

SRD Board Special Virtual Meeting Notice and Agenda
Tuesday, September 14, 2021
Closed Session 6:00 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: 816 6501 5029

Passcode: 052713

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/81665015029?pwd=dGFpcGlrbid2VXczcUNJeGNkSUNGZz09>

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. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** - California Government Code section 54957.
Justin Feliciano, Youth and Recreation Coordinator
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 and August 10, 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.
 4. Discussion of shoreline property issue.
 - D. **Discussion/Action:** GM recommendation to approve combination of two part-time positions to hire a full-time employee, if necessary.
Recommended Action: Approve.

E. Discussion/Action: Review engineering quote from Miller Pacific Engineering for sport court retaining wall and court development.

Recommended Action: Accept quote.

F. Discussion/Action: GM recommendation to increase salary for Justin Feliciano from \$62,000 to \$65,000.
Recommended Action: Approve.

G. Discussion/Action: GM recommendation to authorize GM to spend up to \$20,000.00 to resurface spa.
Recommended Action: Approve.

H. Discussion/Action: GM recommendation to adopt Resolution approving applications for recreational infrastructure revenue enhancement grant funds ("RIRE").
Recommended Action: Adopt.

Adjournment.

6. Next Regular Session Board Meeting is October 12, 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, JUNE 8, 2021

CALLED TO ORDER BY DIRECTOR BOHNER AT 6:49 P.M

1. Roll Call

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

2. Closed Session

3. Open Time for Public Expression

No public expression

3. Open Session Agenda

A. Approval of May Minutes

- Approved - Francis, Teese, Johnson
- Abstain – Bohner, Nichols

B. Presentation of MV Refuse Rate increase analysis

C. Presentation by R3 audit of MVRS rate increase request

D. Proposal to approve MVRS Rate increase 1.57%

- All in Favor
- Motion approved

E. Payroll, Warrants

- All in Favor
- Motion approved

F. GM Report

- Cleaned out concrete area above tennis courts outside gym for more camp area.
- Facilities staff member (janitorial)--may revise the job and wait til after the summer and use a janitorial service to get through the summer.
- Ordering additional storage units for behind spa for paddle boards and aquatics items.
- Vector control for gophers
- Summer irrigation repairs, irrigation scaled back 30% to align with MMWD water savings
- Rough mow and vegetation management at pocket parks to be completed by 6/15
- Aquatics—pool pass lottery closed. 336 entries
- Q3 pool period will have less availability due to swim lessons.
- Looking ahead to fall for lifeguard staffing
- All camp sessions are full or almost full except for session 4
- Playclub is finished for summer.
- Group exercise classes are in full swing.
- Field rentals strong through summer, summer tennis court schedule sent to pass-holders.
- Misc—2019/2020 audit
- Strawberry community night. Three bands are booked for tues evening 8/17.

- Hiring p/t seasonal person to answer phones, do light office work.
- Transitioning it vendor

G. Sport Court

- Peter and Jeff presented plan for sport court to keep plan costs as low as possible and focus funds on actual construction. Next step:
- Hold decisions until we see more quotes—for example soils engineer to give bid (RGH) for sport court area and identify Landscape Architect

H. Fiscal Budget Report

- All in favor
- Motion approved

I. Greenwood Bay Condo Association

- SRD recommends board pass a resolution authorizing Greenwood Bay Condo Association to do work to fix bridge and some other areas. BCDC has removed restrictions so Greenwood Bay can move ahead and get this job done with county permit approval. SRD has deed to the land but Greenwood Bay is responsible for improvements.
- All in favor
- Resolution approved.

J. Late Pick-Up Penalty

- All in favor
- Motion approved

K. New Rate Aquatic Facility Guest Fees

\$10 fee per guest/\$25 max per family (max guests at one time is 4)

- All in favor
- Motion approved

Next Meeting July 13, 2021 (in person or zoom is TBD)

THE MEETING WAS ADJOURNED AT 8:02 PM.

ATTEST:

Alexander L. Johnson
Board Secretary

REGULAR MEETING OF THE STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS HELD AUGUST 10, 2021

Board Members in Attendance: Pam Bohner, Jeff Francis, Peter Teese; GM Nancy Shapiro

6:34 start time, nothing to report out of Closed session

Public Expression: Jose Hilla, inclined to do all four courts at once instead of two at a time

Minutes from June and July meetings could not be approved due to lack of quorum from those meetings.

Fiscal Expenditures and Warrants, Peter made motion to approve, Jeff Second, 3-0 for approval

Manager discusses Financial Report; assets & liabilities; \$431k more on hand than 2020!

Manager Report on Facilities, Aquatics and Fields; report available to the public.

