

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, January 12, 2021**  
**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: 875 3582 5902 Passcode: 548796

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/87535825902?pwd=SmFjMFhUT2FFZCs3SHpneERLYTNOdz09>

**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](mailto: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](mailto: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. 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.
3. **OPEN SESSION AGENDA** – Members of the public may comment on any agenda item (limit: three mins per person).
  - A. New Business Items
  - B. Approval of the Minutes of December 8, 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:** 2021 Board Positions.  
**Recommended Action:** Elect 2021 Chair, Vice-Chair and Secretary.
  - E. **Discussion/Action:** Assign and form limited term/purpose Ad-Hoc Committees for HR, Finance, Property/Facility and any other such committees.  
**Recommended Action:** Elect and form committees.
  - F. **Discussion/Action:** Review cost estimate for tennis court expansion.  
**Recommended Action:** Give direction to GM to proceed with expansion, get additional quotes or skip expansion and proceed with court resurfacing/fencing bids.
  - G. **Discussion/Action:** Request to approve part-time office Recreation Specialist/Admin/Marketing 20-25 hours per week.  
**Recommended Action:** Approve.
4. Adjournment.
5. Next Regular Session Board Meeting is February 9, 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**

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

January 6, 2021

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

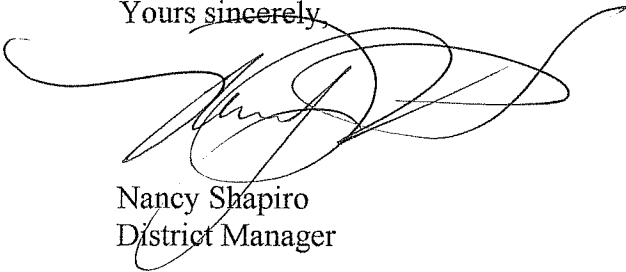
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Eight Thousand Five Hundred Sixty-Six and 05/100 (8566.05) 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 January 12, 2021.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

*Emailed  
1/7*

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

On the 12th day of January 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311366	Cintas Corporation	Supplies	352.56
		Pool Maint Supplies	
809311367	County of Marin-Building/Planning Dept	CIP	329.28
809311368	Goodman's Building Supply	Facilities Maint Supplies	674.06
		Facilities Repairs & Maintenanc	
		Facilities Parks Repairs/Mainte	
		Pool Chemicals	
		Pool Repairs & Maintenance	
809311369	Hadley General Contractors, Inc.	Measure A Expense	7,519.05
809311370	Home Depot	Facilities Repairs & Maintenanc	329.41
		Tools	
809311371	Katharine Rittenburg	Admin Acct/Audit/bookkeeping	915.00
809311372	Mill Valley Refuse Service, Inc.	Facilities Repairs & Maintenanc	410.52
		Facilities Parks Repairs/Mainte	
809311373	MMWD	Facilities Utilities	2,722.12
		Pool Utilities	
		Facilities Field Utilities	
		Facilities Parks Utilities	
809311374	Planeteria Media LLC	Admin Web Site	50.00
Total			13,302.00

Total 13302.00 General Manager

Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

1/6/2021

Youth Playclub	470.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	9056.25
Special Events Sponsors	0.00	<u>Subtotal</u>	9056.25
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	0.00	<u>Total</u>	9056.25
Aquatics Pool Pass S/S	0.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00	Adult Recreation	0.00
Aquatics Swim Team Fees	0.00	"Special Events	0.00
Aquatics Miscellaneous	0.00	Youth Recreation	470.00
Tennis Classes	0.00	Aquatics	0.00
Tennis Keys/Passes	0.00	Tennis	6946.25
Tennis Guest	0.00	Facilities	1640.00
Tennis Rental/Lessons	6946.25	Deposits	0.00
Facilities Rental	0.00	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	1640.00	Credit Card Transfer	0.00
Facilities Property Rental	0.00		
Other Zero Waste grant	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		9056.25
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
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Credit Transfer	0.00	0	

