

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

SRD Board Meeting Notice and Agenda Tuesday, November 19, 2024
Open Session: 5:00 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 October 8, 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:** Authorize GM to set up a brokerage account to accept securities donations
Recommended Action: Review and Approve
6. **Discussion/Action:** 2025 Rate Review
Recommended Action: Approve
7. **Discussion/Action:** MOU between County of Marin & SRD Regarding Piling Removal
Recommended Action: Update status
8. **Discussion/Action:** Thank Pam Bohner for her years of service on the SRD Board
Recommended Action: Discussion
9. **Discussion/Action:** Reschedule December Board Meeting due to SRD Event
Recommended Action: Discussion and give direction to staff

Next Regular Session Board Meeting is December 10, 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

October 8, 2024

Meeting called to order at 6.03 pm

Roll Call: Board Members Bohner, Nichols, Saghezchi; GM Shapiro: Zone 4 Residents Ross, Graham, Wambach

Public Expression: No public comments

Agenda Item #5. Discussion/Action. MOU County of Marin and SRD Regarding Piling Removal. Discussion Only.

Agenda Item #6. Discussion/Action. Majors Baseball Field Fencing Bids
Approval of base bid of \$78,475, with change orders up to \$35,000. Motion to approve by Bohner, and seconded by Saghezchi, and unanimously approved.

Agenda Item #7 Discussion/Action New Employee Handbook and Policies. Motion to approve Saghezchi and seconded Bohner, and unanimously approved.

Agenda Item #8 Authorize GM To inform the bank to remove and add check signers to account. Motion to approve Bohner and seconded Saghezchi, and unanimously approved.

Agenda Item #9 Discussion/Action Discuss SRD's insurance requirements for renters/ICs and determine requirements.
Action to Staff: Recommend IC and renters have SAMS insurance policy.

Agenda Item #4B Approval of Minutes from September 10 and 20th.
Motion to approve Bohner, seconded Saghezchi, and unanimously approved.

Agenda Item #4C Approval and Confirmation of Expenditures, Disbursements, Payroll. And Warrants. Motion to approve Bohner, seconded Saghezchi, and unanimously approved.

Meeting adjourned at approximately 7:30 p.m.

*** PAYROLL CLEARING***

On the 10th day of December 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
DD4189	Alber, Mary C	Paystub	501.45
DD4190	Brown-Ross, Cole D	Paystub	187.07
DD4191	Cunningham, Dean	Paystub	73.92
DD4192	Diaz, Celeste C	Paystub	719.29
DD4193	Dohoney, Trinity J	Paystub	2,376.00
DD4194	Faust, Chloe H	Paystub	481.80
DD4195	Guyer, Cynara	Paystub	370.71
DD4196	Hardy, Autruyana A	Paystub	237.25
DD4197	Kelly, Cian J	Paystub	78.02
DD4198	Kelly, Henry A	Paystub	139.61
DD4199	Khalik-Baporia, Faizal	Paystub	1,767.14
DD4200	Kux, Maya J	Paystub	82.35
DD4201	Lacey, Hannah W	Paystub	292.00
DD4202	Law, Ryan J	Paystub	2,146.99
DD4203	McCall, Justin M	Paystub	2,331.49
DD4204	McCubbin, Emma M	Paystub	73.92
DD4205	Mitchell, Morgan	Paystub	0.00
DD4206	Narvaez, Jacqueline N	Paystub	916.79
DD4207	Pearson, Natelhan G	Paystub	209.88
DD4208	Powell, Tylan D	Paystub	255.50
DD4209	Rosedale, Capri F	Paystub	182.03
DD4210	Sacchetto, Marco J	Paystub	2,166.98
DD4211	Sanger, Shivali	Paystub	630.65
DD4212	Shapiro, Nancy R	Paystub	0.00
DD4213	Skomer, Auden R	Paystub	155.12
DD4214	Stephenson, Marley J	Paystub	184.78
DD4215	Woods, Samuel A	Paystub	2,333.25
DD4216	Shapiro, Nancy R	Paystub	4,515.28
DD4217	Mitchell, Morgan	Paystub	2,231.98
9430	Hill, Matthew P	payroll Checks	188.89
9431	Judson, Colin L	payroll Checks	151.71
9432	Khalik-Baporia, Farhan	payroll Checks	69.35
9433	Magenau, Sierra W	payroll Checks	172.47
9434	Padilla, Julianna N	payroll Checks	385.50
9435	Scott, Charles E	payroll Checks	21.67
9436	Sedlak, Claire M	payroll Checks	883.58
9437	Weingart, Nathan T	payroll Checks	271.02
	CAL PERS	payroll Checks	3649.09
	Quickbooks	Quickbooks Payroll fees	259.75
		3857.00 Payroll Taxes FWT	9698.78
		1107.28 Payroll Taxes FICA	
		4734.50 Payroll Taxes MCARE	
	State taxes	1549.17 Payroll taxes SWT	2094.59
		125.43 Payroll Taxres SUI	
		419.99 Payroll Taxes SDI	
			43487.65

