

SRD Board Meeting Notice and Agenda  
Tuesday, February 8, 2022  
Closed Session 5:00 p.m.  
Open Session 6:00 p.m.

**DUE TO COVID-19 and the Omicron variant, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-1-22 WHICH SUSPENDS 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: 896 1398 2715

Passcode: 395460

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/89613982715?pwd=WXpwc0I4NFFqbllieHNLV2pwNjRPZz09>

**Location:** Strawberry Recreation District – 1<sup>st</sup> Floor Meeting Room, 118 E. Strawberry Dr., Mill Valley, CA 94941

**Accessibility for Individuals with Disabilities**

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

1. Call to Order and Roll Call

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

a. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to California Government Code § 54956.9(d)(2). Number of potential case(s): three.

3. 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.

4. **OPEN SESSION AGENDA** – Members of the public may comment on any agenda item (limit: three mins per person).

A. New Business Items

B. Approval of the Minutes of January 11 and 20, 2022.

C. Approval of September 14, 2021 minutes.

D. 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 to request correction for October 12, 2021 Board Meeting. The September 14, 2021 minutes were erroneously approved at the October 12, 2022 meeting, but were not in the Agenda packet.

**Recommended Action:** Approve and direct GM to update October 12, 2021 Agenda packet.

**E. Discussion/Action:** Zone IV Cove Update – Report on progress of solicitation of a license to dredge from homeowners that changed parcel numbers.

**Recommended Action:** Discussion only.

**F. Discussion/Action:** Zone IV Update – Report on progress on bids for engineer and project manager.

**Recommended Action:** Discussion only.

**G. Discussion/Action:** GM to request Courtyard Rental Rate Changes as follows:

- With 1<sup>st</sup> floor same as current rates –
  - Resident - \$20

- Non-resident - \$25
- Non-profit - \$20
- For-profit - \$30
- Without 1<sup>st</sup> floor or other rental
  - Resident - \$35
  - Non-resident - \$40
  - Non-profit - \$35
  - For-profit - \$50

**H. Discussion/Action:** Land Use Rental Rates Ad Hoc Committee report.

**Recommended Action:** Discussion only.

**I. Discussion/Action:** Land Use Rental Rates Ad Hoc Committee recommend new proposed rate schedule.

**Recommended Action:** Adopt recommendation.

**J. Discussion/Action:** GM requests a thirty (30) day extension of Resolution 2022-02, adopted by the Board at its January 11, 2022 meeting. Resolution 2022-02 adopted AB 361 regarding tele/video conference meetings during the COVID-19 state of emergency.

**Recommended Action:** Extend Resolution 2022-02 for thirty (30) days.

Adjournment.

5. Next Regular Session Board Meeting is March 8, 2022 at 7:00 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, January 11, 2022

CALLED TO ORDER BY DIRECTOR BOHNER AT 7:18 P.M.

1. Roll Call

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

2. Open Time for Public Expression

No public expression

3. Open Session Agenda

- a. Approval Resolution regarding tele/video conference meetings during the COVID-19 state of emergency and adopting AB 361.
  - a. Approved
  - b. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- b. Overview presentation of SB 1383 by R3 and Mill Valley Refuse
- c. Motion to waive reading of SB 1383
  - a. Approved
  - b. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- d. Motion to adopt an ordinance adopting an Organics Reduction and Recycling Ordinance pursuant to SB 1383
  - a. Approved
  - b. AYES: Director Nichols, Director Teese, Director Johnson & Director Bohner
  - c. NAY: Director Francis
- e. Report of Closed Session: No Public Report
- f. Discussion of Zone IV Dredge Plan
- g. Motion to adopt an ordinance adopting an Organics Reduction and Recycling Ordinance pursuant to SB 1383
  - a. Approved
  - b. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- h. Motion to adopt standing committee for Zone IV Advisory
  - a. Approved
  - b. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- a. Motion to appoint Alexander Johnson as Zone IV SRD Board representative
  - a. Approved
  - b. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- b. Motion to direct counsel to draft policy for mandating COVID-19 vaccination for staff
  - a. Approved
  - b. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- c. Motion to approve TPLL rates 2022



- c. Approved
- d. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- d. Motion to approve returned check fee
  - e. Approved
  - f. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- e. Motion to approve water aerobics fee increase to \$12.00 per class
  - g. Approved
  - a. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- f. Director Bohner Motion to approve fiscal reports and disbursements
  - h. Approved
  - i. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner

THE MEETING WAS ADJOURNED AT 9:28 PM

ATTEST:

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Alexander L. Johnson  
Board Secretary

SPECIAL MEETING OF THE STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS  
HELD TUESDAY, JANUARY 20, 2022

CALLED TO ORDER BY DIRECTOR BOHNER AT 6:15 P.M.

