

**SRD Board Meeting Notice and Agenda**  
**Tuesday, March 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 GOVERNMENT CODE SECTION 54953 (E), WHICH APPLIES DURING A PROCLAIMED STATE OF EMERGENCY DURING WHICH STATE OR LOCAL OFFICIALS HAVE IMPOSED OR RECOMMENDED MEASURES TO PROMOTE SOCIAL DISTANCING. 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: 853 7030 4931

Passcode: 452375

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/85370304931?pwd=UkFsTHMxMVJCaFdZS29McjFvaExqUT09>

**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): five

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 agendized matter (limit: three mins per person).

A. New Business Items

B. Approval of the Minutes September 14, 2021 & February 8, 2022.

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:** Zone IV Update – Zone IV Committee has reviewed engineering bids and will present them.

**Recommended Action:** Approve bid award

E. **Discussion/Action:** Zone IV – General Manager requests to appoint Brian Ross to Zone IV Committee.

**Recommended Action:** Appoint Brian Ross to Zone IV Committee.

F. **Discussion/Action:** General Manager requests to change job title, responsibilities, and compensation for position of Recreation Supervisor – Youth Programs & Marketing/Camp Director and recommends that Marco Sacchetto serve in this position.

**Recommended Action:** Approve updated job title, responsibilities, and compensation and appoint Mr. Sacchetto to serve as Recreation Supervisor – Youth Programs & Marketing/Camp Director.

G. **Discussion/Action:** General Manager requests to change job title, responsibilities, and compensation for position of Recreation Supervisor – Events & Adult Programs/Assistant Camp Director and recommends that Justin Feliciano serve in this position. **Recommended Action:** Approve new job title, responsibilities, and compensation for this position and appoint Mr. Feliciano to serve as Recreation Supervisor – Events & Adult Programs/Assistant Camp Director.

H. **Discussion/Action:** General Manager requests instituting cost of living adjustment for the positions of Aquatics Manager,

Facilities Director, and Maintenance Lead.

**Recommended Action:** Approve cost of living increases.

**I. Discussion/Action:** Third Base Dugout - General Manager recommends repairs to third base dugout in an amount not exceed \$20,000.

**Recommended Action:** Adopt recommendation to repair third base dugouts in an amount not to exceed \$20,000.

**J. Discussion/Action:** RIRE Grant Deed Restriction Recording – Board previously approved application for the RIRE Grant, requires a deed restriction to receive funding. General Manger now requests approval to record the RIRE Grant Deed Restriction.

**Recommended Action:** Approve recording of RIRE Grant Deed Restriction.

**K. Discussion/Action:** General Manager recommends adoption of a Child Abuse Prevention Policy and Procedures in compliance with AB 506.

**Recommended Action:** Adopt proposed Child Abuse Prevention Policy and Procedures.

**L. Discussion/Action:** GM requests a thirty (30) day extension of Resolution 2022-02, adopted by the Board at its February 8, 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.

**M. Discussion/Action:** General Manager requests approval and execution of license with owner of the real property located at 90 Century Drive. The Board previously approved the license, but the homeowner has obtained updated drawings, requiring re-approval.

**Recommended Action:** Approve license.

Adjournment.

Next Regular Session Board Meeting is April 12, 2022, 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

September 14, 2021, Strawberry Recreation District Board Minutes

Closed Session: Gave direction to staff

Open Session: 638

Approved minutes

Approved engineering quote

Approved salary increase

G. Approved to resurface spa

H. Approved grant resolution

Dock - no movement. CN SRD influence BCBD to move

722. adjourned

## **SRD Meeting Minutes for Tuesday February 8<sup>th</sup> 2022**

Open Session meeting started at 6:15pm

Closed session reporting out:

Nothing to report

Direction given to Legal Counsel

Direction given to staff

Time for public comment – no public comment

**Item H** Agenda moved to accommodate Item H first – Land Use Rental Rates. Discussion among BOD and Public ensues. Ad Hoc committee presents new price lower structure provided as shown on page 27 of board packet.

**Item I** Land Use rental rates voted on to adopt Ad Hoc pricing recommendation. Recommendation approved by a vote of 4 to 1 with BOD member Jeff Francis abstaining

**Item E** Zone IV Cove update. Barbara Wambach provides update of Cove participation in the dredging cycle that is to commence in 2023. Discussion only. No action required

**Item F** Zone IV update on progress for competitive dredging bids provided by consulting engineer. Discussion only. No action required

**Item D** Correction of the notes for October 2021 meeting. September notes of 2021 were erroneously approved. Action taken. BOD votes unanimously to correct notes

**Item G** Courtyard rental rates adjustment. The Director suggests increasing rental fees due to the current under valuation of the existing premises. Further, is it suggest that the indoor and outdoor area get rented in unison because they are both used together regardless of either one being rented independently. Pricing is suggested as discussion item only. Ad Hoc committee to study further.

**Item J** Director seeks a 30 day extension to resolution 2020-22 regarding tele/video conferencing meeting during the COVID period. The extension period is unanimously approved.

**Fiscal Reports and Warrants.** All unanimously approved as presented.

**Managers' Report.** Present by Manager as displayed in agenda.

Good to the order.

Meeting adjourned at 7:30 pm

Next scheduled meeting is March 8<sup>th</sup> at 7pm



TO:

RICHARD ARROW, AUDITOR/CONTROLLER

County of Marin

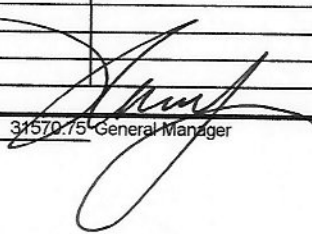
Civic Center

San Rafael, CA 94903

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

Warrant in Favor of		Purpose	Amount
809311932	Anthony Halligan Plastering, Inc.	Pool Repairs & Maintenance	3,300.00
809311933	Comcast	Admin IT	487.84
809311934	Daina C Selph	Youth Contract Services/Contra	246.40
809311935	Goodman's Building Supply	191.46 Facilities Repairs & Maintenanc	576.88
		77.47 Supplies	
		286.51 Facilities Field Repairs & Maint	
		21.44 Pool Maint Supplies	
809311936	Greg Nelson Builder, Inc.	Facilities Repairs & Maintenanc	2,646.73
809311937	Henry Kingdon	119.00 Adult Contract Services	2,131.50
		2,012.50 Adult Contract Services	
809311938	Home Depot	96.62 Facilities Field Repairs & Maint	252.24
		43.10 Admin Bank Fees	
		112.52 Facilities Repairs & Maintenanc	
809311939	Landesign Construction and Maint. Inc.	Facilities Field Repairs & Maint	1,950.00
809311940	Lincoln Aquatics	95.68 Pool Chemicals	1,069.09
		973.41 Pool Chemicals	
809311941	Mike Brown Electric Co.	Facilities Repairs & Maintenanc	2,773.07
809311942	MMWD	169.60 Facilities Parks Utilities	1,777.16
		321.51 Facilities Utilities	
		803.78 Pool Utilities	
		482.27 Facilities Field Utilities	
809311943	Otis Elevator Company	Facilities Repairs & Maintenanc	1,539.18
809311944	PG&E	7,078.37 Pool Utilities	8,528.16
		1,449.79 Facilities Utilities	
809311945	True North Landscapes, Inc.	Facilities Field Repairs & Maint	537.50
809311946	Vanguard Cleaning Systems of the No	751.00 Facilities Repairs & Maintenanc	3,755.00
		3,004.00 Youth Contract Service/Daycamp	
Total			31,570.75

Total

  
31,570.75 General Manager

Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

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

<table border="0"> <tr><td>Youth Playclub</td><td>2176.00</td></tr> <tr><td>Youth Daycamp</td><td>399.00</td></tr> <tr><td>Youth Contract Class</td><td>2204.00</td></tr> <tr><td>Special Events Income</td><td>0.00</td></tr> <tr><td>Adult Contract Classes</td><td>440.00</td></tr> <tr><td>Adult Enrichment</td><td>110.00</td></tr> <tr><td>Aquatics Pool Pass</td><td>0.00</td></tr> <tr><td>Pool Cancellation fee</td><td>0.00</td></tr> <tr><td>Aquatics Guest Fees</td><td>101.00</td></tr> <tr><td>Aquatics Pool Classes</td><td>0.00</td></tr> <tr><td>Pool Adult classes</td><td>72.00</td></tr> <tr><td>Aquatics Swim Team Fees</td><td>17398.00</td></tr> <tr><td>Aquatics Miscellaneous</td><td>0.00</td></tr> <tr><td>Tennis rental</td><td>6000.00</td></tr> <tr><td>Tennis Keys/Passes</td><td>399.00</td></tr> <tr><td>Tennis Guest</td><td>0.00</td></tr> <tr><td>Facilities Rental</td><td>1172.00</td></tr> <tr><td>Deposits Held on Rental</td><td>0.00</td></tr> <tr><td>Facilities Field Rental</td><td>1320.00</td></tr> <tr><td>Facilities Property Rental</td><td>0.00</td></tr> <tr><td>Other</td><td>0.00</td></tr> <tr><td>Admin Miscellaneous</td><td>0.00</td></tr> <tr><td>Admin Advertising</td><td>0.00</td></tr> <tr><td>Admin Donations</td><td>0.00</td></tr> <tr><td>Other Licenses &amp; Permits</td><td>0.00</td></tr> <tr><td>Other Project Donations</td><td>0.00</td></tr> <tr><td>Credit Transfer</td><td>0.00</td></tr> <tr><td></td><td>31791.00</td></tr> </table>	Youth Playclub	2176.00	Youth Daycamp	399.00	Youth Contract Class	2204.00	Special Events Income	0.00	Adult Contract Classes	440.00	Adult Enrichment	110.00	Aquatics Pool Pass	0.00	Pool Cancellation fee	0.00	Aquatics Guest Fees	101.00	Aquatics Pool Classes	0.00	Pool Adult classes	72.00	Aquatics Swim Team Fees	17398.00	Aquatics Miscellaneous	0.00	Tennis rental	6000.00	Tennis Keys/Passes	399.00	Tennis Guest	0.00	Facilities Rental	1172.00	Deposits Held on Rental	0.00	Facilities Field Rental	1320.00	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		31791.00	<table border="0"> <tr><td>Total Cash</td><td>283.00</td></tr> <tr><td>Total Checks</td><td>31508.00</td></tr> <tr><td>Subtotal</td><td>31791.00</td></tr> <tr><td>Total Credit Card</td><td>0.00</td></tr> <tr><td>Total</td><td>31791.00</td></tr> <tr><td colspan="2"> </td></tr> <tr><td colspan="2"><u>Receipts By Source - All</u></td></tr> <tr><td>Facilities</td><td>2492.00</td></tr> <tr><td>Adult Recreation</td><td>550.00</td></tr> <tr><td>"Special Events</td><td>2204.00</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>Aquatics</td><td>17571.00</td></tr> <tr><td>Tennis</td><td>399.00</td></tr> <tr><td>Deposits</td><td>0.00</td></tr> <tr><td>Admin</td><td>0.00</td></tr> <tr><td>Other</td><td>0.00</td></tr> <tr><td>Credit Card Transfer</td><td>0.00</td></tr> <tr><td>Youth Recreation</td><td>2575.00</td></tr> <tr><td></td><td>20724.00</td></tr> </table>	Total Cash	283.00	Total Checks	31508.00	Subtotal	31791.00	Total Credit Card	0.00	Total	31791.00	 		<u>Receipts By Source - All</u>		Facilities	2492.00	Adult Recreation	550.00	"Special Events	2204.00	 		Aquatics	17571.00	Tennis	399.00	Deposits	0.00	Admin	0.00	Other	0.00	Credit Card Transfer	0.00	Youth Recreation	2575.00		20724.00
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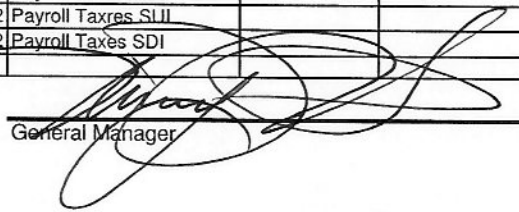
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 2-25-22

