

SRD Board Meeting Notice and Agenda
Tuesday, May 10, 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: 831 2205 3606

Passcode: 928772

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/83122053606?pwd=cHVRSGFpOHlHMis1TlB5dmxQdkJQZz09>

Location: Strawberry Recreation District – 1st 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): two

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 March 8 & April 12, 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:** Receive update from Zone IV Committee and review Project Plan.

Recommended Action: Discussion only.

• E. **Discussion/Action:** Receive update from Zone IV Committee on their meeting with homeowners and financing the 2023 dredging project.

Recommended Action: Discussion only.

F. **Discussion/Action:** General Manager to recommend bid for gym floor refinishing.

Recommended Action: Accept bid.

G. **Discussion/Action:** General Manager to recommend bid for gym painting.

Recommended Action: Accept bid.

H. **Discussion/Action:** General Manager to recommend bid for main building wall waterproofing.

Recommended Action: Accept bid.

I. **Discussion/Action:** General Manager presents District Election Resolution.

Recommended Action: Adopt resolution.

J. **Discussion/Action:** General Manager recommends entering one-year contract for landscaping services.

Recommended Action: Approve.

K. **Discussion/Action:** General Manager recommends entering 2022 vegetation management contract.

Recommended Action: Approve.

L. **Discussion/Action:** GM requests a thirty (30) day extension of Resolution 2022-02, adopted by the Board at its April 12, 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 thirty(30)days.

Adjournment.

Next Regular Session Board Meeting is June 14, 2022, at 6:00 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

MINUTES

REGULAR MEETING OF THE STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS HELD
WEDNESDAY MARCH 8, 2022

CALLED TO ORDER BY DIRECTOR BOHNER AT 6:16 P.M

1. Roll Call

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

2. Closed Session

Agenda Item 1 – No disclosures
Agenda Item 2 – No disclosures
Agenda Item 3 – Direction given to GM
Agenda Item 4 – Direction given to GM
Agenda Item 5 – No disclosures

3. Open Time for Public Expression

No Public Comments

Open Session Agenda

4. Agenda Items for Review

- A. Review and scoring evaluation of Zone IV solicitation and vetting of Engineer and Project Manager
 - i. *Review and scoring discussion led by Barbara Wambach*
 - i. *Haley & Aldrich*
 - ii. *Foth*
 - iii. *Anchor QEA*
 - ii. Recommendation from Board Committee
 - i. *Anchor QEA*

 - B. Proposal to approve QEA proposal
 - *Motion unanimously approved*

 - C. Proposal to add Brian Ross to Zone IV committee
 - *Motion unanimously approved*
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- D. Proposal to approve 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.
- *Motion unanimously approved*
- E. Proposal to approve 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 and updated compensation
- *Motion unanimously approved*
- F. Proposed cost of living adjustment for the positions of Aquatics Manager, Facilities Director, and Maintenance Lead.
- *Motion unanimously approved*
- G. Proposal to make repairs repair third base dugouts in an amount not to exceed \$20,000.
- *Motion unanimously approved*
- H. Proposal to approve RIRE a deed restriction to receive funding. General Manger now requests approval to record the RIRE Grant Deed Restriction.
- *Motion unanimously approved*
- I. Proposed adoption of a Child Abuse Prevention Policy and Procedures in compliance with AB 506.
- *Motion unanimously approved*
- J. Proposed (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.
- *Motion unanimously approved*
- K. Proposed 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.
- *Motion unanimously approved*
- L. Proposal to approve minutes
- a. Feb 8, 2022
 - b. Sept 14, 2021
- a. *Motion unanimously approved*
- M. Proposal to approve budget disbursements
-

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- *Motion unanimously approved*

N. Review of financial operational summary

- *Motion unanimously approved*

THE MEETING WAS ADJOURNED AT 7:23 PM.

ATTEST:

Alexander L. Johnson

Board Secretary

REGULAR MEETING OF THE STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS HELD
WEDNESDAY APRIL 12, 2022

CALLED TO ORDER BY DIRECTOR BOHNER AT 6:08 P.M

1. Roll Call

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

2. Closed Session

Agenda Item 1 – No disclosures
Agenda Item 2 – Direction given
Agenda Item 3 – No disclosures

3. Open Time for Public Expression

No Public Comments

Open Session Agenda

4. Agenda Items for Review

A. Receive update from Zone IV Committee and review Project Plan and status of dredging project.

- i. Review led by Barbara Wambach
 - i. Anchor QEA is engineer
- ii. Changes to project plan are underway and update will be prepared at next meeting

B. Receive update from Zone IV Committee on financing options for dredging project.

- Material increases in project cost due to general price inflation and diesel fuel prices
- Options for increased revenue discussed
- Public meetings to be scheduled to receive feedback for Zone IV revenue generation / tax increases or bond

C. Proposal to approve budget disbursements

- Motion unanimously approved

D. Review of financial & operational summary report by GM

E. Measure A – Receive report from General Manager on Measure A funding.

- GM Reported \$92,000 annual loss of revenue to SRD if Measure A not approved

F. Proposed General Manager requests approval of an Amendment to the Agreement between SRD and Mill Valley Refuse Service, Inc. to comply with SB 1383 regulations.

- Motion unanimously approved

G. Receive update from General Manager on sport court and retaining wall plans.

- Direction given

H. Proposed GM requests a thirty (30) day extension of Resolution 2022-02 regarding tele/video conference meetings during the COVID-19 state of emergency.

- Motion unanimously approved

THE MEETING WAS ADJOURNED AT 7:21 PM.

ATTEST:

Alexander L. Johnson

Board Secretary

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

May 4, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

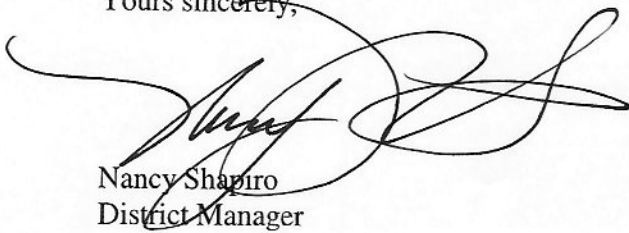
Attn: Phil Scott
Special District Auditor

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 May 10, 2022.