1. Roll Call

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

2. Closed Session Disclosures

- a. Item A: No disclosures
- b. Item B: Direction given by Board

3. Open Time for Public Expression

- a. Member of community referenced introduction to Brian Ross as potential resource for Zone IV Dredging project.
- b. Brian Ross introduced himself and professional experience.

3. Open Session Agenda

- c. Discussion regarding pickleball court design options and implications of two vs three courts
- d. Discussion around proposed policy requiring COVID-19 vaccine for SRD employees and contractors
  - a. Public commentary was heard from members of the public and employees
  - b. Questions and discussion around scope and alternatives of policy
- e. Motion to approve proposed policy requiring COVID-19 vaccine for SRD employees
  - a. Approved
  - b. AYES: Director Nichols, Director Francis, Director Teese, Director Johnson & Director Bohner
- f. Discussion around process for Zone IV Dredging procurement and meetings
- g. Motion to approve procurement of engineer for Zone IV dredging analysis
  - a. AYES: Director Nichols, Director Francis, Director Johnson & Director Bohner
  - b. ASTAIN: Director Teese

THE MEETING WAS ADJOURNED AT 7:16 PM

ATTEST:

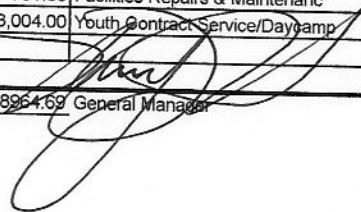
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Alexander L. Johnson  
Board Secretary

On the 9th day of February 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809311888	At&t Telephone		Admin Telephone		1,640.55
809311889	Black Market Surf		Supplies		117.05
809311890	Cintas Corporation	164.38	Supplies		328.76
		164.38	Pool Maint Supplies		
809311891	Goodman's Building Supply	261.34	Facilities Repairs & Maintenanc		402.44
		141.10	Supplies		
809311892	Henry Kingdon	1,421.00	Adult Contract Services		1,617.00
		196.00	Adult Contract Services		
809311893	Herb's Pool Service, Inc.		Pool Repairs & Maintenance		6,610.16
809311894	Hydrex Pest Control		Facilities Repairs & Maintenance		67.00
809311895	Jon Hartman		Adult Enrichment Classes		280.00
809311896	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		861.25
809311897	L&M Distribution, Inc.	520.00	Tennis Supplies		1,072.48
		552.48	Tennis Supplies		
809311898	Marin County Tax Collector	186.00	Lawsuit		3,844.00
		3,658.00	Admin Legal Fees		
809311899	Otis Elevator Company	1,445.31	Facilities Repairs & Maintenance		2,020.31
		575.00	Facilities Repairs & Maintenance		
809311900	Perry Yan		Youth Contract Service/Daycamp		375.00
809311901	PG&E	8,028.69	Pool Utilities		9,673.12
		1,644.43	Facilities Utilities		
809311902	R. J. Ricciardi, CPA Inc.	1,000.00	Admin Acct/Audit/bookkeeping		4,924.00
		3,924.00	Admin Acct/Audit/bookkeeping		
809311903	Transbay Security Service, Inc.		Facilities Repairs & Maintenance		376.57
809311904	True North Landscapes, Inc.		Facilities Field Repairs & Maint		1,000.00
809311905	Vanguard Cleaning Systems of the N	751.00	Facilities Repairs & Maintenance		3,755.00
		3,004.00	Youth Contract Service/Daycamp		
Total					38,964.69

Total 38,964.69 General Manager



Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931  
 2/3/2022

Youth Playclub	614.00	Total Cash	260.00
Youth Daycamp	1596.00	Total Checks	8684.00
Youth Contract Class	0.00	<u>Subtotal</u>	8944.00
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	435.00	<u>Total</u>	8944.00
Adult Enrichment	120.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	30.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Facilities Rental	5219.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	30.00		
Facilities Property Rental	0.00		
Other Covid relief Funds	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	900.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	8944.00		

Receipts By Source - All

Facilities	5249.00
Adult Recreation	555.00
"Special Events	0.00
Aquatics	30.00
Tennis	0.00
Deposits	0.00
Admin	900.00
Other	0.00
Credit Card Transfer	0.00
Youth Recreation	2210.00
	1485.00

