

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, October 10, 2023
Closed Session 5:15 p.m.
Open Session 6:00 p.m.

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

Accessibility for Individuals with Disabilities

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

1. Call to Order and Roll Call
2. **CONVENE IN CLOSED SESSION: CLOSED SESSION AGENDA**
 - A. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to California GovernmentCode § 54956.9(d)(2). Number of potential case(s): one.
3. **OPEN SESSION AGENDA** – Members of the public may comment on any agenda item (limit: two mins per person).
4. **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.
5. Approval of the Minutes of August 8, September 12, 2023.
6. **Discussion/Action:** Receive presentation and discuss permitting teleconferencing at board meetings.
Recommended Action: Give direction to staff
7. **Discussion/Action:** Non-renewal of 'License and Maintenance Lease Agreement' for 90 Century Dr. beginning February 1, 2024, as recommended by BCDC.
Recommended Action: Approve
8. **Discussion/Action:** Board to discuss bid for installing 4th set of bleachers and replace seats/foot boards on existing three sets of bleachers.
Recommended Action: Approve
9. **Discussion/Action:** Board to discuss date for Brown Act Training
Recommended Action: Approve date for training
10. General Manager's Report
 - Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants; Review Weekly Deposit Reports; Transfer of Funds
 - Financial and Operations Summary

Adjournment.

Next Regular Session Board Meeting is November 14, 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
September 12, 2023

Attending Board Members: Pam Bohner, Cale Nichols, Peter Teese, Sohrab Saghezchi
General Manager – Nancy Shapiro, County Counsel – Kate Stanford
Members of the Community: 5

Meeting open at 6:12p, reporting out of Closed Session:

- Board approves staff raise increases for merit, market, and cola.

Nancy presents financial data presentation--available to the public upon request.

Item #6: GM requests moving funds from the General Fund to the Reserve Fund--approximately \$1 million

- motion to approve, Cale, second Peter, unanimous vote

Item #7: GM and ad hoc committee to discuss family rec open swim options for pool members:

- Cale/Nancy summarize our plan: more family swim reservations available, staffing discussion, logistics
- Community input was around greater access to the pool, open swim, fewer impediments to access
- SRD to develop a working plan to address concerns around access, goal of spring 2024 revisions, staff given direction

Item #8: HR ad hoc committee to requests entering a First Addendum to the General Manager Employment Agreement

- making Nancy eligible for merit increases, Cale motions, Sohrab, seconds, unanimous

Item #9: HR ad hoc to recommend staff pay increases for SRD staff

- motion to approve what was agreed upon in closed session, Sohrab motions, Pam seconds, unanimous

Item #10: GM to present bid and gain approval to fix the elevator floor

- floor is rotting, Peter motions, Sohrab, seconded, unanimous

Item #11: Approval of minutes from August 8th meeting: not received

Item #12: General Manager's report; fiscal reports; Pam motioned, Peter seconded, unanimous

Item #13: New business; Brown Act training to be added to a future agenda

Item #14: Open time for public expression; none

Meeting closes at 7:49p; next meeting 10/03 then 10/10

Teleconferencing Under the Brown Act

Kate Stanford

Deputy County Counsel

County of Marin

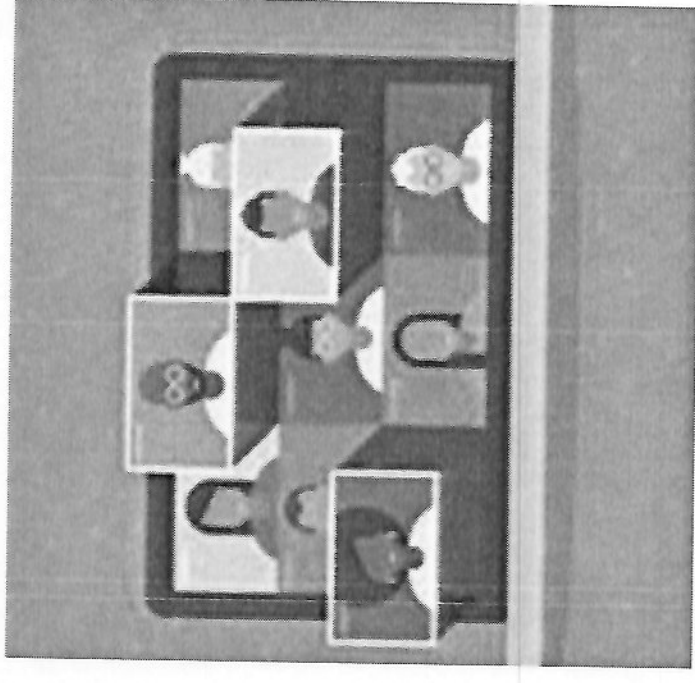
Background

- Brown Act provides teleconferencing options
- The decision to use teleconferencing is within the discretion of the legislative body
- No person has a right under the Brown Act to have a meeting by teleconference
- Generally, all board meetings "shall be open and public" (Gov't Code sec. 54953 (a))
- "The legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law." (Gov't Code sec. 54953 (b)(1))

Teleconferencing – “Traditional” Brown Act Rules

Teleconferencing allowed only if specific, challenging criteria are met, including:

- Must post agenda at the teleconference location;
- Agenda must identify the teleconference location;
- Location must be publicly accessible, and public must be able to comment at the teleconference locale (e.g., cannot be in transit);
- Generally, at least a quorum must participate from locations within the boundaries of the agency; and
- Votes must be by roll call.