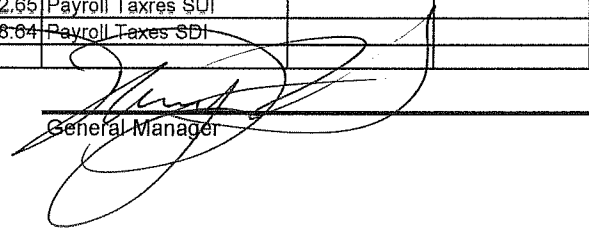
9056.25



\*\*\* PAYROLL CLEARING\*\*\*

On the 12th day of January 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD1339	Nichols, Cale B(void)	Paystub	-91.35
9038	Nichols, Cale B	Paystub	91.35
DD1346	Andrews, Jada A	Paystub	80.40
DD1347	Bennerotte, Madisyn M	Paystub	41.11
DD1348	Benyon, Skye L	Paystub	135.89
DD1349	Bohner, Catherine E.	Paystub	263.77
DD1350	Boyd, Brittney L	Paystub	2,137.64
DD1351	Creager, Dorian A	Paystub	1,429.00
DD1352	Dohoney, Trinity J	Paystub	328.86
DD1353	Griswold, Loren M	Paystub	2,979.00
DD1354	Kuhrman, Kaye F	Paystub	328.86
DD1355	Lindsay, Megan E	Paystub	369.97
DD1356	Nichols, Barrett L	Paystub	55.95
DD1357	Pares, Tessa J	Paystub	61.67
DD1358	Rankin, Sarah M	Paystub	592.53
DD1359	Shapiro, Nancy R	Paystub	3,224.98
DD1360	Sousa, Alexander A	Paystub	518.09
DD1361	Sousa, Nicholas M	Paystub	1,736.37
DD1362	Wright, Lucas C	Paystub	65.78
	CAL PERS	payroll Checks	2442.80
	Quickbooks	Quickbooks Payroll fees	55.25
		2132.00 Payroll Taxes FWT	5198.44
		2485.22 Payroll Taxes FICA	
		581.22 Payroll Taxes MCARE	
	State taxes	785.95 Payroll taxes SWT	947.24
		12.65 Payroll Taxes SUI	
		148.04 Payroll Taxes SDI	
			22993.60

  
 General Manager



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

12/29/2020

118 East Strawberry Drive  
Mill Valley, California 93931

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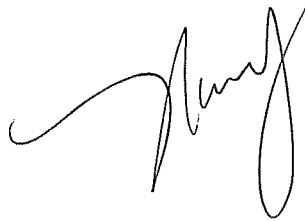
Youth Playclub	0.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	11771.16
Special Events Sponsors	0.00	Subtotal	11771.16
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	11771.16
Aquatics Pool Pass S/S	594.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	3178.16		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	350.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	2649.00		
Facilities Property Rental	0.00		
Other Zero Waste grant	5000.00		
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	

11771.16

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	0.00
Aquatics	3772.16
Tennis	350.00
Facilities	7649.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

11771.16



\*\*\* PAYROLL CLEARING\*\*\*

On the 12th day of January 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD1321	Andrews, Jada A	Paystub	80.38
DD1322	Bennerotte, Madisyn M	Paystub	143.86
DD1323	Benyon, Skye L	Paystub	217.40
DD1324	Bohner, Catherine E.	Paystub	355.48
DD1325	Bohner, Pamela G	Paystub	91.35
DD1326	Boyd, Brittney L	Paystub	2,137.63
DD1327	Brooks, Sophia P	Paystub	102.77
DD1328	Creager, Dorian A	Paystub	1,429.01
DD1329	Dohoney, Trinity J	Paystub	501.51
DD1330	Francis., Jeff	Paystub	91.35
DD1331	Glenn, Nicholas K	Paystub	143.65
DD1332	Griswold, Loren M	Paystub	2,978.98
DD1333	Heller, Asher J	Paystub	248.48
DD1334	Johnson, Alexander L	Paystub	91.35
DD1335	Kuhrman, Kaye F	Paystub	536.61
DD1336	Lindsay, Megan E	Paystub	653.54
DD1337	May, Grainne C	Paystub	116.48
DD1338	Nichols, Barrett L	Paystub	188.84
DD1339	Nichols, Cale B	Paystub	91.35
DD1340	Pares, Tessa J	Paystub	401.18
DD1341	Rankin, Sarah M	Paystub	1,093.67
DD1342	Shapiro, Nancy R	Paystub	3,224.96
DD1343	Sousa, Alexander A	Paystub	953.81
DD1344	Sousa, Nicholas M	Paystub	2,013.63
DD1345	Wright, Lucas C	Paystub	378.19
9037	Teese, Peter	payroll Checks	91.35
	CAL PERS	payroll Checks	2442.80
	Quickbooks	Quickbooks Payroll fees	82.75
		2448.00 Payroll Taxes FWT	6255.36
		3085.70 Payroll Taxes FICA	
		721.66 Payroll Taxes MCARE	
	State taxes	886.73 Payroll taxes SWT	1131.01
		47.21 Payroll Taxes SUJ	
		197.07 Payroll Taxes SDI	
			28268.73

