

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, November 8, 2022
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 TOPROMOTE 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: 882 2435 4946

Passcode: 752599

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/88224354946?pwd=UWFEZXpsS2NHNDNZcDRHaHVENXZ1QT09>

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. **CONVENE IN OPEN SESSION:** Call to Order and Roll Call
2. 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.
3. **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, September 13, October 11, 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:** Zone IV Committee updates.
Recommended Action: Discussion only.
 - E. **Discussion/Action:** Zone IV Dredging ad hoc subcommittee recommends approving bid received from Lind Marine
Recommended Action: Approve acceptance of bid
 - F. **Discussion/Action:** Sport Court ad hoc subcommittee to provide report and recommendations
Recommended Action: Give direction to GM
 - G. **Discussion/Action:** GM to present spa trellis painting bids
Recommended Action: Give direction to GM and approve bidder
 - H. **Discussion/Action:** GM to present quote received from Adam's Pool Service to resurface pool
Recommended Action: Give direction to GM and approve bidder
 - I. **Discussion/Action:** GM to present 2022/2023 Employee Holiday Schedule
Recommended Action: Approve
 - J. **Discussion/Action:** GM to present proposed 2023 rates for Tiburon Peninsula Little League, Play Club, and Drop-In Basketball
Recommended Action: Approve
 - K. **Discussion/Action:** Consider development of SRD-owned real property located on Milland Dr, MV, Parcel# 043-361-54
Recommended Action: Discussion only.
 - L. **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 December 13, 2022, at 5:00 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



Meeting starts 6:07p PST SRD members: Nichols, Bohner, Francis, Teese

Open Expression, no comments

New Business items:

Item D: Terri updated group on Zone IV dredging progress, Friday 10/14 is public bid meeting; bid likely to be presented to SRD either November or December mtng. **Item E:** MOU with the Cove to be approved by SRD Board: Bohner motion to vote, Francis seconded, vote unanimous. **Item F,** Addendum #1 to be voted on by SRD, clarifies existing contractual items: Bohner motions, Francis seconds, unanimous vote.

Item G: GM proposing capital fixes to Strawberry building; re-doing downspouts and roofing. Long term issues, \$15,125 to fix current problems. Single bid based on lack of availability. DeMello Roofing is contractor; Nichols motioned to approve, Bohner seconds, unanimous vote

Item H: Resurface sport court; retaining wall gets two courts and a basketball court; can't get to 3 pickleball courts given cost/design limits. Nancy pointed out that the pine tree on the hill will create a need to build a retaining wall within 3 years, given its life cycle. Opportunity to build four pickleball courts on field A. The discussion is around how much to spend on sport-court with dislocation of playground. Should we consider the ad hoc committee to examine these options? Practice field A used by younger teams, could be a loss of use there. Peter & Cale will form ad hoc committee; Peter motions, Cal seconds, unanimous.

Item I: TPLL 2023 rates; Jeff & Peter ad hoc committee; Peter motions, Cale seconds, unanimous

Item J: Continue virtual meetings: adopt resolution to extend for 30 days; Pam motions, Cale seconds

Approval of September minutes: Pam motions, Peter seconds, unanimous

Fiscal reports: no questions, Pam motions, Peter seconds, unanimous

Operations/Financial summary: report available upon request. Nancy discussion of updated gym lights, overall, we're fixing a lot of things in an aging facility. Much stronger cash position vs 2021

GM Report: available to the public upon request. Overall, a lot of repair and fixing.

Adjournment: 7:20p

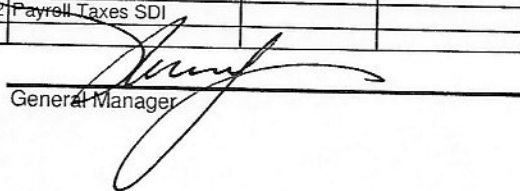
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 11-4-22 (revised)