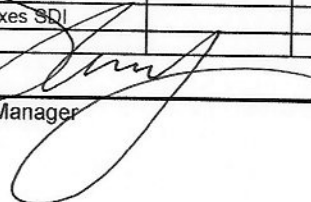




\*\*\* PAYROLL CLEARING\*\*\*

On the 9th day of February 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD2030	Alber, Mary C	Paystub	36.95
DD2031	Bennerotte, Madisyn M	Paystub	229.95
DD2032	Bohner, Pamela G	Paystub	182.50
DD2033	Ernst, Brittny L	Paystub	2,459.12
DD2034	Feliciano, Justin A	Paystub	1,781.76
DD2035	Ferguson, Grant	Paystub	160.15
DD2036	Francis., Jeff	Paystub	182.50
DD2037	Griswold, Loren M	Paystub	3,122.53
DD2038	Harlow, Georgia M	Paystub	62.04
DD2039	Johnson, Alexander L	Paystub	182.50
DD2040	Johnson, Tristan E	Paystub	109.50
DD2041	Kuhrman, Kaye F	Paystub	945.25
DD2042	Leitch, Madeline A	Paystub	340.50
DD2043	May, Grainne C	Paystub	312.61
DD2044	Miller-Hall, ChaBrea T	Paystub	558.25
DD2045	Pares, Tessa J	Paystub	85.32
DD2046	Sacchetto, Marco J	Paystub	1,996.29
DD2047	Shapiro, Nancy R	Paystub	3,326.44
DD2048	Smith, Michael M	Paystub	1,607.96
DD2049	Swanson, Miranda	Paystub	337.00
DD2050	Wank, Lainey S	Paystub	250.02
DD2051	Wolin, Annie K	Paystub	89.19
DD2052	Wright, Owen B	Paystub	271.46
9119	Gazzola, Jesse M	payroll Checks	360.65
9120	Nichols, Cale B	payroll Checks	182.50
9121	Teese, Peter	payroll Checks	182.50
	CAL PERS	payroll Checks	3119.25
	Quickbooks	Quickbooks Payroll fees	79.25
		2280.00 Payroll Taxes FWT	6310.94
		3266.90 Payroll Taxes FICA	
		764.04 Payroll Taxes MCARE	
	State taxes	972.34 Payroll taxes SWT	1600.62
		338.47 Payroll Taxes SUI	
		289.81 Payroll Taxes SUI	
			30465.50

  
 General Manager



Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

1/26/2022

118 East Strawberry Drive  
 Mill Valley, California 93931

Youth Playclub	37.50	Total Cash	120.00
Youth Daycamp	0.00	Total Checks	1232.25
Youth Contract Class	581.00	<u>Subtotal</u>	1352.25
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	220.00	<u>Total</u>	1352.25
Adult Enrichment	120.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Facilities Rental	393.75		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Covid relief Funds	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		
	1352.25		

Receipts By Source - All

Facilities	393.75
Adult Recreation	340.00
"Special Events	581.00
Aquatics	0.00
Tennis	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00
Youth Recreation	37.50
	921.00

0

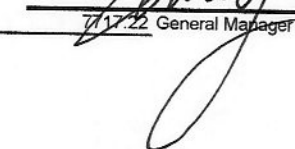




On the 9th day of February 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		Amount
809311875	CAL PERS-medical	857.06	Pool Full Time Medical	4,296.01
		1,714.12	Facilities Full Time Medical	
		1,714.12	Youth Medical	
		10.71	Admin Medical	
809311876	Karen Bohlin		Adult Contract Services	195.00
809311877	Megan Scott		Adult Contract Services	390.00
809311878	Mill Valley Refuse Service, Inc.	237.07	Facilities Repairs & Maintenanc	484.14
		247.07	Facilities Parks Repairs/Mainte	
809311879	Nancy Mimms		Adult Contract Services	390.00
809311880	Vintage Contractors, Inc		Capital Improvement Projects	1,540.32
809311881	Patricia Ding		Pool Pass S/S	378.00
809311882	Marti Wiener		Tennis Keys	43.75
Total				7,717.22

Total 7,717.22 General Manager





Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

1/19/2022

118 East Strawberry Drive  
 Mill Valley, California 93931

Youth Playclub	0.00
Youth Daycamp	0.00
Youth Contract Class	0.00
Special Events Income	0.00
Adult Contract Classes	260.00
Adult Enrichment	280.00
Aquatics Pool Pass	702.00
Pool Cancellation fee	0.00
Aquatics Guest Fees	19.50
Aquatics Pool Classes	0.00
Pool Adult classes	0.00
Aquatics Swim Team Fees	0.00
Aquatics Miscellaneous	0.00
Tennis Keys/Passes	0.00
Tennis Guest	0.00
Facilities Rental	0.00
Deposits Held on Rental	0.00
Facilities Field Rental	60.00
Facilities Property Rental	0.00
Other Covid relief Funds	285759.00
Admin Miscellaneous	0.00
Admin Advertising	0.00
Admin Donations	0.00
Other Licenses & Permits	0.00
Other Project Donations	0.00

Total Cash	453.50
Total Checks	486627.00
Subtotal	487080.50
Total Credit Card	0.00
Total	487080.50

Receipts By Source - All

Facilities	285819.00
Adult Recreation	540.00
"Special Events	0.00
Aquatics	721.50
Tennis	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	200000.00
Youth Recreation	0.00

