

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

**SRD Board Meeting Notice and Agenda Tuesday, July 9, 2024**  
**Closed Session: 5:30 PM Open Session: 6:00 PM**

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

**Accessibility for Individuals with Disabilities**

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

1. Call to Order and Roll Call
2. **CONVENE IN CLOSED SESSION: CLOSED SESSION AGENDA**
  - a. **Closed Session – Labor Negotiations.**  
**Conference with designated representative** (Renee Giacomini Brewer, Assistant County Counsel) regarding negotiations with Sam Woods – Recreation Supervisor, Ryan Law – Recreation Coordinator, Trinity Dohoney – Aquatics Supervisor, Justin McCall – Facilities Supervisor pursuant to California Government Code Section 54957.6.
  - b. **Closed Session Conference with Legal Counsel – Anticipated Litigation**  
Significant exposure to litigation pursuant to § 54956.9(b) (one matter)
3. **CONVENE IN OPEN SESSION:** Announcement from closed session.
4. **Open Time for Public Expression - Non-Agenda Items** (limit: two mins per person).  
While members of the public are welcome to address the Board, under the Brown Act, Board members may not deliberate or take action on items not on the agenda, and generally may only listen.
5. **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 June 11, 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
6. **Discussion/Action:** Approve reorganization of SRD employees adding one full time position. Position: Recreation Supervisor or Coordinator, compensation between \$70K - \$80K plus benefits.  
**Recommended Action:** Approve.
7. **Discussion/Action:** GM to present revised 2024-2025 budget.  
**Recommended Action:** Adopt revised budget.
8. **Discussion/Action:** Discussion regarding interest in playground at Strawberry Cove Park.  
**Recommended Action:** Discussion and give direction to staff.

Next Regular Session Board Meeting is August 13, 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  
June 11, 2014**

Closed session started at 5:05pm  
Meeting called to order at 6:17pm

Roll Call: Bohner, Saghezchi, Michael

Closed session: Nothing to report  
Public expression: None

**Item #8. Mill Valley Refuse Service Rate Increase**

Mill Valley Refuse Service has submitted a rate increase application of 6.71% due to macroeconomic conditions, significantly higher than their historical average of 3.78%. Rising insurance costs and capital expenditures for three new trucks have also contributed to the need for increased rates. The company is exploring the use of electric vehicles and composting technologies to reduce its environmental impact. Additionally, they conduct annual clean-ups to maintain the cleanliness of the community. Annual clean ups will remain unchanged. Several questions were asked by board members and answered.

Action: Bohner motioned, Saghezchi seconded, and all board members unanimously approved the rate increase.

**Item #10. Zone IV Budget Discussion**

A \$94,000 invoice is due for dredging work scheduled for October or November. Due to damage in the outer channel, eelgrass migration is required. To comply with the law, they must replant 1 acre. They are exploring an agency agreement to share the costs of replacement. The earlier date for the work would be February of the following year. The total cost is \$250,000, and the Cove would be responsible for half of that amount.

No board action needed for this discussion. Action taken below.

**Item #14. Pilings**

There are three hazards in the water marked with PVC. They were not marked before, but now they are. These hazards, tree stumps, should be cut at the mud line. There are also three piles that have broken off, visible at low tide. These channel markers need to be replaced.

No board action needed.

**Item #7. Three Year General Manager Contract**

In a closed-door meeting, the board thoroughly examined the General Manager's three-year contract, resulting in unanimous approval among all members.

Action: Bohner motioned, Saghezchi seconded, and all board members unanimously approved the contract.

**Items #9. & #10. Financial Year Budget and Zone IV Budget**

To summarize, the proposed budget seeks to achieve a 5-10% growth in revenue while controlling

expenses. The proposed budget reflects a negative balance. However, compared to this year's budget, which also had a negative balance, there is an improvement of approximately \$25,000. Additionally, we anticipate further revenue from property taxes, estimated to be around \$200,000. The budget also includes projects such as fencing for the Major's field, playground architecture, and engineering, and a renovation of the entryway.

While there is enough cash flow to cover any potential budget deficit, the recommendation is to continue investing in facility improvements. There are additional landscaping considerations such as the retaining wall and the exterior perimeter of the court that need to be addressed. These factors were not initially included in the original plan. The goal is to restore the area to its original condition and improve the aesthetics.

Action: Bohner motioned, Saghezchi seconded, and all board members unanimously approved the budget.

**Item #12. Pay Scale**

These give the SRD a general idea of pay because people want to know the different pay rates and ranges for the different positions. That's why we, as a public agency, have this information available.

Action: Bohner motioned, Saghezchi seconded, and all board members unanimously approved the pay scale.