*** PAYROLL CLEARING***

On the 9th day of November 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
DD2587	Alber, Mary C	Paystub	172.47
DD2588	Allan, Trevor R	Paystub	102.19
DD2589	Blount, Savannah	Paystub	244.96
DD2590	Cottrell, Kenneth R	Paystub	0.00
DD2591	Dohoney, Trinity J	Paystub	2,220.29
DD2592	Ernst, Brittney L	Paystub	2,438.63
DD2593	Feliciano, Justin A	Paystub	2,012.85
DD2594	Gazzola, Jesse M	Paystub	457.91
DD2595	Griswold, Loren M	Paystub	3,342.93
DD2596	Jackson-Torres, Selena N	Paystub	667.13
DD2597	Johnson, Tristan E	Paystub	232.68
DD2598	Kempler, Julian	Paystub	532.04
DD2599	Mayzel, Mia D	Paystub	65.93
DD2600	Miller-Hall, ChaBrea T	Paystub	756.13
DD2601	Octavio, Eleanor A	Paystub	139.61
DD2602	Octavio, Samantha	Paystub	62.04
DD2603	Paul, Christian	Paystub	58.40
DD2604	Sacchetto, Marco J	Paystub	2,289.35
DD2605	Shapiro, Nancy R	Paystub	3,727.23
DD2606	Siddiqi, Sofia I	Paystub	481.77
DD2607	Swanson, Miranda	Paystub	31.94
DD2608	Wank, Lainey S	Paystub	65.70
DD2609	Wehr, Nicole J	Paystub	470.21
DD2610	Wolin, Annie K	Paystub	242.27
DD2611	Wright, Owen B	Paystub	236.33
9194	Cripwell, Charlotte G	payroll Checks	65.69
9195	Judson, Colin L	payroll Checks	240.90
9196	Saltzman, Andrew J	payroll Checks	197.78
DD2612	Cottrell, Kenneth R	Paystub	219.45
	CAL PERS	payroll Checks	3288.36
	Quickbooks	Quickbooks Payroll fees	196.25
		2712.00 Payroll Taxes FWT	7248.12
		3676.34 Payroll Taxes FICA	
		859.78 Payroll Taxes MCARE	
	State taxes	1098.98 Payroll taxes SWT	1500.70
		75.60 Payroll Taxes SUI	
		326.12 Payroll Taxes SDI	
			34008.24


 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

11/2/2022

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	2328.00	Total Cash	332.00
Youth Daycamp	0.00	Total Checks	46513.72
Youth Contract Class	0.00	Total	46845.72
Halloween Event	210.00		
Pool Drop-In	0.00		
Adult Group Ex	220.00		
Adult Enrichment	0.00		
Adult Basketball	0.00		
Aquatics Pool Pass	0.00		
Pool swim Team Fees	0.00		
Aquatics Guest Fees	70.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	124.00		
Aquatics Pool Parties	0.00		
Tennis Lessons	325.00		
Tennis rental	0.00		
Tennis Membership	95.00		
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	43473.72		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	46845.72		



Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/26/2022

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	297.05	Total Cash	133.00
Youth Daycamp	0.00	Total Checks	19732.05
Youth Contract Class	0.00	Total	19865.05
Community Niight	0.00		
Pool Drop-In	0.00		
Adult Group Ex	0.00		
Adult Enrichment	215.00		
Adult Basketball	50.00		
Aquatics Pool Pass	0.00		
Pool swim Team Feees	17985.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	48.00		
Aquatics Pool Parties	0.00		
Tennis Lessons	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Faciliites Rental	1270.00		
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	

19865.05



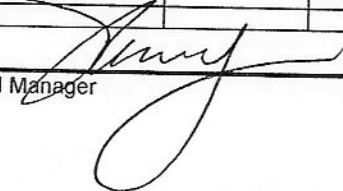
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 10-21-22