New Teleconferencing Rules for the Post-Covid Transition (AB 2449)

New options for remote appearance are available ONLY if the following threshold conditions are met:

- 1) A majority of the legislative body is meeting on site at a single physical location within the body's jurisdiction identified on the agenda and open to the public;
- 2) The meeting provides a means by which the public may remotely hear and visually observe the meeting and remotely address the legislative body with opportunity to comment in real time; and
- 3) The agenda for the meeting identifies the audio/visual call-in option for the public by which the public may access the meeting and provide comment.

New Teleconferencing Rules for the Post-Covid Transition (AB 2449)

If threshold conditions are met, members may participate remotely (with video and audio) if there is "just cause" or "emergency circumstances"

- "Just Cause" = (1) childcare or caregiving need for an immediate family member; (2) contagious disease; (3) need related to a physical or mental disability; or (4) travel while on official business for state or local government
- "Emergency Circumstances" = a physical or family medical emergency that prevents a member from attending in person

Should be requested at earliest opportunity; administrative requirements, including adding item to agenda; legislative body must take action (vote) to allow remote participation on the basis of "emergency circumstances"

New Teleconferencing Rules for the Post-Covid Transition (AB 2449)

Limitations:

- Member may only appear remotely based on “just cause” twice per year.
- No member can appear remotely for more than three consecutive months or for more than 20 percent of regularly meetings.
- Meeting must halt if disruption to teleconferencing technology
- Members appearing remotely must use both audio and video
- Members appearing remotely must disclose any individuals over the age of 18 who are present in the room in which they are appearing remotely

Set to sunset December 31, 2025

LICENSE AND MAINTENANCE LICENSE AGREEMENT

THIS LICENSE AND MAINTENANCE AGREEMENT is entered into this 9th day, of February 2022, by and between the **STRAWBERRY RECREATION DISTRICT** (hereinafter, "SRD"), and Dirk Ivory, owner of 90 Century Drive, Mill Valley, CA 94941 (hereinafter "licensee") (collectively referred to as "parties"), effective date of license term is 02.01.2022.

RECITALS

1. Licensee owns 90 Century Drive, Mill Valley, CA 94941. Licensee has caused to be built beach stairs and a deck (hereinafter referred to as "improvements" or "premises").as shown on Attachment A, Beach Access stair on APRN 043-271-58.
2. Stairs as shown on Attachment B are on SRD's property. Licensee has requested, and SRD has agreed, that a portion of SRD's property be made available to Licensee for the continued placement of stairs and deck (hereinafter referred to as "improvements" or "premises"). Attached hereto as Exhibit B is a diagram of the portion of the property which is being made available by SRD for such purposes.
3. SRD and Licensee desire to obtain a nonexclusive license to maintain the premises.

AGREEMENT

In consideration of the foregoing Recitals, which are incorporated herein as though set forth in full, and in consideration of the mutual promises and covenants set forth in this Agreement, the parties agree as follows:

1. DESCRIPTION OF PREMISES

The premises are herein described as 30 square foot portion of SRD property depicted as Exhibit A, Assessor Parcel No. 043-271-58.

2. USE

- 2.1. SRD hereby grants to Licensee a nonexclusive revocable license to the Premises specifically for stairs.
- 2.2. SRD acknowledges that Licensee constructed the stairs and grants the Licensee the right to maintain or upgrade the stairs in order to comply with BCDC or ADA specifications and to remain open to the public. Any other uses by Licensee not specifically granted herein shall be requested by written notice to SRD. Licensee shall not unreasonably interfere with SRD's use of its property by any work herein authorized except as separately agreed upon by the SRD. Licensee agrees to comply with all applicable laws and regulations when using Premises for the purposes referenced herein.
- 2.3. Licensee acknowledges that they are accepting the premises in "as-is" condition.
- 2.4. Licensee shall be responsible for the maintenance and upkeep of their improvements referred to in Section 1, in a safe condition in accordance with all applicable laws, ordinances, rules, orders and regulations of any federal, state, regional, SRD or municipal entities having jurisdiction.
- 2.5. Licensee shall be responsible to ensure public right of way and shall not cause any blockage of the public right of way to the shoreline.
- 2.6. Licensee shall seek the approval of SRD prior to any replacement, modification, repair, removal, and maintenance of Licensee's improvements on any portion of the Premises that requires excavation of soil, disturbance or removal of vegetation, or

the use of heavy machinery. SRD shall not unreasonably withhold consent for any work deemed by BCDC to be necessary under applicable BCDC permit.

