

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, March 9, 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: 837 3604 2976 Passcode: 658997

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/83736042976?pwd=cGJ2SWx6RGdjbjh0NWliU2w0YmNLZz09>

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. 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 and February 9, 2021
 - 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 Resolution and Policy regarding lifeguard certification reimbursement.
Recommended Action: Adopt Resolution and Policy.
 - E. **Discussion/Action:** GM to recommend summer camp rates.
Recommended Action: Adopt rates.
 - **F. Discussion/Action:** Five Year Business Plan Ad Hoc Committee to give update.
 - **Recommended Action:** None.
 - **G. Discussion/Action:** GM to recommend TPLL agreement including rates.
 - **Recommended Action:** Approve agreement.
4. Adjournment.
5. Next Regular Session Board Meeting is April 13, 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
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

3/3/2021

Youth Playclub	0.00	Total Cash	0.00
Youth Daycamp	2653.00	Total Checks	10609.88
Special Events Sponsors	0.00	Subtotal	10609.88
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	10609.88
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	6259.38		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	1697.50		
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	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	
	10609.88		

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	2653.00
Aquatics	6259.38
Tennis	1697.50
Facilities	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

10609.88



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

Payroll Date 2-26-21

*** PAYROLL CLEARING***

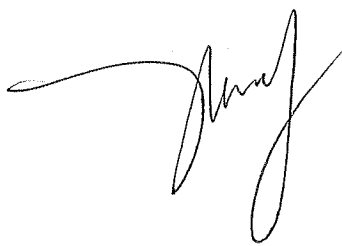
On the 9th day of March 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:					
Number	Warrant in favor of	Purpose			Amount
DD1449	Bennerotte, Madisyn M	Paystub			164.07
DD1450	Benyon, Skye L	Paystub			178.20
DD1451	Bohner, Catherine E.	Paystub			162.71
DD1452	Bohner, Pamela G	Paystub			91.15
DD1453	Ernst, Brittney L	Paystub			2,375.03
DD1454	Glenn, Nicholas K	Paystub			23.24
DD1455	Griswold, Loren M	Paystub			2,975.12
DD1456	Heller, Asher J	Paystub			116.22
DD1457	Kuhrman, Kaye F	Paystub			493.41
DD1458	Lindsay, Megan E	Paystub			457.39
DD1459	Lopez, Stephanie G	Paystub			213.29
DD1460	Lusen, Piatra A	Paystub			220.81
DD1461	May, Grainne C	Paystub			246.54
DD1462	Pares, Tessa J	Paystub			254.31
DD1463	Petrova, Alexandra V	Paystub			225.15
DD1464	Rankin, Sarah M	Paystub			605.01
DD1465	Shapiro, Nancy R	Paystub			3,167.85
DD1466	Sousa, Nicholas M	Paystub			1,875.02
DD1467	Wright, Lucas C	Paystub			820.35
9046	Armenta Lopez, Isette M	payroll Checks			259.55
9047	Teese, Peter	payroll Checks			91.15
	CAL PERS	payroll Checks			2159.04
	Quickbooks	Quickbooks Payroll fees			64.75
		1772.00 Payroll Taxes FWT			4875.46
		2515.22 Payroll Taxes FICA			
		588.24 Payroll Taxes MCARE			
	State taxes	741.22 Payroll taxes SWT			1066.88
		82.25 Payroll Taxres SUI			
		243.41 Payroll Taxes SDI			
		National Paid Leave Credit			0.00
					23181.70


 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931
 2/24/2021

Youth Playclub	0.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	1002.50
Special Events Sponsors	0.00	Subtotal	1002.50
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	1002.50
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	0.00
Tennis Classes	0.00	Aquatics	0.00
Tennis Keys/Passes	0.00	Tennis	0.00
Tennis Guest	0.00	Facilities	1002.50
Tennis Rental/Lessons	0.00	Deposits	0.00
Facilities Rental	0.00	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	1002.50	Credit Card Transfer	0.00
Facilities Property Rental	0.00		
Other Measure A	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		1002.50
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	
	1002.50		



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

Payroll Date 2-18-21

*** PAYROLL CLEARING***

On the 9th day of March 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
DD1448	Creager, Dorian A	Paystub	1219.39
	Quickbooks	Quickbooks Payroll fees	3.25
		137.00 Payroll Taxes FWT	370.36
		189.12 Payroll Taxes FICA	
		44.24 Payroll Taxes MCARE	
	State taxes	33.76 Payroll taxes SWT	68.55
		16.49 Payroll Taxes SUI	
		18.30 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			1661.55