General Manager

STRAWBERRY RECREATION DISTRICT

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

November 13, 2024

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

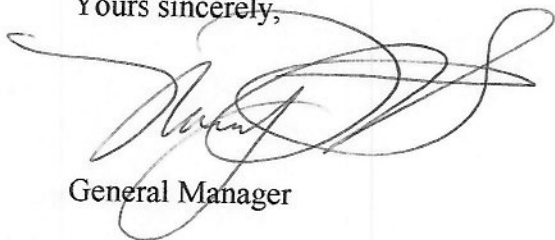
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Nine Hundred Eighty-Six and 25/100 (986.25) TO the Strawberry Recreation District Operational Fund Account #80938551 FROM the Strawberry Recreation District Zone IV 04 Measure B Fund Account #81018551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on December 10, 2024.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

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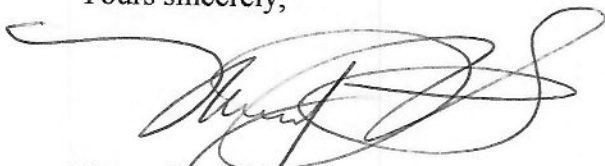
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six hundred Eighty-nine and 00/100 (689.00) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone 5 De Silva Account #80958551.

December 10, 2024 .

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

11/13/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	372.50	Total Cash	1453.00
Jr Berries	0.00	Total Checks	7152.75
Youth Contract Class	0.00	Total	8605.75
Adult Basketball	20.00		
Halloween	0.00		
Adult Group Ex	0.00		
Adult Enrichment	28.00		
Pool Drop-In	20.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	30.00		
Pool Lessons	0.00		
Pool Adult classes	196.00		
Pool Swim Team fees	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	1050.00		
Tennis Membership	0.00		
Facilities Rental	5889.25		
Deposits Held on Rental	1000.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	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

8605.75



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

Warrant Date 11-13-24

On the 10th Day of December 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809313583	Bank of Marin 5590	457.08 Pool Supplies	17,814.02
		259.29 Admin Office Supplies	
		16.23 Admin IT	
		73.42 Youth Rec Supplies/Playclub	
		15.99 Admin IT	
		1,619.61 Admin IT	
		736.31 Supplies(usable)	
		1,845.01 Special Expense/Halloween Faire	
		24.95 Special Expense/Halloween Faire	
		157.55 Special Expense/Halloween Faire	
		39.19 Special Expense/Halloween Faire	
		754.62 Special Expense/Halloween Faire	
		118.00 Special Expense/Halloween Faire	
		11.67 Admin Employee Relations	
		81.40 Admin Employee Relations	
		121.50 Pool Office Expenses	
		192.72 Admin Employee Relations	
		230.00 Pool Supplies	
		47.28 Facilities Repairs(emp)	
		10.45 Admin Postage/Frieght	
		86.56 Admin Employee Relations	
		6,243.35 Equipment	
		1,745.47 Admin IT	
		143.01 Admin Employee Relations	
		310.18 Supplies(usable)	
		1,015.96 Pool Repairs & Maintenance	
		5.08 Admin Employee Relations	
		1,250.00 Facilities Repairs(emp)	
		202.14 Admin Employee Relations	
809313584	Comcast Elevator	Admin Telephone	107.93
809313585	Flores's General Construction, Inc	CIP	3,120.00
809313586	Hydrex Pest Control	Facilities Contract Service	70.00
809313587	Karen Bohlin	Adult Contract Services	225.00
809313588	Kone San Francisco U381	Facilities Contract Service	245.00
809313589	Landesign Construction and Maint. Inc.	Zone V Contract Service	689.00
809313590	Marin County Tax Collector	Admin Legal Fees	1,906.75
		986.25 Zone IV Outflow-Maint. Spec Tax	
809313591	Megan Scott	Adult Contract Services	450.00
809313592	Mill Valley Refuse Service, Inc.	Facilities Repairs(emp)	768.01
		289.54 Facilities Parks Repairs(emp)	
809313593	Nancy Mimms	Adult Contract Services	300.00
809313594	Rebecca Callaway	Pool Contract Services	772.80
809313595	Recreation Reimagined	Youth Contract Classes	2,721.60
809313596	Southern Marin Mother's Club.	Youth Adv/Promo	1,000.00
809313597	VSP	Admin Medical	72.96
		18.24 Facilities Full Time Medical	
		18.24 Pool Full Time Medical	
		18.24 Youth Medical	
809313598	Strawberry Recreation District	Payroll Clearing Account	44,000.00
			74,263.07

