

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

SRD Board Meeting Notice and Agenda Tuesday, October 8, 2024
Open Session: 6:00 PM

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 OPEN SESSION:**
3. **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.
4. **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 September 10 and September 20 (Emergency Meeting), 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
5. **Discussion/Action:** MOU between County of Marin & SRD Regarding Piling Removal
Recommended Action: Review approval and update status
6. **Discussion/Action:** Majors Baseball Field Fencing Bids
Recommended Action: Review Bids & Approve
7. **Discussion/Action:** 2024 New Employee Handbook
Recommended Action: Review & Approve
8. **Discussion/Action:** Authorize GM to inform banks to remove and add check signers to accounts
Recommended Action: Approve
9. **Discussion/Action:** Discuss SRD insurance requirements for renters/ICs and determine requirements.
Recommended Action: Give direction to staff

Next Regular Session Board Meeting is November 12, 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 Board Meeting Minutes

September 10, 2024

Closed session started at 5:37 pm

Meeting called to order at 6:21 pm Roll Call: Bohner, Teese, Saghezchi, Michael

Closed session: Nothing to report out from closed session

Public expression: No public comments

Agenda Item #6. Discussion/Action: MOU between County of Marin & SRD Regarding Piling Removal

No discussion and tabled.

Agenda Item #7. Discussion/Action: Define Sport Court Open Play Groups & Times Recommended

We have introduced new drop-in times for adult pickleball on Mondays from 9 AM to 11 AM and Thursdays from 6 PM to 8 PM, with no reservations required. Additionally, we are exploring the possibility of offering family pickleball on Saturdays from 12 PM to 2 PM and drop-in basketball for kids, depending on staffing availability. An upcoming family pickleball event aims to introduce more families to the sport and our club. Finally, we are actively looking into solutions to minimize the issue of balls crossing between courts.

Motion to approve the draft rules by Teese, and seconded by Saghezchi and unanimously approved.

Agenda Item #8. Discussion/Action: Discuss & Schedule SRD Playground Development Community

In the process for developing a new playground that involves gathering community input through focus groups, consulting with engineers to determine space and requirements, and then soliciting bids from playground companies. They also raise the point that while this project is being actively pursued, there is a need for improvements to the playground at Strawberry Cove, which is also SRD land.

Motion to approve the schedule by Teese, and seconded by Saghezchi and unanimously approved.

B. Approval of the Minutes of August 13, 2024 - Motion to approve minutes by Teese, and seconded by Saghezchi and unanimously approved.

C. General Manager's Report

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

Motion to approve fiscal reports by Teese, and seconded by Saghezchi and unanimously approved.

2. Financial and Operations Summary

The facility has undergone several upgrades and repairs, including new faucets, toilet fixes, and a spa heater replacement. Wi-Fi upgrades and baseball fence replacements are in progress. The aquatics area has seen new drain covers, lane lines, and the resumption of lap swim. Recreation programs are thriving with after-school classes, Play Club, and adult programs. Rentals and events are filling up the calendar. Staffing updates include new hires and ongoing recruitment efforts. Overall, the facility is experiencing positive growth and improvements.

SRD Board Emergency Meeting Minutes

September 20, 2024

Meeting called to order at 1:02 pm

Roll Call: Bohner, Teese, Saghezchi, Michael

The existence of pilings in Strawberry Channel constitutes an emergency under Government Code 549-56.5, posing a risk to public health and safety and potentially disrupting public facilities. Immediate action is required to ensure the project is included on the Board of Supervisors' agenda and delaying the meeting would postpone the project until April.

Discussion:

- The proposed MOU outlines Marin County's agreement to manage the bid process and share project costs with the Special Recreation District (SRD).
- The County will utilize the SRD's contract document, and the SRD will ultimately hold the contract and be responsible for payment, with reimbursement of 50% of the costs by the County.
- Concerns were raised regarding the long-term responsibility for the channel, with a desire to transfer ownership from the SRD to a more appropriate entity, potentially through a resolution.
- The lack of a formal agreement or easement between the County and Zone 4 for dredging activities was identified as a liability issue.
- It was confirmed that project funds are available within the Zone 4 budget.