Teese question on timing for Tennis court update, should be end of year; sport court could be done by mid-'22

Employee pay scale approval; Pam motions, Teese approves, limited discussion, 3-0 vote

GM amending Tennis court process; Nancy made some revisions, Jeff, Pam and Peter voted to approve. Pam motions, Peter seconds, 3-0

Summary of Strawberry Festival party--Firetrucks, Wine Tasting, sports, all new options, best ever!

Adjourn: at 7:12p

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

Payroll Date 9-10-21

*** PAYROLL CLEARING***

On the 14th day of September 2021, T 7/30/2021

confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Reade, Ben	Adjustment	-109.38
	Reade, Sam	Adjustment	109.38
DD1836	Bennerotte, Madisyn M	Paystub	201.00
DD1837	Bohner, Catherine E.	Paystub	440.39
DD1838	Brooks, Abigail K	Paystub	123.05
DD1839	Brooks, Sophia P	Paystub	98.44
DD1840	Cottrell, Kenneth R	Paystub	718.65
DD1841	Ernst, Brittny L	Paystub	2,445.55
DD1842	Feliciano, Justin A	Paystub	1,702.74
DD1843	Griswold, Loren M	Paystub	3,108.10
DD1844	Heller, Asher J	Paystub	433.88
DD1845	Johnson, Tristan E	Paystub	207.81
DD1846	May, Grainne C	Paystub	307.14
DD1847	Sacchetto, Marco J	Paystub	1,979.30
DD1848	Shapiro, Nancy R	Paystub	3,303.64
DD1849	Smith, Michael M	Paystub	1,082.88
DD1850	Stewart, Skyiar M	Paystub	211.80
DD1851	Troup, Taylor M	Paystub	903.25
DD1852	Wright, Lucas C	Paystub	790.17
DD1853	Wright, Owen B	Paystub	449.27
9095	Gazzola, Jesse M	payroll Checks	313.55
9096	Franchise Tax Board	payroll Checks	200.00
	CAL PERS	payroll Checks	2665.52
	Quickbooks	Quickbooks Payroll fees	170.50
		2288.00 Payroll Taxes FWT	6248.00
		3209.40 Payroll Taxes FICA	
		750.60 Payroll Taxes MCARE	
	State taxes	969.46 Payroll taxes SWT	1349.05
		69.00 Payroll Taxes SUI	
		310.59 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			29653.88

General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

9/8/2021

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	264.00	Total Cash	783.00
Youth Daycamp	0.00	Total Checks	13280.16
Youth Contract Class	0.00	<u>Subtotal</u>	14063.16
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	345.00	<u>Total</u>	14063.16
Aquatics Pool Pass	8838.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	75.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Adult Enrichment	135.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	4224.00		
Facilities Property Rental	182.16		
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		
Credit Transfer	0.00	0	

14063.16

Receipts By Source - All

Adult Recreation	345.00
"Special Events	0.00
Youth Recreation	264.00
Aquatics	8913.00
Tennis	135.00
Facilities	4406.16
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

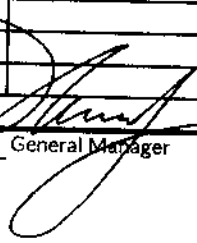
14063.16



On the 14th day of September 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		Amount
809311690	CAPRI	1,297.64	Admin Workman's Comp	5,614.32
		1,224.05	Facilities Workman's Comp	
		1,671.45	Pool Workman's Comp	
		1,421.18	Youth Workman's Comp	
809311691	Cintas Corporation	174.56	Supplies	349.12
		174.56	Pool Maint Supplies	
809311692	Innovative Pool Solutions, Inc.		Pool Repairs & Maintenance	1,096.45
809311693	Landesign Construction and Maint. Inc.		Zone V Contract Service	596.00
809311694	Lincoln Aquatics	862.32	Pool Chemicals	3,110.34
		2,248.02	Pool Repairs & Maintenance	
809311695	Strawberry Recreation District		Payroll Clearing Account	30,000.00
Total				40,766.23

Total


 40766.23 General Manager

STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive / Mill Valley / California 94941-2604
Tel. # (415) 383-6494
Fax # (415) 383-6835
Website: www.strawberry.marin.org

September 8, 2021

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

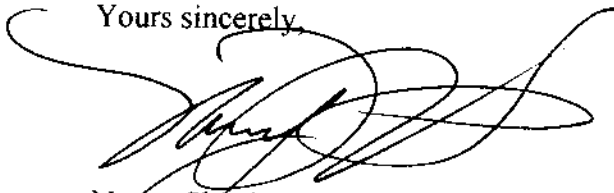
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Five hundred Ninety Six and 00/100 (596.00) 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 September 14, 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
 9/1/2021

