

**SRD Board Special & Meeting Notice and Agenda
Tuesday, December 8, 2020**

5:30 p.m. Open Session

5:45 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:

5:30 PM Open Session (Swear in New & Returning Board Members) Meeting ID: 883 9776 0257, Passcode: 221479

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/88397760257?pwd=b00xa1doVkJxUT09>

6:30 Open Session

Meeting ID: 845 1120 8088, Passcode: 882571

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/84511208088?pwd=cldkVmsrem5yL0NqMis0V0VzbzV6Zz09>

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. **CONVENE IN OPEN SESSION:** Call to Order and Roll Call
2. Swear in New and Returning Board Members
3. **CONVENE IN CLOSED SESSION: 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

4. **RECONVENE IN OPEN SESSION:** Announcement from Closed Session
5. 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.
6. **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 November 10, 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:** GM to recommend additional 2021 pricing.
Recommended Action: Approve.
 - E. **Discussion/Action:** GM to present options and recommend new provider for internet and phone service.
Recommended Action: Select new provider.
7. Adjournment.
8. Next Regular Session Board Meeting is January 12, 2021 at 6:30 p.m.



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

**Strawberry Recreation District
Board Meeting Minutes**

November 10, 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, Peter Teese
- B) SRD Staff
 - A. Nancy Shapiro (General Manager)
 - B. Brittney Boyd
- C) County Counsel
 - a. Renee Brewer
- D) Public
 - a. Emily Lavin – Ark Newspaper
 - b. Lloyd Wiborg, Sydney Bushman, Laura Bellows

Closed Session Open : 5:41PM

Closed Session Closed : 6:35PM

Public meeting called to order: 6:41PM

- B) Public Expression
 - a) None.
- C) Report out of closed session.
 - a) Gave direction to legal council
 - b) Gave direction to legal council
 - c) Nancy Shapiro is staying in Step 3
- D) Public Expression
 - a) None
- E) Approval of Minutes of October 13, 2020 – (JF/CN) – All in favor.
- F) General Manager's Report
 - a) Approval of expenditures, disbursements and warrants – (PB/ML) – All in favor
 - b) Facilities update – as stated in GM report
 - c) COVID-19 Updates – as stated in GM report
- G) Harbor Point Easement – Discussion on findings and potential action items to ease the use of the Harbor Point area.
 - a) No action – SRD will continue to research ways to help.
- H) Updated Conflict of Interest Code
 - a) (PB/CN) – All in favor
- I) Adoption of Resolution – Conflict of Interest
 - a) (JF/CN) – All in favor
- J) Updated Job Descriptions
 - a) (PB/CN) All in favor
- K) Adoption of SRD 2021 Pool Pass Rates. Selected Option 3, middle rate for additional. Opted for lottery for all passes.
 - a) (CN/PB) – All in favor
- L) Adoption of SRD 2021 non-pool pass rates
 - a) (JF/PB) – All in favor.
- M) Approve Hadley Construction contract for dry-rot repair.
 - a) (PB/ML) – All in favor.
- N) Adopt SRD Board Bylaws
 - a) (JF/PB) – All in favor.
- O) Fiber optic phone service – Tabled to next meeting.

Next regular meeting: December 8, 2020 at 6:30PM

Adjourned at 9:18 PM

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

12/2/2020

Youth Playclub	0.00	Total Cash	40.00
Youth Daycamp	0.00	Total Checks	7813.00
Special Events Sponsors	0.00	<u>Subtotal</u>	7853.00
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	0.00	Total	7853.00
Aquatics Pool Pass S/S	40.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	3662.50		
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	4150.50		
Facilities Property Rental	0.00		
Other	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	
	7853.00		

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	0.00
Aquatics	3702.50
Tennis	0.00
Facilities	4150.50
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

7853.00



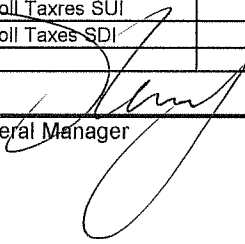
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 12-4-20