- 2.7. Licensee shall obtain all necessary and required permits in accordance with all applicable laws, ordinances, rules, orders, and regulations of any federal, state, regional, SRD or municipal entities having jurisdiction to perform the work described herein.

3. TERM

- 3.1. This Agreement shall become effective on the date of its execution and shall remain effective until revoked by SRD or Licensee.
- 3.2. SRD and/or Licensee may revoke this Agreement upon (60) days' notice in writing. Licensee shall have no right of appeal to this revocation.
- 3.3. Within sixty (60) calendar days of the termination of this Agreement as provided for herein, Licensee shall ensure the property is restored to its original condition, ordinary wear and tear accepted.

4. REPRESENTATIONS REGARDING LICENSE

- 4.1. Licensee shall not represent to any party that they possess rights or obligations with respect to the Premises other than those contained within this license or contained in other binding instruments, nor shall they represent to any party that they have the ability or right to convey, transfer, assign or pass this License Agreement or possessory rights to the premises to another party except that Licensee shall disclose the encroachment of SRD property upon sale of property and shall notify SRD of sale of property.

5. ASSIGNMENT

- 5.1. Assignment of this license agreement shall require the written consent of SRD.

6. FEES

- 6.1. SRD shall charge Licensee \$100.00 monthly for the use of property, beginning February 1, 2022.
- 6.2. If Licensee fails to make any payment of this license to SRD within five (5) days after it is due, interest shall accrue on the overdue amount, from the date overdue until the date paid, at the overdue rate of 5 percent.

7. COMPLIANCE WITH LAWS.

- 7.1. Licensee shall, at all times during the Term, comply (and shall cause its employees, agents, visitors, and licensee, to comply) with all laws, codes, statues, ordinances, and regulations applicable to this Agreement and licensee's use of property.

8. HOLD HARMLESS AND INDEMNIFICATION

- 8.1. SRD shall in no case be liable for any damage, injury or death, and Licensee hereby waives all claims against SRD for damage, injury or death to any person or property, arising or asserted to have arisen from any cause whatsoever in connection with the use or work on the Premises by Licensee. Licensee agrees to indemnify, hold harmless and defend the SRD of and from any and all loss, cost, damage, liability, and expense, including attorneys' fees arising out of any claim for damage, injury or death to any person or property in, on or about the Premises or any improvements thereon arising from Licensee or its officers, agents, contractors, or volunteers' negligence or willful misconduct.

8.2. Licensee hereby waive any claim against SRD, its Board of Directors, officers, employees, or agents for any and all damage or loss caused in connection with, or as a result of the denial of any permit, or due to any suit or proceedings directly or indirectly attacking the validity of this agreement or any part hereof, or as a result of any judgment or award in any suit or proceeding declaring this agreement null, void or voidable, or delaying the same or any part thereof from being carried out.

9. COVENANT FOR MECHANIC'S LIENS

9.1. Licensee will save SRD free and harmless and indemnify it against any and all claims for labor and materials in connection with any improvements, repairs, or alterations to the Premises made by Licensee and also the cost of defending against any and all such claims including reasonable attorneys' fees and court costs.

9.2. Licensee will save SRD free and harmless and indemnify it against any and all claims for labor and materials in connection with any improvements, repairs, or alterations to the Premises made by Licensee and also the cost of defending against any and all such claims including reasonable attorneys' fees and court costs.

10. INSURANCE

10.1. As Licensee has performed maintenance and repairs of the premises, and plans to perform additional maintenance and repairs, licensee shall, at licensee's own cost and expense, shall maintain liability insurance on an "occurrence" basis for the benefit of licensee as named insured with a limit of not less than \$1,000,000 Combined Single Limit and \$2,000,000 aggregate in connection with licensee's use of the Premises and shall add SRD, their officers, elected and appointed officials, agents, boards, commissions, volunteers and employees as additional insured against claims for bodily injury, death, personal injury and property damage liability via an additional insured endorsement that accompanies and modifies the certificate of insurance. All such insurance shall be effected under valid and enforceable policies and shall be issued by insurers licensed to do business in the State of California and with general policy holder's rating of at least A and financial rating of VIII or better as rated by A.M. Best's Insurance reports and shall provide that the County shall receive thirty (30) days written notice from the insurer prior to any cancellation of coverage or diminution of limits.

10.2. On or before the date this License is entered into, Licensee shall furnish SRD with a certificate and endorsement evidencing the aforesaid insurance coverages and renewal policies or certificates shall be furnished to SRD at least thirty (30) days prior to the expiration date of each policy.

11. WAIVER OF SUBROGATION RIGHTS

The Licensee hereby grants to SRD, on behalf of any insurer providing insurance to either of them with respect to the Premises, a waiver of any right of Subrogation, which any insurer of one party may acquire against the other by virtue of payment of any loss under such insurance.

12. DISPUTES

Any dispute or claim in law or equity between Licensee and SRD arising out of this agreement, if not resolved by informal negotiation between the parties, shall be mediated by referring it for mediation to the nearest office of Judicial Arbitration and Mediation Services, Inc. (JAMS) or Resolution Remedies in San Rafael, California.