  
 General Manager



Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

12/16/2020

Youth Playclub	0.00	Total Cash	504.00
Youth Daycamp	0.00	Total Checks	2916.16
Special Events Sponsors	0.00	<u>Subtotal</u>	3420.16
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	0.00	<u>Total</u>	3420.16
Aquatics Pool Pass S/S	3238.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	0.00	Adult Recreation	0.00
Aquatics Miscellaneous	0.00	"Special Events	0.00
Tennis Classes	0.00	Youth Recreation	0.00
Tennis Keys/Passes	0.00	Aquatics	3238.00
Tennis Guest	0.00	Tennis	0.00
Tennis Rental/Lessons	0.00	Facilities	182.16
Facilities Rental	0.00	Deposits	0.00
Deposits Held on Rental	0.00	Admin	0.00
Facilities Field Rental	0.00	Other	0.00
Facilities Property Rental	182.16	Credit Card Transfer	0.00
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		3420.16
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
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Credit Transfer	0.00	0	

3420.16

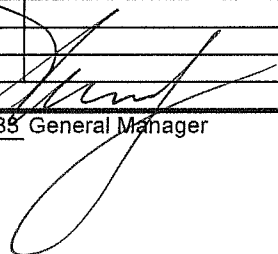


TO:  
 RICHARD ARROW, AUDITORCONTROLLER  
 County of Marin  
 Civic Center  
 San Rafael, CA 94903

On the 12th day of January 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311348	Bank of Marin 5590	27.94 Pool Rec supplies	3,590.22
		956.94 Facilities Repairs & Maintenanc	
		13.97 Admin Office Supplies	
		116.23 Admin Postage/Frieght	
		205.12 Facilities Repairs & Maintenanc	
		64.51 Admin Office Supplies	
		73.12 Admin Office Supplies	
		118.28 Facilities Maint Supplies	
		150.54 Facilities Maint Supplies	
		181.59 Facilities Repairs & Maintenanc	
		454.40 Facilities Repairs & Maintenanc	
		776.95 Admin Office Supplies	
		76.82 Admin Office Supplies	
		197.86 Pool Maint Supplies	
		16.12 Pool Maint Supplies	
		119.21 Pool Rec supplies	
		14.89 Admin Office Supplies	
		25.73 Admin Office Supplies	
809311349	Brittney Boyd - Expense	Admin Office Supplies	32.68
809311350	CAL PERS-medical	813.64 Pool Full Time Medical	2,446.78
		813.64 Facilities Full Time Medical	
		813.64 Youth Medical	
		5.86 Admin Medical	
809311351	County of Marin-Building/Planning Dept	CIP	3,219.83
809311352	Lincoln Aquatics	Pool Repairs & Maintenance	347.44
809311353	Safeway Inc.	24.79 Admin Employee Relations	61.88
		19.27 Admin Office Supplies	
		17.82 Halloween	
809311354	Strawberry Recreation District	Payroll Clearing Account	54,000.00
Total			63,698.83

Total 63,698.83 General Manager



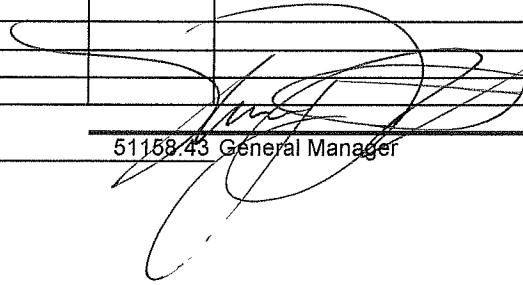
TO:  
 RICHARD ARROW, AUDITORCONTROLLER  
 County of Marin  
 Civic Center  
 San Rafael, CA 94903

