

**SRD Board Special Meeting Notice and Agenda**  
**Monday, April 19, 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: 850 4853 4568 Passcode: 757528  
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/85048534568?pwd=ZmtwOU9tUG5BNWlwWIBHskk0VEF5dz09>

**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 agendized matter (limit: three mins per person).
  - A. New Business Items
  - B. Approval of the Minutes of December 8, 2020, February 9, 2021, and March 9, 2021 minutes
  - 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 hiring a FTE Recreation Lead. Currently a PT position.  
**Recommended Action:** Approve full time position.
  - E. **Discussion/Action:** GM to recommend hiring FTE Facilities Janitorial Maintenance Specialist instead of daily Independent contractor janitorial service.  
**Recommended Action:** Approve full time position.
  - **F. Discussion/Action:** GM to recommend pay scale for Junior Counselor position.  
**Recommended Action:** Approve pay scale.
  - **G. Discussion/Action:** GM to recommend inclusion of Lead Camp Counselor in Camp-Sport Lead pay scale.  
**Recommended Action:** Approve.
  - **F. Discussion/Action:** GM to recommend new Group Exercise Class pricing for the remainder of 2021  
**Recommended Action:** Approve
  - Adjournment.
4. Next Regular Session Board Meeting is May 11, 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 TUESDAY, MARCH 9, 2021

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

1. Roll Call

Present: Director Bohner (Chair)  
Director Nichols  
Director Francis  
Director Johnson  
Director Teese (partial attendance)

2. Open Time for Public Expression

No public expression

3. Open Session Agenda

- a. Approval of Minutes
  - a. Tabled to April meeting
- b. Payments for Operating Expenses
  - a. Motion to Approve Regular Payments, Payroll and Warrants
  - b. AYES: Director Nichols, Director Francis & Director Bohner
  - c. ABSTAIN: Director Johnson
- c. General Manager Report
  - a. GM gave Fiscal update
  - b. Financial Projections / increased program registrations appear to be improving and reducing shortfall for fiscal year; still wide range of possible outcomes given pandemic situation
  - c. Various updates around new hires, Q2 pool lottery splash pad, et al
- d. Director Teese joined at 7:11 PM
- e. 5 Year Plan
  - a. No action taken
- f. Motion to approve Lifeguard training reimbursement
  - a. Approved unanimously
- g. Motion to approve Summer Camp rates
  - a. Approved unanimously
- h. 5 Year Plan
  - a. No action taken
- i. Motion to approve TPL rates
  - a. Board sub-committee presented proposal
  - b. Approved unanimously

THE MEETING WAS ADJOURNED AT 7:36 PM.

ATTEST:

---

Alexander L. Johnson  
Board Secretary

REGULAR MEETING OF THE STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS HELD TUESDAY, FEBRUARY 9, 2021

CALLED TO ORDER BY DIRECTOR BOHNER AT 6:41 P.M.

1. Roll Call

Present: Director Bohner (Chair)  
Director Nichols  
Director Teese  
Director Francis  
Director Johnson

2. Announcement from Closed Session

No Commentary to Report to Open Session

3. Open Time for Public Expression

A member of the public addressed the Board on the need for better tennis court availability and challenges to get tennis reservations because of the recent activity. The member of the public suggested better balance between lessons and public play availability.

3. Open Session Agenda

- a. Approval of Minutes
  - a. Motion to Approve January Minutes
  - b. AYES: All Directors
- b. Payments for Operating Expenses
  - a. Motion to Approve Regular Payments, Payroll and Warrants
  - b. AYES: Director Teese, Director Nichols, Director Francis & Director Bohner
  - c. ABSTAIN: Director Johnson
- c. General Manager Report.
  - a. GM gave Fiscal update
  - b. Current projection is \$295,000 loss for the fiscal year.
- d. Update and discussion around Board concern with lack of progress of Greenwood Bay Condominium Association to execute their obligation to repair pedestrian bridge.
  - a. The Board instructed General Manager to locate a Marin Country official who is responsible and make their contact information available to the public. GM to report back to Director Bohner.
- e. Update and discussion around Board concern with lack of feature in reservation software that would allow tennis players to cancel reservations.
  - a. No action taken
- f. Workers Comp Resolution

- a. Motion to approve resolution to extend worker's comp
- b. AYES: All Directors
  