201261.50

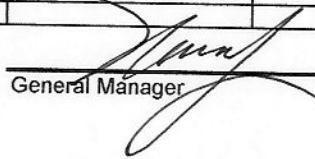
Credit Transfer 200000.00 1031  
 487080.50



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

On the 9th day of February 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD2010	Bennerotte, Madisyn M	Paystub	36.95
DD2011	Brooks, Abigail K	Paystub	41.06
DD2012	Butler, Owen N	Paystub	32.85
DD2013	Cottrell, Kenneth R	Paystub	91.25
DD2014	Ernst, Brittney L	Paystub	2,459.12
DD2015	Feliciano, Justin A	Paystub	1,796.09
DD2016	Griswold, Loren M	Paystub	3,122.52
DD2017	Johnson, Tristan E	Paystub	32.85
DD2018	Kuhrman, Kaye F	Paystub	188.64
DD2019	Leitch, Madeline A	Paystub	116.34
DD2020	May, Grainne C	Paystub	36.95
DD2021	Miller-Hall, ChaBrea T	Paystub	567.22
DD2022	Pares, Tessa J	Paystub	45.17
DD2023	Sacchetto, Marco J	Paystub	1,996.29
DD2024	Shapiro, Nancy R	Paystub	3,326.43
DD2025	Smith, Michael M	Paystub	1,410.27
DD2026	Swanson, Miranda	Paystub	512.69
DD2027	Wank, Lainey S	Paystub	32.85
DD2028	Wolin, Annie K	Paystub	34.91
DD2029	Wright, Owen B	Paystub	34.91
9118	Gazzola, Jesse M	payroll Checks	34.91
	CAL PERS	payroll Checks	2939.88
	Quickbooks	Quickbooks Payroll fees	175.50
		2172.00 Payroll Taxes FWT	5593.80
		2773.22 Payroll Taxes FICA	
		648.58 Payroll Taxes MCARE	
	State taxes	937.13 Payroll taxes SWT	1540.97
		357.83 Payroll Taxes SUI	
		246.01 Payroll Taxes SDI	
			26200.42

  
 General Manager



On the 9th day of February 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311865	Bank of Marin 5590	235.70 Admin Professional Development	6,066.24
		235.70 Pool Professionla Development	
		61.23 Youth Rec Supplies/Daycamp	
		13.99 Admin Office Supplies	
		90.00 Facilities Repairs & Maintenanc	
		205.05 Pool Rec supplies	
		85.25 Youth Rec Supplies/Daycamp	
		318.93 Admin Employee Relations	
		69.09 Youth Rec Supplies/Daycamp	
		30.30 Youth Rec Supplies/Daycamp	
		14.06 Admin Office Supplies	
		29.78 Youth Rec Supplies/Daycamp	
		69.04 Admin Office Supplies	
		139.85 Youth Rec Supplies/Daycamp	
		180.40 Facilities Repairs & Maintenanc	
		24.55 Admin Office Supplies	
		190.89 Admin Brochure/Marketing	
		16.58 Youth Rec Supplies/Daycamp	
		14.99 Admin IT	
		129.85 Covid Tests	
		384.85 Admin Brochure/Marketing	
		60.52 Youth Rec Supplies/Daycamp	
		86.19 Facilities Repairs & Maintenanc	
		35.10 Youth Rec Supplies/Daycamp	
		7.03 Admin Office Supplies	
		179.06 Facilities Repairs & Maintenanc	
		7.04 Youth Rec Supplies/Daycamp	
		329.28 CIP	
		7.74 CIP	
		14.99 Admin IT	
		309.47 Facilities Repairs & Maintenanc	
		102.50 Admin Employee Relations	
		49.78 Admin Office Supplies	
		70.35 Admin Office Supplies	
		162.38 Admin Office Supplies	
		1,215.19 Admin IT	
		21.42 Youth Rec Supplies/Playclub	
		708.12 Admin Office Supplies	
		29.04 Admin Brochure/Marketing	
		41.00 Pool Rec supplies	
		37.88 Admin Brochure/Marketing	
		52.08 Pool Rec supplies	
809311866	Cintas Corporation	218.20 Supplies	436.40
		218.20 Pool Maint Supplies	
809311867	L&M Distribution, Inc.	73.61 Tennis Supplies	10,868.91
		10,795.30 Tennis Supplies	
809311868	Landesign Construction and Maint. Inc.	Zone V Contract Service	596.00
809311869	RecDesk LLC	Admin Contract Services/Consult	5,003.00
809311870	Vintage Contractors, Inc	Capital Improvement Projects	132,716.05
809311871	Arash Khalatbari	Youth Playclub	100.00
809311872	Jessica Siegel	Deposits Held on Rental	500.00
809311873	Joseph Cillo	Tennis Refund	51.00
809311874	Strawberry Recreation District	Payroll Clearing Account	27,000.00
Total			183,337.60

Total 183337.60 General Manager

14



# STRAWBERRY RECREATION DISTRICT

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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)

January 12, 2022

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 February 9, 2022 .