Warrant Date 12-9-20

On the 12th day of January 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311335	At&t Telephone		Admin Telephone		518.65
809311336	CAL PERS		Admin Pension Expense		400.00
809311337	CAPRI	17,478.25	Admin Business Insurance		34,956.50
		17,478.25	Pool Business Insurance		
809311338	CAPRI	1,691.86	Youth Workman's Comp		6,683.63
		1,989.80	Pool Workman's Comp		
		1,457.18	Facilities Workman's Comp		
		1,544.79	Admin Workman's Comp		
809311339	Cintas Corporation	178.58	Supplies		357.15
		178.57	Pool Maint Supplies		
809311340	Downing Heating & Air Conditioning, Inc		Facilities Repairs & Maintenanc		305.00
809311341	Hydrex Pest Control		Facilities Repairs & Maintenanc		67.00
809311342	Landesign Construction and Maint. Inc.		Zone V Contract Service		568.00
809311343	Loren Griswold-Expense		Admin Employee Relations		80.00
809311344	Marin IT, Inc.		Admin Web Site		93.50
809311345	Peak Building Services	599.80	Facilities Contract Service		2,999.00
		2,399.20	Youth Contract Service/Daycamp		
809311346	Planeteria Media LLC		Admin Web Site		50.00
809311347	True North Lanscapes, Inc.	3,200.00	Facilities Parks Repairs/Mainte		4,080.00
		880.00	Facilities Field Repairs & Maint		
Total					51,158.43

Total 51,158.43 General Manager



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## SRD Board Meeting - General Manager Update – January 12, 2021

**Financials – See attached**

### Facilities

#### Staff:

- With Dorian's exit being sooner than initially anticipated, we have expedited our search for a new facilities staff member. The position is posted on Indeed and we have received 14 applications.

#### Facilities:

- Hadley General Contractors has completed the work on the 3<sup>rd</sup> floor roof, and soffits on 12/11/20. Final bill for the work was less than the original estimate.
- SRD staff will be painting the soffits and eaves by the end of January.
- J.A Santos won the bid for replacement of the wood laminate flooring in the 3<sup>rd</sup> floor loft, they came in with the lowest price, \$8,742. An SRD contract has been submitted for their signature and we are waiting for the signed copy and scheduling.
- The Tennis Shack pots were installed in mid-December and they came out looking very attractive. We used Camellias as the anchor plant and yellow Acorus grass and hanging succulents to add color and height differences.
- We are contracting with Comcast to provide SRD the fiberoptic upgrades (to 100/100 Mbps) at all our facilities, there bid offered the district better value than AT&T and TPX.
- To use the new speed potentials, we must upgrade our building wiring from phone line, Cat 3 and 5 wiring. We are presently getting two bids – and hopefully a third – to replace all existing wiring with CAT 6. This will allow the District to be prepared for increased bandwidth and speed needs now and into the future.
- The front entrance sign sanding and staining is complete, and all pieces were reassembled and installed on 12/22/20.
- Smaller repair projects include:
  - Install slate on the tennis shack concrete pad, for a cleaner, modern feel.
  - Shaving down the north entrance door to the 1<sup>st</sup> floor meeting room, to eliminate the sticking while opening and closing.
  - Repair old bench on the 2<sup>nd</sup> level courtyard north.

#### Athletic Fields:

- True North Landscaping provided pricing for the replacement of the Minors infield turf, and the corrective measures need to make both fields pitching mounds the correct height and slope. Unfortunately, it came in at \$14,100, which is much higher than anticipated. We are going back to TPLL to discuss costs and determine the viability of the project moving forward.
- We have received final pricing - for enclosing the batting cages with black vinyl coated fencing - from all three qualified bidders, and presently Able Fence Co. is the low bidder at \$25,850. Able Fence also came in with the lowest bid on the tennis court fence and tennis ball screens work. However, there was a large discrepancy in pricing for the installation of a new V-shaped piece of netting above Majors home plate, so we are still trying to navigate the pricing.

- 
- We performed an herbicide application of Triclopyr 4, in conjunction with the surfactant No Foam A on December 8<sup>th</sup>. The application appears to have been effective, as the Kikuyu grass has died off in most areas. We will discuss seeding and SOD install options with True North Landscapes this month.

### **Aquatics Facility:**

- We're in the final stages of choosing a plastic composite 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 in November and is set for replacement January 21<sup>st</sup>.
- The pipes (storm drain & sewer) on the Splash Pad cracked and are being replaced, the new pipes will be more heavily reinforced.
- We are looking to purchase one or two new pool cleaner robots, preferable cheaper models, as we have had poor experiences with the longevity and repair costs of the more expensive (\$3,500-5,000) units.