Licensee and SRD shall select a mutually agreeable mediator. If mediation proves unsuccessful, the parties may avail themselves of other remedies.

13. JURISDICTION

- 13.1 This Agreement shall be administered and interpreted under the laws of the State of California. Jurisdiction of litigation arising from this Agreement shall be in that State. Venue shall be Marin County, California.
- 13.2 The parties each waive any federal court removal rights they may have. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null, and void insofar as it is in conflict with said laws, but the remainder of this Agreement shall be in full force and effect.

14. NOTICES

All notices given under this Agreement shall be in writing and shall be deemed to have been given (1) when delivered personally or enclosed in a properly addressed envelope and deposited in a United States post Office for delivery by registered or certified mail addressed to the parties at the below addresses; or (2) when sent by email or facsimile to the parties at the below numbers or addresses and upon the receipt by the sending party of written confirmation by the receiving party:

Strawberry: SRD
 Attn: General Manager, Nancy Shapiro
 118 E. Strawberry Drive
 Mill Valley, CA 94941
 Email: GM@strawberryec.org

Licensee: Dirk Ivory
 Attn: Alan DeMarche
 90 Century Drive
 Mill Valley, CA 94941
 Email: alan@coolshadow.com

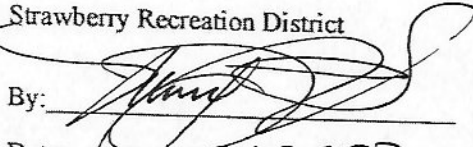
15. MISCELLANEOUS

- 15.1. Severability. If any provision(s) of this Agreement is (are) determined to be legally invalid, the parties hereto agree that that particular provision shall be null and void, but that the remainder of this Agreement shall remain in full force and effect.
- 15.2. No Third-Party Beneficiary. This Agreement is not intended and shall not be construed so as to grant, provide, or confer any benefits, rights, privileges, claims, causes of action or remedies to any person or entity as a third-party beneficiary under any statutes, laws, codes, ordinances or otherwise.
- 15.3. No Waiver. No waiver of any default under this Agreement shall constitute or operate as a waiver of any subsequent default hereunder, and no delay, failure or omission in exercising or enforcing any right, privilege or option under this Agreement shall constitute a waiver, abandonment, or relinquishment thereof.
- 15.4. Entire Agreement and Amendment. The Agreement, including all exhibits and referenced documents, constitutes the entire Agreement of the parties with respect to the matters contained herein. No modification of or amendment to the Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of the Agreement, are of no force or effect.
- 15.5. Construction. Each party had an opportunity to consult with an attorney in reviewing and drafting this Agreement. Therefore, the usual construction against the drafting party shall not apply to this Agreement.

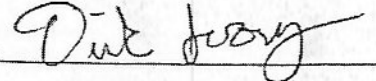
15.6. Authority to Sign. The persons executing this Agreement warrant that they are duly authorized to do so and that this Agreement is a legally binding obligation on the party that each of them represents.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

Strawberry Recreation District

By: 
Date: 2.10.2022

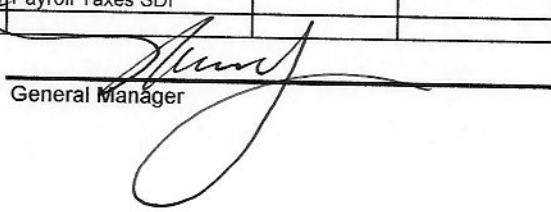
Dirk Ivory

By: 
Date: 2-9-22

*** PAYROLL CLEARING***

On the 10th day of October 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
DD3362	Alber, Mary C	Paystub	150.89
DD3363	Allan, Trevor R	Paystub	271.62
DD3364	Bohner, Catherine E.	Paystub	487.17
DD3365	Diaz, Celeste C	Paystub	932.87
DD3366	Dohoney, Trinity J	Paystub	2,029.65
DD3367	Ernst, Brittney L	Paystub	2,552.91
DD3368	Void	Paystub	0.00
DD3369	Griswold, Loren M	Paystub	3,488.81
DD3370	Jackson-Torres, Selena N	Paystub	844.01
DD3371	Kempler, Julian	Paystub	125.92
DD3372	Lacey, Hannah W	Paystub	299.27
DD3373	McCall, Justin M	Paystub	2,006.45
DD3374	Miller-Hall, ChaBrea T	Paystub	784.71
DD3375	Octavio, Amelia L	Paystub	225.41
DD3376	Octavio, Samantha	Paystub	119.35
DD3377	Sacchetto, Marco J	Paystub	2,505.74
DD3378	Saltzman, Andrew J	Paystub	590.57
DD3379	Shapiro, Nancy R	Paystub	3,960.76
DD3380	Skomer, Auden R	Paystub	73.86
DD3381	Skomer, Avery A	Paystub	329.22
DD3382	Stewart, Raiya M	Paystub	557.99
DD3383	Wank, Lainey S	Paystub	53.50
DD3384	Greenberg, Olivia	Paystub	1,075.48
	CAL PERS	payroll Checks	3780.37
	Quickbooks	Quickbooks Payroll fees	216.00
	3293.00	Payroll Taxes FWT	8287.64
	4047.94	Payroll Taxes FICA	
	946.70	Payroll Taxes MCARE	
	State taxes	1277.24 Payroll taxes SWT	1650.34
		79.30 Payroll Taxres SUI	
		293.80 Payroll Taxes SDI	
			37400.51