*** PAYROLL CLEARING***

On the 9th day of November 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
DD2564	Alber, Mary C	Paystub	166.31
DD2565	Allan, Trevor R	Paystub	73.00
DD2566	Benyon, Skye L	Paystub	153.29
DD2567	Blount, Savannah	Paystub	93.07
DD2568	Bohner, Pamela G	Paystub	182.50
DD2569	Dohoney, Trinity J	Paystub	59.32
DD2570	Ernst, Brittney L	Paystub	2,166.81
DD2571	Feliciano, Justin A	Paystub	2,438.65
DD2572	Francis., Jeff	Paystub	2,289.34
DD2573	Gazzoia, Jesse M	Paystub	91.25
DD2574	Griswold, Loren M	Paystub	348.18
DD2575	Harlow, Georgia M	Paystub	3,342.92
DD2576	Johnson, Alexander L	Paystub	698.98
DD2577	Johnson, Tristan E	Paystub	32.86
DD2578	Kempler, Julian	Paystub	431.15
DD2579	May, Grainne C	Paystub	792.18
DD2580	Miller-Hall, ChaBrea T	Paystub	54.30
DD2581	Octavio, Eleanor A	Paystub	2,289.35
DD2582	Sacchetto, Marco J	Paystub	3,727.23
DD2583	Shapiro, Nancy R	Paystub	263.71
DD2584	Siddiqi, Sofia I	Paystub	419.75
DD2585	Wank, Lainey S	Paystub	147.82
DD2586	Wolin, Annie K	Paystub	202.58
9188	Wright, Owen B	payroll Checks	58.39
9189	Cripwell, Charlotte G	payroll Checks	105.85
9190	Jackson-Torres, Selena N	payroll Checks	273.75
9191	Nichols, Cale B	payroll Checks	205.55
9192	Saltzman, Andrew J	payroll Checks	182.50
	CAL PERS	payroll Checks	3360.53
	Quickbooks	Quickbooks Payroll fees	82.25
	2799.00	Payroll Taxes FWT	7282.70
	3633.84	Payroll Taxes FICA	
	849.86	Payroll Taxes MCARE	
	1149.31	Payroll taxes SWT	1541.07
	69.40	Payroll Taxes SUI	
	322.36	Payroll Taxes SDI	
			33557.14


 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

118 East Strawberry Drive
Mill Valley, California 93931

10/19/2022

Youth Playclub	4444.80	Total Cash	70.00
Youth Daycamp	0.00	Total Checks	4504.80
Youth Contract Class	0.00	Total	4574.80
Community Niight	0.00		
Pool Drop-In	20.00		
Adult Group Ex	15.00		
Adult Enrichment	60.00		
Adult Basketball	10.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	1.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	24.00		
Aquatics Pool Parties	0.00		
Tennis Lessons	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	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	
	4574.80		



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

October 12, 2022

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

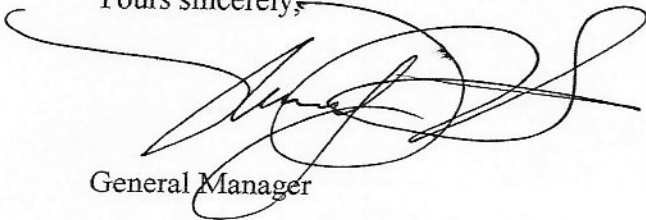
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Four Hundred Ninety-five and 00/100 (495.00) 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 November 9, 2022.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

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October 12, 2022

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San Rafael, CA 94903

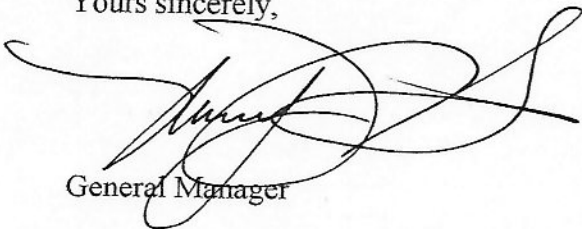
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Three Thousand Seven Hundred Seventeen and 75/100 (3717.75) 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 November 9, 2022.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

STRAWBERRY RECREATION DISTRICT

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October 12, 2022

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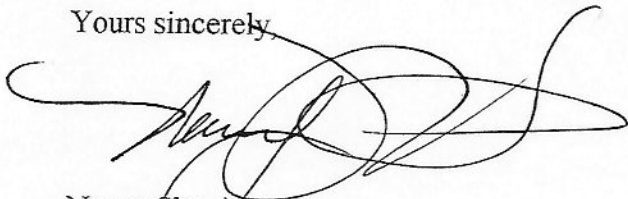
Attn: Phil Scott
Special District Auditor

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 November 9, 2022 .