Youth Playclub	192.50	Total Cash	105.00
Youth Daycamp	0.00	Total Checks	840.50
Youth Contract Class	648.00	<u>Subtotal</u>	945.50
Special Events Income	0.00	<u>Total Credit Card</u>	0.00
Adult Contract Classes	75.00	Total	945.50
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	30.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00	Adult Recreation	75.00
Aquatics Swim Team Fees	0.00	"Special Events	648.00
Aquatics Miscellaneous	0.00	Youth Recreation	192.50
Adult Enrichment	0.00	Aquatics	30.00
Tennis Keys/Passes	0.00	Tennis	0.00
Tennis Guest	0.00	Facilities	0.00
Tennis Rental/Lessons	0.00	Deposits	0.00
Facilities Rental	0.00	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	0.00	Credit Card Transfer	0.00
Facilities Property Rental	0.00		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		945.50
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	945.50		



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

Payroll Date 8-27-21

*** PAYROLL CLEARING***

On the 14th day of September 2021, T 7/30/2021
 confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD1801	Alber, Mary C	Paystub	
DD1802	Bennerotte, Madisyn M	Paystub	289.18
DD1803	Benyon, Skye L	Paystub	490.30
DD1804	Brooks, Abigail K	Paystub	284.74
DD1805	Brooks, Sophia P	Paystub	205.09
DD1806	Butler, Owen N	Paystub	482.03
DD1807	Caveney, Andrew W	Paystub	189.58
DD1808	Cottrell, Kenneth R	Paystub	559.72
DD1809	DeOchoa, Hailey E	Paystub	895.58
DD1810	Ernst, Brittney L	Paystub	559.73
DD1811	Feliciano, Justin A	Paystub	2,445.54
DD1812	Griswold, Loren M	Paystub	1,749.17
DD1813	Harlow, Georgia M	Paystub	3,108.09
DD1814	Heller, Asher J	Paystub	483.57
DD1815	Hood, Kyle C	Paystub	495.85
DD1816	Kapur, Dylan R	Paystub	129.89
DD1817	Kuhrman, Casey L	Paystub	589.09
DD1818	Kuhrman, Kaye F	Paystub	461.86
DD1819	Leitch, Madeline A	Paystub	735.34
DD1820	May, Grainne C	Paystub	756.77
DD1821	Nichols, Barrett L	Paystub	354.46
DD1822	Plante, Anna K	Paystub	312.98
DD1823	Quill, Caitlin O	Paystub	174.18
DD1824	Reade, Benjamin T	Paystub	164.07
DD1825	Ruliffson, Sofia	Paystub	109.38
DD1826	Sacchetto, Marco J	Paystub	759.22
DD1827	Shah, Maleena S	Paystub	1,979.31
DD1828	Shapiro, Nancy R	Paystub	85.21
DD1829	Smith, Michael M	Paystub	3,303.65
DD1830	Thiessen, Juliet H	Paystub	1,422.42
DD1831	Troup, Taylor M	Paystub	557.94
DD1832	Wank, Lainey S	Paystub	283.02
DD1833	Wilson, Ryan A	Paystub	127.61
DD1834	Wright, Lucas C	Paystub	266.14
DD1835	Wright, Owen B	Paystub	272.75
9089	Churton, Ruby M	payroll Checks	127.61
9090	Gazzola, Jesse M	payroll Checks	536.05
9091	Moll, Abigail F	payroll Checks	512.39
9092	Pineda, Georgia M	payroll Checks	73.61
9093	Saltzman, Andrew J	payroll Checks	82.03
9094	Franchise Tax Board	payroll Checks	618.01
	CAL PERS	payroll Checks	200.00
	Quickbooks	Quickbooks Payroll fees	3060.79
		2621.00 Payroll Taxes FWT	121.25
		4398.76 Payroll Taxes FICA	8048.50
		1028.74 Payroll Taxes MCARE	
	State taxes	1074.85 Payroll taxes SWT	
		201.60 Payroll Taxes SUI	1702.14
		425.69 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			40165.84

General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

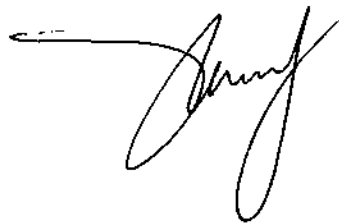
8/25/2021

Youth Playclub	5499.50	Total Cash	370.00
Youth Daycamp	0.00	Total Checks	16318.50
Youth Contract Class	0.00	Subtotal	16688.50
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	525.00	Total	16688.50
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	65.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Adult Enrichment	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	10599.00		
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		
Credit Transfer	0.00	0	
	16688.50		

Receipts By Source - All

Adult Recreation	525.00
"Special Events	0.00
Youth Recreation	5499.50
Aquatics	65.00
Tennis	0.00
Facilities	10599.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

16688.50



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

August 19, 2021

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

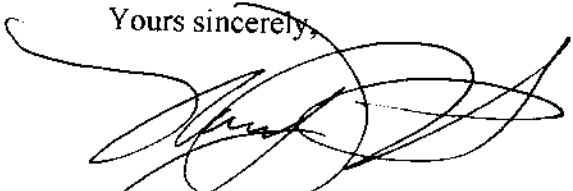
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This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on September 14 , 2021.