*** PAYROLL CLEARING***

On the 8th day of December 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
DD1302	Andrews, Jada A	Paystub	80.38
DD1303	Bennerotte, Madisyn M	Paystub	41.11
DD1304	Benyon, Skye L	Paystub	267.89
DD1305	Bohner, Catherine E.	Paystub	338.31
DD1306	Boyd, Brittney L	Paystub	2,137.65
DD1307	Creager, Dorian A	Paystub	1,429.00
DD1308	Glenn, Nicholas K	Paystub	155.29
DD1309	Griswold, Loren M	Paystub	2,979.00
DD1310	Heller, Asher J	Paystub	209.65
DD1311	Kuhrman, Kaye F	Paystub	292.32
DD1312	Lindsay, Megan E	Paystub	487.29
DD1313	May, Grainne C	Paystub	162.94
DD1314	Nichols, Barrett L	Paystub	202.82
DD1315	Pares, Tessa J	Paystub	238.43
DD1316	Rankin, Sarah M	Paystub	339.68
DD1317	Shapiro, Nancy R	Paystub	3,186.83
DD1318	Sousa, Alexander A	Paystub	625.45
DD1319	Sousa, Nicholas M	Paystub	1,875.46
DD1320	Wright, Lucas C	Paystub	328.86
	CAL PERS	payroll Checks	2442.80
	Quickbooks	Quickbooks Payroll fees	170.75
		2192.00 Payroll Taxes FWT	5451.06
		2641.34 Payroll Taxes FICA	
		617.72 Payroll Taxes MCARE	
	State taxes	809.42 Payroll taxes SWT	1046.05
		37.24 Payroll Taxes SUI	
		199.39 Payroll Taxes SDI	
			24489.02

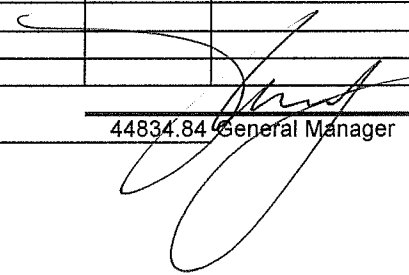

 General Manager

TO:
 RICHARD ARROW, AUDITOR/CONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

On the 8th day of December 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311324	Active Network	299.00	Admin Contract Services/Consult		1,299.00
		1,000.00	Admin Contract Services/Consult		
809311325	arcsine Architecture, Inc.		CIP		549.84
809311326	County of Marin Central Collections		Pool Licenses/Fees		312.00
809311327	Delta Dental of California	49.54	Admin Dental		198.16
		49.54	Facilities Full Time Dental		
		49.54	Pool Full Time Dental		
		49.54	Youth Dental		
809311328	Golden State Lumber		Facilities Repairs & Maintenanc		608.89
809311329	Goodman's Building Supply	132.45	Facilities Maint Supplies		906.35
		773.90	Facilities Repairs & Maintenanc		
809311330	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		747.50
809311331	Lincoln Aquatics		Pool Chemicals		213.23
809311332	PG&E	5,560.89	Pool Utilities		6,699.87
		1,138.98	Facilities Utilities		
809311333	RecDesk LLC		Admin Contract Services/Consult		8,300.00
809311334	Strawberry Recreation District		Payroll Clearing Account		25,000.00
Total					44,834.84

Total 44834.84 General Manager



*** PAYROLL CLEARING***

On the 8th day of December 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
DD1276	Andrews, Jada A	Paystub			157.78
DD1277	Bennerotte, Madisyn M	Paystub			164.43
DD1278	Benyon, Skye L	Paystub			217.41
DD1279	Bohner, Catherine E.	Paystub			235.00
DD1280	Bohner, Pamela G	Paystub			274.05
DD1281	Boyd, Brittney L	Paystub			2,137.65
DD1282	Brooks, Sophia P	Paystub			102.77
DD1283	Creager, Dorian A	Paystub			1,429.00
DD1284	Francis., Jeff	Paystub			91.35
DD1285	Glenn, Nicholas K	Paystub			209.64
DD1286	Griswold, Loren M	Paystub			2,978.97
DD1287	Hamner, Sofia C	Paystub			98.67
DD1288	Heller, Asher J	Paystub			302.81
DD1289	Kuhrman, Kaye F	Paystub			516.16
DD1290	Lieberman, Marc	Paystub			91.35
DD1291	Lindsay, Megan E	Paystub			849.52
DD1292	Madero, Janet C	Paystub			82.22
DD1293	May, Grainne C	Paystub			208.41
DD1294	Nichols, Cale B	Paystub			274.05
DD1295	Pankaew, Natasha P	Paystub			205.54
DD1296	Pares, Tessa J	Paystub			430.08
DD1297	Rankin, Sarah M	Paystub			411.05
DD1298	Shapiro, Nancy R	Paystub			3,173.19
DD1299	Sousa, Alexander A	Paystub			1,099.08
DD1300	Sousa, Nicholas M	Paystub			2,013.63
DD1301	Wright, Lucas C	Paystub			600.16
9036	Teese, Peter	payroll Checks			91.35
	CAL PERS	payroll Checks			2442.80
	Quickbooks	Quickbooks Payroll fees			86.00
		2395.00 Payroll Taxes FWT			6214.24
		3095.32 Payroll Taxes FICA			
		723.92 Payroll Taxes MCARE			
	State taxes	870.34 Payroll taxes SWT			1209.66
		89.70 Payroll Taxes SUI			
		249.62 Payroll Taxes SDI			
					28398.02



