

**SRD Board Meeting Notice and Agenda**  
**Tuesday, March 14, 2023**  
**Open Session 6:00 p.m.**

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

**Accessibility for Individuals with Disabilities**

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

1. Call to Order and Roll Call
2. **Open Time for Public Expression** - Non-Agenda Items (limit: two 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 agenda item (limit: two mins per person).
  - A. New Business Items
  - B. Approval of the Minutes of November 8, December 13 & January 10, 2022.
  - C. **Discussion/Action:** GM to present elevator floor quote from Cone Elevator.  
**Recommended Action:** Approve
  - D. **Discussion/Action:** GM to present bids for retaining wall repair/replace.  
**Recommended Action:** Approve.
  - E. **Discussion/Action:** Review additional spa renovation costs.  
**Recommended Action:** Approve
  - F. **Discussion/Action:** GM to present bids for Sport Court/Retaining Wall project.  
**Recommended Action:** Approve
  - G. **Discussion/Action:** Review Zone IV Cove Contract for additional funds to support dredging  
**Recommended Action:** Approve
  - H. **Discussion Only:** Zone IV Dredging Timeline, Resident Communication & Budget
  - I. **Discussion/Action:** Alex Johnson to take Oath of Office.  
**Recommended Action:** Discussion only.  
**Recommended Action:** Discussion
  - J. 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

Adjournment.

Next Regular Session Board Meeting is April 11, 2023, 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

Strawberry Recreation District Board Meeting  
January 10, 2023

Attendees: Pam Bohner, Cale Nichols, Peter Teese, Sohrab Saghezchi

5:30: Closed Session, nothing to report out of closed session.

Meeting starts at 6:01p.

New Business Item D: Pickleball rules and guidelines, provide direction to staff. Nancy elaborated on the new pickleball (PB) opportunities including the new sport-court being built that will hold two more PB courts, the expansion of PB court times, moving PB to court one, which would cost about \$30k and then Cale spoke about the overall volume of capital expenditures we have prioritized. Peter explained the new PB member/guest rules—one guest/member—and then we enabled feedback from the 15-20 people who came to the meeting. Input from Bruce, a passholder, was that it was unfair to PB players to have a different standard for tennis guests than PB guests. He has 6 free guests every Wednesday and wanted it to stay that way. Lina, Suzanna, Jerry and a PB "pro" gave input as well. The board was consistent in explaining why we could no longer extend so many free guests and stood firm on the rules changes.

New Business item E: Approve bid to fix existing retaining wall above the third floor; Nancy had only two bids, hoping to get a third by Feb mtng. Issue pushed to February.

New Business item F: Approval of fiscal reports: Peter motioned, Cale seconded, unanimous vote in favor of approval.

Managers' Report: available to public upon request.

Meeting adjourned at 7:45p

December 13, 2022  
Strawberry Recreation District Board Meeting

Attendees:  
Pam Bohner, Cale Nichols, Peter Teese, Sohrab Saghezchi

Meeting starts: 5:04p

Open expression: None

C: Discussion/Action: Peter Teese & Sohrab Saghezchi take the oath of office--Alex Johnson not available

D. Discussion/Action: Acknowledgment and appreciation of Jeff Francis's many years of service to the Board. Various Board members spoke of Jeff's contributions to the SRD Board over the course of his 12 years

E. Discussion/Action: Human Resources Ad Hoc Committee to present the first phase of recommended updates to the Employee Handbook. Discussion regarding simplifying PTO issues; Pam Bohner motioned, Teese seconded, unanimous vote yes.

Meeting ends 5:45p

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

CALLED TO ORDER BY DIRECTOR BOHNER AT 6:05 P.M

**1. Roll Call**

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

**2. Open Time for Public Expression**

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No Public Comments

Open Session Agenda

**3. Agenda Items for Review**

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

- A. New Business Items - None
  
- B. **Discussion/Action:** Receive update from Zone IV Committee and review Project Plan.  
**Proposal:** Discussion only.
  
- C. **Discussion/Action:** Motion to Approve Zone IV Dredging Bid from Lind Marine  
**Proposal:** Approved Unanimously.
  
- D. **Discussion/Action:** Sport Court ad hoc subcommittee provided report and recommendations  
Guidance given to GM to proceed with evaluation of re-location and upgrade of Reggie Park
  
- E. **Discussion/Action:** Proposal to approve bid from Adam's Pool Service to resurface pool  
**Proposal:** Approved Unanimously.

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**F. Discussion/Action:** Proposal for 2022/2023 Employee Holiday Schedule

**Proposal:** Approved Unanimously

**G. Discussion/Action:** Proposal to approve rates for Tiburon Peninsula Little League, Play Club, and Drop-In Basketball

**Proposal:** Approved Unanimously.

**H. Discussion/Action** Consider development of SRD-owned real property located on Milland Dr, MV, Parcel# 043-361-54  
Guidance given to GM to investigate options for land use.

**I. 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)

**Proposal:** Approved Unanimously.

**J. Action:** Approval of the Minutes of May 10, September 13, October 11, 2022

**Proposal:** Approved Directors Bo Director Bohner, Teese, Francis, Nichols. Abstain: Johnson

**K. General Manager's Report**

Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants and Financial and Operations Summary.

**Proposal:** Disbursements Approved Unanimously.

Adjournment.

THE MEETING WAS ADJOURNED AT 7:21 PM.

ATTEST:

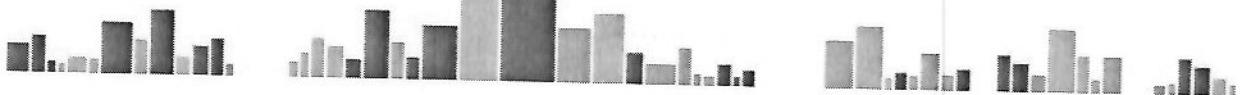
\_\_\_\_\_  
Alexander L. Johnson

Board Secretary

**KONE – SERVICE & REPAIR ORDER**

February 24, 2023

Dedicated to People Flow 



**TO:**

Loren Griswold  
Facility and Property Director  
Strawberry Recreation District

**FROM:**

San Francisco Office  
567 7<sup>th</sup> Street  
San Francisco, CA 94103  
T : (415) 554-0580  
F: (415) 553-8528  
24/7 Hotline: (877) 276-8691

**PROJECT LOCATION:**

118 Strawberry E Mill Valley  
Passenger Elevator

**ACCOUNT MANAGER:**

San Francisco Office  
Ms. Tina Costa  
C: (510) 316-5249  
E : tina.costa@kone.com

**I. SCOPE OF WORK**

KONE Elevator will furnish labor and material to perform the following work, which includes removal of the entire elevator cab and car door operating equipment.

Detailed scope noted below:

1. Remove/hang car canopy.
2. Remove car door operator, door operator linkage, and car doors.
3. Remove rear and both side walls from platform.
4. Remove single car return.
5. Remove other car return and car operating panel.
6. Disconnect car traveling cable.
7. Remove elevator subflooring to alleviate mold condition.
8. Install new subflooring and flooring (similar to what is there) and reverse all noted previous items above.
9. Adjust car for proper operation and return to service.