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

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

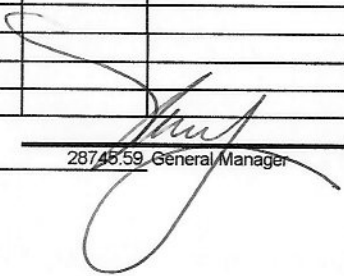
Number	Warrant in favor of	Purpose	Amount
DD2075	Alber, Mary C	Paystub	123.19
DD2076	Bennerotte, Madisyn M	Paystub	209.41
DD2077	Brooks, Abigail K	Paystub	229.95
DD2078	Butler, Owen N	Paystub	178.86
DD2079	Cottrell, Kenneth R	Paystub	96.95
DD2080	Ernst, Brittney L	Paystub	2,459.13
DD2081	Feliciano, Justin A	Paystub	1,781.76
DD2082	Griswold, Loren M	Paystub	3,122.52
DD2083	Johnson, Tristan E	Paystub	197.10
DD2084	Kuhrman, Kaye F	Paystub	1,115.62
DD2085	Leitch, Madeline A	Paystub	124.10
DD2086	May, Grainne C	Paystub	114.99
DD2087	Miller-Hall, ChaBrea T	Paystub	795.62
DD2088	Sacchetto, Marco J	Paystub	1,996.28
DD2089	Shapiro, Nancy R	Paystub	3,326.42
DD2090	Smith, Michael M	Paystub	1,578.83
DD2091	Swanson, Miranda	Paystub	621.83
DD2092	Wank, Lainey S	Paystub	131.39
DD2093	Wolin, Annie K	Paystub	244.33
DD2094	Wright, Owen B	Paystub	73.67
9125	Gazzola, Jesse M	Paystub	290.87
	CAL PERS	payroll Checks	3154.64
	Quickbooks	Quickbooks Payroll fees	66.50
		2337.00 Payroll Taxes FWT	6292.94
		3206.12 Payroll Taxes FICA	
		749.82 Payroll Taxes MCARE	
	State taxes	994.12 Payroll taxes SWT	1375.76
		97.22 Payroll Taxes SUII	
		284.42 Payroll Taxes SDI	
			29702.66

  
 General Manager

TO:  
 RICHARD ARROW, AUDITORCONTROLLER  
 County of Marin  
 Civic Center  
 San Rafael, CA 94903

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

Warrant in Favor of			Purpose		Amount
809311929	Delta Dental of California	49.55	Admin Dental		370.59
		99.10	Facilities Full Time Dental		
		122.84	Pool Full Time Dental		
		99.10	Youth Dental		
809311930	Will Bullard		Youth Contract Services/Contra		375.00
809311931	Strawberry Recreation District		Payroll Clearing Account		28,000.00
<b>Total</b>					<b>28,745.59</b>

  
 28745.59 General Manager



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

Warrant in Favor of		Purpose	Amount
809311912	Bank of Marin 5590	73.55 Admin Office Supplies	6,127.68
		125.87 Facilities Repairs & Maintenanc	
		139.12 Admin Employee Relations	
		14.06 Admin Office Supplies	
		63.50 Supplies	
		952.56 Admin IT	
		495.00 Youth Contract Services/Contrac	
		158.01 Covid-19	
		236.70 Covid-19	
		14.99 Admin IT	
		184.48 Facilities Repairs & Maintenanc	
		54.90 Supplies	
		16.21 Admin Office Supplies	
		32.46 Pool Rec supplies	
		28.13 Admin Office Supplies	
		35.94 Admin Office Supplies	
		2,553.72 Facilities Repairs & Maintenanc	
		38.94 Admin Office Supplies	
		2.87 Admin Licenses/Fees	
		14.99 Admin IT	
		145.14 Youth Rec Supplies/Playclub	
		16.49 Admin Office Supplies	
		595.19 Admin IT	
		38.57 Facilities Repairs & Maintenanc	
		25.95 Facilities Repairs & Maintenanc	
		70.34 Admin Office Supplies	
809311913	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	
809311914	Downing Heating & Air Conditioning, Inc	Facilities Repairs & Maintenanc	1,876.03
809311915	Firemaster	Facilities Repairs & Maintenanc	467.00
809311916	Home Depot	Facilities Repairs & Maintenanc	133.34
809311917	Karen Bohlin	Adult Contract Services	260.00
809311918	Landesign Construction and Maint. Inc.	Zone V Contract Service	596.00
809311919	Lincoln Aquatics	Pool Chemicals	260.58
809311920	Marin Copier Co.	Admin Print/copy	465.48
809311921	Marin IJ	Admin Brochure/Marketing	65.58
809311922	Martin Bros. Supply, Inc.	Facilities Repairs & Maintenanc	191.06
809311923	Megan Scott	Adult Contract Services	520.00
809311924	Mill Valley Refuse Service, Inc.	237.07 Facilities Repairs & Maintenanc	484.14
		247.07 Facilities Parks Repairs/Mainte	
809311925	Nancy Mimms	Adult Contract Services	455.00
809311926	Rebecca Callaway	Pool Contract Services	288.00
809311927	Tirrell Graham	Zone IV 04	248.47
809311928	Grace Hochstoeger	Youth Contract Classes	149.00
Total			16,883.37

Total 16883.37 General Manager

Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931  
 2/16/2022

Youth Playclub	0.00	Total Cash	394.00
Youth Daycamp	0.00	Total Checks	1226.00
Youth Contract Class	0.00	<u>Subtotal</u>	1620.00
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	294.00	<u>Total</u>	1620.00
Adult Enrichment	80.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	20.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	126.00		
Pool Adult classes	0.00	Facilities	1100.00
Aquatics Swim Team Fees	0.00	Adult Recreation	374.00
Aquatics Miscellaneous	0.00	"Special Events	0.00
Tennis Keys/Passes	0.00	Aquatics	146.00
Tennis Guest	0.00	Tennis	0.00
Facilities Rental	0.00	Deposits	0.00
Deposits Held on Rental	0.00	Admin	0.00
Facilities Field Rental	0.00	Other	0.00
Facilities Property Rental	1100.00	Credit Card Transfer	0.00
Other	0.00	Youth Recreation	0.00
Admin Miscellaneous	0.00		
Admin Advertising	0.00		520.00
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	1620.00		

## 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)

February 16, 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 March 9, 2022.

Yours sincerely,

Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

(W)

## STRAWBERRY RECREATION DISTRICT

---

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

February 16, 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 Two hundred Forty-eight and 47/100 (248.47) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone IV 04 Proceeds Fund Account #80978551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on March 9, 2022.

Yours sincerely,

Nancy Shpiro  
District Manager

NS/kr

Cc: Bookkeeper



Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931

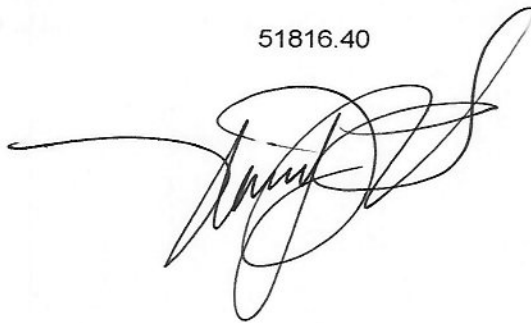
2/9/2022

Youth Playclub	0.00	Total Cash	526.00
Youth Daycamp	7065.25	Total Checks	51290.40
Youth Contract Class	0.00	<u>Subtotal</u>	51816.40
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	40.00	<u>Total</u>	51816.40
Adult Enrichment	40.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	20.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	12.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis Keys/Passes	399.00		
Tennis Guest	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	15.00		
Facilities Property Rental	191.27		
Other Covid relief Funds	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	44033.88		
Other Project Donations	0.00		
Credit Transfer	0.00		0

Receipts By Source - All

Facilities	206.27
Adult Recreation	80.00
"Special Events	0.00
Aquatics	32.00
Tennis	399.00
Deposits	0.00
Admin	0.00
Other	44033.88
Credit Card Transfer	0.00
Youth Recreation	7065.25
	44544.88

51816.40



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

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

Warrant in Favor of	Purpose	Amount
809311906 Excellent Window Cleaning, Inc.	Facilities Repairs & Maintenanc	530.00
809311907 Nancy Shapiro	Covid Tests	2,201.87
	Admin Office Supplies	1,766.87
809311908 Planeteria Media LLC	Admin Web Site	50.00
809311909 Sherman Leland	Youth Contract Services/Contrac	1,261.00
809311910 True North Landscapes, Inc.	Facilities Field Repairs & Maint	1,075.00
809311911 Strawberry Recreation District	Payroll Clearing Account	23,000.00
Total		28,117.87

Total 28,117.87 General Manager

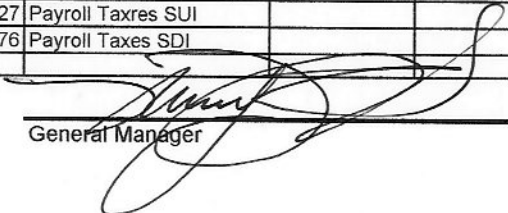
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 2-11-22