**Item #11. Sport Court Membership**

We've explored a few options for managing access to the sports courts. One option is to continue using a traditional lock with a key. This would be the most cost-effective solution, and it would allow us to start charging for access to the sport courts for pickleball players. The cost for the rest of the year would be \$100 or \$50, depending on the membership level. In the meantime, we will offer access to the sport courts for pickleball players for the rest of the year for \$100 or \$50, depending on the membership level. We will also consider offering a discount on the sport court membership for tennis court members.

Action: Board members gave guidance above.

**Item #6.**

Minutes for the May 14th, 2024 meeting were approved.

Action: Bohner motioned, Saghezchi seconded, and all board members unanimously approved the fiscal reports.

GM Report was reviewed.

Adjourned at 8pm



Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

7/3/2024

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	0.00	Total Cash	344.00
Jr Berries	0.00	Total Checks	10780.50
Youth Contract Class	0.00	<u>Total</u>	11124.50
Adult Basketball	40.00		
Pool Party	0.00		
Adult Group Ex	0.00		
Adult Enrichment	60.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	660.00		
Aquatics Guest Fees	185.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	59.00		
Pool Seals rental	8983.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	1137.50		
Deposits Held on Rental	0.00		
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
	11124.50		





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

Payroll Date 6-28-24

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

confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
DD3802	Alber, Mary C	Paystub	176.80
DD3803	Bennerotte, Madisyn M	Paystub	655.59
DD3804	Block, Kathleen M	Paystub	310.25
DD3805	Brooks, Abigail K	Paystub	413.75
DD3806	Croley, Cameron K	Paystub	139.61
DD3807	Cunningham, Dean	Paystub	114.98
DD3808	Dauphinais, Ryan G	Paystub	492.75
DD3809	Diaz, Celeste C	Paystub	548.97
DD3810	Dohoney, Trinity J	Paystub	2,236.59
DD3811	Fieber, Emily C	Paystub	188.89
DD3812	Frost, Lila N	Paystub	519.13
DD3813	Gazzola, Jesse M	Paystub	782.96
DD3814	Goldman, Zoe I	Paystub	519.13
DD3815	Hakman, Tyler R	Paystub	519.12
DD3816	Hammani, Yasmine S	Paystub	492.75
DD3817	Harlow, Georgia M	Paystub	320.05
DD3818	Hill, James C	Paystub	543.50
DD3820	Hirschbein, Hannah E	Paystub	131.40
DD3821	Kelly, Cian J	Paystub	156.04
DD3822	Kelly, Mia E	Paystub	221.06
DD3823	Khaliq-Baporla, Faizal	Paystub	1,767.14
DD3824	Lacey, Hannah W	Paystub	604.94
DD3825	Law, Ryan J	Paystub	2,010.43
DD3826	Leitch, Madeline A	Paystub	621.85
DD3827	McCall, Justin M	Paystub	2,195.63
DD3828	Meibek, Nicholas A	Paystub	168.81
DD3829	Miyano, Christi A	Paystub	677.27
DD3830	Mostafavi, James C	Paystub	246.37
DD3831	Octavio, Amelia L	Paystub	88.63
DD3832	Pineda, Georgia M	Paystub	141.43
DD3833	Plante, Anna K	Paystub	940.12
DD3834	Poncet, Dylan J	Paystub	519.13
DD3835	Ruliffson, Sofia	Paystub	602.21
DD3836	Sacchetto, Marco J	Paystub	135.27
DD3837	Saltzman, Andrew J	Paystub	695.56
DD3838	Scheeline, Owen A	Paystub	492.75
DD3839	Shapiro, Nancy R	Paystub	3,973.64
DD3840	Skomer, Auden R	Paystub	209.87
DD3841	Wank, Lainey S	Paystub	340.81
DD3842	Wells, Tucker F	Paystub	158.10
DD3843	Wheaton, Elizabeth M	Paystub	392.37
DD3844	Wilson, Ryan A	Paystub	170.64
DD3845	Woods, Samuel A	Paystub	2,195.63
DD3846	Wright, Owen B	Paystub	351.55
9347	DeBerry, Clio V	payroll Checks	492.75
9348	Hill, Matthew P	payroll Checks	492.75
9349	Samaras, Gianna	payroll Checks	131.40
9350	Schuman, Zachary R	payroll Checks	47.67
9351	Slack, Dylan M	payroll Checks	524.61
9352	Vaughan, Wyatt O	payroll Checks	210.79
	CAL PERS	payroll Checks	3302.09
	Quickbooks	Quickbooks Payroll fees	202.00
		2775.00 Payroll Taxes FWT	8894.10
		4959.28 Payroll Taxes FICA	
		1159.82 Payroll Taxes MCARE	
	State taxes	1104.68 Payroll taxes SWT	1830.63
		285.99 Payroll Taxes SUI	
		439.96 Payroll Taxes SDI	
			45312.26

