

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

**SRD Board Special Virtual Meeting Notice and Agenda**  
**Tuesday, May 18, 2021**  
**Closed Session 5:30 p.m. & Open Session 6:30 p.m.**

**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: 852 1506 5160

Passcode: 082698

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/85215065160?pwd=bmpoMWdZRW5lclJ2bkIRWjhIQ1ZMUT09>

**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. **CONVENE IN CLOSED SESSION: CLOSED SESSION AGENDA**

**A. 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

3. **RECONVENE IN OPEN SESSION:** Announcement from Closed Session

4. Open Time for Public Expression - Non-Agenda Items (limit: three mins per person).

While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.

5. **OPEN SESSION AGENDA** – Members of the public may comment on any agendized matter (limit: three mins per person).

A. New Business Items

B. Approval of the Minutes of April 19, 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:** Presentation of Landscape Architect Proposals.

Two Presentations of fifteen (15) minutes each:

- PGAdesign – Karen Krolewski, Principal
- RHAA Landscape Architecture + Planning, Barbara Lundburg, Principal

**Recommended Action:** None.

**E. Discussion/Action:** GM to present FY 21/22 budget draft.

**Recommended Action:** None.

**F. Discussion/Action:** GM to present IT service provider bids.

**Recommended Action:** Approve IT service provider.

**G. Discussion/Action:** GM to present Resolution adopting Zone IV request for approval og 3.5 percent increase in special tax from \$4,000 to 4,140.00.

**Recommended Action:** Approve Resolution.

**H. Discussion/Action:** GM to present Resolution adopting approval of repairs to be done by Greenwood Bay Condominium Association on the Salt Works Bridge.

**Recommended Action:** Approve Resolution.

**I. Discussion/Action:** GM to present FY 19/20 independent financial audit and recommendations.

Audit available on website. Link: [https://strawberry.marin.org/about\\_management](https://strawberry.marin.org/about_management)

**Recommended Action:** Approve.

**J. Discussion/Action:** Ad Hoc Subcommittee to present five-year plan update.

**Recommended Action:** None.

Adjournment.

6. Next Regular Session Board Meeting is June 8, 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

REGULAR MEETING OF THE STRAWBERRY RECREATION DISTRICT BOARD  
OF DIRECTORS HELD MONDAY, APRIL 19, 2021

*Due to Covid-19, this meeting is 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 to and did attend via teleconference (Zoom).*

CALLED TO ORDER BY DIRECTOR BOHNER AT 6:35 P.M.

1. Roll Call

Present: Director Bohner (Chair)  
Director Nichols  
Director Francis  
Director Teese  
General Manager Nancy Shapiro  
Ark Reporter Emily Lavin

2. Open Time for Public Expression

No public expression

3. Open Session Agenda

- a. Approval of Minutes (3/9/21, 2/9/21, 12/8/21)
  - a. Motion to Approve: P. Bohner
  - b. Second: P. Teese
  - c. AYES: All Directors
  
- b. Payments for Operating Expenses
  - a. Motion to Approve Regular Payments, Payroll and Warrants: P. Bohner
  - b. Second: C. Nichols
  - c. AYES: All Directors
- c. General Managers Report
  - a. GM gave fiscal update
  - b. Current projection is less loss than original projected for fiscal year but amount is TBD
  - c. RFQ for tennis and sport court distributed week ending 4/23, bid review agendized for May board meeting
- d. Discussion regarding hire of FTE Recreation Lead instead of PT
  - a. Motion to Approve: P. Bohner

- b. Second: P. Teese  
AYES: All Directors
- e. Discussion regarding hire of FTE Maintenance Specialist instead of janitorial contract
  - a. Motion to Approve: C. Nichols
  - b. Second: P. Bohner
  - AYES: C. Nichols, P. Bohner, P. Teese
  - NOES: J. Francis
- f. Discussion regarding pay scale for Junior Counselor position
  - a. Motion to Approve: P. Bohner
  - b. Second: P. Teese
  - AYES: All Directors
- g. Discussion regarding Lead Camp Counselor pay scale alignment with Sports-Camp Lead pay scale
  - a. Motion to Approve: P. Bohner
  - b. Second: C. Nichols
  - AYES: All Directors
- h. Discussion regarding new Group Exercise Class pricing for remainder of 2021
  - a. Motion to Approve Option 1 Pricing: C. Nichols
  - b. Second: P. Bohner
  - AYES: All Directors

Next Board Meeting: May 18, 2021 6.30 p.m., SRD 1st Floor Meeting Room

MEETING ADJOURNED AT 7:42 PM.

ATTEST:

Cale Barrett Nichols  
SRD Board Member

Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

5/12/2021

Youth Playclub	0.00	Total Cash	150.00
Youth Daycamp	3032.00	Total Checks	4464.16
Youth Contract Class	0.00	<u>Subtotal</u>	4614.16
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	370.00	<u>Total</u>	4614.16
Aquatics Pool Pass S/S	0.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	680.00	<u>Receipts By Source - All</u>	
Aquatics Swim Team Fees	0.00	Adult Recreation	370.00
Aquatics Miscellaneous	0.00	"Special Events	0.00
Tennis Classes	0.00	Youth Recreation	3032.00
Tennis Keys/Passes	0.00	Aquatics	680.00
Tennis Guest	0.00	Tennis	350.00
Tennis Rental/Lessons	350.00	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		4614.16
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	

4614.16

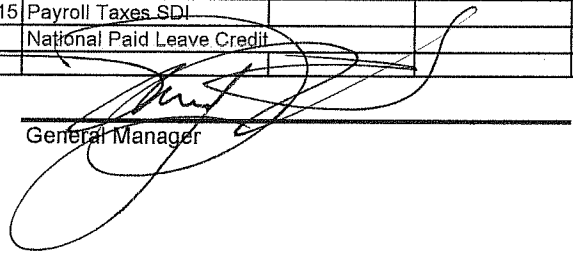


LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 5-7-21

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

On the 19th day of May 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
DD1551	Bennerotte, Madisyn M	Paystub				59.83
DD1552	Benyon, Skye L	Paystub				253.74
DD1553	Bohner, Catherine E.	Paystub				207.82
DD1554	Bohner, Pamela G	Paystub				91.15
DD1555	Cottrell, Kenneth R	Paystub				517.40
DD1556	Ernst, Brittney L	Paystub				2,375.04
DD1557	Feliciano, Justin A	Paystub				1,365.18
DD1558	Francis., Jeff	Paystub				91.15
DD1559	Griswold, Loren M	Paystub				2,975.10
DD1560	Heller, Asher J	Paystub				123.97
DD1561	Kuhrman, Kaye F	Paystub				539.04
DD1562	Lindsay, Megan E	Paystub				532.04
DD1563	Lusen, Piatra A	Paystub				467.60
DD1564	May, Grainne C	Paystub				178.44
DD1565	Pares, Tessa J	Paystub				207.81
DD1566	Rankin, Sarah M	Paystub				574.78
DD1567	Sacchetto, Marco J	Paystub				959.18
DD1568	Shapiro, Nancy R	Paystub				3,167.84
DD1569	Smith, Michael M	Paystub				1,519.75
DD1570	Wright, Lucas C	Paystub				712.23
DD1571	Wright, Owen B	Paystub				123.97
9050	Nichols, Caie B	payroll Checks				91.15
9051	Teese, Peter	payroll Checks				91.15
	CAL PERS	payroll Checks				2546.16
	Quickbooks	Quickbooks Payroll fees				180.25
		1836.00 Payroll Taxes FWT				5356.96
		2853.58 Payroll Taxes FICA				
		667.38 Payroll Taxes MCARE				
	State taxes	774.06 Payroll taxes SWT				1160.99
		110.78 Payroll Taxres SUI				
		276.15 Payroll Taxes SDI				
		National Paid Leave Credit				0.00
						26469.72

  
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 General Manager

Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

5/5/2021


Youth Playclub	0.00	Total Cash	958.00
Youth Daycamp	758.00	Total Checks	70880.95
Youth Contract Class	0.00	<u>Subtotal</u>	71838.95
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	755.00	<u>Total</u>	71838.95
Aquatics Pool Pass S/S	55.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	13256.25		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	1623.75		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	13854.72		
Facilities Property Rental	0.00		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	41536.23		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	

