

SRD Board Special Virtual Meeting Notice and Agenda
Tuesday, July 6, 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: 824 4620 0557

Passcode: 154810

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/82446200557?pwd=RTE2N2FOdHl-Mlp1cWxYWG1MUDAYdz09>

Public Comment: Public comment may be made by using the above instruction during the meeting.

Public comment also may be submitted in advance of the meeting via email to GM@strawberryrec.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Directors before, and, as feasible, during the meeting. Comments that require a response may be deferred for staff reply. To request an Agenda Packet prior to the meeting, email GM@strawberryrec.org or call (415) 383-6494.

Accessibility for Individuals with Disabilities

Upon request, District will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service, or alternative format requested. Requests will be granted whenever possible and resolved in favor of accessibility.

1. Call to Order and Roll Call
2. **CONVENE IN CLOSED SESSION: CLOSED SESSION AGENDA**
 - a. **CONFERENCE WITH DESIGNATED REPRESENTATIVE** (Renee Giacomini Brewer) regarding negotiations Loren Griswold, Brittney Ernst, Marco Sacchetto, Justin Feliciano, and Mike Smith pursuant to California Government Code § 54957.6.
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 June 8, 2021.
 - C. General Manager's Report
 1. Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants; Review Weekly Deposit Reports; Transfer of Funds
 2. Financial and Operations Summary
 3. Discussion of COVID-19 updates and impact to SRD.
 - D. **Discussion/Action:** GM recommendation for staff pay increases effective July 1, 2021:
Recommended Action: Approve.
 - E. **Discussion/Action:** GM to recommend fall soccer field rates of \$75.00 an hour.
Recommended Action: Approve.
 - F. **Discussion/Action:** GM to recommend Fall 2021 1st & 3rd floor rate increases.
1st floor rate increases:

Change Resident/Non-Profit Rate – from \$30 - \$38.50

3rd floor rate increases:

Change Resident/Non-Profit Rate – from \$25/\$28 hr. to \$35/hr.

Recommended Action: Approve.

G. Discussion/Action: Approve FY 21/22 FY General Manager Contract.

Recommended Action: Approve.

H. Discussion/Action: GM to recommend tennis court bid approval.

Recommended Action: Approve.

I. Discussion/Action: Discussion regarding removal of garbage cans from RBSD path.

Recommended Action: Approve.

Adjournment.

6. Next Regular Session Board Meeting is August 10, 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

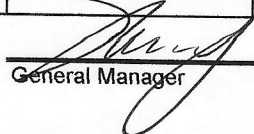
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 7-2-21

*** PAYROLL CLEARING***

On the 6th day of July 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
DD1647	Alber, Mary C	Paystub	508.03
DD1648	Bennerotte, Madisyn M	Paystub	147.55
DD1649	Benyon, Skye L	Paystub	487.93
DD1650	Bohner, Catherine E.	Paystub	401.64
DD1651	Bohner, Pamela G	Paystub	91.15
DD1652	Brooks, Abigail K	Paystub	207.36
DD1653	Butler, Owen N	Paystub	262.53
DD1654	Caveney, Andrew W	Paystub	1,092.15
DD1655	Cottrell, Kenneth R	Paystub	1,270.31
DD1656	Dworak, Elena A	Paystub	479.91
DD1657	Ernst, Brittney L	Paystub	2,330.22
DD1658	Feliciano, Justin A	Paystub	1,988.55
DD1659	Francis., Jeff	Paystub	91.15
DD1660	Garcia, Yesenia R	Paystub	1,151.27
DD1661	Griswold, Loren M	Paystub	2,975.11
DD1662	Harlow, Georgia M	Paystub	404.70
DD1663	Heller, Asher J	Paystub	257.62
DD1664	Hood, Kyle C	Paystub	1,169.71
DD1665	Johnson, Alexander L	Paystub	91.15
DD1666	Kapur, Dylan R	Paystub	589.08
DD1667	Kuhrman, Kaye F	Paystub	1,079.71
DD1668	Lusen, Piatra A	Paystub	103.91
DD1669	May, Grainne C	Paystub	494.83
DD1670	Nichols, Barrett L	Paystub	394.71
DD1671	Pares, Tessa J	Paystub	142.87
DD1672	Petrova, Alexandra V	Paystub	614.22
DD1673	Quill, Caitlin O	Paystub	215.12
DD1674	Reade, Samuel R	Paystub	727.68
DD1675	Ruliffson, Sofia	Paystub	1,151.27
DD1676	Sacchetto, Marco J	Paystub	2,430.54
DD1677	Shah, Maleena S	Paystub	1,048.54
DD1678	Shapiro, Nancy R	Paystub	3,167.84
DD1679	Smith, Michael M	Paystub	1,519.76
DD1680	Stewart, Skylar M	Paystub	174.20
DD1681	Wank, Lainey S	Paystub	298.96
DD1682	Wilson, Ryan A	Paystub	437.52
DD1683	Wolin, Annie K	Paystub	953.36
DD1684	Wright, Lucas C	Paystub	707.90
DD1685	Wright, Owen B	Paystub	453.75
9058	Bitton-Williams, Moise	payroll Checks	902.38
9059	Gazzola, Jesse M	payroll Checks	291.68
9060	Leitch, Madeline A	payroll Checks	1,098.53
9061	Nichols, Cale B	payroll Checks	91.15
9062	Poulin, Lauren C	payroll Checks	974.96
9063	Royal, Anna I	payroll Checks	934.46
9064	Saltzman, Andrew J	payroll Checks	992.48
9065	Teese, Peter	payroll Checks	91.15
	CAL PERS	payroll Checks	2970.95
	Quickbooks	Quickbooks Payroll fees	247.75
		3975.69 Payroll Taxes FWT	11411.77
		6026.66 Payroll Taxes FICA	
		1409.42 Payroll Taxes MCARE	
	State taxes	1437.18 Payroll taxes SWT	2422.79
		402.37 Payroll Taxres SUI	
		583.24 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			54543.86


