

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

**SRD Board Special Meeting Notice and Agenda**  
**Wednesday, March 13, 2024**  
**Closed Session 5:30 pm**  
**Open Session 6:00 pm**

**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. **CONVENE IN CLOSED SESSION: CLOSED SESSION AGENDA**
  - a. **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION** Significant exposure to litigation pursuant to California Government Code § 54956.9(d)(2). Number of potential case(s): two.
3. Announcement from Closed Session
4. **CONVENE IN OPEN SESSION:**
5. **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.
6. **OPEN SESSION AGENDA** – Members of the public may comment on any agenda item (limit: two mins per person).
  - A. New Business Items – Board members to provide brief updates
  - B. Approval of the Minutes of February 13, 2024
  - C. General Manager's Report
    1. Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants; Review Weekly Deposit Reports; Transfer of Funds
    2. Financial and Operations Summary
  - D. **Discussion/Action:** GM to present bids for Major's Field Bleacher Renovation Project  
**Recommended Action:** Discuss and Approve.
  - E. **Discussion/Action:** GM to discuss creating a fundraising committee for new playground  
**Recommended Action:** Provide direction to staff.

Next Regular Session Board Meeting is April 1, 2024, 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.

February 12, 2024 SRD Board Meeting  
Closed Session: nothing to report

Meeting starts, 6:23p: Teese, Saghezechi, Johnson & Bohner

Public Expression: none

New Business Items – Board members to provide brief updates; Alex Johnson resigned from the SRD Board effective post-meeting 2/12. Discussion topic: TPLL minimum rate structure, they have asked for an accounting for rainouts. Board decided to stay with the current

B. Approval of the Minutes of November 14th, 2023 and January 9, 2024; both minutes approved unanimously.

C. General Manager's Report:

- Substantial summer camp revenue increase YOY; 5/9 sessions sold out
- Increase in rentals for parties, etc.
- revenue about \$60k ahead of last year
- Full manager's report available online

1. Fiscal Reports: Approval & Confirmation of Expenditures, Disbursements, Payroll, and Warrants; Review Weekly Deposit Reports; Transfer of Funds

2. Financial and Operations Summary

D. Discussion/Action: Proposal for Major's Field Bleacher Renovation: moved to March mtng

Meeting ends at 7:15p

Next Regular Session Board Meeting is March 12, 2024, at 6:00p

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

3/6/2024

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	7309.82	Total Cash	2870.00
Jr Berries	0.00	Total Checks	11362.82
Youth Contract Class	4998.00	<u>Total</u>	14232.82
Adult Basketball	0.00		
Special event	0.00		
Adult Group Ex	200.00		
Adult Enrichment	480.00		
Pool Drop-In	40.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	20.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	500.00		
Tennis Membership	0.00		
Faciliites Rental	185.00		
Deposits Held on Rental	500.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	0.00		
Admin Grant	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0

14232.82

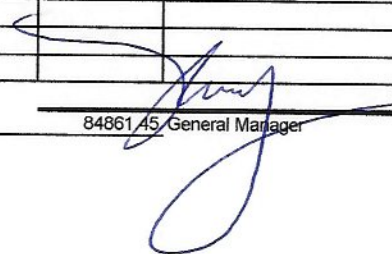




On the 12th day of March 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		
809313138	AcuStruct		Accounts Payable		42,500.00
809313139	Cintas Corporation	256.05	Supplies(usable)		512.09
		256.04	Pool Maint Supplies		
809313140	Comcast		Admin IT		487.84
809313141	Comcast Telephone		Admin Telephone		392.86
809313142	Goodman's Building Supply		Supplies(usable)		427.55
809313143	Henry Kingdon		Adult Contract Services		3,047.10
809313144	Home Depot		Supplies(usable)		187.09
809313145	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		1,200.00
809313146	Landesign Construction and Maint. Inc.		Facilities Field Contract serv		2,925.00
809313147	Lincoln Aquatics		Pool Chemicals		868.58
809313148	VSP	9.12	Admin Medical		63.84
		18.24	Facilities Full Time Medical		
		18.24	Pool Full Time Medical		
		18.24	Youth Medical		
809313149	Your Language and Cultural Center, Inc.		Youth Contract Services/Contra		1,386.00
809313150	Mary Allaire		Pool Pass		863.50
809313151	Strawberry Recreation District		Payroll Clearing Account		30,000.00
Total					84,861.45