 General Manager

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

Payroll Date 2-12-21

*** PAYROLL CLEARING***

On the 9th day of March 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
DD1425	Bennerotte, Madisyn M	Paystub	181.15
DD1426	Benyon, Skye L	Paystub	58.10
DD1427	Bohner, Catherine E.	Paystub	347.11
DD1428	Bohner, Pamela G	Paystub	91.15
DD1429	Brooks, Sophia P	Paystub	112.81
DD1430	Creager, Dorian A	Paystub	1,426.03
DD1431	Ernst, Brittny L	Paystub	2,375.03
DD1432	Francis, Jeff	Paystub	91.15
DD1433	Glenn, Nicholas K	Paystub	104.59
DD1434	Griswold, Loren M	Paystub	2,975.09
DD1435	Heller, Asher J	Paystub	240.18
DD1436	Johnson, Alexander L	Paystub	91.15
DD1437	Kuhrman, Kaye F	Paystub	793.25
DD1438	Lindsay, Megan E	Paystub	745.22
DD1439	Lopez, Stephanie G	Paystub	467.41
DD1440	May, Grainne C	Paystub	150.09
DD1442	Pares, Tessa J	Paystub	90.24
DD1443	Petrova, Alexandra V	Paystub	449.28
DD1444	Rankin, Sarah M	Paystub	663.52
DD1445	Shapiro, Nancy R	Paystub	3,167.84
DD1446	Sousa, Nicholas M	Paystub	2,012.70
DD1447	Wright, Lucas C	Paystub	639.87
9041	Armenta Lopez, Isette M	payroll Checks	552.16
9042	Nichols, Cale B	payroll Checks	91.15
9043	Teese, Peter	payroll Checks	91.15
	CAL PERS	payroll Checks	2442.80
	Quickbooks	Quickbooks Payroll fees	185.00
		2129.00 Payroll Taxes FWT	5835.24
		3003.76 Payroll Taxes FICA	
		702.48 Payroll Taxes MCARE	
	State taxes	851.20 Payroll taxes SWT	1234.66
		92.77 Payroll Taxres SUI	
		290.69 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			27705.12


 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

2/10/2021

Youth Playclub	504.00
Youth Daycamp	0.00
Special Events Sponsors	0.00
Special Events Income	0.00
Adult Contract Classes	0.00
Aquatics Pool Pass S/S	5.00
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	24.00
Facilities Property Rental	182.16
Other Measure A	48670.23
Admin Miscellaneous	0.00
Admin Advertising	0.00
Admin Donations	0.00
Other Licenses & Permits	42459.98
Other Project Donations	0.00
Activenet	0.00
Groupon	0.00
Credit Transfer	0.00

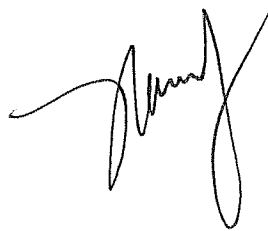
Total Cash	24.00
Total Checks	96821.37
Subtotal	96845.37
Total Credit Card	0.00
Total	96845.37

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	504.00
Aquatics	5.00
Tennis	5000.00
Facilities	48876.39
Deposits	0.00
Admin	0.00
Other	42459.98
Credit Card Transfer	0.00
	96845.37

96845.37

0



General Managers Report – March 9, 2021

Financial – see attached

Facility & Property

Staff:

- We're excited to welcome Mike Smith (Facilities Lead) to our SRD team, he started on March 1st and is already adjusted to most of his core tasks. He comes to us with a wide spectrum of experience, including construction, maintenance and janitorial. He is also an avid outdoorsman, who enjoys fishing frequently.
- The Facilities Lead job posting also brought us a second qualified candidate, who after an initial assessment, was determined to be a good fit for the Recreation Coordinator position.