 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

6/30/2021

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	18.00	Total Cash	277.00
Youth Daycamp	3832.00	Total Checks	16756.28
Youth Contract Class	0.00	<u>Subtotal</u>	17033.28
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	45.00	<u>Total</u>	17033.28
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	190.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	1100.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	0.00		
Facilities Rental	500.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	11248.28		
Facilities Property Rental	0.00		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	100.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	17033.28		

Receipts By Source - All

Adult Recreation	45.00
"Special Events	0.00
Youth Recreation	3850.00
Aquatics	1290.00
Tennis	0.00
Facilities	11748.28
Deposits	0.00
Admin	100.00
Other	0.00
Credit Card Transfer	0.00

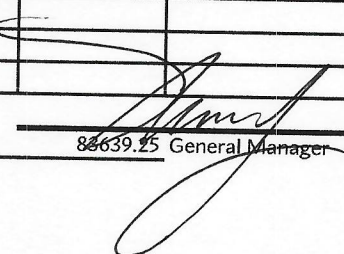
17033.28



On the 6th day of July 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311578	AT&T Internet		Admin Telephone		84.90
809311579	At&t Telephone		Admin Telephone		2,928.82
809311580	Delta Dental of California	49.54	Admin Dental		443.86
		99.08	Facilities Full Time Dental		
		196.16	Pool Full Time Dental		
		99.08	Youth Dental		
809311581	Herb's Pool Service, Inc.	7,460.27	Pool Repairs & Maintenance		9,172.11
		1,711.84	Pool Repairs & Maintenance		
809311582	Home Depot	38.94	Facilities Repairs & Maintenanc		94.41
		55.47	Facilities Maint Supplies		
809311583	Lincoln Aquatics	1,008.12	Pool Chemicals		1,246.21
		238.09	Pool Repairs & Maintenance		
809311584	Peak Building Services	381.60	Facilities Contract Service		1,908.00
		1,526.40	Youth Contract Service/Daycamp		
809311585	PG&E	4,408.82	Pool Utilities		5,311.83
		903.01	Facilities Utilities		
809311586	True North Landscapes, Inc.	562.50	Facilities Field Repairs & Maint		2,353.06
		1,790.56	Facilities Field Repairs & Maint		
809311587	Vanguard Cleaning Systems of the No	584.41	Facilities Repairs & Maintenanc		2,922.05
		2,337.64	Youth Contract Service/Daycamp		
809311588	Yesenia Garcia		Youth Daycamp		2,174.00
809311589	Strawberry Recreation District		Payroll Clearing Account		55,000.00
Total					83,639.25

Total


 83,639.25 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

June 23, 2021

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

Attn: Phil Scott
Special District Auditor

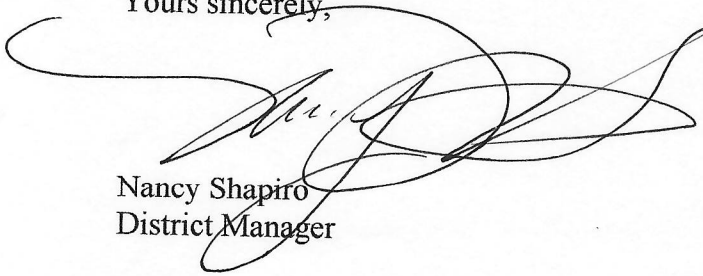
Dear Sir;

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 July 13, 2021.