Please note should unforeseen conditions arise, KONE will notify your team prior to our generating a separate proposal for your approval,

End Scope of Work

**II. PRICE**

**\$40,609.76 (Forty Thousand Six Hundred Nine Dollars and Seventy Six Cents).**

The above pricing is using US Communities/Omnia Rates

Our price includes applicable labor, material and permit fees. This proposal is not binding on KONE until approved by an authorized KONE representative. Pricing is subject to KONE's attached Terms and Conditions for tendered repairs and, by signing below, Purchaser hereby agrees to these Terms and Conditions. Price is valid for 30 days from date of this proposal.

During the course of our work, should deficiencies, code violations, or other issues be discovered, we will promptly notify Purchaser and provide a separate quotation to correct these issues.

**Down Payment**

The above quoted price is based on a 50% Down Payment, due before commencement of proposed labor and material. Work shall not commence until applicable Down Payment is received.

End Price

6

3<sup>rd</sup> Floor Retaining Wall Quotes

RWR Construction: \$34,696

AcuStruct: \$30,920

O'Neill Construction: \$22,164.96

**Adam's Pool Service – Spa Refurbish Project**

**The spa floor drain system will need to be completely redone to meet new codes.**

**Estimated additional costs: \$6,500.**

**New Bid Total:**

**Spa Replastering: \$42,845**

**Pump Replacement: 5,890**

**Floor Drain System: \$6,500**

**Total Estimate: \$55,235**



		2023 Sport Court Bid Summary		
	Vintage	CWS	Buhler	
Bid w/Reinforced Concrete	\$ 552,158.00	\$ 752,860.00	\$ 739,008.00	
Contingency	\$ 110,431.60	\$ 150,572.00	\$ 147,801.60	
Total	\$ 662,589.60	\$ 903,432.00	\$ 886,809.60	
Eng. Inspection & Testing*	\$ 38,651.06	\$ 52,700.20	\$ 51,730.56	
*Approx half already paid				

AGREEMENT FOR CONTRIBUTION TO STRAWBERRY RECREATION DISTRICT  
FROM RP MAXIMUS COVE OWNER, L.L.C.

This Agreement, dated January \_\_\_\_, 2023 is entered into by and between the Strawberry Recreation District, a political subdivision of the State of California (hereinafter "District") and RP Maximus Cove Owner, L.L.C., a California Limited Liability Company (hereinafter "RP Maximus").

RECITALS

A. WHEREAS, RP Maximus owns The Cove Apartments TIC, a California corporation ("The Cove Apartments"), located in Strawberry, California and adjacent to the Strawberry Channel.

B. WHEREAS, the District, by and through its Zone IV representatives, will conduct dredging of the Strawberry Channel in 2023. The dredging will be conducted in three sections: Section A, Section B, and Section C.

C. WHEREAS, pursuant to a separate agreement, RP Maximus will be fully responsible for the costs of the dredging of Section A, the District will be fully responsible for the costs of the dredging of Sections B, and RP Maximus and the District will share the costs of the dredging of Section C.

D. WHEREAS, RP Maximus and The Cove Apartments will benefit from the dredging of the Strawberry Channel, and The Cove Apartments wish to contribute \$100,000 to District during the planned dredging episode commencing on or about June 1, 2023.

E. WHEREAS, District and RP Maximus anticipate issuance of permits which will allow dredging to take place for the Strawberry Channel commencing in 2023. District has obtained funding for its portion of the anticipated dredging costs and has advertised a proposed Dredging Contract for bidding as a public works contract pursuant to the Public Contract Code of California.

F. WHEREAS, District and RP Maximus intend to proceed with the dredging project in calendar year 2023 and therefore now wish to make formal RP Maximus's \$100,000 one-time payment toward District's dredging costs.

NOW, THEREFORE, District and RP Maximus agree as follows:

AGREEMENT

1. The foregoing Recitals are incorporated by reference as though fully set forth herein.
2. This Agreement shall take effect upon signature and execution by both parties.
3. RP Maximus agrees to pay the District \$100,000 during the 2023 dredge episode as a one time payment toward District's dredging costs, assuming RP Maximus's dredge costs do not exceed

budget of \$843,250 (\$25 per cubic yard for Section A (20,330cy) and 50% of Section C (13,400cy)). The current forecasted cost is \$744,727.80.

4. Timing: Payment will be made to the District upon the latter of September 15<sup>th</sup> or the commencement of Dredging Section A, The Cove. The payment is not tied to "completion" of dredging of that location as that location and all locations require a final post dredge survey with follow-up dredging for "completion".
5. Not to be combined with the parties' other agreements: This is a free-standing, one time contribution to the 2023 dredge episode that has no effect upon the parties' existing shared cost agreements.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date set forth above:

RP Maximus Cove Owner, L.L.C.

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Strawberry Recreation District:

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

Subject: Zone IV Dredging Update

Greetings Zone IV homeowners,

We are pleased to announce that we have contracted with Lind Marine for our dredge project commencing June 1<sup>st</sup>, 2023.

Lind Marine will commence dredging the outer channel from Sausalito to the cut on June 1<sup>st</sup>. They anticipate three weeks to complete and will begin dredging Egret Way around June 21<sup>st</sup>. Upon completion of Egret Way, they will start at the south end of E. Strawberry Drive. Lind Marine expects to begin dredging The Cove Apartments around August 22<sup>nd</sup> and expects to complete the project around September 15<sup>th</sup>. We will receive a very detailed schedule in April that we will immediately share.

Beginning May, you can expect bi-monthly updates through June, then weekly updates until the project is complete.

Action items:

We strongly recommend that a homeowner or appointed person is on site when your dock is dredged. Not all docks are configured the same and it will be important to manage dredging the areas where boats are housed. Our standard language is 3 feet plus one foot over dredge around and under docks. The channel is dredged to 6 feet plus one foot of over dredge. All homeowners that have the most common dock configuration of ramp to dock parallel with the channel and only use the channel side of the dock for boats, will not have exceptions.

We need some help. We are now recruiting neighbor captain leads and especially look forward to homeowners that might join the Zone IV committee. This is a great time to learn about the dredging process and we also need some bench strength for our next dredge in 2032.

As a neighborhood captain, your job is to communicate daily with The Zone IV Committee, us, when your area is being dredged, around a week. As captain you will also be asked to confirm that all boats, kayaks and other toys have been removed from the docks.

You can reply all if interested in being a captain...it will only go to Terry, Brian and me. Please also advise if you will join The Zone IV committee. Thank you

Lastly, for those less familiar with our dredging process, we will help find a spot to dock your boat(s) during dredging. The Cove has always been helpful and half of us have space at our docks. Boat moving action plans will begin late May.

Looking forward to a quick and efficient dredge by Lind Marine.