Total

74263.07 Nancy Shapiro District Manager

STRAWBERRY RECREATION DISTRICT

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

Tel # (415) 383-6494

Fax # (415) 383-6635

Website: www.strawberry.marin.org

November 6, 2024

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

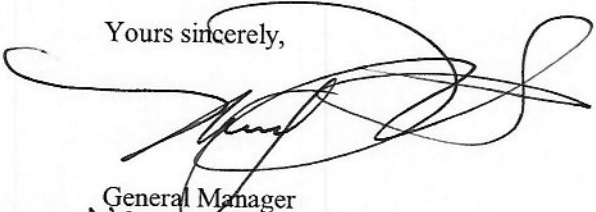
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Seventy-Two Thousand Ninety-five and 85/100 (72095.85) 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 November 12, 2024.

Yours sincerely,



General Manager

Nancy Shapiro

NS/kr

Cc: Bookkeeper

TO:

RICHARD ARROW, AUDITOR/CONTROLLER

County of Marin

Civic Center

San Rafael, CA 94903

Warrant Date 11-6-24

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

Warrant in Favor of		Purpose	Amount
809313569	Black Market Printing	Youth Rec Supplies/Playclub	954.67
809313570	Cintas Corporation	248.83 Supplies(usable)	619.47
		248.83 Pool Maint Supplies	
		121.81 Special Expense/Halloween Faire	
809313571	Comcast	Admin IT	493.25
809313572	Comcast Telephone	Admin Telephone	397.79
809313573	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	
809313574	Katharine Rittenburg	Admin Acct/Audit/bookkeeping	1,462.50
809313575	Landesign Construction and Maint. Inc.	Facilities Field Contract serv	2,925.00
809313576	Lincoln Aquatics	1,068.68 Pool Chemicals	3,109.49
		92.72 Pool Chemicals	
		197.58 Pool Chemicals	
		800.57 Pool Chemicals	
		949.94 Pool Chemicals	
809313577	OConnor & Company	Admin Acct/Audit/bookkeeping	2,601.25
809313578	RecDesk LLC	Admin Contract Services/Consult	10,100.00
809313579	Regional Monitoring Program	Zone IV Outflow-Maint. Spec Tax	72,095.85
809313580	Vanguard Cleaning Systems of the Northbay	Facilities Janitorial/Maintenanc	5,500.00
809313581	Shawna Alapal	Deposits Held on Rental	500.00
809313582	Toni Denmark	Deposits Held on Rental	1,000.00
			102,095.62

Total

102095.62 Nancy Shapiro, District Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

11/6/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	127.00
Jr Berries	0.00	Total Checks	68904.70
Youth Contract Class	0.00	Total	69031.70
Adult Basketball	0.00		
Halloween	95.00		
Adult Group Ex	400.00		
Adult Enrichment	24.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Pool Lessons	0.00		
Pool Adult classes	20.00		
Pool Swim Team fees	7317.50		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	865.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	3419.78		
Facilities Property Rental	0.00		
Other CIP fraud reimburse	7990.00		
Other 2	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	48900.42		
Measure A	0.00		
Credit Transfer	0.00		0
	69031.70		



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

October 30, 2024

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

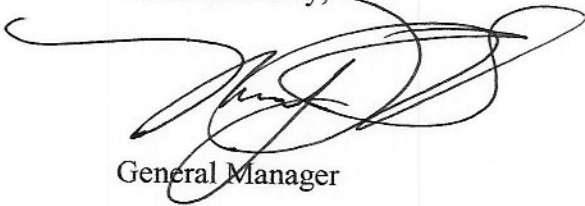
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of TwoThousand One Hundred Forty-six and 26/100 (2146.26) FROM the Strawberry Recreation District Operational Fund Account #80938551 TO the Strawberry Recreation District Zone IV 04 Measure B Fund Account #81018551

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on November 12, 2024.