6

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

6/23/2021

118 East Strawberry Drive
 Mill Valley, California 93931

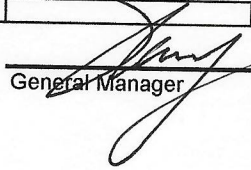
Youth Playclub	160.00	Total Cash	65.00
Youth Daycamp	849.00	Total Checks	4885.00
Youth Contract Class	0.00	<u>Subtotal</u>	4950.00
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	45.00	<u>Total</u>	4950.00
Aquatics Pool Pass	1188.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	20.00		
Aquatics Pool Classes	288.00	<u>Receipts By Source - All</u>	
Aquatics Swim Team Fees	0.00	Adult Recreation	45.00
Aquatics Miscellaneous	0.00	"Special Events	0.00
Tennis Classes	0.00	Youth Recreation	1009.00
Tennis Keys/Passes	0.00	Aquatics	1496.00
Tennis Guest	0.00	Tennis	0.00
Tennis Rental/Lessons	0.00	Facilities	2400.00
Facilities Rental	0.00	Deposits	0.00
Deposits Held on Rental	0.00	Admin	0.00
Facilities Field Rental	2400.00	Other	0.00
Facilities Property Rental	0.00	Credit Card Transfer	0.00
Other IRS 941 Refund	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		4950.00
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00		
	4950.00		



*** PAYROLL CLEARING***

On the 13th day of July 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
DD1617	Ayaz, Sophia S	Paystub	47.85
DD1618	Bennerotte, Madisyn M	Paystub	263.20
DD1619	Benyon, Skye L	Paystub	338.96
DD1620	Bohner, Catherine E.	Paystub	480.16
DD1621	Carlin, Delaney J	Paystub	54.24
DD1622	Caveney, Andrew W	Paystub	54.24
DD1623	Cottrell, Kenneth R	Paystub	448.84
DD1624	Dworak, Elena A	Paystub	406.08
DD1625	Ernst, Brittney L	Paystub	2,352.17
DD1626	Feliciano, Justin A	Paystub	1,746.15
DD1627	Garcia, Yesenia R	Paystub	57.42
DD1628	Griswold, Loren M	Paystub	2,975.10
DD1629	Heller, Asher J	Paystub	131.72
DD1630	Hood, Kyle C	Paystub	60.62
DD1631	Kuhrman, Kaye F	Paystub	465.06
DD1632	Lindsay, Megan E	Paystub	401.97
DD1633	Lusen, Piatra A	Paystub	160.20
DD1634	May, Grainne C	Paystub	160.50
DD1635	Nichols, Barrett L	Paystub	157.51
DD1636	Pares, Tessa J	Paystub	474.90
DD1637	Petrova, Alexandra V	Paystub	60.60
DD1638	Ruliffson, Sofia	Paystub	57.42
DD1639	Sacchetto, Marco J	Paystub	2,099.32
DD1640	Shah, Maleena S	Paystub	54.24
DD1641	Shapiro, Nancy R	Paystub	3,167.86
DD1642	Smith, Michael M	Paystub	1,765.96
DD1643	Wilson, Ryan A	Paystub	58.33
DD1644	Wolin, Annie K	Paystub	51.05
DD1645	Wright, Lucas C	Paystub	129.89
DD1646	Wright, Owen B	Paystub	317.19
9055	Poulin, Lauren C	payroll Checks	47.85
9056	Royal, Anna I	payroll Checks	54.24
9057	Saltzman, Andrew J	payroll Checks	51.05
	CAL PERS	payroll Checks	2874.50
	Quickbooks	Quickbooks Payroll fees	102.00
		2281.00 Payroll Taxes FWT	6263.16
		3227.38 Payroll Taxes FICA	
		754.78 Payroll Taxes MCARE	
	State taxes	974.52 Payroll taxes SWT	1388.19
		101.34 Payroll Taxres SUI	
		312.58 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			29779.74


 General Manager

On the 13th day of July 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311555	CAL PERS-medical	813.64	Pool Full Time Medical		4,077.96
		1,627.28	Facilities Full Time Medical		
		1,627.28	Youth Medical		
		9.76	Admin Medical		
809311556	Computers of Marin		Admin Contract Services/Consult		340.00
809311557	County of Marin-, Environmental Health Se		Pool Licenses/Fees		1,439.00
809311558	Department of Justice		Admin Fingerprinting		32.00
809311559	Leigh Claxton	225.00	Adult Contract Services		485.00
		260.00	Adult Contract Services		
809311560	Lincoln Aquatics	69.91	Pool Chemicals		241.91
		172.00	Pool Chemicals		
809311561	LouAnne Harris		Adult Contract Services		130.00
809311562	Marin Copier Co.	475.00	Admin Print/copy		843.05
		368.05	Admin Print/copy		
809311563	Megan Scott		Adult Contract Services		650.00
809311564	Mill Valley Refuse Service, Inc.	242.07	Facilities Repairs & Maintenanc		484.14
		242.07	Facilities Parks Repairs/Mainte		
809311565	Planeteria Media LLC		Admin Web Site		50.00
809311566	True North Landscapes, Inc.		Facilities Field Repairs & Maint		1,000.00
809311567	Bank of Marin 5590	379.04	Facilities Parks Repairs/Mainte		10,345.19
		120.00	Pool Licenses/Fees		
		270.60	Youth Rec Supplies/Daycamp		
		327.68	Admin Office Supplies		
		607.23	Facilities Repairs & Maintenanc		
		36.05	Pool Rec supplies		
		210.36	Facilities Repairs & Maintenanc		
		9.34	Pool Rec supplies		
		47.62	Youth Rec Supplies/Daycamp		
		164.51	Youth Rec Supplies/Daycamp		
		95.11	Facilities Repairs & Maintenanc		
		475.00	Youth Adv/Promo		
		381.54	Pool Rec supplies		
		14.06	Admin Subs/Dues		
		29.79	Adult Rec Supplies		
		220.00	Admin Postage/Frieght		
		122.32	Facilities Parks Repairs/Mainte		
		14.99	Admin Office Supplies		
		27.20	Facilities Parks Repairs/Mainte		
		240.00	Pool Licenses/Fees		
		29.79	Adult Rec Supplies		
		29.80	Adult Rec Supplies		
		192.64	Youth Rec Supplies/Daycamp		
		2,502.76	Youth Rec Supplies/Daycamp		
		137.01	Youth Rec Supplies/Daycamp		
		345.86	Facilities Field Maint Supplies		
		45.42	Youth Rec Supplies/Daycamp		
		85.36	Youth Rec Supplies/Daycamp		
		14.99	Admin Office Supplies		
		291.95	Youth Rec Supplies/Daycamp		
		693.88	Youth Adv/Promo		
		74.98	Facilities Parks Repairs/Mainte		
		17.47	Admin Office Supplies		