Receipts By Source - All

Adult Recreation	755.00
"Special Events	0.00
Youth Recreation	758.00
Aquatics	13311.25
Tennis	1623.75
Facilities	13854.72
Deposits	0.00
Admin	0.00
Other	41536.23
Credit Card Transfer	0.00

71838.95

71838.95



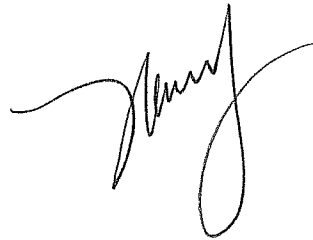




Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931  
 4/28/2021

Youth Playclub	0.00	Total Cash	2653.00
Youth Daycamp	6006.00	Total Checks	3478.00
Youth Contract Class	0.00	<u>Subtotal</u>	6131.00
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	125.00	<u>Total</u>	6131.00
Aquatics Pool Pass S/S	0.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	0.00	Adult Recreation	125.00
Aquatics Miscellaneous	0.00	"Special Events	0.00
Tennis Classes	0.00	Youth Recreation	6006.00
Tennis Keys/Passes	0.00	Aquatics	0.00
Tennis Guest	0.00	Tennis	0.00
Tennis Rental/Lessons	0.00	Facilities	0.00
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	0.00	Credit Card Transfer	0.00
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		6131.00
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	
	6131.00		





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

Payroll Date 4-23-21

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

On the 11th day of MaY 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
DD1533	Bennerotte, Madisyn M	Paystub			183.43
DD1534	Benyon, Skye L	Paystub			253.75
DD1535	Bohner, Catherine E.	Paystub			321.41
DD1536	Cottrell, Kenneth R	Paystub			325.40
DD1537	Ernst, Brittney L	Paystub			2,375.04
DD1538	Griswold, Loren M	Paystub			2,975.11
DD1539	Hamner, Sofia C	Paystub			36.46
DD1540	Heller, Asher J	Paystub			240.17
DD1541	Kuhrman, Kaye F	Paystub			287.12
DD1542	Lindsay, Megan E	Paystub			262.52
DD1543	Lusen, Piatra A	Paystub			484.92
DD1544	May, Grainne C	Paystub			336.27
DD1545	Pares, Tessa J	Paystub			213.31
DD1546	Rankin, Sarah M	Paystub			650.83
DD1547	Sacchetto, Marco J	Paystub			1,766.65
DD1548	Shapiro, Nancy R	Paystub			3,167.85
DD1549	Smith, Michael M	Paystub			1,519.75
DD1550	Wright, Lucas C	Paystub			335.55
	CAL PERS	payroll Checks			2459.82
	Quickbooks	Quickbooks Payroll fees			58.50
		1865.00 Payroll Taxes FWT			5136.88
		2651.72 Payroll Taxes FICA			
		620.16 Payroll Taxes MCARE			
	State taxes	791.43 Payroll taxes SWT			1132.06
		84.01 Payroll Taxes SUI			
		256.62 Payroll Taxes SDI			
		National Paid Leave Credit			0.00
					24522.80

  
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 General Manager



Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

4/21/2021

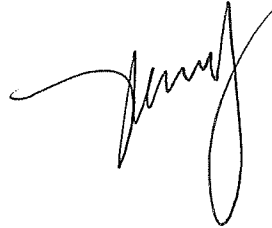
Youth Playclub	1586.40	Total Cash	10.00
Youth Daycamp	13265.00	Total Checks	26022.20
Youth Contract Class	0.00	Subtotal	26032.20
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	26032.20
Aquatics Pool Pass S/S	10.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	120.00		
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	182.16		
Zone V DeSliva	6816.00		
Zone IV Cove	3500.00		
Admin Advertising	0.00		
Admin Prin.copy refund	552.64		
Other Licenses & Permits	0.00		
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	14851.40
Aquatics	10.00
Tennis	120.00
Facilities	6998.16
Deposits	0.00
Admin	4052.64
Other	0.00
Credit Card Transfer	0.00

26032.20

26032.20





# GM Board Update – May 18, 2021

**Financials – see attached**

## **Facilities and Properties**

### **Staff:**

- We've completed the creation of a job description for a full time janitorial/custodial position this month. We placed an ad for the position on Indeed and are currently interviewing eight potential candidates.

### **Facilities:**

- To reduce costs prior to the Comcast fiberoptic line install, we have the option of installing wireless voice boxes on all our phone lines. This will save us approximately \$827 per month, and has no required contract period. We are checking with Comcast to assess the timeframe to start service, and then determine if it is prudent to switch to the voice box option.
- The first meeting with our Comcast project manager is tentatively set for Monday the 17<sup>th</sup>, where we should have a better idea of timing and installation specs.
- As part of our facility upgrade, we installed three refrigerators, and three microwaves from Home depot. All units have been tested and cleaned.
- The RFP for the tennis court renovation and resurfacing was completed on 5/10, and posted for public bid on 5/11. We've received interest from five different companies, and hope to receive completed bids within the next two weeks. The due date for all bids is 6/15.
- All the paper towel and soap dispensers have been installed in the 1<sup>st</sup> and 3<sup>rd</sup> floor. We've also completed most of the wall repairs and painting.
- We are waiting for the 3<sup>rd</sup> bid for IT services. If received in time, the bids will be presented at the Board meeting on the 18<sup>th</sup>. The present bidders are Fusion Technologies, Marin IT, and 42 Inc IT.
- We're looking to increase our storage capacity in the gym for youth programs and adult classes and are close to a final decision on two storage sheds for the gym deck.
- The washer is set for installation in the gym kitchen on 5/19 and the dryer has been delayed – due to supply chain issues – until June are ordering a washer and dryer this week, for install within 4 weeks.

### **Athletic Fields:**

- The new evapotranspiration irrigation controller program is now dialed in and running autonomously. The fields have an even verdant look, and we have been receiving compliments about its appearance.
- Due to the drought conditions and the recommended 40% reduction in water use by MMWD, we've ramped all field watering down by 20%. We will continue to monitor the fields for yellowing and stress as drought becomes more severe.

### **Aquatics / Water:**

- We replace two GFI outlets on the pool deck. The one on the west wall will now allow for the lap clock to be returned to an optimal location.



- Fowler electric replaced damaged wiring, which has restored the inset lights in the concrete wall to working condition. They also restored power to the large pole light in the southwest corner of the pool deck. Wiring on the pool deck is subject to deterioration from the chlorine and chemicals in the pool water – this will be an ongoing issue and is part of maintaining our Aquatics Facility.
- Downing Heating replaced a leaking temperature pressure valve on the water heater for the Aquatics Facility. The hot water is now consistent, and the heater has required no additional resets.
- Herb's Pool Service completed the sand replacement on 6 of the 7 pool filters on the 5<sup>th</sup>. They cracked the fiberglass bracket on the main pool filter #2, and are waiting for the replacement piece before completing the final filter. Completion of all work is tentatively set for May 18<sup>th</sup>.
- Chemical injection was re restored to the spa on the 6<sup>th</sup>, with the replacement of a leaking valve and corroded chemical injectors.

### **Parks:**

- Through a land survey performed by the owners of 10 Great Circle, it was determined that our porta-potty at Brickyard Park is on their land and needs to be relocated.
- We've increased the trash pick-up at Brickyard Park from one to two days per week, this is due to increased trash and dumping.
- We are obtaining pricing for the spring rough mow and vegetation management at all parks. All work will be scheduled for late May and anticipated to cost \$7,500-9,000.
- Southern Marin Fire District will be performing a portion of our rough mows at Milland Dr. and water tank hill under their fire fuel reduction program. This should reduce our annual vegetation management costs.

## **Aquatics**

### **Swim Lessons**

- Brittney & Elena are teaching private lessons Mon-Thurs to a small group of people through the month of May.
- Summer swim lessons will be offered by age group. All descriptions have been updated and posted online and sent through email.
- Summer swim lesson schedule has been created posted online. Registration for the first half of the summer begins on Monday, May 17 @ noon. The first session, Session A begins on June 14, 2021. Session B registration will open in June, and lessons for this session will begin on July 17.
- Lifeguard classes are running again. Brittney taught a course May 15-16 and plans to teach another course May 29-30. The May 29 – 30 class still has openings.