Barbara, Terry and Brian

The Zone IV Committee

Category/Fiscal Year	2024	Actual	Actual thru DEC												Total											
			Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24												
Price per cubic yard Inc Mobil	\$21.78																									
Other	0.0	25.0																								
Legal Shared with Cove/Bld Docs	40.1	5.0																								
Zone IV Legal Expense	0.0	20.0	12.51																							
Miscellaneous	4.0	2.0	0.00																							
Permit Renewal	45.9	1.0	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	1.00	1.00	20.00
Eel Grass Monitoring	16.0	16.0	13.97	7.76	4.00																					
Regional Water Control Board/Disc	0.0	90.9																								
Dredging costs, excludes mobil	0.0	2,337.3																								
CUBIC YARDS	0.0	107.7																								
Zone A (Cove) Costs	0.0	505.4																								
Zone B Inner Channel	0.0	1,353.2																								
Zone C Outer channel	0.0	478.7																								
Mobilization	0.0	26.8																								
Engineering costs	42.4	24.6																								
Environmental Mitigation Zone C			6.25	0.00	8.06																					
<b>Total Costs</b>	<b>148.3</b>	<b>2366.0</b>	<b>0.00</b>	<b>6.25</b>	<b>0.00</b>	<b>37.40</b>	<b>20.00</b>	<b>22.01</b>	<b>7.67</b>	<b>6.65</b>	<b>11.21</b>	<b>1.63</b>	<b>0.25</b>	<b>0.25</b>	<b>0.50</b>	<b>7.50</b>	<b>21.50</b>	<b>5.50</b>	<b>739.91</b>	<b>1024.40</b>	<b>512.98</b>	<b>133.13</b>	<b>110.90</b>	<b>28.18</b>	<b>28.18</b>	<b>28.18</b>
Regional Water Control/Disposal	0.0	28.2																								
Cove Contribution Zone A	0.0	505.0																								
Environmental Mitigation Zone C (50%)	0.0	239.4																								
Mobilization 50%	0.0	0.0																								
Cove Contribution 50% Engineer	21.2	12.3	3.13	0.00	4.03																					
Legal at 50%	20.0	2.5																								
Permit Renewal at 50%	22.9	0.5																								
Eel Grass Monitoring at 50%	8.0	8.0																								
Goodwill Contribution	0.0	100.0																								
<b>Total Cove Contribution</b>	<b>72.2</b>	<b>895.8</b>	<b>0.00</b>	<b>3.13</b>	<b>0.00</b>	<b>18.70</b>	<b>9.88</b>	<b>10.88</b>	<b>3.71</b>	<b>3.20</b>	<b>5.48</b>	<b>0.69</b>	<b>0.00</b>	<b>0.00</b>	<b>3.50</b>	<b>10.50</b>	<b>2.50</b>	<b>230.39</b>	<b>509.53</b>	<b>1023.90</b>	<b>-79.11</b>	<b>88.51</b>	<b>82.72</b>	<b>1701.70</b>	<b>1701.70</b>	
Zone IV Liability	76.2	1,630.5	0.00	3.13	0.00	18.70	10.13	11.13	3.96	3.45	5.73	0.94	0.25	0.25	0.50	4.00	11.00	3.00	509.53	1023.90	-79.11	88.51	82.72	1701.70	1701.70	

**Certificate of Appointment In-Lieu of Election  
and Oath of Office**

STATE OF CALIFORNIA

*County of Marin*

*I, Lynda Roberts, Registrar of Voters of Marin County, having jurisdiction over the conduct of the Statewide General Election held on the 8th day of November 2022, do hereby certify that*

**ALEX JOHNSON**

*is nominated and to be appointed in-lieu of election, and will take office  
and serve a 4-year term exactly as if elected, to the office of  
Director, Strawberry Recreation District.*

*IN WITNESS WHEREOF, I have hereunto affixed my hand and official seal on this 21st day of November, 2022*

*sl Lynda Roberts* - Registrar of Voters



STATE OF CALIFORNIA

*County of Marin*

**OATH OF OFFICE**

*I, ALEX JOHNSON, do solemnly swear or affirm that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution for the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

*Director, Strawberry Recreation District*

NAME OF OFFICE

\_\_\_\_\_  
SIGNATURE OF APPOINTEE AS REQUIRED BY EC SECTION 200

\_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
SIGNATURE OF PERSON ADMINISTERING OATH

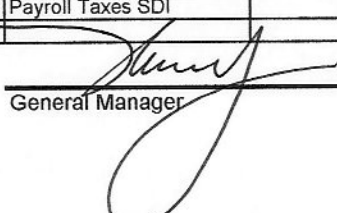
\_\_\_\_\_  
TITLE OF PERSON ADMINISTERING OATH

Before taking office, each member must take and subscribe to the Oath of Office before a governing board member, other school officer, state or county officer, judicial officer or notary public, to be filed with the County Clerk/Registrar of Voters. (Gov. Code 1360-1369)

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

On the 11th day of April 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD2808	Alber, Mary C	Paystub	298.37
DD2809	Allan, Trevor R	Paystub	197.53
DD2810	Benyon, Skye L	Paystub	216.05
DD2811	Dohoney, Trinity J	Paystub	1,933.69
DD2812	Ernst, Brittney L	Paystub	2,477.18
DD2813	Feliciano, Justin A	Paystub	2,327.22
DD2814	Gazzola, Jesse M	Paystub	173.42
DD2815	Griswold, Loren M	Paystub	3,375.49
DD2816	Jackson-Torres, Selena N	Paystub	415.41
DD2817	Johnson, Tristan E	Paystub	34.96
DD2818	Kempler, Julian	Paystub	222.22
DD2819	Leon, Christen J	Paystub	590.57
DD2820	McCall, Justin M	Paystub	1,869.51
DD2821	Miller-Hall, ChaBrea T	Paystub	307.28
DD2822	Octavio, Eleanor A	Paystub	69.96
DD2823	Octavio, Samantha	Paystub	73.84
DD2824	Paual, Christian	Paystub	201.19
DD2825	Royal, Anna I	Paystub	131.68
DD2826	Ruliffson, Sofia	Paystub	68.60
DD2827	Sacchetto, Marco J	Paystub	2,327.22
DD2828	Saltzman, Andrew J	Paystub	171.00
DD2829	Shapiro, Nancy R	Paystub	3,777.10
DD2830	Siddiqi, Sofia I	Paystub	163.24
DD2831	Wank, Lainey S	Paystub	119.35
DD2832	Wright, Owen B	Paystub	245.31
9220	Judson, Colin L	payroll Checks	142.66
	CAL PERS	payroll Checks	3716.03
	Quickbooks	Quickbooks Payroll fees	191.75
		3131.00 Payroll Taxes FWT	7812.00
		3793.76 Payroll Taxes FICA	
		887.24 Payroll Taxes MCARE	
	State taxes	1258.56 Payroll taxes SWT	1616.44
		82.53 Payroll Taxres SUI	
		275.35 Payroll Taxes SDI	
			35266.27

  
 General Manager

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

3/8/2023

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	7128.08	Total Cash	276.00
Youth Daycamp	2394.00	Total Checks	72365.94
Youth Contract Class	0.00	<u>Total</u>	72641.94
Halloween Event	0.00		
Pool Drop-In	40.00		
Adult Group Ex	455.00		
Adult Enrichment	460.00		
Adult Basketball	20.00		
Aquatics Pool Pass	0.00		
Swim Team Fees	0.00		
Aquatics Guest Fees	20.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	96.00		
Pool cancellation	0.00		
Tennis Lessons	520.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Faciliites Rental	330.00		
Deposits Held on Rental	1000.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Marketing	1050.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	59128.86		
Credit Transfer	0.00	0	
	72641.94		