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

Warrant Date 6-16-21

On the 13th day of July 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
		582.39 Youth Adv/Promo	
		58.44 Youth Rec Supplies/Daycamp	
		86.46 Youth Rec Supplies/Daycamp	
		236.96 Facilities Repairs & Maintenananc	
		56.59 Youth Rec Supplies/Daycamp	
		1,070.00 Admin Contract Services/Consult	
809311568	Nicole Kimborowicz	Pool Classes	240.00
809311569	Strawberry Recreation District	Payroll Clearing Account	30,000.00
Total			50,358.25

Total 50,358.25 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931
 6/16/2021

Youth Playclub	18.00	Total Cash	2712.00
Youth Daycamp	0.00	Total Checks	17602.66
Youth Contract Class	0.00	Subtotal	20314.66
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	60.00	Total	20314.66
Aquatics Pool Pass	8765.50		
Pool Cancellation fee	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	7605.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	3684.00		
Facilities Property Rental	182.16		
Other IRS 941 Refund	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	20314.66		

Receipts By Source - All

Adult Recreation	60.00
"Special Events	0.00
Youth Recreation	18.00
Aquatics	8765.50
Tennis	7605.00
Facilities	3866.16
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

20314.66



Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931
 6/9/2021

Youth Playclub	0.00	Total Cash	260.00
Youth Daycamp	758.00	Total Checks	9199.25
Youth Contract Class	0.00	<u>Subtotal</u>	9459.25
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	305.00	<u>Total</u>	9459.25
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	6012.50		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	2383.75		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other IRS 941 Refund	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		9459.25
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	9459.25		

Receipts By Source - All

Adult Recreation	305.00
"Special Events	0.00
Youth Recreation	758.00
Aquatics	6012.50
Tennis	2383.75
Facilities	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00



GM Board Update - July 6, 2021

Financial Summary – See attached

Facilities

Staff:

- We have a new janitor at SRD. Please welcome Ermalinda, though she is being employed through Vanguard Services, she has done such a great job and we already consider her part of our team.

Facilities

- We've hired a new janitorial / custodial contractor. As of mid-June Vanguard Services will be providing all janitorial and custodial needs.
- Comcast's secondary installation location design is approved, and they have now moved forward with construction. Our Comcast project manager has reached out to the construction team to verify timing of install.
- We refurbished the 2nd level north and south courtyards, including new plantings and benches and umbrellas.
- We have ordered a new 12' x 6' Tuff Shed storage shed, to be installed in the trash enclosure. The installation is set for July 13th.
- As of 6/15, all bids for the tennis court RFP were received.
- A new modern looking fan was installed in the 3rd floor loft in June. It provides improved air flow and completes the renovations to the loft (except for the ceiling lights).
- Fusion Technologies has stated that they will have all licenses in our name and data converted to our new Office 365 platform by 7/9. This will complete our IT transition and place all control with SRD and Fusion.
- We are 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 dryer will be installed by Cherins on 7/7/21 and will complete our washer/dryer setup in the gym kitchen.

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 have 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 cut up and removed a set of old metal railings behind the spa and cleaned the area in preparation for a new storage container set-up.
- All the lounge chairs are getting new fabric and placed back on the pool deck for the first time in almost 1½ years.
- A 16' section of the pool wall (by the training pool) experienced a failure of the concrete topcoat. The contractor (Halligan) has agreed to re-surface the wall at no charge. Work is tentatively set for completion on 7/15.
- The SEALS Swim Club shed will be delivered and assembled on 7/7 and placed in southeast corner of the pool deck.
- The Splash Pad heater was repaired on the 7/6 and the Teaching pool heater should be repaired by the 15th. There have been several minor issues with both units this spring.
- The Splash Pad has been repaired in preparation for future opening.
- Chemical injection was re restored to the spa on the 6th, 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.
- The 2021 rough mow and vegetation management of the parks was completed the third week of June. All parks were inspected, and the fire marshal signed off on the work.
- We have increased the trash pick-up at Brickyard Park from one to two days per week, this is due to increased trash and dumping.
- Completion of the bench refurbishment at Brickyard is tentatively scheduled for the end of July.