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

On the 9th day of March 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
DD2053	Alber, Mary C	Paystub	86.23
DD2054	Bennerotte, Madisyn M	Paystub	373.68
DD2055	Bohner, Pamela G	Paystub	91.25
DD2056	Butler, Owen N	Paystub	83.94
DD2057	Ernst, Brittney L	Paystub	1,338.28
DD2058	Feliciano, Justin A	Paystub	1,824.75
DD2059	Ferguson, Grant	Paystub	160.14
DD2060	Francis., Jeff	Paystub	91.25
DD2061	Griswold, Loren M	Paystub	1,697.69
DD2062	Harlow, Georgia M	Paystub	131.42
DD2063	Johnson, Tristan E	Paystub	189.80
DD2064	Kuhrman, Kaye F	Paystub	890.92
DD2065	Leitch, Madeline A	Paystub	124.11
DD2066	May, Grainne C	Paystub	305.39
DD2067	Miller-Hall, ChaBrea T	Paystub	753.65
DD2068	Sacchetto, Marco J	Paystub	1,996.30
DD2069	Shapiro, Nancy R	Paystub	1,872.76
DD2070	Smith, Michael M	Paystub	1,578.82
DD2071	Swanson, Miranda	Paystub	621.82
DD2072	Wank, Lainey S	Paystub	138.71
DD2073	Wright, Owen B	Paystub	349.04
9122	Gazzola, Jesse M	payroll Checks	314.13
9123	Nichols, Cale B	payroll Checks	91.25
9124	Teese, Peter	payroll Checks	91.25
DD2074	Griswold, Loren M	Paystub	1,674.62
	CAL PERS	payroll Checks	298.25
	CAL PERS	payroll Checks	2173.79
	Quickbooks	Quickbooks Payroll fees	185.00
	1400.00	Payroll Taxes FWT	4734.92
	2702.82	Payroll Taxes FICA	
	632.10	Payroll Taxes MCARE	
	State taxes	490.22 Payroll taxes SWT	909.25
		179.27 Payroll Taxres SUI	
		239.76 Payroll Taxes SDI	
			25172.41

  
 General Manager



2022

## March GM Board Update

Financial – see attached

### Facilities

#### Facilities:

- New faux wood linoleum and rubber baseboard have been installed in the Snack Shack.
- We've installed a 4' wide, locking, metal security gate in the Snack Shack, which will now allow for the separation.
- The interior of the Snack Shack is being repainted a light grey, with white trim; completion of the painting is tentatively set for Wednesday 3/9.
- We performed electrical repairs and upgrades to the Elevator on 3/1. All electrical wiring, lights and receptacles have been moved above the elevator shaft high water line.
- The Ansul Fire System cleaning and inspection for the range and stove was completed and the entire system passed.
- All tennis court numbers have been installed and court rules signs set for installation by 3/11.
- We're receiving proposals from structural engineers to assess design and structural rigidity of the gym floor.
- To reduce water waste, we've purchased push button automatic shut-off faucets for the two, gym bathroom sinks, and anticipate installation by 3/15.

#### Athletic Fields:

- The 3<sup>rd</sup> base dugout is closed until further notice due to dry rot and structural instability. We are looking at pricing and options for extensive repair, or replacement.
- The installation of turf to infill the cinder pitching mound runway on the majors is complete, as well as the installation of turf on the infield edge of the minors.
- Installation of (7) cu yds of infields cinder on the majors and (5) cu yds of cinder on the minors was completed on 2/28.
- Spring athletic field fertilization is set for Wednesday 3/9, and core aeration is tentatively set for 3/16.
- The replacement of two sections of the bleachers and other repairs are in progress. Also, a new bleachers color selection will be made by mid-month... no more Bear Brown.
- Installation of new batting screen nets on Majors field will be completed by 3/11
- Landesign has been awarded a 1-month bridge contractor for the maintenance of mowing and maintenance of the fields until two competitive bids have been received.

#### Aquatics / Water

- The final ADA lift is being repaired this week, giving us three fully functional lifts.
- Halligan Plastering completed the spa wall replastering on 2/16. Repainting of the trellis is still tentatively set for the end of March.
- Herb's Pool Service is scheduled to replace the top of sand filter #2 on March 14<sup>th</sup>.
- 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 are looking to partner with the Eckles family to dedicate a bench to their parents and longtime residents of Strawberry at Brickyard Park.
- Completion of the bench refurbishment at Brickyard has been pushed back until spring

## **Aquatics**

### Swim Lessons

- Spring swim lesson registration opens March 15 @ 9:00am
  - Class titles and descriptions are posted online
  - Offering 49 classes this spring
- Lifeguard Course tentatively scheduled for April 16-17, 2022

### Pool Passes

- Q2 Pool Passes on-sale March 22 @ 9:00am for April 12 – July 3 swim session

### Staff

- Hired 4 new aquatics staff members. In process of training and shadowing swim lessons and lifeguarding.
  - Crishten Leon (Day guard) Picking up all morning and afternoon shifts
  - Eleanor Octavio- Lifeguard and Swim instructor
  - Charlotte Cripwell – Lifeguard and swim instructor
  - Trevor Allen – Lifeguard and potential swim lessons
- Pump room trainings-Loren & Brittney have been training part-time staff on opening and closing the pump room.
  - Owen Butler
  - Georgia Harlow
  - Kaye K.
- Contacting summer staff this week to see if they are interested in returning
- Watergym with Suzanne will tentatively return May 1.
  - Wednesday's at 8:00am to start in 2 lanes & deep end
- Seals are continuing to use the pool before and after SRD hours
  - Three times per week in the morning
  - Four times per week in the evening
- Requests for pool parties on the upswing
- Southern Marin Fire reached out about using our pool for dive training and workouts. Waiting on schedules and requests to see if we can accommodate.

## **Recreation**

### Youth and After School Enrichment Programs

- The Will Bullard Globetrotter event was a success, all participants received a jersey, basketball, and autograph.
- March 21<sup>st</sup> Spring session of Play Club and Youth Enrichment classes
  - Spring enrichment classes: volleyball, tennis, all sports, basketball, art, LEGO engineering, cooking, acting and yoga.
  - We added a new Kindergarten – 2<sup>nd</sup> grade tennis after school program.
  - Going forward we are planning a rotation of programs to provide diversity every session we offer. For example, golf would happen during the fall and not offering during the winter and spring to provide other sports and programs to rotate.

### Field Rentals

- TPLL season has started, and games will begin in two weeks
- Tee-Ball kids will start renting in March and they will be renting Field A
- Sparks of Marin continues to rent field A or D periodically
- TPLL plans to rent the entire field for an event on March 19<sup>th</sup>
- Strawberry Seals will be having a family picnic on field A for all their participants

### Summer Camp Update

- We recently have hired 4 new camp counselors for this summer. They will be bringing their passion of working with youth this summer to our camp staff team.
- 75% of counselors from last year are returning.
- All entertainers for camp have been scheduled and we are looking forward having performers return from last summer.
- For session 1,2 and 4 we already have over 40 registered for summer camp

### Marketing

- Currently we are working on adding more flyers all around the facility
- We have updated the bulletin boards to provide program updates
- New headers above the office, 1<sup>st</sup> floor, gym entrances and loft have been created.
- Adult, youth, and camp programs will be posted on Marin Mommies, Ronnies list, Marin IJ, The Ark, Marina Times and on SRD's Instagram and Facebook account.

### Adult Programs

- Registration is open for our Adult Paint & Sip nights and our Adult & Child Paint workshops beginning March 25<sup>th</sup>. Currently have 5 registrations for our Adult and Child workshops, and 3 registrations for our Adult Paint & Sip night.
- Adult drop – in basketball weekly attendance has picked up as of lately. We have average 14 members in the past month with 2 new memberships. Still looking to partner with North Bay basketball to develop an adult basketball league.
- Beginning Bridge 2 program has officially started as of February 24<sup>th</sup>. There are 13 members registered. Drop – in bridge classes average has increased to an average of drop in bridge on Mondays have an average of 13 people.

### Group Exercise

- We have been in contact with a new yoga instructor and looking to offering a new group exercise class in the fall.

### Facility Rentals

- Have a meeting with Legarza sports to speak about fall programming for gym rental
- North Bay basketball has confirmed they would like to continue renting our gym for their Sunday clinics returning after the summer season.
- We have confirmed 3 rentals for first floor room and gym for the month.

### Events

- Confirmed date for 2<sup>nd</sup> Annual Strawberry Community Night for Tuesday, August 16, 2022.
- Looking to offer Poolside Jams in the summer. Dates to be determined.

### Misc.

#### Tennis Courts

- Backboard delayed possibly to May
- 98 members
- Offered match time to women's 3.5 USTA league. Waiting to hear back if they were able to assemble the number of people they need for a team.
- Issues with the locks, trying to resolve with manufacturer prior to replacing
  - Manufacturer sent replacement locks,
    - one working, one not accepting scan cards – will try reboot prior to replacing

#### Auditor

- SRD in good order
- Draft report should be out within a few weeks

#### Grants

- Finishing up final paperwork
- Inspection scheduled for early May
- Payment 6 – 8 weeks after visit - may not receive during this fiscal year.
- Will begin working on Allocation Grant when tennis court grant process is complete

#### Sport Court

- Miller Pacific is working on plans for bid.

#### AB 506 – Child Abuse Prevention Act

- New California law requiring background checks for all staff and volunteers of Youth Service Organizations and Mandated Reporter training.
  - Impacts SRD renters with youth programs
- Working on getting all staff trained and background checks for all under 18
- Especially important in summer camp and play club



SRD Financial Summary  
7/1 - 03/07 2022 v 2021

	FY 2022			FY 2021		
<b>Operating</b>	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 356,004	\$ 301,655	\$ 54,349	\$ 169,242	\$ 249,384	\$ (80,142)
Special Events	\$ 1,070	\$ 6,163	\$ (5,093)	\$ -	\$ 1,403	\$ (1,403)
Adult Rec. Classes	\$ 33,815	\$ 20,338	\$ 13,477	\$ -	\$ -	\$ -
Aquatics	\$ 313,399	\$ 302,736	\$ 10,663	\$ 102,654	\$ 252,350	\$ (149,696)
Tennis	\$ 56,799	\$ 16,473	\$ 40,326	\$ 60,370	\$ 1,975	\$ 58,395
Facilities	\$ 98,570	\$ 287,370	\$ (188,800)	\$ 38,424	\$ 251,223	\$ (212,799)
Administration	\$ 286,659	\$ 273,801	\$ 12,858	\$ 1	\$ 283,499	\$ (283,498)
<b>Total Operating</b>	<b>\$ 1,146,316</b>	<b>\$ 1,208,536</b>	<b>\$ (62,220)</b>	<b>\$ 370,691</b>	<b>\$ 1,039,834</b>	<b>\$ (669,143)</b>
						\$ -
<b>Non Operating</b>						\$ -
Measure A	\$ 47,827	\$ -	\$ 47,827	\$ 91,742	\$ 22,904	\$ 68,838
Other Funds	\$ 513,208	\$ 3,475	\$ 509,733	\$ 491,953	\$ 1,803	\$ 490,150
Capital Improvements	\$ -	\$ 311,623	\$ (311,623)	\$ -	\$ -	\$ -
Zone IV	\$ 162,435	\$ 18,405	\$ 144,030	\$ 161,381	\$ 36,176	\$ 125,205
Zone V	\$ 1	\$ 4,768	\$ (4,767)	\$ 7,184	\$ 5,112	\$ 2,072
			\$ -			\$ -
<b>Total Non-Operating</b>	<b>\$ 723,471</b>	<b>\$ 338,271</b>	<b>\$ 385,200</b>	<b>\$ 752,260</b>	<b>\$ 65,995</b>	<b>\$ 686,265</b>
			\$ -			\$ -
<b>Net Rev, Exp &amp; Income</b>	<b>\$ 1,869,787</b>	<b>\$ 1,546,807</b>	<b>\$ 322,980</b>	<b>\$ 1,122,951</b>	<b>\$ 1,105,829</b>	<b>\$ 17,122</b>
<b>Total Net w/o Zone IV</b>			<b>\$ 178,950</b>			<b>\$ (108,083)</b>
<b>Tennis Court Grant</b>			<b>\$ 250,000</b>			
<b>Adjusted Net Inc.</b>			<b>\$ 428,950</b>			
<b>Balance Sheet Cash</b>	<b>Feb-22</b>	<b>1-Feb-21</b>	<b>Change</b>			
General Fund	\$ 1,675,787	\$ 1,179,546	\$ 496,241			
Replacement Resv	\$ 584,892	\$ 584,080	\$ 812			
Measure A	\$ 195,535	\$ 172,912	\$ 22,623			
Payroll Clearing	\$ 70,608	\$ 66,368	\$ 4,240			
Credit Card Acct.	\$ 251,262	\$ 173,460	\$ 77,802			
			\$ -			
<b>Total</b>	<b>\$ 2,778,084</b>	<b>\$ 2,176,366</b>	<b>\$ 601,718</b>			