 General Manager

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

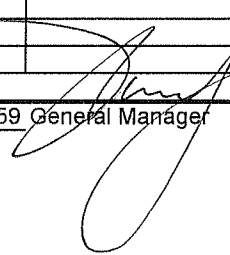
Warrant Date 11-18-20

On the 8th day of December 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311317	Bank of Marin 5590	31.15	Pool Rec supplies		5,675.76
		19.01	Pool Rec supplies		
		43.28	Pool Rec supplies		
		240.29	Youth Adv/Promo		
		279.72	Sanitation covid-19		
		3,210.00	Admin Contract Services/Consult		
		14.06	Admin Office Supplies		
		294.63	Facilities Repairs & Maintenanc		
		61.31	Pool Rec supplies		
		406.50	Special Expense/Halloween Faire		
		53.02	Pool Rec supplies		
		57.36	Special Expense/Halloween Faire		
		316.95	Special Expense/Halloween Faire		
		23.04	Admin Office Supplies		
		14.99	Admin Office Supplies		
		74.75	Special Expense/Halloween Faire		
		67.22	Special Expense/Halloween Faire		
		21.65	Equipment		
		19.59	Sanitation covid-19		
		165.00	Admin Professional Developement		
		118.62	Special Expense/Halloween Faire		
		23.16	Facilities Repairs & Maintenanc		
		21.64	Admin Office Supplies		
		30.00	Admin Professional Developement		
		23.80	Admin Office Supplies		
		45.02	Admin Office Supplies		
809311318	CAL PERS-medical	768.49	Pool Full Time Medical		2,311.00
		768.49	Facilities Full Time Medical		
		768.49	Youth Medical		
		5.53	Admin Medical		
809311319	Goodman's Building Supply	69.94	Facilities Maint Supplies		976.45
		746.92	Facilities Repairs & Maintenanc		
		72.51	Tools		
		79.92	Facilities Parks Repairs/Mainte		
		1.99	Admin Employee Relations		
		5.17	Facilities Professional Develop		
809311320	Jackson's Hardware	289.55	Facilities Maint Supplies		341.86
		52.31	Facilities Repairs & Maintenanc		
809311321	Mill Valley Refuse Service, Inc.	205.26	Facilities Repairs & Maintenanc		410.52
		205.26	Facilities Parks Repairs/Mainte		
809311322	Peak Building Services	694.80	Facilities Contract Service		5,161.00
		2,779.20	Youth Contract Service/Daycamp		
		337.40	Facilities Contract Service		
		1,349.60	Youth Contract Service/Daycamp		
809311323	Strawberry Recreation District		Payroll Clearing Account		29,000.00
Total					43,876.59

Total

43876.59 General Manager



Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

11/11/2020

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	960.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	1008008.90
Special Events Sponsors	0.00	Subtotal	1008008.90
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	1008008.90
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	5000.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	2048.90		
Other	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		

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	960.00
Aquatics	0.00
Tennis	5000.00
Facilities	2048.90
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	1000000.00

1008008.90

Credit Transfer 1000000.00 1026

1008008.90

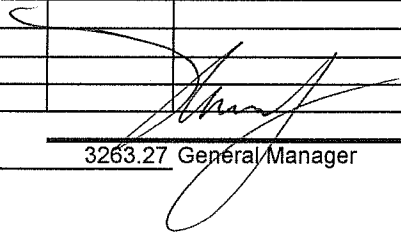


TO:
 RICHARD ARROW, AUDITOR/CONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