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

1/12/2022

118 East Strawberry Drive  
 Mill Valley, California 93931

Youth Playclub	487.50
Youth Daycamp	0.00
Youth Contract Class	0.00
Special Events Income	0.00
Adult Contract Classes	30.00
Adult Enrichment	220.00
Aquatics Pool Pass	216.00
Pool Cancellation fee	0.00
Aquatics Guest Fees	0.00
Aquatics Pool Classes	0.00
Pool Adult classes	0.00
Aquatics Swim Team Fees	0.00
Aquatics Miscellaneous	0.00
Tennis Keys/Passes	0.00
Tennis Guest	0.00
Facilities Rental	4160.00
Deposits Held on Rental	0.00
Facilities Field Rental	0.00
Facilities Property Rental	191.27
Other CAPRI WC refund 20/21	1762.14
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
	7066.91

Total Cash	110.00
Total Checks	6956.91
Subtotal	7066.91
Total Credit Card	0.00
Total	7066.91

Receipts By Source - All

Facilities	6113.41
Adult Recreation	250.00
"Special Events	0.00
Aquatics	216.00
Tennis	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00
Youth Recreation	487.50
	466.00

0



SRD Financial Summary  
7/1 - 02/03 2022 v 2021

	FY 2022			FY 2021		
	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
<b>Operating</b>						
Youth Recreation	\$ 238,039	\$ 276,559	\$ (38,520)	\$ 150,424	\$ 228,668	\$ (78,244)
Special Events	\$ 1,210	\$ 6,163	\$ (4,953)	\$ -	\$ 1,403	\$ (1,403)
Adult Rec. Classes	\$ 30,159	\$ 16,972	\$ 13,187	\$ -	\$ -	\$ -
Aquatics	\$ 292,944	\$ 276,211	\$ 16,733	\$ 94,962	\$ 221,820	\$ (126,858)
Tennis	\$ 44,903	\$ 16,473	\$ 28,430	\$ 51,442	\$ 1,830	\$ 49,612
Facilities	\$ 91,908	\$ 249,770	\$ (157,862)	\$ 37,775	\$ 221,855	\$ (184,080)
Administration	\$ 286,659	\$ 258,634	\$ 28,025	\$ 1	\$ 261,295	\$ (261,294)
<b>Total Operating</b>	<b>\$ 985,822</b>	<b>\$ 1,100,782</b>	<b>\$ (114,960)</b>	<b>\$ 334,604</b>	<b>\$ 936,871</b>	<b>\$ (602,267)</b>
						\$ -
<b>Non Operating</b>						\$ -
Measure A	\$ 47,788	\$ -	\$ 47,788	\$ 43,071	\$ 14,161	\$ 28,910
Other Funds	\$ 122,147	\$ 3,120	\$ 119,027	\$ 448,766	\$ 1,803	\$ 446,963
Capital Improvements	\$ -	\$ 311,623	\$ (311,623)	\$ -	\$ -	\$ -
Zone IV	\$ 352	\$ 18,157	\$ (17,805)	\$ 161,368	\$ 18,462	\$ 142,906
Zone V	\$ 1	\$ 4,172	\$ (4,171)	\$ 7,184	\$ 4,544	\$ 2,640
			\$ -			\$ -
<b>Total Non-Operating</b>	<b>\$ 170,288</b>	<b>\$ 337,072</b>	<b>\$ (166,784)</b>	<b>\$ 660,389</b>	<b>\$ 38,970</b>	<b>\$ 621,419</b>
			\$ -			\$ -
<b>Net Rev, Exp &amp; Income</b>	<b>\$ 1,156,110</b>	<b>\$ 1,437,854</b>	<b>\$ (281,744)</b>	<b>\$ 994,993</b>	<b>\$ 975,841</b>	<b>\$ 19,152</b>
<b>Total Net w/o Zone IV</b>			<b>\$ (263,939)</b>			<b>\$ (123,754)</b>
<b>Prpty Tax Not Included</b>			<b>\$ 320,000</b>			
<b>Tennis Court Grant</b>			<b>\$ 250,000</b>			
<b>Adjusted Net Inc.</b>			<b>\$ 306,061</b>			
<b>Balance Sheet Cash</b>	<b>Feb-22</b>	<b>1-Feb-21</b>	<b>Change</b>			
General Fund	\$ 1,348,121	\$ 1,270,566	\$ 77,555			
Replacement Resv	\$ 584,776	\$ 584,080	\$ 696			
Measure A	\$ 195,496	\$ 76,461	\$ 119,035			
Payroll Clearing	\$ 74,858	\$ 66,939	\$ 7,919			
Credit Card Acct.	\$ 126,663	\$ 153,063	\$ (26,400)			
			\$ -			
<b>Total</b>	<b>\$ 2,329,914</b>	<b>\$ 2,151,109</b>	<b>\$ 178,805</b>			