Total 84861.45 General Manager




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

Payroll Date 3-8-24

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

On the 12th day of March 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

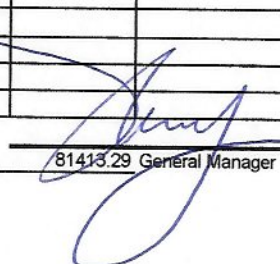
Number	Warrant in favor of	Purpose	Amount
DD3601	Alber, Mary C	Paystub	239.53
DD3602	Diaz, Celeste C	Paystub	829.95
DD3603	Dohoney, Trinity J	Paystub	2,225.05
DD3604	Ernst, Brittney L	Paystub	1,135.12
DD3605	Ferguson, Grant	Paystub	344.93
DD3606	Jackson-Torres, Selena N	Paystub	479.07
DD3607	Khalia Baporla, Faizal	Paystub	980.13
DD3608	Lacey, Hannah W	Paystub	99.69
DD3609	Law, Ryan J	Paystub	1,930.22
DD3610	Linderberg-Cordry, Tarra	Paystub	50.42
DD3611	McCall, Justin M	Paystub	1,973.20
DD3612	Meibeck, Nicholas A	Paystub	269.19
DD3613	Miller-Hall, ChaBrea T	Paystub	504.16
DD3614	Octavio, Amelia L	Paystub	25.32
DD3615	Poulin, Lauren C	Paystub	82.35
DD3616	Sacchetto, Marco J	Paystub	2,519.12
DD3617	Saltzman, Andrew J	Paystub	249.10
DD3618	Shapiro, Nancy R	Paystub	3,973.65
DD3619	Skomer, Auden R	Paystub	229.72
DD3620	Wells, Tucker F	Paystub	119.08
9313	Judson, Colin L	payroll Checks	82.35
9314	Philippart, Chloe A	payroll Checks	221.04
9315	Vaughan, Wyatt O	payroll Checks	258.01
	CAL PERS	payroll Checks	3162.70
	Quickbooks	Quickbooks Payroll fees	212.50
		2556.00 Payroll Taxes FWT	6563.46
		3247.88 Payroll Taxes FICA	
		759.58 Payroll Taxes MCARE	
	State taxes	1039.68 Payroll taxes SWT	1437.20
		109.38 Payroll Taxres SUI	
		288.14 Payroll Taxes SDI	
			30196.26

  
 General Manager

On the 12th day of March 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose			
809313127	AcuStruct		CIP		42,500.00
809313128	Alek Cordeiro		Youth Jr. Berries		8,316.00
809313129	CAL PERS-medical	2,042.82	Pool Full Time Medical		6,148.07
		2,042.82	Facilities Full Time Medical		
		2,042.82	Youth Medical		
		19.61	Admin Medical		
809313130	Delta Dental of California	48.05	Admin Dental		336.35
		96.10	Facilities Full Time Dental		
		96.10	Pool Full Time Dental		
		96.10	Youth Dental		
809313131	Landesign Construction and Maint. Inc.		Facilities Field Contract serv		1,131.90
809313132	Lincoln Aquatics	296.61	Pool Repairs & Maintenance		8,316.34
		965.47	Pool Supplies		
		6,086.90	Pool Repairs & Maintenance		
		967.36	Pool Chemicals		
809313133	Loren Griswold-Expense		Facilities Auto		60.00
809313134	Mike Testa Plumbing		Facilities Contract Service		440.00
809313135	Novato Pool Scene		Pool Repairs & Maintenance		392.50
809313136	PG&E	10,922.91	Pool Utilities		13,160.13
		2,237.22	Facilities Utilities		
809313137	Shaida Aytay	1,000.00	Deposits Held on Rental		612.00
		-388.00	Facilities Rental		
Total					81,413.29

Total 81,413.29 General Manager





Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

2/28/2024

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	3856.48	Total Cash	280.00
Jr Berries	0.00	Total Checks	9142.48
Youth Contract Class	5266.00	<u>Total</u>	9422.48
Adult Basketball	20.00		
Special event	0.00		
Adult Group Ex	0.00		
Adult Enrichment	72.00		
Pool Drop-In	80.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	30.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	98.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Faciliites Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	0.00		
Admin Grant	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0