Aquatics

Q3 Pool Pass-

- We sold 230 pool passes and have many new families and lap swimmers getting to try out the pool.
- We are monitoring the reservation system during these first few weeks, and all seem able to make least 2 initial reservations per week.
- We will continue to watch the reservation system closely to see how we can best layout the pool for Q4.

Camp Swim lessons

- Camp swim lessons are running very smooth.
 - New and existing instructors were trained during the first 2 weeks of lessons.
 - Groups are 16-18 kids and is much more manageable and focused than previous camp years.
 - With smaller groups, less instructors are needed and the groups at the pool are focused. It also relieves tension with lifeguards watching fewer kids at once.

Group/Private Lessons-

- Lesson registration was broken up in to 2 Sessions (A & B)
- Within each session there are multiple options for all levels.
- Session A lessons were sold out by the end of the day. Some additional classes and privates were added to help relieve the overwhelming waitlists.

- After monitoring the first few weeks of Session A, it was noted that there are many beginner swimmers that need a lot more attention and help getting comfortable in the pool. We made a few adjustments and added more group classes for beginner swimmers for Session B.

Pool Parties

- We have begun booking some private and rec pool parties.

Friday Night Swim-

- This Friday, July 9, the pool will be open to members and paid guests from 5-7pm.
- No reservations necessary and no barriers.
- We will offer Friday night swims for members through July and the first 2 weeks of August.

Recreation

Summer Camp

- Total Revenue through 7/5 - \$284,758 (previous SRD high \$345K)
 - Camp Strawberry Traditional Camp – 100% Sold
 - Athletic X – 75% Sold
 - CIT Program – 72% Sold
 - Revenue collected is 93.6% of max (approx. \$304K), excluding before/aftercare
 - Before/Aftercare as many as 12 enrolled in one option
- We have received many positive comments about camp.
- Campers have been enjoying swimming, games and arts and crafts.
- Campers participated in our first egg drop of the summer. They constructed and created boxes to keep the eggs from breaking.
- Camp counselors have been doing a great job of leading games, activities and providing a positive experience for all campers.
- We have had multiple performers at camp this summer such as Perry Yann, Jeremy the Juggler and Jungle James.
- Campers have been enjoying our morning and afternoon camp challenges. These challenges included the camp counselors and campers.
- Counselors participated in our camp counselor talent show. This became many of the campers highlight of the week.

Adult Programs

- Henry will be our new bridge card instructor; we will be starting bridge in September. Henry has a large following in the bridge community and is excited to bring bridge to Strawberry Recreation. This program will start Tuesday September 21st 2021.
- Adult Group Exercise Classes
 - Morning classes have between 10 – 15 people
 - 8 am classes 4 weekdays – will remain 8 am until camp is over then back to 8:30 am start
 - Evening classes on Tuesday & Wednesdays
 - Weekend yoga classes
 - Friday Pool Platform Fitness doing well, but slower sign-ups in the summer

After School Enrichment Programs

- This Fall we will be having new and returning enrichment programs. Beginning in August we have the following programs:
 - **The Culinary Dude**
 - **Portuguese Futbol Club**
 - **North Bay Basketball**
 - **Grid Iron Football League**
 - **The Culinary Dude**
 - **23 Elephants**
 - **Children For Change**
 - **Awesome Kids Yoga**
 - **Kids Zumba**
 - **Play Well Technologies - Lego**

Rentals

- Summer rentals are mostly strong for courts and fields
 - Some pullback due to lack of registrations
 - We are working with our renters to be as flexible as possible
- Staff working on fall field rentals
- Loft is rented for morning/evening meetings and misc. gatherings.
- Remainder of building rental on hold until after summer camp

Misc.

- Strawberry Community Night – August 17 from 4:30 – 8:30 PM
 - Bands are set
 - Working on food vendors and wine tasting
 - Can accommodate additional vendors
 - Football and soccer activities on the field
 - Advertising in ARK, printing posters, posting on social media
 - Will include vintage cars
 - Working with tennis and group ex instructors to develop schedule for free classes during the day

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into June 8, 2021 by and between the STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS (hereinafter "STRAWBERRY" or "BOARD") and NANCY SHAPIRO.

WHEREAS, STRAWBERRY desires to continue to employ the services of NANCY SHAPIRO as General Manager for STRAWBERRY, pursuant to California Public Resources Code section 5786.1.

WHEREAS, NANCY SHAPIRO has the necessary training, background, and skills to perform the duties of General Manager.

NOW THEREFORE, in consideration of the faithful performance of the terms, conditions, promises and covenants contained in this Agreement, the parties agree as follows:

SECTION I - Employment and Term of Office

STRAWBERRY agrees to employ NANCY SHAPIRO as General Manager to perform the functions and duties of said office. The position of General Manager is an at-will position. BOARD may terminate NANCY SHAPIRO's employment at any time, with or without cause and with or without prior notice. NANCY SHAPIRO's job title, duties, responsibilities, compensation, and benefits may change from time to time, but the at-will nature of the employment shall not be changed.