- g. Tennis Court Expansion Quote Request
  - a. Motion to add *a la carte* option for request for Engineering quote for expansion of tennis courts into hill
  - b. AYES: All Directors
  
- h. Update and discussion around garbage and garbage cans in SRD parks
  - a. Direction given to GM to trial the removal of 2 of the 3 garbage cans next to Ricardo Road for the next month
  
- i. Update and discussion around TPLL rates for SRD fields
  - a. Motion to create *ad hoc* committee to recommend action to Board. Director Teese to be member of committee
  - b. AYES: All Directors
  
- j. Pool Rates item on agenda
  - a. Motion to extend same Q1 2021 Pool rates into Q2 2021
  - b. AYES: All Directors
  
- k. Batting cages refurbishment item on agenda
  - a. Direction given to GM to postpone the decision to proceed to Fall 2021

4. The meeting was adjourned at 8:57 PM.

ATTEST:

---

Alexander L. Johnson  
Board Secretary

**Strawberry Recreation District  
Special Board Meeting Minutes**

**December 8, 2020**

DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC DID NOT ATTEND THIS MEETING IN PERSON BUT WERE ABLE TO AND DID ATTEND VIA TELECONFERENCE (ZOOM Meeting).

5.30 PM Open Session

Attendees:

- A) Strawberry Recreation District Board Members
  - A) Pam Bohner, Cale Nichols, Alex Johnson, Nancy Shapiro
  
- B) Swear In New and Returning Board Members
  - A) Alex Johnson
  - B) Cale Nichols
  - C) Pam Bohner

Open Session Meeting Opening 5.36 p.m.

Open Session Meeting Close 5.43

Closed Session Meeting 5.45 PM

6.30 PM Open Session

Attendees:

Pam Bohner, Cale Nichols, Alex Johnson, Peter Teese, Jeff Francis, Nancy Shapiro

Open Session Meeting Opening 6.30 p.m.

- A) Report out of closed session
  - A) Nothing to report on anticipated litigation
  - B) Nothing to report on pending litigation

No Public Expression

Approval of Minutes November 10, 2020

Motion: P. Bohner

Second: J. Francis

All in favor

Approval of Payroll/Warrants

Motion: P. Bohner  
Second: J. Francis  
All in favor

### General Manager's Report

#### Financial and Operations Summary

- A) Financial Report increase in youth recreation revenue over 2019 but much higher expenses because of covid 19 rules
- B) Discussion about taxes and 1% assessed value tax paid to county by all residents of Marin. SRD and 14 other entities in the county receive a portion of that 1%. For every dollar a Strawberry resident pays, SRD receives 3.6 cents from the county. If SRD didn't exist, that 1% would still be due but would go to something else. Residents are not paying additional taxes for SRD.
- C) Grants
  - 1) \$177K State Allocation Grant— discussion to move playground and build sport court will be continued.
  - 2) \$250K Ryer Grant (revenue grant)—discussion to use funds to refurbish tennis courts, replace tennis fence and gates.

#### SRD Rebranding

Discussion to invest in visual areas of SRD with new branding. GM to source bids from marketing agencies to review early 2021.

#### D) 2021 Pricing

GM presents recommended pricing to rent half the gym

Motion: P. Bohner  
Second: C. Nichols  
All in favor

#### Internet phone service

Motion to approve Comcast at \$850 per month for five year contract and up to \$15k at managers discretion to install cat 5.

Motion: C. Nichols  
Second: B. Bohner  
All in favor

Next Regular Meeting January 12, 2021  
Adjourned at 8:37 PM

## STRAWBERRY RECREATION DISTRICT

---

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

April 14, 2021

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

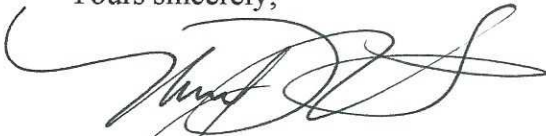
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Five hundred Sixty-eight and 00/100 (568.00) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone 5 De Silva Account #80958551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on April 19, 2021.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper





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

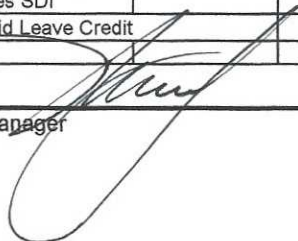
Payroll Date 4-9-21

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

On the 19th day of April 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
DD1515	Bennerotte, Madisyn M	Paystub	259.78
DD1516	Benyon, Skye L	Paystub	240.17
DD1517	Bohner, Catherine E.	Paystub	445.18
DD1518	Cottrell, Kenneth R	Paystub	1,044.64
DD1519	Ernst, Brittney L	Paystub	2,375.01
DD1520	Griswold, Loren M	Paystub	2,975.09
DD1521	Heller, Asher J	Paystub	162.71
DD1522	Kuhrman, Kaye F	Paystub	800.25
DD1523	Lindsay, Megan E	Paystub	835.28
DD1524	Lusen, Piatra A	Paystub	376.68
DD1525	May, Grainne C	Paystub	127.84
DD1526	Pares, Tessa J	Paystub	143.55
DD1527	Petrova, Alexandra V	Paystub	558.85
DD1528	Rankin, Sarah M	Paystub	919.06
DD1529	Sacchetto, Marco J	Paystub	1,961.65
DD1530	Shapiro, Nancy R	Paystub	3,167.86
DD1531	Smith, Michael M	Paystub	1,519.76
DD1532	Wright, Lucas C		528.21
	CAL PERS	payroll Checks	2459.82
	Quickbooks	Quickbooks Payroll fees	167.50
		2173.00 Payroll Taxes FWT	5968.04
		3075.72 Payroll Taxes FICA	
		719.32 Payroll Taxes MCARE	
	State taxes	894.15 Payroll taxes SWT	1390.14
		198.34 Payroll Taxes SUI	
		297.65 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			28427.07

General Manager



## STRAWBERRY RECREATION DISTRICT

---

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

April 7, 2021

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

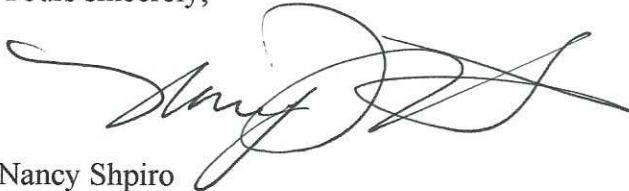
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Seven Thousand and 00/100 (7000.00) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone IV Measure B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on April 19, 2021.

Yours sincerely,



Nancy Shpiro  
District Manager

NS/kr

Cc: Bookkeeper



Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

4/7/2021

Youth Playclub	1050.00	Total Cash	252.00
Youth Daycamp	0.00	Total Checks	2403.63
Youth Contract Class	0.00	Subtotal	2655.63
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	2655.63
Aquatics Pool Pass S/S	1170.00		
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	435.63		
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	

2655.63

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	1050.00
Aquatics	1170.00
Tennis	435.63
Facilities	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

2655.63





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

Payroll Date 3-26-21

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

On the 13th day of April 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
DD1494	Armenta Lopez, Isette M	Paystub	193.70
DD1495	Bennerotte, Madisyn M	Paystub	143.56
DD1496	Benyon, Skye L	Paystub	240.19
DD1497	Brooks, Sophia P	Paystub	61.52
DD1498	Cottrell, Kenneth R	Paystub	895.58
DD1499	Ernst, Brittney L	Paystub	2,375.04
DD1500	Griswold, Loren M	Paystub	2,975.11
DD1501	Heller, Asher J	Paystub	232.43
DD1502	Kuhrman, Kaye F	Paystub	646.14
DD1503	Lindsay, Megan E	Paystub	779.23
DD1504	Lopez, Stephanie G	Paystub	73.84
DD1505	Lusen, Piatra A	Paystub	445.94
DD1506	May, Grainne C	Paystub	139.45
DD1507	Pares, Tessa J	Paystub	188.68
DD1508	Petrova, Alexandra V	Paystub	558.84
DD1509	Rankin, Sarah M	Paystub	672.30
DD1510	Sacchetto, Marco J	Paystub	1,933.71
DD1511	Shapiro, Nancy R	Paystub	3,167.84
DD1512	Smith, Michael M	Paystub	1,534.21
DD1513	Sousa, Nicholas M	Paystub	1,974.93
DD1514	Wright, Lucas C	Paystub	717.80
	CAL PERS	payroll Checks	2640.85
	Quickbooks	Quickbooks Payroll fees	68.25
		2419.00 Payroll Taxes FWT	6540.42
		3340.24 Payroll Taxes FICA	
		781.18 Payroll Taxes MCARE	
	State taxes	999.65 Payroll taxes SWT	1510.44
		187.54 Payroll Taxes SUI	
		323.25 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			30710.00