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
 8/19/2021

Youth Playclub	940.50	Total Cash	889.00
Youth Daycamp	0.00	Total Checks	13917.50
Youth Contract Class	0.00	<u>Subtotal</u>	14806.50
Special Events Income	749.00	Total Credit Card	0.00
Adult Contract Classes	45.00	<u>Total</u>	14806.50
Aquatics Pool Pass	0.00		
Pool Cancellation fee	5.00		
Aquatics Guest Fees	90.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00	Adult Recreation	45.00
Aquatics Swim Team Fees	0.00	"Special Events	749.00
Aquatics Miscellaneous	0.00	Youth Recreation	940.50
Adult Enrichment	0.00	Aquatics	95.00
Tennis Keys/Passes	0.00	Tennis	6502.50
Tennis Guest	0.00	Facilities	6474.50
Tennis Rental/Lessons	6502.50	Deposits	0.00
Facilities Rental	1382.50	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	5092.00	Credit Card Transfer	0.00
Facilities Property Rental	0.00		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		14806.50
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	14806.50		



On the 14th day of September 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311665	CAL PERS-medical	813.64	Pool Full Time Medical		4,078.37
		1,627.28	Facilities Full Time Medical		
		1,627.28	Youth Medical		
		10.17	Admin Medical		
809311666	Delta Dental of California	49.54	Admin Dental		370.55
		99.08	Facilities Full Time Dental		
		122.85	Pool Full Time Dental		
		99.08	Youth Dental		
809311667	Department of Justice		Admin Fingerprinting		32.00
809311668	Fast Signs		Admin Brochure/Marketing		381.76
809311669	Hydrex Pest Control		Facilities Repairs & Maintenanc		67.00
809311670	Landesign Construction and Maint. Inc.		Zone V Contract Service		596.00
809311671	Lincoln Aquatics		Pool Chemicals		913.89
809311672	McKesson Medical Surgical	201.00	Pool Rec supplies		208.80
		7.80	Pool Rec supplies		
809311673	Mill Valley Refuse Service, Inc.	242.07	Facilities Repairs & Maintenanc		484.14
		242.07	Facilities Parks Repairs/Mainte		
809311674	MMWD	753.27	Facilities Field Utilities		3,929.94
		1,883.17	Pool Utilities		
		1,129.89	Facilities Utilities		
		163.61	Facilities Parks Utilities		
809311675	R3 Consulting Group		Admin Contract Services/Consult		1,066.94
809311676	Vanguard Cleaning Systems of the No	896.81	Facilities Repairs & Maintenanc		4,484.06
		3,587.25	Youth Contract Service/Daycamp		
809311677	Emily Huffman		Pool Classes		119.00
Total					16,732.45