This Agreement sets forth the terms of NANCY SHAPIRO's at-will employment with the BOARD and may not be modified or amended except by a written agreement, signed by the BOARD and NANCY SHAPIRO.

This Agreement commences July 1, 2021 and terminates on June 30, 2022. Upon expiration of this Agreement or any Addendum hereto, the terms and conditions of this Agreement shall remain in effect until it is either terminated or renegotiated.

SECTION II - Duties

NANCY SHAPIRO shall perform the duties of General Manager and such other duties as may be prescribed by STRAWBERRY with the power granted to them by Public Resources Code section 5786.1(d).

NANCY SHAPIRO shall report directly to BOARD.

SECTION III - Compensation

NANCY SHAPIRO shall receive an annual salary of \$141,350, effective July 1, 2021. Nothing in this Contract changes the at-will nature of NANCY SHAPIRO.

NANCY SHAPIRO is subject to all other terms and conditions found in the Strawberry Employee Handbook dated January 2020 including benefits contained therein.

The Parties hereto acknowledge having discussed and agreed upon all terms and Provisions contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

STRAWBERRY:

By _____
Pam Bohner, Board Chair
Strawberry Recreation District

GENERAL MANAGER:

By _____
Nancy Shapiro

APPROVED AS TO FORM FOR STRAWBERRY:

Renee Giacomini Brewer
Assistant County Counsel
Attorney(s) for STRAWBERRY



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Napa: 707.253.1841
Monterey: 831.658.0225

Proposal and Contract

Created Date 6/14/2021

Quote Number 6158-v2
Estimator Stephen Okea

Client

Contact Name Nancy Shapiro

Project

Project Name Strawberry P.G- Lower Tennis Courts 1 & 2

Quote To Name Strawberry Recreation District
Quote To 118 East Strawberry Drive
Mill Valley, CA 94941

Project Address 118 East Strawberry Drive
Mill Valley, CA 94941

LOWER COURTS #1 & 2

<p>FENCE REMOVAL AND ADJUSTMENTS The re-erection of all chain link fencing to provide access for equipment, and/or fencing adjusted for clearance, shall conform to the standards of the trade. Any fence fastenings, parts etc. damaged in the removal work shall be replaced with new material. Remove and dispose of (6) chain link fence panels and (1) chain link gate totaling approximately 3,753 square feet, with the exception of galvanized hardware. i. Remove panels: (1) 93'x15',(1)18'x10',(1) 108'x10',(1) 17'6"x10',(1) 79'x10',(1) 16'6"x10' ii. Clean and prepare (45) 2½" and 3" existing galvanized posts for painting: (4) 3"x 15', (5) 3"x 10',(10) 2½"x 15', (25) 2½"x 10',(1) 2½"x 5'</p>	<p>\$24,500.00</p>
<p>ACRYLIC RESURFACING Resurface courts 1 and 2, totaling 12,100 square feet, with a 2% slope. (a) Run sanding machine over all cracks on tennis courts. (b) Clean where needed to remove mold, mildew and to clean out cracks. (c) Patch and seal all cracks and deteriorated areas with Laykold Deep Patch and Elastomeric Crack Filler. (d) Apply one coat of acrylic Laykold NuSurf Resurfacer textured with sand to the entire surface of courts (e) Apply three coats of Laykold Color Coat system to courts. i. The first two coats will be textured with sand. ii. Final coat is a sealer coat. iii. All existing colors will remain the same (blue courts and green side and back courts) (f) Measure out and apply game lines with textured white line paint.</p>	<p>\$18,380.00</p>