**Review Summary: Proposis for Strawberry Channel Engineer/Project Manager**

Task	Company		
	Foth	Haley & Aldrich	Anchor QEA
<b>EPISODE SCOPE AND AGENCY APPROVALS</b> 50% Weighted  Facilitate Timely Agency Approvals  Develop Dredge Site Plan utilizing existing drawings and bathymetric survey information Develop scope of work for Dredge Contract  Facilitate agency approvals of Fredge Operation Plan submitted by selected Dredge Company	Recapped SRD Dredge History  Reviewed previous sediment analysis  Will develop optimum methodology for project objectives  1-4: Thorough SAP Plan  Concerns: 1-3: Includes in scope items to be completed by Hydro Survey Vendor. 1-4: states bioas say methods.	Key expertise in SAP--used high resolution to mitigate issue at Paradise Cay  P 2: quality drawings and specifications that eliminate ambiguity p 3: Significant Bay Area experience with projects similar to SRD p 8: Secured Tier 1 Confirmatory chemistry testing.  Concerns: Documents submitted were challenged then resubmitted vs. fixing the problem first: pg1-Paradise Cay, Page 11 Calif Academy overdredge	Very clear and straight forward proposal. Recapped SRD Dredge History and volumes remaining on permit. Bi weekly status updates via Microsoft project  p 4: Water Quality Certification scope and assumptions clear  P 7: Management of contractors and facilitation of Agency aprovals.
Qualitative Rating	4.5	4	5
<b>PROJECT MANAGEMENT</b> 40% Weighted Overall Management of the Dredging Project, including during and post-project submittals to agencies as required by the permits.	Utilizes Extensive project mngmt system. 1-6: assumes no significant unmitigated impacts. Concern that onsite manager is not project lead.	Local team with strong communication and many successful Bay Area projects. P10 one of many examples of resolving challenges. Concerns: Management focuses on meetings and no mention of Project Planning tools. Page 25; error Tier I included in proposal, page 26 incorrect disposal site.	Will utilize Microsoft Project for project management. P 6: Includes a thorough review of Dredgers Dredge Plan including recommendations for payment.
Qualitative Rating	4	4	5
<b>BID PROCESS</b> 10% Weighted Notify Dredge Companies of Public Bid  Publish Notice of Bid  Develop Bid Documents and Distribute  Facilitate Public Bid Meeting	Will provide bid cost est.  1/3rd of clients are public entities  1-7: bid documents that vigorously defend the rights of the client  Extensive experience producing drawings and specifications for public bids Not a turnkey proposal	Port of Redwood City Public Bid experience   No mention of providing bid cost est & Q&A with Dredge Contractors Not a turnkey Proposal	P 5 & 6: includes bid cost est  Includes bidding support   A turnkey Proposal
Qualitative Rating	4	4	5
<b>OVERALL WEIGHTED RATING</b>	<b>4.25</b>	<b>4</b>	<b>5</b>

COST	Foth	Haley & Aldrich	Anchor QEA
	Price as Proposed	\$130,854	\$118,250
Adjustment needed to compare?	Highest cost No	No	Lowest cost Yes
Adjustment	None	None	Added to proposal: SAP at 29K plus one additional on-site meeting in line with other proposals at \$1650
<b>Price as Adjusted</b>	<b>\$130,854</b> Highest proposal	<b>\$118,250</b> Lowest Proposal	<b>\$120,158</b> Competitive Proposal
Price Comments	Task 2 cost seems high Task 3: SAP cost seems high Tasks 5 & 6: Technical Specifications and Bid Documents cost seem high		

## Recreation Responsibilities

### **Marco**

#### Summer/Specialty Camp

- Create Rosters
- Send emails to all parents in Camp Strawberry about updates and performers
- Training for all summer camp staff
- Hire staff with Assistant camp Director/Create Staff Training
- Staff Schedules
- Hire Performers/Schedule for camp
- Swim lessons coordination
- Help create schedule with Assistant camp director (Justin)
- Create Morning Rotation Activities
- Create Morning Challenges
- Camp Advertising
- Camp Banner/Flyers
- Camp Budget
- Camp Dates

#### Youth

- Create Enrichment class contracts
- Point person for parent emails about programs or play club
- Bring in new programs and renters
- Overseeing Play Club with hiring and structure
- Create Programs in Recdesk
- Collect all information and certificates for after school programs and send over to Justin to create contracts.
- Create Play Club Staff Schedules
- Check in for morning classes
- Check in for drop in basketball
- Social media flyers and Instagram/Facebook

#### Rental

- Field rentals
- Rental Forms
- Certificate of Insurance
- Rental Booklet
- Accounts Receivable
- Periodic Field Outreach & Update

#### Marketing/Advertising

- Social media flyers and Instagram/Facebook

- Post job openings on indeed/ zip recruiter
- Marketing calendar and create rollout plan
- Media outlet communication ( Marco and Justin)

## **Justin**

### **Summer/Specialty Camp**

- Weekly camp schedules
- CILT parents communication
- Athletic X communication
- CILT group assignment
- Hire staff with camp Director
- Assist in counselor's training/orientation
- Assist in development of camp schedule w/ Camp director
- Assist with morning challenges/creating them
- Assist with themes for the weeks
- CILT Welcome Letters/emails
- Surveys
- Create CILT curriculum

### **Youth**

- Assist with overseeing Play Club and first person play club staff go to.
- Afternoon check ins with Play Club Staff.
- Check in for morning classes
- Check in for drop in basketball
- Create Programs in Recdesk
- Work with Marco on bringing new programs in and renters
- Check in with renters about payments or balances due
- Assist with parent's questions about play club and programs
- Assist with scheduling in Flex Calendar

### **Adult**

- Manage check in and payments for group exercise classes
- Manage check in and payments for adult drop in basketball
- Create, collect rental, independent contracts, and certificate of insurance documents
- Create and develop adult leagues and tournaments
- Identify new opportunities to expand adult programming
- Create contracts
- Assist with tennis programs
- Complete group exercise timesheets
- Create group exercise schedule

### **Rental**



- Point person for rentals/events and scheduling them
- Create and bill all facility rentals
- Send renters codes for lockboxes and process security deposits after use.
- Facility rentals
- Rental Forms
- Keep records of Certificate of Insurance status
- Rental Booklet
- Accounts Receivable
- Periodic Facility Outreach & Update

#### Events

- Annual Calendar
- Outreach & Promotion
- Staffing & Scheduling
- Budgeting
- Contact Spreadsheet

RECORDING REQUESTED BY:  
California Department of Parks and Recreation  
Office of Grants and Local Services

WHEN RECORDED MAIL TO:  
Office of Grants and Local Services  
PO Box 942896  
Sacramento, CA 94296-0001  
Attn: Dennis Carlson

SPACE ABOVE THIS LINE RESERVED FOR RECORDER'S USE

### DEED RESTRICTION

I. WHEREAS, The Strawberry Recreation District  
\_\_\_\_\_ (hereinafter referred to as "Owner(s)" is/are recorded  
owner(s) of the real property described in Exhibit A, attached and incorporated herein by reference  
(hereinafter referred to as the "Property"); and

II. WHEREAS, the California Department of Parks and Recreation (hereinafter referred to  
as "DPR") is a public agency created and existing under the authority of section 5001 of the California  
Public Resources Code (hereinafter referred to as the "PRC"); and

III. WHEREAS, Owner(s) (or Grantee) received an allocation of grant funds available  
pursuant to the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for  
All of the 2018 Parks Bond Act, Recreational Infrastructure Revenue Enhancement Program for  
improvements on the Property; and

IV. WHEREAS, on July 1, 2019, DPR's Office of Grants and Local Services conditionally  
approved Grant RI-21-002, (hereinafter referred to as "Grant") for improvements on the Property,  
subject to, among other conditions, recordation of this Deed Restriction on the Property; and

V. WHEREAS, but for the imposition of the Deed Restriction condition of the Grant, the  
Grant would not be consistent with the public purposes of the 2018 Parks Bond Act, Recreational

Infrastructure Revenue Enhancement Program and the funds that are the subject of the Grant could therefore not have been allocated; and

VI. WHEREAS, Owner(s) has/have elected to comply with the Deed Restriction of the Grant, so as to enable Owner(s), to receive the Grant funds and perform the work described in the Grant;

NOW, THEREFORE, in consideration of the issuance of the Grant funds by DPR, the undersigned Owner(s) for themselves and for their heirs, assigns, and successors-in-interest, hereby irrevocably covenant(s) with DPR that the condition of the grant (set forth at paragraph(s) 1 through 5 and in Exhibit B hereto) shall at all times on and after the date on which this Deed Restriction is recorded constitute for all purposes covenants, conditions and restrictions on the use and enjoyment of the Property that are hereby attached to the deed to the Property as fully effective components thereof.

1. DURATION. (a) This Deed Restriction shall remain in full force and effect and shall bind Owner(s) and all their assigns or successors-in-interest for the period running from July 1, 2019 through June 30, 2049.

2. TAXES AND ASSESSMENTS. It is intended that this Deed Restriction is irrevocable and shall constitute an enforceable restriction within the meaning of a) Article XIII, section 8, of the California Constitution; and b) section 402.1 of the California Revenue and Taxation Code or successor statute. Furthermore, this Deed Restriction shall be deemed to constitute a servitude upon and burden to the Property within the meaning of section 3712(d) of the California Revenue and Taxation Code, or successor statute, which survives a sale of tax-deeded property.

3. RIGHT OF ENTRY. DPR or its agent or employees may enter onto the Property at times reasonably acceptable to Owner(s) to ascertain whether the use restrictions set forth above are being observed.

