

**SRD Board Meeting Notice and Agenda Tuesday, May 14, 2024**  
**Closed Session 5:30 p.m. - 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. **CONVENE IN CLOSED SESSION: CLOSED SESSION AGENDA**
  - a. **Closed Session – Labor Negotiations.**  
**Conference with designated representative** (Renee Giacomini Brewer, Assistant County Counsel) regarding negotiations with General Manager, pursuant to California Government Code Section 54957.6.
3. **RECONVENE IN OPEN SESSION:** 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 agendized matter (limit: two mins per person).
  - A. New Business Items – Board members to provide brief updates
  - B. Approval of the Minutes of April 1, 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
7. **Discussion/Action:** Approve three-year General Manager contract.  
**Recommended Action:** Approve.
8. **Discussion/Action:** GM to present bid and request approval to install new slip sheet overlay on SRD Lower Tennis Courts.  
**Recommended Action:** Approve
9. **Discussion/Action:** General Manager presents District Election Resolution.  
**Recommended Action:** Adopt resolution.
10. **Discussion/Action:** Discussion about how to charge for new Sport Court usage.  
**Recommended Action:** Discussion & give direction to staff
11. **Discussion/Action:** Approve SRD's participation in Marin County Schools and Special District multijurisdictional local hazard mitigation plan.  
**Recommended Action:** Approve

Next Regular Session Board Meeting is June 11, 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.

SRD Special Board Meeting – April 2, 2024 @ 8:10 PM

OPEN SESSION AGENDA – Members of the public may comment on any agenda item (limit: two mins per person). Meeting starts at 8:15p, Teese, Nichols and Bohner. No public expression.

A. New Business Items – Board members to provide brief updates

B. Approval of the Minutes of March 13, 2024: Unanimous vote, 3-0.

C. General Manager's Report: Available upon request.

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

2. Hiring Update: Marco has left the building; offer made to replacement. Justin was promoted and his replacement starting right away. Working on hiring an office manager. Waiting for Brittney's decision about coming back from maternity leave.

D. Discussion/Action: Consideration of applications for the vacant board member position. Two applications received from Christian Michael, and Sarah Waterfield.

Both candidates gave their presentations and answered board questions. Board voted to offer Christian Michael the position by a 3-0 vote:

E. Discussion/Action: Administer oath of office to newly appointed board member.

Oath administered to Christian.

F. Discussion/Action: GM to present proposed bid solicitation for lower tennis courts resurfacing; board to approve a bidding process.

Discussion of bid, approved by unanimous vote.

Meeting closes: 9:43pm

Next Open Session Regular Board Meeting – May 14, 2024 @ 6 PM In-person

## 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)

May 8, 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 Three Hundred Seventy-Five Thousand and 00/100 (375000.00) 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 May 14, 2024.

Yours sincerely,



Nancy Shapiro  
General Manager

NS/kr

Cc: Bookkeeper

## STRAWBERRY RECREATION DISTRICT

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May 8, 2024

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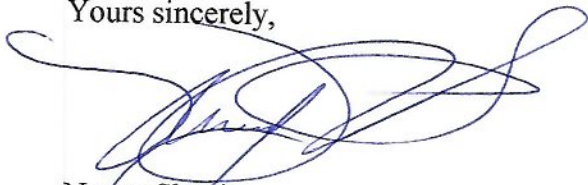
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six hundred Fifty and 00/100 (650.00) 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 May 14, 2024 .

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

5/8/2024

118 East Strawberry Drive  
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	1141.00
Jr Berries	0.00	Total Checks	46017.88
Youth Contract Class	145.00	<u>Total</u>	47158.88
Adult Basketball	20.00		
Pool Party	0.00		
Adult Group Ex	15.00		
Adult Enrichment	0.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	68.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	1300.00		
Tennis Membership	285.00		
Facilities Rental	560.00		
Deposits Held on Rental	1500.00		
Facilities Field Rental	38.00		
Facilities Property Rental	600.00		
Other	0.00		
Admin Grant	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	42627.88		
Measure A	0.00		
Credit Transfer	0.00		0
	47158.88		



On the 14th day of May 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose			
809313248	Bank of Marin 5590	62.28	Admin Office Supplies		8,869.04
		16.23	Admin IT		
		20.54	Youth Rec Supplies/Playclub		
		15.99	Admin IT		
		1,509.89	Admin IT		
		88.90	Pool Supplies		
		96.71	Pool Office Expenses		
		152.83	Tennis Supplies		
		1,201.13	Recruiting		
		832.37	Supplies(usable)		
		215.42	Supplies(usable)		
		204.00	Admin Postage/Frieght		
		276.00	Pool Supplies		
		228.32	Supplies(usable)		
		216.49	Facilities Repairs(emp)		
		125.36	Pool Supplies		
		272.71	Facilities Repairs(emp)		
		1,212.57	Facilities Repairs(emp)		
		79.64	Admin Employee Relations		
		259.80	Pool Chemicals		
		299.92	Pool Chemicals		
		1,461.36	Equipment (-500)		
		67.27	Pool Chemicals		
		-146.69	Admin It		
		100.00	Admin IT		
809313249	Cintas Corporation	207.16	Supplies(usable)		414.32
		207.16	Pool Maint Supplies		
809313250	Comcast		Admin IT		487.84
809313251	Comcast Telephone		Admin Telephone		391.34
809313252	Home Depot	59.37	Supplies(usable)		89.54
		30.17	Admin Bank Fees		
809313253	Kone San Francisco U381		Facilities Contract Service		245.00
809313254	Landesign Construction and Maint. Inc	2,925.00	Facilities Field Contract serv		3,575.00
		650.00	Zone V Contract Service		
809313255	Planeteria Media LLC		Admin Web Site		600.00
809313256	Vanguard Cleaning Systems of the Northbay		Facilities Janitorial/Maintenanc		5,500.00
809313257	VSP	9.12	Admin Medical		36.48
		9.12	Facilities Full Time Medical		
820429189		18.24	Youth Medical		
809313258	Recreation Reimagined		Youth Contract Services/Contrac		5,292.00
809313259	Zuzana Skelton		Deposits Held on Rental		500.00
809313260	John Gentry		Deposits Held on Rental		1,000.00
809313261	Laurie Eisendrath		Youth Contract Classes		216.00
809313262	Katie Barnett	500.00	Deposits Held on Rental		387.50
		-112.50	Facilities Field Rental		
Total					27,604.06