 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

October 4, 2023

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

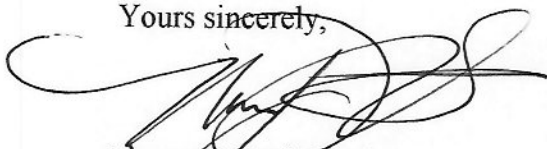
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Three Hundred Eighty Thousand Nine Hundred Forty-one and 27/100 (380,941.27) 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 October 10, 2023.

Yours sincerely,



Nancy Shapiro
General Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/4/2023

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	2518.97	Total Cash	2450.00
Jr Berries	0.00	Total Checks	6502.97
Youth Contract Class	0.00	<u>Total</u>	8952.97
Adult Basketball	0.00		
Swim Team Fees	0.00		
Adult Group Ex	220.00		
Adult Enrichment	582.00		
Pool Drop-In	40.00		
Pool misc	0.00		
Aquatics Pool Pass	594.00		
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	0.00		
Facilities Rental	3816.00		
Deposits Held on Rental	1000.00		
Facilities Field Rental	170.00		
Facilities Property Rental	0.00		
Other Zone IV	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00	0	
	8952.97		



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

September 27, 2023

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

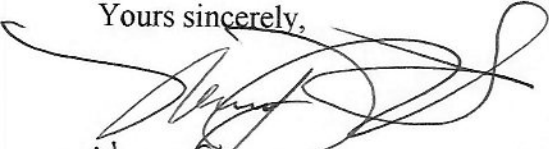
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Nine Thousand Two hundred Twenty-eight and 04/100 (9228.04) 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 October 10, 2023.

Yours sincerely,



Nancy Shapiro
General Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

9/27/2023

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	679.00
Jr Berries	0.00	Total Checks	17261.42
Youth Contract Class	400.00	<u>Total</u>	17940.42
Adult Basketball	50.00		
Swim Team Fees	0.00		
Adult Group Ex	200.00		
Adult Enrichment	1244.00		
Pool Drop-In	0.00		
Pool misc	5.00		
Aquatics Pool Pass	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		
Faciliites Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	6789.38		
Facilities Property Rental	0.00		
Other Zone IV	9228.04		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00	0	
	17940.42		



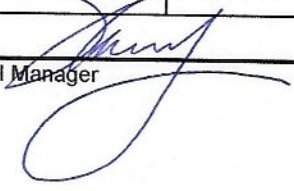
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 9-22-23

*** PAYROLL CLEARING***

On the 10th day of October 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
DD3334	Alber, Mary C	Paystub	96.03
DD3335	Allan, Trevor R	Paystub	623.22
DD3336	Bohner, Pamela G	Paystub	91.45
DD3337	Brooks, Abigail K	Paystub	77.73
DD3338	Diaz, Celeste C	Paystub	417.02
DD3339	Dohoney, Trinity J	Paystub	2,873.77
DD3340	Ernst, Brittney L	Paystub	3,097.58
DD3341	Greenberg, Olivia K	Paystub	901.50
DD3342	Griswold, Loren M	Paystub	4,205.09
DD3343	Hakman, Josh O	Paystub	186.55
DD3344	Jackson-Torres, Selena N	Paystub	701.27
DD3345	Johnson, Tristan E	Paystub	432.09
DD3346	Kempler, Julian	Paystub	395.08
DD3347	Lacey, Hannah W	Paystub	291.50
DD3348	May, Grainne C	Paystub	536.71
DD3349	McCall, Justin M	Paystub	2,783.80
DD3350	Miller-Hall, ChaBrea T	Paystub	793.46
DD3351	Nichols, Cale B	Paystub	91.45
DD3352	Octavio, Eleanor A	Paystub	95.56
DD3353	Royal, Anna I	Paystub	21.53
DD3354	Sacchetto, Marco J	Paystub	3,129.27
DD3355	Saltzman, Andrew J	Paystub	549.84
DD3356	Shapiro, Nancy R	Paystub	5,125.20
DD3357	Skomer, Auden R	Paystub	128.26
DD3358	Skomer, Avery A	Paystub	432.10
DD3359	Stewart, Raiya M	Paystub	256.06
DD3360	Teese, Peter	Paystub	91.45
DD3361	Wank, Lainey S	Paystub	69.95
9289	Philippart, Chloe A	Paystub	81.63
	CAL PERS	payroll Checks	5131.56
	Quickbooks	Quickbooks Payroll fees	92.50
		5254.79 Payroll Taxes FWT	11677.85
		5205.62 Payroll Taxes FICA	
		1217.44 Payroll Taxes MCARE	
	State taxes	2064.56 Payroll taxes SWT	2531.87
		89.49 Payroll Taxes SUI	
		377.82 Payroll Taxes SDI	
			48009.93