### **Parks:**

- Due to excessive dumping in and around the trash can at the entrance to Seminary Cove Park, we have decided to add an additional day to our weekly pick-up. MVR will now pick-up the trash on Tuesdays and Fridays. We are looking into other options to control illegal dumping and general misuse of the facilities.
- We continue to assist the Greenwood Bay Association with posting of temporary signage warning of the bridge closure and alternate routes around the area.
- An assessment will be made of all parks to determine conditions and suggested improvements.
  - We received an email from a resident, requesting repairs and improvements to the facilities around Brickyard Park. Facilities team will assess and provide estimates.

### **Aquatics**

- Brittney held a CPR/First Aid/AED training on 01/04/21 for Nick and Nancy.
- Brittney held an in-service meeting for lifeguard staff to go over 2021 pool rules and COVID guidelines. (8 employees attended)
- Reservations for the Q1 Pool Pass opened last week. Households are limited to making 2 initial reservations and there are now cancellation fees.
  - -Reservations seem smooth and all patrons are happy with new rules
- Hiring – SRD is looking for a lifeguard that is available weekday mornings/mid-day.
- Brittney is looking in to starting swim lessons again soon. Lessons would be primarily for children under the age of 7, that need help with water safety skills.
- Looking like SRD will need to sell a Q2 Pool Pass that will be valid from 04/07/21 – 06/29/21. Recommended to run another lottery but with more family/rec allocation for the summer.
  - -Guaranteed revenue just like Q1

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## Youth & Recreation

### Tennis Courts

- Tennis pass sales are strong.
- 2020 Annual Passes – 49
- 2021 YTD Annual Passes – 69
  - Will stop selling at 75 and check on reservation availability.
    - If we sell beyond 75, might have to limit number of reservations per week.
    - Current limit is one per day.

### Learning Pods

- Currently 27 children enrolled in our learning pods.
- Roughly \$12K in revenue for session
- Staffing continues to be a challenge.
- Recruiting for more staff to right-size groups
  - Currently groups have 14 students.
    - Reason for lowering number is students are all on different schedules.
    - Difficult for staff to handle so many different schedules at once.
    - Distracting for students who are on Zoom while others are playing.
  - Have not yet opened next session due to staffing shortages and question if we can/should continue.
    - Posted job openings on Nextdoor, Indeed (41) and Craigslist
    - Many responses, not many qualified

### Summer Camp

- Will be running a few general camp ads with session dates and basic information.

### Rentals

- **Tennis Court rentals remain strong.**
  - Request from additional pros – on hold for now
- **Field rentals**
  - Have two regular renters with solid schedules.
  - Several others that are intermittent
  - One group booking for two baseball holiday camps.
- **Indoor gym use**
  - Lots of requests, but not currently allowed for youth or adult sports programs.
  - Gym currently in use by afternoon leaning pod.

### Future Programming

- Beginning to work on ideas for spring programming.
  - Difficult to know what types of in-person programs will be allowed.

- Need to recruit new group exercise instructors.

## **Misc.**

### **Website**

- Userway.org ADA widget added to SRD website.
- Hoping to submit the rebranding proposals next month.

### **Arcsine – Building Permit**

- The SRD Community Building permit was granted. However, SRD is not ready to execute the permit. To extend the permit, we paid a \$329 fee to extend for one year. The fees to pick up the permit are over \$30K.

### **Audit**

- Currently working on the 2019/2020 audit.

### **Re-branding/Logo/Website Project**

- Looking for one additional firm to present
- Hoping to have ready by Feb Board meeting

### **Playground & Sport Court Project**

- Nancy & Loren working on RFQ to landscape architects.
- Hoping to do both projects concurrently.