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

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

Warrant in Favor of		Purpose	Amount
809312262	Alek Cordeiro	Youth Contract Services/Contrac	1,277.50
809312263	Bank of Marin 5590	58.51 Pool Office Expenses	9,933.92
		60.48 Supplies(usable)	
		365.37 Supplies(usable)	
		120.00 Recruiting	
		113.80 Facilities Field Repairs(emp)	
		46.16 Youth Rec Supplies/Playclub	
		53.07 Youth Rec Supplies/Playclub	
		277.56 Admin Office Supplies	
		1,383.43 Admin Office Supplies	
		43.18 Admin Office Supplies	
		170.07 Youth Rec Supplies/Playclub	
		433.00 Pool Supplies	
		16.19 Admin IT	
		24.83 Youth Rec Supplies/Playclub	
		622.04 Youth Adv/Promo	
		21.59 Supplies(usable)	
		188.68 Pool Supplies	
		123.00 Pool Professionia Development	
		14.99 Admin IT	
		369.00 Pool Professionia Development	
		101.75 Admin Employee Relations	
		12.93 Youth Rec Supplies/Playclub	
		38.93 Youth Rec Supplies/Playclub	
		38.87 Admin Office Supplies	
		14.02 Admin Office Supplies	
		14.03 Youth Rec Supplies/Playclub	
		80.85 Facilities Repairs(emp)	
		57.21 Facilities Repairs(emp)	
		26.95 Facilities Repairs(emp)	
		38.87 Facilities Repairs(emp)	
		14.99 Admin IT	
		14.79 Youth Rec Supplies/Playclub	
		53.40 Admin Office Supplies	
		297.00 Admin Brochure/Marketing	
		6.79 Youth Rec Supplies/Playclub	
		26.95 Facilities Repairs(emp)	
		21.79 Youth Rec Supplies/Playclub	
		43.18 Special Events/Other Events	
		1,316.37 Admin IT	
		20.51 Facilities Repairs(emp)	
		38.82 Facilities Repairs(emp)	
		285.12 Youth Rec Supplies/Contract Cla	
		226.86 Admin Brochure/Marketing	
		828.69 Admin Brochure/Marketing	
		842.29 Tennis Supplies	
		58.30 Admin Brochure/Marketing	
		10.99 Youth Rec Supplies/Playclub	
		39.59 Youth Rec Supplies/Playclub	
		123.00 Recruiting	
		694.13 Facilities Parks Repairs(emp)	
		41.00 Facilities Repairs(emp)	
809312264	Barbara Wambach	Zone IV Outflow-Maint. Spec Tax	383.00
809312265	Brittney Ernst - Expense	Admin Employee Relations	40.92
809312266	Comcast	Admin Telephone	390.18
809312267	County of Marin-, Environmental Health Se	Pool Licenses/Fees	259.00
809312268	Daina C Selph	Youth Contract Services/Contrac	1,619.10
809312269	Department of Justice	Admin Fingerprinting	32.00
809312270	Elly Hakami	Youth Contract Services/Contrac	1,442.00
809312271	Fishman Supply Company	Supplies(usable)	312.12
809312272	HRT Academia De Tennis LLC	7,584.00 Tennis Contract Services	10,720.00
		3,136.00 Youth Contract Classes	
809312273	Katherine Hale	Youth Contract Services/Contrac	2,508.80

(15)

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/12/2022

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	5409.43	Total Cash	2271.00
Youth Daycamp	0.00	Total Checks	19427.18
Youth Contract Class	0.00	<u>Subtotal</u>	21698.18
Pool Drop-In	20.00	Total Credit Card	0.00
Community Niight	0.00	<u>Total</u>	21698.18
Adult Group Ex	235.00		
Adult Enrichment	95.00		
Aquatics Pool Pass	0.00		
Pool Cancellation fee	0.00		
Aquatics Guest Fees	90.00		
Aquatics Pool Classes	45.00		
Pool Adult classes	36.00		
Tennis Lessons	400.00		
Aquatics Pool Parties	300.00		
Tennis rental	8030.00		
Tennis Membership	0.00		
Faciliites Rental	3320.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Zone IV/Cove	3717.75		
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	
	21698.18		



November GM Board Report

Financials – see attached

Facilities

Personnel:

- We've received two promising resumes and applications for the Facility lead position, and interviews are set for early next week.