### **Swim Lesson Registration Update**

- Session A swim lesson registration opened yesterday (Monday) at noon. Lesson sold out quickly.
- We had \$27,636 in revenue with 202 registrations.

## Staffing

- 5-6 NEW Aquatic hires for summer swim lessons and lifeguarding.
- Aquatics In-Service Meeting scheduled for June 12, 2021 to go over pool rules, expectations, pool layout and emergency preparedness with all new and existing staff members.
- Q3 lottery will open May 31- June 6. We will select at random from the lottery beginning June 7. Calls will be made throughout the week to sell 200-220 passes.
- Q3 Pool Pass session begins on June 30, 2021.
- The New Pool Platform class started May 7, with Leigh. The last 2 classes have been filled and went well! There has been positive feedback regarding the class.
- 

## Youth & Recreation

### Youth Recreation

- We finished our first session of afterschool Play Club with a high of 20 per day and a low of 14 per day.
- We will be starting a second session of Play Club on Monday May 17<sup>th</sup>. Currently we have a high of 18 and a low of 13 per day. Members are still signing up currently for this program, numbers will most likely improve as well.
- Justin and Marco have completed most of fall programing and we are looking forward to many new and different enrichment classes. Programs include **Lego, yoga, cooking, chess, basketball, soccer, Children 4 change (social awareness and community involvement) and 23 Elephants (musical theater.)** We are still looking for additional programs, specifically art and dance.
- We have started a partnership with North Bay Basketball Academy. This will bring an afterschool basketball program to Kindergarteners – 2<sup>nd</sup> graders after school. They will also be renting out the court on Saturdays for a basketball tournament program from September 11<sup>th</sup> to October 19<sup>th</sup>.

### Camp

- We are finalizing the planning for Camp Strawberry; our current enrollment is **86%** for Camp Strawberry, 44% for Athletic-X and 31% for CITs.
- Our camp counselors will begin summer camp training on June 5<sup>th</sup> and 12<sup>th</sup>. We will be going over camp safety and covid protocols. This will help give our camp counselors the tools they need to be successful for camp.
- This summer we will bring in entertainment such as magicians, jugglers, Zumba instructors and a reptile performance by Jungle James.

### Summer Rentals

- Field rentals are strong all summer, with field space allocated between renters and camp, and the TPLL All Stars using the fields the first half of summer.

- SRD Tennis Courts will be busy in the mornings with Group Tennis Camps and Camp Strawberry. Passholders will have afternoon and evening time to book reservations.

### **Facility Rentals**

- We are booking fall field rentals. We have reconfigured the field to maximize the space. Due to the new configuration, we will be able to rent out the minors when the soccer field is in use.
- TPSC will be back using the fields this fall.
- We expect our AA groups to resume in-person meetings within the next few months.
- We expect to resume other building rentals this fall.

### **Misc.**

- SRD is waiting for guidance from the state to determine when to resume in-person Board meetings.
- Reggie Park will be closed during summer camp, June 14 – August 13, from the hours of 9 am – 4 pm, Monday – Friday. Signs will be posted by the end of May.
- We are monitoring water use and MMWD drought restrictions. So far we are able to adequately maintain the fields and aquatics facility.
- Although mask guidance is changing, SRD will continue to require masks in our programs because children under 12 are not yet eligible to be vaccinated. Masks will be required in camp except for when eating and in the pool.

## **Additional Documents Available on Website:**

Landscape Architect Quotes & Audit Report available at this link on website:

<https://strawberry.marin.org/mtgagenda>

	Jul '15 - Jun 16	Jul '16 - Jun 17	Jul '17 - Jun 18	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul 1 - 5.12.21	Projection Jul 1 - Jun 21	New Budget Jul 1 - Jun 22
<b>Ordinary Income/Expense</b>								<b>Draft</b>
<b>Income</b>								
<b>Youth Recreation Revenue</b>								
Youth Class Refund-Covid-19	0	0	0	0	-32,476	-17,157		
Youth Contract Classes	400	973	45,448	129,207	99,674	16,512		79,500
Youth Daycamp	305,146	345,214	340,221	286,063	346,293	218,964		235,000
Youth Daycamp Refund Covid 19	0	0	0	0	-71,771	-21,165		
Youth Playclub	0	0	0	0	0	202,455		92,000
Youth Playclub refund -covid 19	0	0	0	0	0	-7,518		
<b>Total Youth Recreation Revenue</b>	<b>305,546</b>	<b>346,187</b>	<b>385,669</b>	<b>415,270</b>	<b>341,720</b>	<b>392,091</b>	<b>415,000</b>	<b>406,500</b>
<b>Special Events</b>								
Special Events Income	2,206	2,761	6,286	2,855	723	0		5,500
Special Events Sponsors	1,600	300	200	425	0	0		
Spring Fair	0	0	0	0	0	0		
<b>Total Special Events</b>	<b>3,806</b>	<b>3,061</b>	<b>6,486</b>	<b>3,280</b>	<b>723</b>	<b>0</b>	<b>0</b>	<b>5,500</b>
<b>Adult Contract Classes</b>								
Adult class refund covid 19	0	0	0	0	-8,766	0		
Pickleball	0	0	0	0	2,742	0		
Adult Contract Classes - Other	18,729	16,692	14,992	14,925	24,471	2,412		24,500
<b>Total Adult Contract Classes</b>	<b>18,729</b>	<b>16,692</b>	<b>14,992</b>	<b>14,925</b>	<b>18,447</b>	<b>2,412</b>	<b>3,000</b>	<b>24,500</b>
<b>Aquatics/Pool Revenue</b>								
Pool Class Refund-covid 19	0	0	0	0	-39,045	-275		
Pool Classes	176,613	167,925	191,843	161,479	119,660	3,848		145,000
Pool Drop-in & Cancel Fees	0	0	0	0	510	615		600
Pool Guest Fees	7,314	5,903	5,503	5,013	6,733	0		
Pool Miscellaneous	13,650	7,161	7,887	9,752	9,418	50		
Pool Pass F/W	21,825	8,670	20,851	17,362	47,277	0		
Pool Pass Refund Covid 19	0	0	0	0	-35,258	-4,401		
Pool Pass	227,478	250,449	281,568	164,176	189,202	160,226		283,000
Pool Swim Team Fees	32,137	15,672	20,788	14,653	17,082	31,144		25,500
Aquatics/Pool Revenue - Other	0	0	0	0	-145	0		
<b>Total Aquatics/Pool Revenue</b>	<b>479,018</b>	<b>455,780</b>	<b>528,439</b>	<b>372,434</b>	<b>315,435</b>	<b>191,207</b>	<b>311,207</b>	<b>454,100</b>
<b>Tennis Revenue</b>								
Tennis Class-Pickleball	0	147	0	0	40	0		
Tennis Guests	355	120	150	296	77	0		
Tennis Keys	13,133	13,694	17,487	16,019	11,609	18,069		18,500
Tennis refund covid 19	0	0	0	0	-310	-245		
Tennis Rental	32,990	27,658	32,856	26,635	28,291	56,713		78,500
<b>Total Tennis Revenue</b>	<b>46,478</b>	<b>41,619</b>	<b>50,493</b>	<b>42,950</b>	<b>39,707</b>	<b>74,537</b>	<b>84,537</b>	<b>97,000</b>
<b>Facilities Revenue</b>								
Facilities Field Rental	68,662	75,471	82,516	80,089	95,480	56,032		99,500
Facilities Health & Safety Fee	0	0	0	0	0	515		
Facilities Property Rentals	1,886	1,836	1,683	1,836	1,837	3,754		
Facilities Refunds-Covid 19	0	0	0	0	-42,335	-4,774		
Facilities Rental	114,899	92,906	69,264	96,860	96,236	530		66,000
Facilities Grants	0	5,000	5,000	5,000	2,000	5,000		
<b>Total Facilities Revenue</b>	<b>185,447</b>	<b>175,213</b>	<b>158,464</b>	<b>183,785</b>	<b>153,218</b>	<b>61,057</b>	<b>73,057</b>	<b>165,500</b>
<b>Administration Revenue</b>								
Admin Advertising	3,345	4,000	2,440	1,425	0	0		1,000
Admin Donations								
Restricted	5,700	0	0	0	800	0		
Admin Donations - Other	500	500	0	1,566	0	0		
<b>Total Admin Donations</b>	<b>6,200</b>	<b>500</b>	<b>0</b>	<b>1,566</b>	<b>800</b>	<b>0</b>		
Admin Miscellaneous	11,016	138	0	37,590	1,125	0		
Snack Shack	0	0	0	0	594	1		2,500
<b>Total Administration Revenue</b>	<b>20,561</b>	<b>4,638</b>	<b>2,440</b>	<b>40,581</b>	<b>2,519</b>	<b>1</b>	<b>0</b>	<b>3,500</b>
<b>Other Funds Revenue</b>								
Measure A Income	82,222	83,867	87,070	92,818	94,345	91,742		91,000
Other Education Revenue	126,316	161,732	164,873	168,673	187,199	112,520		122,000
Other grants	0	0	0	10,000	0	0		0
Other Interest Income	2,926	6,974	15,402	30,846	38,166	10,085		9,500
Other Licenses and Permits	140,530	142,726	140,747	147,869	157,598	161,592		172,000
Other Property Tax	372,583	382,755	398,701	418,621	424,351	248,667		490,000
<b>Total Other Funds Revenue</b>	<b>724,579</b>	<b>778,053</b>	<b>806,793</b>	<b>868,828</b>	<b>901,659</b>	<b>624,606</b>	<b>824,606</b>	<b>884,500</b>
<b>Zone IV Revenue</b>								
Zone IV Income-04	240,952	233,404	214,864	228,752	18,429	3,500		252,000
Zone IV Income-2014	544	893	72	7,018	17	18,437		
Zone IV Measure B Special TAX	122,290	122,842	129,978	145,993	153,030	142,943		35,400
<b>Total Zone IV Revenue</b>	<b>363,786</b>	<b>357,140</b>	<b>344,914</b>	<b>381,762</b>	<b>171,476</b>	<b>164,880</b>	<b>164,880</b>	<b>287,400</b>
<b>Zone V Income</b>								
Zone V Income	6,550	6,550	7,010	7,212	-23	14,000		7,300
<b>Total Zone V Income</b>	<b>6,550</b>	<b>6,550</b>	<b>7,010</b>	<b>7,212</b>	<b>-23</b>	<b>14,000</b>		<b>7,300</b>
<b>Total Income</b>	<b>2,154,499</b>	<b>2,184,933</b>	<b>2,305,700</b>	<b>2,331,026</b>	<b>1,944,880</b>	<b>1,524,791</b>	<b>1,876,287</b>	<b>2,335,800</b>
<b>Total Income w/o Zone IV</b>	<b>1,790,713</b>	<b>1,827,793</b>	<b>1,960,786</b>	<b>1,949,264</b>	<b>1,773,404</b>	<b>1,359,911</b>	<b>1,711,407</b>	<b>2,048,400</b>
<b>Expense</b>								
Employer Taxes	0	0	0	0	-3,693	0		
<b>Youth Recreation Expenses</b>								
Youth Adv/Promo/Marketing	0	732	13,977	7,620	5,441	6,483		8,750
Youth Contract Class Wages	0	0	0	0	859	2,391		55,650
Youth Contract Service/Daycamp	5,054	6,713	7,605	7,952	1,546	32,579		6,500