Total

16,732.45 General Manager

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

Payroll Date 8-13-21

*** PAYROLL CLEARING***

On the 7th day of September 2021, Th 7/30/2021

confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD1760	Ayaz, Sophie S	Paystub	410.17
DD1761	Bennerotte, Madisyn M	Paystub	209.19
DD1762	Benyon, Skye L	Paystub	686.39
DD1763	Bitton-Williams, Moise	Paystub	368.24
DD1764	Bohner, Catherine E.	Paystub	71.10
DD1765	Bohner, Pamela G	Paystub	91.15
DD1766	Brooks, Abigail K	Paystub	258.42
DD1767	Butler, Owen N	Paystub	62.00
DD1768	Carlin, Delaney J	Paystub	1,061.29
DD1769	Caveney, Andrew W	Paystub	559.74
DD1770	Cottrell, Kenneth R	Paystub	678.15
DD1771	DeOchoa, Hailey E	Paystub	585.97
DD1772	Dworak, Elena A	Paystub	95.25
DD1773	Ernst, Brittney L	Paystub	2,445.55
DD1774	Feliciano, Justin A	Paystub	1,702.76
DD1775	Francis, Jeff	Paystub	91.15
DD1776	Garcia, Yesenia R	Paystub	1,104.60
DD1777	Griswold, Loren M	Paystub	3,108.09
DD1778	Hamner, Sofia C	Paystub	164.71
DD1779	Harlow, Georgia M	Paystub	401.06
DD1780	Hood, Kyle C	Paystub	522.84
DD1781	Kapur, Dylan R	Paystub	617.11
DD1782	Kuhrman, Casey L	Paystub	559.73
DD1783	Kuhrman, Kaye F	Paystub	824.03
DD1784	Leitch, Madeline A	Paystub	1,073.05
DD1785	May, Grainne C	Paystub	587.11
DD1786	Nichols, Barrett L	Paystub	246.20
DD1787	Petrova, Alexandra V	Paystub	558.84
DD1788	Plante, Anna K	Paystub	235.94
DD1789	Quill, Caitlin O	Paystub	328.14
DD1790	Reade, Samuel R	Paystub	632.28
DD1791	Rulifson, Sofia	Paystub	929.62
DD1792	Sacchetto, Marco J	Paystub	1,979.30
DD1793	Shapiro, Nancy R	Paystub	3,303.64
DD1794	Smith, Michael M	Paystub	1,570.91
DD1795	Stewart, Skylar M	Paystub	170.32
DD1796	Thiessen, Juliet H	Paystub	1,028.14
DD1797	Wilson, Ryan A	Paystub	460.06
DD1798	Wolin, Annie K	Paystub	898.89
DD1799	Wright, Lucas C	Paystub	645.12
DD1800	Wright, Owen B	Paystub	463.70
9082	Alber, Mary C	payroll Checks	562.08
9083	Cowan, Sonya J	payroll Checks	529.37
9084	Gazzola, Jesse M	payroll Checks	437.52
9085	Moll, Abigail F	payroll Checks	180.94
9086	Royal, Anna I	payroll Checks	839.87
9087	Saltzman, Andrew J	payroll Checks	992.48
9088	Teese, Peter	payroll Checks	91.15
	CAL PERS	payroll Checks	3078.51
	Quickbooks	Quickbooks Payroll fees	252.75
		3419.69 Payroll Taxes FWT	10388.13
		5647.62 Payroll Taxes FICA	
		1320.82 Payroll Taxes MCARE	
	State taxes	1257.91 Payroll taxes SWT	2165.77
		361.32 Payroll Taxes SUI	
		546.54 Payroll Taxes SDI	
		National Paid Leave Credit	0.00
			51308.52

General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

8/11/2021

Youth Playclub	0.00	Total Cash	140.00
Youth Daycamp	1372.00	Total Checks	5138.54
Youth Contract Class	0.00	<u>Subtotal</u>	5278.54
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	165.00	<u>Total</u>	5278.54
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	130.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00	Adult Recreation	165.00
Aquatics Swim Team Fees	0.00	"Special Events	0.00
Aquatics Miscellaneous	80.00	Youth Recreation	1372.00
Adult Enrichment	0.00	Aquatics	210.00
Tennis Keys/Passes	0.00	Tennis	3349.38
Tennis Guest	0.00	Facilities	182.16
Tennis Rental/Lessons	3349.38	Deposits	0.00
Facilities Rental	0.00	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	0.00	Credit Card Transfer	0.00
Facilities Property Rental	182.16		
Other Measure A	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		5278.54
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00		
	5278.54		



On the 10th day of August 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant In Favor of			Purpose		Amount
809311646	Ammi Publishing Comp, Inc.	599.00	Community Night Expense		998.00
		399.00	Community Night Expense		
809311647	Andrew Kopp		Community Night Expense		200.00
809311648	Anthony Alosi		Community Night Expense		200.00
809311649	Anthony Prael		Community Night Expense		200.00
809311650	Bank of Marin 5590	1,867.10	Youth Rec Supplies/Daycamp		12,258.82
		1,476.42	Facilities Repairs & Maintenanc		
		15.14	Pool Rec supplies		
		49.00	Admin Office Supplies		
		48.33	Pool Rec supplies		
		79.82	Pool Chemicals		
		48.87	Youth Rec Supplies/Daycamp		
		45.43	Facilities Maint Supplies		
		2,766.76	Facilities Maint Supplies		
		449.23	Youth Rec Supplies/Daycamp		
		779.37	Facilities Repairs & Maintenanc		
		39.87	Youth Rec Supplies/Daycamp		
		14.06	Admin Office Supplies		
		80.70	Youth Rec Supplies/Daycamp		
		41.05	Youth Rec Supplies/Daycamp		
		139.68	Youth Rec Supplies/Daycamp		
		14.99	Admin IT		
		225.70	Youth Rec Supplies/Daycamp		
		22.91	Youth Rec Supplies/Daycamp		
		95.69	Community Night Expense		
		217.27	Youth Rec Supplies/Daycamp		
		68.15	Facilities Repairs & Maintenanc		
		58.20	Youth Rec Supplies/Daycamp		
		740.00	Admin IT		
		80.00	Pool Rec supplies		
		14.99	Admin Office Supplies		
		49.65	Youth Rec Supplies/Daycamp		
		250.00	Pool Rec supplies		
		1,191.89	Admin IT		
		418.17	Facilities Repairs & Maintenanc		
		244.68	Facilities Repairs & Maintenanc		
		80.91	Recruiting		
		32.74	Youth Rec Supplies/Daycamp		
		12.35	Facilities Repairs & Maintenanc		
		501.70	Recruiting		
809311651	Brett Boyd		Community Night Expense		200.00
809311652	Fast Signs		Admin Other Adv/Promo		195.58
809311653	John Molloy		Community Night Expense		200.00
809311654	Kim Schubert		Community Night Expense		595.00
809311655	Leigh Claxton		Adult Contract Services		195.00
809311656	Lincoln Aquatics	321.19	Pool Chemicals		384.52
		63.33	Pool Chemicals		
809311657	LouAnne Harris		Adult Contract Services		65.00