Warrant Date 11-11-20

On the 8th day of December 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311310	David Stickney	126.00	Facilities Refunds-Covid 19		226.00
		100.00	Deposits Held on Rental		
809311311	Department of Justice		Admin Fingerprinting		64.00
809311312	Fishman Supply Company		Supplies		453.29
809311313	Landesign Construction and Maint. Inc.		Zone V Contract Service		568.00
809311314	Lincoln Aquatics		Pool Chemicals		1,021.98
809311315	Planeteria Media LLC		Admin Web Site		50.00
809311316	True North Landscapes, Inc.		Facilities Field Repairs & Maint		880.00
Total					3,263.27



Total 3263.27 General Manager

SRD 2020 Financials
7/1 - 12/04/2020 vs. 2019

	2020			2019		
Operating	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 123,637	\$ 189,949	\$ (66,312)	\$ 102,986	\$ 127,797	\$ (24,811)
Special Events	\$ -	\$ 1,385	\$ (1,385)	\$ 714	\$ 6,400	\$ (5,686)
Adult Rec. Classes	\$ -	\$ -	\$ -	\$ 10,288	\$ 7,451	\$ 2,837
Aquatics	\$ 31,509	\$ 157,672	\$ (126,163)	\$ 161,054	\$ 244,486	\$ (83,432)
Tennis	\$ 27,307	\$ (984)	\$ 28,291	\$ 14,062	\$ 53	\$ 14,009
Facilities	\$ 25,271	\$ 154,616	\$ (129,345)	\$ 47,215	\$ 136,870	\$ (89,655)
Administration	\$ 1	\$ 191,526	\$ (191,525)	\$ 1,160	\$ 180,479	\$ (179,319)
Total Operating	\$ 207,725	\$ 694,164	\$ (486,439)	\$ 337,479	\$ 703,536	\$ (366,057)
						\$ -
Non Operating						\$ -
Measure A	\$ 42,919	\$ 4,622	\$ 38,297	\$ 45,183	\$ -	\$ 45,183
Other Funds	\$ 101,976		\$ 101,976	\$ 107,888		\$ 107,888
Capital Improvements		\$ 1,062	\$ (1,062)		\$ 19,543	\$ (19,543)
Zone IV	\$ 3,202	\$ 17,825	\$ (14,623)	\$ 5,841	\$ 196,914	\$ (191,073)
Zone V	\$ 7,177	\$ 2,840	\$ 4,337	\$ (7)	\$ 3,306	\$ (3,313)
			\$ -			\$ -
Total Non-Operating	\$ 155,274	\$ 26,349	\$ 128,925	\$ 158,905	\$ 219,763	\$ (60,858)
			\$ -			\$ -
Net Rev, Exp & Income	\$ 362,999	\$ 720,513	\$ (357,514)	\$ 496,384	\$ 923,299	\$ (426,916)
Total Net w/o Zone IV			\$ (342,891)			\$ (235,843)
	1. November Net w/o Zone IV - \$(299,668) vs. (\$167,277)					
	2. Youth revenue up from school programs					
	3. No adult classes so far this FY					
	4. Aquatics revenue down \$130K; no swim lessons (\$60K) and no fall pass sales					
	5. Swim team fees \$8500 this year vs. 0 last year					
	6. Tennis revenue up from additional pros/lessons (\$24K vs. \$11.5K)					
	7. Facilities Rentals down - no indoor rentals. Field rentals same - \$21.7K each year					
	8. Staff fees higher due to Covid requirements and Sanitation Specialist					
	8a. \$16K daycamp, \$22K school prog. H&S \$19K					
	9. Aquatics expenses down, lower maintenance costs & salary expense					
	10. Facilities exp up due to additional FT employee					
	11. Admin Expense up: \$15K legal fees, pension expense					
	12. Expect roughly \$430K in property tax revenue Jan/April					
	13. Expect \$40-\$50 in Q1 Pool Pass revenue					
	14. Tennis pass sales in January - \$10-\$12K					
	15. Tennis pro/lesson & field revenue expected to do well but weather dependent					

December 8, 2020 GM Board Update

Facility & Property Update

Staff:

- For the past 15 months, Dorian Creager has been our SRD Facilities Specialist. He has been an integral part of the major upgrades and maintenance that have occurred in the past year, including the 3rd floor deck and Tennis Shack renovations. We would like to thank him for all the hard work and dedication he has brought to the District. However, he has been presented with a great opportunity in Texas, to pursue some core interests. It was a hard decision, but he has decided to move forward with that opportunity in mid-March to early April.
- We will begin the search for a new Facilities Specialist in the coming month and may update some of the skills and attributes we will be looking for.