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

STRAWBERRY RECREATION DISTRICT

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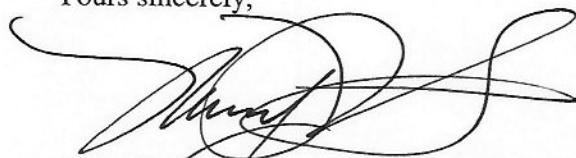
Attn: Phil Scott
Special District Auditor

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 May 10, 2022 .

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

On the 10th day of May 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		Amount
809312036	Cintas Corporation	175.96	Supplies	351.92
		175.96	Pool Maint Supplies	
809312037	Goodman's Building Supply		Supplies	289.30
809312038	Katharine Rittenburg		Admin Acct/Audit/bookkeeping	926.25
809312039	Lincoln Aquatics	361.26	Pool Chemicals	1,488.02
		1,126.76	Pool Chemicals	
809312040	Marin County Arborists, Inc.		Facilities Repairs & Maintenanc	685.00
809312041	Marin County Sheriff's Office	40.00	Admin Fingerprinting	80.00
		40.00	Admin Fingerprinting	
809312042	Marin County Tax Collector	8,370.00	Admin Legal Fees	8,928.00
		558.00	Zone IV 04	
809312043	Ssu Ting Yu		Poolside Jam	150.00
809312044	United Striping 101, Inc.		Facilities Repairs & Maintenanc	6,974.00
809312045	Vanguard Cleaning Systems of the Northbay		Facilities Repairs & Maintenanc	3,755.00
809312046	Strawberry Recreation District		Payroll Clearing Account	32,000.00
Total				55,627.49

Total 55,627.49 General Manager

STRAWBERRY RECREATION DISTRICT

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

May 4, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

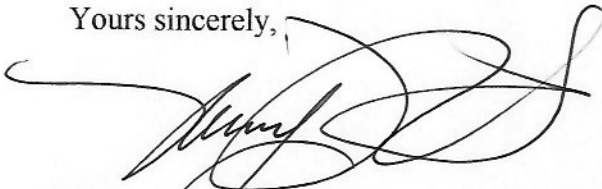
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Five Hundred Fifty-eight and 00/100 (558.00) 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 May 10, 2022.

Yours sincerely,



Nancy Shapiro
District Manager

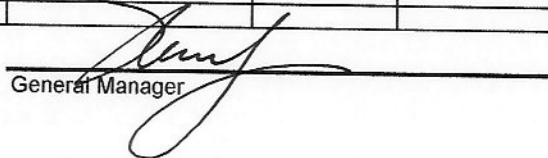
NS/kr

Cc: Bookkeeper

*** PAYROLL CLEARING***

On the 10th day of May 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
DD2187	Alber, Mary C	Paystub	110.88
DD2188	Allan, Trevor R	Paystub	135.04
DD2189	Bennerotte, Madisyn M	Paystub	119.09
DD2190	Butler, Owen N	Paystub	80.31
DD2191	Ernst, Brittney L	Paystub	2,323.79
DD2192	Feliciano, Justin A	Paystub	2,080.62
DD2193	Griswold, Loren M	Paystub	3,173.78
DD2194	Harlow, Georgia M	Paystub	62.06
DD2195	Johnson, Tristan E	Paystub	193.46
DD2196	Kuhrman, Kaye F	Paystub	850.00
DD2197	Leon, Chrishten J	Paystub	1,036.44
DD2198	May, Grainne C	Paystub	163.25
DD2199	Miller-Hall, ChaBrea T	Paystub	723.37
DD2200	Octavio, Eleanor A	Paystub	42.67
DD2201	Sacchetto, Marco J	Paystub	2,184.77
DD2202	Shapiro, Nancy R	Paystub	3,349.50
DD2203	Smith, Michael M	Paystub	1,281.06
DD2204	Swanson, Miranda	Paystub	808.77
DD2205	Wank, Lainey S	Paystub	65.70
DD2206	Wilson, Ryan A	Paystub	131.40
DD2207	Wolin, Annie K	Paystub	135.75
DD2208	Wright, Owen B	Paystub	248.21
9136	Cripwell, Charlotte G	payroll Checks	127.75
9137	Gazzola, Jesse M	payroll Checks	306.37
	CAL PERS	payroll Checks	3179.62
	Quickbooks	Quickbooks Payroll fees	183.50
		2718.00 Payroll Taxes FWT	6899.08
		3388.58 Payroll Taxes FICA	
		792.50 Payroll Taxes MCARE	
	State taxes	1069.01 Payroll taxes SWT	1452.08
		82.47 Payroll Taxres SUI	
		300.60 Payroll Taxes SDI	
			31448.32


 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

118 East Strawberry Drive
Mill Valley, California 93931
5/4/2022

Youth Playclub	0.00	Total Cash	246.00
Youth Daycamp	0.00	Total Checks	285.00
Youth Contract Class	0.00	<u>Subtotal</u>	531.00
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	80.00	<u>Total</u>	531.00
Adult Enrichment	130.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	36.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis rental	0.00		
Tennis Keys/Passes	285.00		
Tennis Guest	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	531.00		



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

April 27, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

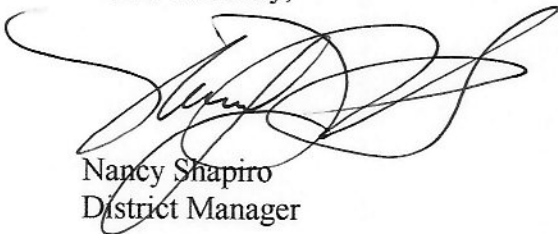
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount Three Thousand One Hundred Twenty-Five and 00/100 dollars (\$3125.00) FROM the Strawberry Recreation District Operational Fund Account #80938551 TO the Strawberry Recreation District Zone IV 04 Fund Account #80978551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on May 10, 2022

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

4/27/2022

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	159.00
Youth Daycamp	1127.00	Total Checks	49029.08
Youth Contract Class	0.00	<u>Subtotal</u>	49188.08
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	50.00	<u>Total</u>	49188.08
Adult Enrichment	90.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	34.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis rental	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Facilities Rental	590.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Cove reimbursement	3125.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	44172.08		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	49188.08		

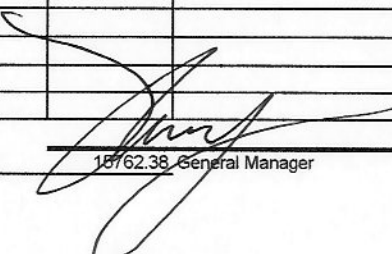


TO:
 RICHARD ARROW, AUDITOR/CONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