	Youth Contract Services/Contrac	0	0	17,463	33,253	14,337	0	6,500
	Youth Daycamp Wages	68,889	62,802	88,310	80,756	65,913	69,903	89,775
	Youth Dental	308	448	606	529	685	694	1,080
	Youth Employer Taxes	10,438	9,817	10,850	9,368	14,055	18,796	31,107
	Youth Full Time Salary	31,562	39,402	33,386	38,504	95,856	61,505	137,500
	Youth Medical	4,399	8,493	6,076	4,639	10,487	9,301	20,400
	Youth PERS	1,994	2,524	2,228	2,634	6,574	4,319	9,900
	Youth Playclub Hourly	0	0	0	0	0	80,312	56,511
	Youth Print Copy	0	669	0	206	0	0	
	Youth Rec Supplies/Contract Cla	180	161	3,505	2,806	349	2,216	
	Youth Rec Supplies/Daycamp						0	4,000
	Covid-19	0	0	0	0	9,425	1,190	
	Youth Rec Supplies/Daycamp - Oth	21,548	27,158	16,328	23,691	1,511	3,870	
	Total Youth Rec Supplies/Daycamp	21,548	27,158	16,328	23,691	10,936	5,060	0
	Youth Rec Supplies/Playclub	0	0	0	0	0	321	4,000
	Youth Workman's Comp	3,565	4,468	3,537	3,586	6,279	4,481	7,000
	Youth Recreation Expenses - Other	0	0	9,968	0	0	0	
	<b>Total Youth Recreation Expenses</b>	<b>147,938</b>	<b>163,386</b>	<b>213,839</b>	<b>215,542</b>	<b>233,316</b>	<b>298,361</b>	<b>398,361</b>
	<b>Special Events Expenses</b>							
	Employer Taxes	0	0	0	0	131	27	
	Game Night	0	0	0	0	890	0	
	Pickleball	0	0	0	0	90	0	
	Special Evenst/Strawberry Fest.	0	0	0	0	1,778	0	
	Special Events/Other Events	18,031	14,989	23,978	5,376	377	0	
	Special Events/Spring Fair	1,309	1,806	1,081	2,887	0	0	
	Special Expense/Halloween Faire	0	0	0	0	2,029	1,088	
	Wages	0	0	0	0	819	288	
	Special Events Expenses - Other	0	0	0	0	338	0	4,400
	<b>Total Special Events Expenses</b>	<b>19,340</b>	<b>16,795</b>	<b>25,059</b>	<b>8,263</b>	<b>6,452</b>	<b>1,403</b>	<b>1403</b>
	<b>Adult Recreation Expenses</b>							
	Adult Contract Services	14,651	11,102	8,079	7,193	8,736	0	19,600
	Adult Rec Supplies	0	0	0	0	4,914	2,500	1,000
	Adult Refunds	0	0	0	48	0	0	
	<b>Total Adult Recreation Expenses</b>	<b>14,651</b>	<b>11,102</b>	<b>8,079</b>	<b>7,241</b>	<b>13,650</b>	<b>2,500</b>	<b>7,500</b>
	<b>Aquatics/Pool Expense</b>							
	Pool Business Insurance	6,202	6,944	8,274	10,782	17,250	34,957	44,000
	Pool Chemicals	18,818	18,935	23,177	18,328	15,022	11,591	21,700
	Pool Contract Services	9,007	6,282	5,304	2,702	1,001	0	3,000
	Pool Current Annual Maj Repair	3,180	0	0	495	0	0	
	Pool Emergency Preparedness Supp	0	10,329	3,828	0	0	0	
	Pool Employer Taxes	22,212	25,154	23,942	27,120	17,725	11,777	23,946
	Pool Full Time Dental	659	1,187	1,211	1,059	1,172	644	660
	Pool Full Time Medical	8,413	21,419	20,155	23,973	23,705	8,871	9,984
	Pool Full Time PERS	3,575	5,544	4,578	13,207	9,051	5,814	6,769
	Pool Full time Salary	58,171	109,259	124,308	221,648	132,982	79,450	87,550
	Pool Instructor Wages	56,607	61,738	53,969	29,051	21,609	1,530	66,255
	Pool Licenses/Fees	1,976	2,061	2,109	1,709	1,439	312	400
	Pool Lifeguard Wages	87,629	86,091	77,675	57,661	35,353	59,987	101,534
	Pool Maint Supplies	1,954	5,385	2,238	2,800	1,779	2,058	3,200
	Pool Part Time PERS	1,224	3,549	4,496	2,249	90	0	
	Pool Professionla Development	445	4,147	0	2,443	1,203	771	1,000
	Pool Rec supplies						0	
	Equipment	0	0	16,194	325	0	0	
	Pool Rec supplies - Other	13,264	12,261	7,743	3,167	5,580	1,239	
	<b>Total Pool Rec supplies</b>	<b>13,264</b>	<b>12,261</b>	<b>23,937</b>	<b>3,492</b>	<b>5,580</b>	<b>1,239</b>	<b>3,000</b>
	Pool Refunds	35	664	305	556	203	353	
	<b>Pool Repairs &amp; Maintenance</b>							
	EHS Repairs	0	0	0	765	0	0	
	Pool Repairs & Maintenance - Othe	45,103	61,588	56,543	77,961	60,572	19,309	54,000
	<b>Total Pool Repairs &amp; Maintenance</b>	<b>45,103</b>	<b>61,588</b>	<b>56,543</b>	<b>78,726</b>	<b>60,572</b>	<b>19,309</b>	
	Pool Utilities	64,178	80,329	75,173	78,534	71,958	64,041	81,000
	Pool Workman's Comp	8,511	10,166	9,184	6,341	8,816	5,270	8,800
	<b>Total Aquatics/Pool Expense</b>	<b>411,164</b>	<b>533,032</b>	<b>520,406</b>	<b>582,876</b>	<b>426,509</b>	<b>307,974</b>	<b>387,974</b>
	<b>Tennis expenses</b>							
	Tennis Current Annual Maj Repal	21,928	0	0	0	0	0	
	Tennis Keys Expense	1,558	1,011	1,341	1,691	1,405	1,877	2,000
	Tennis Supplies	1,775	0	4,360	90	53	472	1,000
	<b>Total Tennis expenses</b>	<b>25,262</b>	<b>1,011</b>	<b>5,701</b>	<b>1,781</b>	<b>1,459</b>	<b>2,349</b>	<b>2,649</b>
	<b>Facilities Expenses</b>							
	Facilities Assistant Wages	6,605	4,978	11,237	0	0	0	
	Facilities Contract Service	46,080	46,877	45,906	39,019	25,020	7,822	13,200
	Facilities Current Annual Maj r	8,750	0	191	0	0	0	
	Facilities Employer Taxes	9,550	10,143	9,140	9,966	11,609	10,809	18,455
	Facilities Field Maint Supplies	981	96	1,008	0	540	0	24,000
	Facilities Field Utilities	4,222	4,442	3,481	4,189	6,831	4,100	8,400
	Facilities Full Time Dental	931	717	819	794	879	743	1,980
	Facilities Full Time Medical	14,023	14,065	12,589	13,916	9,221	9,538	29,952
	Facilities Full Time Salaries	102,341	123,200	108,556	130,559	137,023	138,002	212,940
	Facilities Full Time Wages	2,713	0	0	0	0	0	
	Facilities Maint Supplies						0	
	Equipment	0	0	3,658	0	0	851	
	Supplies	0	0	10,837	9,150	11,902	3,811	9,000