Action:

Michael motioned and Teese seconded, passed unanimously to approve the MOU with Marin County for the piling removal project and the associated bid process.

Adjournment:

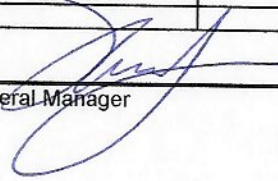
The meeting was adjourned at 1:15 PM.

STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

*** PAYROLL CLEARING***

On the 8th day of October 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
DD4113	Alber, Mary C	Paystub	438.75
DD4114	Allan, Trevor R	Paystub	367.28
DD4115	Brown-Ross, Cole D	Paystub	187.06
DD4116	Diaz, Celeste C	Paystub	931.71
DD4117	Dohoney, Trinity J	Paystub	2,376.01
DD4118	Guyer, Cynara	Paystub	285.16
DD4119	Hardy, Autruyana A	Paystub	177.93
DD4120	Kelly, Cian J	Paystub	82.12
DD4121	Kelly, Henry A	Paystub	258.70
DD4122	Kelly, Mia E	Paystub	39.01
DD4123	Khaliq-Baporia, Faizal	Paystub	1,767.15
DD4124	Kux, Maya J	Paystub	47.67
DD4125	Lacey, Hannah W	Paystub	246.38
DD4126	Law, Ryan J	Paystub	2,047.73
DD4127	Mitchell, Morgan	Paystub	2,122.22
DD4128	Pearson, Natehan G	Paystub	219.00
DD4130	Powell, Tylan D	Paystub	155.12
DD4131	Rosedale, Capri F	Paystub	190.71
DD4132	Sacchetto, Marco J	Paystub	2,036.21
DD4133	Saltzman, Andrew J	Paystub	388.26
DD4134	Sanger, Shivali	Paystub	237.25
DD4135	Shapiro, Nancy R	Paystub	4,246.77
DD4137	Woods, Samuel A	Paystub	2,263.05
	Weingart, Nathan T	Returned Direct Deposit	-242.27
	Philippart, Chloe A	Returned Direct Deposit	-795.76
9402	Weingart, Nathan T	payroll Checks	242.27
9403	Philippart, Chloe A	payroll Checks	795.76
9404	Hill, Matthew P	payroll Checks	246.37
9405	Judson, Colin L	payroll Checks	160.38
9406	Khaliq-Baporia, Farhan	payroll Checks	177.72
9407	Magenau, Sierra W	payroll Checks	246.37
9408	Philippart, Chloe A	payroll Checks	143.73
9409	Samaras, Gianna	payroll Checks	131.40
9410	Scott, Charles E	payroll Checks	78.02
9411	Void	payroll Checks	0.00
9412	Weingart, Nathan T	payroll Checks	279.21
	CAL PERS	payroll Checks	3919.41
	Quickbooks	Quickbooks Payroll fees	237.75
		3076.00 Payroll Taxes FWT	7889.88
		3901.44 Payroll Taxes FICA	
		912.44 Payroll Taxes MCARE	
	State taxes	1253.51 Payroll taxes SWT	1725.49
		125.87 Payroll Taxes SUI	
		346.11 Payroll Taxes SDI	
			36346.98


 General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/2/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	4816.00	Total Cash	2750.00
Jr Berries	0.00	Total Checks	183927.00
Youth Contract Class	2295.00	<u>Total</u>	186677.00
Adult Basketball	0.00		
Community Night	0.00		
Adult Group Ex	0.00		
Adult Enrichment	60.00		
Pool Drop-In	20.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	120.00		
Aquatics Guest Fees	0.00		
Pool Lessons	0.00		
Pool Adult classes	114.00		
Pool rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	300.00		
Deposits Held on Rental	1000.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Prop 68 Grant	177952.00		
Other 2	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	186677.00		