Facilities:

- Hadley General Contractors has completed the demolition and installation of new wood rafter tip and soffits as of 12/3/20. The sheet metal sub will be onsite on 12/7- 8 to rebuild the flashing and gutter system. The roofer (DeMello Roofing) anticipates completing the roofing by 12/11/20.
- 3rd Floor Loft Improvements
 - We are presently receiving bids for the replacement of the wood laminate flooring in the 3rd floor loft, as it's in very poor condition. We are looking to replace it with a higher quality laminate, with a grey/brown mixture of surface colors.
 - The cabinets in the room in need of replacement. We are pricing configurations from IKEA.
 - Both the cabinet and floor replacements will be done around the same time.
- The Tennis Shack pots have arrived and along with some decorative rock below the bulletin board, we should have all the fine details finished by mid-December.
- On Dec. 7th, a Tuff Shed repairman performed the final repairs, and installation of the foundation bolting system.
- The front entrance sign sanding and staining is nearly complete, and we anticipate installing the entire sign and trellis system by 12/11/20.
- Smaller repair projects include replacing the broken glass on the gym fire hose cabinet, Replacing the leaking cartridge for the middle shower on the pool deck and replacing two broken light timers in the Me's and gym bathrooms.

Athletic Fields:

- True North Landscaping is providing pricing for the replacement of the Minors infield turf and the corrective measures needed to make both fields pitching mounds the correct height and slope. TPLL will contribute to this project.
- Batting cage final pricing - for enclosing the batting cages with black vinyl coated fencing - from all three qualified bidders.

- Able Fence Co. is the low bidder at \$25,850.
- Ahlborn Fence & Steel - \$27,505
- Marin Fence Company - \$32,719
- We've received qualified bids from two contractors to replace the existing safety netting hanging over majors home plate with a new angular V-shaped net, as well as, pricing for four new retractable tennis court screens.
- The irrigation was shut down on November 28th, in anticipation of the winter rainy season. Watering of all other planting beds has also been suspended for the season.
- We are performing an herbicide application of Triclopyr 4, in conjunction with the surfactant No Foam A on December 8th. This will help to mitigate the Kikuyu grass infestation, which is primarily in the Majors outfield.

Aquatics:

- We're in the final stages of choosing a wood storage shed (approx. 6'x6'x3') for the SEALS Swim Club to utilize for their equipment. It will be located in the southeast corner, near the pool cover reel.
- Sand filter 1 on the Splash Pad ruptured last month and is set for replacement by mid-December at accost \$6,205.
- Both pool robots are malfunctioning, and we are presently trying to navigate repair vs. replacement with NAS and Lincoln Aquatics. A representative from NAS has tentatively committed to coming out on Monday 12/6 to troubleshoot and attempt to repair both units.
- Main pool pump motor #1 is out of order. The impeller is frozen in place and Loren and Pool Scene working on repairs. Have pump in stock but needed to order new impeller. Repairs expected to be complete Wednesday, 12/9. Loren doing manual chem add to ensure pool operations.

Parks:

- An extensive clean-up of the vegetation at Harbor Cove Park occurred on 11/24/20, including the removal of several dead shrubs and selective pruning of the trees.
- Pedestrian bridge between Harbor Cove Way/Greenwood Bay Condos over Salt Marsh
 - On November 30th, we received the structural engineering letter from Simpson Gumpertz & Heger (SGH) that provides more detail on the issues with Greenwood Bay HOA's bridge; however, it did not provide any specifics on testing, or repair recommendations.
 - 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.
 - This issue has been turned over to the County since it was determined that Greenwood Bay Condominiums is responsible for bridge maintenance.

Aquatics Update 12/08/20

LOTTERY UPDATE

- The Lottery closed at 11:59pm on 12/06 and had total of 199 entries.
- On 12/07/20 Nancy, Loren, Nick and Brittney picked names from a bin and gave each name a number.

- On 12/08/20 Nick, Loren and Nancy began making pool pass calls to notify and offer purchase of pool pass for Q1.
- Patrons will have until 12/14/20 @ noon, to notify and pay their balance. Failure to do so by 12pm on 12/14 their name will fall to the bottom of the list.