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<p>BACKBOARD</p> <p>(a) Remove and dispose of one 50' x 10' tennis backboard: approximately (500) square feet of plywood, (400) linear feet of 3½" x 2½" fir framing.</p> <p>(b) Remove rust and refinish approximately (75) 4" x 4" L-brackets</p> <p>i. Furnish and install all new 4" x ½" galvanized lag bolts and nuts .</p> <p>(c) Furnish and install one 50' x 10' tennis backboard: approximately (520) square feet of plywood, (410) linear feet of 3½" x 2½" fir framing.</p> <p>i. Install (2) 10' x 7½" plywood side caps</p> <p>ii. Install (1) 50' x 8" plywood top caps at approximately 22° angle, sloping towards the lower courts</p> <p>(d) Paint the entire backboard Kelly Green, or similar color</p> <p>i. To simulate net location, paint a 2" thick white line on the backboard, with a finish height of 3' off the court surface.</p>	<p>\$27,820.00</p>
<p>HILLSIDE SLOPE ADJUSTMENTS</p> <p>(a) Remove and dispose of approximately 5 yards of soil and debris that have eroded down the west hillside, and are now resting against 108' of the west fence line.</p> <p>i. Remove and clean (16) galvanized U-bolts. Paint to match new black coating</p> <p>ii. Remove and dispose of 100 linear feet of 1' x 2" wood retainer</p> <p>iii. Furnish and install 108' feet of 1' x 2" redwood retainer, secure in place with (16) refurbished, galvanized U-bolts.</p>	<p>\$14,500.00</p>
<p>FENCE RE-ERECTION</p> <p>(a) Install approximately 3,753 square feet of black vinyl coated chain link mesh</p> <p>i. Install panels: (1) 93'x15', (1) 18'x10', (1) 108'x10', (1) 17'6"x10', (1) 79'x10', (1) 16'6"x10'</p> <p>ii. Paint all posts, fastener clips, nuts, bolts, and any other un-treated galvanized metal with black acrylic enamel coating.</p> <p>(b) Furnish and install (1) gate 4' x 7' with actuator and hinges capable of future automation.</p> <p>i. Run electrical wire in metal conduit approximately 163' to the southeast entrance gate actuator. Cap off line for future addition of Kisi wireless key entry system, or similar interchangeable system. ii. Gate must include a 4" x 8" welded steel mounting plate immediately to the right of the handle for future keyless reader.</p>	<p>\$46,000.00</p>
<p>PREPERATION FOR KEYLESS ENTRY UNITS</p> <p>(a) Cabling:</p> <p>i. Provide diagrammatic cabling plan, developed architect, SRD management, and potentially a security vendor.</p> <p>ii. Run electrical wire and CAT6 line in metal conduit approximately 165' to the northeast entrance gate. Cap off line for future addition of Kisi wireless key entry system.</p> <p>(b) Power and connectivity:</p> <p>i. Wire: CAT6</p> <p>ii. PoE: PoE, or PoE injector at 48v and 500 mA</p> <p>iii. Internet: Wired via CAT6 and/or Wi-Fi</p> <p>(c) Low Voltage Line:</p> <p>i. Wire: Low Voltage</p> <p>ii. Power: Supply via AUX input 12V, or 24V DC</p> <p>iii. Internet: Wired, or Wi-Fi</p>	<p>\$18,500.00</p>
<p>PREVIOUS CRACK REPAIRS: If the existing court has a "fabric" topical crack repair system over the cracks, this can be removed and the crack can be filled and reappear after resurfacing, or the material can be left in place. Resurfacing will not prevent or repair the fabric from wrinkles, ripples, additional edge cracks, or dead spots. The contractor has no responsibility for existing cracks or fabric crack repair systems in place. If Slipsheet Overlay is chosen, fabric will be removed and cracks will not return, so this disclaimer would not apply.</p>	

TENNIS COURTS • PLAYGROUNDS • TRACKS • DECKS & FLOORS



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<p>NOTES: Vintage is non-union paying prevailing wages. Payment terms to be 30 days upon completion. Retention will follow pay when paid clause but will not exceed 90 days after completion. Completion is defined as walk-through with owner and approval for usage/occupancy by the owner.</p>	
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We hererby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of:

Total Price: \$149,700.00

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Proposal and Contract

Created Date 6/14/2021

Quote Number 6158-v2
Estimator Stephen Okea

Client

Contact Name Nancy Shapiro

Project

Project Name Strawberry P.G- Lower Tennis Courts 1 & 2

Quote To Name Strawberry Recreation District
Quote To 118 East Strawberry Drive
Mill Valley, CA 94941

Project Address 118 East Strawberry Drive
Mill Valley, CA 94941

Payment Terms: PROGRESS PAYMENTS. PAYMENT UPON COMPLETION OF EACH ITEM. RETENTION WILL FOLLOW "PAY WHEN PAID CLAUSE" BUT WILL NOT EXCEED 90 DAYS AFTER COMPLETION. COMPLETION IS DEFINED AS WALKTHROUGH WITH OWNER AND APPROVAL FOR USAGE/OCCUPANCY BY THE OWNER.

Signature

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Vintage Contractors is non-union paying prevailing wages.

Our workers are fully covered by Workmen's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days. In the event legal action is instituted by either party hereto, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date:



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Proposal and Contract

Created Date 6/14/2021

Quote Number 6159-v2
Estimator Stephen Okea

Client

Contact Name Nancy Shapiro

Project

Project Name Strawberry P.G - Upper Tennis Courts 3 & 4

Quote To Name Strawberry Recreation District
Quote To 118 East Strawberry Drive
Mill Valley, CA 94941