 General Manager

On the 10th day of October 2023, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose				
809312860	Ammi Publishing Comp, Inc.		Community Night Expense			499.00
809312861	Black Market Printing		Halloween			1,111.98
809312862	CAL PERS-medical	1,827.48	Pool Full Time Medical			5,499.98
		1,827.48	Facilities Full Time Medical			
		1,827.48	Youth Medical			
		17.54	Admin Medical			
809312863	Comcast		Admin IT			755.36
809312864	Comcast Telephone		Admin Telephone			389.18
809312865	Downing Heating & Air Conditioning, Ir	936.47	Pool Repairs & Maintenance			1,426.47
		490.00	Pool Repairs & Maintenance			
809312866	Hydrex Pest Control		Facilities Contract Service			70.00
809312867	Karen Bohlin		Adult Contract Services			300.00
809312868	Kone San Francisco U381		Measure A Expense			20,103.38
809312869	Landesign Construction and Maint. Inc.		Facilities Field Contract serv			1,333.80
809312870	Megan Scott		Adult Contract Services			375.00
809312871	Mill Valley Refuse Service, Inc.	168.34	Facilities Repairs(emp)			431.96
		263.62	Facilities Parks Repairs(emp)			
809312872	Nancy Mimms		Adult Contract Services			450.00
809312873	Rebecca Callaway		Pool Contract Services			486.00
809312874	Tirrell Graham		Zone IV Outflow-Maint. Spec Tax			112.00
809312875	Strawberry Recreation District		Payroll Clearing Account			50,000.00
Total						83,344.11

Total 83344.11 General Manager

22

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

September 20, 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 Twenty Thousand One Hundred Three and 38/100 (20103.38) 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 October 10, 2023.

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

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San Rafael, CA 94903

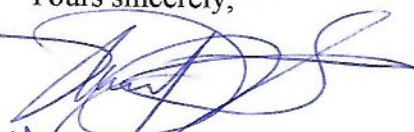
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of One Hundred Twelve and 00/100 (112.00) 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 October 10, 2023.

Yours sincerely,



Nancy Shapiro
General Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

9/20/2023

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	7146.95	Total Cash	1492.00
Jr Berries	0.00	Total Checks	10701.70
Youth Contract Class	4206.75	<hr/>	<hr/>
Adult Basketball	0.00	Total	12193.70
Swim Team Fees	0.00		
Adult Group Ex	648.00		
Pool Drop-In	0.00		
Adult Enrichment	90.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	30.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	72.00		
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 Zone IV	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00	0	
	12193.70		



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

September 13, 2023

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

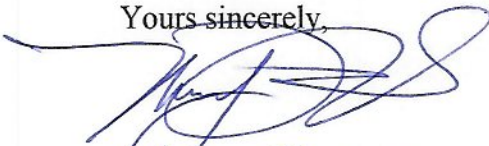
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of One Million and 00/100 (1000000.00) FROM the Strawberry Recreation District Operational Fund Account #80938551 TO the Strawberry Recreation District Replacement Reserves Fund Account #80968551 .

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on October 10, 2023.

Yours sincerely,



Nancy Shapiro
General Manager

NS/kr

Cc: Bookkeeper



STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive / Mill Valley / California 94941-2594
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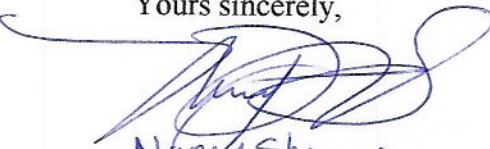
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Three Thousand Six and 00/100 (3006.00) 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 October 10, 2023.

Yours sincerely,



Nancy Shapiro
General Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

9/13/2023

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	1340.86	Total Cash	1221.00
Jr Berries	0.00	Total Checks	30408.86
Youth Contract Class	0.00	<u>Total</u>	31629.86
Adult Basketball	70.00		
Swim Team Fees	21100.00		
Adult Group Ex	440.00		
Pool Drop-In	0.00		
Adult Enrichment	50.00		
Adult Enrichment	0.00		
Aquatics Pool Pass	6498.00		
Aquatics Guest Fees	10.00		
Aquatics Pool Classes	300.00		
Pool Adult classes	169.00		
Pool cancellation	0.00		
Tennis Lessons	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	1000.00		
Facilities Field Rental	652.00		
Facilities Property Rental	0.00		
Other Zone IV	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00	0	
	31629.86		



October GM Board Update

Financial

Facilities

Facilities:

- A new Carrier Gas furnace was installed for the heating of the 1st floor meeting room by Downing Heating on 10/2.
- To restore airflow to the north heater room, Downing will be installing a replacement blower on 10/19.
- Pressure washing of all concrete walls on the aquatics deck completed 9/29.
- Fusion completed the installation of the Wi-Fi extender on 9/11 and reestablished connection with the Reggie Park camera.
- Work on shoring up the 3rd floor deck with support beams has started.
- The third-floor ramp railing posts have been filled and stained, as well as caps added for improved longevity.
- All Halloween tents, and other items have been inventoried and prepped for the festival.
- All four of the ash trees in the parking lot islands were pruned in the parking lot on 9/12.