Yours sincerely,



General Manager

NS/kr

Cc: Bookkeeper

RICHARD ARROW, AUDITORCONTROLLER
County of Marin
Civic Center
San Rafael, CA 94903

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

Total	54412.53	Nancy Shapiro, District Manager
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*** PAYROLL CLEARING***

On the 12th day of November 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
DD4165	Alber, Mary C	Paystub	450.89
DD4166	Brown-Ross, Cole D	Paystub	173.37
DD4167	Diaz, Celeste C	Paystub	852.88
DD4168	Dohoney, Trinity J	Paystub	2,376.02
DD4169	Faust, Chloe H	Paystub	341.27
DD4170	Guyer, Cynara	Paystub	365.00
DD4171	Hardy, Autryana A	Paystub	219.00
DD4172	Kelly, Henry A	Paystub	98.55
DD4173	Kelly, Mia E	Paystub	69.35
DD4174	Khaliq-Baporia, Faizal	Paystub	1,775.77
DD4175	Lacey, Hannah W	Paystub	246.37
DD4176	Law, Ryan J	Paystub	2,078.34
DD4177	McCall, Justin M	Paystub	2,331.48
DD4178	Mitchell, Morgan	Paystub	2,122.20
DD4179	Narvaez, Jacqueline N	Paystub	820.81
DD4180	Pearson, Natehan G	Paystub	104.94
DD4181	Powell, Tylan D	Paystub	260.06
DD4182	Rosedale, Capri F	Paystub	138.70
DD4183	Sacchetto, Marco J	Paystub	1,877.74
DD4184	Sanger, Shivali	Paystub	650.81
DD4185	Shapiro, Nancy R	Paystub	4,246.77
DD4186	Skomer, Auden R	Paystub	91.25
DD4187	Stephenson, Marley J	Paystub	184.78
DD4188	Woods, Samuel A	Paystub	2,333.25
	Padilla, Julianna N	Rejected direct deposit	-314.21
9421	Padilla, Julianna N	payroll Checks	314.21
9422	Hill, Matthew P	payroll Checks	180.68
9423	Judson, Colin L	payroll Checks	151.70
9424	Khaliq-Baporia, Farhan	payroll Checks	225.39
9425	Magenau, Sierra W	payroll Checks	164.25
9426	Padilla, Julianna N	payroll Checks	240.89
9427	Scott, Charles E	payroll Checks	65.01
9428	Sedlak, Claire M	payroll Checks	413.98
9429	Weingart, Nathan T	payroll Checks	221.73
	CAL PERS	payroll Checks	4426.88
	Quickbooks	Quickbooks Payroll fees	122.00
	3499.00	Payroll Taxes FWT	9003.76
	4461.38	Payroll Taxes FICA	
	1043.38	Payroll Taxes MCARE	
	State taxes	1423.61	Payroll taxes SWT
		100.96	Payroll Taxes SUI
		395.80	Payroll Taxes SDI
			41346.24

General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/30/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	360.00	Total Cash	669.00
Jr Berries	0.00	Total Checks	2776.76
Youth Contract Class	644.50	Total	3445.76
Adult Basketball	0.00		
Community Night	0.00		
Adult Group Ex	0.00		
Adult Enrichment	24.00		
Pool Drop-In	70.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	20.00		
Pool Lessons	0.00		
Pool Adult classes	181.00		
Pool rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other Zone IV	2146.26		
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
	3445.76		



Warrant Date 10-23-24

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

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

[illegible]

Total

48493.63 Nancy Shapiro, District Manager

15

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/23/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	62.00
Jr Berries	0.00	Total Checks	512.00
Youth Contract Class	0.00	Total	574.00
Adult Basketball	0.00		
Community Night	0.00		
Adult Group Ex	0.00		
Adult Enrichment	40.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Pool Lessons	0.00		
Pool Adult classes	34.00		
Pool rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	500.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	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
	574.00		