4. REMEDIES. Any act, conveyance, contract, or authorization by Owner(s) whether written or oral which uses or would cause to be used or would permit use of the Property contrary to the terms of this Deed Restriction will be deemed a violation and a breach hereof. DPR may pursue any and all available legal and/or equitable remedies to enforce the terms and conditions of this Deed Restriction



up to and including a lien sale of the property. In the event of a breach, any forbearance on the part of DPR to enforce the terms and provisions hereof shall not be deemed a waiver of enforcement rights regarding any subsequent breach.

5. SEVERABILITY. If any provision of these restrictions is held to be invalid, or for any reason becomes unenforceable, no other provision shall be affected or impaired.

Dated: \_\_\_\_\_, 20 \_\_\_\_

Business Name (if property is owned by a business): The Strawberry Recreation District

Owner(s) Name(s): The Strawberry Recreation District

118 E. Strawberry Dr., Mill Valley, CA 94941

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

\_\_\_\_\_  
PRINT/TYPE NAME & TITLE OF ABOVE  
(GRANTEE'S AUTHORIZED REPRESENTATIVE)

\_\_\_\_\_  
PRINT/TYPE NAME & TITLE OF ABOVE  
(ADDITIONAL SIGNATURE, AS REQUIRED)

**\*\*NOTARY ACKNOWLEDGEMENT ON THE NEXT PAGE\*\***

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

## Child Abuse Prevention Policy and Procedures Under AB 506

**Purpose:** The purpose of this policy is to ensure compliance with California Assembly Bill 506 of 2021 (AB-506), codified as Business and Professions Code section 18975. AB-506 was enacted to prevent child abuse and neglect in California youth service organizations, including recreation centers. AB-506 imposes several requirements on youth service organizations, including developing and implementing child abuse prevention policy and procedures.

### Definitions:

1. "Child" means a person under the age of 18 years.
2. "Child abuse or neglect" has the definition provided in Penal Code section 11165.6 and includes the following: physical injury or death inflicted by other than accidental means upon a child by another person, sexual abuse, neglect, the willful harming or injuring of a child or the endangering of the person or health of a child, and unlawful corporal punishment of a child.
3. "Neglect" means the negligent treatment or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare.
4. "Sexual abuse" means sexual assault or sexual exploitation as defined in Penal Code section 11165.1.
5. "Administrator" means a manager or board member of Strawberry Recreation District.
6. "Employee" means any person in the service of Strawberry Recreation District under any appointment or contract of hire, including full-time and part-time.
7. "Regular volunteer" means a volunteer with Strawberry Recreation District who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year.
8. "Mandated reporter" means an individual required by law to report suspected child abuse or neglect, and includes administrators and employees of Strawberry Recreation District.

### Policy:

1. **Overview.** Strawberry Recreation District ("District") prioritizes the safety and well-being of the children it serves. It is the policy of the District to ensure the safety of children and to report any suspected child abuse or neglect.
2. **Reporting Policy.**
  - a. **Mandated Reporters.** All District administrators and employees shall report suspected child abuse or neglect. Reports shall be made to the Marin County Department of Children and Family Services (415-473-7153) or the Marin County Sheriff (415-479-2311). Administrators and employees shall make an initial



report by telephone as soon as practicably possible. Employees and administrators shall also complete a written "Suspected Child Abuse Report" (attached as Exhibit A) and submit it by fax (415-473-3279) within 36 hours of receiving information concerning the incident.

- b. Non-mandated Reporters. All District volunteers, including regular volunteers, shall report any suspected child abuse or neglect to their supervisor, unless the supervisor is the alleged perpetrator, in which case the report shall be made to the District general manager or board president.
- c. For purposes of this section, "suspected child abuse or neglect," means that it is objectively reasonable for a person to entertain a suspicion, based upon the facts presented and the person's expertise, to suspect child abuse or neglect. The person need not know with certainty that child abuse or neglect has occurred.

### **3. Screening Policy**

- a. All administrators, employees, and regular volunteers of the District shall undergo a background check in compliance with Penal Code section 11165.9.
- b. Any person with a history of child abuse shall be excluded from working or volunteering with the District.

### **4. Training Policy**

- a. All administrators, employees, and regular volunteers of the District shall complete training in child abuse and neglect identification and training in child abuse and neglect reporting.

### **5. Supervision Policy**

- a. To the greatest extent possible, at least two mandated reporters shall be present whenever administrators, employees, or volunteers are in contact with, or supervising, children.

Exhibit A – Suspected Child Abuse Report

March 8, 2022

# SUSPECTED CHILD ABUSE REPORT

To Be Completed by Mandated Child Abuse Reporters  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF MANDATED REPORTER		TITLE		MANDATED REPORTER CATEGORY		
	REPORTER'S BUSINESS/AGENCY NAME AND ADDRESS			Street	City	Zip	DID MANDATED REPORTER WITNESS THE INCIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
	REPORTER'S TELEPHONE (DAYTIME) ( )		SIGNATURE		TODAY'S DATE		
<b>B. REPORT NOTIFICATION</b>	<input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> COUNTY PROBATION		AGENCY				
	<input type="checkbox"/> COUNTY WELFARE / CPS (Child Protective Services)						
	ADDRESS			Street	City	Zip	DATE/TIME OF PHONE CALL
OFFICIAL CONTACTED - TITLE					TELEPHONE ( )		
<b>C. VICTIM</b> One report per victim	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS			Street	City	Zip	TELEPHONE ( )
	PRESENT LOCATION OF VICTIM			SCHOOL		CLASS	GRADE
	<input type="checkbox"/> PHYSICALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> DEVELOPMENTALLY DISABLED? <input type="checkbox"/> YES <input type="checkbox"/> NO	OTHER DISABILITY (SPECIFY)		PRIMARY LANGUAGE SPOKEN IN HOME		
	<input type="checkbox"/> IN FOSTER CARE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF VICTIM WAS IN OUT-OF-HOME CARE AT TIME OF INCIDENT. CHECK TYPE OF CARE: <input type="checkbox"/> DAY CARE <input type="checkbox"/> CHILD CARE CENTER <input type="checkbox"/> FOSTER FAMILY HOME <input type="checkbox"/> FAMILY FRIEND <input type="checkbox"/> GROUP HOME OR INSTITUTION <input type="checkbox"/> RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) <input type="checkbox"/> PHYSICAL <input type="checkbox"/> MENTAL <input type="checkbox"/> SEXUAL <input type="checkbox"/> NEGLECT <input type="checkbox"/> OTHER (SPECIFY)		
	RELATIONSHIP TO SUSPECT			PHOTOS TAKEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		DID THE INCIDENT RESULT IN THIS VICTIM'S DEATH? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNK	
<b>VICTIM'S SIBLINGS</b>	NAME		BIRTHDATE	SEX	ETHNICITY		
	1. _____		3. _____				
2. _____		4. _____					
<b>D. INVOLVED PARTIES</b> PARENTS/GUARDIANS	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS			Street	City	Zip	HOME PHONE ( )
	NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS			Street	City	Zip	HOME PHONE ( )
<b>SUSPECT</b>	SUSPECT'S NAME (LAST, FIRST, MIDDLE)			BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS			Street	City	Zip	TELEPHONE ( )
	OTHER RELEVANT INFORMATION						
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEET(S) OR OTHER FORM(S) AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER: _____						
	DATE / TIME OF INCIDENT			PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What victim(s) said/what the mandated reporter observed/what person accompanying the victim(s) said/similar or past incidents involving the victim(s) or suspect)						

(30)

**RESOLUTION # 2022-04**

**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 March 2022.

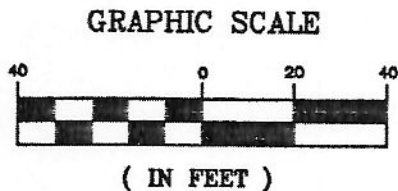
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Pamela Bohner, Board Chair

Date



All distances shown are in feet and decimals thereof

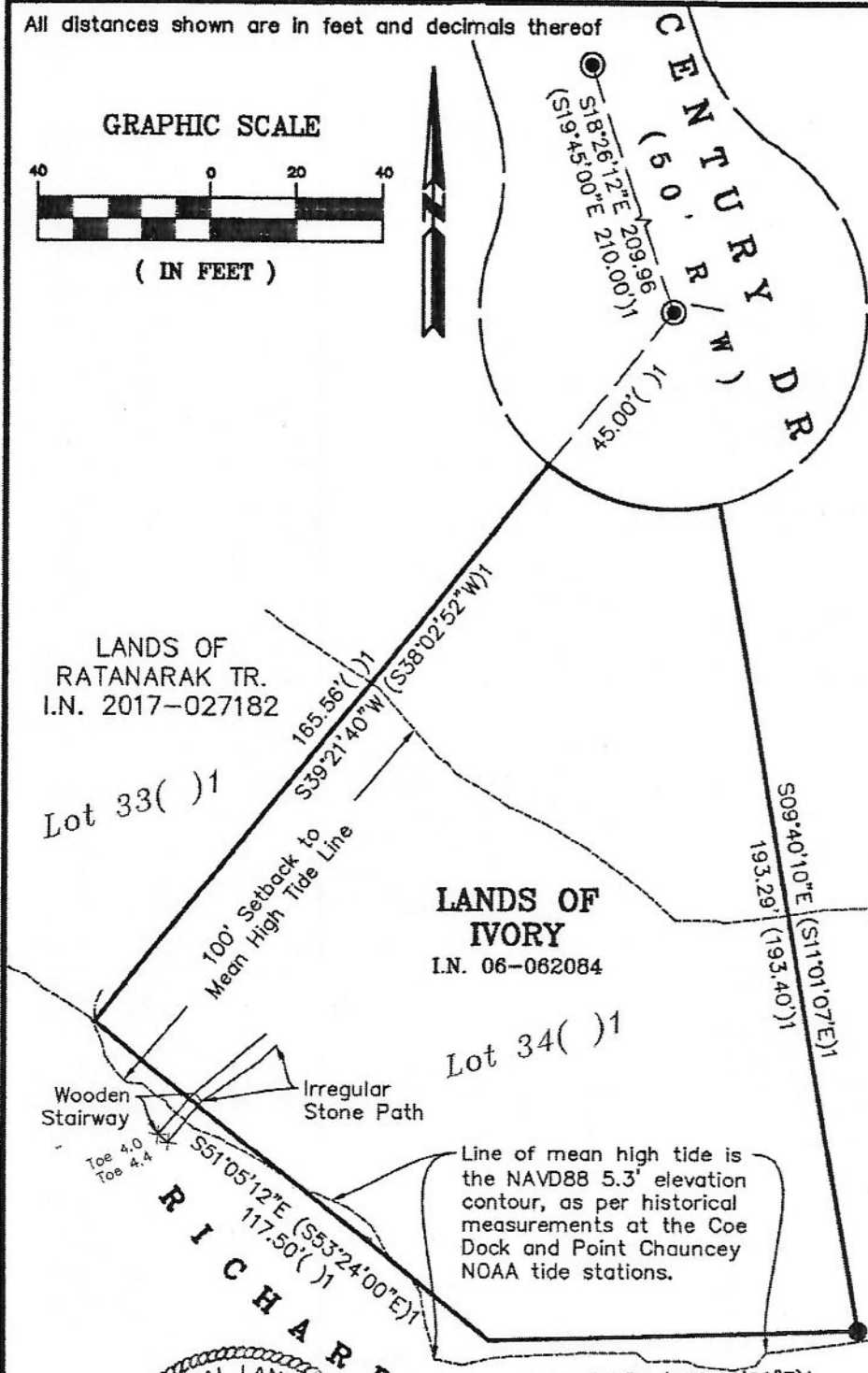


**LEGEND**

- Found 3/4" Iron Pipe & Yellow Plastic Plug Stamped "Beattie CE 11181"
- ⊙ Found 1/8" Head Pin in Concrete in Standard Monument Well, 0.2' Below AC Pavement
- X Toe Spot elevation at toe of concrete footer of stairway
- ( ) 1 13 RM 18

**BASIS OF BEARINGS**

The bearings shown on this plat are based upon the California Coordinate System of 1983, Zone 3, NAD83(2011), Epoch 2010.00. Said bearings are based locally upon field-observed ties to California Spatial Reference Network Stations CAPO, OHLN, P181, P224, & TIBB, measured on October 19, 2021.