Total

27604.06 General Manager

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

Payroll Date 05-03-2024

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

On the 14th day of May 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
DD3679	Alber, Mary C	Paystub	150.57
DD3680	Bohner, Pamela G	Paystub	182.50
DD3681	Cunningham, Dean	Paystub	78.02
DD3682	Diaz, Celeste C	Paystub	954.00
DD3683	Dohoney, Trinity J	Paystub	2,236.59
DD3684	Ferguson, Grant	Paystub	539.02
DD3685	Jackson-Torres, Selena N	Paystub	444.84
DD3686	Kelly, Mia E	Paystub	39.01
DD3687	Kempler, Julian	Paystub	63.87
DD3688	Khalia Baporla, Faizal	Paystub	1,207.80
DD3689	Lacey, Hannah W	Paystub	242.72
DD3690	Law, Ryan J	Paystub	2,003.00
DD3691	Linderberg-Cordry, Tarra	Paystub	228.81
DD3692	McCall, Justin M	Paystub	2,195.63
DD3693	Meibeck, Nicholas A	Paystub	535.37
DD3694	Miller-Hall, ChaBrea T	Paystub	851.54
DD3695	Nichols, Cale B	Paystub	182.50
DD3696	Poulin, Lauren C	Paystub	169.04
DD3697	Saltzman, Andrew J	Paystub	512.60
DD3698	Shapiro, Nancy R	Paystub	3,973.64
DD3699	Skomer, Auden R	Paystub	86.69
DD3700	Teese, Peter	Paystub	91.25
DD3701	Wells, Tucker F	Paystub	312.07
DD3702	Woods, Samuel A	Paystub	1,200.63
9325	Philippart, Chloe A	payroll Checks	221.04
9326	Vaughan, Wyatt O	payroll Checks	519.47
	CAL PERS	payroll Checks	2961.26
	Quickbooks	Quickbooks Payroll fees	227.00
	2325.00	Payroll Taxes FWT	6299.30
	3221.00	Payroll Taxes FICA	
	753.30	Payroll Taxes MCARE	
	State taxes	Payroll taxes SWT	1331.24
	121.91	Payroll Taxes SUI	
	285.76	Payroll Taxes SDI	
			30041.02

General Manager



## STRAWBERRY RECREATION DISTRICT

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

Tel # (415) 383-6494

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

5/1/2024

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

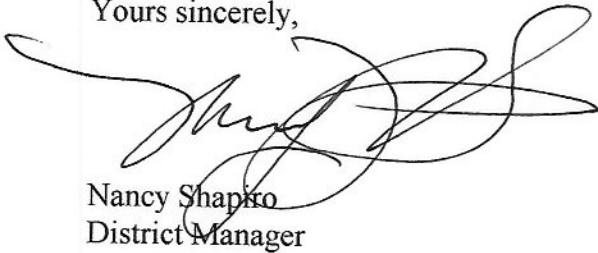
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Twenty-four Thousand Sixteen and 37/100 (24016.37) 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 May 14, 2024.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper



[illegible]

Total	189154.04 General Manager
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Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

5/1/2024

118 East Strawberry Drive  
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	237.00
Jr Berries	0.00	Total Checks	1850.00
Youth Contract Class	0.00	Total	2087.00
Adult Basketball	0.00		
Pool Party	850.00		
Adult Group Ex	40.00		
Adult Enrichment	0.00		
Pool Drop-In	80.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	105.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	12.00		
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	1000.00		
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

2087.00



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

4/24/2024

118 East Strawberry Drive  
Mill Valley, California 93931

Youth Playclub	1190.00	Total Cash	50.00
Jr Berries	0.00	Total Checks	5268.00
Youth Contract Class	0.00	Total	5318.00
Adult Basketball	10.00		
Special event	0.00		
Adult Group Ex	240.00		
Adult Enrichment	0.00		
Pool Drop-In	20.00		
Youth Daycamp	838.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	195.00		
Tennis rental	500.00		
Tennis Membership	0.00		
Facilities Rental	2325.00		
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
	5318.00		



[illegible]

Total	18293.33	General Manager
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LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 4-19-24

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

On the 14th day of May 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
DD3662	Alber, Mary C	Paystub	358.41
DD3663	Diaz, Celeste C	Paystub	941.29
DD3664	Dohoney, Trinity J	Paystub	2,225.06
DD3665	Ernst, Brittney L	Paystub	4,587.49
DD3666	Ferguson, Grant	Paystub	406.52
DD3667	Jackson-Torres, Selena N	Paystub	342.18
DD3668	Kempler, Julian	Paystub	109.50
DD3669	Khalia Baporla, Faizal	Paystub	1,186.84
DD3670	Law, Ryan J	Paystub	1,960.86
DD3671	McCall, Justin M	Paystub	2,195.63
DD3672	Meibeck, Nicholas A	Paystub	164.25
DD3673	Miller-Hall, ChaBrea T	Paystub	367.74
DD3674	Poulin, Lauren C	Paystub	95.36
DD3675	Saltzman, Andrew J	Paystub	277.86
DD3676	Shapiro, Nancy R	Paystub	3,973.64
DD3677	Skomer, Auden R	Paystub	281.74
DD3678	Wells, Tucker F	Paystub	69.80
9322	Judson, Colin L	payroll Checks	138.70
9323	Philippart, Chloe A	payroll Checks	312.07
9324	Vaughan, Wyatt O	payroll Checks	440.40
	CAL PERS	payroll Checks	3019.30
	Quickbooks	Quickbooks Payroll fees	79.75
	3476.00	Payroll Taxes FWT	7990.34
	3658.68	Payroll Taxes FICA	
	855.66	Payroll Taxes MCARE	
	State taxes	Payroll taxes SWT	1828.01
	66.55	Payroll Taxes SUI	
	324.57	Payroll Taxes SDI	
			33352.74