  
 General Manager

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Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

118 East Strawberry Drive  
Mill Valley, California 93931  
6/26/2024

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Youth Playclub	0.00	Total Cash	152.00
Jr Berries	0.00	Total Checks	340396.50
Youth Contract Class	0.00	<u>Total</u>	340548.50
Adult Basketball	40.00		
Pool Party	0.00		
Adult Group Ex	0.00		
Adult Enrichment	60.00		
Pool Drop-In	0.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	0.00		
Aquatics Guest Fees	40.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	48.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	0.00		
Tennis Membership	0.00		
Facilities Rental	1795.50		
Deposits Held on Rental	0.00		
Facilities Field Rental	13565.00		
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	325000.00		1041
	340548.50		





Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

6/19/2024

118 East Strawberry Drive  
Mill Valley, California 93931

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Youth Playclub	0.00	Total Cash	138.00
Jr Berries	0.00	Total Checks	4904.07
Youth Contract Class	0.00	<u>Total</u>	5042.07
Adult Basketball	0.00		
Pool Party	0.00		
Adult Group Ex	220.00		
Adult Enrichment	36.00		
Pool Drop-In	40.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	1008.00		
Aquatics Guest Fees	40.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	12.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	20.00		
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 Youth contract class reimb.	3526.20		
Other 2 Otis Elev. Refund	139.87		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	5042.07		



LIST OF PAYROLL CHECKS ISSUED - Page 1 of 2  
 STRAWBERRY RECREATION DISTRICT  
 TO: THE BOARD OF DIRECTORS  
 PAYROLL WARRANTS BACKUP

Payroll Date 6-14-24

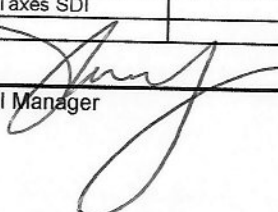
\*\*\* PAYROLL CLEARING\*\*\*

On the 9th day of July 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
DD3754	Alber, Mary C	Paystub			120.22
DD3755	Amir, Mika	Paystub			136.87
DD3756	Arwin, Reese D	Paystub			57.49
DD3757	Bennerotte, Madisyn M	Paystub			687.43
DD3758	Bohner, Pamela G	Paystub			91.25
DD3759	Cunningham, Dean	Paystub			57.48
DD3760	Dauphinais, Ryan G	Paystub			123.18
DD3761	Diaz, Celeste C	Paystub			805.26
DD3762	Dohoney, Trinity J	Paystub			2,236.61
DD3763	Duvernell, Onatah M	Paystub			123.18
DD3764	Frost, Lila N	Paystub			130.02
DD3765	Galaich, Sawyer W	Paystub			123.18
DD3766	Gazzola, Jesse M	Paystub			514.20
DD3767	Goldman, Zoe I	Paystub			130.02
DD3768	Hakman, Sydney	Paystub			123.18
DD3769	Hammami, Yasmine S	Paystub			123.18
DD3770	Hill, James C	Paystub			73.00
DD3771	Hill, Matthew P	Paystub			123.18
DD3772	Hirschbein, Hannah E	Paystub			57.49
DD3773	Jampol, Alexaandra J	Paystub			57.49
DD3774	Johnston, Andie G	Paystub			136.87
DD3775	Kelly, Cian J	Paystub			57.49
DD3776	Kelly, Mia E	Paystub			151.70
DD3777	Kempler, Julian	Paystub			109.50
DD3778	Khaliq-Baporla, Faizal	Paystub			1,767.16
DD3779	Khan, Danielle D	Paystub			130.02
DD3780	Lacey, Hannah W	Paystub			396.93
DD3781	Law, Ryan J	Paystub			1,957.58
DD3782	Leitch, Madeline A	Paystub			150.56
DD3783	McCall, Justin M	Paystub			1,981.34
DD3784	Meibeck, Nicholas A	Paystub			488.19
DD3785	Miller-Hall, ChaBrea T	Paystub			605.85
DD3786	Miyano, Christi A	Paystub			552.71
DD3787	Mostafavi, James C	Paystub			65.71
DD3788	Octavio, Samantha	Paystub			60.69
DD3789	Pielert, Michael M	Paystub			130.02
DD3790	Pineda, Georgia M	Paystub			110.88
DD3791	Plante, Anna K	Paystub			882.70
DD3792	Poncet, Dylan J	Paystub			130.02
DD3793	Ruliffson, Sofia	Paystub			516.37
DD3794	Saltzman, Andrew J	Paystub			602.20
DD3795	Scheeline, Owen A	Paystub			123.18
DD3796	Shapiro, Nancy R	Paystub			3,973.64
DD3797	Skomer, Auden R	Paystub			67.98
DD3798	Sofnas, Tyler G	Paystub			123.18
DD3799	Wells, Tucker F	Paystub			301.80
DD3800	Woods, Samuel A	Paystub			2,195.63
DD3801	Wright, Owen B	Paystub			498.45
9334	DeBerry, Clio V	payroll Checks			123.18
9335	Judson, Colin L	payroll Checks			247.07
9336	Magenau, Sierra W	payroll Checks			123.18
9337	McCubbin, Emma M	payroll Checks			123.18
9338	Noel, Elizabeth C	payroll Checks			130.02
9339	Philippart, Chloe A	payroll Checks			273.06
9340	Porzio, Francesca C	payroll Checks			130.02
9341	Samaras, Gianna	payroll Checks			57.49
9342	Schiller, Karuna	payroll Checks			123.18
9343	Schuman, Zachary R	payroll Checks			60.69
9344	Slack, Dylan M	payroll Checks			123.18
9345	Vaughan, Wyatt O	payroll Checks			381.42
	CAL PERS	payroll Checks			3277.09
	Quickbooks	Quickbooks Payroll fees			354.00
		2912.00 Payroll Taxes FWT			8414.48
		4459.52 Payroll Taxes FICA			