LANDS OF RATANARAK TR. I.N. 2017-027182

Lot 33( )1

LANDS OF IVORY I.N. 06-062084

Lot 34( )1

LANDS OF BENTLY I.N. 2002-075524

Lot 35( )1

Wooden Stairway

Toe 4.0  
Toe 4.4

Irregular Stone Path

Line of mean high tide is the NAVD88 5.3' elevation contour, as per historical measurements at the Coe Dock and Point Chauncey NOAA tide stations.

551°05'12"E (S53°24'00"E)1  
117.50'( )1



N88°25'05"E (N87°10'00"E)1  
85.32' (85.46')1

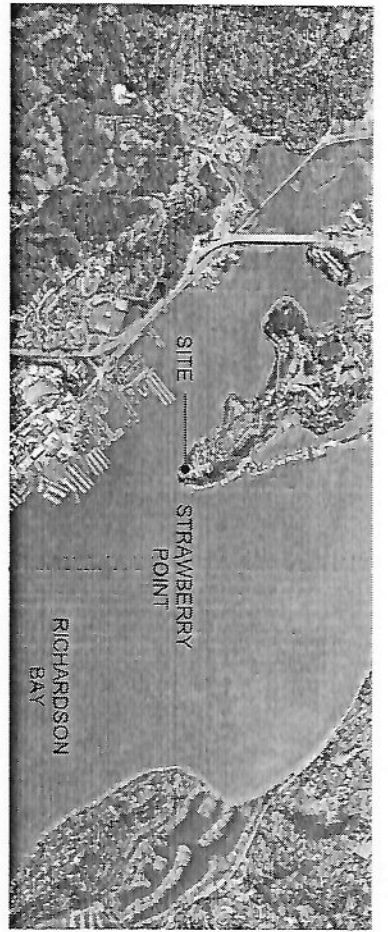
PLAT OF SURVEY  
MEAN HIGH TIDE LINE &  
100' SETBACK THERETO AT  
**LANDS OF IVORY**  
(Lot 34, 13 RM 18)  
MILL VALLEY

MARIN COUNTY CALIFORNIA  
SCALE: 1" = 40" October 27, 2021  
**L.A. Stevens & Associates, Inc.**  
Professional Land Surveyors \* (415) 382-7713  
7 Commercial Blvd., Suite 1 \* Novato, CA 94949

Lawrence A. Stevens, PLS 6649

Copyright © Lawrence A. Stevens 2021

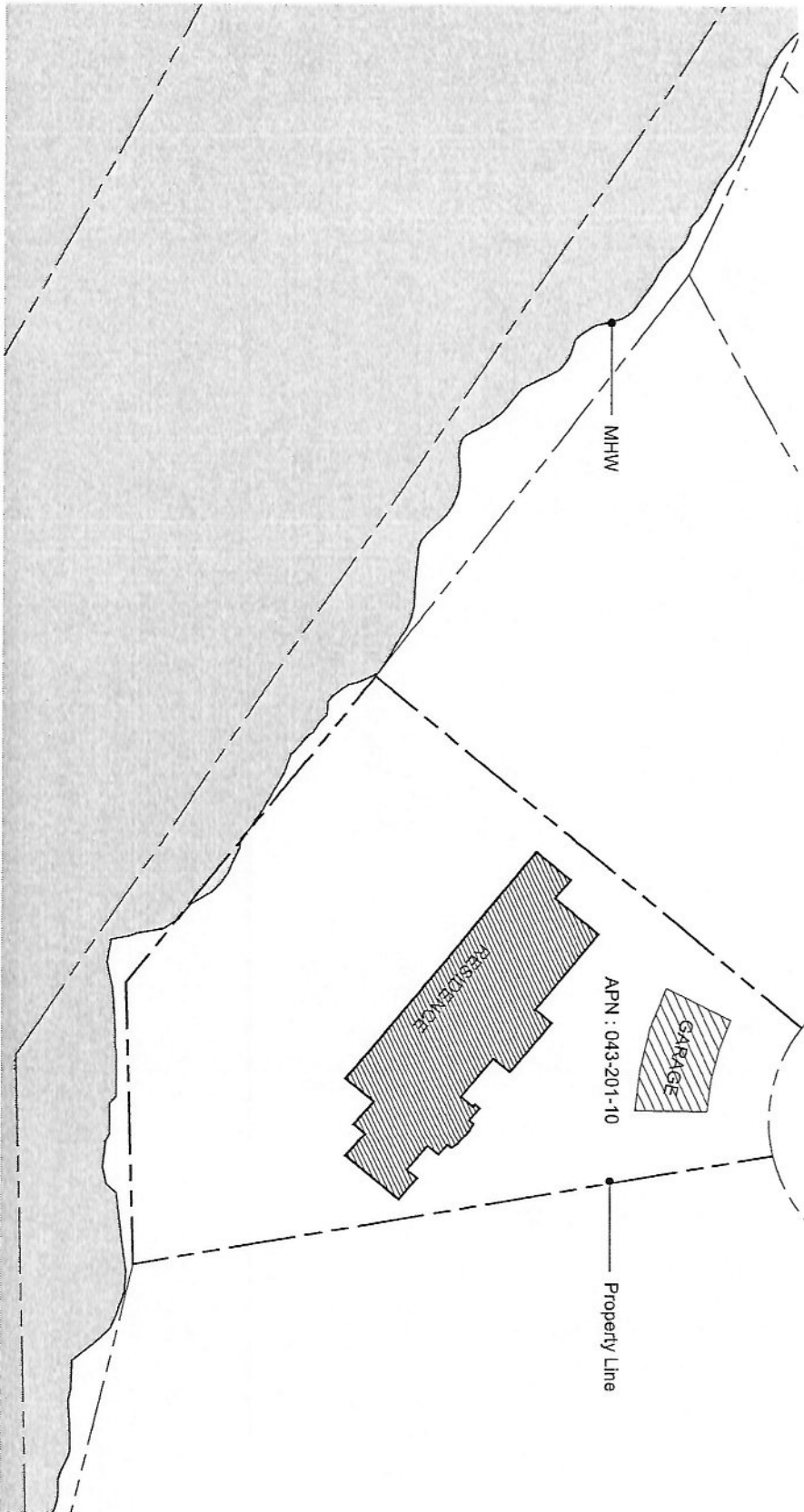
Job # 212162



VICINITY MAP

SCALE : NTS

①



PLOT PLAN

SCALE : 1 : 800

②

①

DRAWINGS PREPARED BY:

LOISOS + UBBELOHDE  
 1500 FERRY POINT STE. 201  
 ALAMEDA, CA 94501  
 (510) 521-3800 COOLSHADOW.COM

IVORY RESIDENCE  
 90 CENTURY DRIVE  
 MILL VALLEY, CA  
 APN : 043-201-10

VICINITY MAP  
 AND PLOT PLAN

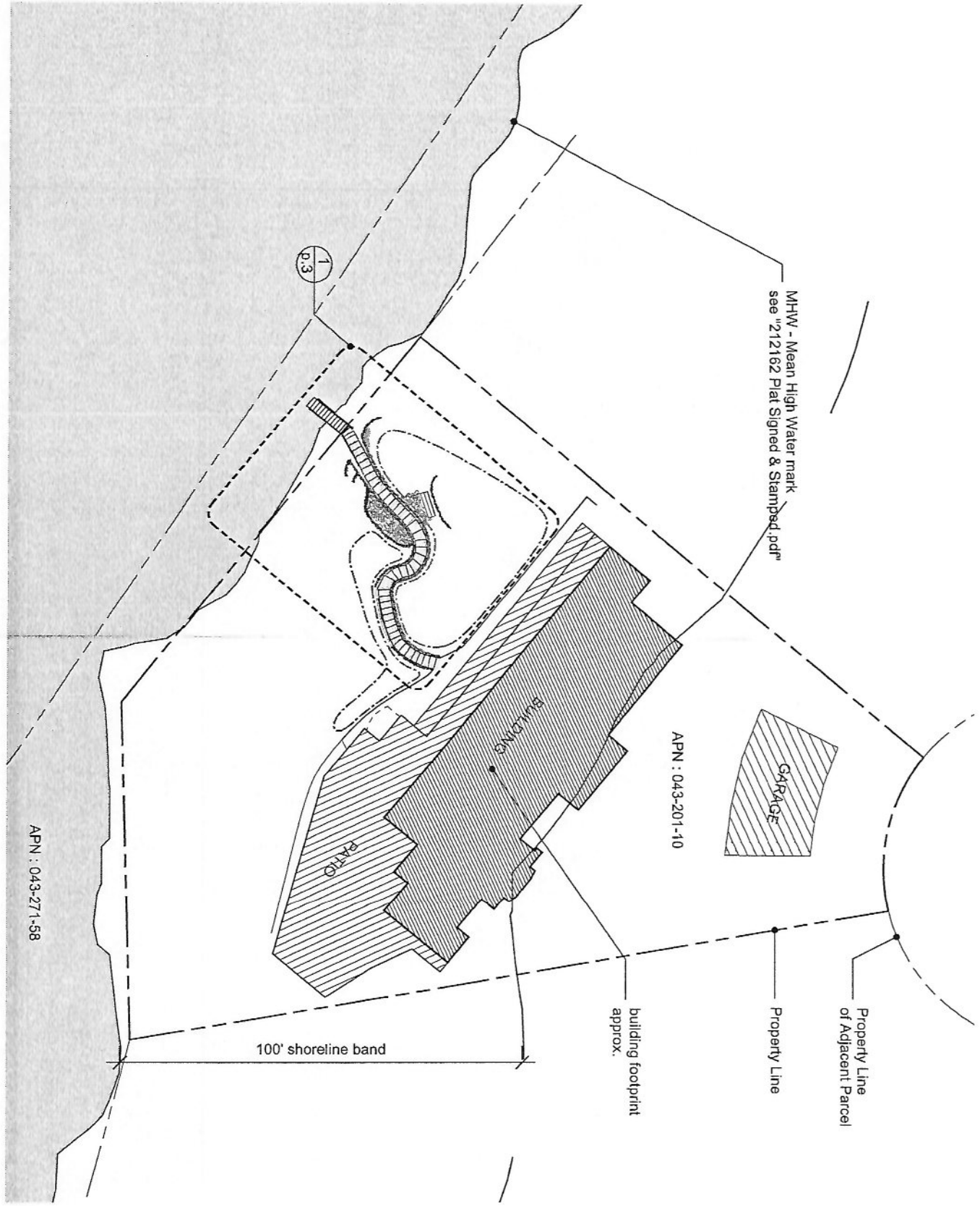
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 SCALE : AS NOTED  
 PAGE : 1 of 6