On the 10th day of August 2021, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311658	Megan Scott	Adult Contract Services	585.00
809311659	Nancy Mimms	Adult Contract Services	529.00
809311660	Planeteria Media LLC	Admin Web Site	50.00
809311661	Richard Gee	Community Night Expense	200.00
809311662	Stephen A. Taylor	Community Night Expense	250.00
809311663	True North Landscapes, Inc.	Facilities Field Repairs & Maint	1,000.00
809311664	Strawberry Recreation District	Payroll Clearing Account	52,000.00
Total			70,305.92

Total


 70,305.92 General Manager

GM Board Update – September 14, 2021

Financial

- See attached

Facilities

Facilities:

- Comcast's fiberoptic team will be performing the final line splitting and connection on September 14th. Comcast phones, routers and modem should arrive in the next two weeks.
- Fusion IT installed a new Aruba router, which allowed us to activate the new Rukus Wireless Access Points. This now allows for a strong Wi-Fi signal throughout the entire property.
- We are looking to purchase and install an 8' x 6' storage shed in the SRD outside storage enclosure. The enclosure is also being cleaned out and completely reorganized.
- Vintage Contractor setup the temporary fencing on 9/10 and commenced with the tennis court renovations on 9/13.

Athletic Fields:

- True North will be installing for a flow meter and flow sensor on 9/22. We're also, looking to get pricing for a sub-meter that would separate athletic fields and aquatic facility usage.
- The fall irrigation check and repairs were performed on 9/10, all rotors were adjusted for improved distribution uniformity.

Aquatics / Water:

- We're garnering bids for the replastering of the spa. Contractors currently have a long lead-time and the county permit process is backlogged.
- We're installing a new 200-gallon, enclosed muriatic acid tank on 9/23. This will replace our 60-gallon tank that required hand filling and employee chemical exposure.
- New pool covers were installed on the Teaching and wader pools on the 9th.
- Several vendors will be providing bids to install three blower fans in the north pumphouse wall to improve air flow inside.
- The Aquatics Facility is closed for maintenance between the Q3 and Q4 swim sessions. Closure dates are September 22 – 26. The facility will reopen on Monday, September 27.

Parks:

- A bench was repaired at Strawberry Cove Park on 9/9, and all three benches are scheduled for refinishing by the end of September.
- In an act of vandalism, most of the signs – including the main entrance sign – were removed from Harbor Cove Park / Dock. New signs have been ordered and will be installed by the end of the month.

- Completion of the bench refurbishment at Brickyard has been pushed back until mid-October for the end of August.
- Post trashcan removal, the trash along the RBSD path behind 7-11 has been minimal.
- A dead pine tree was successfully removed from SRD's property on the pathway to the dock.

Aquatics

- Fall Session A swim lessons are sold out.
 - Brittney trained two new swim instructors who are working out well.
 - Not able to offer as many lessons as we would like due to shortage of instructors
 - Session B sign-ups will begin before the end of September.
- Q4 Pool Passes sold out in about three hours. Q4 swim session begins on September 27 and runs through December 17.
- Lifeguards are in short supply.
 - Three of SRD's FTEs will be lifeguard certified soon.
 - Will help fill gaps at the pool.
 - Interviewing candidates for morning/mid-day lifeguard position.
 - It's been very difficult to find qualified candidates.
- Some of our long-time guards – Lucas, Asher and Sophia B. are off to college. We will miss them and wish them well.
- Birthday parties at the pool have ramped up. We can only provide pool parties on a limited basis due to staffing challenges.

Recreation Update

Youth

- The Play Club program is strong with an average of 16 children per day. We have started a 1-hour kindergarten option to provide care for additional families at Strawberry Point Elementary.
- Three of our enrichment programs are sold out for the first session of school. These enrichment programs are cooking, basketball and the Lego engineering programs.
- The two lower enrollment enrichment classes are soccer that currently have 5 children and yoga that has 9 children.
- Kenny and Taylor are the Play Club staff and they have both brought a great energy and provided a welcoming environment for all children at Play Club.
- Currently the recreation team is working on bringing new programs and renters to the facility. We are also bringing back summer camp staff to help with our goal to offer a Winter Camp Strawberry.

Adult

- Adult bridge classes will be starting on September 21st, currently we have 18 members signed up for this program.
- The Bridge instructor is also looking to offer a drop-in bridge program on Mondays.