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

9/25/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	252.00
Jr Berries	0.00	Total Checks	784.00
Youth Contract Class	0.00	<u>Total</u>	1036.00
Adult Basketball	0.00		
Community Night	0.00		
Adult Group Ex	0.00		
Adult Enrichment	60.00		
Pool Drop-In	40.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	40.00		
Pool Lessons	0.00		
Pool Adult classes	136.00		
Pool rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	260.00		
Deposits Held on Rental	500.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other PG&E pool repair	0.00		
Other 2	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	1036.00		

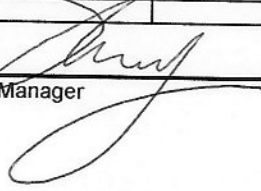


STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

*** PAYROLL CLEARING***

On the 8th day of October 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
DD4085	Alber, Mary C	Paystub	344.65
DD4086	Allan, Trevor R	Paystub	325.3
DD4087	Bennerotte, Madisyn M	Paystub	546.93
DD4088	Bohner, Pamela G	Paystub	91.25
DD4089	Diaz, Celeste C	Paystub	819.48
DD4090	Dohoney, Trinity J	Paystub	2,376.01
DD4091	Goldman, Zoe I	Paystub	34.68
DD4092	Guyer, Cynara	Paystub	142.58
DD4093	Hakman, Josh O	Paystub	364.08
DD4094	Kelly, Cian J	Paystub	69.81
DD4095	Kelly, Henry A	Paystub	73.91
DD4096	Kelly, Mia E	Paystub	121.36
DD4097	Khaliq-Baporla, Faizal	Paystub	1,767.15
DD4098	Kux, Maya J	Paystub	221.06
DD4099	Lacey, Hannah W	Paystub	219.00
DD4100	Law, Ryan J	Paystub	2,047.73
DD4101	McCall, Justin M	Paystub	2,331.48
DD4102	Mitchell, Morgan	Paystub	1,964.25
DD4103	Octavio, Eleanor A	Paystub	381.41
DD4104	Philippart, Chloe A	Paystub	795.76
DD4105	Rosedale, Capri F	Paystub	190.72
DD4106	Sacchetto, Marco J	Paystub	2,036.19
DD4107	Saltzman, Andrew J	Paystub	674.06
DD4108	Sanger, Shivali	Paystub	605.85
DD4109	Shapiro, Nancy R	Paystub	4,246.78
DD4110	Teese, Peter	Paystub	91.25
DD4111	Weingart, Nathan T	Paystub	242.27
DD4112	Woods, Samuel A	Paystub	2,263.05
9399	Hill, Matthew P	payroll Checks	192.99
9400	Magenau, Sierra W	payroll Checks	197.11
9401	Samaras, Gianna	payroll Checks	131.40
	CAL PERS	payroll Checks	4404.29
	Quickbooks	Quickbooks Payroll fees	126.50
	3439.00	Payroll Taxes FWT	8934.86
	4454.16	Payroll Taxes FICA	
	1041.70	Payroll Taxes MCARE	
	State taxes	Payroll taxes SWT	1935.59
	135.27	Payroll Taxes SUI	
	395.11	Payroll Taxes SDI	
			41310.79


 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

9/18/2024

118 East Strawberry Drive
 Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	191.00
Jr Berries	0.00	Total Checks	5954.52
Youth Contract Class	0.00	<u>Total</u>	6145.52
Adult Basketball	60.00		
Community Night	0.00		
Adult Group Ex	455.00		
Adult Enrichment	56.00		
Pool Drop-In	40.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Pool Lessons	0.00		
Pool Adult classes	44.00		
Pool rental	0.00		
Tennis Classes & Clinics	126.00		
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 PG&E pool repair	5364.52		
Other 2	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	6145.52		



Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

9/11/2024

Youth Playclub	997.50	Total Cash	2380.00
Jr Berries	0.00	Total Checks	1571.78
Youth Contract Class	64.28	<u>Total</u>	3951.78
Adult Basketball	10.00		
Community Night	0.00		
Adult Group Ex	0.00		
Adult Enrichment	24.00		
Pool Drop-In	155.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	150.00		
Pool Lessons	0.00		
Pool Adult classes	144.00		
Pool rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Faciliites Rental	1907.00		
Deposits Held on Rental	500.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Youth contract class reimb.	0.00		
Other 2 Otis Elev. Refund	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	3951.78		



October 2024 Board Update

Financials – see attached

Facilities

- Pavers are completed down the rest of the pathway meeting the concrete now
- Wind screens have been installed around the sports court, 85% completed.
- Added more NO DOG signs in areas between field A and B, as we believe this is where they are walking in from
- Started pulling out, going through, and reordering missing pieces for our Halloween event.
- Ripped out old dried-up succulents and planted new ones near elevator

Aquatics

- Fall (A) swim lessons ended on Saturday, 10/5
- Fall (B) swim lessons are almost sold out
 - Trinity looking to add more based on need
- Trinity taught a lifeguard class with a total revenue of \$1,105.00
- Trinity resumed adult lap swim clinics
 - First class had a total of 9 registration and revenue of \$140
- The pool schedule has been updated, introducing no reservations from 2:00pm-5:00pm Monday through Sunday
 - Members were very nervous about this but have been figuring out the pool schedule day by day
 - Those who understand the pool schedule are enjoying the flexibility
- Trinity is looking into teaching private adult swim lessons

Recreation

Play Club

- Three new staff members hired and started
 - Play Club is fully staffed!
- Fall B Play Club and Enrichment+ registration opened on 9/25
 - Play Club registration slightly down from last session
 - 193 registrations for Play Club and Enrichment+ as of 10/3
 - Individual dates for Strawberry Point minimum days (November 18th – 22nd) available for registration

After School Enrichment

- Added two new afterschool classes – Chess Wizards and Wee Yogis
 - Also added a Wee Yogis Jr. Berries class
- Added second classes for some that sold out in Fall A with long waitlists
 - Fall B – LEGO, Yoga & Crafts, Spanish, Sewing

- Some classes previously unavailable to TK students opened enrollment
 - TK – LEGO, Yoga & Crafts, Spanish
- Ended working relationship with Enbridgement
- Fall B Enrichment class registration opened on 9/25
 - Enrichment class registration slightly down from last session
 - 210 registrations in enrichment classes as of 10/3
- New flyers created for every afterschool class and posted around SRD
- Currently looking to create 1-day classes for the week of November 18th
 - Marin Treks scheduled for four classes, two on Monday 11/18 and two Tuesday 11/19

Adult Programs Currently Offered

- Beginning and Intermediate Bridge
 - Beginning Bridge 1 (Fall 2024) (9/3 - 10/8) - Session ends Wednesday
 - Fall: Beginning Bridge 2 (10/15 - 11/19) - Session begins next Tuesday
 - Bridge: Newcomer Games on 10/10, 10/17, 10/24, 10/31
- Beginning and Intermediate Spanish
 - Fall B: Adult Beginner Spanish (10/21 - 11/18)
 - Fall B: Adult Intermediate Spanish (10/21 - 11/18)
- Beginning and Intermediate Pickleball Classes (Sessions postponed a week due to excessive heat, first class begins 10/13 now)
 - Intro to Pickleball – Beginner 1.0-2.0 (2:30pm) - 7 signups
 - Pickleball Adv. Beg. /Early Int. 2.0-2.5 (3:45pm) - 4 signups
 - Pickleball Adv. Beg. /Early Int. 2.0-2.5 (5pm) - 5 signups
- Charm Bracelet Workshop 10/10
 - Postponed to 2025 due to no signups.
- Self Defense Class
 - Class scheduled for 10/26, currently promoting.