LIST OF PAYROLL CHECKS ISSUED - Page 2 of 2  
STRAWBERRY RECREATION DISTRICT  
TO: THE BOARD OF DIRECTORS  
PAYROLL WARRANTS BACKUP

Payroll Date 6-14-24

		1042.96	Payroll Taxes MCARE			
	State taxes	1161.96	Payroll taxes SWT			1745.05
		187.39	Payroll Taxres SUI			
		395.70	Payroll Taxes SDI			
						39848.55

  
\_\_\_\_\_  
General Manager

## STRAWBERRY RECREATION DISTRICT

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

6/12/2024

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

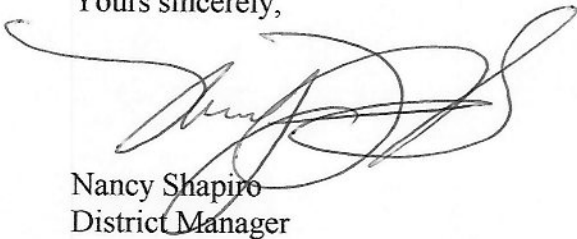
Attn: Phil Scott  
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of One Hundred Four Thousand One Hundred Sixty-seven and 00/100 (104167.00) 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 July 9, 2024.

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

## STRAWBERRY RECREATION DISTRICT

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

June 12, 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 Two Thousand Nine Hundred Forty and 00/100 (2940.00) 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 July 9, 2024.

Yours sincerely,



Nancy Shapiro  
General Manager

NS/kr

Cc: Bookkeeper

# STRAWBERRY RECREATION DISTRICT

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

June 12, 2024

Auditor-Controllers Office  
Civic Center  
San Rafael, CA 94903

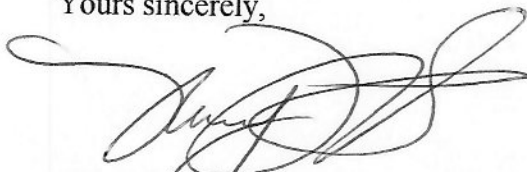
Attn: Phil Scott  
Special District Auditor

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.

July 9, 2024 .