*** PAYROLL CLEARING***

On the 12th day of November 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
DD4138	Alber, Mary C	Paystub	319.38
DD4139	Brown-Ross, Cole D	Paystub	200.75
DD4140	Diaz, Celeste C	Paystub	879.94
DD4141	Dohoney, Trinity J	Paystub	2,376.02
DD4142	Faust, Chloe H	Paystub	441.65
DD4143	Guyer, Cynara	Paystub	211.01
DD4144	Hardy, Autruyana A	Paystub	232.69
DD4145	Kelly, Cian J	Paystub	49.28
DD4146	Kelly, Henry A	Paystub	184.77
DD4147	Kelly, Mia E	Paystub	143.04
DD4148	Khaliq-Baporia, Faizal	Paystub	1,783.39
DD4149	Kux, Maya J	Paystub	208.05
DD4150	Lacey, Hannah W	Paystub	237.25
DD4151	Law, Ryan J	Paystub	2,047.75
DD4152	McCall, Justin M	Paystub	2,821.56
DD4153	Mitchell, Morgan	Paystub	2,122.21
DD4154	Narvaez, Jacqueline N	Paystub	635.44
DD4155	Padilla, Julianna N	Paystub	314.21
DD4156	Pearson, Nate/han G	Paystub	159.68
DD4157	Powell, Tylan D	Paystub	282.88
DD4158	Rosedale, Capri F	Paystub	147.38
DD4159	Sacchetto, Marco J	Paystub	2,052.49
DD4160	Sanger, Shivali	Paystub	510.08
DD4161	Shapiro, Nancy R	Paystub	4,246.78
DD4162	Skomer, Auden R	Paystub	82.13
DD4163	Stephenson, Marley J	Paystub	82.12
DD4164	Woods, Samuel A	Paystub	2,263.05
9413	Hill, Matthew P	payroll Checks	188.89
9414	Judson, Colin L	payroll Checks	160.37
9415	Khaliq-Baporia, Farhan	payroll Checks	138.69
9416	Magenau, Sierra W	payroll Checks	156.03
9417	Samaras, Gianna	payroll Checks	57.49
9418	Scott, Charles E	payroll Checks	160.37
9419	Sedlak, Claire M	payroll Checks	439.64
9420	Weingart, Nathan T	payroll Checks	184.79
	CAL PERS	payroll Checks	4594.04
	Quickbooks	Quickbooks Payroll fees	134.75
	3672.00	Payroll Taxes FWT	9342.42
	4595.64	Payroll Taxes FICA	
	1074.78	Payroll Taxes MCARE	
	State taxes	1507.75 Payroll taxes SWT	2039.44
		124.03 Payroll Taxes SUI	
		407.66 Payroll Taxes SDI	
			42631.90

General Manager

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/16/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	1364.00	Total Cash	3712.00
Jr Berries	0.00	Total Checks	309656.00
Youth Contract Class	228.00	Total	313368.00
Adult Basketball	0.00		
Community Night	0.00		
Adult Group Ex	105.00		
Adult Enrichment	36.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	0.00		
Pool Lessons	0.00		
Pool Adult classes	20.00		
Pool rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	11555.00		
Tennis Membership	0.00		
Facilities Rental	60.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	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	300000.00		1042
	313368.00		



TO:

RICHARD ARROW, AUDITOR/CONTROLLER

County of Marin

Civic Center

San Rafael, CA 94903

Warrant Date 10-16-24

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

Warrant in Favor of		Purpose		Amount
809313532	Black Market Printing		Pool Supplies	465.48
809313533	CAL PERS-medical	2,042.82	Admin Medical	8,190.89
		2,042.82	Pool Full Time Medical	
		2,042.82	Facilities Full Time Medical	
		2,042.82	Youth Medical	
		19.61	Admin Medical	
809313534	Comcast Elevator		Admin Telephone	107.93
809313535	Darlene Elko		Youth Contract Services/Contrac	1,960.00
809313536	Department of Justice		Admin Fingerprinting	384.00
809313537	Flores's General Contracting , Inc.		CIP	8,999.00
809313538	Henry Kingdon		Adult Contract Services	1,212.40
809313539	VOID		VOID	0.00
809313540	Marin Municipal Water District	1,560.74	Facilities Utilities	7,803.70
		3,901.85	Pool Utilities	
		2,341.11	Facilities Field Utilities	
809313541	Nancy Mimms		Adult Contract Services	225.00
809313542	Play-Well TEKnologies		Youth Contract Services/Contrac	2,517.38
809313543	Rebecca Callaway		Pool Contract Services	848.40
809313544	RecDesk LLC		Marketing	600.00
809313545	Sherri Sabin		Adult contract classes Group Ex	75.00
809313546	TGA Junior Golf		Youth Contract Services/Contrac	940.80
809313547	Your Language and Cultural Center, Inc.		Youth Contract Services/Contrac	2,116.80
809313548	Strawberry Recreation District		Payroll Clearing Account	43,000.00
809313549	Megan Scott		Adult Contract Services	600.00
809313550	Karen Bohlin		Adult Contract Services	225.00
				80,271.78

Total

80271.78 Nancy Shapiro, District Manager

STRAWBERRY RECREATION DISTRICT

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

October 9, 2024

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

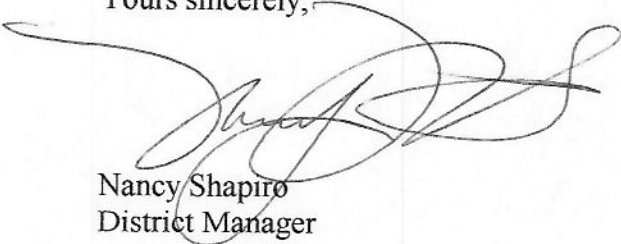
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of Six hundred Eighty-nine and 00/100 (689.00) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone 5 De Silva Account #80958551.