Facilities:

- The 3rd floor air conditioning unit installation was completed on Oct. 12th, and it works just as expected. No more hot summer months in the Loft!
- DeMello Roofing has scheduled repairs to start on November 14th. They'll be weather proofing and repairing several issues on the main building roof.
- On November 3rd, Charles Window & Door switched out the warped south gym door with the straight northwest door. This will provide for a much easier experience to open and close the main door to the gym.
- We are going out to bid for the elevator/conveyance maintenance. We need an increased site visit frequency, and general proactivity from whoever is awarded the contract.
- Jerry Thompson Painting applied red primer to the entrance doors in 1st floor men's and woman's bathrooms, when we realized that it looked great. Waiting for their schedule to complete the project.
- The new exterior flood lights for the north and south side of the gym soffit were installed. The new lights provide better light than the previous units. We also installed new gym stage lights to brighten that up as well.
- In preparation for the winter rains, we installed new gutter guards and downspout strainers on the roof of the main building.
- Roto-Rooter completed an auguring and jetting of all the downspouts and storm drains around the main building on November 4th. Some of the drains were clogged with balls and lots of debris.

Athletic Fields:

- The present landscaping contract ends December 31st, so we're going out to bid for all landscape services. We've already received one bid and are actively garnering bids from three additional service providers.
- Landesign performed their fall irrigation check, and only found six rotors requiring replacement, which is fewer than we typically see this time of year.

Aquatics / Water:

- Adams Pool Solutions provided qualified bids for both the spa replastering and pump replacements in early November. We are hoping to have the work performed in the early spring of 2023.
- The new pool covers arrived on October 28th, and they fit perfectly, as well as being much lighter and easier to reel out.
- The ADA changing station has been refurbished and is now usable again.

- 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 anticipate reopening the Splash Pad in the spring.

Parks:

- Broderick GE have completed the seawall installation near Harbor Cove dock and are cleaning up our entrance this week. They also removed a large pine stump on SRD land at no additional cost.
- The CAPRI site visit for the main facility and parks went well and we received high score on our overall safety and compliance – 92%.
- Due to excessive trash at the Water Tank Hill benches, we're working with Mill Valley Refuse on installing two trash receptacles near the benches. We will monitor to see if this helps cut down on the debris scattered around the site.

Aquatics

- Brittney and Trinity conducted part-time staff reviews
- Brittney led ARC - CPR, First-Aid, AED course for Nancy, and Play Club staff Selena, Brea, Nicole. Certification is good for 2 years
- LG recert class scheduled for November 22 for Tam High Staff
- We have selected dates for the sale of 2023 Q1 Pool Pass and Winter Swim Lessons.
 - Q1 - Pool Pass, December 1, @ 10am
 - Winter lessons- December 13, @ 10am
- Nancy created a spa update to inform patrons of the Spa's delay/progress.
- Pool to close November 24, 25, 26 for Thanksgiving Break
 - Will be open on Sunday, 11/27 with reduced hours
 - Reduced weekend hours are due to holiday weekend staffing challenges
- Pool closing December 16 for Winter Break and will reopen January 9, 2023

Recreation

Youth and After School Enrichment Programs

- Session B is going well and currently we have 30 -40 kids per day for Play Club
- Miranda will be rejoining SRD for Play Club beginning the week of November 14. Families and kids will be extremely excited to see her again.
- On Fridays we cook with the Play Club kids. We are looking to rename Fridays to Play Club Fun Fridays
- Play Club is growing with additional participants and staff. We are receiving requests from summer camp staff to work during the school year.
- Week of November 14, Play Club extended to start at 12:15 PM, to accommodate SPS Parent Conferences.