Warrant Date 4-27-22

On the 10th day of May 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809312030	Delta Dental of California	49.51	Admin Dental		370.39
		99.02	Facilities Full Time Dental		
		122.84	Pool Full Time Dental		
		99.02	Youth Dental		
809312031	Kathryn Yost Saturay	1,119.00	Adult Contract Services		2,491.30
		1,372.30	Youth Contract Class Wages		
809312032	Mike Testa Plumbing	270.00	Facilities Repairs & Maintenanc		870.00
		600.00	Facilities Repairs & Maintenanc		
809312033	Novato Pool Scene		Pool Repairs & Maintenance		378.71
809312034	Otis Elevator Company	1,445.31	Facilities Repairs & Maintenanc		2,558.31
		1,113.00	Facilities Repairs & Maintenanc		
809312035	PG&E	7,547.75	Pool Utilities		9,093.67
		1,545.92	Facilities Utilities		
Total					15,762.38



 Total 15,762.38 General Manager

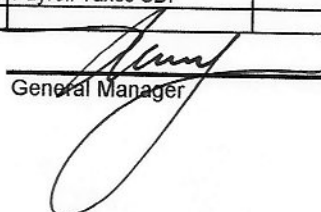
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 4-22-22

*** PAYROLL CLEARING***

On the 10th day of May 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	
DD2164	Alber, Mary C	Paystub	351.23	
DD2165	Allan, Trevor R	Paystub	167.90	
DD2166	Bennerotte, Madisyn M	Paystub	16.42	
DD2167	Bohner, Pamela G	Paystub	91.25	
DD2168	Butler, Owen N	Paystub	94.89	
DD2169	Ernst, Brittney L	Paystub	2,323.78	
DD2170	Feliciano, Justin A	Paystub	2,080.62	
DD2171	Francis., Jeff	Paystub	91.25	
DD2172	Griswold, Loren M	Paystub	3,173.79	
DD2173	Harlow, Georgia M	Paystub	138.69	
DD2174	Johnson, Alexander L	Paystub	91.25	
DD2175	Johnson, Tristan E	Paystub	91.25	
DD2176	Kuhrman, Kaye F	Paystub	697.23	
DD2177	Leitch, Madeline A	Paystub	124.11	
DD2178	Leon, Christen J	Paystub	776.03	
DD2179	May, Grainne C	Paystub	45.16	
DD2180	Miller-Hall, ChaBrea T	Paystub	631.52	
DD2181	Octavio, Eleanor A	Paystub	112.46	
DD2182	Sacchetto, Marco J	Paystub	2,184.77	
DD2183	Shapiro, Nancy R	Paystub	3,349.52	
DD2184	Smith, Michael M	Paystub	1,629.37	
DD2185	Swanson, Miranda	Paystub	716.79	
DD2186	Wright, Owen B	Paystub	143.49	
9132	Cripwell, Charlotte G	payroll Checks	127.75	
9133	Gazzola, Jesse M	payroll Checks	69.81	
9134	Nichols, Cale B	payroll Checks	91.25	
9135	Teese, Peter	payroll Checks	91.25	
	CAL PERS	payroll Checks	3222.50	
	Quickbooks	Quickbooks Payroll fees	80.75	
	2692.00	Payroll Taxes FWT	6835.14	
	3357.84	Payroll Taxes FICA		
	785.30	Payroll Taxes MCARE		
	State taxes	1079.80	Payroll taxes SWT	1451.42
		73.74	Payroll Taxres SUI	
		297.88	Payroll Taxes SDI	
				31092.64


 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

118 East Strawberry Drive
Mill Valley, California 93931
4/20/2022

Youth Playclub	290.00	Total Cash	334.00
Youth Daycamp	2549.25	Total Checks	3356.75
Youth Contract Class	0.00	<u>Subtotal</u>	3690.75
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	320.00	<u>Total</u>	3690.75
Adult Enrichment	240.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	90.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	24.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis rental	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Facilities Rental	140.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	37.50		
Facilities Property Rental	0.00		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	3690.75		

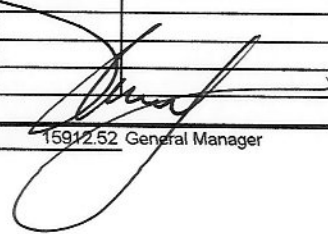


On the 10th day of May 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809312008	Bank of Marin 5590	216.49	Pool Maint Supplies		5,252.95
		390.03	Admin Office Supplies		
		20.59	Admin Office Supplies		
		150.00	Youth Adv/Promo		
		14.06	Admin Office Supplies		
		436.84	Admin Office Supplies		
		11.90	Supplies		
		74.70	Pool Rec supplies		
		586.39	Admin Brochure/Marketing		
		20.56	Pool Rec supplies		
		29.22	Supplies		
		29.90	Supplies		
		31.75	Pool Rec supplies		
		14.99	Admin IT		
		60.00	Admin Postage/Frieght		
		30.32	Supplies		
		10.68	Admin Office Supplies		
		40.50	Admin Office Supplies		
		142.86	Pool Rec supplies		
		142.86	Pool Rec supplies		
		59.00	Admin Brochure/Marketing		
		28.15	Supplies		
		41.09	Admin Office Supplies		
		14.99	Admin IT		
		54.02	Facilities Repairs & Maintenanc		
		19.15	Admin Office Supplies		
		11.90	Pool Repairs & Maintenance		
		1,241.52	Admin IT		
		105.44	Youth Rec Supplies/Daycamp		
		82.46	Youth Rec Supplies/Daycamp		
		9.19	Pool Repairs & Maintenance		
		105.69	Pool Repairs & Maintenance		
		140.70	Youth Rec Supplies/Daycamp		
		108.24	Youth Rec Supplies/Daycamp		
		30.30	Admin Office Supplies		
		188.99	Admin Office Supplies		
		415.80	Youth Adv/Promo		
		50.00	Admin IT		
		91.68	Youth Adv/Promo		
809312009	Chrishten J Leon.		Pool Professionia Development		250.00
809312010	Comcast		Admin IT		387.89
809312011	DeMello Roofing Inc.		Facilities Repairs & Maintenanc		2,110.00
809312012	Department of Justice		Admin Fingerprinting		32.00
809312013	Hydrex Pest Control		Facilities Repairs & Maintenanc		67.00
809312014	Lincoln Aquatics	793.15	Pool Chemicals		1,584.60
		791.45	Pool Chemicals		
809312015	Mill Valley Refuse Service, Inc.	315.01	Facilities Repairs & Maintenanc		562.08
		247.07	Facilities Parks Repairs/Mainte		
809312016	R. J. Ricciardi, CPA Inc.		Admin Acct/Audit/bookkeeping		4,286.00
809312017	Amy Nanola		Youth Refunds		380.00
809312018	North Bay Country Dance		Deposits Held on Rental		1,000.00
Total					15,912.52

Total

15912.52 General Manager



(20)

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

April 13, 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 Fifty-six Thousand Six Hundred Fifty-nine and 31/100 (56659.31) FROM the Strawberry Recreation District Operational Fund Account #80938551 TO the Strawberry Recreation District Measure A Fund Account #80998551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on May 10, 2022.