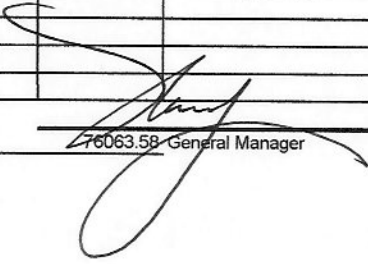




On the 11th day of April 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		Amount
809312524	Alek Cordeiro		Youth Contract Services/Contrac	2,695.00
809312525	CAPRI	1,826.19	Youth Workman's Comp	5,694.50
		1,588.61	Pool Workman's Comp	
		1,115.98	Facilities Workman's Comp	
		1,163.72	Admin Workman's Comp	
809312526	Cintas Corporation	193.87	Supplies(usable)	387.74
		193.87	Pool Maint Supplies	
809312527	Darlene Elko		Youth Contract Services/Contrac	1,512.00
809312528	Firemaster		Facilities Contract Service	385.00
809312529	Goodman's Building Supply	180.73	Supplies(usable)	206.84
		26.11	Pool Chemicals	
809312530	HRT Academia De Tennis LLC		Tennis Contract Services	9,758.40
809312531	Katia McHaney		Youth Contract Services/Contrac	2,268.00
809312532	Landesign Construction and Maint. Inc	614.00	Zone V Contract Service	2,804.00
		2,190.00	Facilities Field Contract serv	
809312533	Language and Cultural Center, Inc.		Youth Contract Services/Contrac	7,131.60
809312534	Marin County Arborists, Inc.		Facilities Contract Service	685.00
809312535	Mill Valley StorAll		Facilities Supplies	2,760.00
809312536	PlayWell TEKologies		Youth Contract Services/Contrac	3,027.50
809312537	Douglas Hee		Youth Daycamp	748.00
	Strawberry Recreation District		Payroll Clearing Account	36,000.00
Total				76,063.58

Total 76063.58 General Manager



# STRAWBERRY RECREATION DISTRICT

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

March 8, 2023

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

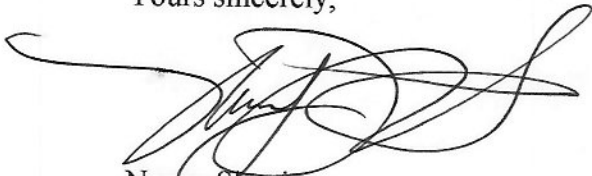
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six hundred Fourteen and 00/100 (614.00) 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 April 11 2023 .

Yours sincerely,



Nancy Shapiro  
District 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](http://www.strawberry.marin.org)

March 1, 2023

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 Thirty one Thousand three Hundred Twenty and 00/100 (31320.00) FROM the Strawberry Recreation District Measure A Fund Account #80998551 TO the Strawberry Recreation District Operational Fund Account #80938551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on April 11, 2023.

Yours sincerely,



Nancy Shapiro  
District 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](http://www.strawberry.marin.org)

March 1, 2023

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

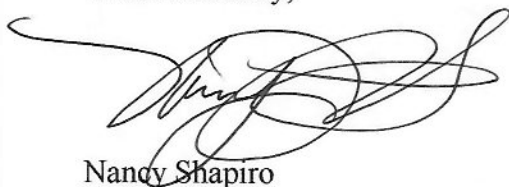
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Fifty Nine Thousand One Hundred Twenty-eight and 86/100 (59128.86) TO the Strawberry Recreation District Measure A Fund Account #80998551 FROM the Strawberry Recreation District Operational Fund Account #80938551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on April 11, 2023.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

On the 8th day of March 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:


Warrant in Favor of		Purpose	Amount
809312505	Black Market Surf	Youth Rec Supplies/Jr. Berries	1,257.15
809312506	Comcast	Admin IT	487.84
809312507	Cosco Fire Protection, Inc.	Facilities Contract Service	800.00
809312508	Delta Dental of California	49.54 Admin Dental	420.09
		99.08 Facilities Full Time Dental	
		172.39 Pool Full Time Dental	
		99.08 Youth Dental	
809312509	Elly Hakami	Youth Contract Services/Contrac	2,097.60
809312510	Henry Kingdon	Adult Contract Services	441.00
809312511	HRT Academia De Tennis LLC	Tennis Contract Services	11,665.31
809312512	Katharine Rittenburg	Admin Acct/Audit/bookkeeping	993.75
809312513	Katherine Hale	2,730.00 Youth Contract Services/Contrac	3,990.00
		1,260.00 Youth Contract Serv/Jr. Berries	
809312514	Kathryn Johnston	Youth Contract Serv/Jr. Berries	1,708.43
809312515	Keith A Pollack	Youth Contract Services/Contrac	2,097.60
809312516	L&M Distribution, Inc.	Facilities Parks Repairs(emp)	251.61
809312517	Landesign Construction and Maint. Inc.	Facilities Field Contract serv	1,093.00
809312518	Lynn Patrick Stein	Youth Contract Services/Contrac	7,889.00
809312519	Marco Torresi	Pickleball	1,575.00
809312520	McGovern, Inc.	Measure A Expense	5,705.00
809312521	Michael Friedman/Skill Samurai	Adult Contract Services	3,351.60
809312522	Peggy Lanergan Strong	Adult Enrichment Classes	4,053.00
809312523	PG&E	8,490.33 Pool Utilities	10,229.31
		1,738.98 Facilities Utilities	
Total			60,106.29

Total 60,106.29 General Manager

Strawberry Recreation District  
 Internal Revenue Summary Sheet  
 Week Ending:

118 East Strawberry Drive  
 Mill Valley, California 93931  
 3/1/2023

Youth Playclub	3124.60	Total Cash	157.00
Youth Daycamp	0.00	Total Checks	404729.60
Youth Contract Class	0.00	Total	404886.60
Halloween Event	0.00		
Pool Drop-In	0.00		
Adult Group Ex	250.00		
Adult Enrichment	130.00		
Adult Basketball	50.00		
Aquatics Pool Pass	0.00		
Swim Team Fees	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	12.00		
Pool cancellation	0.00		
Tennis Lessons	0.00		
Tennis rental	0.00		
Tennis Membership	35.00		
Facilities Rental	1285.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Cove	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	400000.00	1035	
	404886.60		



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

Payroll Date 2-24-23

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

On the 8th day of March 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD2783	Alber, Mary C	Paystub	165.75
DD2784	Allan, Trevor R	Paystub	212.15
DD2785	Benyon, Skye L	Paystub	321.52
DD2786	Dohoney, Trinity J	Paystub	1,855.13
DD2787	Ernst, Brittney L	Paystub	2,477.18
DD2788	Feliciano, Justin A	Paystub	2,327.23
DD2789	Gazzola, Jesse M	Paystub	283.38
DD2790	Griswold, Loren M	Paystub	3,375.49
DD2791	Harlow, Georgia M	Paystub	49.38
DD2792	Jackson-Torres, Selena N	Paystub	695.00
DD2793	Johnson, Tristan E	Paystub	136.04
DD2794	Kempler, Julian	Paystub	477.37
DD2795	Leon, Christen J	Paystub	537.21
DD2796	McCall, Justin M	Paystub	1,855.14
DD2797	Miller-Hall, ChaBrea T	Paystub	622.56
DD2798	Octavio, Eleanor A	Paystub	42.75
DD2799	Octavio, Samantha	Paystub	42.75
DD2800	Paual, Christian	Paystub	157.30
DD2801	Royal, Anna I	Paystub	65.43
DD2802	Ruliffson, Sofia	Paystub	145.75
DD2803	Sacchetto, Marco J	Paystub	2,327.23
DD2804	Saltzman, Andrew J	Paystub	342.03
DD2805	Shapiro, Nancy R	Paystub	3,777.10
DD2806	Siddiqi, Sofia I	Paystub	345.90
DD2807	Wright, Owen B	payroll Checks	76.14
	CAL PERS	payroll Checks	3716.03
	Quickbooks	Quickbooks Payroll fees	81.25
		3292.79 Payroll Taxes FWT	8132.23
		3922.16 Payroll Taxes FICA	
		917.28 Payroll Taxes MCARE	
	State taxes	1260.97 Payroll taxes SWT	1672.86
		127.21 Payroll Taxres SUI	
		284.68 Payroll Taxes SBI	
			36315.28