Jr Berries

- We have added Saturdays to our soccer program to accommodate additional families
- Jr. Berries soccer has over 60 kids in the Saturday and Sunday program
- We have received soccer jerseys and officially started to sell them to all the players that are participating in the November – December classes.
- Additional Jr. Berries classes: Harmony Music and Amazing Athletes

Youth Programs

- Winter camp has opened for registration, and we are looking forward to another fun filled camp. Currently we have 16 campers enrolled with a goal of 40.
- The Winter session of youth after school programs we will be adding an additional 4 classes. These classes are **Skill Samurai, Spanish language program, Beginner sewing and Katia and Company Theater company.**
- Winter (January) after school program registration opens November 14th at 9:00am

Field Rentals

- Legends baseball camp is renting the field through November 20
- Tony from Soccer Kids is renting out Field A for preschool soccer
- T-ball Kids rented Practice Field A for their fall session
- TPLL's rental on Majors and Minors ended on 11/6

Adult Programs

- Expanding our bridge program by adding new Intermediate Bridge instructor Peggy to begin offering bridge classes in February 2023.
- Intro to Contract Bridge has 16 registrations
- Continuing Bridge series and adding a drop-in play beginning in January
- Oct 21st - Successful Paint & Sip with 21 people attending event. Next offering is in February featuring Tahoe Sunrise

Family Events

- SRD Halloween Trick or Treat event on October 28th was a huge success with over 300 kids who came to SRD to go trick or treat and navigate through our glow in the dark Halloween tunnel for a family fun experience.
- SRD Program Open House event scheduled for December 6th. Currently 86 registrations.
- Working on schedule for 2023

Youth Special Events

- November 5: Globetrotter Youth Basketball Clinic skill clinic was a huge success. Kids perform different basketball development drills and were also awarded an opportunity to take a photo with former Harlem Globetrotter, Will Bullard. We had the following registrations:
 - K-2nd: 12 youth
 - 3rd – 5th: 12 youth
- November 6th: Family Paint workshop was a success with a sellout of 30 participants.
- December 3rd: Skill Samurai coding workshop offering. Currently at 11 registrations. One away from sell out.
- December 4th: Family paint is 3 spots away from selling out. Currently 9 family registrations
- December 10th: Winter Wonderland LEGO workshop – currently 4 registrations

Group exercise

- Karen's class returned on November 5th with 16 participants
- Working on adding an evening yoga class
 - Challenging to attract people to evening exercise classes at SRD

Building Rentals

- Secured 10 rentals through the end of the year

- CYO is renting from November through March

Tennis

- We added an additional tennis pro on weekend afternoons – when tennis court use is typically low. Will continue to monitor usage.
- Pickleball A & B reservations still have availability
 - Slightly confusing for people who didn't thoroughly read my email, but seems to be working as intended
- Tennis pass sales are suspended through the remainder of the year because of prime-time demand.
- SRD/HRT Adult Tennis Clinics are going well
 - Session 3: 53 of 56 spots sold
 - Very positive feedback from participants and many repeat customers

Misc.

- Pool House Building Permits
 - Permits are expired
 - Does not make sense to continue to extend permits because of substantial changes to scope of building
 - Will be asking County for refund from 2021 Building Office and 2022 EHS
- HR Ad Hoc – working on revisions to Employee Handbook, will be ready for December or January meeting
- The Strawberry Recreation and Parks Foundation is ready to go
 - Foundation has exempt, non-profit status with all agencies
 - Nancy will be recruiting people to join the Foundation Board and begin fundraising
- Received notice that neighbors on Milland Dr. called the Marin County Sheriff about a tent pitched on the fire rode. The Sheriff informed SRD that they had followed up with the person who would only be there one night, because he is transitioning to a local shelter.
- Looking for an organization to donate the old gym basketball backboards and hoops that were replaced.
- 2023 Project Considerations
 - Retaining wall and Sport Court
 - Plans for Reggie Park replacement
 - Building doors
 - Chain link fencing replacement (paint poles black, replace with black chain link)
 - Baby Pool
 - Majors Field/Minors Field
 - Adding 4th set of bleachers on 3rd base side of majors
 - Bleacher refurbishment
 - Pitching mounds
 - First floor bathrooms

Memorandum

October 20, 2022

To: Barbara Wambach, Terry Graham, and Brian Ross (Strawberry Recreation District)

From: Jaclyn Gnusti, PE

cc: Nancy Shapiro, General Manager (Strawberry Recreation District)
RP Maximus Cove Owner

Re: Strawberry Recreation District Dredging Project – Recommendation to Award to Lind Marine, Inc.