Facilities:

- J.A Santos completed the luxury vinyl flooring installation in the 3rd floor loft on February 19th. The Pecan Shell colored planking looks great, the different shades of grey and light brown accentuate the faux wood grain.
- The cabinet assembly and installation have been pushed back to mid-March. Ikea's counter installer has been rescheduled for late-March.
- We've decided to paint the loft a fresh color that better blends with the new grey floor and cabinets. Stroke-N-Kote was awarded the painting contract for \$2,200. They are painting the entire room Mainsail grey, with the doors and trim set at 25% of the original color.
- The eight existing fluorescent lights in the 3rd floor loft lack the proper illumination for the room and are aesthetically unpleasing. We are looking to purchase lights that will provide the proper illumination and distribution uniformity, as well as, better match the new interior feel and scheme. Another benefit is that they'll be hardwired, instead of the existing units that are plugged into a sockets on the ceiling.
- The front entrance sign on the uphill side should be completely refurbished and installed by this Thursday the 11th. It will match the newly refurbished sign on the downhill side, with a classic natural wood look.
- The plumbing installation for the washer, dryer was completed on March 8th. We are ordering a washer and dryer this week, for install within 4 weeks. \$5,000 of this project cost is paid for by our Zero-Waste Grant.
- Over the past two months, we've had six companies perform site walks for the CAT-6 wire upgrades, and four provided qualified bids. The low bidder is EZ-Tel at \$11,070.93. This includes testing and certifying the lines prior to installation of the fiberoptic line by Comcast. Unfortunately, due to our AT&T contract expiring, our monthly phone costs will be \$800/month higher until we switch to Comcast.
- The lower court light timer is out of service. We are working on a replacement.

Athletic Fields:

- True North Landscaping completed the installation of the evapotranspiration irrigation controller. We programmed it at the end of February and so far its weather feeds have been accurate to real world conditions.
- The spring field maintenance will be performed by True North on March 10th and 11th. This will include the installation of 1,000 square feet of turf, and (5) cubic yards of infield cinder.

Aquatics:

- Spool Scene completed the replacement of the broken pipes in the Splash Pad encasement vault on Friday the 5th. The re-filling of the encasement tank and testing of the Splash Pad feature will occur by the end of the month.
- We're getting bids for the replacement of the filter sand in the main pool filters, as well as, the replacement of the UV units. Herb's Pool Service believes there are some cheaper options for replacement than previously received.

Parks:

- A new metal trash can has been placed at the entrance to Strawberry Cove Park. The can was purchased and generously donated to the park by Vicky Dehnert's GoFundMe efforts. We would like to thank MVRS for contributing to the cause.
- Two concrete trash cans were removed from RBSD by MVR and SRD staff on March 3rd. This leaves one can at the entrance and exit to the pathway.
- Mike is working on refurbishing the benches and tables at Brickyard Park.

Aquatics Update

- Q2 Pool Pass Lottery opened yesterday and is open through Sunday, March 14th. We have already over 250 entered in the lottery.
- We will begin selecting members at random from the lottery March 15 and contacting "winners" throughout the week.
- Changes from Q1 to Q2...
 - Changing stalls open on a trial basis.
 - Showers allowed for rinse off after swims on a trial basis. (Shower and use of changing stalls must be used within your designated time of reservation, not during SRD cleaning break)
 - Self-screening
- Swim lessons are still on hold while Brittney works on re-hiring and works on a schedule for in-water lessons. Summer will be primary focus for camp and summer lessons.
- Staff have been notified that they are eligible for COVID vaccinations.
- Summer camp swim lesson protocol being drafted.
 - 3 Camp Groups per day
 - Each Group will swim 2 x a week with 3-4 instructors and 3-4 kids per group.
 - 1 camp group will come to the pool at a time

Youth Recreation:

- Our current session of SRD Pathways, Midday and Morning, as well as Afternoon Steppingstones will come to a close this Friday, 3/12. The final session will begin on 3/15 and carry on through 4/2. After the upcoming session, SRD will discontinue the Pathways programs.
- Beginning April 12, SRD will offer afternoon/afterschool programs. Some specialty and some regular Playclub classes.
- Play-Well Teknologies hosted a 1-Day Lego workshop based on the fundamentals of STEM on Friday, 3/5. This was the first of several workshops that will occur through the next two months.
- Marco Sacchetto, the new Recreation Coordinator, had his first full day on Monday, 3/8. For the next two weeks, Marco will train with the current Recreation Coordinator Nick Sousa to ensure a smooth transition. Nick's last day at SRD will be 3/19.
- Summer camp registration was made available online last week. As of now, there are 114 sign-ups for \$64,548.00. Nick and Marco are in the process of organizing the day-to-day functions of camp, including staffing and supply needs. The first week of camp begins on Monday, 6/14.
- Working on enrichment programs for spring and fall