Yours sincerely,



Nancy Shapiro  
District Manager

NS/kr

Cc: Bookkeeper

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

Warrant Date 6-12-24

On the 9th Day of July 2024, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809313317	Academia HRT, Inc.	5,958.40	Youth Contract Services/Contrac		17,192.40
		11,234.00	Adult Contract Services		
809313318	Bank of Marin 5590	310.23	Admin Office Supplies		13,295.62
		16.23	Admin IT		
		370.05	Youth Rec Supplies/Daycamp		
		15.99	Admin IT		
		2,520.53	Admin IT		
		1,059.93	Pool Supplies		
		316.25	Pool Office Expenses		
		889.56	Recruiting		
		93.23	Supplies(usable)		
		180.87	Admin Brochure/Marketing		
		15.13	Youth Rec Supplies/Daycamp		
		460.00	Pool Supplies		
		149.34	Facilities Parks Repairs(emp)		
		317.68	Youth Rec Supplies/Daycamp		
		54.11	Pool Repairs & Maintenance		
		5,465.53	Pool Repairs & Maintenance		
		220.85	Admin Employee Relations		
		455.12	Admin IT		
		101.18	Pool Repairs & Maintenance		
		283.81	Youth Rec Supplies/Daycamp		
809313319	Brady Industries	431.92	Supplies(usable)		478.47
		46.55	Supplies(usable)		
809313320	Brian Scott		Youth Contract Service/Daycamp		200.00
809313321	Cintas Corporation	258.95	Supplies(usable)		517.90
		258.95	Pool Maint Supplies		
809313322	Comcast		Admin IT		487.84
809313323	Comcast Elevator		Admin Telephone		107.16
809313324	Comcast Telephone		Admin Telephone		391.34
809313325	County of Marin-, Environmental Health Se		Pool Licenses/Fees		1,439.00
809313326	Fast Signs		Community Night Expense		562.63
809313327	Jungle James Animal Adventure, LLC	500.00	Youth Contract Service/Daycamp		1,000.00
		500.00	Youth Contract Service/Daycamp		
809313328	Kone San Francisco U381		Facilities Contract Service		245.00
809313329	Landesign Construction and Maint. Inc.	2,925.00	Facilities Field Contract serv		3,575.00
		650.00	Zone V Contract Service		
809313330	Mike Testa Plumbing		Facilities Contract Service		220.00
809313331	O'Neill Built Construction		Measure A Expense		79,418.00
809313332	Ragghianti Freitas LLP		Zone IV Outflow-Maint. Spec Tax		2,940.00
809313333	Adelaide Suignard		Deposits Held on Rental		1,000.00
809313334	Yael Cesarkas		Deposits Held on Rental		500.00
809313335	Strawberry Recreation District		Payroll Clearing Account		40,000.00
					163,570.36

Total

163570.36 Nancy Shapiro, District Manager

(16)

Strawberry Recreation District  
Internal Revenue Summary Sheet  
Week Ending:

118 East Strawberry Drive  
Mill Valley, California 93931  
6/12/2024

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Youth Playclub	1160.75	Total Cash	286.00
Jr Berries	0.00	Total Checks	16418.51
Youth Contract Class	0.00	<u>Total</u>	16704.51
Adult Basketball	80.00		
Pool Party	0.00		
Adult Group Ex	150.00		
Adult Enrichment	36.00		
Pool Drop-In	80.00		
Youth Daycamp	0.00		
Aquatics Pool Pass	2991.00		
Aquatics Guest Fees	30.00		
Aquatics Pool Classes	0.00		
Pool Adult classes	55.00		
Pool Seals rental	0.00		
Tennis Classes & Clinics	0.00		
Tennis rental	9444.20		
Tennis Membership	0.00		
Facilities Rental	150.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	2527.56		
Other DSI HOA	0.00		
Admin Misc Admin fee	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Measure A	0.00		
Credit Transfer	0.00		0
	16704.51		



## SRD 2024 July Board Update

Financial – See Attached

### Facilities

- Sport Court lock and key cards have been ordered through Transbay, once they arrive Transbay will install and go over new computer system with SRD staff
- Sports court update:
  - 3-inch black rock has been added to interior fence and maintenance area.
  - Stairs and guard rail have been installed to make the maintenance area safe to work.
  - Hillside plants have been picked out and ordered.
  - Pavers have been delivered and will start being placed today 7/9/24
- All fields have been fertilized by Landesign and irrigation timer has been adjusted to the summer cycles to help with the browning
- Hose bib being intergraded into snack shake so that bleachers can be hosed down and maintained 7/16/24

### Aquatics

- Trinity re-certified 2 more lifeguards for the final certification of the summer
- Trinity has started to plan fall swim lessons
- Trinity planning fall lifeguard classes
- Trinity added 2 more sets of swim lessons Monday through Thursday and Saturday
- Trinity adjusted the lap swim rules:
  - 16 years and older allowed to lap swim unaccompanied
  - 12-15 years old must be evaluated by Management to ensure lane etiquette & skill level
    - Also must be accompanied by an adult on the pool membership
  - This rule does not accommodate parents teaching a swim lesson to their child, everyone must lap swim in the lap swim lanes

### Recreation – Youth

- Camp going well, we are fully staffed, and sessions are full – very busy!
  - Addition of jumpe/bounce house on Tuesdays is a big hit
  - Using water balloons, otter pops and running through the sprinklers to keep kids cool on hot days
  - Camp swim lessons going well
  - Over staffing important as schedules change, making it easier to fill open weeks when someone can not work
- Fall programs are full, with some enrichment spots left
  - Opening more play club spots to accommodate more SPS kids

- Actively recruiting for play club staff
  - Hiring about 5 or 6 people

## **Recreation – Adult**

- The Adult Programs we are currently offering:
  - Beginning and Intermediate Spanish
    - Spring session ended 5/20/24
    - Fall A Session Scheduled for 9/9 – 9/30
    - Fall B Session Scheduled for 10/21 – 11/18
  - Beginning and Intermediate Bridge Classes
    - Recent session ended 5/9/24
    - Weekly Summer Newcomer games scheduled 6/6/24 – 8/8/24
    - Fall programming scheduled to begin 9/3/24
  - Beginning and Intermediate Pickleball Classes
    - Recent session ended 5/19/24
    - Next session scheduled for Summer 7/28 – 8/18
  - Jewelry Making
    - Planning for third jewelry making program in Fall/Winter.
  - CPR / First- Aid / AED
    - Class scheduled for 9/28/24
- Memberships:
  - Adult Drop-in Basketball averaging approximately 15 participants per night.
  - Group Exercise averaging approximately 10 participants per class

## **Workshops**

- Family Painting Workshops set to resume in Winter/Spring.