The Strawberry Recreation District (District) and their Co-Sponsor, RP Maximus Cove Owner (Cove), received three (3) bids on October 14, 2022 for the "Strawberry Channel Maintenance Dredging Project." The bids are summarized in Table 1.

Table 1: Received Bids

Bidder	Total Proposed Price
The Dutra Group	\$3,247,600.00
Lind Marine, Inc.	\$2,337,249.80
Pacific Dredge & Construction, LLC	\$6,786,990.00

Per the Notice to Contractors, award of this project shall be as follows:

"Award of contract, if awarded, will be to the lowest responsible bidder whose proposal complies with prescribed requirements, and will be within sixty (60) days after receipt of proposals. As set forth in Public Contract Code section 1103, a "responsible bidder" means a "a bidder who had demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the public works contract." As set forth in Public Contract Code section 10162, any bidder who has been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local project because of violation of law or a safety regulation will be rejected."

Lind Marine, Inc. (Lind) is the apparent lowest bidder at a total price of \$2,337,249.80.

Anchor QEA reviewed Lind's bid submittal for compliance with the Invitation to Bid Package, including Addendum #1. Our opinion is that Lind is also found to be a responsible bidder for the following reasons:

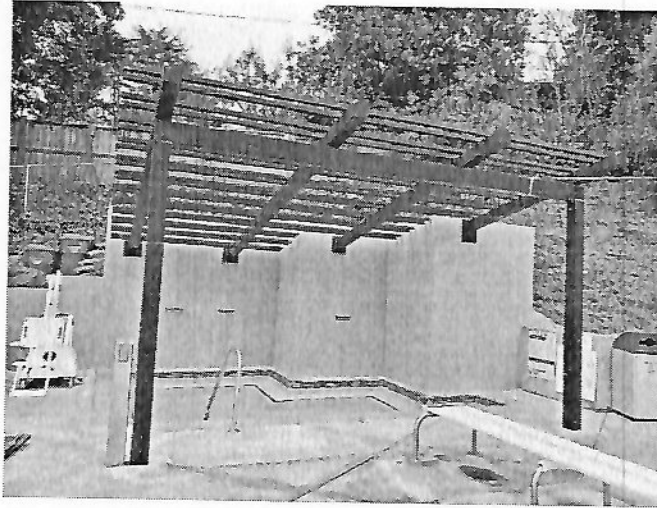
- The bid was submitted on time (submitted October 13, 2022).

- All bid forms and supporting documents were completed, signed, dated correctly, and, where applicable, notarized. They include:
 - Bid Proposal
 - Addenda Acknowledgement (Addendum #1)
 - List of Subcontractors
 - Verification of Site Visit (May 31, 2022)
 - Non-Collusion Affidavit
 - Equal Employment Opportunity Certification
 - Debarment and Suspension Certification
 - Subcontractor Debarment and Suspension Certification
 - Notice (contractor license information)
 - Public Contract Codes
 - Tax, California Non-Resident and Franchise Tax Withholding
 - Bid Bond at 10% of the proposed contract price
- Per the Public Contract Codes submitted by Lind, they have not been convicted within the preceding three years of any offense referred to in the Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), and Lind has not been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation.
- Lind has demonstrated through previous work in the San Francisco Bay Area that they have the appropriate dredging equipment and experience to perform work similar to the work required by the Strawberry Channel Maintenance Dredging Project.

Having complied with all requirements and demonstrating adequate experience, we are of the opinion that Lind is the lowest responsible bidder. Anchor QEA therefore recommends that they be awarded the project, pending review and approval by the District and Cove.

Spa Trellis Painting

Objective: Garner three qualified bids to paint the 18' x 20' metal trellis with an outdoor rated, 2-part epoxy paint. Contractor will brush down all rust, apply a rust inhibiting primer coat, and (at minimum) apply two coats of black epoxy paint. This application will have a an estimated life span of 10 + years.



