incidental expenses incurred while on official business.

A meeting includes but is not limited to regular meetings, special meetings, closed sessions, emergency meetings, or committee meetings. The maximum compensation in any calendar month shall be five hundred dollars (\$500)¹².

14. Conflict of Interest

SRD Board Directors cannot make or influence a governmental decision in which they have a conflict of interest. A Board member will have a conflict of interest if the decision has a foreseeable financial effect on their economic interests. They may not exert influence on a decision in which they have a conflict of interest unless their participation is legally required, or the official can establish that effect of the decision is indistinguishable from the effect on the general population¹³.

15. Recall Procedure

Proponents of a recall must be registered voters of the electoral jurisdiction of the officer they seek to recall. Proceedings may be commenced for the recall of any elective officer, including any officer appointed to fill a vacancy, by filing and posting of a notice of intention to circulate a recall petition¹⁴.

C. CONDUCT OF BUSINESS

1. Chair, Vice Chair, and Secretary of the Board

At the regular December Board meeting following each general election of the District, the Directors shall meet and organize as a Board. At this time a Chair, Vice Chair and Secretary shall be elected.¹⁵

- Chairperson:** The Chairperson (“chair”) shall preside at all meetings of the District. Except as otherwise authorized by the District, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the District.

¹¹ SRD Resolution No.

¹² PRC § 5784.15; GC § 53232 et seq

¹³ Government Code §1090, et seq. & §87100, et seq. 2 California Code Regulations §187100, et seq.

¹⁴ Election Code §11000, et seq.

¹⁵ PRC § 5784.7

- b. **Vice Chairperson:** In the Chair's absence, or inability to act, the Vice Chair shall perform all acts and duties of the Chair.
- c. **Secretary:** The Secretary shall take minutes at Board meetings. The Secretary may designate another Board member to take minutes if he/she is unable to take minutes.

2. Mode of Exercising Powers

The Board shall act only by ordinance, resolution, or motion passed by an affirmative vote of a quorum of the Board except for matters within the discretion of the Board Chair. The Board Chair shall act on matters within his/her discretion.

Each Director shall receive a copy of all Agreements, Policies, Contracts as well as copies of the current Bylaws & Employee Handbook on July 1st of each year. The General Manager shall maintain and have in his/her possession at each district meeting the minutes (agendas) for the current fiscal year. The approved final minutes (agendas) for the previous fiscal years will be kept in an orderly manner at the District office.

3. Committees

SRD Board may establish standing and ad hoc committees. All standing committee meetings follow the Brown Act and are public.

Ad hoc committees are formed for a specific subject and for limited terms. Ad hoc committees are made up of less than a quorum of the Board and are not subject to the Brown Act.

The Board may form and dissolve ad hoc committees when their operation contributes to more effective discussions at regular Board meetings. The Board and Board Chair can appoint and remove committee members at its discretion.

Committees may have no more than two Board members at one time. The committee shall report on its meetings at the next general Board meeting, making recommendations if it so desires. No final actions may be taken by a committee unless specifically authorized to do so by a majority vote of the Board members.

The reports of the committee may be oral to the Board of Directors at open meetings. However, oral permits on confidential, personnel or other sensitive matters may be discussed in lawful closed sessions of the Board.

4. Recording Vote

Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon passage of all ordinances, resolutions, or motions and entered upon the minutes of the Board. Matters acted upon within the Board Chair's discretion shall also be entered into the minutes.

5. Quorum

A majority of the Board (three Directors) shall constitute a quorum for the transaction of business.

6. Amendment

These Bylaws may be amended by an affirmative vote of at least three Board Directors.

D. MEETINGS¹⁶

1. Open Meetings

All meetings of the Board shall be public except as provided by the California Brown Act for special, emergency, or closed sessions.

2. Conduct of Meetings

Roberts Rules of Order shall be followed.