  
 General Manager

On the 14th day of May 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose			
809313213	City of Foster City	Recruiting			567.00
809313214	Comcast Elevator	Admin Telephone			107.16
809313215	Department of Justice	Admin Fingerprinting			416.00
809313216	Henry Kingdon	Adult Enrichment Classes			24.00
809313217	Landesign Construction and Maint. Inc	2,919.00 Facilities Field Contract serv			4,221.84
		1,302.84 Facilities Field Contract serv			
809313218	Marco Torresi	Adult Contract Services			296.40
809313219	Marin Municipal Water District	309.71 Facilities Utilities			1,548.54
		774.27 Pool Utilities			
		464.56 Facilities Field Utilities			
809313220	Megan Scott	Adult Contract Services			525.00
809313221	Miller Pacific Engineering Group	Capital Improvement Projects			4,567.20
809313222	Nancy Mimms	Adult Contract Services			600.00
809313223	Powerhouse Security	Admin IT			270.00
809313224	Rebecca Callaway	Pool Contract Services			277.20
809313225	Tropitone Furniture Co	Measure A Expense			12,243.61
809313226	Justine Bannister	Youth Jr. Berries			288.66
809313227	CAL PERS-medical	2,042.82 Pool Full Time Medical			4,098.71
		1,021.41 Facilities Full Time Medical			
		1,021.41 Youth Medical			
		13.07 Admin Medical			
809313228	Strawberry Recreation District	Payroll Clearing Account			34,000.00
Total					64,051.32

Total

64051.32 General Manager

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

118 East Strawberry Drive  
Mill Valley, California 93931  
4/17/2024

Youth Playclub	326.40	Total Cash	652.00
Jr Berries	0.00	Total Checks	940.40
Youth Contract Class	0.00	Total	1592.40
Adult Basketball	0.00		
Special event	0.00		
Adult Group Ex	0.00		
Adult Enrichment	0.00		
Pool Drop-In	100.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	175.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	92.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	285.00		
Facilities Rental	114.00		
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

1592.40



## STRAWBERRY RECREATION DISTRICT

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Tel # (415) 383-6494  
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Website: [www.strawberry.marin.org](http://www.strawberry.marin.org)

4/17/2024

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

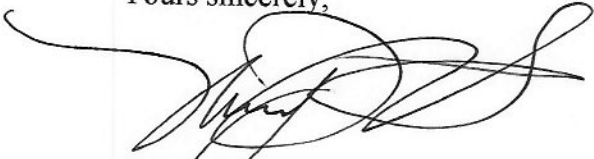
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Twelve Thousand Two Hundred Forty-Three and 61/100 (12243.61) 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 May 14, 2024.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper



On the 14th day of May 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose			
809313202	Academia HRT, Inc.		Adult Contract Services		11,822.21
809313203	Bank of Marin 5590	161.53	Admin Office Supplies		7,490.17
		16.23	Admin IT		
		347.69	Youth Rec Supplies/Daycamp		
		95.20	Youth Rec Supplies/Playclub		
		15.99	Admin IT		
		1,509.41	Admin IT		
		1,013.97	Facilities Parks Maint Supplies		
		623.51	Pool Supplies		
		92.33	Pool Office Expenses		
		86.19	Admin Employee Relations		
		10.98	Admin Employee Relations		
		75.00	Recruiting		
		405.94	Admin Office Supplies		
		529.95	Tennis Supplies		
		1,599.50	Recruiting		
		272.69	Facilities Repairs(emp)		
		51.25	Supplies(usable)		
		46.00	Admin Employee Relations		
		178.07	Facilities Field Maint Supplies		
		178.07	Supplies(usable)		
		180.67	Admin Employee Relations		
809313204	Comcast		Admin IT		487.84
809313205	Comcast Telephone		Admin Telephone		391.34
809313206	Hydrex Pest Control		Facilities Contract Service		70.00
809313207	Kone San Francisco U381		Facilities Contract Service		245.00
809313208	Landesign Construction and Maint. Inc.		Zone V Contract Service		650.00
809313209	Lincoln Aquatics		Pool Chemicals		327.12
809313210	Reach Media Network		Admin Brochure/Marketing		350.00
809313211	VSP	9.12	Admin Medical		45.60
		9.12	Facilities Full Time Medical		
		18.24	Pool Full Time Medical		
		9.12	Youth Medical		
809313212	North Bay Country Dance		Deposits Held on Rental		1,000.00
Total					22,879.28

Total

22879.28 General Manager

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

4/10/2024

118 East Strawberry Drive  
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	90.00
Jr Berries	0.00	Total Checks	4423.95
Youth Contract Class	1795.20	Total	4513.95
Adult Basketball	30.00		
Special event	0.00		
Adult Group Ex	0.00		
Adult Enrichment	0.00		
Pool Drop-In	60.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	2628.75		
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
	4513.95		



## 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)

April 10, 2024

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

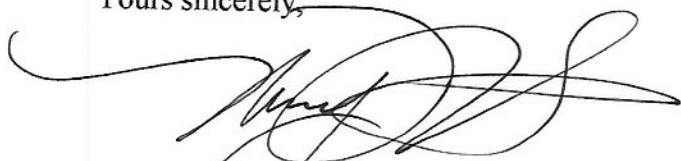
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six hundred Fifty and 00/100 (650.00) 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 May 14, 2024 .