Project Address 118 East Strawberry Drive
Mill Valley, CA 94941

UPPER COURTS #3 & 4

<p>FENCE REMOVAL AND ADJUSTMENTS The re-erection of all fencing to provide access for equipment, and/or fencing adjusted for clearance, shall conform to the standards of the trade. Any fence fastenings, parts etc. damaged in the removal work shall be replaced with new material. (a) Remove and dispose of (8) chain link fence panels and (2) chain link gates totaling approximately 3,680 square feet, with the exception of galvanized hardware. i. Remove panels: (1) 96'x10', (2) 12'x10', (1) 67'x10', (1) 46'x6', (1) 24'x8', (1) 12'x10', (1) 76'x10' ii. Clean and prepare (48) 2½" and 3" galvanized posts for painting: (4) 3"x 15', (5) 3"x 10', (10) 2½"x 15', (25) 2½"x 10', (1) 2½"x 5</p>	<p>\$14,000.00</p>
<p>TENNIS COURT - SLIPSHEET OVERLAY SYSTEM 2 COURTS 11,990 Procedure: • Install Slipsheet system with 2 reinforcement membranes. Requires 3-5 days curing. • Install by leveling screed ½" carpet coat. Flexible pavement (premium aggregate / plaster sand / carpet coat emulsified asphalt). Requires 3-5 days curing. • Hot roll and apply 3 refinement and smoothing coats • Apply acrylic resurfacer NET POST MODIFICATION (if required) Modify all net posts to make net 42" above court surface. D. NET TIE DOWNS Anchors for net center strap tie-down shall be 1 5/8" pipe, 9" long with the bottom 2" flattened together and a ¼" pin centered in the top. The anchor shall be set in concrete 6"x6"x12" in depth.</p>	<p>\$101,000.00</p>
<p>HILLSIDE SLOPE ADJUSTMENTS (a) Remove and dispose of approximately 2 yards of soil and debris that have eroded down the hillside, and are now resting against 60' of the west fence line</p>	<p>\$4,500.00</p>



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<p>FENCE RE-ERECTION (a) Install approximately 3,680 square feet of black vinyl coated chain link mesh i. Install panels: (1) 96'x10', (2) 12'x10', (1) 67'x10', (1) 46'x6', (1) 24'x8', (1) 12'x10', (1) 76'x10' ii. Paint (45) posts 2½" and 3" galvanized posts for painting: (4) 3"x 15', (5) 3"x 10', (10) 2½"x 15', (25) 2½"x 10', (1) 2½"x 5 fastener clips, nuts, bolts, and any other un-treated galvanized metal with black acrylic enamel coating. (b) Furnish and install (1) gate 4' x 7' with actuator and hinges capable of future automation. iii. Run electrical wire in metal conduit approximately 26' to the southeast entrance gate actuator. Cap off line for future addition of Kisi wireless key entry system. iv. Gate must include a 4" x 8" welded steel mounting plate immediately to the right of the handle for future keyless reader.</p>	<p>\$23,000.00</p>
<p>PREPERATION FOR KEYLESS ENTRY UNITS (a) Cabling: i. Determine location of existing utilities, and clearly mark their location and depth ii. Provide diagrammatic cabling plan, developed architect, SRD management, and potentially a security vendor. iii. Run low voltage line approximately 2' from the power supply (breaker panel) to the controller box. iv. Connect controller and internet switch with CAT6 wire v. Run electrical wire and CAT6 line in metal conduit approximately 28' to the southeast entrance gate. Cap off line for future addition of Kisi wireless key entry system. (b) Power and connectivity: i. Wire: CAT6 ii. PoE: PoE, or PoE injector at 48v and 500 mA iii. Internet: Wired via CAT6 and/or Wi-Fi (c) Low Voltage Line: i. Wire: Low Voltage ii. Power: Supply via AUX input 12V, or 24V DC iii. Internet: Wired, or Wi-Fi</p>	<p>\$20,000.00</p>
<p>SLIPSHEET NOTES: Permanent solution to cracking. Free floating system allows cracks to move without reflecting through play surface. Slipsheet terminates approximately 8-12" inside the fence or borders. Cracking will appear in this outer edge area but does not affect the court surface. Staging area and truck access required. Proposal assumes substrate is sound with a slope of 1% for drainage. Our work will follow contours of existing substrate. Water puddles can be remediated if there is sufficient slope. Electricity and water to be provided within 50' of work area. All work and material guaranteed for a period of five years. 5 YEAR WARRANTY AGAINST CRACKING OF THE SLIPSHEET</p>	
<p>NOTES: Vintage is non-union paying prevailing wages. Payment terms to be 30 days upon completion. Retention will follow pay when paid clause but will not exceed 90 days after completion. Completion is defined as walk-through with owner and approval for usage/occupancy by the owner.</p>	

We hererby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of:

Total Price: \$162,500.00

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Proposal and Contract

Created Date 6/14/2021

Quote Number 6159-v2
Estimator Stephen Okea

Client

Contact Name Nancy Shapiro

Project

Project Name Strawberry P.G - Upper Tennis Courts 3 & 4

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Project Address 118 East Strawberry Drive
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Payment Terms: PROGRESS PAYMENTS. PAYMENT UPON COMPLETION OF EACH ITEM. RETENTION WILL FOLLOW "PAY WHEN PAID CLAUSE" BUT WILL NOT EXCEED 90 DAYS AFTER COMPLETION. COMPLETION IS DEFINED AS WALKTHROUGH WITH OWNER AND APPROVAL FOR USAGE/OCCUPANCY BY THE OWNER.

Signature

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Vintage Contractors is non-union paying prevailing wages.

Our workers are fully covered by Workmen's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days. In the event legal action is instituted by either party hereto, the prevailing party shall be entitled to reasonable attorney's fees and costs.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date: