

STRAWBERRY RECREATION DISTRICT
118 East Strawberry Drive / Mill Valley / California 94941-2594
Tel # (415) 383-6494/ Fax # (415) 383-6635

SRD Board Meeting Notice and Agenda
Tuesday, September 13, 2022
Closed Session 5:00 p.m.
Open Session 6:00 p.m.

DUE TO COVID-19 AND THEOMICRON 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: **818 6047 8453**

Passcode: **020871**

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/81860478453?pwd=VGMwNkhEU054bE0zM2c0cTh1b0RnZz09>

Accessibility for Individuals with Disabilities

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

1. Call to Order and Roll Call
2. **CONVENE IN CLOSED SESSION: CLOSED SESSION AGENDA**
 - a. **CONFERENCE WITH DESIGNATED REPRESENTATIVE** (Kate Stanford) regarding negotiations with Loren Griswold, Brittney Ernst, Marco Sacchetto, and Justin Feliciano pursuant to California Government Code § 54957.6
3. **RECONVENE IN OPEN SESSION:** Announcement from Closed Session
4. Open Time for Public Expression - Non-Agenda Items (limit: three mins per person).
While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.
5. **OPEN SESSION AGENDA** – Members of the public may comment on any agendized matter (limit: three mins per person).
 - A. New Business Items
 - B. Approval of the Minutes of May 10, 2022, July 12, 2022, and August 2, 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
 - D. **Discussion/Action:** Tennis Court/Pickleball Rules
Recommended Action: Discussion only.
 - E. **Discussion/Action:** GM recommends adopting resolution authorizing rental of Brickyard Park/establishing a fee structure.
Recommended Action: Adopt.
 - F. **Discussion/Action:** Approve Strawberry Channel Maintenance Dredging Project Contract, October 2022 to be publicly posted to receive sealed bids
Recommended Action: Approve
 - G. **Discussion/Action:** Establish new position, 1.0 Full-Time Equivalent (FTE) Aquatics Coordinator.
Recommended Action: Approve new position.
 - H. **Discussion/Action:** GM to present recommended updated employee pay scales for 2022-2024
Recommended Action: Approve
 - I. **Discussion/Action:** Ad hoc HR subcommittee to present recommended employee pay increases
Recommended Action: Approve

J. **Discussion Action:** GM to present costs for spa renovation.

Recommended Action: Approve costs of spa renovation.

K. **Discussion/Action:** General Manager requests adoption of a resolution extending remote/virtual meetings for an additional 30 days due to the COVID-19 state of emergency and the need for social distancing (AB 361).

Recommended Action: Adopt resolution.

Adjournment.

Next Regular Session Board Meeting is October 11, 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

SRD Board mtng minutes, July 12, 2022

Closed Session: Report out

1. nothing
2. direction to counsel
3. nothing to report
4. direction to legal

Public Expression: nothing

Open Session Agenda: 6:09 PM

New Business: Peter recommended changing the pickleball court rules re guests; agenda for the next mtng; discussion included where the rules initially came from. Nancy explained that she made the rules and that that "the (SRD) Board does not make or approve rules"

Approval of Minutes

- May 10: Don't have 5/10 minutes yet
- June 13: Pam motions, call second; unanimous yes

GM's Report: Available upon request

- **Approval of Fiscal Reports:** Motion to approve Warrants, Transfer, Disbursements Payroll; Pam motions, Teese seconds; unanimous vote yes
- **Financial Overview:** Nancy reviews update, "great revenue year"
- **Manager Overview:** highlights

Zone 4: On plan, on schedule, finalizing sediment testing, presenting results 8/10 for approval

- End of April, revised dredge contract to county counsel for review
- 10/7 (tent) mtng, pre-bid Q&A session with contractors
- 10/14: public bid mtng
- county council to attend both mtngs

Mileage Reimbursement; Nancy developed policy to guide SRD employees on personal mileage reimbursement; reviewed by county council; policy available upon request. Jeff advised adhering to IRS rules; Nancy advised that there are no laws/rules, only guidance. Motion to pass Teese; unanimous

Spa Equipment; postponed

Employee Handbook; HR sub-committee to make initial review, timing goal, by end of year

Brickyard Park; (discussion only) create the ability to reserve space at Brickyard, enable neighbors and businesses to gain permits; develop a process for people to apply. No legal reason to deny, to our awareness. Jeff recommends developing a kayak/paddleboard rack rental opportunity for Strawberry neighbors. next step, investigate racks and possible shed/locker

Election Info: 7/18- 8/12 is timing for Jeff, Peter and Alex to register for November election

30 Day Teleconference Extension Resolution: Cale motioned, Peter seconded: unanimous vote

Meeting concluded at 7:12pm

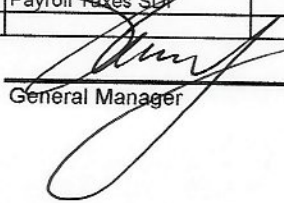
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 9-9-22

*** PAYROLL CLEARING***

On the 13th day of September 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	
DD2494	Alber, Mary C	Paystub	117.02	
DD2495	Blount, Savannah	Paystub	147.37	
DD2496	Brooks, Abigail K	Paystub	732.43	
DD2497	Dohoney, Trinity J	Paystub	1,941.81	
DD2498	Ernst, Brittney L	Paystub	2,323.80	
DD2499	Feliciano, Justin A	Paystub	2,080.62	
DD2500	Gazzola, Jesse M	Paystub	316.52	
DD2501	Griswold, Loren M	Paystub	3,173.77	
DD2502	Harlow, Georgia M	Paystub	86.23	
DD2503	Johnson, Tristan E	Paystub	138.71	
DD2504	Kempler, Julian	Paystub	574.05	
DD2505	May, Grainne C	Paystub	683.70	
DD2506	Miller-Hall, ChaBrea T	Paystub	722.03	
DD2508	Parsons, Zackary A	Paystub	629.39	
DD2509	Sacchetto, Marco J	Paystub	1,214.78	
DD2510	Shapiro, Nancy R	Paystub	3,727.24	
DD2511	Siddiqi, Sofia I	Paystub	135.74	
DD2512	Stewart, Skylar M	Paystub	106.76	
DD2513	Swanson, Miranda	Paystub	344.92	
DD2514	Wilson, Ryan A	Paystub	335.35	
DD2515	Wolin, Annie K	Paystub	164.25	
DD2516	Wright, Lucas C	Paystub	351.53	
DD2517	Wright, Owen B	Paystub	286.99	
DD2518	Octavio, Eleanor A	Paystub	85.32	
9180	Saltzman, Andrew J	payroll Checks	58.18	
	CAL PERS	payroll Checks	2629.73	
	Quickbooks	Quickbooks Payroll fees	188.50	
	2470.00	Payroll Taxes FWT	6675.80	
	3408.62	Payroll Taxes FICA		
	797.18	Payroll Taxes MCARE		
	State taxes	956.79	Payroll taxes SWT	1349.50
		90.34	Payroll Taxes SUI	
		302.37	Payroll Taxes SDI	
				31322.04


 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

9/7/2022

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	1153.87	Total Cash	363.00
Youth Daycamp	0.00	Total Checks	1890.29
Youth Contract Class	166.42	<u>Subtotal</u>	2253.29
Pool Side jam	0.00	Total Credit Card	0.00
Community Niight	0.00	<u>Total</u>	2253.29
Adult Group Ex	0.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	195.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	48.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	100.00		
Tennis Membership	0.00		
Faciliites Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	590.00		
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	
	2253.29		



STRAWBERRY RECREATION DISTRICT

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

September 7, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

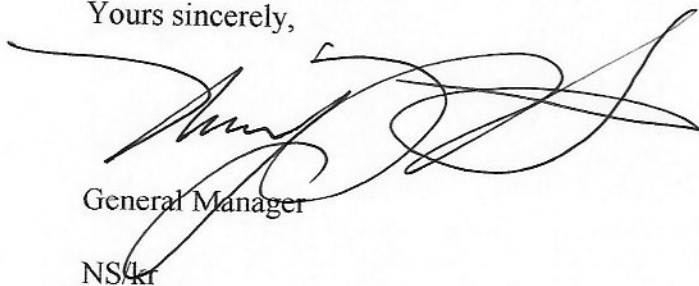
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Twenty-one Thousand Seven hundred Twenty-one and 54/100 (21721.54) TO the Strawberry Recreation District Operational Fund Account #80938551 FROM the Strawberry Recreation District Zone IV 04,meas B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on September 13, 2022.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive / Mill Valley / California 94941-2594

Tel # (415) 383-6494

Fax # (415) 383-6635

Website: www.strawberry.marin.org

August 31, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

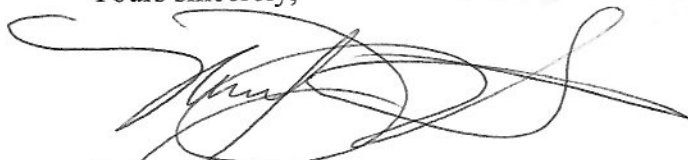
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Twenty-Six Thousand Nineteen and 34/100 (26019.34) TO the Strawberry Recreation District Operational Fund Account #80938551 FROM the Strawberry Recreation District Zone IV 04, meas B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on September 13, 2022.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

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

Payroll Date 8-26-22

*** PAYROLL CLEARING***

On the 14th day of September 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

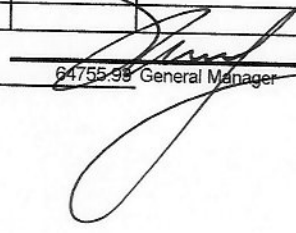
Number	Warrant in favor of	Purpose	Amount
DD2456	Mayzel, Mia D	Paystub	802.65
DD2457	Allan, Trevor R	Paystub	292.00
DD2458	Amir, Mika	Paystub	566.20
DD2459	Bader, Theo L	Paystub	100.83
DD2460	Block, Kathleen M	Paystub	536.81
DD2461	Blount, Savannah	Paystub	182.15
DD2462	Brooks, Abigail K	Paystub	405.83
DD2463	Butler, Owen N	Paystub	146.00
DD2464	Dohoney, Trinity J	Paystub	1,893.88
DD2465	Ernst, Brittney L	Paystub	2,323.78
DD2466	Feliciano, Justin A	Paystub	2,080.62
DD2467	Gazzola, Jesse M	Paystub	614.03
DD2468	Griswold, Loren M	Paystub	3,173.78
DD2469	Hakman, Tyler R	Paystub	54.29
DD2470	Harlow, Georgia M	Paystub	320.28
DD2471	Hood, Kyle C	Paystub	642.27
DD2472	Ibarra, Madi R	Paystub	561.70
DD2473	Johnson, Tristan E	Paystub	76.64
DD2474	Kempler, Julian	Paystub	170.63
DD2475	Leitch, Madeline A	Paystub	830.70
DD2476	Lynch, Nora	Paystub	349.03
DD2477	May, Grainne C	Paystub	563.10
DD2478	Mayzel, Mia D	Paystub	608.68
DD2479	Miller-Hall, ChaBrea T	Paystub	770.24
DD2480	Octavio, Eleanor A	Paystub	209.42
DD2481	Parsons, Dominique D	Paystub	349.04
DD2482	Parsons, Zackary A	Paystub	652.89
DD2483	Reade, Samuel R	Paystub	629.14
DD2484	Shapiro, Nancy R	Paystub	3,727.23
DD2485	Siddiqi, Sofia I	Paystub	112.47
DD2486	Sims, Ty G	Paystub	349.03
DD2487	Stewart, Jackson K	Paystub	179.50
DD2488	Stewart, Skylar M	Paystub	135.51
DD2489	Swanson, Miranda	Paystub	487.83
DD2490	Wank, Lainey S	Paystub	222.64
DD2491	Wilson, Ryan A	Paystub	71.85
DD2492	Wolin, Annie K	Paystub	394.19
DD2493	Wright, Lucas C	Paystub	136.43
9176	Churton, Ruby M	payroll Checks	362.61
9177	Cripwell, Charlotte G	payroll Checks	124.11
9178	Pineda, Georgia M	payroll Checks	464.37
9179	Saltzman, Andrew J	payroll Checks	649.09
	CAL PERS	payroll Checks	2403.18
	Quickbooks	Quickbooks Payroll fees	128.00
		2576.00 Payroll Taxes FWT	7933.04
		4341.66 Payroll Taxes FICA	
		1015.38 Payroll Taxes MCARE	
	State taxes	967.88 Payroll taxes SWT	1570.90
		217.87 Payroll Taxres SUI	
		385.15 Payroll Taxes SDI	
			39358.59

General Manager

On the 14th day of September 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		Amount
809312197	Black Market Surf		Community Night Expense	740.20
809312198	Delta Dental of California	49.54	Admin Dental	271.50
		49.54	Facilities Full Time Dental	
		122.88	Pool Full Time Dental	
		49.54	Youth Dental	
809312199	Karen Bohlin		Adult Contract Services	263.00
809312200	Landesign Construction and Maint. Inc	1,566.96	Facilities Field Contract serv	17,683.63
		10,066.02	Facilities Parks contract serv	
		768.10	Facilities Field Contract serv	
		484.16	Facilities Field Contract serv	
		1,081.68	Facilities Field Contract serv	
		2,141.83	Facilities Field Contract serv	
		1,574.88	Facilities Field Contract serv	
809312201	Marin County Sheriff's Office		Admin Fingerprinting	160.00
809312202	Martin & Harris		Equipment	2,047.02
809312203	Megan Scott		Adult Contract Services	585.00
809312204	Mill Valley Refuse Service, Inc.	236.52	Facilities Repairs(emp)	483.04
		246.52	Facilities Parks Repairs(emp)	
809312205	Nancy Mimms		Adult Contract Services	520.00
809312206	Novato Pool Scene		Pool Repairs & Maintenance	1,185.54
809312207	Otis Elevator Company		Facilities Contract Service	817.00
809312208	Strawberry Recreation District		Payroll Clearing Account	40,000.00
Total				64,755.93

Total


 64755.93 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

8/24/2022

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	3724.79	Total Cash	973.56
Youth Daycamp	0.00	Total Checks	256581.23
Youth Contract Class	0.00	Subtotal	257554.79
Pool Side jam	70.00	Total Credit Card	0.00
Community Niight	2694.00	Total	257554.79
Adult Group Ex	15.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	5.00		
Aquatics Guest Fees	145.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	84.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	0.00		
Tennis Membership	200.00		
Faciliites Rental	117.00		
Deposits Held on Rental	500.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Grant	250000.00		
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	
	257554.79		



STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive / Mill Valley / California 94941-2594

Tel # (415) 383-6494

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Website: www.strawberry.marin.org

August 17, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

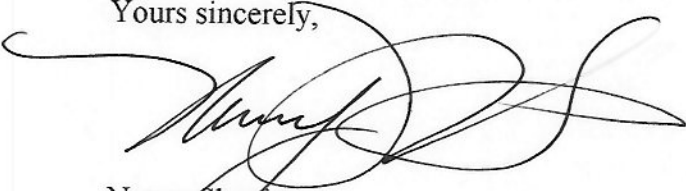
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six hundred Thirty-four and 00/100 (634.00) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone 5 De Silva Account #80958551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on September 14, 2022 .

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

On the 14th day of September 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809312187	Bank of Marin 5590	141.62 Youth Rec Supplies/Daycamp	6,991.69
		43.18 Youth Rec Supplies/Daycamp	
		19.96 Youth Rec Supplies/Daycamp	
		9.43 Admin IT	
		14.99 Admin IT	
		27.98 Youth Rec Supplies/Daycamp	
		945.72 Youth Adv/Promo	
		70.20 Admin Office Supplies	
		260.00 Community Night Expense	
		68.03 Admin Office Supplies	
		12.95 Youth Rec Supplies/Daycamp	
		140.39 Youth Rec Supplies/Daycamp	
		10.79 Youth Rec Supplies/Daycamp	
		107.95 Youth Rec Supplies/Daycamp	
		75.00 Recruiting	
		1,046.73 Admin IT	
		20.93 Youth Rec Supplies/Daycamp	
		18.37 Youth Rec Supplies/Daycamp	
		118.79 Pool Supplies	
		45.00 Youth Rec Supplies/Daycamp	
		56.89 Youth Rec Supplies/Daycamp	
		66.61 Admin Employee Relations	
		86.68 Youth Rec Supplies/Daycamp	
		127.06 Youth Rec Supplies/Daycamp	
		16.19 Admin IT	
		277.81 Youth Rec Supplies/Daycamp	
		38.86 Youth Rec Supplies/Daycamp	
		25.91 Youth Rec Supplies/Daycamp	
		38.79 Youth Rec Supplies/Daycamp	
		205.45 Admin Office Supplies	
		22.73 Youth Rec Supplies/Daycamp	
		95.74 Admin Employee Relations	
		29.34 Admin Employee Relations	
		621.00 Recruiting	
		81.12 Admin Employee Relations	
		14.99 Admin IT	
		37.92 Youth Rec Supplies/Daycamp	
		57.26 Youth Rec Supplies/Daycamp	
		38.82 Youth Rec Supplies/Daycamp	
		45.34 Supplies(usable)	
		12.94 Supplies(usable)	
		1,296.59 Admin IT	
		482.38 Recruiting	
		17.26 Youth Rec Supplies/Daycamp	
809312188	Brittney Ernst - Expense	Admin Auto	7.02
809312189	CAL PERS-medical	857.06 Pool Full Time Medical	2,579.66
		857.06 Facilities Full Time Medical	
		857.06 Youth Medical	
		8.48 Admin Medical	
809312190	Comcast	Admin Telephone	392.71
809312191	Davis Sign Company	Admin Brochure/Marketing	3,357.00
809312192	Hydrex Pest Control	325.00 Facilities Field Contract serv	692.00
		67.00 Facilities Contract Service	
		150.00 Facilities Field Contract serv	
		150.00 Facilities Field Contract serv	
809312193	Landesign Construction and Maint. Inc.	Zone V Contract Service	634.00
809312194	Lincoln Aquatics	1,074.07 Pool Chemicals	2,165.70

(14)

On the 14th day of September 2022, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		Amount	
		1,091.63	Pool Chemicals		
809312195	MMWD	879.18	Facilities Utilities		4,395.88
		2,197.94	Pool Utilities		
		1,318.76	Facilities Field Utilities		
809312196	Rebecca Callaway		Pool Contract Services		360.00
Total					21,575.66

Total 21575.66 General Manager



Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

118 East Strawberry Drive
Mill Valley, California 93931
8/17/2022

Youth Playclub	2145.80	Total Cash	69.00
Youth Daycamp	0.00	Total Checks	3977.30
Youth Contract Class	424.00	<u>Subtotal</u>	4046.30
Special Events Income	0.00	Total Credit Card	0.00
Adult Group Ex	30.00	<u>Total</u>	4046.30
Adult Basketball	0.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	30.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	24.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	1000.00		
Facilities Field Rental	337.50		
Facilities Property Rental	0.00		
Other Fac repair refund	155.00		
Admin Miscellaneous donate vouche	-100.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	4046.30		



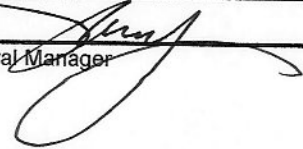
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 8-12-22

*** PAYROLL CLEARING***

On the 14th day of September 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
DD2416	Alber, Mary C	Paystub	596.13
DD2417	Allan, Trevor R	Paystub	328.50
DD2418	Bader, Theo L	Paystub	698.05
DD2419	Benyon, Skye L	Paystub	86.24
DD2420	Block, Kathleen M	Paystub	395.57
DD2421	Blount, Savannah	Paystub	244.95
DD2422	Brooks, Abigail K	Paystub	73.92
DD2423	Butler, Owen N	Paystub	277.40
DD2424	Dohoney, Trinity J	Paystub	1,868.34
DD2425	Ernst, Brittney L	Paystub	2,323.80
DD2426	Feliciano, Justin A	Paystub	2,080.62
DD2427	Gazzola, Jesse M	Paystub	489.78
DD2428	Griswold, Loren M	Paystub	3,173.79
DD2429	Harlow, Georgia M	Paystub	176.57
DD2430	Hood, Kyle C	Paystub	1,119.89
DD2431	Ibarra, Madi R	Paystub	471.13
DD2432	Johnson, Kendall S	Paystub	561.69
DD2433	Johnson, Tristan E	Paystub	160.61
DD2434	Johnston, Andie G	Paystub	957.40
DD2435	Kempler, Julian	Paystub	1,043.05
DD2436	Leitch, Madeline A	Paystub	1,228.21
DD2437	Lynch, Nora	Paystub	957.38
DD2438	May, Grainne C	Paystub	248.07
DD2439	Mayzel, Mia D	Paystub	47.89
DD2440	Miller-Hall, ChaBrea T	Paystub	1,397.00
DD2441	Octavio, Eleanor A	Paystub	341.28
DD2442	Parsons, Dominique D	Paystub	561.69
DD2443	Parsons, Zackary A	Paystub	166.75
DD2444	Quill, Caitlin O	Paystub	127.99
DD2445	Reade, Samuel R	Paystub	1,069.55
DD2446	Ruliffson, Sofia	Paystub	384.96
DD2447	Shapiro, Nancy R	Paystub	3,727.22
DD2448	Siddiqi, Sofia I	Paystub	449.86
DD2449	Stewart, Skylar M	Paystub	371.31
DD2450	Swanson, Miranda	Paystub	633.30
DD2451	Wank, Lainey S	Paystub	73.00
DD2452	Wilson, Ryan A	Paystub	383.25
DD2453	Wolin, Annie K	Paystub	1,675.23
DD2454	Wright, Lucas C	Paystub	1,146.45
DD2455	Wright, Owen B	Paystub	485.55
9171	Cripwell, Charlotte G	payroll Checks	98.56
9172	Moseley, Sydney	payroll Checks	216.93
9173	Poulin, Lauren C	payroll Checks	540.23
9174	Roberts, Eden E	payroll Checks	555.13
9175	Saltzman, Andrew J	payroll Checks	1,027.59
9176	Moseley, Sydney	Replacement check	431.37
9153	Moseley, Sydney	Voided lost check	-431.37
	CAL PERS	payroll Checks	2403.18
	Quickbooks	Quickbooks Payroll fees	246.50
		3316.00 Payroll Taxes FWT	10131.44
		5523.62 Payroll Taxes FICA	
		1291.82 Payroll Taxes MCARE	
	State taxes	1207.50 Payroll taxes SWT	2053.89
		356.39 Payroll Taxes SUI	
		490.00 Payroll Taxes SDI	
			49876.82


 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

8/10/2022

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	442.00	Total Cash	210.00
Youth Daycamp	0.00	Total Checks	10083.38
Youth Contract Class	0.00	<u>Subtotal</u>	10293.38
Special Events Income Poolside Jam	0.00	<u>Total Credit Card</u>	0.00
Adult Group Ex	15.00	<u>Total</u>	10293.38
Adult Basketball	0.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	15.00		
Aquatics Guest Fees	120.00		
Aquatics Pool Classes	180.00		
Pool Adult classes	60.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	1315.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	4353.38		
Facilities Property Rental	0.00		
Other SB 1383 Reimburse	3793.00		
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	
	10293.38		



Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

8/3/2022

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	666.90	Total Cash	66.00
Youth Daycamp	399.00	Total Checks	55496.77
Youth Contract Class	1058.00	<u>Subtotal</u>	55562.77
Special Events Income Poolside Jam	0.00	Total Credit Card	0.00
Adult Group Ex	470.00	<u>Total</u>	55562.77
Adult Basketball	0.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	96.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	1431.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	9593.75		
Facilities Property Rental	956.35		
Other Daycamp Supplies reimburse	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	40891.77		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	55562.77		



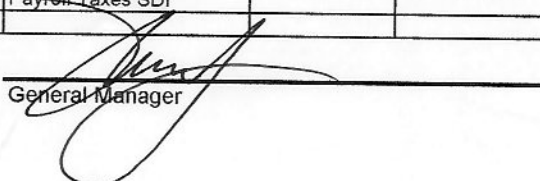
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 7-29-22

*** PAYROLL CLEARING***

On the 9th day of August 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
DD2376	Alber, Mary C	Paystub	596.14
DD2377	Allan, Trevor R	Paystub	76.65
DD2378	Bader, Theo L	Paystub	581.73
DD2379	Bennerotte, Madisyn M	Paystub	270.11
DD2380	Benyon, Skye L	Paystub	431.15
DD2381	Blount, Savannah	Paystub	543.63
DD2382	Butler, Owen N	Paystub	47.46
DD2383	Dohoney, Trinity J	Paystub	1,769.35
DD2384	Ernst, Brittney L	Paystub	2,323.78
DD2385	Feliciano, Justin A	Paystub	2,080.62
DD2386	Gazzola, Jesse M	Paystub	168.81
DD2387	Griswold, Loren M	Paystub	3,173.78
DD2388	Hakman, Tyler R	Paystub	464.37
DD2389	Hill, James C	Paystub	526.19
DD2390	Hood, Kyle C	Paystub	812.62
DD2391	Ibarra, Madi R	Paystub	232.69
DD2392	Johnson, Kendall S	Paystub	561.70
DD2393	Johnson, Tristan E	Paystub	109.50
DD2394	Johnston, Andie G	Paystub	561.69
DD2395	Kempler, Julian	Paystub	1,043.04
DD2396	Leitch, Madeline A	Paystub	1,221.53
DD2397	Lynch, Nora	Paystub	561.70
DD2398	May, Grainne C	Paystub	433.11
DD2399	Octavio, Eleanor A	Paystub	279.22
DD2400	Parsons, Dominique D	Paystub	349.04
DD2401	Parsons, Zackary A	Paystub	652.90
DD2402	Quill, Caitlin O	Paystub	252.07
DD2403	Reade, Samuel R	Paystub	1,176.31
DD2404	Ruliffson, Sofia	Paystub	554.37
DD2405	Sacchetto, Marco J	Paystub	3,634.50
DD2406	Shapiro, Nancy R	Paystub	3,727.23
DD2407	Siddiqi, Sofia I	Paystub	662.24
DD2408	Sims, Ty G	Paystub	662.24
DD2409	Stewart, Skylar M	Paystub	217.84
DD2410	Swanson, Miranda	Paystub	364.09
DD2411	Wank, Lainey S	Paystub	321.21
DD2412	Wilson, Ryan A	Paystub	203.61
DD2413	Wolin, Annie K	Paystub	102.64
DD2414	Wright, Lucas C	Paystub	1,288.11
DD2415	Wright, Owen B	Paystub	392.49
9166	Churton, Ruby M	payroll Checks	815.34
9167	Cripwell, Charlotte G	payroll Checks	98.54
9168	Moseley, Sydney	payroll Checks	533.28
9169	Roberts, Eden E	payroll Checks	1,014.82
9170	Saltzman, Andrew J	payroll Checks	1,053.13
	CAL PERS	payroll Checks	2857.13
	Quickbooks	Quickbooks Payroll fees	137.50
	4047.00	Payroll Taxes FWT	11388.66
	5950.10	Payroll Taxes FICA	
	1391.56	Payroll Taxes MCARE	
	1517.89	Payroll taxes SWT	2434.71
	388.99	Payroll Taxres SUI	
	527.83	Payroll Taxes SDI	
			53764.57


 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

7/27/2022

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	249.00
Youth Daycamp	0.00	Total Checks	2972.00
Youth Contract Class	0.00	<u>Subtotal</u>	3221.00
Special Events Income Poolside Jam	120.00	Total Credit Card	0.00
Adult Group Ex	420.00	<u>Total</u>	3221.00
Adult Basketball	0.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	330.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	105.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	24.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	665.00		
Tennis Membership	0.00		
Facilities Rental	1557.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Daycamp Supplies reimburse	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	
	3221.00		



Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

7/20/2022

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	442.00	Total Cash	351.00
Youth Daycamp	530.00	Total Checks	992.00
Youth Contract Class	0.00	<u>Subtotal</u>	1343.00
Special Events Income Poolside Jam	0.00	Total Credit Card	0.00
Adult Group Ex	30.00	<u>Total</u>	1343.00
Adult Basketball	0.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	285.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	36.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Faciliites Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Daycamp Supplies reimburse	20.00		
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	
	1343.00		



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

Payroll Date 7-15-22

*** PAYROLL CLEARING***

On the 9th day of August 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
DD2337	Alber, Mary C	Paystub	499.54
DD2338	Amir, Mika	Paystub	581.72
DD2339	Bader, Theo L	Paystub	581.72
DD2340	Bennerotte, Madisyn M	Paystub	202.59
DD2341	Blount, Savannah	Paystub	348.31
DD2342	Bohner, Pamela G	Paystub	91.25
DD2343	Brooks, Abigail K	Paystub	65.69
DD2344	Butler, Owen N	Paystub	277.39
DD2345	Dohoney, Trinity J	Paystub	2,497.51
DD2346	Ernst, Brittny L	Paystub	2,323.78
DD2347	Feliciano, Justin A	Paystub	2,080.62
DD2348	Francis, Jeff	Paystub	91.25
DD2349	Gazzola, Jesse M	Paystub	504.68
DD2350	Griswold, Loren M	Paystub	3,173.79
DD2351	Hakman, Tyler R	Paystub	672.61
DD2352	Harlow, Georgia M	Paystub	135.51
DD2353	Hill, James C	Paystub	861.32
DD2354	Hood, Kyle C	Paystub	1,005.66
DD2355	Ibarra, Madi R	Paystub	464.38
DD2356	Johnson, Kendall S	Paystub	561.71
DD2357	Johnson, Tristan E	Paystub	76.64
DD2358	Johnston, Andie G	Paystub	861.32
DD2359	Kempler, Julian	Paystub	944.63
DD2360	Leitch, Madeline A	Paystub	698.32
DD2361	Lynch, Nora	Paystub	561.71
DD2362	May, Grainne C	Paystub	588.72
DD2363	Octavio, Eleanor A	Paystub	484.63
DD2364	Parsons, Zackary A	Paystub	155.12
DD2365	Quill, Caitlin O	Paystub	178.40
DD2366	Reade, Samuel R	Paystub	513.12
DD2367	Sacchetto, Marco J	Paystub	2,184.76
DD2368	Shapiro, Nancy R	Paystub	3,576.60
DD2369	Sims, Ty G	Paystub	662.25
DD2370	Swanson, Miranda	Paystub	863.09
DD2371	Wank, Lainey S	Paystub	281.04
DD2372	Wilson, Ryan A	Paystub	83.84
DD2373	Wolin, Annie K	Paystub	807.55
DD2374	Wright, Lucas C	Paystub	1,017.90
DD2375	Wright, Owen B	Paystub	451.59
9157	Cripwell, Charlotte G	payroll Checks	62.04
9158	Moseley, Sydney	payroll Checks	431.38
9159	Nichols, Cale B	payroll Checks	91.25
9160	Pineda, Georgia M	payroll Checks	116.34
9161	Poulin, Lauren C	payroll Checks	591.11
9162	Roberts, Eden E	payroll Checks	349.03
9163	Royal, Anna I	payroll Checks	378.43
9164	Saltzman, Andrew J	payroll Checks	484.64
9165	Teese, Peter	payroll Checks	91.25
	CAL PERS	payroll Checks	2816.62
	Quickbooks	Quickbooks Payroll fees	249.25
		3336.69 Payroll Taxes FWT	10104.15
		5484.74 Payroll Taxes FICA	
		1282.72 Payroll Taxes MCARE	
	State taxes	1161.65 Payroll taxes SWT	2022.64
		374.44 Payroll Taxes SUI	
		486.55 Payroll Taxes SDI	
			49800.39

General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

7/13/2022

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	230.00
Youth Daycamp	0.00	Total Checks	18893.77
Youth Contract Class	0.00	<u>Subtotal</u>	19123.77
Special Events Income	80.00	Total Credit Card	0.00
Adult Group Ex	0.00	<u>Total</u>	19123.77
Adult Basketball	0.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	150.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Pool Parties	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Faciliites Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	191.27		
Other	18702.50		
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	
	19123.77		



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

July 13, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

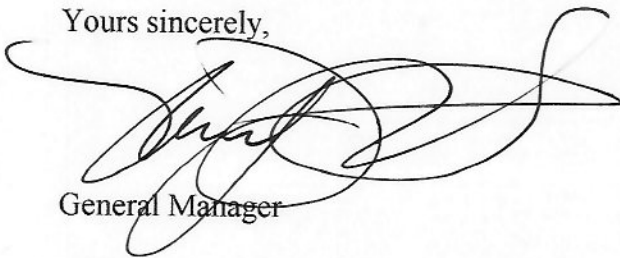
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Eighteen Thousand Seven Hundred Two and 50/100 (18702.50) FROM the Strawberry Recreation District Operational Fund Account #80938551 TO the Strawberry Recreation District Zone IV 04,meas B Fund Account #81018551.

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

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

September 2022 GM Board Update

Financial – See Attached

Facilities

Personnel

- We're actively looking for a new Facility Lead, the first round of applicants through Indeed proved to be unfruitful. We will start looking for a second round of candidates.
- Ermelinda (our janitor through Vanguard) has been doing an exceptional job and has taken over the additional janitorial facilities work that Edgar and other staff had previously been performing.

Facilities

- The 3rd floor electrical upgrades have been installed and now we're just waiting on the air conditioner itself to perform the final installation in next couple weeks.
- Jerry Thompson Painting completed the refurbishment of the gym walls on August 29th. We chose a warm, white called Paper Mache for interior window walls. The two natural lath walls were sanded and oiled. Wood around the stage is in reasonable condition and not treated as part of this project.
- H.Y. Floors is on schedule to complete the gym floor refinishing by September 16th. The new look is a much lighter, natural maple look, with our "SRD", and our strawberry emblem now painted on the floor.
- Waiting on scheduling to finish the gym bathroom area. We will be installing new Marmoleum flooring (sheet vinyl) and ceiling lights in the hallway, and new lights in the bathrooms.
- We've renovated the main office, with a more open layout. This includes a newly mounted TV streaming all SRD programs and social media, to improve program and brand awareness. An SRD sign on the interior wall above the TV, with our updated motto has also been added.
- The outdoor storage areas are set to be cleaned out by the end of the month. We're also looking at costs / viability of installing some type of flooring and roofing.
- Marin County Arborists will be performing a full crown reduction of the coastal cypress at the parking lot entrance on September 16th.
- Working with DeMello roofing to address leaks in the second-floor roof, resulting in water coming into the kitchen and bathroom #1. Leaks probably due to poor downspout design. and kids throwing tennis balls onto the roof, the clogging the gutters/downspouts.

Athletic Fields

- An irrigation map with accurate description of all zones has been created and posted next to the irrigation controller. Upcoming maps to be completed by the end of July include: Irrigation rotor head layout, and valve locations.
- Landesign has completed the locating and tagging of all irrigation valves buried in the athletic field. This has allowed us to create the first accurate (to scale) map of the locations for all automated valves, mainline, and isolation valves.
- Fall athletic field fertilization and aeration have been pushed back to the end September.

- Vector control will be performing a fifth round of gopher gassing and baiting on Friday 9/23. Gopher damage to the fields has been extensive, and we are doing consistent gassing and poison baiting to mitigate the damage.

Aquatics / Water

- We received a firm start date from Herb's on the spa refurbishment. They will commence work on October 10th, and completion is tentatively set for end of November.
- All new lane lines for the main pool arrived on September 6th, and we should have them installed by the 10th.
- The final revisions of the scale pool cover drawing were completed and submitted on 9/12. We're hoping the new cover for all three bodies of water arrive by early October.
- Extensive repairs and cleaning of the Splash Pad filters, pumps and injection have been completed and the Splash Pad is now ready to use again.
- We passed our unannounced inspection by County EHS on September 1st. With just a couple minor sign corrections, everything in the aquatic's facility met, or exceeded health code.

Parks

- In late September, we'll be installing (10) yards of playground mulch at Reggie Park, and (7) yards of playground mulch around the play structure at Brickyard Park.
- The CAPRI site visit for the main facility and parks has been rescheduled for October 10th at 8:00am.

Aquatics

Summer Activities

- The aquatics department had a great summer! We had a great group of swim instructors and lifeguards that were able to fully cover the pool.
- Swim lessons were very successful and taught with high quality instruction. We got great feedback from parents!
- \$47,800 in sales
- Trinity and Lucas were great summer leads and helped oversee camp swim lessons, including making rosters, selling Q3 pool passes and helping with our lifeguard recert classes.
- August 16th recertified 5 staff and another recert class will take place September 13 for another 3 staff members
- Q3 Pool passes sold out, but the pool was not too busy li

Fall

- Fall A Swim Lessons sold out again in minutes.
- We offered 47 classes
- Worked off the largest waitlist to add 3 additional classes on Tues/Thursdays 3 weeks of private lessons before some of our college instructors go back to school.
- \$35,100 in sales

- Fall B swim lessons open for online registration on October 4th at 10am. We will offer almost 50 classes. And potentially sell another \$35,000 in lessons.
- Seals Swim Team is back at 5pm, M/W/F, with their younger groups. We are happy to have their youngest group back to help Seals grow their 8 and under program.
- A Lifeguard class is scheduled for September 16-18 with Brittney and Trinity. Another will be in early 2023. (CLASS FULL)

Pool Passes

- Q4 Pool Passes went on Sale September 8th at 10am.
- As of 9/9 revenue from pool pass sales was \$73,300 w/204 Primary passes sold.

Recreation

Adult Programs

- Cancelled iPhone class due to low registration.
- Mastering your Mac computer series begins on October 3rd. Currently 3 registered for program
- Intro to Contract Bridge begins September 15th – 10 registrations
- New intermediate bridge – slam bidding edition begins on September 29th – 3 registrations
- Adult Paint & Sip: Harvest Gnome on October 21st = 11 registrations

Family Events

- SRD Halloween Trick or Treat event on October 28th
- Family Paint workshop: "Halloween Ghosts & Cats" scheduled for November 6th

Youth Special Events

- Haunted House Workshop with LEGOS scheduled for October 15th
- Globetrotter Youth Basketball Clinic scheduled for October 8th for following K-5th graders:
 - K-2nd: 9 registrations
 - 3rd – 5th: 2 registrations

Group exercise

- In conversations with Vinyasa yoga instructor and Tai Chi/Kung fu instructor to offer classes
- Classes in the gym resume on Monday, September 19

Rentals

- Secured 4 rentals for the month of September in the first floor and third floor loft

Youth and After School Enrichment Programs

- Extending the hours to 6:00pm has been a huge success
 - We have hired two additional staff members to help support in Play Club.
 - We are averaging 30-40 kids per day during play club

- The fall session b programs will be **Golf, Tennis, Play Well Lego, Tinker Tech, Soccer, Basketball, Dodgeball, Art, Yoga and Volleyball.**

Jr Berries

- Jr Berries programs officially starts on the week of September 12th
- We just added one additional program called the Gymnastics bus. This is an actual school bus transformed into a gymnastics center inside the bus.
- North Bay Basketball will be starting their toddler basketball program once the gym is completed.

Youth Programs

- Tinker Tech started last week, and we received positive feedback on this (new to SRD) program.
- Sparks volleyball will be returning for fall session b.
- We added an additional Lego class to help with demand for this class.
- Dodgeball will be returning for session B, will be our first Friday enrichment class

Field Rentals

- Legends Baseball is doing a fall clinic and games. Renting minors field throughout the week
 - They hired a new Marin Program Director and are working on building their programs in Marin
- Tony from Soccer Kids will be renting out Field A for the preschool aged soccer program.
- T-ball Kids will be returning in the fall and will be renting field A.
- TPLL is renting the Majors and Minors during their Fall Ball season

Misc.

- Sport Court update
 - Bid documents are expected to be ready by the end of the month
- Carpi coming for their bi-annual visit in October
 - Checking waivers, policies, and facilities
- The pickleball nets have been damaged. We've replaced one and will replaced the second one soon. Will keep back up net in shed.
- SRD/HRT Adult Tennis Clinics begin this week. Most sold out. Will continue with 2nd 4-week session.
 - Working on adding some weekend options
 - Due to high demand, looking for additional slot for beginner classes
- Hiring continues to be a challenge

2022 Tennis Membership Agreement

Tennis Membership Agreement

Membership Guidelines:

- Courts are reserved exclusively for "TENNIS PASS MEMBERS & RENTAL AGREEMENT HOLDERS" of Strawberry Recreation District (SRD).
- SRD offers Strawberry resident and non-resident membership rates. Proof of residency required.
- SRD Tennis Pass Memberships are for recreational use only.
- All Lessons, Team/League practice & play (including Flex League) require an SRD Rental Agreement, proof of insurance and preapproval.
- SRD Tennis Pass Memberships may include immediate family members only.
- All Tennis Passholder family members using the courts must be listed on the membership.
- While using SRD courts, Tennis Passholders may not teach lessons to anyone outside of their immediate family/listed on their pass, or receive lessons from anyone who is not on their tennis pass. Only SRD authorized pros and lessons booked by the SRD office are permissible.
- Tennis memberships and rental agreements may be suspended and/or revoked for failure to comply with SRD rules and regulation.
- Lost keys can be replaced for a fee.
- Passholders may not purposely hit balls outside the tennis courts. If a ball is hit outside the courts, it should be retrieved immediately by the person who hit the ball. All balls, containers and garbage must be disposed of properly in trash/recycling receptacles.
- FOOD & ALCOHOL ARE NOT PERMITTED ON SRD TENNIS COURTS. PASSHOLDERS MAY HAVE WATER AND SPORTS DRINKS IN TIGHTLY SEALED CONTAINERS, ONLY.
- DOGS ARE NOT PERMITTED ON SRD TENNIS COURTS OR ON SRD PROPERTY. FAILURE TO FOLLOW THIS RULE WILL RESULT IN IMMEDIATE LOSS OF COURT PRIVILEGES FOR THE RESERVATION TIME.
- SRD Courts are monitored by closed circuit cameras.

Tennis Pass Memberships are non-refundable, non-transferable.

I've read, acknowledged and agreed to the Tennis Membership Guidelines.

Reservations:

2022 Tennis Membership Agreement

- Reservations are limited to four per week per Tennis Membership.
 - SRD has a free online court reservation system for Tennis Passholders.
 - To cancel a booked reservation, please call the SRD Office, Monday - Friday from 9 am - 5 pm, or email gm@strawberryrec.org. SRD reserves the right to implement reservation cancellation fee for reservations cancelled less than 12 hrs. in advance.
 - If a court is not reserved, the next persons waiting for a court shall be entitled to play on said court.
 - Reservations are strongly encouraged and may be required under certain conditions. *
 - Reservations may be made in advance, according to current SRD schedule policy. *
 - Reservations are forfeited if players who reserved the court are not present within 20 minutes after the start of the reservation period.
 - Tennis Passholders can make reservations online @ strawberry.marin.org.
 - All lessons, team/league practice & play must be booked by the SRD staff. Failure to do so may result in loss of reservation, pass and/or Rental Agreement.
- * Check with office for reservation details.
- I've read, acknowledged and agreed to the Court Reservation Guidelines
Facility Use Rules:
- Court use hours are 7:00 AM to 10:00 PM only.
 - SRD Tennis Court keys, codes, scan cards or membership icons may not be shared with anyone outside of primary passholders account. Failure to follow this rule may result in the revocation of a tennis membership without a refund.
 - Tennis passholders may have up to 3 guests on a court at one time and are limited to a maximum of 4 people per court.
 - Guests must always be accompanied by a Tennis Passholder.
 - Passholders and guests may not interfere with others using the courts, unless to alert someone of the next reservation time or to collect a ball that has rolled off the court.
 - No strollers, animals, bicycles, roller skates, scooters or skateboards allowed. **NO DOGS PERMITTED ON TENNIS COURTS OR ON SRD FACILITIES.**

2022 Tennis Membership Agreement

- Gates must always be locked.
- TENNIS SHOES (Non-marking shoes only) must be worn while on the courts.
- Proper tennis attire (including shirts) must always be worn.
- Courts are for tennis use only, except for pickleball, which can be played on Court 2. See Pickleball Rules for additional information.
- Drawing lines, putting marks or tape of any kind on the courts is prohibited.
- No other sporting activities are permitted on courts.
- Use of a ball-machine must be pre-approved by SRD Management.
- If courts are not reserved, tennis play has priority over use of the backboards.
- Without a reservation, players are expected to observe 1.5 hours for doubles and 1 hour for singles. If others are waiting, please be considerate.
- Check postings or website for closures.

I've read, acknowledged and agreed to the Facility Use Rules.
Standards of Behavior:

- Proper tennis etiquette in accordance with USTA Friend At Court must always be practiced.
- For the enjoyment and safety of everyone, SRD expects all participants to treat the people and facilities connected to SRD with respect and abide by all rules and direction from the SRD staff.
- SRD reserves the right to refuse service/membership to anyone.
- Tennis Memberships and rental agreements may be suspended and/or revoked for failure to comply with SRD policies.
- Failure to know the rules does not excuse misuse of the SRD courts.
- Tennis courts are used at the Tennis Passholders own risk.
- SRD Courts are monitored by closed circuit cameras.

I've read, acknowledged and agreed to the Standards of Behavior.
Pickleball Rules and Regulations:

2022 Tennis Membership Agreement

- SRD Tennis Court passholders may play pickleball on Court 2 only.
- When Court 1 is occupied, pickleball players are expected to keep play within the bounds of tennis court 2.
- Each SRD Tennis Passholder may host up to 3 guests at one time, and passholders must be present while their guests are on the courts.
- Two SRD Passholders must be present when a group of more than 4, and up to 8 are playing pickleball.
- Pickleball can be played with up to 4 players on one side of a tennis court at one time.
- A maximum of 8 persons are permitted on a full tennis court at one time, including benches and backcourt areas.
- SRD Tennis Passholders are limited to four court reservations per week, per membership.
- SRD Tennis Passholders and guests are prohibited from drawing lines on any tennis court without prior authorization from the SRD General Manager or the GM's designee.
- Failure to follow SRD Pickleball and Tennis Pass Rules & Regulations may result in the suspension or revocation of a members pass.
- All SRD Tennis Pass Rules & Regulations apply.

I've read, acknowledged and agreed to the Pickleball Rules and Regulations.

By signing below, I agree to all terms and provisions of the Tennis Membership Guidelines and recognize that any infringement of these rules may result in the suspension or revocation of my Tennis Membership.

*Note: By signing this form, the primary pass holder is signing on behalf of all persons included on this membership.

Signature (Required): _____

Date (Required): _____

RESOLUTION NO. 2022 - 13

**A RESOLUTION OF THE STRAWBERRY RECREATION DISTRICT REGARDING
THE USE AND RENTAL OF BRICKYARD PARK**

WHEREAS, pursuant to Public Resources Code section 5786, the Strawberry Recreation District (District) organizes, promotes, conducts, and advertises programs of community recreation to improve the community's quality of life and has established a system of recreation facilities, including, but not limited to, parks and open space;

WHEREAS, in furtherance of its powers and duties under the Public Resource Code, the Strawberry Recreation District (District) owns Brickyard Park, a waterfront park and playground located in Mill Valley;

WHEREAS, pursuant to Public Resources Code sections 5786 and 5786.1, the District has the authority to manage property in its possession to benefit the District, including making District-owned property available for rent;

WHEREAS, the District now desires to allow the rental of Brickyard Park to further the recreational opportunities in the District.

NOW, THEREFORE, BE IT RESOLVED, the Strawberry Recreation District Board of Directors hereby agrees that Brickyard Park shall be available for rent by members of the public at the rates set forth in Exhibit A. The rates set forth in Exhibit A represent fair and reasonable sums for the use of Brickyard Park. The Board of Directors shall evaluate and update the rental rates set forth in Exhibit A, as necessary.

BE IT FURTHER RESOLVED, all entities wishing to rent Brickyard Park shall complete a Rental Application and Agreement and abide by all terms therein.

BE IT FURTHER RESOLVED, that the Board of Directors hereby delegates authority to the District General Manager to accept or reject applications for the rental for Brickyard Park.

The foregoing resolution was passed and adopted this ___ day of _____ 2022, by the following vote of the Board of Directors, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Brickyard Park Rental Fees:

Non-profit/Individual

One-time daily permit fees: \$100

Daily permit fees, periodic (5+ times per year): \$60

Commercial Rate

One-time daily permit fees: \$250

Daily permit fees, periodic (5+ times per year): \$150

STRAWBERRY RECREATION DISTRICT STRAWBERRY CHANNEL MAINTENANCE
DREDGING PROJECT, MILL VALLEY, CALIFORNIA

Project: Strawberry Channel Maintenance Dredging Project

Owner:

Strawberry Recreation District
118 East Strawberry Drive
Mill Valley, CA 94941
Nancy Shapiro, General Manager
Phone: 415-383-6494
Email: gm@strawberryrec.org

Engineer:

Anchor QEA, LLC
33 New Montgomery St, Suite 1210
San Francisco, CA 94105
Jaclyn Gnusti
Phone: 415-361-5151
Email: jgnusti@anchorqea.com

NOTICE TO CONTRACTORS

INVITING SEALED PROPOSALS OF BIDS

Sealed Proposals will be received by the Strawberry Recreation District located at 118 East Strawberry Drive in Mill Valley, CA 94941, until 10:00 AM, Friday, October 14, 2022. Electronic submittals will not be accepted. District staff will open and read proposals at 11:00 AM in the First Floor Meeting Room of the Strawberry Recreation District.

A non-mandatory pre-bid meeting will be held at 11:00 AM on Friday, October 7th, 2022, on Zoom. A link will be posted 48 hours in advance at the following website:

<https://strawberry.marin.org/mtgagenda>

Link To Bid Documents: [https://strawberry.marin.org/wp-content/uploads/2022/09/Final-SRD-2022-Dredge-Contract-and-Exhibits.KKS .pdf](https://strawberry.marin.org/wp-content/uploads/2022/09/Final-SRD-2022-Dredge-Contract-and-Exhibits.KKS.pdf)

To request paper copies, please call or email Jaclyn Gnusti at 415-361-5151 or jgnusti@anchorqea.com.

STRAWBERRY RECREATION DISTRICT

JOB DESCRIPTION

Aquatics Coordinator – Full Time/Non-Exempt

Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

The title position will be primarily responsible assisting the Aquatics Manager in overseeing the Aquatics Programs and Aquatics Facilities, as a whole. The Aquatics Coordinator reports to the Aquatics Manager and works closely with all staff to provide excellent service and well-maintained facility for SRD patrons, partners, and program participants.

The Aquatics Coordinator primarily assists Aquatics Manager to oversees pool usage, program direction, aquatic safety, swim lesson programs, partner swim teams and programs, administers lifeguard, CPR and First Aid training programs, staff scheduling, and in partnership with the Facilities Director, pool maintenance, all while maintaining a 'high standard of professionalism' at the SRD pool area. Additional responsibilities include providing excellent customer service to SRD patrons and co-workers. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that employees can perform the essential functions of the job.