  
 General Manager

## STRAWBERRY RECREATION DISTRICT

---

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

March 24, 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 Ten Thousand Seven Hundred Sixty-Two and 56/100 (10762.56) 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 April 13 2021.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper





Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

3/24/2021

Youth Playclub	1214.00	Total Cash	12.00
Youth Daycamp	2274.00	Total Checks	322989.21
Youth Contract Class	135.00	Subtotal	323001.21
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	323001.21
Aquatics Pool Pass S/S	4360.00		
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	135.00
Aquatics Miscellaneous	0.00	Youth Recreation	3488.00
Tennis Classes	0.00	Aquatics	4360.00
Tennis Keys/Passes	0.00	Tennis	11238.05
Tennis Guest	0.00	Facilities	3780.16
Tennis Rental/Lessons	11238.05	Deposits	0.00
Facilities Rental	0.00	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	3598.00	Credit Card Transfer	300000.00
Facilities Property Rental	182.16		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		323001.21
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	300000.00	1027	
	323001.21		





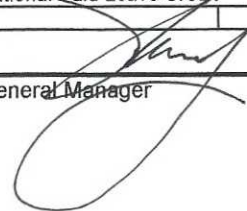
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 3-12-21

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

On the 13th day of April 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
DD1468	Armenta Lopez, Isette M	Paystub	507.22
DD1469	Bennerotte, Madisyn M	Paystub	136.73
DD1470	Benyon, Skye L	Paystub	244.05
DD1471	Bohner, Pamela G	Paystub	91.15
DD1472	Brooks, Sophia P	Paystub	123.05
DD1473	Cottrell, Kenneth R	Paystub	800.25
DD1474	Ernst, Brittny L	Paystub	2,375.04
DD1475	Francis, Jeff	Paystub	91.15
DD1476	Griswold, Loren M	Paystub	2,975.10
DD1477	Hamner, Sofia C	Paystub	58.33
DD1478	Heller, Asher J	Paystub	224.68
DD1479	Johnson, Alexander L	Paystub	91.15
DD1480	Kuhrman, Kaye F	Paystub	493.40
DD1481	Lindsay, Megan E	Paystub	653.14
DD1482	Lopez, Stephanie G	Paystub	257.52
DD1483	Lusen, Piatra A	Paystub	454.62
DD1484	May, Grainne C	Paystub	139.47
DD1485	Nichols, Cale B	Paystub	91.15
DD1486	Pares, Tessa J	Paystub	270.72
DD1487	Petrova, Alexandra V	Paystub	618.43
DD1488	Rankin, Sarah M	Paystub	1,017.57
DD1489	Sacchetto, Marco J	Paystub	959.18
DD1490	Shapiro, Nancy R	Paystub	3,167.85
DD1491	Smith, Michael M	Paystub	1,547.37
DD1492	Sousa, Nicholas M	Paystub	1,929.88
DD1493	Wright, Lucas C	Paystub	447.10
9048	Teese, Peter	payroll Checks	91.15
	CAL PERS	payroll Checks	2640.85
	Quickbooks	Quickbooks Payroll fees	195.00
		2201.00 Payroll Taxes FWT	6251.62
		3282.86 Payroll Taxes FICA	
		767.76 Payroll Taxes MCARE	
	State taxes	889.51 Payroll taxes SWT	1387.02
		179.82 Payroll Taxres SUI	
		317.69 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			30330.94

  
 General Manager





# GM Board Update – April 19, 2021

**Financials – see attached**

## Facilities

### Staff:

- Mike Smith (Facilities Lead) is progressing with his training and now capable of most aquatics, and field related tasks.
- The job description for a full time janitorial/ custodial position is being written this month. We are anticipating having candidates ready for 1<sup>st</sup> round interviews by April 22<sup>nd</sup>. This is in response to the poor performance of our present janitorial contractor (Peak Services) and the increased workload on facilities as well as summer camp.