35



1

**SITE PLAN**  
SCALE : 1 : 400



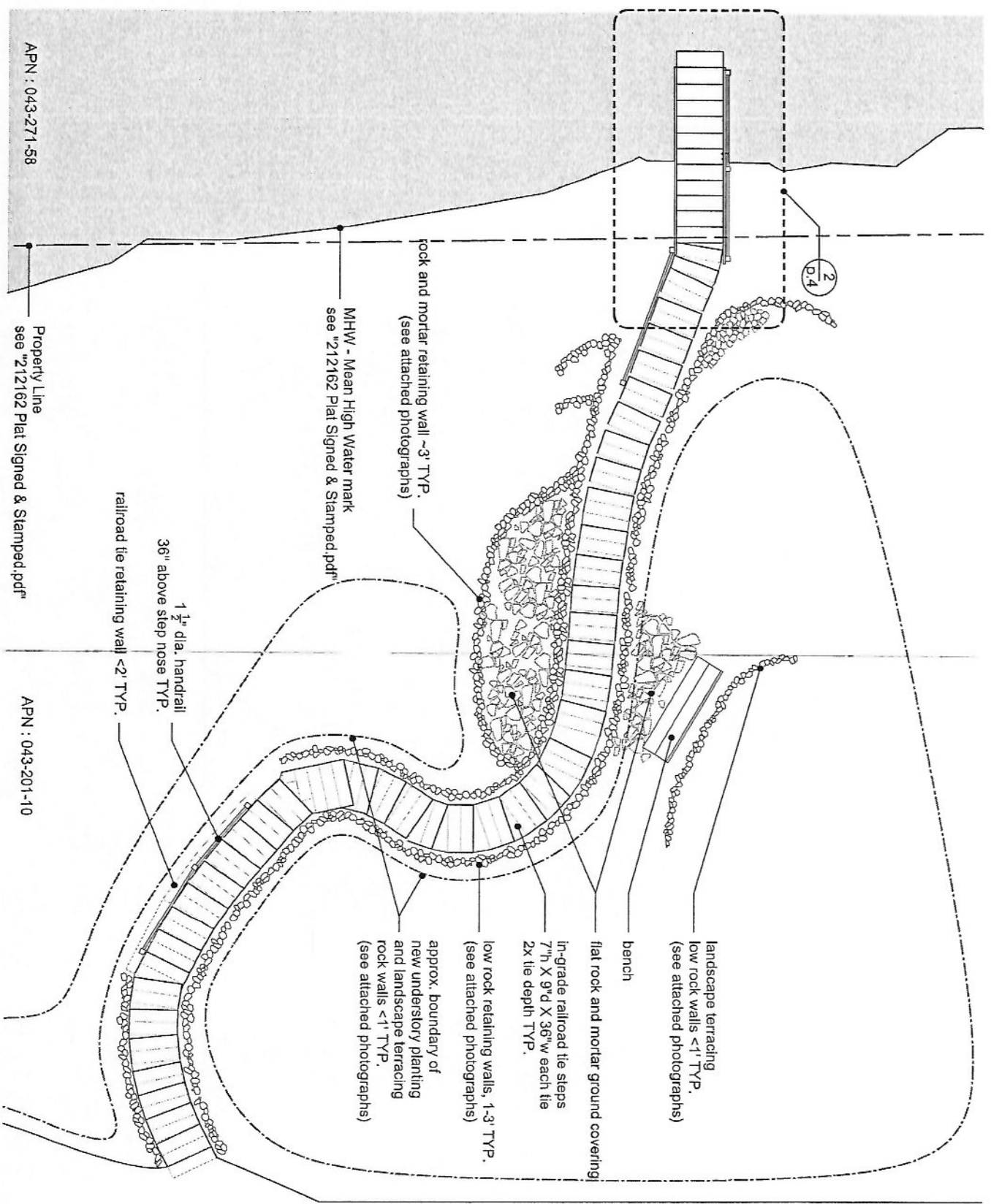
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DATE : 12/17/2021 SCALE : AS NOTED PAGE : 2 of 6	SITE PLAN	<b>IVORY RESIDENCE</b> <b>90 CENTURY DRIVE</b> <b>MILL VALLEY, CA</b> <b>APN : 043-201-10</b>	DRAWINGS PREPARED BY:  <b>LOISOS + UBBELOHDE</b> 1500 FERRY POINT STE. 201 ALAMEDA, CA 94501 (510) 521-3800 COOLSHADOW.COM

1

**SITE PLAN - ENLARGED AREA**

SCALE : 1/8" = 1'



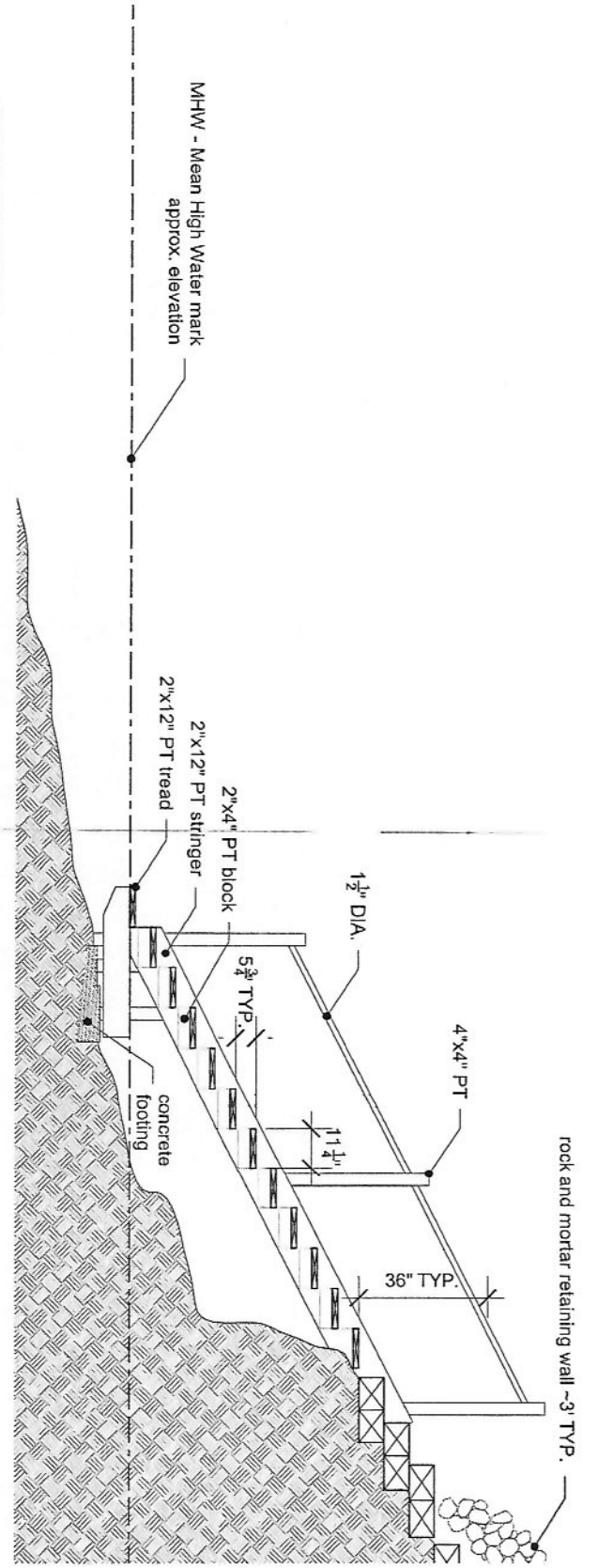
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P.4

1

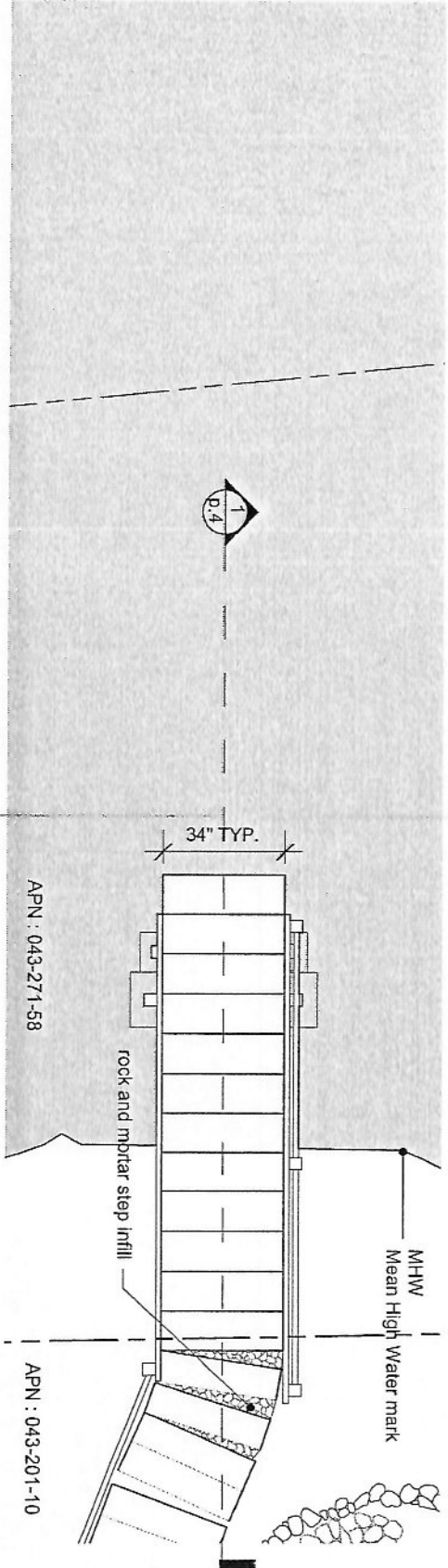
DATE : 12/17/2021 SCALE : AS NOTED PAGE : 3 of 6	SITE PLAN ENLARGED AREA	<p align="center"> <b>IVORY RESIDENCE</b>  <b>90 CENTURY DRIVE</b>  <b>MILL VALLEY, CA</b>  <b>APN : 043-201-10</b> </p>	DRAWINGS PREPARED BY:  <p align="center"> <b>LOISOS + UBBELOHDE</b>          1500 FERRY POINT STE. 201          ALAMEDA, CA 94501          (510) 521-3800 COOLSHADOW.COM       </p>
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31