Memberships

- Adult drop-in basketball averaging approximately 15 participants per night.
- Group exercise averaging approximately 8 participants per meeting.

Special Events

- Scary at the Berry – scheduled for 11/01/24
- 127 signups as of 10/7
 - Food Trucks
 - Bakatta – Venezuelan/Columbian
 - Poke a Go Go – Poke Bowls
 - El Paisa Taqueria – Mexican
 - Volunteers

Rentals

- Fall and winter rental requests for birthday and holiday party rentals
- Getting requests for school fundraiser kickball parties
- Will begin gearing up for 2025 periodic rentals

Miscellaneous

- Prop 68 grant money received on 10/1 - \$177,952!
- PG&E power outage led to our spa heater failing
 - Heater was replaced with a spare, and new spare ordered/received
 - Claim filed with PG&E – they paid SRD \$5,364.52
 - Remaining cost to SRD –\$2,200
- SRD experienced check/mail fraud
 - Sent check to contractor
 - Someone took the check (between the mailbox across the street and the contractor's mailbox in Alameda), created a new check with a different payee and address, then and cashed the check with a mobile deposit to PNC Bank.
 - Our bank, BofA, would not cover the funds
 - SRD filed claim with Capri – no update
 - SRD issued new check to contractor
 - GM now taking warrants to post office to mail instead of using the mailbox across the street
 - During conversations with the County, I was informed they are working on a new system to increase safety that should prevent this type of thing from happening again.
 - In trial stages
- Continuing issues with USPS
 - USPS losing mail (mostly payments) sent by SRD
 - Most recently, credit card company did not receive payment
 - Particularly bad because credit cards must be under a person's social security number
- Issues with Enbridgement, afterschool class independent contractor
 - SRD cut ties due to their business practices
- New Playground
 - Community Input Sessions
 - 9/23 – 1 person
 - 9/25 – 0 people
 - 10/5 – 1 person
 - 10/15 –
 - 10/17 –
 - Meeting with playground companies who can do the hardscape/landscape and install playground eq
 - Bidding may be a bit tricky unless SRD is specific with design elements

- Working to incorporate the landscape and hillside into the playground elements.
- Working on replacing lights on tennis courts, in parking lot and around pool deck due to deterioration of light quality.
 - Courts at night are unplayable due to poor light
 - Nancy did informal light candle study that shows significant deterioration as lights get old
 - Illumination is worse on the lower courts
 - 5 fc now vs. 20.3 fc when lights were new
 - Comparing current data with data after lights were upgraded in 2017
 - Need to restore lights same as when they were first installed
- Adult open pickleball play
 - Slow start, but more people are joining
 - So far, had up to 6 participants in one open play session
 - Current days/times are manageable for staff
- Weekend open family pickleball
 - Working to get staff trained for Saturdays
 - Glitch due to family issues
- Meeting with Tiburon Parks & Open Space Committee
 - Nancy & Pam met with committee members
 - Suggested working together to build a new pool building. To make this a viable option, would need to enlarge the pool.
 - Space to do so on the far side of the pool – looks like space to add 3 lanes
 - Have not heard back from the committee
 - Board future discussion if Tiburon plans to build a public pool and impact to SRD
 - Recommend SRD Board begins discussion on securing funds for an upgrade to SRD's aquatics facility.
 - New building and enlarging the pool