### Facilities:

- We've purchased three refrigerators (Staff Kitchen, 1<sup>st</sup> floor meeting room, and 3<sup>rd</sup> floor loft); as well as three microwaves (1<sup>st</sup> floor meeting room, gym kitchen, and 3<sup>rd</sup> floor loft) and a new freezer for the gym kitchen from Home depot. The total cost for all units was \$5,609.56 and will be delivered by April 29<sup>th</sup>.
- Facilities staff completed the assembly of the Ikea cabinets at the end of March. Hadley Construction assisted with the installation, and leveling of the cabinets, and did a great job helping to keep the process on schedule.
- Ikea's counter installer took measurements at the end of March and will be installing the quartz countertops on April 15<sup>th</sup>.
- Stroke-N-Kote painted the 3<sup>rd</sup> floor loft in the middle of March. Unfortunately, they didn't get the main wall color correct, and the room ended up being lighter than anticipated. The owner reviewed the work and provided a credit back for \$250.00.
- The eight existing fluorescent lights in the 3<sup>rd</sup> floor loft lack the proper illumination for the room and are aesthetically unpleasing. We have received very competitive pricing from an electrical contractor (\$1,700), for removal of all old fixtures and the hardwiring installation of all new fixtures. Once hardware is selected the hardware, we will proceed with replacing the existing fluorescent lights and fan.
- The front entrance sign on the uphill side has been completed. Two sets of eyelets were installed on each sign, which doubles the number of banners that can be displayed.
- The plumbing installation for the washer, dryer was completed on March 8<sup>th</sup>. We ordered a Speed Queen washer and dryer this week, for install within 4 weeks.
- EZ-Tel will complete the CAT-6 wire upgrades, by Monday the 19<sup>th</sup>. 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.

## **Athletic Fields:**

- The new evapotranspiration irrigation controller program is within two to four weeks of being dialed in and running autonomously. At that point, all functional inputs will be documented, which will eliminate the need for manual programming in the future.
- True North completed the spring field maintenance on March 10<sup>th</sup> and 11<sup>th</sup>, which included the adjustment of the infield arc, to reflect standard Little League dimensions more accurately.
- The net above majors home plate has been re-secured, and pulled taut, which has increased the height by 2'- 2 ½'.

## **Aquatics / Water:**

- The annual MMWD backflow testing was performed on all 6 backflows at the main facility and Strawberry Cove Park. All units passed, except for the backflow for the abandoned drip irrigation on hillside above the pool.
- Herb's Pool Service will be changing the sand in 7 of the 8 high rate sand filters on May 5<sup>th</sup>, at a cost of \$7,460.27.
- 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:**

- The impromptu "food pantry" has been removed from SRD easement behind 7-eleven, and placed in Mill Valley, near Tam Junction.
- 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.
- We continue to assist the Greenwood Bay Association with posting of temporary signage warning of the bridge closure and alternate routes around the area.

## **Tennis Courts**

- We have started to work on the RFQ for the tennis court resurfacing and fence replacement. Expect to have the RFQ ready for bids within the next two weeks.

## **Aquatics**

- Offering 2 lifeguard courses before summer, May 15-16, 2021 & June 5-6, 2021.
- Classes filled with current and potential hires
- Q2 Pool Pass schedule began April 7, 2021 – runs through June 28/29
  - Sold 202 passes and will continue to monitor spaces available to see if selling a few more passes is possible.
    - Updated schedule which added a full time slot per day. (70 additional reservations per week)
    - Changing stalls now open
    - Lawn chairs out for lounging

- Showers open for after swim
  - Shared lanes 2 & 4 which seems to be working out fine. Some not ready to share but majority seem happy to have additional times to swim and are ok sharing.
- Facilities team bought a new power washer and washed pool deck and showers before opening Q2. The deck looks great and facilities team helping make the pool look clean inside and out.
  - In process of contacting all previous summer swim instructors and lifeguards to confirm their availability this summer and am working on beginning a summer schedule.
  - Interviewed with 4 potential LG/Swim Instructors the week of 4/12/21
  - A fun new yoga class will start the month of May. SRD is purchasing Inflatable Yoga Boards at half price and will trial a yoga board class on Mondays and Fridays @ 11:30am.
  - Swim lessons will begin June 14, 2021 for Camp Lessons and Regular Group Classes.
  - Brittney is working on hiring instructors, training, and group schedule.