9422.48



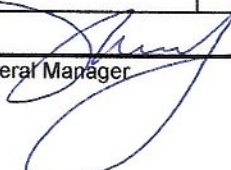
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 2-23-24

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

On the 12th day of March 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD3578	Alber, Mary C	Paystub	150.56
DD3579	Bohner, Pamela G	Paystub	91.25
DD3580	Diaz, Celeste C	Paystub	987.81
DD3581	Dohoney, Trinity J	Paystub	2,225.07
DD3582	Ernst, Brittney L	Paystub	1,101.28
DD3583	Ferguson, Grant	Paystub	539.02
DD3584	Jackson-Torres, Selena N	Paystub	776.39
DD3585	Johnson, Alexander L	Paystub	91.25
DD3586	Khaliya Baporia, Faizal	Paystub	797.32
DD3587	Lacey, Hannah W	Paystub	104.02
DD3588	Law, Ryan J	Paystub	1,946.05
DD3589	Linderberg-Cordry, Tarra	Paystub	147.37
DD3590	McCall, Justin M	Paystub	2,004.02
DD3591	Meibeck, Nicholas A	Paystub	600.37
DD3592	Miller-Hall, ChaBrea T	Paystub	816.88
DD3593	Poulin, Lauren C	Paystub	173.38
DD3594	Sacchetto, Marco J	Paystub	2,519.11
DD3595	Saltzman, Andrew J	Paystub	498.24
DD3596	Shapiro, Nancy R	Paystub	3,973.63
DD3597	Skomer, Auden R	Paystub	134.36
DD3598	Teese, Peter	Paystub	91.25
DD3599	Wells, Tucker F	Paystub	201.20
DD3600	Bohner, Catherine E.	Paystub	123.19
9309	Griswold, Loren M	payroll Checks	9,156.93
9310	Judson, Colin L	payroll Checks	121.36
9311	Philippart, Chloe A	payroll Checks	234.06
9312	Vaughan, Wyatt O	payroll Checks	206.79
	CAL PERS	payroll Checks	3890.28
	Quickbooks	Quickbooks Payroll fees	107.75
		5167.00 Payroll Taxes FWT	11704.38
		5298.26 Payroll Taxes FICA	
		1239.12 Payroll Taxes MCARE	
	State taxes	2149.24 Payroll taxes SWT	2767.59
		148.36 Payroll Taxres SUI	
		469.99 Payroll Taxes SDI	
			48282.16

  
 General Manager



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

2/21/2024

118 East Strawberry Drive  
Mill Valley, California 93931


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Youth Playclub	0.00	Total Cash	324.00
Jr Berries	0.00	Total Checks	17122.50
Youth Contract Class	0.00	<u>Total</u>	17446.50
Adult Basketball	30.00		
Special event	0.00		
Adult Group Ex	15.00		
Adult Enrichment	124.00		
Pool Drop-In	40.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	48.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	67.00		
Pool Seals rental	10062.50		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	4060.00		
Deposits Held on Rental	3000.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	0.00		
Admin Grant	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	17446.50		



On the 12th day of March 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose		
809313117	Academia HRT, Inc.		Tennis Contract Services	12,128.00
809313118	Darlene Elko		Youth Contract Services/Contrac	378.00
809313119	Kathryn Johnston		Youth Contract Serv/Jr. Berries	3,724.00
809313120	Kidscontent		Youth Contract Services/Contrac	2,362.50
809313121	Lind Marine, Inc		Zone IV Outflow-Maint. Spec Tax	78,717.05
809313122	Marin Municipal Water District	405.43	Facilities Utilities	2,027.13
		1,013.57	Pool Utilities	
		608.13	Facilities Field Utilities	
809313123	Miller Pacific Engineering Group		Capital Improvement Projects	12,549.10
809313124	Peggy Lanergan Strong		Adult Enrichment Classes	4,389.00
809313125	Recreation Reimagined		Youth Contract Services/Contrac	2,730.00
809313126	Strawberry Recreation District		Payroll Clearing Account	48,000.00
Total				167,004.78

  
 Total 167,004.78 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 21, 2024

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

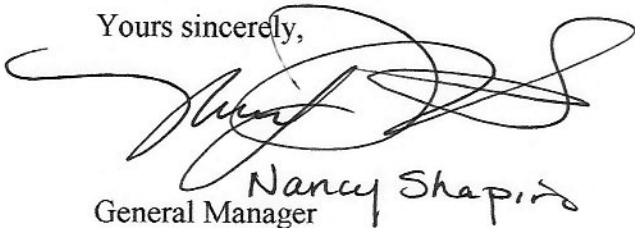
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Seventy-Eight Thousand Seven Hundred Seventeen and 05/100 (78717.05) 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 March 12, 2024.