# General Manager's Report – February 2022

**Financials – see attached**

## **Facilities**

### Facilities:

- All nine of the old concrete/aggregate trash receptacles have been disposed of and the new trash/ recycling combo cans, as well as the green waste cans have been placed in selected locations throughout the site.
- With the passage of SB 1383, we've brought SRD into compliance with the installation of dedicated green waste receptacles and placed signage on all six units.
- Mike Brown electric completed the installation of a sign light for the uphill entrance sign, as well as two sets of electrical plugs for the 1<sup>st</sup> floor front entrance.
- Excellent Gutter Cleaners cleared and cleaned all gutters on the main building on January 13<sup>th</sup>.
- All the fire extinguishers passed inspection, and this Thursday the 10<sup>th</sup> the Ansul system for the range and stove will be serviced.
- All paperwork for the annual CERS (California Environmental Reporting System) filing have been submitted and approved on February 2<sup>nd</sup>.
- All tennis court signs and numbers being installed by Thursday the 10<sup>th</sup>.
- Solar operated motion detector spotlights were installed at the entrance to both the upper and lower courts respectively on February 4<sup>th</sup>.
- We're receiving proposals from structural engineers to assess design and structural rigidity of the gym floor.
- In an effort to reduce water waste, we're purchasing push button automatic shut-off faucets for the two gym bathroom sinks.
- The installation of a vent and roof Jack for the dryer were completed at the end of January. The system was tested, and the new dryer system works well and is ready for regular usage.
- All the vents in the gym have been cleaned, new filters installed in the heaters and the thermostats programmed for the winter season.

### Athletic Fields:

- Spring field renovation specs were sent out to qualified bidders and Landesign came in with the winning bid. They plan on filling in the pitching mound runway with turf by middle of February.
- The spring irrigation check will take place the 3<sup>rd</sup> week of February.
- The valve that controls the infield turf for the majors is stuck and needs to be repaired or replaced.
- As we reach the 3-year mark of our present landscape contractor, it is time to garner three competitive bids for the maintenance contract. This process will take place over the next 1 to 2 months.
- On February 8<sup>th</sup>, Glyphosate was applied on all the weeds in the infield cinder of both fields.

## Aquatics / Water:

- The final ADA lift is being repaired this week, giving us three fully functional lifts.
- The replastering of the spa wall failed during the heavy rains, and Halligan Plastering has committed to performing the warranty work on February 15<sup>th</sup> and 16<sup>th</sup>.
- The top of sand filter #2 is leaking and requires replacement. We've contracted with herb's Pool Service, however the parts are on backordered with an 8 week ETA.
- The County permits will be approved within the month and we're hoping to replace both spa pumps and three valves prior to the replastering

## Parks:

- We'll be performing a black Acacia removal along the Seminary Cove Bike Path by the end of March
- Completion of the bench refurbishment at Brickyard has been pushed back until spring

## **Aquatics**

- Q2 Pool Passes will go on sale 03/15/22
- Spring Swim Lessons registration will open online 03/22/22
- Currently the pool is relatively quiet, but patrons are enjoying the flexibility of having available lanes every day.
- Beginning to contact our spring and summer staff to begin planning summer swim lessons with Camp.
- Rebecca's Shallow Water Aerobics class was added to Tuesday afternoons and is now Tuesday & Thursday at 1 pm
- Suzanne with Waterygym has reached out in hopes of returning this April, after 2 years away.
- Two lifeguard ARC courses are tentatively scheduled for April 2-3 & May 21-22.

## **Recreation**

### Adult Programs

- We had a great one-day iPhone class that helped 20 members develop a better understanding on how to use their iPhone.
- Adult drop – in basketball has grown to 20 members and we are looking to partner with Northbay basketball to develop an adult basketball league.
- Currently Justin is working on adding group exercise instructors and adding additional one day adult classes and morning adult programs.
- The bridge class has grown to 20 members in the beginning bridge classes and drop in bridge on Mondays have an average of 9 people.