1  
STAIR SECTION  
SCALE : 1/4" = 1'



2  
STAIR PLAN  
SCALE : 1/4" = 1'

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1500 FERRY POINT STE. 201  
ALAMEDA, CA 94501  
(510) 521-3800 COOLSHADOW.COM

IVORY RESIDENCE  
90 CENTURY DRIVE  
MILL VALLEY, CA  
APN : 043-201-10

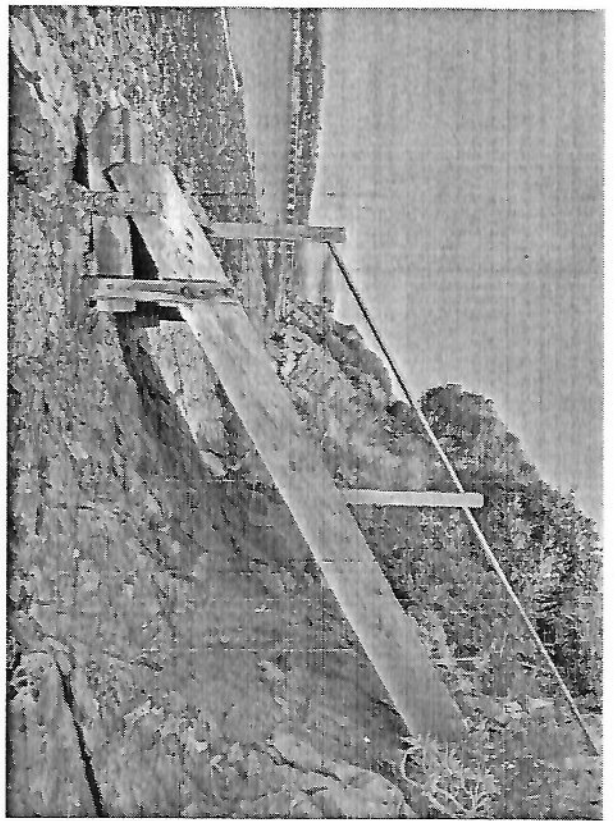
STAIR SECTION  
STAIR PLAN

DATE : 12/17/2021  
SCALE : AS NOTED  
PAGE : 4 of 6

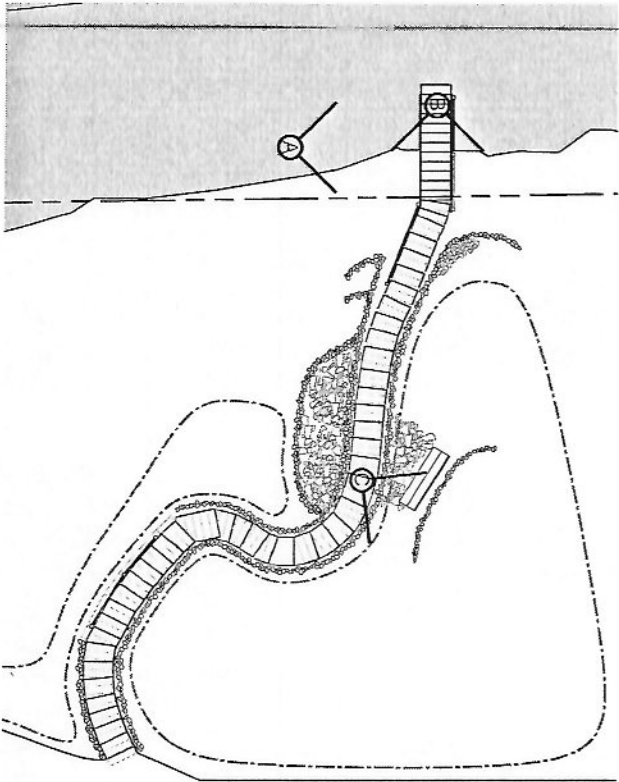
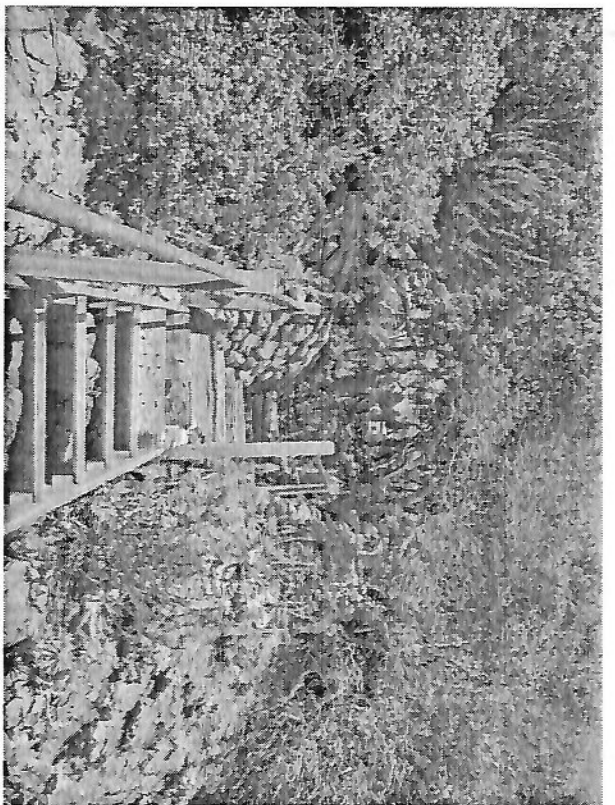
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A



B



KEY PLAN

SCALE : NTS

7

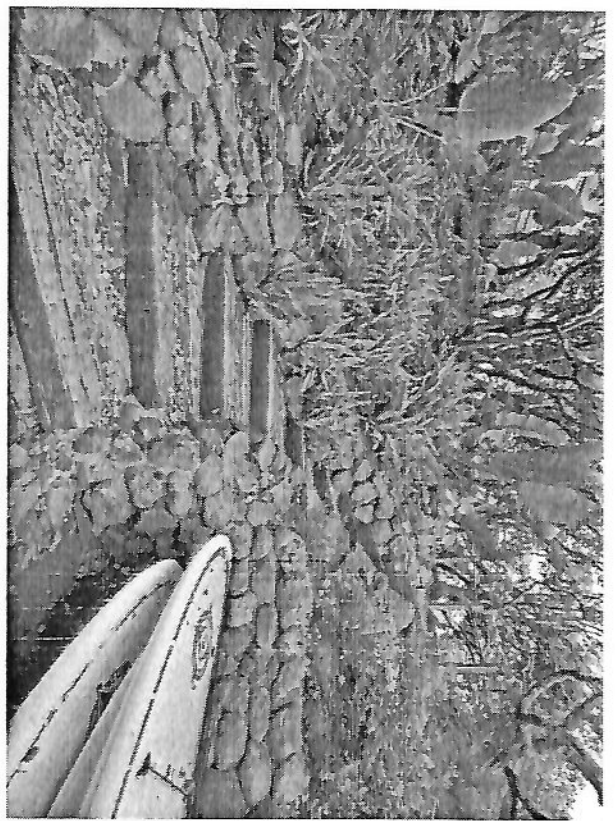
<p>DATE : 12/17/2021 SCALE : AS NOTED PAGE : 5 of 6</p>	<p>REFERENCE PHOTOGRAPHS</p>	<p>IVORY RESIDENCE 90 CENTURY DRIVE MILL VALLEY, CA APN : 043-201-10</p>	<p>DRAWINGS PREPARED BY:  LOISOS + UBBELOHDE 1500 FERRY POINT STE. 201 ALAMEDA, CA 94501 (510) 521-3800 COOLSHADOW.COM</p>
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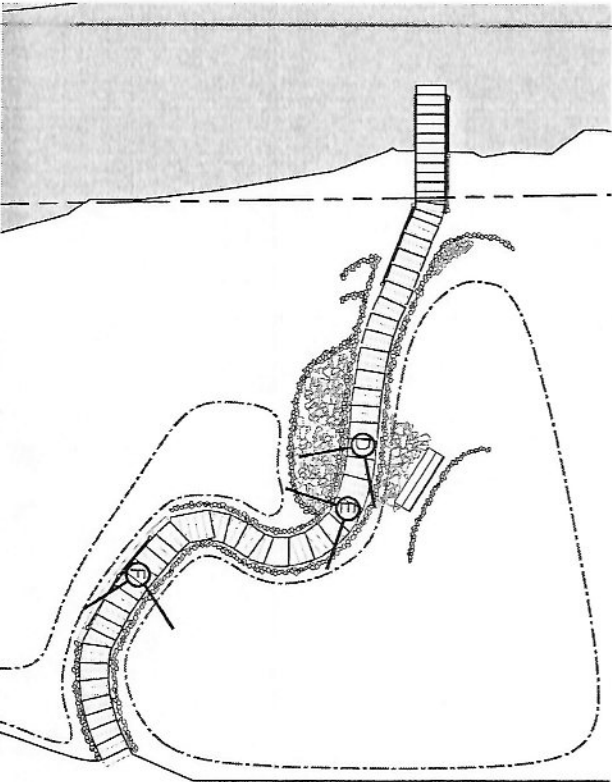
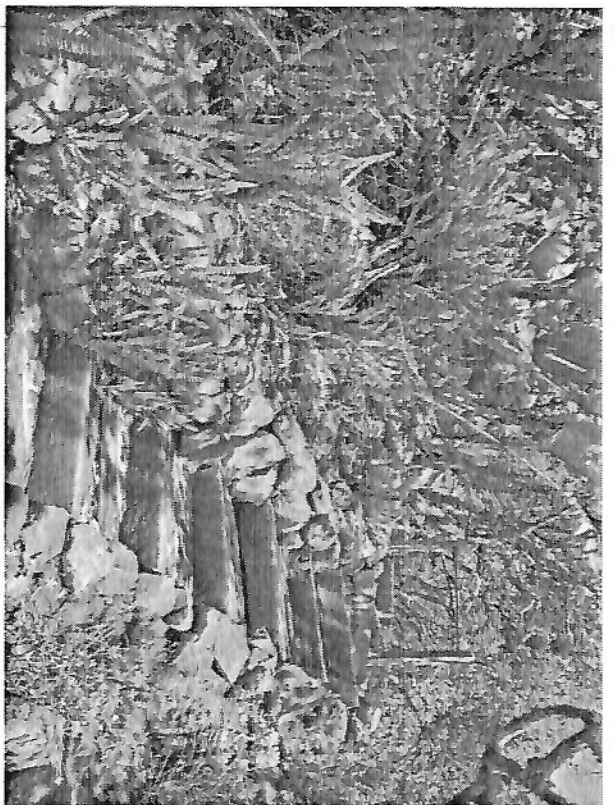
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D



E



KEY PLAN

SCALE : NTS

1

REFERENCE  
PHOTOGRAPHS

IVORY RESIDENCE  
90 CENTURY DRIVE  
MILL VALLEY, CA  
APN : 043-201-10

DRAWINGS PREPARED BY:

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DATE : 12/17/2021  
SCALE : AS NOTED  
PAGE : 6 of 6