November 12, 2024 .

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

Strawberry Recreation District
Internal Revenue Summary Sheet
Week Ending:

10/9/2024

118 East Strawberry Drive
Mill Valley, California 93931

Youth Playclub	0.00	Total Cash	265.00
Jr Berries	0.00	Total Checks	2608.75
Youth Contract Class	0.00	Total	2873.75
Adult Basketball	30.00		
Community Night	0.00		
Adult Group Ex	220.00		
Adult Enrichment	48.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	45.00		
Pool Lessons	0.00		
Pool Adult classes	166.00		
Pool rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	2364.75		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	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

2873.75



TO:

Warrant Date 10-9-24

RICHARD ARROW, AUDITOR/CONTROLLER

County of Marin

Civic Center

San Rafael, CA 94903

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

Warrant in Favor of		Purpose	Amount
809313519	Academia HRT, Inc.	Tennis Contract Services	22,074.00
809313520	Bank of Marin 5590	36.79 Pool Supplies	19,439.10
		187.54 Admin Office Supplies	
		16.23 Admin IT	
		15.99 Admin IT	
		1,602.49 Admin IT	
		110.99 Pool Supplies	
		337.50 Pool Office Expenses	
		128.74 Tennis Supplies	
		1,865.48 Recruiting	
		1,343.50 Supplies(usable)	
		139.06 Youth Rec Supplies/Daycamp	
		809.24 Youth Rec Supplies/Daycamp	
		853.96 Community Night Expense	
		193.41 Community Night Expense	
		292.12 Pool Supplies	
		783.25 Community Night Expense	
		518.51 Admin Office Supplies	
		726.15 Facilities Repairs(emp)	
	Note: Above was previously posted	180.48 Pool Supplies	
	and voided by county as lost check.	380.92 Admin Office Supplies	
	\$9960.95	16.23 Admin IT	
		63.78 Youth Rec Supplies/Playclub	
		15.99 Admin IT	
		1,605.69 Admin IT	
		350.73 Tennis Supplies	
		2,093.24 Recruiting	
		1,213.62 Supplies(usable)	
		1,250.48 Special Expense/Halloween Faire	
		52.99 Special Expense/Halloween Faire	
		148.31 Admin Brochure/Marketing	
		402.41 Special Expense/Halloween Faire	
		379.73 Admin Brochure/Marketing	
		219.00 Admin Postage/Frieght	
		469.78 Special Expense/Halloween Faire	
		170.45 Supplies(usable)	
		204.80 Pool Supplies	
		259.52 Admin Bank Fees	
809313521	Brady Industries	Supplies(usable)	308.22
809313522	Cintas Corporation	199.06 Supplies(usable)	398.12
		199.06 Pool Maint Supplies	
809313523	Downing Heating & Air Conditioning, Inc	Facilities Contract Service	375.00
809313524	Hydrex Pest Control	Facilities Contract Service	70.00
809313525	Kone San Francisco U381	Facilities Contract Service	245.00
809313526	L&M Distribution, Inc.	Tennis Supplies	1,455.79
809313527	Landesign Construction and Maint. Inc.	Zone V Contract Service	689.00
809313528	Lincoln Aquatics	Pool Chemicals	997.43
809313529	Mill Valley Refuse Service, Inc.	578.06 Facilities Repairs(emp)	867.60
		289.54 Facilities Parks Repairs(emp)	
809313530	Novato Pool Scene	Pool Repairs & Maintenance	403.78

809313531	VSP	27.36	Admin Medical	Warrant Date 10-9-24
		18.24	Facilities Full Time Medical	82.08
		18.24	Pool Full Time Medical	
		18.24	Youth Medical	
				47,405.12

Total

47405.12 Nancy Shapiro, District Manager

November 2024 Board Update

Financial

Facilities

- Cleaned up and cleared out behind the spa area, Tuff Shed was installed, and pool equipment was placed inside
- Re-organizing old aquatics tuff shed into Halloween event shed
- Spa jet booster pumps replaced (x3) up and working
- Wi-Fi is installed in the pump room so we can start automating and have more access to equipment down there
- New Wifi equipment installed to provide a more consistent wifi signal throughout SRD
- Small retaining walls were built in the planter beds on either side of the Snack Shack, to prevent dirt and mulch from spilling onto the walkway below
- Majors Fence project is underway
- Working on new gate locks for tennis and sport courts – to install a unified solution.
- Considering upgrade to closed circuit camera system
 - Current camera manufacturer no longer providing tech support