Yours sincerely,



Nancy Shapiro

General Manager

NS/kr

Cc: Bookkeeper



## 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)

2/14/2024

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

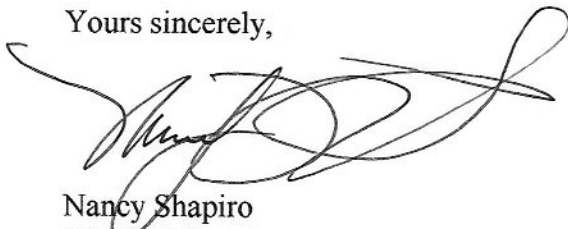
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Nine Thousand Two Hundred Eight and 55/100 (9208.55) 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 March 12, 2024.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

On the 12th day of March 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose			
809313104	Bank of Marin 5590	817.19	Admin Office Supplies		9,120.69
		16.23	Admin IT		
		1,006.91	Youth Rec Supplies/Daycamp		
		371.89	Youth Rec Supplies/Playclub		
		15.99	Admin IT		
		2,316.63	Admin IT		
		15.13	Admin Employee Relations		
		769.30	Sanitation covid-19		
		91.25	Pool Office Expenses		
		37.99	Admin Employee Relations		
		735.00	Pool Repairs & Maintenance		
		148.02	Admin Employee Relations		
		804.12	Admin Advertising		
		92.00	Sanitation covid-19		
		1,590.44	Admin Advertising		
		292.60	Supplies(usable)		
809313105	Comcast Elevator		Admin Telephone		107.41
809313106	Department of Justice		Admin Fingerprinting		32.00
809313107	Karen Bohlin		Adult Contract Services		243.00
809313108	Kone San Francisco U381		Facilities Contract Service		245.00
809313109	Martin Bros. Supply, Inc.		Measure A Expense		9,208.55
809313110	Megan Scott		Adult Contract Services		750.00
809313111	Mill Valley Refuse Service, Inc.	186.19	Facilities Repairs(emp)		475.73
		289.54	Facilities Parks Repairs(emp)		
809313112	Mill Valley Stor-All		Facilities Supplies		2,928.00
809313113	Nancy Mimms		Adult Contract Services		675.00
809313114	Rebecca Callaway		Pool Contract Services		308.40
809313115	Robert Shapiro		Youth Contract Service/Daycamp		750.00
809313116	Hallie Adrian		Deposits Held on Rental		500.00
<b>Total</b>					<b>25,343.78</b>

Total

25343.78 General Manager

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

118 East Strawberry Drive  
Mill Valley, California 93931  
2/14/2024

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Youth Playclub	0.00	Total Cash	434.00
Jr Berries	0.00	Total Checks	7838.40
Youth Contract Class	0.00	<u>Total</u>	8272.40
Adult Basketball	0.00		
Special event	0.00		
Adult Group Ex	440.00		
Adult Enrichment	194.00		
Pool Drop-In	20.00		
Youth Daycamp	5698.40		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Pool cancellation	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	420.00		
Deposits Held on Rental	1500.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	0.00		
Admin Grant	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	8272.40		