SRD Financial Summary
07/01/2024 - 10/04/2024

	FY 2024.2025			FY 2023.2024		
Operating	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 129,139	\$ 188,360	\$ (59,221)	\$ 172,855	\$ 208,326	\$ (35,471)
Special Events	\$ 2,811	\$ 18,232	\$ (15,421)	\$ 10,770	\$ 15,714	\$ (4,944)
Adult Rec. Classes	\$ 15,025	\$ 5,618	\$ 9,407	\$ 34,354	\$ 14,976	\$ 18,640
Aquatics	\$ 135,742	\$ 182,299	\$ (46,557)	\$ 150,765	\$ 144,114	\$ 6,651
Tennis	\$ 57,218	\$ 1,908	\$ 55,310	\$ 45,092	\$ 15,082	\$ 30,010
Facilities	\$ 20,500	\$ 119,582	\$ (99,082)	\$ 39,213	\$ 127,475	\$ (88,262)
Administration	\$ 6,600	\$ 152,462	\$ (145,862)	\$ 450	\$ 100,062	\$ (99,612)
Total Operating	\$ 367,035	\$ 668,461	\$ (301,426)	\$ 453,499	\$ 625,749	\$ (172,250)
						\$ -
Non Operating						\$ -
Measure A	\$ -	\$ -	\$ -	\$ 54,909	\$ -	\$ 54,909
Grants	\$ 177,952	\$ -	\$ 177,952	\$ -	\$ -	
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Funds	\$ 45,962	\$ -	\$ 45,962	\$ 97,868	\$ -	\$ 97,868
Capital Improvements	\$ -	\$ 237,772	\$ (237,772)	\$ -	\$ 29,594	\$ (29,594)
Zone IV	\$ -	\$ 17,714	\$ (17,714)	\$ 381,467	\$ 1,311,300	\$ (929,833)
Zone V	\$ -	\$ 2,067	\$ (2,067)	\$ 72	\$ 2,600	\$ (2,528)
Other Expenses	\$ -	\$ -	\$ -	0	-3116	\$ 3,116
Total Non-Operating	\$ 223,914	\$ 257,553	\$ (33,639)	\$ 534,316	\$ 1,340,378	\$ (806,062)
			\$ -			\$ -
Net Rev, Exp & Income	\$ 590,949	\$ 926,014	\$ (335,065)	\$ 987,815	\$ 1,966,127	\$ (978,312)
Total Net w/o Zone IV			\$ (317,351)			\$ (48,479)
Balance Sheet Cash	Oct-24	Oct-23	Change			
General Fund	\$ 1,538,277	\$ 1,335,937	\$ 202,340			
Replacement Resv	\$ 1,650,113	\$ 1,598,980	\$ 51,133			
Measure A	\$ 25,400	\$ 163,927	\$ (138,527)			
Payroll Clearing	\$ 84,098	\$ 125,279	\$ (41,181)			
Credit Card Acct.	\$ 312,117	\$ 397,424	\$ (85,307)			
	\$ -	\$ -	\$ -			
Total	\$ 3,610,005	\$ 3,621,547	\$ (11,542)			
Y/Y Impacts						
1. Youth after school revenue up this fall. Program registration timing impacted P&L numbers						
2. Jr. Berrie revenue down - staff transition						
3. Pool pass revenue down due annual sales in previous fiscal year.						
4. Lower revenue impacted by timing and staff changeover (adult programs & special events)						
5. Expenses without CIP about \$45K higher this year due to misc. (\$50K insurance payment not reflected in previous FY, higher staffing costs due to more staff and higher wages.						

**MEMORANDUM OF UNDERSTANDING BY AND BETWEEN THE COUNTY OF
MARIN AND STRAWBERRY RECREATION DISTRICT RELATED TO OWNERSHIP
AND MAINTENANCE OF STRAWBERRY CHANNEL MARKERS**

This Memorandum of Understanding ("Memorandum") is entered into by and between the County of Marin, a political subdivision of the State of California, through the Department of Public Works ("County"), and Strawberry Recreation District, a recreation district created under the laws of the State of California ("District").

RECITALS

WHEREAS, District, through Zone IV dredges a public channel along the waterway east of Strawberry Drive in order to provide public access for boating ("Strawberry Channel").

WHEREAS, County owns certain submerged lands in trust pursuant to a grant from the State of California including the submerged land known as the "Salt Work Canal," as shown upon the Board of Tide Land Commissioners' "Map No. 1 of the Salt Marsh and Tide Lands Situate in the County of Marin, State of California," dated 1870.