Yours sincerely,



Nancy Shapiro  
District 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 4-5-24

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

On the 14th day of May 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
DD3640	Alber, Mary C	Paystub	150.55
DD3641	Diaz, Celeste C	Paystub	937.39
DD3642	Dohoney, Trinity J	Paystub	2,225.06
DD3643	Ernst, Brittney L	Paystub	1,938.64
DD3644	Ferguson, Grant	Paystub	539.02
DD3645	Jackson-Torres, Selena N	Paystub	761.70
DD3646	Kempler, Julian	Paystub	123.19
DD3647	Khalia Baporia, Faizal	Paystub	1,117.94
DD3648	Lacey, Hannah W	Paystub	99.69
DD3649	Law, Ryan J	Paystub	1,991.47
DD3650	Linderberg-Cordry, Tarra	Paystub	65.93
DD3651	McCall, Justin M	Paystub	2,195.63
DD3652	Meibeck, Nicholas A	Paystub	479.07
DD3653	Miller-Hall, ChaBrea T	Paystub	722.83
DD3654	Poulin, Lauren C	Paystub	177.71
DD3655	Ruliffson, Sofia	Paystub	210.79
DD3656	Sacchetto, Marco J	Paystub	2,776.11
DD3657	Saltzman, Andrew J	Paystub	507.80
DD3658	Shapiro, Nancy R	Paystub	3,973.62
DD3659	Skomer, Auden R	Paystub	78.02
DD3660	Wells, Tucker F	Paystub	246.38
9319	Judson, Colin L	payroll Checks	164.71
9320	Philippart, Chloe A	payroll Checks	156.04
9321	Vaughan, Wyatt O	payroll Checks	355.88
	CAL PERS	payroll Checks	3410.40
	Quickbooks	Quickbooks Payroll fees	216.75
	2996.00	Payroll Taxes FWT	7659.90
	3779.90	Payroll Taxes FICA	
	884.00	Payroll Taxes MCARE	
	State taxes	Payroll taxes SWT	1687.89
	125.50	Payroll Taxes SUI	
	335.30	Payroll Taxes SDI	
			34970.11

General Manager

20



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

4/3/2024

118 East Strawberry Drive  
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	90.00
Jr Berries	0.00	Total Checks	412067.50
Youth Contract Class	0.00	Total	412157.50
Adult Basketball	90.00		
Special event	0.00		
Adult Group Ex	220.00		
Adult Enrichment	0.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	394.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	0.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	10000.00		
Tennis Membership	0.00		
Facilities Rental	1453.50		
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	400000.00		1040
	412157.50		



[illegible]

119761.20 General Manager

# 2024 May GM Board Update

**Financials – see attached**

## Facilities

- Pipe that brings water to the pool from the mainline burst
  - Testa Plumbing repaired broken PVC pipe and replaced with section of copper line to limit chances of cracks and future ruptures
  - Stairs going down to the field had to be jackhammered to expose broken pipe.
    - Stairs fully repaired and ready to open
- Sports court concrete has been completed, Vintage has started the fence post hole digging
- Shower remodel on pool deck are almost complete. We decided to move up work on the showers because the water to the facility was turned off due to the ruptured pipe
  - Fixtures were installed
  - Still need to caulk between and above/below panels, clean grout and scrub area.
    - Anticipate reopening on Friday
- O'Neil Construction, starting trench digging and will install the frame supports for bleachers, they will move down section by section
  - After considering natural wood, composite and plastic based products, we decided to go with aluminum bleachers for longevity and less maintenance
- New bases ordered for majors field. Will install this week.
- Upper tennis court table cleaned out and umbrella installed for shade
- Shade tent added at the front entryway of aquatics facility
- Tree work has been completed around Strawberry facility.
- Some tree work done at Brickyard Park. Getting additional quote this week due to deferred maintenance and overgrowth.
- Sanded down and cleaned up building south upper stair rails and fixed bottom first step
- Replaced New hose bibs around the facility to eliminate leaks
- Irrigation system inspection was completed, repairs will be made this week (broken heads, lateral line break) and water will be turned on for the season
  - Pipe was broken during the installation of the new TPLL Minors field fence
    - Landesign to fix
    - TPLL billed
- We ordered a new diving board and replacement lifeguard chair – will be in before summer
- Ongoing search for Facilities Lead/Coord

## Aquatics

- Trinity completed and received her CPO Certification as of April 3 – valid for 5 years
- Sold 45 group/private lessons for spring (b)
  - Added spring break private lesson based on swim instructor availability



- Total revenue about \$33,335
- Q2 pool membership has continued to sell
  - Total Q2 memberships sold: 194
- Trinity taught a lifeguard class April 4-7
  - Total participants: 5
  - Total hired from class: 4
  - Total revenue: \$1800
- Trinity has hired a total 10 lifeguards and swim instructors
  - Total aquatic summer staff: 31
- Upcoming lifeguard class for May 17-19
  - Total participants : 5
  - Total revenue: \$1800
- Brittney hired as an independent contractor to recertify Trinity, Ryan and 2 other participants
- Booked 5 pool parties this summer
  - 2 private pool parties
  - 3 rec pool parties
  - Total revenue: \$5,950
- Trinity has reached out to Lycee France school to schedule fall swim lessons
- Summer swim lessons advertised and published
  - Total lessons: 120
  - Sale date : June 4<sup>th</sup> at 10am
- Q3 pool memberships go on sale June 6 at 10am
- Trinity has published the summer schedule up until June 27 and waiting for new hires to turn in full hire packets