**SRD Financial Summary**  
**07/01 - 03/06/2024**

	FY 2023.2024			FY 2022.2023		
<b>Operating</b>	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 833,489	\$ 396,309	\$ 437,180	\$ 725,608	\$ 376,546	\$ 349,062
Special Events	\$ 13,769	\$ 22,161	\$ (8,392)	\$ 8,024	\$ 21,030	\$ (13,006)
Adult Rec. Classes	\$ 60,233	\$ 41,279	\$ 18,954	\$ 48,787	\$ 24,761	\$ 24,026
Aquatics	\$ 335,946	\$ 365,951	\$ (30,005)	\$ 304,215	\$ 339,055	\$ (34,840)
Tennis	\$ 150,521	\$ 58,216	\$ 92,305	\$ 137,882	\$ 59,512	\$ 78,370
Facilities	\$ 105,050	\$ 316,015	\$ (210,965)	\$ 100,271	\$ 279,159	\$ (178,888)
Administration	\$ 405	\$ 274,193	\$ (273,788)	\$ 22,466	\$ 303,524	\$ (281,058)
					0	
<b>Total Operating</b>	\$ 1,499,413	\$ 1,474,124	\$ 25,289	\$ 1,347,253	\$ 1,403,587	\$ (56,334)
						\$ -
<b>Non Operating</b>						\$ -
Measure A	\$ 115,648	\$ 88,298	\$ 27,350	\$ 640	\$ 72,892	\$ (72,252)
Grants	\$ -	\$ -		\$ 250,000	\$ -	
Property Tax	\$ 285,169	\$ -		\$ 271,693	\$ -	
Other Funds	\$ 332,985	\$ -	\$ 332,985	\$ 253,310	\$ -	\$ 253,310
Capital Improvements	\$ -	\$ 327,926	\$ (327,926)	\$ -	\$ 137,270	\$ (137,270)
Zone IV	\$ 649,812	\$ 1,486,848	\$ (837,036)	\$ 307,176	\$ 110,267	\$ 196,909
Zone V	\$ 142	\$ 5,200	\$ (5,058)	\$ 14	\$ 5,012	\$ (4,998)
Other Expenses		\$ (3,116)	\$ 3,116		0	\$ -
<b>Total Non-Operating</b>	\$ 1,383,756	\$ 1,905,156	\$ (806,569)	\$ 1,082,833	\$ 325,441	\$ 757,392
			\$ -			\$ -
<b>Net Rev, Exp &amp; Income</b>	\$ 2,883,169	\$ 3,379,280	\$ (496,111)	\$ 2,430,086	\$ 1,729,028	\$ 701,058
<b>Total Net less Zone IV</b>			\$ 340,925			\$ 504,149
<b>Balance Sheet Cash</b>	<b>Mar-24</b>	<b>Mar-24</b>	<b>Change</b>			
General Fund	\$ 1,822,021	\$ 2,637,634	\$ (815,613)			
Replacement Resv	\$ 1,616,582	\$ 586,570	\$ 1,030,012			
Measure A	\$ 164,348	\$ 227,790	\$ (63,442)			
Payroll Clearing	\$ 107,295	\$ 83,777	\$ 23,518			
Credit Card Acct.	\$ 215,376	\$ 269,971	\$ (54,595)			
Loan to Zone IV	\$ 375,000	\$ -	\$ 375,000			
<b>Total</b>	\$ 4,300,622	\$ 3,805,742	\$ 494,880			

# March 2024 GM Board Update

## Financials

## Facilities

- Working with Landesign to maintain the fields and keeping the grass crosscut at a lower level for faster drying of the grass.
- Cleaned out Dugouts and Snack Shack ready for TPLL baseball season
- Replaced Emergency key lock for heavy duty anti-cut lock plus changed the codes for all of facility numerical locks
- Replaced a lost/stolen lock and chain at Brickyard Park, gave new codes only to SRD staff and MVRs driver
- Hung white board on facilities office door so that all full-time staff can add tasks under the right buckets of work
- Replaced lighting fixture in facilities office with new Energy efficient LED
- Replaced water filters in staff kitchen and started a maintenance schedule for them
- Annual Fire extinguisher and Ansul Fire suppression system inspections completed- PASSED on both
- Ordered a new mirror replacement for women's bathroom
- Worked with GM to come up with a daily/weekly/monthly/annually task list
  - Checking tools and maintaining fluids
  - Checking electrical outlets, sinks, toilets, lights, HVAC systems etc.
  - Daily am property/facility walks