POOL CLOSURE

- 12/18/2020 Pool Closes for the remainder of the year. The pool heaters will be turned down and chems maintained on a "light" load through the closure.
- 01/04/21 CPR, FIRST AID, AED Office Training.
- 01/05/21 LG RECERT, In-service meeting with all Aquatics Staff
- 01/11/21 Pool Re-opening

General Updates

New Stay At Home Order – Impact to SRD

- Marin County Zoom call to review and discuss nuances so Park & Rec have consistent guidelines. Expect update from County prior to Tuesday @ noon.
- Aquatics facility, tennis courts, fields, and youth (school supplement) programs will remain open.
- Playgrounds will close according to new order.
- No ETA on indoor building rentals – all closed under new order
- SRD sent out notification to patrons.
- Order includes 100% masking, waiting on County to confirm with state for guidance.

Harbor Cove Area Update

- Nancy and Pam attended an initial Zoom meeting with Sarah Estes Smith (assistant to Kate Sears) and Deputy Halawa from MCSO. We discussed possible ideas that could help with compliance of the hours posted on the dock and path
- On Thursday, 12/3, Nancy and Pam attended another Zoom arranged by Sarah Estes Smith, Deputy Heilman, Reuel Brady (Marin DPW) and Harbor Cove Way neighbors. The following is the result of the call
 - Neighbors will contact MCSO to arrange extra patrols
 - Neighbors will contact Bay Trails to see if they can alter or remove signs
 - Neighbors will meet and discuss the signage they want on their private portion of the road.
 - Will contact DPW to discuss
 - Look into ordinance that would give MCSO jurisdiction to enforce signs
 - SRD will continue to post 'no trespassing between dark and 8 am' signs as needed

Allocation & RIRE Grants – Prop 68 California Department of Parks & Recreation

- Nancy & Loren will start working on RFQ for architects in January, for Sport Court & relocation of playground – Allocation Grant

- RIRE Grant money for refurbishing tennis courts
 - Working on establishing scope
 - Meeting with engineers to establish rough estimate on expanding upper courts

Batting Cage

- Will have quotes for Board to review at next Board meeting.
- If fenced, will be able to sell memberships and rentals

Rebranding quotes in

- Jan/Feb Board Meeting – taking a while to find three that make sense and are comparable.

Marketing

- Working on Activity Guide for website
- Using flip book format
- Will not mail until at least fall, when programming is more certain

Tennis

- Passes will go on sale around Dec. 15th
- New keys available the week of January 4th
- Developing placards to identify SRD authorized pros
- Considering bulletin boards for each court to post schedules & authorized pro photos
- Monitoring reservations and calling/emailing members who make more than one reservation per day. Also monitoring unauthorized instruction.

Youth Programming

- We continue to have roughly 20 kids signed up for youth school supplement programs
- Switched to new format to match with MVSD new am/pm in person learning
- Contacted Strawberry Point School to have link to programming posted on their website
 - Currently, SPS only has Mill Valley Rec link on their website
- Plan to continue current programming into 2021, and will adjust with school schedules

2021 New Activities – Under consideration

- AM Pickleball lessons
- Photography classes – Zoom and in-person combo
- Approached by artist interested in outdoor classes – TBD
- Indoor programming depends on Covid rules & regulations
- No ETA on indoor building rentals

Misc.

Capri – New Board Member Orientation – February 23

- Nancy will send information to any Board members interested – only 2 can attend