## Youth Recreation

- Finalized enrichment schedule for Fall A session
  - Confirmed dates, times, and prices with 12 previously established programs
  - Added 5 programs to the Fall A schedule
  - Created each program on RecDesk and made available for registration on our website starting May 30
  - Created and posted flyers for each program
  - Requested COIs and Independent Contractor Agreements from program partners
  - Created a one-sheet with links to all Fall A programs to send out to parents
  - Contacted North Bay basketball about restructuring our working relationship with them
- Preparing for summer
  - Reached out to all summer counselors to confirm/adjust availabilities
  - Emailed all parents for friend requests, created a spreadsheet tracking 80+ received friend requests
  - Opened additional camp spots and notified camp waitlists based on counselor and swim instructor availability



- Contacted parents with incomplete forms on camp rosters or incorrect enrollments
- Processed camp cancellations/refunds
- Inventoried current camp shirts
- Began building the summer counselor schedule
- Play Club
  - Alerted parents to the additional, separate registration dates for June 10-12
  - Prepared Play Club and Fall A flyers to send home with Play Club kids
  - Processed daily Play Club drop-ins
  - Discussed Play Club with current staff to learn where it can be improved for next year
  - Preparing a plan for TK coming to Play Club next school year
- Misc.
  - Started work on April 22
  - Completed harassment and mandated reporter trainings
  - Met with Marco to learn about the job and get a run down on camp

#### Camp Strawberry CIT Program

- CIT Program being finalized with new Camp Director, Sam Woods.

#### Rentals

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

#### Adult Programs & Memberships

- The Adult Programs we are currently offering:
  - Beginning and Intermediate Spanish
    - Current session ending 5/20/24
    - Next session being scheduled for Fall (waiting on instructor schedule)
  - Beginning and Intermediate Bridge Classes
    - Current session ended 5/9/24
    - Next session starting 5/16/24
    - Summer games scheduled to begin 6/6/24
    - Fall programming scheduled to begin 9/3/24
  - Beginning and Intermediate Pickleball Classes
    - Current session ending 5/19/24
    - Next session being scheduled for Summer (July) and Fall (waiting on instructor schedule)
  - Jewelry Making
    - Planning for third jewelry making program in Fall.
  - CPR / First-Aid / AED
    - Planning second attempt at Adult CPR class in Fall.
- Memberships:
  - Adult Drop-in Basketball averaging approximately 12 participants per night

- Group Exercise averaging approximately 10 participants per meeting

## Weekend Workshops

- We are currently offering monthly weekend workshops such as:
  - Family Painting
- New upcoming camp added for Summer:
  - Youth Hand-Sewing Camp

## Events

- Planning for Community Night 2024. Scheduled for 8/20/24.
  - 5 food trucks booked + 1 dessert truck, gathering Vendor Contracts and Certificates of Insurance
  - Finalizing alcohol vendors
  - Family attractions booked:
    - “Buck” Mechanical Bull, Rock Climbing Wall, 3 giant inflatables, Blooming Photo Booth, Buki the Clown
  - Confirmed Service Providers:
    - SMFD
    - Marin County Sheriff
    - MVRs
  - Reaching out to merchandise vendors and non-profit/community organizations. Some confirmed so far.
- Sponsorships
  - Request submitted for grant from PG&E.
  - Looking for additional sponsorships.

## Marketing

- New Community Night promotional material created for volunteers, sponsors, and event guests.

## Zone IV

- Zone IV continues to be in contact with Jason Fried, LAFCO.
- Jason’s most recent update: Due to the new CAO starting yesterday, it will “take a little more time” to get started on the project.
- Brian followed-up with leaders of the Richardson Bay eel grass project as Zone IV and The Cove are required to plant up to 1 acre of eel grass or other approved mitigation.
- Zone IV paid back the loan from the SRD General Fund plus \$25,000 interest, for a total of \$375,000.
- Piling Repair
  - Nancy received documents and a letter from the County, with the County’s determination of responsibility for the piling replacement and future maintenance.
  - Nancy contacted outside counsel to discuss options

- Nancy reviewed documents sent by the County and responded back with questions/comments.
  - Nancy's reply was reviewed by counsel and then sent to the County.
- Waiting for County to respond back and determine next steps

## Construction

- Sport Court Construction has moved to phase 2 – court and fencing.
  - We've run into a few snags and hoping to address as quickly as possible so we don't have long delays. Issues are:
    - Drainage between two retaining walls – need to install drain
      - Contacting plumber and retaining wall contractor to identify solution
    - Area above upper retaining wall is steep and slippery.
      - Difficult to landscape
      - Slippery to navigate
      - Considering installation of stadium seating to make the area useful
- Pool showers
  - Replacing plumbing and interior shower surface
    - On track to be completed by the week of May 13
    - This work was moved up because the water was off due to the broken pipe
- Bleacher Report
  - After extensive research on natural wood and composite options, we decided to go with aluminum bleacher tops because the support posts are too far apart to adequately support the two aforementioned types of material.
    - Aluminum requires minimal maintenance
    - Project expected to start the week of May 13
    - Will be completed on a section by section basis, so bleacher seating available for little league games
- Splash Pad Repurpose
  - Splash pad requires too much work to reopen for short periods of time
  - Will remove the elements and repurpose the area for more pool seating and birthday party reservation area.
    - Need to repair door to tank
    - Costs TBD
    - Area will be incorporated into new pool building in 3 – 5 years.