## Aquatics

- Trinity is selling Spring break privates for April 8-11
- Q2 pool pass has been advertised and created on RecDesk
- Q2 pool pass registration will be March 13<sup>th</sup> at 10am
- Spring B swim lessons have been advertised and will sell March 27<sup>th</sup> at 10am
  - Spring B swim lessons will run April 15-June 3
- Spring A swim lessons will end April 6<sup>th</sup>
- The Redcross lifeguarding course will be April 5, 6 and 7
  - There are 4 participants as of March 7<sup>th</sup>
- New entry fence to be installed on April 1.
  - Fence part of work to get ready for family rec summer drop-in
  - Trinity and Nancy to work on procedures for late spring and summer family rec

## Recreation – Youth

- The spring programs are *sewing, tennis, Lego engineering, golf, Spanish, Drones, soccer, tinker tech, Dodgeball, creative art program, Miss haes art club* and Kung Fu.
- We have hired a new Play Club staff member named Nick and the kids have loved having him join the group.

## Camp Strawberry

- Currently we have 30 returning camp counselors to camp this summer.
- Listed below are our current enrollment numbers.
  - Session 1 – **Sold Out**
  - Session 2 - **Sold Out**
  - Session 3 – 9 spots available
  - Session 4 - **Sold Out**
  - Session 5 – **Sold Out**
  - Session 6 - **Sold Out**
  - Session 7 - **Sold Out**
  - Session 8 – 1 spot available
  - Session 9 – 8 spots available

## Recreation - Adults

- The Adult Programs we are currently offering:
  - Beginning and Intermediate Spanish
    - New session began 3/11/24
  - Beginning and Intermediate Bridge Classes and an Open Bridge Game
    - New session scheduled to begin 3/14/24
  - Beginning and Intermediate Pickleball Classes
    - New session scheduled to begin 4/7/24
- New upcoming Adult Classes:
  - Make a Custom Ring @ SRD with Silverwork Studios (3/14/24) (Almost sold out, 2 spots remaining!)
  - Adult CPR/First Aid/AED scheduled for 4/16/24
- Memberships:
  - Adult Drop-in Basketball averaging approximately 12 participants per night
  - Group Exercise averaging approximately 9 participants per meeting

## Weekend Workshops

- We are currently offering monthly weekend workshops such as:
  - Beginner's Sewing Pop-up
  - LEGO Engineering
  - Family Painting
- New upcoming weekend workshop added:
  - Volleyball Clinic (3/17/24)

## Rentals

- Receiving regular rental inquiries for First Floor Room, Third Floor Loft, and Gymnasium.



- Fields currently closed, set to re-open in coming weeks.

## Events

- Planning for Community Night 2024. Scheduled for 8/20/24. 4 food trucks confirmed. Negotiating with band, booking youth attractions, reaching out to non-profits, community organizations, and vendors.
- Application submitted for PG&E Community Night grant.

## Marketing

- New flyers have been designed for all adult programs and weekend workshops to be posted and used in email campaigns.
- New sponsorship banner (6-month duration) for MIXT Greens set to begin 3/15/24

## Zone IV

- Zone IV reached out to Jason Fried (LAFCO) to follow-up on the discussion to move Zone IV from SRD administration to the formation of a CSA.

## Misc

- Open Board position
  - Applications for open Board position are coming in
  - Reminder – April Board meeting on April 1
- Gas Station Lease
  - New owner, working on new lease
  - New owner doesn't have knowledge of SRD property lines (see attached)
- Sport Court Update
  - First phase expected to be completed within next two weeks
  - Electric work should be completed within the next few weeks
  - ADA Architect helping with ADA path of travel plans to update permit submission
  - Expect to submit for permit within the next few weeks.
  - Additional costs due to more soil removal and unknow conditions (utilities) and ADA path of travel requirements
- Project List
  - Majors Bleachers
  - 3<sup>rd</sup> floor deck
  - 2<sup>nd</sup> to 3<sup>rd</sup> floor stairs & railings
  - Majors Fencing
  - Lower court slipsheet
  - New playground
  - Gym ceiling lights
  - Courtyard pavers
- Staffing
  - Marco will be moving on the end of the month
    - Started hiring process for new Recreation Supervisor or Coordinator
  - Interviewing for Office Manager/Coordinator – part time
  - Interviewing for Facilities position

# ESTIMATE



## Prepared For

Strawberry Recreation Dist. (Nancy Shapiro)  
118 E Strawberry Dr  
Mill Valley, Ca 94941  
(415) 383-6494

## O'Neill Built Construction, Lic #: 1031466

1311 Park St., Unit 789  
Alameda, CA 94501  
Phone: (510) 394-4614  
Email: patrick@oneillbuilt.com  
Web: OneillBuilt.com

Estimate  
#  
Date

Strawberry Rec  
Bleachers(Revised)  
01/22/2024

## Description

**Total**

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Existing Bleacher Wood Replace (RW)	\$17,259.00
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Remove and replace all benches and walkways.