Athletic Fields:

- Application of Kikuyu grass herbicides scheduled for October 16th and 23rd.
- The four benches along Belvedere have been refurbished to match the new look of the minor's field bleachers.
- One bench has been removed from in front of the practice Field A gate and relocated to the minor's field.
- We're garnering bids from bleacher contractors to install a fourth section of bleachers, and replace the existing wood seat with composite boards.

Aquatics / Water:

- Backwash tank and sump pump are scheduled for cleaning on 10/17.
- Herb's replaced Teaching pool pump #2, as well as several gauges on throughout the pumphoom.
- Downing rebuilt the back-up pool heater and stored it in the maintenance shed.

Parks:

- Ten yards of mulch were spread at Brickyard Park on 10/6.
- Hadley Construction began the Harbor Cove dock repairs on 10/5 and expects to have all repairs completed by 10/13.
- Hadley is also providing pricing for the replacement of 20 feet of the seawall adjacent to the dock.

Aquatics

- Summer lessons concluded August 17th.
- Fall Swim Lessons were broken up into two sessions (A) & (B) - 6 weeks each. 35 classes were offered and only a few classes had a few spaces remaining in the classes.

- It is worth noting that the classes did not fill up in minutes like we have seen. You could have registered within the first 30 minutes of opening and had options to choose from. (Added a few private lessons options.)
- Q4 Pool Passes went on sale September 8th
 - Sold 195 memberships
- Fall (B) registration opened on September 19th @ 10:00am. 34 classes were offered and with 2 classes that have a few spots remaining. Additionally, a few private lessons were added.
- Aquatics has put ads on Indeed for Swim Teachers/Lifeguards and Aquatic Leads. Trinity and Brittney have conducted 8-10 interviews over the phone and in person. We have hired 1 strong Lifeguard/Swim Instructor but need to hire a few more part time guards/swim instructor.
- Trinity and Brittney are drafting the Winter and Spring Schedule. Q1 Pool Pass will go on sale, 12/12/23.
- Working on for 2024
 - Q3 Weekend Open Family Swim
 - June – September
 - Strawberry Resident Family Rec Drop-In – Timing TBD
 - Scholarship funds for Drop-In Passes – Timing & process TBD
 - Facility changes for increased security for drop-in swim
 - Obtain pricing on fence and gate or closure
 - Installation prior to Q3
 - Increased staffing and weekend MOD
 - 2024 Annual Passes – 10% discount through January 31 – will present to Board for pricing approval
- Information from Marin Pools
 - Novato - Hamilton Pool (Novato annual tax collected \$38M: Source Website)
 - Recreation Department Pool Budget
 - Department submits a balanced budget based on the following
 - All pool revenue including season passes, day passes, lessons & rentals
 - Pool expenses include salaries & some lifeguard training supplies – no operating expenses
 - All operating expenses are in the public works budget – was unable to obtain this information from Novato Public Works, but it must be minimum of \$250,000 - \$300,000 per year in costs.
 - San Rafael – Terra Linda Pool 2023.2024 (San Rafael annual property tax collected \$30.6M: Source Website)
 - Budgeted Revenue - \$336,000
 - Budgeted Expense - \$607,263
 - Budgeted Net Loss - \$271,263
 - Mill Valley – Aquatics & Fitness 2023.2024 (budgeted together) (Mill Valley property tax budget \$24.2M: Source Website)
 - Budgeted Revenue - \$1,088,000
 - Budgeted Expenses - \$1,431,159
 - Budgeted Net Loss - \$343,159

- SRD – 2022.2023 (Strawberry property tax 2022.2023 \$486,422: Actual)
 - Actual Revenue - \$607,017
 - Actual Operating Expenses - \$538,122
 - Actual Capital Expenses - \$86,263
 - Actual Net Loss - \$17,368

Recreation

Youth and After School Enrichment Programs

- Fall session B programs will be *Taekwondo, sewing, tennis, Lego engineering, golf, Spanish, dodgeball, soccer, tinker tech, chess, creative art program, Kung fu and coding.*
- We will be adding a new Kung Fu program for the next session that starts in the middle of October.
- Katia and Company acting program will be returning for the winter session. They have decided to do the Wizard of Oz for this session class.
- Currently we have **162** Play Club kids that attend throughout the week.
- Fall session B enrichment classes and Play Club registration opened on September 18th and most of our enrichment classes have sold out.
- We will be offering a special week during parent-teacher conferences to accommodate the early release times. Play Club will be operating from 12:15pm -6:00pm the entire week of November 13th -17th
- New additional classes for fall session B from enBRIDGEment will be *dodgeball and computer coding.*

Summer Camp Update

This past summer we had **962** campers that attended during the weeks of June 12th -August 18th. The counselors had a great time, and we are looking forward to having many of them return for next summer.