	Tools	0	0	1,705	632	1,181	2,897		2,400
	Facilities Maint Supplies - Other	20,217	17,107	7,117	2,973	2,948	2,890		3,000
	<b>Total Facilities Maint Supplies</b>	<b>20,217</b>	<b>17,107</b>	<b>23,318</b>	<b>12,755</b>	<b>16,032</b>	<b>10,449</b>	<b>0</b>	
	Facilities Parks Maint Supplies	700	0	0	49	0	301		
	Facilities Parks Repairs/Mainte	21,045	2,210	12,390	10,124	12,569	14,590		15,000
	Facilities Parks Utilities	517	813	871	905	668	787		600
	Facilities Professional Develop	0	95	0	0	0	5		3,000
	Facilities Repairs & Maintenance						0		
	Sanitation covid-19	0	0	0	0	2,901	1,022		
	Facilities Repairs & Maintenance - O	21,919	45,694	39,535	80,486	51,671	63,604		60,000
	<b>Total Facilities Repairs &amp; Maintenance</b>	<b>21,919</b>	<b>45,694</b>	<b>39,535</b>	<b>80,486</b>	<b>54,571</b>	<b>64,626</b>		
	Facilities Utilities	24,454	24,881	22,235	23,635	34,428	32,790		47,300
	Facilities Workman's Comp	7,735	5,971	5,035	3,339	4,180	3,860		6,800
	Facilities Auto	96	0	0	39	256	703		360
	Facilities Field Repairs & Maint	34,856	31,906	7,177	15,172	25,453	40,518		
	Facilities Full Time PERS	6,447	7,993	7,092	8,847	9,538	10,424		16,465
	<b>Total Facilities Expenses</b>	<b>334,181</b>	<b>341,188</b>	<b>310,578</b>	<b>353,792</b>	<b>348,817</b>	<b>350,067</b>	<b>440,067</b>	<b>472,852</b>
	<b>Administration Expenses</b>								
	Admin Acct/Audit/bookkeeping	28,200	28,389	31,925	23,479	22,298	35,291		35,000
	Admin Auto	6	119	0	120	118	0		
	Admin Bad Debt	0	0	0	0	0	0		
	Admin Bank Fees						221		3,000
	Activnet/RecDesk Fees	8,971	15,863	25,728	24,152	10,306	0		15,000
	Admin Bank Fees - Other	3,425	1,677	778	584	2,980	0		
	<b>Total Admin Bank Fees</b>	<b>12,396</b>	<b>17,540</b>	<b>26,506</b>	<b>24,736</b>	<b>13,286</b>	<b>221</b>		
	Admin Brochure/Marketing	11,954	21,666	14,233	9,377	11,830	245		13,000
	Admin Business Insurance	6,202	6,944	8,274	10,782	22,250	34,957		45,300
	Admin Contract Services/Consult	12,249	15,234	4,460	25,127	82,147	25,586		21,500
	Admin Current Annual Major Repa	0	5,308	0	0	0	0		
	Admin Dental	833	739	908	794	590	644		660
	Admin Directors Fees	3,675	3,900	3,900	11,375	8,525	6,500		8,500
	Admin Employee Relations	1,433	1,708	1,056	2,208	1,054	735		1,750
	Admin Employer Taxes	12,759	13,941	11,287	16,598	11,568	10,725		13,493
	Admin Fingerprinting	676	416	1,069	760	408	644		500
	Admin Full Time Salaries	138,281	163,163	151,838	192,021	114,102	128,138		138,658
	Admin Legal Fees								
	Lawsuit	0	0	0	0	23	15,235		10,000
	Admin Legal Fees - Other	21,914	18,703	15,125	38,784	47,316	23,518		24,000
	<b>Total Admin Legal Fees</b>	<b>21,914</b>	<b>18,703</b>	<b>15,125</b>	<b>38,784</b>	<b>47,339</b>	<b>38,753</b>		
	Admin Licenses/Fees	1,389	1,561	1,714	1,825	225	1,366		1,650
	Admin Medical	12,999	13,860	13,862	14,050	6,668	837		
	Admin Office Supplies	6,693	7,659	3,955	3,583	5,429	5,850		4,200
	Admin Other Adv/Promo	11,465	10,555	5,178	2,134	5,517	2,769		11,500
	Admin Part Time Wages	21,797	1,819	0	147	8,262	2,024		17,000
	Admin PERS								
	Admin Pension Expense	864	2,294	3,815	7,443	11,583	16,399		14,000
	Admin PERS - Other	9,202	9,897	10,612	12,799	6,979	9,360		10,721
	<b>Total Admin PERS</b>	<b>10,066</b>	<b>12,190</b>	<b>14,427</b>	<b>20,242</b>	<b>18,562</b>	<b>25,759</b>		
	Admin Postage/Frlight	7,106	4,207	13,935	5,542	1,761	221		8,000
	Admin Print/copy	3,478	2,722	1,423	2,131	1,558	403		6,000
	Admin Professional Development	95	312	225	0	1,926	375		1,500
	Admin Public Relations & scholarship	393	3,389	2,510	500	691	250		5,000
	Admin Subs/Dues	691	1,373	700	967	703	1,489		1,250
	Admin Telephone	5,904	5,918	6,572	5,885	7,492	8,089		11,900
	Admin Web Site	4,892	10,066	30,608	9,795	8,982	6,597		12,400
	Admin Workman's Comp	6,864	7,250	5,386	3,618	5,292	4,092		6,000
	Snack Shack Supplies	0	0	0	0	1,593	0		4,250
	<b>Total Administration Expenses</b>	<b>344,409</b>	<b>380,652</b>	<b>371,076</b>	<b>426,581</b>	<b>410,172</b>	<b>342,560</b>	<b>372,560</b>	<b>445,732</b>
	<b>Other Funds Expense</b>								
	Capital Improvement Projects								
	CIP	0	0	59,870	203,287	105,304	1,830		80,000
	Transition	0	0	9,589	0	0	0		
	Capital Improvement Projects - Oth	227,462	13,406	206,599	0	0	0		
	<b>Total Capital Improvement Projects</b>	<b>227,462</b>	<b>13,406</b>	<b>276,058</b>	<b>203,287</b>	<b>105,304</b>	<b>1,803</b>		
	Measure A Expense	57,602	24,040	238,417	17,045	47,457	22,900		60,000
	Replacement Reserves	110,056	24,908	9,230	36,195	8,840	0		
	<b>Total Other Funds Expense</b>	<b>395,120</b>	<b>62,354</b>	<b>523,705</b>	<b>256,527</b>	<b>161,600</b>	<b>24,703</b>	<b>54,703</b>	<b>140,000</b>
	<b>Zone IV Expenses</b>								
	Zone IV 04	297,685	473,199	216,874	218,366	215,128	36,026		
	Zone IV 04 bond - sold 2014	0	0	61,011	482	150	7,150		35,400
	Zone IV Outflow-Maint. Spec Tax	0	272,340	0	0	0	0		20,000
	<b>Total Zone IV Expenses</b>	<b>297,685</b>	<b>745,539</b>	<b>277,885</b>	<b>218,848</b>	<b>215,278</b>	<b>43,176</b>	<b>43,176</b>	<b>55,400</b>
	<b>Zone V Expense</b>								
	Zone V Contract Service	6,306	6,540	5,965	6,468	6,663	5,680	6,880	7,000
	<b>Total Zone V Expense</b>	<b>6,306</b>	<b>6,540</b>	<b>5,965</b>	<b>6,468</b>	<b>6,663</b>	<b>5,680</b>	<b>6,880</b>	<b>7,000</b>
	Payroll Expenses	0	0	0	0	0	0		
	<b>Total Expense</b>	<b>1,996,054</b>	<b>2,261,599</b>	<b>2,262,292</b>	<b>2,077,918</b>	<b>1,820,223</b>	<b>1,378,773</b>	<b>1,715,273</b>	<b>2,100,455</b>
	<b>Net Ordinary Income</b>	<b>158,445</b>	<b>-76,666</b>	<b>43,409</b>	<b>253,108</b>	<b>124,657</b>	<b>146,018</b>	<b>161,014</b>	<b>235,345</b>
	<b>Net Income</b>	<b>158,445</b>	<b>-76,666</b>	<b>43,409</b>	<b>253,108</b>	<b>124,657</b>	<b>146,018</b>	<b>161,014</b>	<b>235,345</b>
	<b>Net Income w/o Zone IV</b>	<b>92,344</b>	<b>311,733</b>	<b>-23,620</b>	<b>90,194</b>	<b>168,460</b>	<b>24,314</b>	<b>39,310</b>	<b>3,345</b>