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931
 4/13/2022

Youth Playclub	0.00	Total Cash	127.00
Youth Daycamp	2714.20	Total Checks	459873.51
Youth Contract Class	0.00	<u>Subtotal</u>	460000.51
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	15.00	<u>Total</u>	460000.51
Adult Enrichment	100.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	12.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	500.00		
Tennis rental	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Measure A	56659.31		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	400000.00	1032	
	460000.51		



SRD Financial Summary
7/1 - 05/06 2022 v 2021

	FY 2022			FY 2021		
Operating	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 515,520	\$ 387,585	\$ 127,935	\$ 389,060	\$ 295,143	\$ 93,917
Special Events	\$ 1,210	\$ 6,313	\$ (5,103)	\$ -	\$ 1,403	\$ (1,403)
Adult Rec. Classes	\$ 43,378	\$ 24,001	\$ 19,377	\$ 2,042	\$ 2,725	\$ (683)
Aquatics	\$ 460,183	\$ 379,526	\$ 80,657	\$ 190,528	\$ 304,222	\$ (113,694)
Tennis	\$ 64,104	\$ 17,133	\$ 46,971	\$ 74,187	\$ 2,349	\$ 71,838
Facilities	\$ 138,828	\$ 391,993	\$ (253,165)	\$ 60,875	\$ 344,876	\$ (284,001)
Administration	\$ 286,659	\$ 333,179	\$ (46,520)	\$ 1	\$ 330,813	\$ (330,812)
Total Operating	\$ 1,509,882	\$ 1,539,730	\$ (29,848)	\$ 716,693	\$ 1,281,531	\$ (564,838)
						\$ -
Non Operating						\$ -
Measure A	\$ 104,486	\$ -	\$ 104,486	\$ 91,802	\$ 22,904	\$ 68,898
Other Funds	\$ 566,791	\$ 3,120	\$ 563,671	\$ 786,284	\$ -	\$ 786,284
Capital Improvements	\$ -	\$ 311,623	\$ (311,623)	\$ -	\$ 1,803	\$ (1,803)
Zone IV	\$ 166,903	\$ 36,731	\$ 130,172	\$ 279,495	\$ 43,176	\$ 236,319
Zone V	\$ 7,933	\$ 5,980	\$ 1,953	\$ 14,001	\$ 6,248	\$ 7,753
			\$ -			\$ -
Total Non-Operating	\$ 846,113	\$ 357,454	\$ 488,659	\$ 1,171,582	\$ 74,131	\$ 1,097,451
			\$ -			\$ -
Net Rev, Exp & Income	\$ 2,355,995	\$ 1,897,184	\$ 458,811	\$ 1,888,275	\$ 1,355,662	\$ 532,613
Total Net w/o Zone IV			\$ 328,639			\$ 296,294
Tennis Court Grant			\$ 250,000			
Adjusted Net Inc.			\$ 578,639			
Balance Sheet Cash	Feb-22	1-Feb-21	Change			
General Fund	\$ 1,884,872	\$ 1,604,059	\$ 280,813			
Replacement Resv	\$ 584,892	\$ 584,391	\$ 501			
Measure A	\$ 252,194	\$ 162,210	\$ 89,984			
Payroll Clearing	\$ 73,651	\$ 94,334	\$ (20,683)			
Credit Card Acct.	\$ 128,908	\$ 141,254	\$ (12,346)			
			\$ -			
Total	\$ 2,924,517	\$ 2,586,248	\$ 338,269			
Note: Last FY to date, \$162,326 more in property taxes on P&L						

May GM Board Update – May 10, 2022

Financial – see attached

Facilities

Building

- Had several companies come out to assess leak in south wall of building.
 - Lower leak clearly attributed to crack in exterior wall
 - Upper leak less obvious
 - Roofer check and doesn't look like leak coming from roof or skylight
 - Bid included to waterproof entire wall. Could do a portion of the wall except will look bad because waterproofing like a paint.
 - Once waterproofing completed, men's restroom and one gym restroom walls to be repainted.
- Elevator sump pumps and electrical completed.
 - Final step to put elevator encasement pump in bucket to prevent rocks coming through pipe impacting operation of the pump
 - Coordinating with Otis Elevator and plumber – about two weeks out Week of 5/9
- New Tuff Shed installed on patio of Gym South. Will hold all camp supplies and make more convenient for use during camp in the gym.
- New refrigerator installed in the Snack Shack – completing renovation.
- Need to redo floor and walls in gym bathroom hallway – working on getting quotes because small job and need multiple trades.
- Have licensed Handyman company coming out to quote on multiple small projects
- Lights on stairs from Ricardo to loft deck repaired and are all working
- Electrical outlets in gym repaired
- Employee kitchen reorganized to create more room for lunchroom. Lockers mostly unused and moved to Maintenance Shed on an interim basis to assess need.
 - Plumber working to fix employee kitchen water filter
- Majors third base dugout roof repair completed

Parks

- Land Design, our current landscaping company will do a complete weeding of main facility
- Board asked to approve bid for all pocket park vegetation management
 - Needs to be completed mid-June.
 - Have to get on schedule now
- Valve replaced in courtyard oval irrigation. Was leaking so much water building up in 3rd base dugout down below.
- New irrigation leak on Practice Field B to be addressed either 5/9 or 10.
- Backflows tested and passed annual inspection
- Live Oak trees on either side of Snack Shack treated for aphids and fertilized. Mulch placed around base of tree bed to add nutrients in the depleted soil.
- PG&E trimmed the large Cypress tree at the southwest corner of the aquatics facility. The tree looks terrible (trimming so bad, may jeopardize health of the tree), and GM filed complaint with PG&E.