3. Board Member Attendance

Any Director of the Board who is absent for six of twelve meetings within a one-year period without excuse shall give sufficient cause for the remaining Directors of the Board to declare by resolution that such Board Director's position is vacated. The Board shall fill the replacement pursuant to Government Code section 1780.

4. Preparation of Agenda

The agenda for all regular meetings shall be prepared by the Board Chair in consultation with the General Manager. The agenda shall be posted by the General Manager at the Rec. Center in a prominent place easily accessible to the public for a period of at least seventy-two (72) hours before each Board meeting. The agenda shall also be circulated to the community on the District's website and other social media as directed by the Board Chair. Copies of the agenda shall be circulated to all Directors of the Board at least seventy-two (72) hours in advance of each Board meeting.

4. Notice

Time and place of all open regular meetings shall be posted at least seventy-two (72) hours in advance. Cancellation shall be posted as soon as possible.

All meetings of the Board shall be held within the District's jurisdiction. Meeting location may vary and shall be held at such place as is designated by the Chair and in accordance with the Brown Act.

5. Regular Meetings

The meetings of the Board of Directors shall be held on the second Tuesday of each month in the Recreation Center. Time and place may be changed by the Board of Directors after the regular meeting has been called to order. The new time and location shall be posted on the outside of the external door of the Recreation Room.

6. Special Meetings

A special meeting may be called by the Board Chair or by a majority of Directors in the event of matters of importance, which cannot logically be delayed until the next general,

¹⁶ All legal references regarding meetings are to the California Brown Act, GC § 54950 et seq.

regular meeting. Only agenda items may be taken up at these meetings. Notice of such a special meeting must be provided to all Directors twenty-four (24) hours in advance of the meeting.

7. Emergency Meetings

When a majority of the Board determines that an emergency situation exists, it may call an emergency meeting. All provisions governing special meetings apply to an emergency meeting except for the 24-hour notice. Emergency meetings may not be held in closed session.

8. Closed Sessions

Closed sessions are limited to specific matters such as estate negotiations with a hired agent of the Board; pending litigation with a legal adviser to the Board; insurance liability with Board's insurance adviser and/or legal adviser; personnel matters, and threat to public security. Any closed sessions of the Board must be briefly described on an agenda for the meeting. Prior to adjourning into closed session, a Director (usually the Board Chair) must orally announce the items to be discussed in the closed session. Once the closed session has been completed, the Board must reconvene in open session, where it may be required to report votes and actions taken in closed session.

9. Minutes

Approved minutes of all Board meetings shall be posted on the Strawberry Recreation District website. The minutes shall be taken by the Board Secretary or designee and approved by the Board.

10. Records

Approved copies of minutes are to be kept indefinitely in the SRD office.

E. RULES OF CIVILITY FOR BOARD MEETINGS

1. Public Participation at Meetings

Oral public comment and participation will be normally limited to items marked "Public Comment" on the Agenda. Any person may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. Each person addressing the Board shall be limited to three (3) minutes.

2. Rules of Civility at Meetings

Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is always retained. The presiding officer of the Board, who shall be the Chair, Vice President, Secretary, or in their absence, other member so designated by the Board, shall be responsible for maintaining the order and civility of the meetings.

While any meeting of the Board is in session, the following rules of order and civility shall be observed:

a. Board of Directors—The members of the Board shall preserve order and civility, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.

b. SRD Staff Members—Employees of SRD shall observe the same rules of order and civility as those which apply to the members of the Board.

c. Communication of Public to Board—Public oral communications at the Board meetings should not be a substitute for any item that can be handled during the normal working hours of SRD. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the SRD Board as a whole, for matters that cannot be handled during the regular working hours of SRD. Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

d. Audience Members—No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board Meeting. Any person who conducts him/herself in the afore-mentioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

e. Addressing the Board—A person wishing to address the Board on a non-agendized item may do so during the public comment period, when called to do so by the Board Chair or their designee who is leading the Board meeting. A person wishing to address the Board regarding an item which is on the Board meeting agenda shall submit comments in writing to District Staff prior to the meeting for reproduction and distribution to the Board. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:

i. Each person shall stand or raise their hand if attending virtually, then identify themselves for the record and, if occurring during the public comment portion of the meeting, state the subject they wish to discuss.