## **Camp Strawberry**

- CIT Program curriculum and schedule finalized for Summer.
  - CIT Topics:
    - Motivation / Leadership
    - Customer Service
    - Water Safety
    - Public Speaking
    - Resume Building
    - Mock Interviews
    - Camp Safety Procedures
    - Conflict Resolution
    - The Art of Coaching and Leading Games

## Rentals

- Taking future facility rental inquiries on a limited basis due to Summer programming.
- Working with TPLL and Legends on fall baseball field rentals

## Events

- Poolside Jam scheduled for July 21
  - New band: Fog City Swampers
  - Ticket sales are slow
  - Approximately 50 people currently registered
    - Some likely waiting for weather forecast
- Planning for Community Night 2024. Scheduled for 8/20/24.
  - Band:
    - Void Where Prohibited
  - 5 food trucks booked + 1 dessert truck, gathering Vendor Contracts and Certificates of Insurance
    - Rock Club Burgers
    - Holy Chile Mole
    - Poke a GoGo
    - Hearth Wood Fired Pizza
    - Infusion Craft Food
    - OG Desserts
    - Zambezi Biltong
  - Alcohol Vendors booked:
    - Otherwise Brewing
    - Leghorn Wine Company
  - Family attractions/activities booked:
    - "Buck" Mechanical Bull
    - Rock Climbing Wall
    - 3 giant inflatables
    - Blooming Photo Booth
    - Buki the Clown
    - Portuguese Soccer with Alek
  - Confirmed Service Providers:
    - SMFD
    - Marin County Sheriff
    - MVRS
  - Merchandise Vendors/Community Organizations
    - Bom Bom Do Brasil Leggings
    - Buttersky
    - Barefoot Books
    - Terra Linda Ceramic Artists

- Renata Rodrigues Handmade Jewelry
- Brownie's Pet Boutique
- Marin Casa
- Marin Humane
- Marin Healthy Youth Partnerships – Raising the Bar
- Project Awareness and Special Sports
- Strawberry Seals
- Strawberry Point PTA
- Sponsorships
  - Grant received from PG&E: \$3,000
  - Payment received from Joan Kermath: \$500

## **Marketing**

- New Community Night promotional material created for volunteers, sponsors, and event guests, biweekly emails
- Community Night banners posted.
- Community Night posters ordered from RAM Printing.
- New Community Night ad run set to begin July 10<sup>th</sup> in The Ark.

## **Misc**

- Conflict of Interest Code needs review next year
- Waiting on TPLL for Scoreboard quotes from additional vendors
  - The Tiburon Peninsula Foundation has kindly offered a donation for a portion of the scoreboard