## Youth and After School Enrichment Programs

- During the Spring session we will be having multiple different enrichment programs. Listed below are the names of the programs that will start on March 21<sup>st</sup>.
  - Portuguese Futbol Club
  - North Bay Basketball
  - National Academy of Athletics: Dodgeball
  - National Academy of Athletics: All sports
  - The Culinary Dude
  - 23 Elephants
  - Awesome Kids Yoga/Toddler Yoga
  - Play Well Technologies
  - Sparks Volleyball
- We are working to create a fall youth basketball league powered by Northbay basketball. This league starts in August and ends in October (8-9 weeks), and would help us create youth sport leagues at Strawberry Recreation.
- Summer camp registration is now open. We are offering additional spots from last year's maximum of 65 campers. We have extended enrollment to 75 campers and currently in session 2 we already have 32 enrolled.
- We have reached out to summer camp staff from last summer and 20 camp counselors will be returning this summer. This will be a key to another successful summer, with many returning staff members building on our success from last summer.

## Rentals

- Legarza sports continued their rental for youth basketball on Saturdays and we are looking forward continuing the partnership throughout the next school year.
- Northbay basketball has been renting on Sundays and we have confirmed that they will be an all-year renter going forward.

## Marketing

- SRD now has scrolling media on a TV screen in the office – using Reach Media
- Building signs above the office and first floor room and installed.
- Preparing order for gym and loft signs
- Flyers for programs are posted in windows of the first floor room and the gym
- Working on ideas for a sign on the south east side of the building, above the stairs going up to the gym
- Rec team working on summer camp ads in local media

## Misc.



### Vaccination Policy Update

- All current employees sent new policy and required to sign form acknowledging receipt by Feb 15.
- Vaccine cards due Feb 15<sup>th</sup> as well

### SB 1383

- Ordinance notification published in IJ
- CalRecycle Grant Application completed – SRD applied for \$20K in funds to implement
- SRD getting calls and working with MVRS to ensure Strawberry residents have the recycle cans they need

### TPLL Meeting

- Ad Hoc met with TPLL
  - Provided rates and terms
  - SRD to continue working with TPLL to ensure a smooth season
  - TPLL to provide regular season schedule to SRD by Feb 15
  - Two TPLL events planned, March 19 & end of regular season

### Grant updates

- Prop 68 Grant paperwork completed & contract received.
  - Waiting for site visit to finalize
  - Once signed off, takes roughly 6 – 8 weeks to receive funds
- Second Grant will be used for the Sport Court
  - Waiting on Miller Pacific for a timeline to complete engineering plans so we can begin the bidding process

### Tennis

- Tennis pro Matt Holt will be moving on from SRD.
- Not in a rush but will be looking for an additional pro with all day availability, USPTA registered.
- Looking for new tennis court benches. SRD is eligible for a USTA grant for 50% of the cost, up to \$5,000. Will begin work on both.

### Audit

- We are finishing the paperwork preparation for the 2020/2021 audit. We should be ready to call the auditor for visit by the end of next week.

### Phone System Transition to Comcast

- At long last, the SRD phones have been transitioned to Comcast, completing the final phase of changing services from AT&T. It took 11 months to complete this process.
- SRD requested a credit for delays from Comcast. Still waiting to hear back with response.
- New phones are a bit more cumbersome to use but have more features.

## LICENSE FOR DREDGING

1. Whereas properties within "Zone IV" of the Strawberry Recreation District, Marin County, California, are those properties which adjoin or are partially within and are affected by easements of record which comprise the Strawberry Channel Navigation Easement (hereinafter the "Navigation Easement") which provides such properties water navigation access to San Francisco Bay;
2. Whereas the undersigned is/are the owner(s) of the property described below in this License for Dredging, which said property is within Strawberry Recreation District, Zone IV, and is subject to and is benefitted by the Navigation Easement; and,
3. Whereas the property described below is subject to the assessment district described by documents establishing the Navigation Easement and the Strawberry Recreation District is the administrator of said assessment district and its assessed funds; and,
4. Whereas the Strawberry Recreation District has proceeded with, or is proceeding with, or in the future may proceed with, maintenance dredging of the Navigation Easement, including applying for and obtaining permits for such dredging; and,
5. Whereas, in connection with the maintenance dredging of the Navigation Easement, the owner(s) below wish to, or may in the future wish to, have dredging simultaneously take place adjacent to or under a private dock located on the property described below, which dock is in, adjacent to, or has access to the Navigation Easement;

NOW, THEREFORE, the undersigned owner(s) hereby grants a revocable, non-exclusive License to Strawberry Recreation District to:

1. Dredge, or cause to be dredged, all portions of the Navigation Easement within, on or over the property described below;
2. Include in any dredging permit application(s) plans for dredging adjacent to and under any portion of any dock on the property described below; and,
3. Submit dredging plans and reports to permitting agencies on behalf of the undersigned in the event such dredging adjacent to or under any dock on the property described below takes place or is intended to take place pursuant to such permit(s).

This license is "at-will" of the undersigned owner(s), may be revoked at any time upon written notice by owner(s) to Strawberry Recreation District, and shall automatically lapse upon sale or other transfer of ownership, in part or in whole, of the property to which the license applies.