WHEREAS, thirteen (13) piles with navigational markers ("Channel Markers") located within the Strawberry Channel were evaluated for existing condition in August of 2023, as described in the Hadley General Contractors, Inc., "Strawberry Channel Piles Observations of Existing Conditions," attached hereto as **Exhibit A**,

WHEREAS, the Strawberry Channel Piles Observations of Existing Conditions identified five (5) Channel Markers as having timber pilings in critical condition showing advanced deterioration, overstressing, or breakage.

WHEREAS, there is an unclear record as to whether County and/or District installed the Channel Markers-

WHEREAS, to avoid the risk to the public associated with structurally deficient Channel Markers, and in the spirit of cooperation between public entities, County and District agree as follows:

AGREEMENT

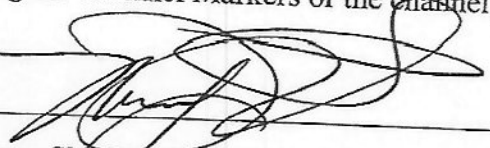
1. District through Zone IV agrees to remove the five (5) Channel Markers identified in Exhibit A as having timber pilings in critical condition (the "Project") with assistance from County.
2. District through Zone IV shall serve as the lead agency on the Project and will be responsible for complying with all necessary permits, preparing and approving any plans and specifications, and contracting with a general contractor to remove the Channel Markers with the assistance of County ("Project Delivery").
3. County shall prepare and submit applications for Project permits on behalf of District through Zone IV.

4. County agrees to reimburse District for 50% of the necessary cost of the Project, not to exceed \$49,999, upon invoice from District, and County shall remit payment to District within 30 days of receipt of an invoice.

5. County and District agree to cooperate in good faith to allow completion of the Project, and County will provide technical support within County's expertise.

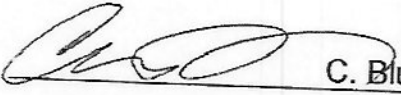
6. County and District acknowledge that District's completion of the Project is not an admission of liability or responsibility for maintaining the Channel Markers or the channel, and this memorandum shall not be construed as such.

DATED: 9/30, 2024

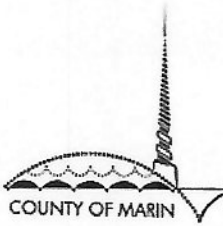


Nancy Shapiro, General Manager
Strawberry Recreation District

DATED: September 24, 2024



C. Blunk acting for
Rosemarie Gaglione, Director
County of Marin, Dept. of Public Works



DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

Rosemarie R. Gaglione
DIRECTOR

September 24, 2024



Administration
PO Box 4186
San Rafael, CA 94913-4186
415 473 6528T
415 473 3799 F
415 473 3232 TTY
CRS Dial 711

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, California, 94903

SUBJECT: Memorandum of Understanding with the Strawberry Recreation District Related to Ownership and Maintenance of Strawberry Channel Markers and Related Budget Adjustment

www.marincounty.org/pw

Dear Board Members:

- Accounting
- Administrative Services
- Airport
- Building Maintenance
- Capital Projects
- Certified Unified Program Agency (CUPA)
- Communications Maintenance
- Disability Access
- Engineering & Survey
- Fleet Operations
- Flood Control & Water Resources
- Land Development
- Procurement
- Real Estate
- Reprographic Services
- Road Maintenance
- Stormwater Program
- Transportation & Traffic Operations
- Waste Management

RECOMMENDATION: 1) Authorize the Director of Finance to increase expenditure appropriations in Department of Public Works General Fund by \$49,999; 2) Approve the Memorandum of Understanding (MOU) By and Between the County of Marin and Strawberry Recreation District Related to Ownership and Maintenance of Strawberry Channel Markers; and 3) Authorize the Director of Public Works to Execute the MOU.