- Remove and disposal of old material.
- (18) new 2x8x20 clear redwood seats installed, (15) new 2x12x20 con-heart redwood walkways installed.
- Existing galvanized nuts and bolts to be re-used.

+\$2380 from previous estimate to upgrade walkways from PT to RW.

(Note: some additional labor added to source all redwood walkways, as material must be sorted through, ensuring best available material installed. - Cost already accounted for benches).

NOTE: See added item for staining/sealing cost.

Reasoning for 2x8 Redwood bench replacement VS Trex/composite:

- Trex is typically wet in the AM (moisture builds up on surface), and gets hot in the direct sunlight (not ideal for benches).
- 2x8's are unavailable, requiring a combination of 2x4 and 2x6 with double the bolts and holes in steel frames.
- 2x4's are only available with the higher cost "premium" trex, nearly doubling cost).
- 2x Trex/composite material requires a min 24" span between supports, the bleachers are 48". This would require untested custom "T" metal supports welded between bench supports on every bleacher frame.
- Solid continuous redwood 2x8 ensures no change in bolt pattern and no additional support. This is the best method in this scenario (Cedar is less available in this size, not as long lasting,

and only 5-10% cheaper - can quote if requested).

Of course we can discuss all options in detail, along with aluminum if reconsidered.

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New Bleacher Fabricate/Install \$41,551.00

Existing Bleacher Assembly:

20' wide bleacher system w/ 3'-6" concrete stairway (w/rail) on N side  
(5) 2x8 PTFD tiered benches with (4) 2x12 PTFD walkways, 20' wide.  
(5) metal bleacher supports (carriages) set on 2:1 grade beams.  
Benches consist of 2" flat bar in shape of inverted, bent "candy canes"  
Walkway consists of 2" angle iron - connects canes in stair step fashion  
Assume bent candy canes joined below grade w/ 2" angle iron each side  
All bench carriages - (5) total - hot dipped after custom fabrication  
Supporting grade beams trenched into slope w/ rat proofing in each bay

Install new 20' wide bleacher system to match existing:

- Remove bushes, trench for new(n) concrete grade beams.
  - Prefab (5) carriages to MATCH EXISTING: Add vertical anchor plates top and bottom.
  - Set/anchor dipped carriages to elevation in trenches - form grade beams. Attach systems to existing concrete walls.
  - Set rebar for (5) grade beams.
  - Pour grade beams and rat proof between cells.
  - Strip grade beam forms - clean up/demobilize - ready for wood planks.
  - Install 2x8 benches and 2x12 walkway planking to match w/carriage bolts.
- Steel bleacher frames total (5 total, including galvanizing): \$13,556  
- Added redwood walkway (removed PT) cost to item above.

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Redwood Prep and Seal/Stain \$5,860.00

Labor and materials to prep and apply transparent stain/sealer on all new redwood.

- Allow time for material to dry out prior to stain/sealing (to be discussed).
- Clean and sand all surface area once dried out to bring back color and bring up grain to accept stain/sealer.
- Apply 2 coats. No price difference for oil vs water based stain (oil is preferred, as it is longer lasting and easier to maintain).

1225 sq/ft total surface area. (550+675)

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<b>Subtotal</b>	\$64,670.00
<hr/>	
<b>Total</b>	<b>\$64,670.00</b>



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**Notes:**

Added cost for all redwood, no pressure treated (Clear redwood decking, con-heart redwood walkways).

Added item for prep and stain/seal all redwood.

**STAIN/SEAL NOTE:**

Cost added for additional prep, as redwood initial moisture content too high to accept stain/seal properly.

Additional prep defined as: Coming back at a later date, cleaning and sanding material, then applying all stain/sealer.





Strawberry Recreation District  
**Swim. Play. Fun**

## SRD Parcel Mapping - Parcel 21