General Manager





Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

118 East Strawberry Drive  
Mill Valley, California 93931  
2/22/2023

---

Youth Playclub	3993.35	Total Cash	369.00
Youth Daycamp	0.00	Total Checks	4455.35
Youth Contract Class	300.00	Total	4824.35
Halloween Event	0.00		
Pool Drop-In	0.00		
Adult Group Ex	220.00		
Adult Enrichment	30.00		
Adult Basketball	95.00		
Aquatics Pool Pass	162.00		
Swim Team Fees	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	24.00		
Pool cancellation	0.00		
Tennis Lessons	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Cove	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	
	4824.35		



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

2/15/2023

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	10530.18	Total Cash	3877.00
Youth Daycamp	2394.00	Total Checks	18012.18
Youth Contract Class	3044.00	<u>Total</u>	21889.18
Halloween Event	0.00		
Pool Drop-In	0.00		
Adult Group Ex	440.00		
Adult Enrichment	100.00		
Adult Basketball	40.00		
Aquatics Pool Pass	0.00		
Swim Team Fees	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	37.00		
Pool cancellation	0.00		
Tennis Lessons	1040.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Faciliites Rental	3264.00		
Deposits Held on Rental	1000.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Cove	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	
	21889.18		



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

Warrant Date 2-15-23

On the 8th day of March 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809312483	VOID	VOID	0.00
809312484	Bank of Marin 5590	42.98 Admin Office Supplies	2,876.62
		227.31 Supplies(usable)	
		76.40 Admin Employee Relations	
		62.35 Admin Brochure/Marketing	
		23.00 Youth Rec Supplies/Playclub	
		542.00 Supplies(usable)	
		70.01 Youth Rec Supplies/Playclub	
		29.08 Youth Rec Supplies/Playclub	
		105.74 Admin Office Supplies	
		16.23 Admin IT	
		60.52 Adult Rec Supplies	
		14.99 Admin IT	
		1,415.12 Admin IT	
		41.08 Youth Rec Supplies/Playclub	
		101.59 Admin Employee Relations	
		32.43 Pool Supplies	
		14.99 Admin IT	
809312485	CAL PERS-medical	1,827.48 Pool Full Time Medical	6,417.29
		1,827.48 Facilities Full Time Medical	
		1,827.48 Youth Medical	
		21.11 Admin Medical	
		913.74 Facilities Full Time Medical	
809312486	Comcast Elevator	Admin Telephone	206.66
809312487	Comcast Telephone	Admin Telephone	398.78
809312488	Donna Hamilton	Adult Contract Services	195.00
809312489	Henry Kingdon	546.00 Adult Contract Services	2,821.00
		2,275.00 Adult Contract Services	
809312490	Karen Bohlin	Adult Contract Services	225.00
809312491	Kathryn Yost Saturay	Adult Contract Services	682.50
809312492	Megan Scott	Adult Contract Services	585.00
809312493	Nancy Mimms	Adult Contract Services	520.00
809312494	Ragghianti Freitas LLP	Admin Legal Fees	3,194.00
809312495	Ronnie Sharpe	Youth Adv/Promo	150.00
Total			18,271.85

Total 18271.85 General Manager



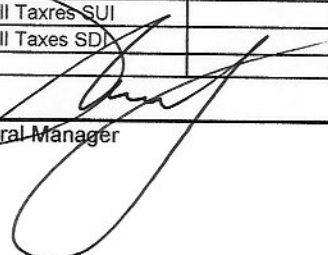
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 2-10-23

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

On the 8th day of March 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD2759	Alber, Mary C	Paystub	145.86
DD2760	Allan, Trevor R	Paystub	91.45
DD2761	Benyon, Skye L	Paystub	308.64
DD2762	Dohoney, Trinity J	Paystub	1,827.39
DD2763	Ernst, Brittney L	Paystub	2,477.16
DD2764	Feliciano, Justin A	Paystub	2,327.22
DD2765	Gazzola, Jesse M	Paystub	363.75
DD2766	Griswold, Loren M	Paystub	3,375.49
DD2767	Harlow, Georgia M	Paystub	69.95
DD2768	Jackson-Torres, Selena N	Paystub	564.16
DD2769	Johnson, Tristan E	Paystub	139.93
DD2770	Kempler, Julian	Paystub	415.64
DD2771	Leon, Chrishten J	Paystub	598.80
DD2772	McCall, Justin	Paystub	1,827.39
DD2773	Miller-Hall, ChaBrea T	Paystub	708.95
DD2774	Octavio, Eleanor A	Paystub	264.29
DD2775	Octavio, Samantha	Paystub	369.23
DD2776	Paua, Christian	Paystub	175.42
DD2777	Royal, Anna I	Paystub	123.05
DD2778	Ruliffson, Sofia	Paystub	265.78
DD2779	Sacchetto, Marco J	Paystub	2,327.22
DD2780	Saltzman, Andrew J	Paystub	330.36
DD2781	Shapiro, Nancy R	Paystub	3,777.10
DD2782	Wright, Owen B	Paystub	194.55
9218	Cripwell, Charlotte G	payroll Checks	58.52
9219	Judson, Colin L	payroll Checks	120.73
	CAL PERS	payroll Checks	3716.03
	Quickbooks	Quickbooks Payroll fees	190.00
		3279.79 Payroll Taxes FWT	8268.57
		4043.18 Payroll Taxes FICA	
		945.60 Payroll Taxes MCARE	
	State taxes	1252.42 Payroll Taxes SWT	1727.20
		181.33 Payroll Taxes SUI	
		293.45 Payroll Taxes SDI	
			37149.83

  
 General Manager

## STRAWBERRY RECREATION DISTRICT

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

February 8, 2023

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

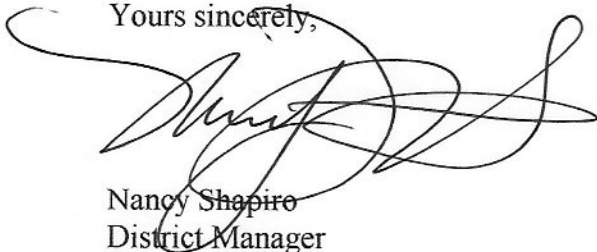
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six hundred Fourteen and 00/100 (614.00) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone 5 De Silva Account #80958551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on March 8, 2023.