ii. During the "Public Comment" portion, any subject which is not deemed to be within SRD's subject matter jurisdiction by the Board shall be disallowed.

iii. When addressing an agendized item, each person shall confine their remarks to the Board agenda item or subject being discussed.

iv. Each person shall confine their remarks to three (3) minutes, unless further time is granted by the Board.

v. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.

vi. No question may be asked of a member of the Board or of the SRD staff without permission of the presiding officer.

f. Enforcement of Civility—The rules of civility set forth above shall be enforced in the following manner:

Warning—The presiding officer shall request that a person who is breaching the rules of civility be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order said person to leave. If such person does not leave the meeting room, the presiding officer may order any law enforcement officer who is on duty to remove said person from the Board meeting room.

F. SRD STAFF

1. General Manager

The Board shall appoint the General Manager.

2. Managerial and Supervisory Staff

The General Manager shall hire and manage SRD staff members and is responsible for executing SRD operations, policies, budgets and financial management.

3. Compensation and Review Term

a. The General Manager shall receive compensation as determined by the Board of Directors and shall serve at its pleasure.

b. A Director shall not be General Manager.

c. SRD staff shall be reviewed annually by the General Manager, in adherence with SRD and Board policies.

G. AUTHORITY OF THE BOARD

1. The Board of Directors shall act only at regular, regularly adjourned, special or emergency meetings, as provided by California Law.

2. Individual Directors shall have no power to act for SRD, or the Board, or to direct the staff of SRD, except as authorized by the Board.

3. The Board sets big picture strategy and policy for SRD.

4. SRD's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the authority of the Board by majority vote of the Board members present during duly convened Board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other SRD staff. Members of the Board will refrain from making requests directly to SRD staff (rather than to the General

Manager) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding SRD operations from the General Manager if within normal operating practices and reporting. Additional requests for reports or documents must go through the SRD Board.

H. CODE OF ETHICS

1. The proper operation of SRD requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated SRD remain impartial and responsible towards the public. Accordingly, it is the policy of SRD that Board members and staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.

2. To conform to the requirements of AB1234, all Board members need to take ethics and anti-harassment training every two years and receive a certificate of completion from Target Solutions or SRD authorized testing provider. New Board members need to complete the training within three (3) months of taking office. SRD must keep records indicating when each Board member has completed the training and who provided the training for five years.

3. Except as specifically authorized, a Board member will not use or permit the use of SRD owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require an SRD employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any SRD asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard SRD property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including Board authorized expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on SRD's behalf, in accordance with SRDs policy for reimbursement of expenses of Board members.

4. A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.

5. This section does not prohibit a board member from performing any of the following: (1) making a confidential inquiry or complaint to SRD's general counsel or grand jury concerning a perceived violation of law, including disclosing facts to SRD's general counsel or grand jury that are necessary to establish the alleged illegality of an action taken by SRD, (2) expressing an opinion concerning the propriety or legality of actions taken by SRD in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the Board Chair or the full Board, to provide the Board an opportunity to cure an alleged violation. A Board member who willfully and knowingly discloses, confidential information received by him or her during his or her official duties may be guilty of a misdemeanor.

6. Board members are prohibited from soliciting political funds or contributions at SRD facilities. A Board member will not accept, solicit, or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before SRD. A Board member will not use SRD's seal, trademark, stationary, or other indicia of SRD's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. Board members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which SRD has, or is likely to have, business dealings. Similarly, Board members must not accept any other preferential treatment under these circumstances because their position with SRD might be inclined to, or be perceived to, place them under obligation.