**RESOLUTION NO. 2021 - 04**

**A RESOLUTION OF THE STRAWBERRY RECREATION DISTRICT APPROVING REPAIRS OF THE SALT WORKS BRIDGE BY GREENWOOD BAY CONDOMINIUM ASSOCIATION**

**WHEREAS**, in January 2021, the Salt Works Canal Bridge was subject to closure for repairs by the Greenwood Bay Homeowner Association (HOA).

**WHEREAS**, County of Marin Ordinance No. 1991 approved a master plan for Marin Cay Condominiums (which later became Greenwood Bay Condominiums) which indicates that access to the drainage canal would be provided either from Greenwood Cove Drive or from Tiburon Boulevard with comparable access easements considered from the westerly side of the canal. The developer, J. Marin Rossi, was to enter into an agreement satisfactory to SRD and/or the County of Marin for the development and maintenance of the bike and pedestrian paths, the shoreline, and the public park areas.

**WHEREAS**, the park area of Parcels 4, 5, 6 and 7 of the development was conveyed and dedicated to SRD and recorded on April 16, 1975 for recreation use.

**WHEREAS**, the HOA CC&R, Paragraph VII, Section 4 (g) requires the Greenwood Bay Condominium owners to maintain the park area and any improvements thereon.

**WHEREAS**, San Francisco Bay Conservation and Development Commission (BCDC) Permit 15-73 issued to the HOA, Special Condition II-B-2 requires the holder of the permit to construct the pathway, bridge, and other public access improvements. Special Condition II-B-3 specifically states that maintenance of the public access facilities is the responsibility of the HOA applicant or his assignees.

**WHEREAS**, in 1984, A BCDC staff site inspection revealed that portions of the portions of the public access improvements required by BCDC Permit No. 15-73, issued for the development of the Greenwood Bay Condominiums, had deteriorated to an unsafe condition, and needed repair. A review of the conditions of the permit indicated that the Greenwood Bay Condominium Homeowner's Association was responsible for maintaining these improvements.

**WHEREAS**, HOA agrees it is responsible for the repairs to the Saltworks Canal Bridge and intends to file for a BCDC permit to construct said repairs.

**NOW, THEREFORE, BE IT RESOLVED**, the Strawberry Recreation District Board of Directors hereby agrees to HOA conducting repairs on the Saltworks Canal Bridge subject to BCDC permit approval.

The foregoing resolution was passed and adopted this [18] of [May] 2021, by the following vote of the Board of Directors, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

**RESOLUTION NO. 2021 - 03**

**A RESOLUTION OF THE STRAWBERRY RECREATION DISTRICT AGREEING TO  
2021 ANNUAL INFLATION RATE OF 3.5 PERCENT FOR THE ZONE IV SPECIAL  
TAX, MEASURE B**

**WHEREAS**, the Strawberry Recreation District (SRD) Board of Directors (Board) has the authority to levy a special tax pursuant to California Public Resources Code Section 5789.1.

**WHEREAS**, in 2013, the SRD Board passed Resolution No. 2013-05-08-2 which called for an election to impose a special tax upon parcels located within Zone IV to support current and future dredging activities; and

**WHEREAS**, the special tax established by Resolution 2013-05-08-2 was submitted to the registered voters within the SRD Zone IV in an election on August 27, 2013.

**WHEREAS**, the Zone IV Special Tax measure for current and future dredging activities was passed on August 27, 2013.

**WHEREAS**, Measure B indicates that the special tax can be increased annually by the greater of 3.5 percent or the cost of diesel fuel.

**NOW, THEREFORE, BE IT RESOLVED**, the Strawberry Recreation District Board of Directors hereby agrees that the annual inflation rate for Zone IV is 3.5 percent in year 2021.

The foregoing resolution was passed and adopted this [18] of [May] 2021, by the following vote of the Board of Directors, to wit:

AYES:

NOES:

ABSENT:

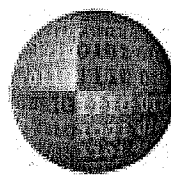
ABSTAIN:



## SRD Board Supplement – May 18, 2021

### IT Contractor Proposals

Vendor	Monthly	1-Time Charges
Marin IT	\$2,759	
Fusion Technology - Complete Care	\$947.05	\$600
42 Inc.	\$1,500 - \$2,000	



**Fusion  
Technology  
Solutions**

Prepared for:

**Strawberry Recreation District**

Prepared by:

**Scott Schulze**

**Complete Care IT Support**

Quote # 001382 | Version 1

Tuesday, May 04, 2021

Strawberry Recreation District  
Nancy Shapiro  
118 E. Strawberry Dr.  
Mill Valley, CA 94941  
[gm@strawberryrec.org](mailto:gm@strawberryrec.org)

Dear Nancy,

It was a pleasure meeting with you we'd like to thank you for considering Fusion Technology Solutions to assist you with the supporting the ongoing technology needs of Strawberry Recreation District. We have put together some support options that not only offer the support and monitoring you need, but also will enhance your security foot print .We feel we are offering a comprehensive package that addresses your support needs, creates value, as well as positions Strawberry Recreation District to be more resilient to disasters and Cyber Security threats.

**Few Items To Note:**

This agreement does include onsite support. All other services stay the same as the Simple Care agreement.

We offer our reduced rate of \$105.00 Per Hour on all projects and installations with contract customers. Normal Rate is \$155.00 Per Hour.

Reoccurring Fee's listed are monthly.

This agreement includes Next Gen Anti-Virus and Anti-Ransomware.