Jr Berries

- Currently we have **119** kids enrolled in the fall and winter session of Jr. Berries soccer.
- Miss Hales weekend art program has returned and the first class was very successful. The parents really appreciated an additional weekend class.
- We have added a new toddler Spanish program for the fall session. Currently we have 5 kids enrolled and we are working on growing this program.

Events

- **Halloween Event – Scary at the Berry**
 - Trick or Treating from 5 – 7:30 pm
 - 3 Food Trucks from 5 – 8 pm
 - Looking for more volunteers to work the event

Misc

- Will be submitting rate increases in November for Board approval

Sport Court Update

- On 10/5, the County issued our first permit for the retaining walls and hard scape around the sport court area. Acustruct has scheduled work to begin on December 1.
 - Work is estimated to take about 2 months, but could be more depending on the weather and amount of rain.
- Permits for the actual court surface, fencing, and lights are in order and the County has indicated they look ready to submit. It's estimated that it will take roughly 2 months for these permits to be approved.
 - Work on the court portion of the project is also estimated to be about 2 months, but again, weather could play a factor.

Zone IV

- Two delays while dredging The Cove area:
 - There was a large broken cement pile laying in the channel that required removal in order to proceed. The pile has been removed. This was a Cove expense.
 - There was a mapping issue around a green channel marker 19 in the Cove area. The turn has been remapped and dredging will resume by October 10th.
- We currently expect the project to be completed by November 13th.

Strawberry Channel Piling Repair

- Marin County is in the process of getting an emergency permit so they can replace pilings in the Strawberry Channel.
 - Temporary pilings will be put in place.
 - Permanent pilings will be installed in the late spring/early summer.

SRD Financial Summary
07/01 - 010/06/2023

	FY 2023.2024			FY 2022.2023		
	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Operating						
Youth Recreation	\$ 175,516	\$ 215,020	\$ (39,504)	\$ 143,564	\$ 153,731	\$ (10,167)
Special Events	\$ 10,950	\$ 12,330	\$ (1,380)	\$ 6,452	\$ 12,213	\$ (5,761)
Adult Rec. Classes	\$ 36,523	\$ 14,976	\$ 21,547	\$ 8,693	\$ 3,299	\$ 5,394
Aquatics	\$ 150,249	\$ 153,593	\$ (3,344)	\$ 133,702	\$ 139,090	\$ (5,388)
Tennis	\$ 44,925	\$ 15,082	\$ 29,843	\$ 23,723	\$ 13,472	\$ 10,251
Facilities	\$ 38,983	\$ 126,594	\$ (87,611)	\$ 44,638	\$ 128,733	\$ (84,095)
Administration	\$ 300	\$ 104,057	\$ (103,757)	\$ 3,793	\$ 141,549	\$ (137,756)
					0	
Total Operating	\$ 457,446	\$ 641,652	\$ (184,206)	\$ 364,565	\$ 592,087	\$ (227,522)
						\$ -
Non Operating						\$ -
Measure A	\$ 53,478	\$ 29,594	\$ 23,884	\$ 135	\$ -	\$ 135
Grants	\$ -	\$ -		\$ 250,000	\$ -	
Property Tax	\$ -	\$ -		\$ 238	\$ -	
Other Funds	\$ 42,283	\$ -	\$ 42,283	\$ 62,676	\$ -	\$ 62,676
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ 108,966	\$ (108,966)
Zone IV	\$ 368,825	\$ 1,306,424	\$ (937,599)	\$ 40,113	\$ 72,891	\$ (32,778)
Zone V		\$ 1,300	\$ (1,300)	\$ 4	\$ 2,536	\$ (2,532)
Other Expenses		\$ (2,904)	\$ 2,904		0.03	\$ (0)
Total Non-Operating	\$ 464,586	\$ 1,334,414	\$ (869,828)	\$ 353,166	\$ 184,393	\$ 168,773
			\$ -			\$ -
Net Rev, Exp & Income	\$ 922,032	\$ 1,976,066	\$ (1,054,034)	\$ 717,731	\$ 776,480	\$ (58,749)
Total Net less Zone IV			\$ (116,435)			\$ (25,971)
Balance Sheet Cash	Sep-23	Sep-22	Change			
General Fund	\$ 1,286,383	\$ 2,033,352	\$ (746,969)			
Replacement Resv	\$ 1,592,048	\$ 585,396	\$ 1,006,652			
Measure A	\$ 162,496	\$ 252,407	\$ (89,911)			
Payroll Clearing	\$ 87,893	\$ 112,892	\$ (24,999)			
Credit Card Acct.	\$ 397,424	\$ 296,769	\$ 100,655			
Loan to Zone IV	\$ 350,000	\$ -	\$ 350,000			
Total	\$ 3,876,244	\$ 3,280,816	\$ 595,428			