## Misc

- ERAF changes may reduce SRD funds
  - California Special Districts and other state agencies who receive ERAF funds (are banding together to oppose part of the proposed state budget that would reduce ERAF fund available for many agencies. The budget would allocate these funds to Charter Schools.
  - ERAF funds are Educational Revenue Augmentation Funds, allocated to SRD and other agencies after the state funds required educational mandates. SRD receives



approximately \$195,000 in ERAF funds per year. The change would reduce SRD revenue by up to \$6500 per year.

- Parcel A Gas Station Lease
  - The Chevron Gas Station/Car Wash changed hands roughly two years ago.
  - SRD requires any new owner to sign a new lease for SRD land used by the car wash.
    - Owner is challenging SRD's ability to charge for use of this portion of the parcel
    - County Counsel helping to mitigate
      - Working to schedule a meeting with new owner and his attorney
- SRD will be using Next Level Strategies to update handbook.
  - Nancy reviewing contract and will sign soon
- Staffing Update
  - Getting back to full office staffing
  - Trinity Dohoney – promoted to Aquatics Supervisor
  - Sam Woods – Recreation Supervisor started on 4/22
  - Christi Miyano – Office Manager P/T started 5/6
  - Faiz Khalia Baporla promoted from lifeguard to full-time Aquatics Specialist – effective 5/14
  - Facility Lead – position still open, recruiting via Indeed
  - Summer Camp Counselor positions – fully staffed
  - Summer Lifeguard/Swim instructors – fully staffed
- Parking Lot Issues
  - We continue to have parking lot issues in the late afternoons/evenings
  - Working with our renters, so they can remind their participants
    - Has had limited success
    - Doing our best to mitigate safety issues
    - Considering posting more signs, researching enforcement options



**SRD Financial Summary**  
**07/01 - 05/13/2024**

	FY 2023.2024			FY 2022.2023		
<b>Operating</b>	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 898,334	\$ 499,887	\$ 398,447	\$ 865,461	\$ 454,864	\$ 410,597
Special Events	\$ 13,769	\$ 22,161	\$ (8,392)	\$ 8,024	\$ 22,230	\$ (14,206)
Adult Rec. Classes	\$ 70,262	\$ 58,666	\$ 11,596	\$ 58,939	\$ 38,955	\$ 19,984
Aquatics	\$ 452,892	\$ 471,942	\$ (19,050)	\$ 431,989	\$ 435,737	\$ (3,748)
Tennis	\$ 190,589	\$ 59,462	\$ 131,127	\$ 175,452	\$ 79,187	\$ 96,265
Facilities	\$ 131,300	\$ 395,437	\$ (264,137)	\$ 115,497	\$ 378,835	\$ (263,338)
Administration	\$ 1,305	\$ 339,313	\$ (338,008)	\$ 23,516	\$ 359,769	\$ (336,253)
<b>Total Operating</b>	\$ 1,758,451	\$ 1,846,868	\$ (88,417)	\$ 1,678,878	\$ 1,769,577	\$ (90,699)
						\$ -
<b>Non Operating</b>						\$ -
Measure A	\$ 115,648	\$ 124,558	\$ (8,910)	\$ 60,387	\$ 149,996	\$ (89,609)
Grants	\$ -	\$ -		\$ 250,000	\$ -	
Property Tax	\$ 292,203	\$ -		\$ 458,159	\$ -	
Other Funds	\$ 400,652	\$ -	\$ 400,652	\$ 383,085	\$ -	\$ 383,085
Capital Improvements	\$ -	\$ 568,933	\$ (568,933)	\$ -	\$ 137,270	\$ (137,270)
Zone IV	\$ 651,379	\$ 1,879,562	\$ (1,228,183)	\$ 494,538	\$ 132,725	\$ 361,813
Zone V	\$ 142	\$ 7,150	\$ (7,008)	\$ 24	\$ 6,240	\$ (6,216)
Other Expenses		\$ 1,780	\$ (1,780)		146	\$ (146)
<b>Total Non-Operating</b>	\$ 1,460,024	\$ 2,581,983	\$ (1,414,162)	\$ 1,646,193	\$ 426,377	\$ 1,219,816
			\$ -			\$ -
<b>Net Rev, Exp &amp; Income</b>	\$ 3,218,475	\$ 4,428,851	\$ (1,210,376)	\$ 3,325,071	\$ 2,195,954	\$ 1,129,117
<b>Total Net less Zone IV</b>			\$ 17,807			\$ 767,304
<b>2023.2024 Budget</b>			\$ (376,720)			
<b>Balance Sheet Cash</b>	<b>May-24</b>	<b>May-23</b>	<b>Change</b>			
General Fund	\$ 2,133,301	\$ 2,967,392	\$ (834,091)			
Replacement Resv	\$ 1,616,852	\$ 588,082	\$ 1,028,770			
Measure A	\$ 128,088	\$ 175,374	\$ (47,286)			
Payroll Clearing	\$ 77,940	\$ 81,790	\$ (3,850)			
Credit Card Acct.	\$ 55,926	\$ 253,981	\$ (198,055)			
Loan to Zone IV	\$ -	\$ -	\$ -			
<b>Total</b>	\$ 4,012,107	\$ 4,066,619	\$ (54,512)			

## **EMPLOYMENT AGREEMENT**

THIS AGREEMENT is made and entered into May 14, 2024 by and between the STRAWBERRY RECREATION DISTRICT BOARD OF DIRECTORS (hereinafter "STRAWBERRY" or "BOARD") and NANCY SHAPIRO.

WHEREAS, STRAWBERRY desires to continue to employ the services of NANCY SHAPIRO as General Manager for STRAWBERRY, pursuant to California Public Resources Code section 5786.1.