We were unable to access the backup system. Because of this we were unable to determine the status of the backups or size. We have estimated the backup size and it will be adjusted based on actual data size backed up.

Strawberry Recreation District has an Office 365 and Hosted Email subscriptions. We cant take the Office 365 management and billing over if you would like. We also can also host the email accounts for you. Email Hosting and Migration will be quoted separately.

**Final Thoughts:**

Our goal is to build a long term partnership with Strawberry Recreation District that fosters your continued growth, security and exceeds your service expectations you are looking for. We strive to give the best service and advice from an IT perspective and at times a business perspective. Many of our clients who partner with us, look at us as their own in house IT department. We truly hope that we get the chance to work with you and your team

Sincerely,

Scott Schulze  
Director of Operations  
Fusion Technology Solutions, LLC  
(707) 568-3599 x715 | Direct Line  
(866) 248-7630 | Fax



**Fusion  
Technology  
Solutions**

<http://www.fusiontechnologysolutions.com>

P: (707) 568-3599  
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Scott Schulze  
Director of Operations  
Fusion Technology Solutions, LLC





Complete Care IT Support

IT Services

Item	Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Complete Care 	<p><b>Complete Care Help Desk Support for End Users</b> <b>Help Desk and End User Support:</b></p> <p>Help Desk and End User Support for Strawberry Recreation District on going technology operations. This service will consist of support in the following areas: desktop operating system support, PC and Apple, Software Application Stack, Microsoft Office Suites, Google Docs, Email Clients, Browsers, Printing Issues, Connectivity Issues, Hardware issues, Virus and Malware Infections, Network Issues (If we monitor the network), New User Setups, Desktop / Laptop Setups and Printers. Company Tablets and Cell Phones will be supported. Personal devices of employees will not be supported. Other services performed will be Asset and Software tracking, inventory and vendor liaison services.</p> <p>Help Desk calls that are a priority and impede business operations with issues / problems, will be worked on until resolved or escalated to a higher tier as needed. For 3rd Party Application support, we will triage and work issues and escalate as needed to software vendor. Tickets assigned to software vendor will be followed through to resolution or where resolution procedure can be passed back to Help Desk for implementation if needed. At times we may recommend performing the work at night so that the end user and their workstation are not tied up during business hours.</p> <p>Help Desk Support will be primarily given via remote means. Onsite support is included in this agreement. Help Desk hours for support will be from 7:30 AM PST to 5:30 PM PST. After hours and weekend support will be available for most issues including those that impede business operations, critical user impact issues, and system down type scenarios. If needed we can expand the hours at an additional fee per covered end point. Holidays are monitored for emergency only and are responded to accordingly. Non emergency calls are responded to first next business day during holidays.</p> <p>Remote Management and Monitoring Software, Next Gen Anti-Virus, Anti-Ransomware will be included in this contract.</p>	\$75.00	\$0.00	9	\$675.00	\$0.00



## IT Services



Item	Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
	<p>Excluded Services include: Software and Website development, network installations, including cabling, servers installs, server operating system installations, server rebuilds, switch installs, firewall installs, wireless access points installs, cameras installs, UPS's or other miscellaneous types of server room equipment installation. Migrations, such as domain, email, large data sets, mass PC deployments, and other activities deemed as projects will be handled on a case by case basis. These services will be quoted separately. Engineering, Consulting, CIO services, including network engineering, work flow and process engineering, platform and technical design, strategic business consulting, product and infrastructure development, technology roadmap, IT budgeting, IT Strategy and security consulting. Some of these services may be included in a different line item or will be billed separately. Excluded Services are billed out at \$105.00 Per Hour or Quoted.</p> <p>Billed Monthly at \$75.00 Per PC, Mobile Device and Peripheral Included. Device counts are adjusted as user counts fluctuate, and monthly fee may be adjusted as PC and Device count goes up or down. Contract is billed monthly and collected via credit card or ACH funds. Terms available for well qualified business applicants.</p> <p>Contract has minimum 1 Year / 12 Month Term. 60 Days Notice of Termination. Contract renews yearly after 1st Year. Contract start date will be from the date of the 1st invoice.</p>					

IT Services


Item	Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Server Maintenance	<p><b>Server Maintenance / Monitoring /Trouble Shoot and Remediation. 24x7 NOC</b></p> <ul style="list-style-type: none"> <li>-24 x 7 Pro Active Monitoring &amp; System Health Check w/ NOC Support and remediation of issues.</li> <li>-Unlimited Remote Support Included. Onsite support will incur an hourly fee of \$105.00 Per Hour. Lodi location will incur a 2 hour minimum charge. Does not include new server installations, which are quoted separately.</li> <li>-Update All Servers , latest security patches and service packs</li> <li>-Malware Scan</li> <li>-Disk Maintenance Activities</li> <li>-Remove and clear all temp files</li> <li>-Clean registry</li> <li>-Check Anti-Virus Definitions</li> <li>-Includes Business Antivirus and Spyware Licenses</li> <li>-IT Asset and Software Management</li> <li>-1 Hour or Less Response Time</li> <li>-Triage and trouble shoot issues as necessary. Remediate issues. Server replacements are deemed as projects and are quoted separately.</li> <li>-Vendor Liaison</li> <li>-Includes file and user maintenance activities</li> <li>-Backup monitoring</li> </ul>	\$250.00	\$0.00	1	\$250.00	\$0.00
Network Monitoring	<p><b>Network Monitoring and Maintenance of Switch, Wireless Access Points, UPS</b></p> <p><b>Network Monitoring Includes:</b></p> <p>SNMP Monitoring of Firewall, Routers, Switches, Wireless Access Points, UPS, and PDU's. This service will monitor device health as well as traffic flows, fluctuations, loss of connectivity. Firmware updates are included. All devices must be able to be managed via SNMP.</p>	\$20.00	\$0.00	4	\$80.00	\$0.00



### IT Services

Item	Description	Recurring	Price	Qty	Ext. Recurring	Ext. Price
Setup and Documentation 	<b>Documentation and On Boarding activities RMM, Backup services , Anti-Virus, Anti-Ransomware installation, Network Monitoring. Document systems and input into documentation system.</b> Documentation of systems, current network environments of each location, business information on employees and request authorization flow, Asset and Software aggregation and input into PSA system, installation of Fusion monitoring and security agents, on all systems identified, installation of backup service, customer portal setup for PSA system, On-Boarding of Strawberry Rec employees.	\$0.00	\$750.00	1	\$0.00	\$750.00
Discount 	<b>20% Onboarding Discount</b>	\$0.00	(\$150.00)	1	\$0.00	(\$150.00)
<b>Recurring Subtotal</b>						\$1,005.00
<b>Subtotal</b>						\$600.00



### Security Services

Item	Description	Recurring	Qty	Ext. Recurring
Proof Point Email Security 	<b>Block BEC scams, phishing attacks and advanced malware at entry, Raise user awareness with email warning tag, Improve productivity with fast email tracing and email hygiene</b> Estimated Number of Email Accounts.	\$4.00	9	\$36.00
<b>Recurring Subtotal</b>				\$36.00






## Backup Services

Item	Description	Recurring	Qty	Ext. Recurring
Data Protect Backup Service 	<p><b>Data Protect Service - Monitored backup service. We make sure all backups are happening correctly with no errors. Always on and resilient to disasters, Data Protect is a complete solution for compliancy and security —local and cloud based backed up</b></p> <ul style="list-style-type: none"> <li>• For on Premise Server -Verified backups, local and cloud recovery, and restore options for any scenario</li> <li>• All backups are scanned for ransomware and mounted to ensure they are ready to restore.</li> <li>• 30 Day Retention</li> <li>• Backups are stored locally and offsite in our data center.</li> <li>• Backup is billed per GB at .16 cents Per GB, Minimum \$25 Per Month.</li> </ul>	\$0.16	250	\$40.00
Office 365 Backup 	<p><b>Office 365 Backup</b> Backup snapshots are retained for up to 1 year in the Cloud, following the schedule denoted below:</p> <ul style="list-style-type: none"> <li>• 3X daily backups are retained for 30 days</li> <li>• Dailies are kept after 30 days</li> <li>• Weeklies are kept after 90 days, then stored rolling,</li> </ul> <p>*This is a monitored service. We monitor for incomplete or backup failures and take corrective action as necessary. All email boxes, One Drive, Sharepoint and Teams sites will be backed up. Numbers may vary as depending on the number of users, Sharepoint and Teams sites.</p>	\$4.00	9	\$36.00