- Received call back but doesn't sound like they will do anything to mitigate
- In future, need to consider whether to keep or remove tree.
- Working on finding vendor to address gopher issues on field
 - Previous landscape contractor used to handle gophers. Current company does not.
- Need new sign for Brickyard Park. Looks like sign was removed (vandalism)

Aquatics

- New main pool and spa covers ordered at the end of April
 - Were supposed to be ordered in March, but order was not completed
- Teaching Pool filter top expected to be replaced at the end of May. Has been leaking for months. Supply chain and manufacturing issues delayed fabrication of new top.
- Lights out in the pools, need to be replaced – working on timing

Misc

- Lower court gate lock repaired
 - Marin County Fire Dept Station 9 came to SRD on a Sunday morning to help climb the fence and open the gate.
 - Vintage repaired the gate on Monday
- Tennis court light time malfunction – repaired
- Marco, Justin, and Nancy cleaning and organizing Facilities Maintenance Shed
- SRD Parking Lot has received a new slurry coat and painting. Looks great!

Staffing

- Loren still out on medical leave
- Mike's last day was Friday, May 6
- Ads posted on indeed
 - Candidates are being assessed and 3 interviews scheduled
- In the interim
 - Pool Scene servicing the pump room once per week
 - Land Design weeding facility
 - One large clean-up then weekly maintenance
 - Vanguard (current janitorial company_)
 - Blowing off tennis courts weekly
 - Cleaning parks weekly
 - Trained by Mike and Nancy on Friday
 - Meeting with Handyman company to do small projects and be on call if issues arise

Aquatics

- Summer swim lessons go on sale May 20 @ 10 am
- Q3 Pool Passes go on sale June 3 @ 10 am
- Have full staff of lifeguards and swim instructors for summer
- Will be very short staffed with lifeguards for next few weeks
- During summer, we will adjust weekend family rec reservations to lengthen time of swim and include more reservations
- Lots of pool party requests/bookings for late spring early summer

Recreation

Youth and After School Enrichment Programs

- The spring session of Play Club and after school enrichments have been going great.
- Brea and Miranda have created a Play Club logo on the stage and added themes for each month of Play Club.
- -Volleyball has been a huge success with the partnership with Marin Firebolts after school program.
- The first Jr. Berries class has taken place on Friday May 6th, and it has sold out. The is with one of our partners Amazing Athletes who intends to continue in the Fall. The goal is to create multiple partnerships under the SRD umbrella to create the Jr. Berries program.
- Fall after school programs are looking great and we will be bringing back golf and adding Tinker Tech. Tinker Tech is a stem after school program that provides hand on experiences with science, technology, engineering, and math.

Field Rentals

- Legends baseball camp will be returning for 6 weeks during summer. They have rented out the Minors and Majors field.
- Tony from Soccer Kids will be renting out Field A during the summer to continue the preschool aged soccer program.
- Sparks Volleyball will be renting for one week during summer, with our program partner Lynn Stein leading the camp.

Summer Camp Update

- Camp registration is going great, listed below are the current numbers as of **5/9/2022**.
 - Session 1: **77/89**
 - Session 2: **74/89**
 - Session 3: **45/89**
 - Session 4: **86/89**
 - Session 5: **61/89**
- We have decided to cancel Athletic X this summer due to low enrollment and adding the additional spaces in camp due to high demand. We have increased our max per session to 89 campers.

Marketing

- Marin Mommies will be sending out a camp email for us on May 10th that will go out to their entire date base.
- Ronnies awesome list has continued to promote camp, youth programs and adult programs on their website. This website has been extremely helpful, they also have added our registration links to the images for easier registration for new members.

Adult Programs

- Paint and Sip class increased from 10 to 30 people for second workshop
- Adult & Child paint workshop increased 14 participants to 26 participants in second workshop

- Paint instructor Kathryn Saturday agreed to return to offer more paint classes beginning in the fall
 - All four classes were very successful with great feedback
- Ending adult drop-in basketball beginning on May 26 through the summer
- Introduction to Contract Bridge I will begin on September 13
- Offering new iPhone and Mac workshop series beginning on 9/7/22

Group Exercise

- Offering a free yoga demo class with instructor Donna Hamilton on June 6th from 5:30pm – 6:30pm
- Changing group exercise schedule to begin at 8:00am for the summer

Facility Rentals

- Confirmed 7 rentals for the month of May and 2 confirmed for the month of June
- North Bay Basketball has confirmed they would like to continue renting our gym for their Sunday clinics returning after the summer season.

Events

- Confirmed three Poolside Jams of the summer featuring DJ Yuka & two bands from 2:30pm – 4:30pm. \$10/pp, 75 person capacity.
- Strawberry Community is confirmed for Tuesday 8/16/22 featuring Void Where Prohibited Band
- Agreed to offer a series of LEGO engineering themed special workshops with Play Well

Misc.

Park Permits

- Does the Board want to consider use permits for a fee at our pocket parks?
- GM needs to research deeds to make sure no exclusion for commercial use
 - Dock prohibits commercial use – need to review other deeds (when time permits)

Water Leak

- SRD Marin Water bill skyrocketed pointing to leak (Prior bill - \$1,600, current bill - \$9,500, next bill should be higher too because vandalism was not discovered into the next billing cycle).
 - Marin Water came out to assess meter after backflow was turned off. All looked ok during meter reading.
 - When plumber was out testing backflows, he found that someone had turned on an old backflow, causing water buildup in the elevator encasement and irrigation leak above pool.
 - GM filed vandalism report with MMWD to get a credit on bill. Report included Marin County Sheriff report and letter from Capri stating that water loss is not covered under out policy.
 - Information received by Marin Water, stating a 30 – 60 window for response and credit.

Sport Court Update

- GPRS did underground utility assessment around playground area to determine lines that run under and around playground. Expect report in a week or two.

- GM to work with engineers on next steps

SB 1383 Grants

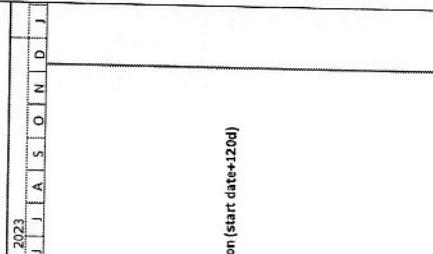
- GM working on paperwork for Cal Recycle SR 1383 Grant. SRD eligible for \$20,590. Paperwork due Wednesday, May 11.
- Zero Waste Marin grant paperwork submitted for just approximately \$6,000

Measure A

- SRD receives approximately \$90,000+ per year from Measure A
- The current Measure A – Marin County quarter cent sales tax ended on March 31
- Measure A is up for a vote again in the June primary election
 - If voters approve, will resume quarter cent sales tax October/November
- Measure A funds go to Parks and Open Space throughout Marin County
- SRD 2022/2023 Budget will be impacted by this.
 - For this fiscal year, SRD will receive only \$39K in Measure A revenue

Strawberry Channel Maintenance Dredging Project (2023)

ID	Task Name	Responsible	Duration	Scheduled Start	Scheduled Finish	Actual Start	Actual Finish	% Complete
1	I. RICKOFF		8 days	Mon 4/4/22	Tue 4/12/22	Mon 4/4/22	Mon 4/4/22	99%
2	Notice to Proceed (Engineer)	BW/TG	1 day	Mon 4/4/22	Tue 4/5/22	Mon 4/4/22	Tue 4/5/22	100%
3	Project Plan (Schedule) Revisions	BW/TG/AQ	7 days	Mon 4/4/22	Tue 4/12/22	Mon 4/4/22	NA	99%
4	Hydrographic Survey	BW/TG	8 days	Mon 4/4/22	Tue 4/12/22	Mon 4/4/22	Tue 4/12/22	100%
5	III. REGULATORY AUTHORIZATIONS		295 days	Tue 4/12/22	Wed 2/1/23	Tue 4/12/22	NA	8%
6	Permit Approvals		295 days	Tue 4/12/22	Wed 2/1/23	NA	NA	0%
7	Permit Confirmation (USACE, BCDC, RWQCCB)	AQ	28 days	Tue 4/12/22	Tue 5/10/22	NA	NA	0%
8	Deeds/Parcel Approvals to Agencies (courtesy)	BW/TG	14 days	Tue 4/12/22	Tue 4/26/22	NA	NA	0%
9	State Lands Notification (start date+120d)	AQ	28 days	Wed 1/4/23	Wed 2/1/23	NA	NA	0%
10	DMMO Approval		119 days	Wed 4/13/22	Wed 8/10/22	Wed 4/13/22	NA	14%
11	Draft SAP	AQ	21 days	Wed 4/13/22	Wed 5/4/22	Wed 4/13/22	NA	66%
12	SRD Review	BW/TG/BR	5 days	Wed 5/4/22	Mon 5/9/22	NA	NA	0%
13	Final SAP and Submit 1 week prior to DMMO	AQ	2 days	Mon 5/9/22	Wed 5/11/22	NA	NA	0%
14	DMMO Meeting to approve SAP (5/18)	AQ/BR	0 days	Wed 5/18/22	Wed 5/18/22	NA	NA	0%
15	Sediment Collection (15 cores)	AQ	14 days	Wed 5/18/22	Wed 6/1/22	NA	NA	0%
16	Laboratory Analysis	AQ	35 days	Wed 6/1/22	Wed 7/6/22	NA	NA	0%
17	Draft SAR	AQ	14 days	Wed 7/6/22	Wed 7/20/22	NA	NA	0%
18	SRD Review	BW/TG/BR	7 days	Wed 7/20/22	Wed 7/27/22	NA	NA	0%
19	Final SAR and Submit 1 week prior to DMMO	AQ	4 days	Sat 7/30/22	Wed 8/3/22	NA	NA	0%
20	DMMO Meeting to approve SAR (8/10)	AQ/BR	0 days	Wed 8/10/22	Wed 8/10/22	NA	NA	0%
21	III. PUBLIC BIDDING		213 days	Tue 4/5/22	Fri 11/4/22	Tue 4/5/22	NA	5%
22	Develop Design Drawings and Specifications		83 days	Tue 4/5/22	Mon 6/27/22	Tue 4/5/22	NA	14%
23	Draft Drawings and Specifications	AQ	48 days	Tue 4/5/22	Mon 6/27/22	Tue 4/5/22	NA	25%
24	SRD Review	BW/TG/BR	14 days	Mon 5/23/22	Mon 6/6/22	NA	NA	0%
25	Final Drawing and Specifications	AQ	21 days	Mon 6/6/22	Mon 6/27/22	NA	NA	0%
26	Finalize Dredge Contract Document	BW/TG	56 days	Mon 5/2/22	Fri 8/19/22	NA	NA	0%
27	Update Dredge Contract Document	CC	109 days	Mon 5/2/22	Mon 6/27/22	NA	NA	0%
28	County Council Review Contract Document	BW/TG	42 days	Mon 6/27/22	Mon 8/8/22	NA	NA	0%
29	Finalize Dredge Contract Document	BW/TG	11 days	Mon 8/8/22	Fri 8/19/22	NA	NA	0%
30	Compile Bid Documents	BW/TG/AQ	28 days	Fri 8/19/22	Fri 9/16/22	NA	NA	0%
31	Public Notice and Distribute Bid Documents	BW/TG/AQ	7 days	Fri 8/12/22	Fri 8/19/22	NA	NA	0%
32	Schedule Site Tour with Dredgers	BW/TG	0 days	Fri 9/16/22	Fri 9/16/22	NA	NA	0%
33	Public Bid Meeting (Open Bids)	BW/TG/AQ	0 days	Fri 9/30/22	Fri 9/30/22	NA	NA	0%
34	Approve Dredge Contract	RD/BW/TG/AC	0 days	Fri 10/14/22	Fri 10/14/22	NA	NA	0%
35	Dredger Preliminary Plan	BOD/Cove	7 days	Fri 10/14/22	Fri 10/21/22	NA	NA	0%
36	Sign Dredge Contract	Dredger	14 days	Fri 10/21/22	Fri 11/4/22	NA	NA	0%
37	IV. DREDGE PREPARATION	Cove/SRD	344 days	Fri 10/21/22	Sat 9/30/23	NA	NA	0%
38	Review Plan and Update Forecasts	BW/TG	7 days	Fri 10/21/22	Fri 10/28/22	NA	NA	0%
39	Assign Channel Captains	BW/TG	7 days	Fri 10/28/22	Fri 11/4/22	NA	NA	0%
40	Notify HO of Dredge Plan/Boats	BW/TG	90 days	Sun 1/1/23	Sat 4/1/23	NA	NA	0%
41	Pre-Dredge Hydrographic Survey	BW/TG	120 days	Sun 4/2/23	Sun 4/16/23	NA	NA	0%
42	Dredging Operation Plan (DOP)	eTrac	14 days	Sun 4/16/23	Sun 4/30/23	NA	NA	0%
43	DOP Agency Approval	Dredger	14 days	Sun 4/16/23	Sun 4/30/23	NA	NA	0%
44	Pre-Dredge Eelgrass Survey (start date+30d)	Agencies/AQ	28 days	Sun 4/30/23	Sun 5/28/23	NA	NA	0%
45	Pre-Dredge Eelgrass Survey (start date+120d)	WRA	14 days	Tue 5/2/23	Tue 5/16/23	NA	NA	0%

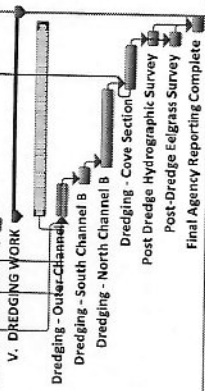


Project: Schedule_Strawberry_20
Date: Thu 4/28/22

29

Strawberry Channel Maintenance Dredging Project (2023)

ID	Task Name	Responsible Agencies/AQ	Duration	Scheduled Start	Scheduled Finish	Actual Start	Actual Finish	% Complete	2022	2023										
47	Eelgrass Avoidance Planning (if needed)	Agencies/ AQ	14 days	Tue 5/16/23	Tue 5/30/23	NA	NA	0%	J	F	M	A	M	J	J	A	S	O	N	D
48	V. DREDGING WORK																			
49	Eelgrass Avoidance Planning (if needed)	Agencies	190 days	Thu 6/1/23	Fri 12/8/23	NA	NA	0%												
50	Environmental Window	Agencies	182 days	Mon 4/4/22	Mon 10/3/22	NA	NA	0%												
51	Dredging - Outer Channel	Dredger	30 days	Thu 6/1/23	Sat 7/1/23	NA	NA	0%												
52	Dredging - South Channel B	Dredger	16 days	Sat 7/1/23	Mon 7/17/23	NA	NA	0%												
53	Dredging - North Channel B	Dredger	75 days	Mon 7/17/23	Sat 9/30/23	NA	NA	0%												
54	Dredging - Cove Section	Dredger	41 days	Sat 9/30/23	Fri 11/10/23	NA	NA	0%												
55	Post Dredge Hydrographic Survey	eTrac	14 days	Fri 11/10/23	Fri 11/24/23	NA	NA	0%												
56	Post-Dredge Eelgrass Survey	WRA	14 days	Fri 11/10/23	Fri 11/24/23	NA	NA	0%												
	Final Agency Reporting Complete	AQ	14 days	Fri 11/24/23	Fri 12/8/23	NA	NA	0%												



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RESOLUTION NO. 2022-06

RESOLUTION OF THE GOVERNING BODY OF THE

Strawberry Recreation District

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 8th day of November, 2022, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) 3

Number of Short-Term Positions (2-year) 0

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Marin County Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED this 10th day of May, 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

ATTEST: _____
Secretary

**Strawberry Rec Fields
Landscape Maintenance Contract**

Submittal Date: 5/04/2022

1. Owner:

Contracting Party (Client): Strawberry Recreation District

Address: 118 E. Strawberry Drive Mill Valley, CA 94941

Primary Contact: Loren Griswold

Phone: 415-383-6494

Cell:

Email: supervisor@strawberryrec.org

Primary Contact is the designated representative of client and is authorized to bind, make decisions and receive notice on behalf of client and owner.

2. Landscape Site Location:

The landscape area subject to this contract is as follows:

118 East Strawberry Drive, Mill Valley, CA 94941



3. Landscape Maintenance:

- a. Landesign Construction & Maintenance, Inc. ("Contractor") will furnish all materials, labor, equipment, supervision, and subcontractors, as required to maintain the landscape. The landscape will be maintained as described in this contract and attached specifications.
- b. The landscape will be maintained to industry standards, per the attached specs (within reason for the landscape based on the condition of the site when awarded to the Contractor).
- c. The Contractor's proposal is based on the predication that the irrigation is functional and automatic, that there are no dead plants on the site at the start of contract, and that the site is reasonably weed free.
- d. Landscape maintenance does not include repairs, upgrades, new material, drainage, or grading.

4. Personnel:

- a. The Contractor will designate a qualified account manager that is experienced in landscape maintenance, as your point of contact.
- b. All personnel will be uniformed and will present a neat appearance. All service vehicles of Landesign shall be identified with contractor's name.
- c. During the term and for 12 months after any termination of this contract, the Client will not directly or indirectly, in any capacity solicit or induce any employee of the Contractor.

5. License & Insurance:

The Contractor will maintain applicable licenses and permits, provide Worker's Compensation, Unemployment Insurance, and any other insurance required by law. The Contractor will carry General Liability Insurance with \$1,000,000 combined single limit and \$2,000,000 aggregate, Auto Insurance with \$1,000,000 combined single limit, and Excess liability Insurance of \$4,000,000. The Contractor will pay required federal, state, and local taxes.

6. Indemnity

- a. Should litigation be commenced on behalf of either party, the prevailing party shall be entitled to reasonable attorney fees.
- b. The Contractor is not responsible for pre-existing site conditions or site conditions that arise that are detrimental to the landscape that are outside of the contractor's scope of work.
- c. There is no intent for the Contractor to be responsible for the negligence of another subcontractor or design professional.

7. Term

- a. This contract will begin on **5/15/2022**.
- b. The monthly contract price is calculated based on an average monthly cost over a 1 year period and the intent is to adhere to this contract for a 1 year period. This contract shall renew annually with a 3.0% price increase on monthly services and thereafter until agreed upon amendments are made.
- c. Either party can terminate this contract by serving a 30-day written notice.

8. Payment

- a. The Client will be invoiced at the beginning of the month for the landscape maintenance services and payment is due on the 10th of the month invoiced.
- b. Work outside of this contract (enhancements, irrigation repairs, etc.) will be billed separately as a lump sum or as time and material, as agreed upon by the parties.
- c. The Proposal is valid for 30 days from submittal date and subject to change if site conditions change from when proposal is submitted.
- d. If the Client fails to pay within 30 days of billing, the Contractor may stop work and keep job idle until full payment is received.



- e. The Contractor has right to charge 1.5% interest per month on past due accounts.
- f. If collection actions become necessary, the client is responsible for all collection expenses, legal fees, billing and all other related expenses.