WHEREAS, NANCY SHAPIRO has the necessary training, background, and skills to perform the duties of General Manager.

NOW THEREFORE, in consideration of the faithful performance of the terms, conditions, promises and covenants contained in this Agreement, the parties agree as follows:

### **SECTION I - Employment and Term of Office**

STRAWBERRY agrees to employ NANCY SHAPIRO as General Manager to perform the functions and duties of said office. The position of General Manager is an at-will position. BOARD may terminate NANCY SHAPIRO's employment at any time, with or without cause and with or without prior notice. NANCY SHAPIRO's job title, duties, responsibilities, compensation, and benefits may change from time to time, but the at-will nature of the employment shall not be changed.

This Agreement sets forth the terms of NANCY SHAPIRO's at-will employment with the BOARD and may not be modified or amended except by a written agreement, signed by the BOARD and NANCY SHAPIRO.

This Agreement commences July 1, 2024 and terminates on June 30, 2027. Upon expiration of this Agreement or any Addendum hereto, the terms and conditions of this Agreement shall remain in effect until it is either terminated or renegotiated.

### **SECTION II - Duties**

NANCY SHAPIRO shall perform the duties of General Manager and such other duties as may be prescribed by STRAWBERRY with the power granted to them by Public Resources Code section 5786.1(d).

NANCY SHAPIRO shall report directly to BOARD.

### **SECTION III - Compensation**

NANCY SHAPIRO shall receive an annual salary of \$ 171,200.00. Nothing in this Contract changes the at-will nature of NANCY SHAPIRO. On an annual basis, she shall receive a cost-of-living adjustment ("COLA") and a merit-based increase, effective July 1 of each year, for the term of this contract, beginning July 1, 2024.

Nothing in this Contract changes the at-will nature of NANCY SHAPIRO.

NANCY SHAPIRO is subject to all other terms and conditions found in Strawberry Employee Handbook, as adopted by BOARD, with all benefits contained therein, including amendments to said handbook, unless expressly excluded by written agreement by BOARD.

The Parties hereto acknowledge having discussed and agreed upon all terms and Provisions contained herein.

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

STRAWBERRY:

By \_\_\_\_\_  
Pam Bohner, Board Chair  
Strawberry Recreation District

GENERAL MANAGER:

By \_\_\_\_\_  
Nancy Shapiro

APPROVED AS TO FORM FOR STRAWBERRY:

\_\_\_\_\_  
Renee Giacomini Brewer  
Assistant County Counsel  
Attorney(s) for STRAWBERRY





2369 Ocean Ave., Suite 200  
San Francisco, CA 94127

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EIN # 94-2775973

info@vintagecontractors.com  
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Napa: 707.253.1841  
Monterey: 831.658.0225

### Proposal and Contract

**Created Date** 5/7/2024

**Quote Number** 8762-v1  
**Estimator** Chip Moreland

#### Client

**Contact Name** Nancy Shapiro

#### Project

**Project Name** Strawberry Recreation District - Lower Ct.  
Slipsheet Overlay

**Quote To Name** Strawberry Recreation District  
**Quote To** 118 East Strawberry Drive  
Mill Valley, CA 94941

**Project Address** 118 East Strawberry Drive  
Mill Valley, CA 94941

SLIPSHEET OVERLAY SYSTEM -  
COURTS 1&2(APPROX. 12,100 SF):

INSTALL ACRYLIC SLIPSHEET  
Resurface courts 1 and 2, totaling 12,100 square feet.  
SLIPSHEET SPECIFICATION:  
50 D.M.A. Tennis Court Reconstruction with Slipsheet System, Full Acrylic Finish

#### A. SCOPE

The work includes the necessary repairs, resurfacing, and application of color finish, line painting and other related work as specified. Contractor must be a licensed applicator as approved by manufacturer.

#### B. PREPARATION

The contractor shall remove all loose asphalt or cement mortar patches. Roots not expected.

#### C. NET POST REMOVAL RE-INSTALLATION AND MODIFICATION

(if required) Install all net posts to make net 42" above court surface.

#### D. NET TIE DOWNS

Anchors for net center strap tie-down shall be 1 5/8" pipe, 9" long with the bottom 2" flattened together and a 1/4" pin centered in the top. The anchor shall be set in concrete 6"x6"x12" in depth.

#### 6. PREPARATION AND GLASS SHEET (CRACK PROOF SYSTEM)

- (a) Clean and fill all cracks with oxyrene epoxy crack filler (cementitious crack filler for minor cracks.) All filling shall be flush and even with existing surface.
- (b) Lay one (1) layer of special Carpet Coat reinforced glass sheet over prepared surface. Lap all joints 2" and cement with Carpet Coat adhesive. Standard roofing felt is not acceptable.
- (c) Apply one (1) slurry coat of Carpet Coat job mixed surface over the glass sheet and allow to dry.
- (d) Over the entire area, apply one (1) layer of super jute 7½ oz. completely coated with Carpet Coat emulsion. (Burlap will not be acceptable).