**Recurring Subtotal** \$76.00

## Discount

Item	Description	Recurring	Qty	Ext. Recurring
Discount 	<p><b>15% Service Discount with 1 Year Agreement. Discount on Reoccurring services only.</b></p> <p>Discount good till May 30th.</p>	(\$169.95)	1	(\$169.95)

**Recurring Subtotal** (\$169.95)



### Complete Care IT Support

<p><b>Prepared for</b> <b>Strawberry Recreation District</b></p> <p>118 E. Strawberry Dr. Mill Valley, CA 94941 Nancy Shapiro <a href="mailto:gm@strawberryrec.org">gm@strawberryrec.org</a> (415) 383-6494</p>	<p><b>Prepared by</b></p> <p><b>Fusion Technology Solutions, LLC</b> Scott Schulze 707-568-3599 x 706 Fax 1-866-248-7630 <a href="mailto:scott.schulze@fusiontechnologysolutions.com">scott.schulze@fusiontechnologysolutions.com</a></p>	<p><b>Quote Information</b></p> <p><b>Quote #: 001382</b></p> <p>Version: 1 Delivery Date: 05/04/2021 Expiration Date: 05/17/2021</p>
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### Quote Summary

Description	Amount
IT Services	\$600.00
<b>Total</b>	<b>\$600.00</b>

### Recurring Expenses Summary

Description	Amount
IT Services	\$1,005.00
Security Services	\$36.00
Backup Services	\$76.00
Discount	(\$169.95)
<b>Recurring Total</b>	<b>\$947.05</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Prepared for Strawberry Recreation District

## 1-year IT Service Agreement

Quote#2021-001773 v1

PREPARED FOR

Loren  
Griswold  
supervisor@strawberryrec.org  
(415) 383-6494

PREPARED BY

Tim Bush  
tbush@marinit.com  
(415) 842-3251



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www.marinit.com

Friday, May 14, 2021

Strawberry Recreation District  
Loren Griswold  
118 East Strawberry Drive  
Mill Valley, CA 094941  
supervisor@strawberryrec.org

Dear Loren,

Marin IT, Inc. is pleased to provide you with our proposal to perform network support as well as workstation / desktop maintenance for Strawberry Recreation District

#### **IT support Scope of Work - Marin IT, Inc. Responsibilities**

As part of this agreement it is our understanding that we will be responsible for any support required for the Strawberry Recreation District to continue daily operations including but not limited to:

- Desktop virus software updates / maintenance
- Maintenance of desktop OS patches
- Local user account maintenance
- Hardware maintenance – Not including equipment, or replacement parts
- Mail client support
- VPN client support (If applicable)
- Firewall maintenance
- Router & Switch configuration / maintenance
- Assistance with installation of new equipment / applications
- Monitor backup systems – Suggest corrective measures if system not functioning correctly
- Local windows domain maintenance (If applicable) including local name resolution, server troubleshooting, and assistance of local security policies
- Availability to assist with design and integration of new applications into local network – Example scheduling software, credit card processing
- Desktop / Misc. troubleshooting
- VoIP System Support and Maintenance (if applicable)

Marin IT technicians are expected to work with the Strawberry Recreation District in supporting the network. We will provide an online service ticket and tracking system.

In the event that issues arise which are outside of the scope of this proposal Marin IT will discuss any fee impact with the designated Strawberry Recreation District representative

prior to proceeding with the work.

#### **Client Responsibilities:**

- All client and server software licenses associated with this agreement will be obtained & managed by the end user



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- Strawberry Recreation District will be responsible for communicating needs & changes thru the designated representative / channels only.
- Client is responsible for providing reasonable/timely access to all buildings, offices, devices, laptops, MDC, smart phones, tablets, etc.

#### **Change / System Upgrade Process:**

- Discuss the need for the change in scope
- Identify the additional tasks, which need to be performed in order to complete the change in scope.
- Estimate the cost associated with the additional scope, and determine the impact on network operation.
- This agreement includes supporting IP connectivity to all Strawberry Recreation District locations to support facilities operations (if applicable).
- This agreement can be amended (if applicable supplemental agreement can be produced) to include phone system support assuming Marin IT is factory authorized dealer of the system installed.

#### **Pricing/Rate Schedule/Invoicing:**

Our total charge, including monthly fees and subscriptions is detailed in the "Managed Services" sections. Strawberry Recreation District will receive a monthly invoice summarizing all fees/charges related to this contract. Special projects, IT purchases, etc that are outside of this agreement will be on net 30 terms, and will be billed separately.

Hours for support services in excess of the regularly scheduled hours are normally invoiced Marin IT's standard rate of \$145, however we extend a discounted rate of \$135 per hour to our contracted clients. This rate, along, with all other quoted rates are for work during normal business hours (Monday through Friday between 8:00 AM and 6:00 PM). Rates for overtime, nights and weekends will be billed at 1 ½ times the regular rate. Holidays will be billed at 2 times the standard rate, and require a 4 hour minimum. \*Marin IT does not provide service on the following dates:

- Jan 1, New Year's Day
- 4th of July
- Thanksgiving Day, day after Thanksgiving
- After 2pm Christmas Eve
- Christmas Day

\* Lone exceptions are Hospitals, Police, and Fire

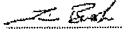
Marin IT strongly recommends that Strawberry Recreation District allocates/reserves a contingency to cover unbudgeted expenses

#### **Clarifications/Exclusions:**

- This proposal is meant to provide support for Strawberry Recreation District but does not include special projects. Any additional projects will be chargeable at the discounted rate described below or at standard Marin IT billing rates.
- Any equipment which will be needed to perform any maintenance tasks is not included and can be provided by Marin IT, Inc., for additional cost.
- This proposal does not include software/hardware upgrades/additions or hardware replacement. Marin IT offers no extension or supplemental warranty/guarantee options aside from what is provided by the manufacturer.



[www.marinit.com](http://www.marinit.com)



Tim Bush  
Director of Accounts  
Marin IT



www.marin.it.com

## Managed Services Monthly

DESCRIPTION	PRICE	QTY	EXT. PRICE
Intronis <b>Cloud Data Backup</b> Cloud-based data backup and recovery	\$400.00	12	\$4,800.00
Automate <b>Automate MSP - Proactive Service/Monitoring for up to 60 devices - PC/Server - includes Webroot Security - anti-virus/malware</b>	\$192.50	12	\$2,310.00

- Device Inventory
- Automatic ticket creation
- Remote monitoring and alerting
- Automated updates/hotfixes
- Remote control and real-time view of system status

**\*\*Covers up to 7 computers and/or servers @ \$27.50 per device per month (\$192.50) - total annual cost is \$2310.00**

Subtotal: **\$7,110.00**

## Managed Services Annual

DESCRIPTION	PRICE	QTY	EXT. PRICE
<b>Annual Recurring Onsite IT Support</b>	\$125.00	208	\$26,000.00

This rate includes provides 4 hours of regular on-site service each week during the term of the agreement @ the discounted rate of \$125 per hour. ***The term of this agreement is for 1 year beginning on the date of acceptance.***

***Strawberry rec will be billed monthly for this service. Total of all 12 invoices is \$26,000.00***

Subtotal: **\$26,000.00**



www.marinit.com

## 1-year IT Service Agreement

### Prepared by:

**Marin IT**

Tim Bush  
(415) 842-3251  
tbush@marinit.com

### Prepared for:

**Strawberry Recreation District**

118 East Strawberry Drive  
Mill Valley, CA 094941  
Loren Griswold  
(415) 383-6494  
supervisor@strawberryrec.org

### Quote Information:

**2021-001773**


Version: 1  
Delivery Date: 05/14/2021  
Expiration Date: 06/13/2021

## Quote Summary

DESCRIPTION	AMOUNT
Managed Services Monthly	\$7,110.00
Managed Services Annual	\$26,000.00
Total:	<b>\$33,110.00</b>

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

## Marin IT

Signature:   
Name: Tim Bush  
Title: Director of Accounts  
Date: 05/14/2021

## Strawberry Recreation District

Signature: \_\_\_\_\_  
Name: Loren Griswold  
Date: \_\_\_\_\_