Weekly Landscape Maintenance Service

\$2,085.00/month

This document constitutes the entire agreement between the Client and Contractor. No prior statement, offer, modification, or amendment is valid unless in writing and referenced in this contract.

Loren Griswold
Strawberry Recreation District

Landesign Construction & Maintenance, Inc.
CA C-27 License #402582

By: _____

By: *Patrick Stinson*

Date: _____

Date: 5/4/2022

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826

Specifications for Landscape Maintenance

GENERAL

- 1) All maintenance practices shall follow accepted Horticultural methods.
- 2) Site shall be maintained reasonably weed-free using (Integrated Pest Management) methods to include use of herbicides and hand weeding.
- 3) The Department of Agriculture requires notification to the Owner/Client or Manager of a property, of all pesticide application. As a part of routine maintenance, Landesign may make frequent spot-spray applications of pesticides. These specs shall serve as notification of spot-spray applications.
- 4) The Contractor's representative shall make monthly general site inspections.
- 5) The Contractor shall be responsible to maintain a high level of safety on the property at all times.
- 6) All utilities shall be provided by Owner. Necessary specialized connections shall be provided by Contractor.
- 7) Holidays and Rain Days, extremeweather events, wildfires, and unforeseen emergencies and events may cause a delay, change, or cancellation of our normally scheduled visit. Our crews will complete any deferred maintenance on next scheduled visit(s).

TURFGRASS

- 1) Turf grasses shall be mowed weekly in the growing season and as needed in cold winter months. Cutting height shall be determined by turf type and season. Edges shall be precisely trimmed adjacent to walks, curbs, paving, headers, shrubs areas, etc., as required.
- 2) Fertilizer shall be applied to maintain a healthy and lush appearance at all times. Fertilizer shall be applied at the rate of one (1) pound of actual nitrogen per 1,000 square feet. Fertilizer type shall be consistent with the seasonal requirements.
- 3) Turf grass shall receive adequate irrigation at all times unless rainfall amounts are sufficient.

GROUNDCOVERS

- 1) All ground covers shall be regularly pruned or trimmed away from shrubs, trees, walks and header board, maintaining a well-groomed appearance at all times.
- 2) Groundcovers shall be fertilized as needed at a rate appropriate for the plant material. Applications may be necessary to establish new plantings or nutrient-deficient areas.

SHRUBS

- 1) Shrubs will be pruned to maintain a natural shape unless restricted by planter dimensions, irrigation provisions, or owner preference.
- 2) All dead, diseased, and/or damaged branches shall be removed regularly.
- 3) Pruning will not take place during blooming period.
- 4) Shrubs shall be fertilized as needed at a rate appropriate for the plant material. Applications may be necessary to establish new plantings or nutrient-deficient areas.

VINES/ESPALIERS

Vines shall be maintained in their intended form and attached to buildings, fences, walls, posts, trellis, etc.

TREES

- 1) All pruning methods shall be in accordance with the National Arborist Association standards.
- 2) Tree pruning is limited to a ground level workman; not to exceed 15' for safety purposes.
- 3) Newly planted trees shall be staked or guyed according to National Arborist Association standards.
- 4) Developing trees shall be fertilized with a balanced fertilizer as needed.
- 5) Tree stakes and ties shall be routinely inspected and removed to encourage tree development.
- 6) No major tree work will be performed without the proper authorization / direction from Owner's representative.

LITTER

- 1) Incidental trash shall be policed weekly and disposed of properly.
- 2) Green debris generated by Landesign will be removed off-site same day. Excess debris removal, including storm damage removal can be addressed as an extra work order.
- 3) Collection of leaf debris adjacent to curbs and landscaped areas will be collected during maintenance service.

IRRIGATION SYSTEM

- 1) The Contractor shall inspect the irrigation system regularly. Regular maintenance shall include adjustment and cleaning of sprinkler heads, adjusting controller programs to coincide with seasonal changes, and general inspection and adjustment of the entire system for operating efficiency.
- 2) Contractor will perform repairs at the Owner's expense pending verbal or written approval and will be billed as an extra at the current irrigation rate. Minor damage to the irrigation system will be repaired as noticed (without prior approval) and charged on a time and material basis up to a \$375.00 limit.
- 3) Unless otherwise agreed, the Contractor shall program the controller(s) to come on between the hours of 9:00 PM and 6:00 AM.
- 4) It is acknowledged by the client that in order for the Contractor to perform routine maintenance and repairs to the irrigation system, it may be necessary to operate the irrigation system during the Contractor's regular business hours. It is further acknowledged by the Client that this is also the case when certain fertilizers and chemicals are applied. The contractor shall not be held liable for cleaning vehicles or any other items that get wet during operation of the irrigation system.
- 5) Repairs to system shall be made with originally specified materials whenever possible.
- 6) Locks and keys to be provided by Owner.

SUB-CONTRACTORS

Sub-contractors may be utilized for specialized functions such as tree pruning, pest control, or street sweeping. These items may be billed as an Extra Work Order.

WORK NOT INCLUDED

- 1) Repair or replacement of any plant materials damaged by vandalism, "Acts of God" (weather events), or circumstances beyond the Contractor's control will not be included as part of this Contract.
- 2) Major insect, disease, and rodent control are excluded from this contract. The contractor will notify the owner or owner's representative of any major insect, disease and rodent problems adversely affecting the landscape and discuss available methods of control as an extra work item.
- 3) Blowing and cleanup of debris in parking lots, streets, driveways, and carports is excluded unless specifically agreed on in the inclusions section below. Street sweeping services can be addressed as an extra with a separate agreement.
- 4) Lifting of drainage grates and debris removal from catch basins can be addressed as an extra with a separate agreement. Maintenance of V-ditches and Bioswales are to be excluded unless specifically included in the inclusions section below.
- 5) Extra Work - The Contractor shall furnish Owner with an estimate for any extra work which may be requested. T&M work will be invoiced with detail of hours and current labor rates.
- 6) Emergency Services (Holidays, Off Hours and Weekends) will be billed at current hourly emergency rate of \$100.00 (subject to change).

SITE SPECIFIC AMENDMENTS, INCLUSIONS, OR EXCLUSIONS:

Inclusions:

- Weekly Landscape Maintenance
- Weekly Account Manager or Supervisor Site Inspections
- One (1) Irrigation System Assessment per year
- Quarterly Irrigation System Checks

RESOLUTION # 2022-07

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 10th day of May 2022.

Pamela Bohner, Board Chair

Date