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<p><b>7. SURFACE COURSE</b> A surface course of ½ nominal thickness shall be constructed on the membrane, using the double straightedge course method. (a) The mix for the straightedge application shall be a specially designed combination of Carpet Coat solids, plaster or mortar sand, asphalt emulsion, cement or limestone dust and sufficient water to make a workable free flowing mix. Either a concrete or motor mechanical mixer can accomplish mixing. (b) Material screeds where required shall be placed so that they are not over joints in the base course. The material shall be accurately screeded to grade. (c) The mix shall be placed, struck off, cured, smoothed, and rolled.</p>	
<p><b>8. MIXED CARPET COAT SURFACE W/SECOND REINFORCEMENT JUTE LAYER</b> Application: (a) The surface shall be applied to court surface by pouring from a can or a wheeled container to continuous parallel lines and spreading immediately with a rubber faced squeegee. The squeegee or brooms shall be pulled on an angle from the line and spread so as to continually roll the material toward the operator and not overflow or "spill" on its forward edge away from the operator. After each coat has dried, any ridges shall be removed with scrapers. (b) Install second reinforcement of super jute between coats. i. There shall be four or more applications of surfacer, the exact required number of these applications being controlled by the quantity of material herein specified as follows: ii. The total amount of surfacer shall be not less than fifty (50) gallons per thousand square feet. After the first application of surfacer has dried and been rolled, the entire court surface shall be flooded with water. The outlines of all areas where water stands more than 1/8" deep shall be chalk-marked and filled with Carpet Coat surfacer mix.</p>	
<p><b>9. RESURFACER COATS ACRYLIC</b> Mix: (55) gallons Acrylic Resurfacer 880# 60 Mesh Silica Sand (20) gallons water approximately There shall be 2 coats of Acrylic Resurfacer squeegee applied. Total quantities shall be not less than 7 gallons per one thousand square feet per coat.</p>	
<p><b>10. FILLED ACRYLIC FINISHED COLORED</b> Specification: Shall be Plexipave and Plexichrome as manufactured by California Products Corporation, Cambridge, Massachusetts. No equal will be considered. (a) Filled Acrylic Finish shall be applied in 3 applications: 2 squeegee applications of Filled Acrylic Finish. 1 brush or roller application of unfilled Acrylic Finish. i. After the surfacer application has been completed and allowed to cure a minimum of 48 hours ii. Minimum amount of undiluted filled acrylic material to be applied is 15 gallons per 1,000 square feet. iii. Minimum amount of undiluted unfilled Acrylic to be applied is 9 gallons per 1,000 square feet.</p>	
<p><b>11. PLAYING LINES</b> (Plexicolor) Playing lines shall be accurately located and marked by snapping a chalked line on the court surface. Standard dimensions shall be used. Lines shall be painted with Plexicolor Line Paint and no oil base paint will be permitted. i. Both tennis court and two pickleball court lines to be painted on Court 1 (closest to the gate)</p>	
<p><b>TOTAL BID FOR SLIPSHEET OVERLAY OF 2 LOWER TENNIS COURTS</b></p>	<p><b>\$108,670.00</b></p>



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We hererby propose to furnish labor and materials - complete in accordance with the above specifications, for the sum of:

**Total Price: \$108,670.00**



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Mill Valley, CA 94941

**Project Address** 118 East Strawberry Drive  
Mill Valley, CA 94941

**Payment Terms:** DEPOSIT 50% FOR MATERIAL ORDER WITH PROGRESS PAYMENTS PER DELIVERY.

#### Signature

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance.

Vintage Contractors is non-union paying prevailing wages.

Our workers are fully covered by Workmen's Compensation Insurance. Note: This proposal may be withdrawn by us if not accepted within 30 days. In the event legal action is instituted by either party hereto, the prevailing party shall be entitled to reasonable attorney's fees and costs.

#### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted:

Date:



**RESOLUTION NO. 2024-01**

**RESOLUTION OF THE GOVERNING BODY OF THE  
Strawberry Recreation District**

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;  
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH  
THE NOVEMBER 5, 2024, STATEWIDE ELECTION  
CONDUCTED ON SAID DATE, AND REQUESTING  
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

**WHEREAS**, it is the determination of said governing body the regularly scheduled election to be held on the 5<sup>th</sup> day of November, 2024, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year)    2

Number of Short-Term Positions (2-year)       1

**NOW, THEREFORE, BE IT RESOLVED**, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Marin County Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

**PASSED AND ADOPTED** this 14<sup>th</sup> day of May 2024 by the following vote, to wit:

AYES:

NOES:

ABSENT:

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PRESIDENT, BOARD OF DIRECTORS



## STRAWBERRY RECREATION DISTRICT

118 East Strawberry Drive | Mill Valley | California 94941  
Tel # (415) 383-6494

Website: [strawberry.marin.org](http://strawberry.marin.org)

Nancy Shapiro  
General Manager  
Strawberry Recreation District  
118 E Strawberry Dr.  
Mill Valley, CA 94941

May 14, 2024

Steven Torrence  
Director  
Marin County Fire – Office of Emergency Management  
1600 Los Gatos Drive Suite #301  
San Rafael, Ca 94903

**RE: Letter of Interest for Strawberry Recreation District to join Marin County Office of Emergency Management Utilities and Special Districts Hazard Mitigation Plan**

I am writing on behalf of **Strawberry Recreation District** to convey our excitement in partnering with Marin County Office of Emergency Management on a Special District Hazard Mitigation Plan. This initiative is crucial for us, as it directly aligns with our unwavering commitment to ensuring the safety and well-being of the faculty, staff and community we serve.

Understanding the importance of preparedness in the face of natural and human-made hazards, we recognize the Hazard Mitigation Plan to include our public utilities is a critical step towards enhancing our resilience. By joining forces, we aim to develop comprehensive strategies that address the unique needs and vulnerabilities of our facilities, thereby minimizing potential risks and ensuring a safer environment for our community.

Our district is prepared to actively participate in the planning process, contributing valuable insights and resources to ensure the successful integration of our site(s) into the county's overarching mitigation strategy. We are confident that through collaborative effort, we can achieve a robust framework that not only addresses current challenges but is also proactive in anticipating and mitigating future risks.

Thank you for your considering this proposal for partnership on such a crucial initiative. We are keen to engage in further discussions and to contribute actively to the planning and implementation phases of this project.

Best Regards,

Nancy Shapiro