- Continuing to build adult group exercise classes.
 - Added two new morning classes and will hold for a month or so to try and build enrollment
 - Working on adding a line dancing class later in the fall
 - Trying to figure out how to attract new people to Group Ex classes
 - Considering move to a monthly membership model instead of the scan card/pay per class membership

Rentals

- Building rentals are coming back slowly
- Several request for children's birthday parties
- One private basketball group has returned
- New basketball and volleyball groups expressing interest in gym space
- Weekday and Sunday field rentals are strong

Misc.

- Due to the horrific fire at the Bio Lab plant – which provided chlorine and ferric chloride to most of the southern U.S. – both the cost and availability of chlorine have been drastically affected. We project the increased chlorine cost to continue for another 1 -2 years and availability to be diminished. We've enacted a new automatic ordering system, where the telemetry will automatically trigger a reorder when the tank gets to 75% of capacity. This will allow us to reduce chlorine shortages at SRD.
 - We are triple the extra stock of one gallon bottles of chlorine and acid, to use as emergency back-up if the tanks run out.
 - We had to rely on the back-up supply this past weekend and will replenish.
- **Most pressing issue is staffing shortages and difficulty of finding qualified staff**
- Due to staffing shortage, it's unlikely we will be able to have a Halloween event this year.
 - We are thinking about creating a volunteer core to help with future events.
- Dispensing of excess property – currently working with County Counsel to determine if any of the land SRD owns can be sold.
- Working on land use agreement with homeowner who has stairs on SRD owned land with shoreline access.
- Applied for Pool House building permit extension from Marin County for one year.
- Working on grant application for funds that will be allocated to tennis court renovation project. Resolution on agenda is part of the grant application process.

SRD Financial Summary
7/1 - 9/10 2021 v 2020

	FY 2021/2022			FY 2020/2021		
	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./Loss
Operating						
Youth Recreation	\$ 65,405	\$ 149,025	\$ (83,620)	\$ 73,793	\$ 118,697	\$ (44,904)
Special Events	\$ 1,210	\$ 3,908	\$ (2,698)	\$ -	\$ -	\$ -
Adult Rec. Classes	\$ 9,109	\$ 2,934	\$ 6,175	\$ -	\$ -	\$ -
Aquatics	\$ 142,973	\$ 124,206	\$ 18,767	\$ 25,110	\$ 88,818	\$ (63,708)
Tennis	\$ 10,966	\$ -	\$ 10,966	\$ 14,712	\$ -	\$ 14,712
Facilities	\$ 29,104	\$ 74,050	\$ (44,946)	\$ 12,532	\$ 77,497	\$ (64,965)
Administration	\$ -	\$ 103,470	\$ (103,470)	\$ -	\$ 115,772	\$ (115,772)
					0	
Total Operating	\$ 258,767	\$ 457,593	\$ (198,826)	\$ 126,147	\$ 400,784	\$ (274,637)
						\$ -
Non Operating						
Measure A	\$ 47,767	\$ -	\$ 47,767	\$ 42,529	\$ -	\$ 42,529
Other Funds	\$ 42,362	\$ 121	\$ 42,241	\$ 49,350	\$ -	\$ 49,350
Capital Improvements	\$ -	\$ 329	\$ (329)	\$ -	\$ 435	\$ (435)
Zone IV	\$ -	\$ 17,895	\$ (17,895)	\$ -	\$ 17,714	\$ (17,714)
Zone V	\$ -	\$ 1,788	\$ (1,788)	\$ 7,163	\$ 1,704	\$ 5,459
			\$ -			\$ -
Total Non-Operating	\$ 90,129	\$ 20,133	\$ 69,996	\$ 99,042	\$ 19,853	\$ 79,189
			\$ -			\$ -
Net Rev, Exp & Income	\$ 348,896	\$ 477,726	\$ (128,830)	\$ 225,189	\$ 420,637	\$ (195,448)
Total Net w/o Zone IV			\$ (110,935)			\$ (177,734)
Balance Sheet Cash	Aug 4 2021	4-Aug-20	Change			
General Fund	\$ 1,296,509	\$ 1,217,722	\$ 78,787			
Replacement Resv	\$ 584,706	\$ 580,708	\$ 3,998			
Measure A	\$ 195,475	\$ 88,060	\$ 107,415			
Payroll Clearing	\$ 73,337	\$ 61,579	\$ 11,758			
Credit Card Acct.	\$ 256,162	\$ 100,652	\$ 155,510			
Total	\$ 2,406,189	\$ 2,048,721	\$ 357,468			
Total Previous Mo.	\$ 2,536,046	\$ 2,104,835	\$ 431,211			

Job description

Recreation and Aquatics Specialist or Lead

Job Description:

Strawberry Recreation District is looking for a qualified individual who is enthusiastic, motivated, and responsible to join our team. The Recreation and Aquatics Specialist is responsible for the safety and well-being of our aquatic's patrons and students, leading games, projects, lessons, and transitioning children through a multitude of activities. Additional duties include assisting the Aquatics Manager with life guarding* and swim instructing throughout the week. Previous experience working with children and/or educational experience is highly desired.