ESSENTIAL FUNCTIONS

Staff & Teaching

- Assist AM with recruiting, hiring, training and motivate aquatics teaching and lifeguard staff
- Assist AM with Staffing schedule
- Assist AM to ensure highest quality of program offerings and teaching level
- Provides timely feedback to direct reports through individual assessments, regular department meetings/in-service trainings, and performance reviews.
- Teach individual private lessons, swim clubs, masters, American Red Cross lifeguard trainings and development, certification courses, and coach swim programs
- Lifeguard
- Develop and maintain lesson and aquatics reservations system & wait list
- Stay current on industry trends and teaching methodology
- Works with AM to develop aquatics programs and pricing
- Ensure all aquatics staff are properly trained and maintain updated certifications as required by their positions
- Responsible for monitoring swimming and pool equipment; ensures proper placement and availability in the pool area; performs routine pump room checks and chemical checks. Maintenance and repairs are completed as needed. Checks in with Facility Director and Aquatics Manager about pool concerns.
- Perform lifeguard operations, CPR and First Aid as needed

- Provides aquatic safety and supervision for patrons, monitors activities in the water, pool deck and areas of the district facilities to prevent accidents and to ensure the safety and well-being of patrons.
- Assists in developing and implementing policies, procedures, based on SRD needs and experiences.
- Collect and record fees for patron registrations, guest fees, drop-in fees, and reservation cancellations.
- Assist with general office/front desk registration, answering phones and emails.
- Assists with District special events as needed.
- Fills in for Aquatics Manager as needed.
- Other duties as assigned

Communication

- Educate/advise parents as needed on programs and child skill levels
- Ensure enforcement of rules and regulations as determined by SRD Management, Board, and local health authorities. When possible, help mitigate disputes or refer disputes to the GM.
- Write and communicate clearly and concisely
- Understand and follow oral and written instructions

SPECIAL REQUIREMENTS/CONDITIONS:

License/Certificate: Some positions may require possession of a valid California class C driver license.

Background Investigation: Fingerprinting is required.

Special Working Conditions: Position involves exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings; and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death.

Other Special Requirements: Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime maybe required and is subject to FLSA rules and regulations.

Language Skills

- Hi quality written and verbal skills for effective communication
- Ability to understand, speak, read, and write English

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting with extensive public contact, including parks, aquatics facility and pump room containing chemicals, and recreation facilities including fields, courts, buildings, storage areas and other possibly unknown or hazardous conditions.

Hours: Standard business hours and varying flexible schedule: may be required to work evening, night, weekend, and holiday shifts.

Physical: While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close and distance vision, depth perception, and the ability to adjust focus. Operate office equipment including use of computer keyboard; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Education and Experience:

- Minimum 2-year college experience required; 4-year college degree preferred.
- 3+ years aquatics experience. Experience leading a team and understanding of high-level competitive swimming, lifeguarding, and child developmental swimming programs. Familiarity with water polo, Water Aerobics, adult swimming, swim lessons, USA Swimming.
- Ability to work independently and able to handle multiple priorities/projects at the same time. Must be punctual, reliable, and conscientious.
- Current American Red Cross Lifeguard and Lifeguard Instructor Certification (CPO a plus)
- Valid Driver's License
- Basic computer skills, MS Office suite including Word, Excel and Outlook required. Familiar with scheduling apps such as Team Unify, Deputy, Swim Manager, Meet Manager, and Meet Mobile. SaaS – Recreation Management Software such as RecDesk, and others.

Calendar Years: 2019-2020	Position/Department	Department	PT/FT	Pay Range		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Cap	Current Employee
				Low	High								
	AQUATICS												
	Aquatic Attendant	Aquatics	PT - Hourly	\$ 15.00	\$ 25.00	\$ 15.00	\$ 17.00	\$ 19.00	\$ 21.00	\$ 23.00	\$ 25.00	\$ 25	
	Life Guard 1	Aquatics	PT - Hourly	\$ 15.00	\$ 25.00	\$ 15.00	\$ 17.00	\$ 19.00	\$ 21.00	\$ 23.00	\$ 25.00	\$ 25	
	Life Guard 2	Aquatics	PT - Hourly	\$ 19.00	\$ 40.00	\$ 19.00	\$ 22.00	\$ 25.00	\$ 28.00	\$ 35.00	\$ 40.00	\$ 40	
	Life Guard 3 Equal to Lead with CPO	Aquatics	PT - Hourly	\$ 23.00	\$ 45.00	\$ 23.00	\$ 25.00	\$ 27.00	\$ 32.00	\$ 37.00	\$ 45.00	\$ 45	
	Swim Aide	Aquatics	PT - Hourly	\$ 15.00	\$ 22.00	\$ 15.00	\$ 17.00	\$ 19.00	\$ 20.00	\$ 21.00	\$ 22.00	\$ 22	
	Swim Instructor 1	Aquatics	PT - Hourly	\$ 17.00	\$ 25.00	\$ 17.00	\$ 18.00	\$ 20.00	\$ 21.00	\$ 23.00	\$ 25.00	\$ 25	
	Swim Instructor 2	Aquatics	PT - Hourly	\$ 25.00	\$ 45.00	\$ 28.00	\$ 31.00	\$ 34.00	\$ 38.00	\$ 42.00	\$ 45.00	\$ 45	
	Lead Guard/Instructor	Aquatics	PT - Hourly	\$ 28.00	\$ 40.00	\$ 28.00	\$ 30.00	\$ 33.00	\$ 35.00	\$ 37.00	\$ 40.00	\$ 40	
	Aquatics Specialist P/T	Aquatics	PT - Hourly	\$ 22.00	\$ 40.00	\$ 22.00	\$ 25.00	\$ 30.00	\$ 33.00	\$ 37.00	\$ 40.00	\$ 40	
	Aquatics Specialist F/T	Aquatics	FTE - Sal & Be	\$ 55,000	\$ 63,000	\$ 55,000	\$ 57,000	\$ 59,000	\$ 60,000	\$ 61,000	\$ 63,000	\$ 63,000	
	Aquatics/Recreation Specialist	Aquatics & Recreation	FTE - Sal & Be	\$ 55,000	\$ 63,000	\$ 55,000	\$ 57,000	\$ 59,000	\$ 60,000	\$ 61,000	\$ 63,000	\$ 63,000	
	Aquatics/Recreation Lead	Aquatics & Recreation	FTE - Sal & Be	\$ 58,000	\$ 75,000	\$ 58,000	\$ 62,000	\$ 65,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 75,000	
	Aquatics Lead	Aquatics	FTE - Sal & Be	\$ 58,000	\$ 75,000	\$ 58,000	\$ 62,000	\$ 65,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 75,000	
	Aquatics Coordinator	Aquatics	FTE - Sal & Be	\$ 60,000	\$ 80,000	\$ 60,000	\$ 65,000	\$ 67,000	\$ 70,000	\$ 75,000	\$ 80,000	\$ 80,000	
	Aquatics Supervisor	Aquatics	FTE - Sal & Be	\$ 72,000	\$ 85,000	\$ 72,000	\$ 74,000	\$ 78,000	\$ 80,000	\$ 83,000	\$ 85,000	\$ 85,000	
	Aquatics Manager	Aquatics	FTE - Sal & Be	\$ 79,000	\$ 110,000	\$ 79,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 110,000	\$ 110,000	
	Aquatics Director	Aquatics	FTE - Sal & Be	\$ 90,000	\$ 115,000	\$ 90,000	\$ 94,000	\$ 98,000	\$ 105,000	\$ 110,000	\$ 115,000	\$ 115,000	
	RECREATION												
	Recreation Program Specialist P/T	Recreation	PT - Hourly	\$ 18.00	\$ 35.00	\$ 18	\$ 22	\$ 25	\$ 28	\$ 30	\$ 35	\$ 35	
	Recreation Program Specialist - Lead	Recreation	FTE - Hourly	\$ 18.00	\$ 35.00	\$ 18	\$ 22	\$ 25	\$ 28	\$ 30	\$ 35	\$ 35	
	Recreation Program Specialist F/T	Recreation	FTE - Sal & Be	\$ 55,000	\$ 63,000	\$ 55,000	\$ 57,000	\$ 59,000	\$ 60,000	\$ 61,000	\$ 63,000	\$ 63,000	
	Aquatics/Recreation Specialist	Aquatics & Recreation	FTE - Sal & Be	\$ 55,000	\$ 63,000	\$ 55,000	\$ 57,000	\$ 59,000	\$ 60,000	\$ 61,000	\$ 63,000	\$ 63,000	
	Aquatics/Recreation Lead	Aquatics & Recreation	FTE - Sal & Be	\$ 58,000	\$ 75,000	\$ 58,000	\$ 62,000	\$ 65,000	\$ 68,000	\$ 70,000	\$ 75,000	\$ 75,000	
	Recreation Lead	Recreation	FTE - Sal & Be	\$ 50,000	\$ 70,000	\$ 50,000	\$ 55,000	\$ 58,000	\$ 62,000	\$ 65,000	\$ 70,000	\$ 70,000	
	Recreation Coordinator	Recreation	FTE - Sal & Be	\$ 65,000	\$ 78,000	\$ 65,000	\$ 68,000	\$ 70,000	\$ 73,000	\$ 75,000	\$ 78,000	\$ 78,000	
	Recreation Supervisor	Recreation	FTE - Sal & Be	\$ 72,000	\$ 105,000	\$ 72,000	\$ 78,000	\$ 85,000	\$ 90,000	\$ 97,000	\$ 105,000	\$ 105,000	

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Position/Department	Department	PT/FT	Pay Range		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Cap	Current Employee
			Min	Max	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
Recreation Manager	Recreation	FTE - Sal & Be	\$ 79,000	\$ 110,000	\$ 79,000	\$ 85,000	\$ 90,000	\$ 95,000	\$ 100,000	\$ 110,000	\$ 110,000	
Recreation Director	Recreation	FTE - Sal & Be	\$ 90,000	\$ 115,000	\$ 90,000	\$ 94,000	\$ 98,000	\$ 105,000	\$ 110,000	\$ 115,000	\$ 115,000	
Program Lead	Recreation	FTE - Hourly	\$ 20	\$ 30	\$20-\$22	\$22-\$24	\$24-\$26	\$26-\$28	\$28-\$30	\$30-\$32	\$ 32	
Facility Attendant	Recreation	PT-Hourly	\$ 18	\$ 30	\$ 18	\$ 20	\$ 22	\$ 25	\$ 28	\$ 30	\$ 30	
Asst. Director Summer Camp	Recreation	Seasonal - PT/Hrly	\$ 25	\$ 35	\$ 25	\$ 28	\$ 30	\$ 32	\$ 34	\$ 35	\$ 35	
Director Summer Camp	Recreation	Seasonal - PT/Hrly	\$ 28	\$ 40	\$ 28	\$ 30	\$ 32	\$ 34	\$ 37	\$ 40	\$ 40	
Summer Camp Program Assistant/Sr. Counselor	Recreation	Seasonal - PT/Hrly	\$ 20	\$ 30	\$ 20	\$ 22	\$ 25	\$ 27	\$ 28	\$ 30	\$ 30	
Jr. Camp Counselor	Recreation	Seasonal - PT/Hrly	\$ 15	\$ 20	\$ 15	\$ 16	\$ 17	\$ 18	\$ 19	\$ 20	\$ 20	
Summer Camp Counselor	Recreation	Seasonal - PT/Hrly	\$ 16	\$ 25	\$ 16	\$ 18	\$ 20	\$ 22	\$ 23	\$ 25	\$ 25	
Sports Specialist	Recreation	Seasonal/Regular - PT/Hrly	\$ 16	\$ 28	\$ 16	\$ 20	\$ 22	\$ 24	\$ 28	\$ 28	\$ 28	
Sports Lead	Recreation	Seasonal/Regular - PT/Hrly	\$ 20	\$ 35	\$ 20	\$ 23	\$ 27	\$ 30	\$ 33	\$ 35	\$ 35	
Sports Pro/Coach	Recreation	PT/Hrly	\$ 35	\$ 65	\$ 35	\$ 40	\$ 45	\$ 50	\$ 58	\$ 65	\$ 65	
FACILITIES												
Maintenance Aide	Facilities	PT/Hrly	\$ 15	\$ 28	\$ 15	\$ 18	\$ 20	\$ 22	\$ 25	\$ 28	\$ 28	
Maintenance/Janitorial Specialist	Facilities	FTE/Salary	\$ 50,000	\$ 60,000	\$ 50,000	\$ 52,000	\$ 54,000	\$ 56,000	\$ 58,000	\$ 60,000	\$ 60,000	
Maintenance/Janitorial Lead	Facilities	FTE/Salary	\$ 55,000	\$ 65,000	\$ 55,000	\$ 57,000	\$ 59,000	\$ 61,000	\$ 63,000	\$ 65,000	\$ 65,000	
Facility/Property Specialist	Facilities	PT/Hrly	\$ 18	\$ 35	\$ 18	\$ 22	\$ 26	\$ 28	\$ 32	\$ 35	\$ 35	
Facility/Property Specialist	Facilities	FTE - Hrly	\$ 20	\$ 37	\$ 20	\$ 22	\$ 26	\$ 30	\$ 33	\$ 37	\$ 37	
Facility/Property Specialist	Facilities	FTE - Sal & Be	\$ 55,000	\$ 65,000	\$ 55,000	\$ 57,000	\$ 59,000	\$ 61,000	\$ 63,000	\$ 65,000	\$ 65,000	
Facility/Property Lead	Facilities	FTE - Sal & Be	\$ 60,000	\$ 70,000	\$ 60,000	\$ 63,000	\$ 65,000	\$ 68,000	\$ 72,000	\$ 75,000	\$ 70,000	
Facility/Property Coordinator	Facilities	FTE - Sal & Be	\$ 70,000	\$ 85,000	\$ 70,000	\$ 73,000	\$ 77,000	\$ 80,000	\$ 82,000	\$ 85,000	\$ 85,000	
Facility/Property Supervisor	Facilities	FTE - Sal & Be	\$ 75,000	\$ 110,000	\$ 75,000	\$ 80,000	\$ 85,000	\$ 95,000	\$ 100,000	\$ 110,000	\$ 110,000	
Facility/Property Manager	Facilities	FTE - Sal & Be	\$ 85,000	\$ 120,000	\$ 85,000	\$ 90,000	\$ 97,000	\$ 105,000	\$ 115,000	\$ 120,000	\$ 120,000	
Facility/Property Director	Facilities	FTE - Sal & Be	\$ 90,000	\$ 130,000	\$ 90,000	\$ 105,000	\$ 110,000	\$ 118,000	\$ 125,000	\$ 130,000	\$ 130,000	
ADMINISTRATIVE												

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Position/Department	Department	PT/FT	Pay Range	Pay Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Cap	Current Employee
Administrative Assistant	Administration	PT/Hrly	\$ 19 \$	\$ 40 \$	19 \$	23 \$	28 \$	35 \$	37 \$	40 \$	\$ 40	40
Customer Service Assistant	Administration	PT/Hrly	\$ 19 \$	\$ 40 \$	19 \$	23 \$	28 \$	35 \$	37 \$	40 \$	\$ 40	40
Office Manager	Administration	PT/Hrly	\$ 25 \$	\$ 50 \$	25 \$	30 \$	35 \$	40 \$	45 \$	50 \$	\$ 50	50
Office Manager	Administration	FTE - Sal & Be	\$ 55,000 \$	\$ 85,000 \$	55,000 \$	60,000 \$	65,000 \$	73,000 \$	79,000 \$	85,000 \$	\$ 85,000	85,000
Marketing Assistant	Administration	PT/Hrly	\$ 20 \$	\$ 45 \$	20 \$	24 \$	28 \$	35 \$	40 \$	45 \$	\$ 45	45
HR Assistant	Administration	PT/Hrly	\$ 28 \$	\$ 65 \$	28 \$	35 \$	40 \$	45 \$	55 \$	65 \$	\$ 65	65
District General Manager	Administration	FTE - Sal & Be	\$ 120,000 \$	\$ 185,000 \$	120,000 \$	130,000 \$	140,000 \$	155,000 \$	170,000 \$	185,000 \$	\$ 185,000	185,000

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SPA ITEMIZED COSTS

Jobe Description	Proposal Date	Price
Spa Replastering:		
00 Deposit	9/6/2022	\$1,000.00
01 Demolition and disposal	9/6/2022	\$4,000.00
02 Tile and grout	9/6/2022	\$6,000.00
03 Plaster and VGB covers	9/6/2022	\$6,145.00
Change Orders:		
Install spa waterline tile	9/7/2022	\$2,400.00
Install (2) 3-bend handrails	9/7/2022	\$2,600.00
Sand and paint scuppers	9/7/2022	\$1,200.00
Refinish / stain coping	Est. No prop	\$3,880.00
Equipment and Plumbing:		
Replace (2) Spa Pumps	10/25/2021	\$2,400.21
Check Valve & Piping	10/25/2021	\$1,153.98
Other/ Miscellaneous:		
15% Additional Inflationary	9/7/2022	\$2,571.75
	Total Costs:	\$33,350.94

RESOLUTION # 2022-12

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 Strawberry Recreation 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 13th day of September 2022.

Pamela Bohner, Board Chair

Date