7. SRD officials shall not, for a period of one year after leaving [their] office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, that local government agency, or any committee, subcommittee, or present member of that local government agency, or any officer or employee of the local government agency, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

8. The General Manager has primary responsibility for (1) ensuring compliance with SRD's Employee Handbook and ensuring that SRD staff do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating SRD according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and SRD by disclosing to the General Manager to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

9. A Board member will not directly or indirectly use or attempt to use the authority or influence of their position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board member or SRD employee of any law or regulation, waste of SRD funds, abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of an SRD official or employee, use of an SRD office or position or of SRD resources for personal gain, or a conflict of interest of a Board member or SRD employee.

10. A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against an SRD Board member or SRD employee who reports or otherwise brings to the attention of the General Manager, any Board members or the public any information regarding the subjects described in this section. Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager, (2) a Board

member or (3) County Counsel, if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or the Board in case of a complaint against the General Manager) will take appropriate action consistent with the SRD Employee Handbook and applicable law (Labor Code Section 1102.5, et seq., and Government Code Section 53296, et seq.).

11. A Board member will not include false or misleading information in a candidate's statement for a general SRD election

12. A perceived violation of this policy by a Board member should be referred to the Board Chair or the full Board for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to SRD, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the SRD County Counsel and/or the grand jury.

I. ROLE OF BOARD MEMBERS (POWERS, PURPOSES, DUTIES AND FUNCTIONS)

1. Powers: The enabling codes established by the California State Legislature empowers the Board to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law. The Governing Board is responsible for SRD general policy and oversight. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws, and regulations. The Board may execute any powers delegated by law to SRD and shall discharge any duty imposed by law upon SRD. The powers and duties of the Board include governance, executive and judicial functions.

2. Primary Responsibilities: Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest of SRD; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.

3. Primary Duties:

- a. Develop a Strategic Business Plan for SRD.
- b. Provide fiduciary oversight for SRD finances and budget.
- c. Approve fiscal budget
- d. Approve expenditures, disbursements, payroll, warrants and transfers of funds.
- e. Set rates and use fees SRD services.
- f. Personnel, as relates to the General Manager.
- g. Hires and discharges the General Manager.
- h. Evaluates the General Manager at least biennially.
- i. Establish written policy on how Board Meetings are conducted.
- j. Approve staff compensation and hiring outside approved budget.

J. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for SRD. Apart from their normal function as a part of this unit, Board Members may not commit SRD to any policy, act or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board. Board Members do not represent any factional segment of the membership, but are, rather, a part of the body which represents and acts for the membership as a whole. Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written request to the Board Chair or General Manager at least 24 hours prior to the initial public posting of the agenda.

The Board Chair in consultation with the General Manager may opt to move a submitted agenda item to the following meeting if background information is required. Agenda item requests received after the posting deadline for a specific agenda as set forth in state law will be added to the following agenda. Board Members will make every effort to attend assigned committee meetings and Board meetings; to prepare adequately for each such meeting and to observe the rules of civility as set forth herein in ¶ E 2.

Members of the Board may request non-confidential, factual information regarding SRD operations from the General Manager if within normal operating practices and reporting. Additional requests for reports or documents must go through the SRD Board.

K. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern SRD. The Board shall consider and approve or disapprove matters submitted to it by the General Manager or the public. All matters must be properly agendized for Board consideration. The Board shall prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.

L. EXECUTIVE FUNCTIONS

The Board is authorized to delegate anything within its powers and duties to "an officer or employee of SRD." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

M. JUDICIAL FUNCTIONS

The Board believes that SRD employees and citizens have the right to a hearing and a resolution of grievances, complaints, and criticisms. To maintain positive personnel and public relations, the Board convened may serve as a body of appeal for grievances, complaints, and criticisms in accordance with Federal and/or State Law, Strawberry Recreation District Employee Handbook, Strawberry Recreation District Code of Conduct, and any SRD policies, procedures, resolutions.

**Passed and adopted by the Board of Directors of the Strawberry Recreation District
at its regular meeting DAY of __ Month____, YEAR____, by the following Vote:**

AYES: Director

NOES: Director

ABSENT:

Chairperson, Board of Directors
Strawberry Recreation District