**SRD Financial Summary**  
**07/01 2023 - 06/30/2024**

	FY 2023.2024			FY 2022.2023		
	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
<b>Operating</b>						
Youth Recreation	\$ 1,012,013	\$ 612,294	\$ 399,719	\$ 982,964	\$ 573,088	\$ 409,876
Special Events	\$ 17,579	\$ 22,724	\$ (5,145)	\$ 8,564	\$ 22,711	\$ (14,147)
Adult Rec. Classes	\$ 85,613	\$ 99,953	\$ (14,340)	\$ 72,968	\$ 41,776	\$ 31,192
Aquatics	\$ 616,154	\$ 561,774	\$ 54,380	\$ 606,525	\$ 538,122	\$ 68,403
Tennis	\$ 205,572	\$ 59,462	\$ 146,110	\$ 204,347	\$ 109,707	\$ 94,640
Facilities	\$ 160,198	\$ 487,433	\$ (327,235)	\$ 133,755	\$ 439,882	\$ (306,127)
Administration	\$ 4,000	\$ 381,684	\$ (377,684)	\$ 23,566	\$ 438,498	\$ (414,932)
<b>Total Operating</b>	<b>\$ 2,101,129</b>	<b>\$ 2,225,324</b>	<b>\$ (124,195)</b>	<b>\$ 2,032,689</b>	<b>\$ 2,163,784</b>	<b>\$ (131,095)</b>
						\$ -
<b>Non Operating</b>						\$ -
Measure A	\$ 116,997	\$ 230,046	\$ (113,049)	\$ 61,596	\$ 176,872	\$ (115,276)
Grants	\$ -	\$ -	\$ -	\$ 250,000	\$ -	
Property Tax	\$ 492,481	\$ -	\$ 492,481	\$ 486,422	\$ -	
Other Funds	\$ 502,900	\$ -	\$ 502,900	\$ 406,893	\$ -	\$ 406,893
Capital Improvements	\$ -	\$ 872,598	\$ (872,598)	\$ -	\$ 137,270	\$ (137,270)
Zone IV	\$ 840,262	\$ 1,887,568	\$ (1,047,306)	\$ 542,452	\$ 303,353	\$ 239,099
Zone V	\$ 8,755	\$ 7,800	\$ 955	\$ 8,629	\$ 6,854	\$ 1,775
Other Expenses	\$ -	\$ 1,780	\$ (1,780)	0	94	\$ (94)
<b>Total Non-Operating</b>	<b>\$ 1,961,395</b>	<b>\$ 2,999,792</b>	<b>\$ (1,038,397)</b>	<b>\$ 1,755,992</b>	<b>\$ 624,443</b>	<b>\$ 1,131,549</b>
			\$ -			\$ -
<b>Net Rev, Exp &amp; Income</b>	<b>\$ 4,062,524</b>	<b>\$ 5,225,116</b>	<b>\$ (1,162,592)</b>	<b>\$ 3,788,681</b>	<b>\$ 2,788,227</b>	<b>\$ 1,000,454</b>
<b>Total Net w/o Zone IV</b>			<b>\$ (115,286)</b>			<b>\$ 761,355</b>
<b>2023.2024 Budget</b>			<b>\$ (376,720)</b>			
<b>Balance Sheet Cash</b>	<b>Jun-24</b>	<b>Jun-23</b>	<b>Change</b>			
General Fund	\$ 2,127,185	\$ 3,195,902	\$ (1,068,717)			
Replacement Resv	\$ 1,630,153	\$ 592,048	\$ 1,038,105			
Measure A	\$ 23,948	\$ 136,997	\$ (113,049)			
Payroll Clearing	\$ 79,876	\$ 82,934	\$ (3,058)			
Credit Card Acct.	\$ 28,797	\$ 58,869	\$ (30,072)			
	\$ -	\$ -	\$ -			
<b>Total</b>	<b>\$ 3,889,959</b>	<b>\$ 4,066,750</b>	<b>\$ (176,791)</b>			

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## STRAWBERRY RECREATION DISTRICT

### JOB DESCRIPTION

#### RECREATION COORD OR SUPERVISOR – ADULT PROGRAMS, BUILDING RENTALS & EVENTS/ADMIN – Exempt or Non-Exempt

*Job specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general supervision and direction of the General Manager, the Recreation C/S is responsible for coordinating, growing and assisting with the planning, promoting, developing and organization of a variety of recreation programs such as but not limited to adult programs & classes, building and facility rentals, SRD events, assists with marketing/advertising and all aspects of programming and administrative duties as assigned by GM

As needed, assists with SRD day camps. Position may require hiring, supervision and evaluation of employees and/or volunteers, ensuring the safety, well-being of staff volunteers, communication, behavior management, scheduling, quality/quantity of activities, adherence to and with health and safety guidelines, including Covid-19 protocols.

Must demonstrate positive, professional role modeling always, acting in a manner that is consistent with SRD policies, Code of Conduct and the philosophy, goals, and objectives of the Strawberry Recreation District.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Employees may not perform all duties listed and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

#### **ESSENTIAL FUNCTIONS**

##### **ADULT RECREATION & ENRICHMENT**

- Create new/expand adult recreation and enrichment programs and classes
- Manage current adult recreation and enrichment programs, ensuring quality, appropriate pricing, and professional instructors/ICs
- Develop/manage adult leagues & tournaments
- Develop pricing and create contracts for adult programming
- Ensure ICs paid on a regular and timely basis
- Manage group exercise schedule, check-in and communication with participants

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## **EVENTS**

- Oversees all aspects of Events, including but not limited to creation, planning, budgets, vendor communication, contracts, logistics, set-up, managing staff, clean-up and work during event
- Works with all SRD full time employees to schedule event staff as needed.
- Works with Aquatics Manager to develop new Poolside Jam Events.
- Works with RS – Marketing to develop marketing and advertising for special events
- Consults with GM during all phases of event planning, outreach and budgets.