Yours sincerely,



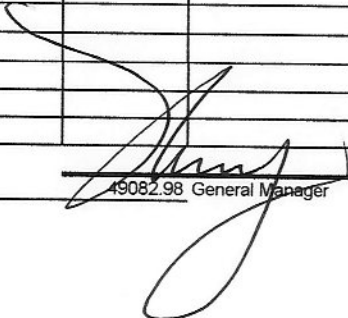
Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

On the 8th day of March 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809312471	Cintas Corporation	187.28	Supplies(usable)		374.56
		187.28	Pool Maint Supplies		
809312472	Firemaster		Facilities Contract Service		647.61
809312473	Fowler Electric Service, Inc.		Measure A Expense		5,398.00
809312474	Hydrex Pest Control		Facilities Contract Service		70.00
809312475	Kathryn Yost Saturay		Adult Contract Services		441.00
809312476	Landesign Construction and Maint. Inc	2,190.00	Facilities Field Contract serv		2,804.00
		614.00	Zone V Contract Service		
809312477	Lincoln Aquatics		Pool Chemicals		679.81
809312478	OConnor & Company		Admin Acct/Audit/bookkeeping		1,200.00
809312479	Planeteria Media LLC		Admin Web Site		50.00
809312480	Jasmine Bean		Adult Enrichment Classes		39.00
809312481	Ma Victoria Paul		Tennis Membership		379.00
809312482	Strawberry Recreation District		Payroll Clearing Account		37,000.00
Total					49,082.98

Total  49082.98 General Manager

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

2/8/2023

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	0.00	Total Cash	229.00
Youth Daycamp	1596.00	Total Checks	42052.73
Youth Contract Class	0.00	Total	42281.73
Halloween Event	0.00		
Pool Drop-In	40.00		
Adult Group Ex	465.00		
Adult Enrichment	120.00		
Adult Basketball	10.00		
Aquatics Pool Pass	0.00		
Swim Team Fees	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	95.00		
Pool cancellation	0.00		
Tennis Lessons	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	1365.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	399.00		
Facilities Property Rental	0.00		
Other Cove	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	38191.73		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	42281.73		



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

2/1/2023

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	2165.28	Total Cash	3474.00
Youth Daycamp	4866.40	Total Checks	14508.18
Youth Contract Class	300.00	<u>Total</u>	17982.18
Halloween Event	0.00		
Pool Drop-In	0.00		
Adult Group Ex	220.00		
Adult Enrichment	310.00		
Adult Basketball	0.00		
Aquatics Pool Pass	0.00		
Pool swim Team Fees	0.00		
Aquatics Guest Fees	10.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	100.00		
Pool cancellation	0.00		
Tennis Lessons	0.00		
Tennis rental	3000.00		
Tennis Membership	0.00		
Facilities Rental	1400.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	8.00		
Facilities Property Rental	1800.00		
Other Cove	3802.50		
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	
	17982.18		







# STRAWBERRY RECREATION DISTRICT

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

February 1, 2023

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 One Hundred Ninety-one and 25100 (191.25) TO the Strawberry Recreation District Operational Fund Account #80938551 FROM the Strawberry Recreation District Zone IV 04, Measure B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on February 14, 2023.

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](http://www.strawberry.marin.org)

February 1, 2023

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

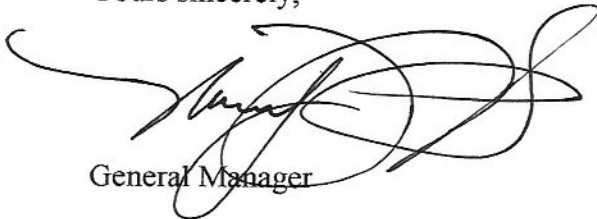
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Three Thousand Eight Hundred Two and 50100 (3802.50) FROM the Strawberry Recreation District Operational Fund Account #80938551 TO the Strawberry Recreation District Zone IV 04, Measure B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on February 14, 2023.

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 1-27-23

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

On the 14th day of February 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD2734	Alber, Mary C	Paystub	59.67
DD2735	Allan, Trevor R	Paystub	179.25
DD2736	Benyon, Skye L	Paystub	267.50
DD2737	Dohoney, Trinity J	Paystub	2,161.19
DD2738	Ernst, Brittney L	Paystub	2,477.17
DD2739	Feliciano, Justin A	Paystub	2,327.22
DD2740	Gazzola, Jesse M	Paystub	367.97
DD2741	Griswold, Loren M	Paystub	3,375.50
DD2742	Harlow, Georgia M	Paystub	49.39
DD2743	Jackson-Torres, Selena N	Paystub	690.89
DD2744	Johnson, Tristan E	Paystub	139.91
DD2745	Kempler, Julian	Paystub	288.07
DD2746	Leon, Christen J	Paystub	444.45
DD2747	McCall, Justin	Paystub	851.38
DD2748	Miller-Hall, ChaBrea T	Paystub	693.90
DD2749	Octavio, Eleanor A	Paystub	104.94
DD2750	Paul, Christian	Paystub	131.68
DD2751	Royal, Anna I	Paystub	238.69
DD2752	Ruliffson, Sofia	Paystub	180.05
DD2753	Sacchetto, Marco J	Paystub	2,327.22
DD2754	Saltzman, Andrew J	Paystub	264.28
DD2755	Shapiro, Nancy R	Paystub	3,777.09
DD2756	Siddiqi, Sofia I	Paystub	392.55
DD2757	Wehr, Nicole J	Paystub	126.20
DD2758	Wright, Owen B	Paystub	152.27
9217	Judson, Colin L	payroll Checks	58.52
	CAL PERS	payroll Checks	3502.73
	Quickbooks	Quickbooks Payroll fees	82.75
		2686.00 Payroll Taxes FWT	7281.86
		3724.76 Payroll Taxes FICA	
		871.10 Payroll Taxes MCARE	
	State taxes	1093.36 Payroll taxes SWT	1720.65
		356.94 Payroll Taxres SUI	
		270.35 Payroll Taxes SDI	
			34714.94

\_\_\_\_\_  
 General Manager

# STRAWBERRY RECREATION DISTRICT

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

January 25, 2023

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

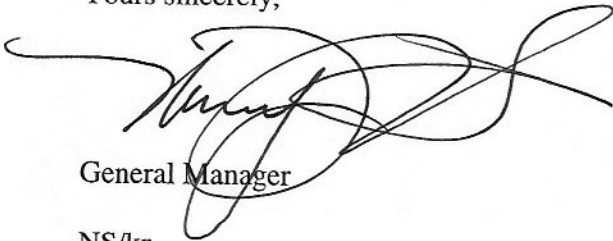
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Two Hundred Forty and 98/100 (240.98) TO the Strawberry Recreation District Operational Fund Account #80938551 FROM the Strawberry Recreation District Zone IV 04, Measure B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on February 14, 2023.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

1/25/2023

118 East Strawberry Drive  
Mill Valley, California 93931

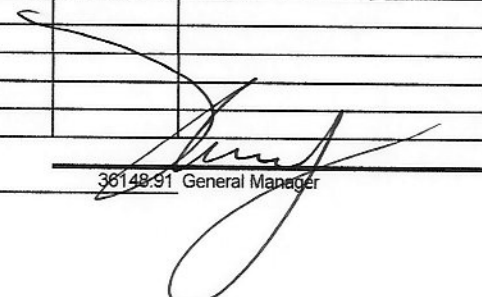
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Youth Playclub	0.00	Total Cash	508.50
Youth Daycamp	0.00	Total Checks	13767.50
Youth Contract Class	3025.00	Total	14276.00
Halloween Event	0.00		
Pool Drop-In	0.00		
Adult Group Ex	15.00		
Adult Enrichment	335.00		
Adult Basketball	40.00		
Aquatics Pool Pass	0.00		
Pool swim Team Fees	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	2.00		
Pool cancellation	0.00		
Tennis Lessons	250.00		
Tennis rental	0.00		
Tennis Membership	399.00		
Facilities Rental	7862.50		
Deposits Held on Rental	0.00		
Facilities Field Rental	7.50		
Facilities Property Rental	2340.00		
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	
	14276.00		