Bids: Three qualified bids were obtained from LBI contractors, that could perform prevailing wage work. The following is a list of the bidders:

Contractor Name	Bid Submission Date	Bid Total	Qualified Y/N , Notes
Jerry Thompson & Sons Painting	10/13/2022	\$24,900.00	Y, 30-year guarantee
McCarthy Painting Co.	11/1/2022	\$11,200.00	Y, No guarantee of work
Kunst Bros. Painting	10/19/2022	\$14,424.00	Y, 5-year guarantee

Conclusion: After reviewing all bids, the one from Kunst Bos. Painting appears to provide the best value and quality for the price. They can also move forward with the work in the shortest time frame, as the 2-part epoxy has to be applied prior to the first freeze. We recommend approval of their bid for \$14,424.00.

Adam's Pool Service

Spa Bid (see attached documents for details)

Exhibit A: \$42,845

Change Order: \$5,980

Total Cost: \$48,735

ADAMS POOL SOLUTIONS

3675 Old Santa Rita Road

Pleasanton, CA. 94588

State License #726779

EXHIBIT A

October 10, 2022

Strawberry Recreation District

118 E. Strawberry Dr.

Mill Valley, CA 94941

SCOPE OF WORK - SPA

1. provide calculations and plans to obtain Health Permit
2. drain spa
3. remove tile and strip off old plaster as much as possible
4. install tile from standard selections
5. modify entry steps to meet code
6. provide and install two 3-bend entry rails per new code
7. install non slip tile trim on steps and bench
8. provide anti-entrapment grates per code
9. apply white plaster interior
10. provide AB1020 paperwork and submit upon completion

Total cost for spa work	\$ 42,845.00
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Note: Actual cost of health permit will be additional when known.

Cost of building permit if required will be additional

Any items required by the health or building departments that are not included in this proposal will result in an additional cost.

Steve Denton

Adams Pool Solutions

10/24/22 RD

date

owner/agent

date



CHANGE ORDER

adamspools.com

JOB NAME		RES:	BUS:	
JOB ADDRESS		CELL:	FAX:	
JOB CITY	STATE	ZIP	EMAIL	CODE

The contract, dated 10/24/2022, between Adams Pool Solutions and:

Job Name STRAWBERRY RECREATION DISTRICT - SPA

Address 118 E. STRAWBERRY DRIVE

City MILL VALLEY State CA ZIP 94941

to be modified as follows:

PROVIDE AND INSTALL TWO PENTAIR VARIABLE SPEED 11 PUMPS

AT AN ADDITIONAL PRICE OF \$ 5,890.00

AT A CREDIT ADJUSTMENT OF \$ 0.00

Date: 11/7/2022

PROGRESS PAYMENT AFFECTED BY CHANGE ORDER:

DUE UPON INSTALLATION

ACCEPTED: _____
OWNER (agent)

BY: Steve Lantieri
ADAMS POOL SOLUTIONS

NOTE: PLEASE SIGN AND RETURN WHITE COPY TO OFFICE. IMMEDIATE ATTENTION TO THIS MATTER WILL ENABLE TIMELY COMPLETION OF YOUR JOB.

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Board Meeting - November 8, 2022

Proposed Winter 2022.2023 Holiday Schedule

Paid Days Off

December 23 (addition)

December 26 (Federal Holiday)

December 30 (addition)

January 2 (Federal Holiday)

Office Hours Holiday Schedule

December 27 – 29

10 am – 2 pm

Board Meeting: November 8, 2022

SRD 2023 Rate Changes

TPLL

Field and Storage increase – 8.5%

Majors: From \$30/hr. to \$32.55/hr.

Minors: From \$25/hr. to \$27.13/hr.

Storage: From \$1,750 to \$1,898.75

Snack Shack Monthly Rental

From \$400/month to \$450/month

SRD Afterschool Play Club

Regular hourly rate for session fees:

From \$13/hr. to \$14/hr., beginning August 2023

SRD Drop-In Basketball Membership

Old Rate: \$70-resident/\$80-nonresident (10 pass rates)

New Rate: \$50 for ten passes

RESOLUTION # 2022-15

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 8th day of November 2022.

Pamela Bohner, Board Chair

Date