- **If you are not currently lifeguard certified, SRD will train/certify a qualified candidate for this position**

Aquatics: 60%

- Maintain a safe environment by conducting regular safety checks of the facility and equipment (e.g., rescue & first aid equipment, water chemistry, aquatic features)
- Assist in coordinating daily activities/programs
- Assist patrons and guests with check-in
- Assist Aquatics Manager with scheduling and administrative work
- Teach swim lessons and assist in teaching ARC lifeguard courses
- Support Camp Strawberry youth swim lessons

Recreation: 30%

- Supervise and engage with children ages 5-11 yrs. during both structured and unstructured activities
- Plan, organize, and lead a variety of activities, games, projects, and lessons
- Communicate openly and effectively with staff and administration, as well as other Program Specialists
- Ensure the safety and emotional wellbeing of students
- Respond to emergencies and injuries calmly and effectively
- Carry out disinfecting procedures and COVID-19 safety protocols
- Additional tasks as assigned by SRD Management

Admin: 10%

- Provide administrative and customer service support

Requirements:

- Must be primarily available weekday mornings and Saturdays (some evenings and holidays)
- Must have good work ethic and enjoy working in a friendly, outdoor environment
- Lifeguard, Lifeguard Instructor, CPR, First-Aid, Certified Pool Operator a plus
- Previous work experience as a lifeguard/swim instructor a plus
- Must be 18 years of age or older
- Confidently work with children under minimal supervision.
- Effectively communicate with children in a calm and patient manner.
- Demonstrate leadership skills, patience, and enthusiasm.
- Observe campers for signs of illness and/or injury.
- Climb up and down stairs and lift up to 50 pounds.
- At least one year experience in leading and supervising children in a recreational setting and/or academic background/experience in recreation, elementary or physical education, nature sciences, or related field.

COVID-19 requirements:

- Masks required
- Hand Washing
- Proper cleaning protocols

Payscale Additions											
Aquatics/Recreation Specialist	Aquatics & Recreation	FTE - Sal & Be	\$ 45,000	\$ 63,000	\$45-\$48K	\$47-\$52K	\$51-\$56K	\$56-\$59K	\$57-61K	\$59-63K	\$ 63,000
Aquatics/Recreation Lead	Aquatics & Recreation	FTE - Sal & Be	\$ 50,000	\$ 70,000	\$50-\$53K	\$53-\$56K	\$56-59K	\$59-\$64K	\$62-\$65K	\$65-\$70K	\$ 70,000

Miller Pacific Engineering Quote

Phase 1 – Geo-Civil Plans and Specifications

Phase 2 – Consultation during Project Permitting and Bidding

Phase 3 – Construction Observation and Testing

Phase 1 – Geo-Civil Plans and SpecificationsFixed Fee \$14,800

Phase 2 – Consultation During Permitting/BiddingTime & Expense, Est. \$2,000

Phase 3 – Construction Observation and TestingTime & Expense, Est. \$7,000*

*(Note: Phase 3 Estimate to be verified when the final design and schedule is known.)

Resolution Number: 2021-06

RESOLUTION OF THE BOARD OF STRAWBERRY RECREATION DISTRICT (SRD)
APPROVING APPLICATION(S) FOR RECREATIONAL INFRASTRUCTURE REVENUE
ENHANCEMENT GRANT FUNDS

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Recreational Infrastructure Revenue Enhancement Grant Program, setting up necessary procedures governing application(s); and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application(s) before submission of said applications to the State; and

WHEREAS, the grantee will enter into a contract(s) with the State of California to complete project(s);

NOW, THEREFORE, BE IT RESOLVED that the SRD Board hereby:

1. Approves the filing of project application(s) for Recreational Infrastructure Revenue Enhancement program grant project(s); and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Recreational Infrastructure Revenue Enhancement funding, sufficient funds to complete the project(s); and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project(s), and
4. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and
5. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the "Presidential Memorandum--Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters," dated January 12, 2017, the Strawberry Recreation District will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and nonprofit organizations to expand access for diverse populations.
 - (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.

(F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.

(G) Identifying possible staff liaisons to diverse populations.

6. Agrees that to the extent practicable, the project(s) will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
7. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and
8. Delegates the authority to the General Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope(s); and
9. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

Approved and adopted the 14 day of September, 2021.

I, the undersigned, hereby certify that the foregoing Resolution Number 2021-6 was duly adopted by the SRD Board following a roll call vote:

Ayes:

Noes:

Absent:

Board Chair

Date