The property to which this license applies is:

Mill Valley, California, Marin County Assessor's Parcel No(s)

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2022 at \_\_\_\_\_, California.

\_\_\_\_\_

\_\_\_\_\_

**Name of Owner(s):**

**Mailing Address:**



DECLINATION

To:  
Tirrell Graham  
Barbara Wambach  
Zone IV Citizens Advisory Committee

Re: Dredging Permit Application(s)

The undersigned, owner(s) of the property located at \_\_\_\_\_  
Mill Valley, California, has/have reviewed the letter from the Strawberry Recreation  
District, Zone IV, Citizens Advisory Committee dated Feb. 1, 2022. I/we presently  
decline to grant authority to the Strawberry Recreation District to include this property  
in future applications(s) which the Strawberry Recreation District may submit to  
governmental authorities for issuance of a permit for dredging of the Strawberry  
Channel Navigation Easement.

DATED: \_\_\_\_\_

\_\_\_\_\_  
(Signature) Owner

\_\_\_\_\_  
(Print name/title)

\_\_\_\_\_  
(Signature) Co-owner

\_\_\_\_\_  
(Print name/title)

Effective February 1, 2022, SRD is accepting engineer/project manager proposals for maintenance dredging of The Strawberry Channel to commence June 2023. If you wish to submit a proposal for this project, contact Barbara Wambach, Zone IV Citizens Committee ([blwambach@comcast.net](mailto:blwambach@comcast.net)) for a copy of the project plan and existing permit.

Responsibilities included but not limited to:

- Submit Episode Permit Project Plan
- Facilitate Agency Approvals
- Develop Dredge Site Plan utilizing existing drawings and bathymetric survey information
- Develop scope of work for Dredge Contract
- Notify Dredge Companies of Public Bid
- Publish Notice of Bid
- Develop Bid Documents and Distribute
- Facilitate Public Bid Meeting at SRD
- Facilitate agency approvals of Dredge Operation Plan submitted by selected Dredge Company
- Overall Management of the Dredging Project, including during and post-project submittals to agencies as required by the permits.

Proposals must be received by February 23, 2022 and should be delivered to:

Nancy Shapiro, General Manager,  
Strawberry Recreation District  
118 E. Strawberry Dr.  
Mill Valley, CA, 94941

Or email: [gm@strawberryrec.org](mailto:gm@strawberryrec.org) and copy [blwambach@comcast.net](mailto:blwambach@comcast.net)

SRD Shoreline Land Use License Pricing:

1 – 5 stairs (up to 15 sq. ft) – \$50/month

6 – 10 stairs (up to 30 sq. ft) - \$100/month

11 – 20 stairs (up to 60 sq. ft.) - \$150/month

Over 60 sq. ft. of structure (some have stairs and launches) - \$2.50/sq. ft per month



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**RESOLUTION # 2022-03**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF STRAWBERRY RECREATION DISTRICT MAKING FINDINGS THAT THE PROCLAIMED STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN PERSON AND DECLARING THAT THE BOARD OF DIRECTORS WILL CONTINUE TO MEET REMOTELY IN ORDER TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC**

**WHEREAS**, the Fire District (the “District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative body conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

**WHEREAS**, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings electronically without a physical meeting place; and

**WHEREAS**, as a result of Executive Order N-29-20, staff set up Zoom teleconference meetings for all District Board of Directors meetings; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

**WHEREAS**, since the issuance of Executive Order N-08-21, the Delta variant has emerged, causing a spike in COVID-19 cases throughout the state; and

**WHEREAS**, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

**WHEREAS**, on September 16, 2021, the Governor signed Assembly Bill 361 into law, as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of

the Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency, provided certain conditions are met and certain findings are made; and

**WHEREAS**, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the Director of Health & Human Services has recommended that the County continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings.

**WHEREAS**, the District cannot maintain adequate safe social distance between members of the public, Board members and staff in their respective meeting locations; and

**WHEREAS**, because of the rise in cases due to the Delta variant, the District is concerned about the health and safety of attendees, the District's Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

**NOW, THEREFORE, THE SOUTHERN MARIN FIRE DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

1. The Board has reconsidered the circumstances of the State of Emergency, and finds that:
  - a. The factors triggering the State of Emergency continue to directly impact the ability of the members of the Board of Directors and District staff, and members of the public to meet safely in person; and
  - b. State and local officials continue to recommend measures to promote social distancing.
2. District Board of Directors meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361 and Government Code Section 54953(e)(2), in order to ensure the health and safety of the public while providing access to public meetings.
3. The Board of Directors will reconsider the circumstances of the State of Emergency and revisit the need to conduct meetings remotely within 30 days of the adoption of this Resolution.

REGULARLY PASSED AND ADOPTED this 8th day of February 2022.

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Pamela Bohner, Board Chair

Date