## Youth & Recreation Update

### Youth – Spring Programs

- We have wrapped up our learning pod Pathways program.
- Organized and cleaned the gym, ball closet and first floor for our current Lego enrichment classes.
- Scheduled and planned for our Play Club after school program, currently we have a range of 12 - 18 students per day in our aftercare program.
  - 2-session through June 10.
  - Sign-ups by day, no prorates

### Camp Strawberry

- Organizing and planning Camp Strawberry, our current enrollment is 59% for all sessions of classic camp. Athletic X is currently 25% full for all sessions.
- We are working on new advertisement ideas, and currently will be joining the Novato Mothers club zoom. This will be a meeting with Marin parents to promote Summer Camp via zoom on April 22<sup>nd</sup> from 7:00pm to 9:00pm.
- We have hired the new Assistant Camp Director/Youth & Recreation Lead Justin Feliciano who is starting on Wednesday, April 21<sup>st</sup>

### Fall Programming

- Currently scheduling our after-school enrichment classes for the Fall. We have contacted a yoga instructor, cooking instructor, Lego teacher, chess teacher
- We are working with two new program groups, a theater company and a non-profit who focuses on social and environmental issues.

### Rentals

- TPLL in full swing. Official games started on April 13.
- We are working on revising/streamlining our rental/booking procedures for facility renters and independent contractors teaching enrichment classes



- Filling out our summer field rentals.
  - Added new summer field renters Legarza Sports and Legends Baseball Camps. Legarza will be renting out two weeks of field space during summer This will bring in (\$7,375) of revenue for these two weeks of sports camp.
  - Legends will be renting the Majors field for 4 weeks during summer.
  - The Firebolts, Soccer Kids and Sliders will also be hosting summer camps on SRD fields.
- Facility rentals
  - AA Groups have reached out about resuming their rentals the first week of May.
  - Will not be able to resume adult indoor sports until fall due to camp set-up in the gym and unknowns surrounding covid
  - Tennis rentals remain steady. Nate is taking a break from teach on our courts to take on a seasonal tennis director position in the Tahoe area.
  - Working on schedule for summer tennis camps and our SRD Camp Strawberry. SRD courts will be used for camps in the mornings. Passholders will have afternoons and evening access.

### **Adult Group Exercise Classes**

- Working on a new group exercise program in collaboration with Harbor Point.
- Starts with a 6-week program, then cut back during summer due to camp
- Ramp up to at least two classes/day in the fall, weekend workshops and more

### **Budget**

- Revamping budget model
- Will have first draft ready for May Board meeting

### **Misc.**

- The SRD Board will resume in-person meetings beginning May 11<sup>th</sup> 2021
- SRD will open up between 5-10 additional Tennis Pass Memberships the week of April 19.
- SRD has received the two bids from Landscape Architects. They will be asked to present their bids at the next meeting.
- Updated signers at WestAmerica to add Pam to the Credit Card Clearing account
- The 2019.2020 Audit was completed, and draft audit approved by the GM. Will be presented to the Board in the May meeting for final approval.
- SRD is in the process of obtaining bids for IT services. Bids will be presented at the May Board meeting.
- The two garbage cans on the RBSD path fill up. Now that the food pantry has been removed, we will monitor the two garbage cans.
- Nancy is researching to see if SRD should have a drone policy. More information later.

2021 Payscale Additions

Position	Department	Range		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		Min	Max						
Jr. Camp Counselor Maintenance/Janitorial Specialist	Recreation	\$15.00	\$17.50	\$15	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50
	Facilities	\$40,000	\$45,000	\$40,000	\$41,000	\$42,000	\$43,000	\$44,000	\$45,000
Maintenance/Janitorial Lead Summer Camp - Lead & Sports Lead	Facilities	\$45,000	\$50,000	\$45,000	\$46,000	\$47,000	\$48,000	\$49,000	\$50,000
	Recreation	\$ 17	\$ 28	\$17-\$19	\$19-\$21	\$21-\$24	\$24-\$26	\$25-\$27	\$26-\$28

**Approved 2021 Pricing**

Current Group Exercise Rates

Residents: \$70 for 10 classes

Non-Residents: \$80 for 10 classes

Drop-ins: \$10

**Option 1:**

New Proposed Group Exercise Class Rates

Residents: \$200 for 20 classes

Non-Residents: \$220 for 20 classes

Residents: \$125 for 10 classes

Non-Residents: \$135 for 10 classes

Drop-ins: \$15

**Option 2:**

New Proposed Group Exercise Class Rates

Residents: \$180 for 20 classes

Non-Residents: \$200 for 20 classes

Residents: \$100 for 10 classes

Non-Residents: \$110 for 10 classes

Drop-ins: \$15

**Option 3:**

New Proposed Group Exercise Class Rates

Residents: \$90 for 10 classes

Non-Residents: \$100 for 10 classes

Drop-ins: \$15