On the 14th day of February 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809312454	Barbara Wambach		Zone IV Outflow-Maint. Spec Tax		41.49
809312455	Bay Planning Coalition		Zone IV Outflow-Maint. Spec Tax		150.00
809312456	Comcast		Admin IT		487.84
809312457	Delta Dental of California	49.54	Admin Dental		420.09
		99.08	Facilities Full Time Dental		
		172.39	Pool Full Time Dental		
		99.08	Youth Dental		
809312458	Tirrell Graham		Zone IV Outflow-Maint. Spec Tax		49.49
809312459	Strawberry Recreation District		Payroll Clearing Account		35,000.00
Total					36,148.91

Total 36,148.91 General Manager  


# STRAWBERRY RECREATION DISTRICT

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

January 18, 2023

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

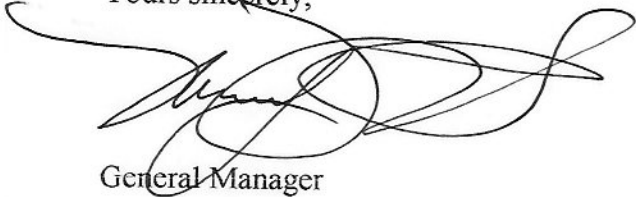
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six Hundred Ninety-three and 35/100 (693.75) FROM the Strawberry Recreation District Operational Fund Account #80938551 TO the Strawberry Recreation District Zone IV 04, Measure B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on February 14, 2023.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper





Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

118 East Strawberry Drive  
Mill Valley, California 93931

1/18/2023

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Youth Playclub	324.18	Total Cash	5749.00
Youth Daycamp	5600.00	Total Checks	10827.53
Youth Contract Class	0.00	Total	16576.53
Halloween Event	0.00		
Pool Drop-In	0.00		
Adult Group Ex	0.00		
Adult Enrichment	330.00		
Adult Basketball	20.00		
Aquatics Pool Pass	252.00		
Pool swim Team Fees	8983.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	70.00		
Pool cancellation	5.00		
Tennis Lessons	0.00		
Tennis rental	0.00		
Tennis Membership	299.00		
Faciliites Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Zone Iv Cove	693.35		
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	
	16576.53		




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

Payroll Date 1-13-23

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

On the 14th day of February 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD2710	Alber, Mary C	Paystub	66.30
DD2711	Allan, Trevor R	Paystub	36.58
DD2712	Benyon, Skye L	Paystub	51.43
DD2713	Bohner, Pamela G	Paystub	91.45
DD2714	Dohoney, Trinity J	Paystub	2,193.35
DD2715	Ernst, Brittney L	Paystub	2,477.18
DD2716	Feliciano, Justin A	Paystub	2,327.22
DD2717	Gazzola, Jesse M	Paystub	42.29
DD2718	Griswold, Loren M	Paystub	3,375.48
DD2719	Harlow, Georgia M	Paystub	57.61
DD2720	Jackson-Torres, Selena N	Paystub	320.75
DD2721	Kempler, Julian	Paystub	139.91
DD2722	Leon, Christen J	Paystub	98.76
DD2723	Miller-Hall, ChaBrea T	Paystub	98.76
DD2724	Octavio, Eleanor A	Paystub	38.86
DD2725	Octavio, Samantha	Paystub	54.41
DD2726	Paual, Christian	Paystub	36.58
DD2727	Ruliffson, Sofia	Paystub	68.58
DD2728	Sacchetto, Marco J	Paystub	2,327.22
DD2729	Shapiro, Nancy R	Paystub	3,777.10
DD2730	Siddiqi, Sofia I	Paystub	69.96
DD2731	Wank, Lainey S	Paystub	41.15
DD2732	Wehr, Nicole J	Paystub	226.10
DD2733	Wright, Owen B	Paystub	76.13
9211	Cripwell, Charlotte G	payroll Checks	36.58
9212	Judson, Colin L	payroll Checks	36.58
9213	Nichols, Cale B	payroll Checks	91.45
9214	Royal, Anna I	payroll Checks	82.30
9215	Saltzman, Andrew J	payroll Checks	124.38
9216	Teese, Peter	payroll Checks	91.45
	CAL PERS	payroll Checks	3360.53
	Quickbooks	Quickbooks Payroll fees	196.00
		2633.00 Payroll Taxes FWT	6607.28
		3220.98 Payroll Taxes FICA	
		753.30 Payroll Taxes MCARE	
	State taxes	1063.60 Payroll taxes SWT	1712.99
		415.61 Payroll Taxes SUI	
		233.78 Payroll Taxes SDI	
			30432.70

  
 General Manager



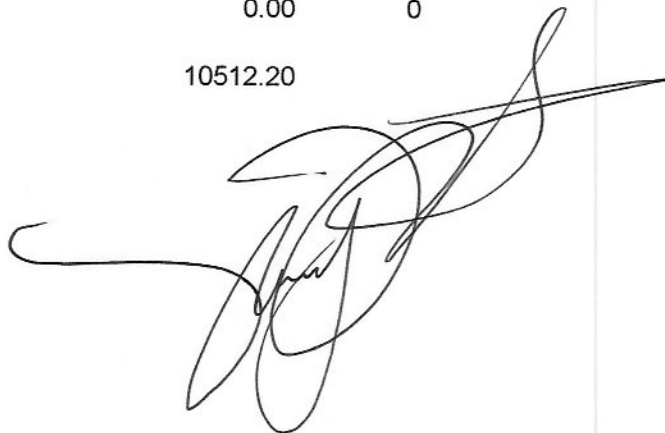
Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

118 East Strawberry Drive  
Mill Valley, California 93931  
1/11/2023

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Youth Playclub	0.00	Total Cash	0.00
Youth Daycamp	7501.20	Total Checks	10512.20
Youth Contract Class	648.00	Total	10512.20
Halloween Event	0.00		
Pool Drop-In	0.00		
Adult Group Ex	345.00		
Adult Enrichment	0.00		
Adult Basketball	0.00		
Aquatics Pool Pass	0.00		
Pool swim Team Fees	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Pool cancellation	0.00		
Tennis Lessons	0.00		
Tennis rental	0.00		
Tennis Membership	778.00		
Facilities Rental	240.00		
Deposits Held on Rental	1000.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Marin clean energy	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	

10512.20



## 2023 March GM Board Update

### Financials – see attached

### Facilities

#### Personnel

- We're excited to welcome Justin McCall (Facilities Lead) to our SRD team. He started on January 17<sup>th</sup> and is already adjusted to most of his core tasks. He comes to us with a wide spectrum of experience, including construction, maintenance and janitorial. He is also an avid outdoorsman, who enjoys fishing frequently.