Aquatics

- Seals rental is confirmed through February 16
- Seals fall rental has been fully paid
- New forms have been made specifically for periodic pool rentals
 - New additions include are now required to supply their own first aid and water rescue equipment
- Trinity sold 3 weeks of Private lessons in December
- Q1 and Annual pool membership Registration
 - December 11 at 10am
- Winter Swim Lesson registration December 19 @ 10 am
- Water aerobics class has a higher average attendance since summer
- SRD purchased new water aerobics equipment
 - Floatie weights and basket to hold items
- A new pool tuff shed was constructed and is being organized
- Wi-Fi has been installed in the pool pump room to improve the spa pumps
- A Ring camera has been installed in the pump room, so staff has access to chlorine and acid levels away from work.

Recreation

Play Club

- Began Fall B Session
 - About 47 kids per day in Play Club
 - About 10 kids per day enrolled in the extra hour 5:00-6:00
- Programmed single days of Play Club for the week before Thanksgiving
 - Play Club from 12:15-6:00
 - Creating schedules for each day that week with organized staff-led activities
 - Received availability from staff and confirmed we will have the necessary staff here every day starting at 12:00
 - Currently about 26 kids enrolled per day for that week, expecting more to register next week

After-school Enrichment

- Began Fall B Session
 - 227 enrollments across 19 classes – about 12 kids per class
- Programmed unique one-day classes for the week before Thanksgiving with new/returning program partners
 - Marin Treks, Creative Cave, TinkerTech
 - Currently 57 enrollments across 7 classes – almost entirely K-2, expecting more to register next week
- Currently programming the winter session
 - Working on bringing in 4 new programs to run 6 new classes
 - Creative Cave – Video Game Development & Coding, Stuffies & Plushies
 - Challenge Island – Sharktooth Island, Cool Careers Island
 - TinkerTech – Coding
 - Mathnasium – Afterschool Tutoring & Homework Help
 - Spoke with Strawberry Point Elementary and the Mill Valley School District about renting rooms at Strawberry Point
 - Submitted a request to rent the library and one classroom 5 days/week – request has been approved by the school, waiting for approval by the district

Jr. Berries

- Currently, we are only running Jr. Berries soccer on Wednesdays and Sundays
 - 7 enrollments in Wednesday soccer, 35 in Sunday soccer
- Scheduled a new program – Wee Yogis, but had to cancel due to low enrollment
- Phonic Boom should return in either the Spring or the following Fall
- Scheduling a new program for the winter – Little Folkies
 - Tuesday morning music class

Youth Programs (Weekend)

- Sunday Soccer 6y – 8y cancelled due to low enrollment
- Upcoming Weekend Workshops Scheduled for 2024:
 - Sewing

- Happy Holidays Sewing Pop-up (11/23)
 - Lego
 - Winter Wonderland workshop (12/7) (sold out)
- New Youth programs scheduled for 2025:
 - Babysitter's Training Course
 - 3/9/25
 - 5/3/25
 - Lego Workshops with Play-Well Technologies
 - Battletracks Workshop 1/6/25
 - Mario Day Workshop 3/8/25
 - Earth Day Workshop 4/19/25
 - Star Wars Day Workshop 5/3/25
- New Youth Programs being planned for 2025:
 - Family Painting Workshop Series w/ Kathryn Yost
 - Challenge Island Literacy Adventures family program
 - Undergoing program partner enrollment process

ADULT PROGRAMS & MEMBERSHIPS

Adult Programs Currently Offered

- Beginning and Intermediate Bridge
 - Henrys next session begins 1/7
 - Peggy's session begins 1/15
- American Mah-Jongg
 - Beginning February 2/13
- Beginning and Intermediate Pickleball Classes
 - Finalizing schedule beginning in January
- The Science Behind Living Better Longer – 11/17
 - 19 registrations as of 11/8
- Alzheimer's Association: Healthy Living for Your Brain and Body 12/12
- Floral Design in December – TBD in December
- Searching to find low impact/aerobics group exercise instructor for 2025
- Planning a Coffee & Conversation once a month starting January

Memberships

- Adult drop-in basketball averaging approximately 15 participants per night
- Group exercise averaging approximately 8 participants per meeting
- Drop-In Pickleball averaging approximately 6 participants per night