SUMMARY: The Strawberry Channel is a marine navigational channel that runs from the Richardson Bay channel north along the Strawberry Point spit and up to the Cove at Tiburon Apartments marina basin. Timber pilings were installed with daylight channel marker signs to identify the location of the dredged channel for mariners. The age of the channel marker pilings are unknown, but are estimated to be at least 30 to 50 years old. Some of the channel marker pilings have deteriorated, are broken or are missing.

In August 2023 Hadley General Contractors surveyed 13 channel markers and piles located in the Strawberry Channel in the Richardson Bay. The purpose of the survey was to observe and document the existing conditions, layout, spacing, and dimensions of the timber channel marker pilings and to identify the limits of damage on each of the piles. Of the 13 pilings surveyed, five (5) were determined to be in critical condition showing advanced deterioration, overstressing, or breakage and were recommended to be removed.

Strawberry Recreation District's Zone IV dredges the Strawberry Channel in order to provide public access for boating. Prior to the establishment of the Strawberry Channel, the County of Marin established the Salt Works Canal navigational channel within the vicinity. The Salt Works Canal is no longer dredged or maintained. It is unclear whether County and/or the Strawberry Recreation District installed the existing timber channel marker pilings.

In the spirit of cooperation and to avoid risk to the public, County of Marin and Strawberry Recreation District staff prepared the attached draft Memorandum of Understanding (MOU) for both agencies to work together to remove the timber channel marker pilings identified by the survey as being in critical condition. It is proposed that the Strawberry Recreation District, through its Zone IV, will serve as the lead agency on the project. The County will assist by preparing and submitting

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CA-11d

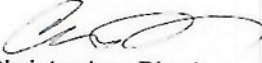
applications for necessary permits on behalf of Strawberry Recreation District Zone IV and will reimburse the District for 50% of the necessary cost of the project in an amount not to exceed \$49,999.

FISCAL IMPACT: There will be no increase to the General Fund net County costs as a result of your Board's actions. Approval will increase Department of Public Works General Fund expenditure appropriations by \$49,999 for maintenance of Strawberry Recreation District Channel Markers, fully offset through a corresponding reduction in Non-Departmental expenditure appropriations.

REVIEWED BY:

<input checked="" type="checkbox"/>	County Executive	<input type="checkbox"/>	N/A
<input type="checkbox"/>	Department of Finance	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	County Counsel	<input checked="" type="checkbox"/>	N/A
<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A

Respectfully submitted,


Christopher Blunk
Assistant Director of Public Works

Attachments: Memorandum of Understanding
Exhibit A - Strawberry Channel Piles Observations of Existing Conditions

c: Robin Bartlett, Principal Civil Engineer, DPW Engineering Division
Qiana Davis, Administrative Services Director and Fiscal Officer, DPW Accounting
Daniel Del Monte, Deputy County Executive, Office of the County Executive

Budget Adjustment No. 2025/03/1098

2024 Majors Fencing Bid
Compare

	8-Oct-24
KYA	
General Requirements	\$ 15,285.00
Project Costs	\$ 149,196.00
Builders Risk	\$ 515.82
Precore Fee	\$ 171.94
Profit & Overhead	\$ 10,316.45
Permit Allowance	\$ 3,438.82
Easement Allowance	\$ 3,438.82
Total	\$ 182,362.85
Note: bid states	\$ 189,822.64
Able Fence Company	
Fence removal & reinstall	\$ 58,250.00
Remove/reinstall cables/nets	\$ 8,250.00
Paint Posts	\$ 11,975.00
Total*	\$ 78,475.00
*Doesn't include permit fees	
Remove/replace horizontal rails	\$ 21,800.00
Truss support rails for nets	\$ 11,750.00
Remove/replace 1st B dugout fence	\$ 2,250.00
Add 8' panel on top of 1b dugout	\$ 2,375.00
Marin Fence	
Bid**	\$ 128,709.00
Doesn't include cable & permits	

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