Recreation – Adult

- Working on morning group exercise programs
- Have contact with a number of instructors interested in building program
- Fees and instructor wages must be restructured
 - Instructors likely need to be employees due to new IC laws
 - Will research with Renee

Rentals

- Field Rentals
 - Spring field rentals strong
 - Finalizing contract with TPLL
 - Additional renters to fill in time spots
 - Working on summer field rental schedule
- Tennis Court Rentals
 - Pro rentals are steady
 - Monitoring courts
 - Weekends busy
 - Intermittent morning availability
- Building Rentals
 - Expect to start sometime in April

Misc.

- Marin County approved Pool House building permit extension through September 2021
 - Will need to file for a second extension late August
- RFQs went out on Thursday 3/4, for Sport Court, Playground Relocation & Tennis Court Expansion Engineering
 - Sent RFQ to 3 Landscape Architectural firms. All three have confirmed receipt
- Audit in progress, almost ready to have auditor come to SRD
- Ark article about the pedestrian bridge posted on SRD website

Board Rate Approvals 3/9/2021

RESOLUTION NO. 2021-2

**A RESOLUTION OF THE STRAWBERRY RECREATION DISTRICT
ADOPTING A PROFESSIONAL DEVELOPMENT LIFEGUARD
CERTIFICATION POLICY**

WHEREAS, the Strawberry Recreation District (“District”) desires to hire and retain skilled lifeguards; and

WHEREAS, current lifeguard certification is required for District lifeguards prior to employment; and

WHEREAS, District offers lifeguard certification classes to the general public; and

WHEREAS, District wishes to maximize retention of dependable, skilled lifeguards; and

WHEREAS, District desires to create a policy regarding reimbursement for individuals who become certified in District’s lifeguard program and who work 500 hours as a lifeguard at District’s aquatics facility;

NOW, THEREFORE, BE IT RESOLVED, the Strawberry Recreation District Board of Directors hereby adopts a new policy regarding lifeguard certification reimbursement, which new policy is attached hereto as Exhibit A.

The foregoing resolution was passed and adopted this [9th] of [March] 2021, by the following vote of the Board of Directors, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Professional Development: Lifeguard Certification

I. OBJECTIVE

Strawberry Recreation District desires to hire and retain skilled lifeguards. Current lifeguard certification is required for SRD lifeguards prior to employment. SRD offers lifeguard certification classes to the general public for \$350.00. In order to maximize retention, SRD wishes to offer a reimbursement for individuals who become certified in SRD's lifeguard program and who work 500 hours as a lifeguard at SRD's aquatics facility. Thus, the purpose of this policy is to outline SRD parameters for lifeguard certification reimbursement. Please note that this policy is subject to annual budget review.

II. POLICY

In support of this program, SRD offers a training benefit to lifeguards who meet all of the following.

- Lifeguard must work as an SRD lifeguard for 500 hours within a one year of initial employment.
- Lifeguard must have been certified at SRD's lifeguard program and show proof of completion.
- Lifeguard must be in good standing to qualify for the reimbursement.

SRD reserves the right to approve or disapprove requests based on the SRD's annual budget established for this program.

III. PROCEDURE

To participate in this program, after meeting all requirements outlined in section II, the lifeguard must submit a request to their supervisor and the SRD General Manager for this benefit detailing how they have met the above requirements with appropriate documentation. Denial of this benefit is not subject to appeal.

Adopted by SRD Board on _____.

Incorporated into SRD Employee Handbook on _____.

Resolution No. _____.

Board Rate Approvals 3/9/2021

Summer Camp Rate Increase

- 2020 - \$350
- 2021 includes swim lessons 2x per week - \$379
- Rates in Marin range from \$350 - \$495 per week

TPLL 2021 Rate Schedule (based on Board approved 2018 rate schedule) :

- Athletic Field Rate: \$532/week for 18 hrs.
- Additional Hourly Full Field Rate: \$63/hr
- Additional Hourly Majors: \$35/hr.
- Additional Hourly Minors: \$28.28/hr.
- Batting Cage: \$15/hr.
- Annual Storage Fees: \$1,596/hr.