Building/Facility Rental Rates								
Up to 4 times/year, 1 hr. minimum; must include set up, break down and clean-up time	2021							
Fees/hr.	Under 25 total people. Gym Sports or Birthday - Under 14 yrs. - 2 hr. minimum	Gym - 1 hr. minimum	1/2 Gym - 1 hr. minimum	Kitchen Only - 1 hr. minimum, must include clean-up	1st Floor - 1 hr. minimum	3rd Floor - 1 hr. minimum	Courtyard Rental	
	No Kitchen or food permitted inside	With or w/o Kitchen	W/O Kitchen Only	No gym entry	1.5 hr. minimum	1.5 hr. minimum	See GM	
Resident - 1x Use	\$ 60	\$ 80	\$ 54	\$ 45	\$ 40	\$ 35	\$ 19	
Non-resident 1x Use	\$ 75	\$ 110	\$ 74	\$ 55	\$ 55	\$ 45	\$ 25	
Non-profit	\$ 65	\$ 90	\$ 60	\$ 50	\$ 43	\$ 40		
For-profit	\$ 125	\$ 140	\$ 94	\$ 85	\$ 65	\$ 60		
Prime Time % Increase - Friday 4 pm on, all day Saturday & Sunday	15%	15%		15%	15%	15%		
Security Guard (required for groups over 60)								
Deposit (less than 75 attendees)	\$ 500	\$ 500	\$ 500	500	250	250		
Deposit (76 or more attendees)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 400	\$ 250	\$ 250		
5 or more times/year, 1 hr. minimum; must include set up, break down and clean-up time								
Fees/hr.	Under 25 total people. Gym Sports or Birthday - Under 14 yrs. - 2 hr. minimum	Gym - 1 hr. minimum	1/2 Gym - 1 hr. minimum	Kitchen Only - 1 hr. minimum, must include clean-up	1st Floor - 1 hr. minimum	3rd Floor - 1 hr. minimum	Courtyard Rental	
	No Kitchen or food permitted	With or w/o Kitchen	1/2 Gym - 1 hr. minimum	No gym entry	1.5 hr. minimum	1.5 hr. minimum	See GM	
Resident	N/A	\$ 68	\$ 46	\$ 38	\$ 30	\$ 25	20	
Non-resident	N/A	\$ 94	\$ 63	\$ 47	\$ 47	\$ 38	25	
Non-profit periodic	N/A	\$ 77	\$ 51	\$ 43	\$ 30	\$ 28		
For-profit periodic	N/A	\$ 119	\$ 80	\$ 72	\$ 55	\$ 50		
Prime Time % Increase - Friday 4 pm on, all day Saturday & Sunday	15%	15%	15%	15%	15%	15%		
Security Guard (required for groups over 60)								
Deposit (less than 75 attendees)	\$ 500	\$ 500	\$ 500	\$ 500	\$ 250	\$ 250		
Deposit (76 or more attendees)	\$ 1,000	\$ 1,000	\$ 1,000	\$ 400	\$ 250	\$ 250		



Internet and Phone Service Provider Comparison

SRD has garnered bids from five internet and phone service providers to upgrade our present phone line system. RFQ details were provided, however, due to minor provider differences, not all bids are identical. As bandwidth needs continue to increase and fast upload speed becomes an expectation, we are looking to upgrade the main building to faster, more reliable, dedicated EDI fiber optic line. We anticipate needing CAT 5e /CAT 6 lines in the office, 100 Mbps download and 100 Mbps upload speed in the main building and increased flexibility, using phone extensions through individual tablets and smartphones. This will provide SRD the speed and expansion potential needed over the next decade.

Service Charges:

Company Name	Service Term	Installation Fee	Activation Fee	Site Visit Charge	Monthly Charge (Phone)	Monthly Charge (Ethernet)	Other Service Charges	Total Monthly Cost :
AT&T (Present Contract)	3 year	N/A	N/A	\$250 and up	Variant \$450-475	Inclusive w/ Phone	Variant \$40-45	Variant \$490-520
AT&T	2 year	None	None	\$250 and up (Non- Comcast issue)	\$969.00	Inclusive w/ Phone	\$25.30	\$994.30
Comcast	5 year	\$49.00	\$269.55	N/C (\$100 Non-Comcast)	\$380.00	\$470.00	None	\$850.00
TPX	3 year	\$3,070.50 (\$93.35 for 36 mths)	None	N/C	\$1,259.02	Inclusive w/ Phone	None	\$1,352.37
CenturyLink	Non-qualified bidder							

Service Description and Details:

Company Name	Type of Service	Call Paths (Lines)	Port Speed	Materials *	Phones Included (Y/N)	Additional Features	Dedicated Representative	Notes
AT&T (Present Contract)	Business Local	6	50/10 Mbps	DSL Phone line	No	None	No	Upgraded from 10/10 Aug. 2020
AT&T	Business	7	100/100 Mbps	Coax or EDI Fiberoptic	No	Free local calling and 3000 US LD	Yes	Largest US provider of Fiberoptic line
Comcast	Business	7	100/100 Mbps	EDI Fiberoptic Line	7x Polycom HD 2x Cordless	SOA Guaranteed 99.95%	Yes	Need to upgrade office CAT 5 wire
TPX	Business - Enterprise	7	100/100 Mbps	EDI MM Fiberoptic Line	7x Polycom 250 WAN Core 100	4G Back-up	Yes	SRD to own all equip. end of term
CenturyLink	Business	7	100/100 Mbps	EDI Fiberoptic Line				

* All providers recommend upgrading older CAT 5 cables to CAT 6 to maximize fiberoptic speed