### **Tennis Court Project**

- Waiting on Board's decision to proceed.
- Fencing, new gates, scan card access and new backboard including in project

SRD 2020 Financials  
7/1 - 01/04/2021 vs. 2020

	2020			2019		
<b>Operating</b>	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 133,032	\$ 207,966	\$ (74,934)	\$ 117,314	\$ 154,817	\$ (37,503)
Special Events	\$ -	\$ 1,403	\$ (1,403)	\$ 723	\$ 6,400	\$ (5,677)
Adult Rec. Classes	\$ -	\$ -	\$ -	\$ 11,276	\$ 8,521	\$ 2,755
Aquatics	\$ 91,558	\$ 202,391	\$ (110,833)	\$ 198,552	\$ 293,979	\$ (95,427)
Tennis	\$ 45,087	\$ -	\$ 45,087	\$ 18,029	\$ 53	\$ 17,976
Facilities	\$ 37,349	\$ 182,342	\$ (144,993)	\$ 61,676	\$ 172,202	\$ (110,526)
Administration	\$ 1	\$ 227,600	\$ (227,599)	\$ 1,175	\$ 206,112	\$ (204,937)
<b>Total Operating</b>	\$ 307,027	\$ 821,702	\$ (514,675)	\$ 408,745	\$ 842,084	\$ (433,339)
						\$ -
<b>Non Operating</b>						\$ -
Measure A	\$ 42,919	\$ 12,141	\$ 30,778	\$ 45,803		\$ 45,803
Other Funds	\$ 102,482		\$ 102,482	\$ 437,493	\$ 3,840	\$ 433,653
Capital Improvements		\$ 1,781	\$ (1,781)		\$ 102,202	\$ (102,202)
Zone IV	\$ 3,205	\$ 17,826	\$ (14,621)	\$ 94,396	\$ 197,414	\$ (103,018)
Zone V	\$ 7,177	\$ 3,408	\$ 3,769	\$ (17)	\$ 3,857	\$ (3,874)
			\$ -			\$ -
<b>Total Non-Operating</b>	\$ 155,783	\$ 35,156	\$ 120,627	\$ 577,675	\$ 307,313	\$ 270,362
			\$ -			\$ -
<b>Net Rev, Exp &amp; Income</b>	\$ 462,810	\$ 856,858	\$ (394,048)	\$ 986,420	\$ 1,149,397	\$ (162,977)
<b>Total Net w/o Zone IV</b>			\$ (379,427)			\$ (59,959)
	Total Net Income w/o Zone IV change from December \$(36,536)					
	Total Revenue w/o Zone IV, Y/Y difference \$(432,420)					
	Total Revenue w/o Zone IV, Y/Y difference \$(319,468)					
	Revenue Variances Y/Y:					
	a. Property and edu. tax revenue \$338K lower					
	b. Estimated property tax revenue for FY 20/21 - \$480K					
	c. Aquatics Revenue - down \$100K					
	d. Note: Q1 Pool Pass Revenue - \$57,447, 2021 12-Month Tennis Pass - \$11,050					
	e. YTD: Pool pass revenue Y/Y \$32K up, swim lesson revenue Y/Y \$73K lower					
	f. Facilities revenue lower \$35K due to no indoor rentals					
	Expense Variances Y/Y:					
	a. Youth/Rec expense: 2021 Playclub hourly wages \$51,300 higher					
	b. Aquatics - insurance up \$17K, FTE wages \$35K lower, lifeguard wages \$10K up					
	c. Admin - Insurance up \$17K, legal fees \$15K up, CalPERS pension up \$10K					
	d. FTE salary same Y/Y, part time wages up \$72K due to Covid staffing					



## Tennis Court Expansion & Resurfacing

### Civil Engineer Estimate for Two-Foot Expansion

As discussed, below is an engineers' estimate to extend the upper court to the east for consideration in planning purposes. Considering the presence of the existing light poles, the widening would be limited to a couple feet unless the light poles are moved (not included in the estimate). The widening will require a new retaining wall about 110 feet long that would vary in height from 1 to 5 feet. The wall would be backfilled, and new concrete slab constructed that would tie into the existing concrete slab and the new wall.

Item	Units	Quantity	Unit Rate	Costs
Mob/Demob & Misc.	LS	1	\$10,000	\$10,000
Footing Excavation	CY	50	\$40	\$2,000
Concrete Retaining Wall	SF	300	\$275	\$82,500
RW Drainage	LF	110	\$100	\$11,000
Compacted Back Fill (Onsite)	CY	25	\$100	\$2,500
New Concrete Slab Extension	SF	220	\$120	\$26,400
New Concrete Steps	LS	1	\$10,000	\$10,000
				\$144,400
Design, Permits and Inspection	%	1	0.2	\$28,880
				\$173,280*

\*This estimate does not include electrical modifications