Special Events

- Scary at the Berry 11/1 – Great Success!
- 500 Registration - ~300 children attended
- Volunteers from Staff's families, MV Rotary, Strawberry Seals. Staff were great
- Made the decision to move the event indoors due to potential rain, and the parent's feedback was that they loved it. May be the permanent location in the future. Proposed adding a movie or games/face paint/etc. in courtyard if weather allows
- Food trucks were cancelled due to the rain
- 2 check-in stations seemed like a good idea in theory, but most people used gym south, not gym north. Next year's proposal, check-in station at gym south facing Ricardo, and one at the courtyard stairs, lock gym north with signage

- Holiday Cheer
- Scheduled for 12/10 5pm – 7pm
- Mill Valley Middle School Choir is confirmed, time TBD
- Ordered craft samples on Temu to compare to Oriental Trading crafts
-

Weekend Workshops

- Reaching out to local businesses to see if they are interested in partnering for winter programming

Rentals

- October – 4 NP Rentals
- November – 1 Confirmed
- December - 3 Confirmed, 2 hard inquiries

Marketing

- Programs/Events posted on Facebook, Instagram
- Scary at the Berry was promoted through external sites: Eventbrite, Ronnies Awesome List, Bay Area Kid Fun, Southern Marin Mother's Club

Miscellaneous

- Insurance reimbursement received for check fraud. \$2,000 deductible applied
- Working on lighting project, waiting to check lights at local tennis club
- Meeting with playground companies to get ideas about new playground
 - Discussing bidding options with County Counsel that needs to be discussed in upcoming Board meeting.

SRD Financial Summary
07/01/2024 - 11/08/2024

	FY 2024.2025			FY 2023.2024		
Operating	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 165,278	\$ 267,157	\$ (101,879)	\$ 198,456	\$ 258,633	\$ (60,177)
Special Events	\$ 4,296	\$ 20,529	\$ (16,233)	\$ 13,230	\$ 19,556	\$ (6,326)
Adult Rec. Classes	\$ 18,628	\$ 8,480	\$ 10,148	\$ 37,803	\$ 27,498	\$ 18,247
Aquatics	\$ 154,572	\$ 228,462	\$ (73,890)	\$ 159,392	\$ 194,674	\$ (35,282)
Tennis	\$ 75,082	\$ 25,788	\$ 49,294	\$ 57,888	\$ 30,027	\$ 27,861
Facilities	\$ 28,681	\$ 155,219	\$ (126,538)	\$ 56,295	\$ 171,803	\$ (115,508)
Administration	\$ 6,950	\$ 201,792	\$ (194,842)	\$ 450	\$ 147,230	\$ (146,780)
Total Operating	\$ 453,487	\$ 907,427	\$ (453,940)	\$ 523,514	\$ 849,421	\$ (325,907)
						\$ -
Non Operating						\$ -
Measure A	\$ -	\$ -	\$ -	\$ 54,909	\$ -	\$ 54,909
Grants	\$ 177,952	\$ -	\$ 177,952	\$ -	\$ -	
Property Tax	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Funds	\$ 121,382	\$ 236,781	\$ (115,399)	\$ 141,120	\$ 49,110	\$ 92,010
Capital Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Zone IV	\$ -	\$ 87,664	\$ (87,664)	\$ 385,150	\$ 1,324,554	\$ (939,404)
Zone V	\$ -	\$ 2,756	\$ (2,756)	\$ 72	\$ 3,250	\$ (3,178)
Other Expenses	\$ -	\$ -	\$ -	0	-3116	\$ 3,116
Total Non-Operating	\$ 299,334	\$ 327,201	\$ (27,867)	\$ 581,251	\$ 1,373,798	\$ (792,547)
			\$ -			\$ -
Net Rev, Exp & Income	\$ 752,821	\$ 1,234,628	\$ (481,807)	\$ 1,104,765	\$ 2,223,219	\$ (1,118,454)
Total Net w/o Zone IV			\$ (394,143)			\$ (179,050)
Balance Sheet Cash	Nov-24	Nov-23	Change			
General Fund	\$ 1,702,011	\$ 1,602,886	\$ 99,125			
Replacement Resv	\$ 1,650,113	\$ 1,598,980	\$ 51,133			
Measure A	\$ 25,400	\$ 157,479	\$ (132,079)			
Payroll Clearing	\$ 85,303	\$ 87,934	\$ (2,631)			
Credit Card Acct.	\$ 84,055	\$ 39,564	\$ 44,491			
	\$ -	\$ -	\$ -			
Total	\$ 3,546,882	\$ 3,486,843	\$ 60,039			