#### Facilities

- The outdoor storage enclosures 1 and 2 have been completely reimagined, to better fit the district's needs. We've removed the fence and wall that separated the two storage units and installed a 120 sq ft maintenance storage shed.
- The Maintenance Shed has been cleaned out and reorganized to increase ease of use and production efficiency.
- SRD security cameras helped identify two individuals who illegally dumped their household garbage in our dumpster. The sheriff contacted the two individuals to ensure it doesn't happen again and inform them of the consequences of illegal dumping.
- We determined that two of our six skylights on the second-floor roof were leaking. We contracted with McGovern Skylights to replace all six, and on February 22<sup>nd</sup> they completed the installation.
- The storage area above the spa has been cleaned and reorganized, including the removal of the old metal railing, and broken ADA lift.
- Kone Elevator Co. has been awarded a new contract for elevator/conveyance maintenance. On their first visit they demonstrated improved skills and professionalism over our previous vendor.
- The elevator passed the State smoke and alarm tests on February 16<sup>th</sup>. We also had all repairs completed for DIR compliance on the same day. The elevator is fully permitted through October.
- The 1<sup>st</sup> Floor Meeting Room heater failed in January, and Downing heating is searching for replacement pieces. However, the unit is antiquated, and if parts aren't acquired then replacement may be necessary.
- The Monterey Pine above Reggie Park is slate for removal on April 10<sup>th</sup>.
- The interior live oaks were treated for mold and aphids on March 2<sup>nd</sup>.
- The electrician replaced the old fluorescent light fixtures in the loft – providing better light and a more updated look.
- The electrician installed wiring for several more security cameras.
- SRD is upgrading the sound system equipment in the gym. Work expected to be completed by end of March or early April.
- Working with electrician to find cost effective solutions to update main floor bathroom ceiling lights.

#### Athletic Fields:

- On January 1<sup>st</sup>, we awarded Landesign a new month-to-month landscape maintenance contract.
  - Loren is working closely with them to direct weekly work around the facility.
  - Due to the rain, the fields continue to be too wet to mow.
- Martin Bros. has been contracted to perform the spring field repairs, which will be primarily major refurbishments to the majors infield.
- Landesign performed Spring 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 is waiting for final permit approval and hopes to move forward with the spa renovation by the end of April.
- A new concrete v-ditch drainage system has also been built behind the spa to alleviate the excess water pressure behind the spa wall.
- A Lap lane time clock has been mounted on the east wall to better assist swimmers with checking their times.
- We've installed a new down spout in front of the wader closet to better mitigate water runoff on the pool deck.
- The teaching pool heater was replaced with a spare unit we purchased several years ago. Maintaining a spare unit helped SRD avoid downtime.

## **Parks:**

- The dock gangway at Harbor Cove Park has sustained moderate damage during the December storms. We're looking to contract with Lind Marine to address the issue this spring.
- Erosion along the Harbor Cove Pathway needs to be addressed. Will review with Lind Marine during visit.
- The new Eckels/Riedel Memorial Bench installation has been completed at Brickyard Park. Its located at the northwest end of the park and pays tribute to two longtime Strawberry residents.
- Due to excessive trash at the Water Tank Hill benches, we're working with Mill Valley Refuse on placing up to two new trash receptacles near the benches.

## **Aquatics**

- Spring A swim lessons were sold on February 14. Most classes sold out, but some older level classes still have a few spaces remaining. Almost \$26,000 for 6 weeks of lessons.
- Q2 Pool Memberships on sale March 14 at 10:00 am (Valid April 4 – June 25, 2023)
- Starting to draft Spring B & Summer swim lesson schedule.
- Spring B swim lessons will go on sale Tuesday, March 28 @ 10:00am and begin April 17.
- Offering 2 lifeguarding courses April 14-16 & June 2-4. Hoping to get new hires from the class participants.
- Job posting for lifeguards and swim instructors on Zip Recruiter and sent to all our patrons.
- A new hire named Celeste joining us as a swim instructor and soon to be lifeguard.
- The Lifeguard Recertification course took place March 5 with Brittney for 2 staff members.
- All seasonal staff was contacted about returning this summer. We have 10 returning this summer and currently have 9 year-round staff continuing with us through the summer.
- Will be recruiting for fall lifeguards because many of our current guards are seniors in high school.

## **Recreation**

### **Youth and After School Enrichment Programs**

- Spring Session will be starting on March 20<sup>th</sup> and currently we have 30 -45 kids per day for Play Club/enrichment+
- Lauren will be a new Play Club staff starting on Tuesday March 14<sup>th</sup> and she has been a camp counselor for the last two summer camps.
- On Fridays we cook with all the Play Club kids who attend.

- The Spring session of youth after school programs added 3 new classes. **Nerf Archery, Chess and Taekwondo**

#### **Summer Camp**

- Summer Camp registration is strong, with some sessions sold out as of February.
- We started the hiring process for camp. We have 19 returning camp counselors this summer.
- Registration numbers as of 3/13 listed below. Current registration represents roughly 80% of potential revenue opportunity.

Session 1: 78/90

Session 2: 73/90

Session 3: **Sold out**

Session 4: 79/90

Session 5: **Sold out**

Session 6: 79/90

Session 7: 44/90

Session 8: 58/75

#### **Jr Berries**

- We added Thursdays & Saturdays to our soccer program to help with additional families that wanted to register.
- Jr. Berries soccer program has 65 kids in the Saturday and Sunday program combined.
- We have a new phonics' class for toddlers on Mondays and the class has had back-to-back sell outs.

#### **Adult Programs**

- Beginning Bridge 2 series – 24 registrations
- Drop in Newcomer Bridge averages - 14 registrations
- Two over One Bridge with Peggy – 39 registrations
- Pickleball Clinics are all SOLD OUT! Total of 7 different series for both Beginner and Intermediate level players. Will be offering more pickleball clinics this summer.
- Latest Paint & Sip "Sweet Treats" – 11 registrations
- Adult Spanish Beginner Class – 11 registrations
- iPhone class
  - 5 Essential Skills on iPhone - 9 registrations
  - Advance iPhone – 3 registrations
- Mac Book tech class
  - Getting started with your Mac – 6 registrations
  - Advanced Mac – 6 registrations
- Exploring the possibility of offering adult cooking classes and sketching series
- Offering new 3-week bridge series titled "No Trump Systems" from 4/13 – 4/27

#### **Youth & Family Workshops:**

- Family Paint "Bears, Bears, Bears – 7 registrations – 21 total participants
- 3/11: LEGO "Discover Pi Day" workshop – 10 registrations
- Intro to Coding workshop – SOLD OUT – 12 registrations

#### **Group exercise:**

- Vinyasa Yoga Classes started and are averaging 4 people per class.

#### **Rentals**



### **Field Rentals**

- Soccer Kids will continue to rent field A
- TPPL's season will likely start in April due to the soggy fields
- Coach Miles will be returning and renting field b during the spring
- Legends booked on Majors for 5 or 6 weeks this summer

### **Facility Rentals**

- 7 one-time building rentals for the month of March as of 3/13/23
- Lots of last-minute requests for weekend indoor birthday parties

### **Events**

- SRD Business Appreciation Lunch for Program Partners, Periodic Renters, Business Partners & Board. April 13 or 14 – New Event
- Confirmed summer Poolside Jams dates on 7/22/23, 8/12/23, & 9/9/23 from 1:00PM – 4:00PM
- Strawberry Community Night – August 22

### **Misc.**

#### **Mill Valley Refuse Service**

- presenting a new rate proposal during the May Board meeting.

#### **Milland Dr. Update**

- Received memo from Atty regarding Milland Dr. possible uses.
- Use extremely limited by deed when transferred to SRD.
  - Current deed doesn't allow for any type of construction, designated as open space.
  - Atty checking if any other options exist.

#### **Employee Handbook Updates**

- Waiting on Capri HR lawyer for next steps

#### **Strawberry Recreation & Parks Foundation**

- Sent Board recruiting letter to our email distribution list
  - One person interested so far
  - Will do more marketing and outreach