## **RENTALS**

- Primary contact for all rentals
- Rentals primarily include building and fields, others facilities as requested
- Proactively searches for and establishes new rental partners
- Coordinates facilities marketing with RS - Marketing
- Completes rental contracts, bookings (FLEX calendar), ensures documents are up to date, enforces payment schedules and A/R, and works with Facilities Director to ensure fields/facilities are in good order at time of rental
- Performs daily closing procedures, including property walks to ensure SRD facility is secured at closing
- Informs General Manager about any facility repair needs or issues in a timely manner
- Attends and oversees field/facility rentals as needed, assists with field rentals as needed

## **MARKETING/ADVERTISING**

- Social media flyers and Instagram/Facebook for adult/rental/events
- Job posting, or openings on indeed/ zip recruiter/other as needed
  - Recruits volunteers as needed
  - Staffs events and programs as needed
- Assists with marketing calendar and rollout plan
- Media outlet communication
- Coordination with graphics person to create ad/marketing content

## **MISC.**

- Assists GM with Administrative Duties as assigned
- Knowledgeable of all SRD programs and offerings to completely describe to members and patrons
- Can or learns to perform most functions on program management software and department programs
- Assists with recreation software management and programming, office supply ordering, cash handling and distribution of member passes and keys
- Maintains security of SRD assets, including passes, keys, and all forms of payment

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- Assists with Snack Shack sales and service as needed
- Notifies supervisor of unusual problems disturbances and emergencies
- Assists RS counterpart with all SRD recreation, rental and marketing activities
- May administer first aid
- Transports supplies
- Attends meetings as assigned
- Due to the nature of the work this position entails, the job description includes the essential function of a varied schedule and may require occasional overtime, evening and weekend work.
- Other duties as assigned

## **EMPLOYMENT STANDARDS**

### **Ability to:**

- Communicate effectively and tactfully with those contacted in the course of business including participants, staff, parents, and the public
- Write clearly and concisely
- Demonstrate leadership skills and maintain a professional demeanor
- Ability to demonstrate problems solving skills, including identifying/defining problem, generate alternative solutions and implement best alternatives
- Accept constructive criticism and direction from managers and directors
- Understand and follow oral and written instructions
- Maintain a clean and orderly work site
- Oversee, evaluate, and train camp staff and volunteers

### **For some assignments:**

- Administer first aid
- See program participants in need of assistance from near and far distances
- Provide leadership and motivate staff
- Independently make decisions
- Read, understand and explain SRD policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change, assign and collect fees
- Motivate program participants
- Effectively deal with stressful and emergency situations
- Successfully complete all training provided by the department

### **Some positions may require ability to:**

- Perform tasks requiring physical strengths and/or stamina to effectively rescue victims, administer first aid, and CPR
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, fire alarms, whistles, and approaching vehicles or equipment which might pose a danger

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- Speak loudly to warn program participants of impending danger

**Education and Experience:**

- Any combination of education and experience that would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:
  - The full-time equivalent of nine months experience that demonstrates the required knowledge and abilities for the assignment/program.
  - Prior supervisory experience may be required for certain positions.
  - A 4-year college degree is preferred but not mandatory.

**Language Skills**

- Have professional written and verbal skills for effective communication
- Ability to read, write business correspondence

**SPECIAL REQUIREMENTS/CONDITIONS:**

**License/Certificate:** Some positions may require possession of a valid California class C driver license. Some positions may require possession of the equivalent to a valid First Aid Certificate and Infant and two person CPR certificates, to be obtained within the first six months of employment

**Background Investigation:** Fingerprinting is required for some positions.

**Special Working Conditions:** Some positions may involve exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as poison oak, pollen, and bee stings, and the possibility of administering first aid, which may involve exposure to infections that might cause chronic disease or death. Must be able to stand for periods of time, lift a minimum of 25 pounds, sit on the floor and climb stairs.

**Other Special Requirements:** Availability to work variable schedules including early mornings, evenings, weekends, and holidays. Some overtime may be required and is subject to FLSA rules and regulations.

2024.2025 B1 vs B2

	Adult Programs Budget 1	Adult Programs Budget 2	Change
Revenue Increase			
Adult Programs	\$ 74,600	\$ 86,600	\$ 12,000
Facility Rentals	\$ 142,350	\$ 147,350	\$ 5,000
Events	\$ 10,250	\$ 18,250	\$ 8,000
Prop 68 Grant		\$ 177,000	\$ 177,000
Total Rev Difference			\$ 202,000
Expense Changes			
Admin Part Time	\$ 35,000	\$ 5,833	\$ (29,167)
Adult Rec Full Time		\$ 33,000	\$ 33,000
Events Full Time	\$ 5,750	\$ 47,250	\$ 41,500
Benefits & taxes	\$ -	\$ 24,786	\$ 24,786
Capital Projects	\$ 660,000	\$ 770,000	\$ 110,000
Total Expense Difference			\$ 180,119
Total Net Difference	\$ (306,009)	\$ (306,154)	\$ (145)

(27)