

**SRD Board Special Meeting Notice and Agenda
Monday, April 27, 2020**

6:00 p.m. Closed Session

7:00 p.m. Open Session

DUE TO COVID-19, THIS MEETING WILL BE CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON.

Directors, staff and the public may join/participate remotely via the Zoom app with the following:

Meeting ID: 956 0128 7432 Password: 407939

Or by direct dialing this number 669 900 9128 and entering the above meeting ID and password.

You may also view video and join/participate during the meeting via live stream:

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzoom.us%2Fj%2F95601287432%3Fpwd%3DZWVOUJZUEKzdjJ5NFhmRTBzdEJWQT09&data=02%7C01%7CRBrewer%40marincounty.org%7C468a58c504bc4f49018908d7e7278a4d%7Cd272712e54ee458485b3934c194eeb6d%7C0%7C0%7C637232029325083761&data=PjzhyEMy1KbcUxb1wa01qkMUxFeahB8v866Wyt9IMQ%3D&reserved=0>

Public Comment: Public comment may be made by using the above instruction during the meeting.

Public comment also may be submitted in advance of the meeting via email to GM@strawberryrec.org. Please indicate in your email the agenda item to which your comment applies. Comments submitted before the meeting will be provided to the Directors before or during the meeting. Please submit public comments as soon as possible so that they can be provided to the Directors before, and, as feasible, during the meeting. Comments that require a response may be deferred for staff reply. To request an Agenda Packet prior to the meeting, email GM@strawberryrec.org or call (415) 383-6494.

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. **CLOSED SESSION AGENDA**

A. CONFERENCE WITH LABOR NEGOTIATORS pursuant to **Government Code Section 54957.6** Instructions to designated representative (Renee Giacomini Brewer) regarding negotiations with unrepresented employees, Nicolas Sousa, Dorian Creager, Brendon Westerhold, Loren Griswold, Brittney Boyd, Daniel Duong, and Jacqueline Woodall.

B. CONFERENCE WITH LEGAL COUNSEL – PUBLIC EMPLOYEE DISCIPLINE

i. Public Employment pursuant to California Government Code section 54954.5 (e)

3. Announcement from Closed Session

4. Open Time for Public Expression - Non-Agenda Items (limit: three 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 agenda item (limit: three mins per person).

A. New Business Items

B. Approval of the Minutes of March 10 and March 31, 2020

C. General Manager's Report

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

b. Financial and Operations Summary

c. Discussion of COVID-19 updates and impact to SRD

D. Discussion/Action: William Duane to address Temporary Pool Revocation

Recommended Action: Board can either suspend or extend revocation.

6. Next Open Session Board Meeting is May 12, 2020, at 6:30 p.m.

7. Adjournment.



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.

**Strawberry Recreation District
Board Meeting Minutes**

March 10, 2020

Attendees:

- A) Strawberry Recreation District Board Members
 - a. Chair - Pam Bohner, Jeff Francis, Marc Lieberman, Cale Nichols
 - B) County Counsel
 - a. Renee Brewer
 - C) SRD Staff
 - a. Nancy Shapiro (Interim General Manager)
 - D) Public
 - a. Susan A'Mato – NVCDS, Craig Neltzer – NVCDS
 - b. William Duane
-

Closed session closed : 6:40 PM

Public meeting called to order: 6:42 PM

- 1) Report out of closed session – gave direction to General Manager and staff.
- 2) Public Expression
 - a. Susan A'Mato and Craig Neltzer from NVCDS spoke about the contradance their group had booked the gym for. It is now cancelled and they would like to request a refund.
 - b. William Duane mentioned that he has made a freedom of information request for documents. Did not elaborate.

OPEN SESSION

- 1) Approval of minutes of February 11, 2020 – (PB/JF) – all in favor
- 2) Manager Report
 - a. Motion to Approve all warrants as presented (expenditures)
 - i. (JF / ML) – all in favor
 - b. Motion to Approve transfer of funds as presented.
 - i. (PB / /JF) – all in favor
 - c. Manager reported on the fiscal reports – will begin to show reports on a monthly lag to allow for time for reconciliation to catch up..
 - d. Reported as to effects of COVID-19 – seeing about \$20K loss in revenues as of today. Additional cleaning is being done on premises. Current bleach we are using is very strong.
 - e. Pool refurbish is done. One more changing station to go in. Snack shack is being renovated.
 - f. Camera instillation expected to be done by end of month.
 - g. Report from Sgt. Sean McKrell – Marin County Sherriff's Office – discussion of southern Marin auto break-ins.
- 3) New Business
 - a. HR Subcommittee reported they are picking back upo the Manager search. Using same criteria. Will be posted on Indeed + rec.gov. Expect to interview at April board meeting. (3-4 candidates expected)
 - i. Motion to maintain same process as before
 - 1. (JF / ML) – all in favor
- 4) Discussion / Action
 - a. Adopt resolution regarding procedures to address Coronavirus
 - i. (JF / CN) – all in favor

Next meeting: April 14, 2020 at 6:30PM

Adjourned at 7:43 PM

**Strawberry Recreation District
Board Meeting Minutes**

March 31, 2020

DUE TO COVID-19, THIS MEETING WAS CONDUCTED AS A TELECONFERENCE PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20, WHICH SUSPEND CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT. MEMBERS OF THE PUBLIC DID NOT ATTEND THIS MEETING IN PERSON BUT WERE ABLE TO AND DID ATTEND VIA TELECONFERENCE.

Attendees:

- A) Strawberry Recreation District Board Members
 - a. Chair - Pam Bohner, Jeff Francis, Marc Lieberman, Cale Nichols, Peter Teese
- B) ~~County Counsel~~
 - a. Renee Brewer
- C) SRD Staff
 - a. Nancy Shapiro (Interim General Manager)
- D) Public
 - a. SRD Staff – Brittney Boyd, Jacqueline Woodall, Loren Griswold, Brendon Westerhold, Nick Sousa

Closed session closed: 7:40 PM

Public meeting called to order: 7:43 PM

- 1) Report out of closed session – gave direction to labor negotiator.
- 2) Public Expression
 - a. None

OPEN SESSION

- 1) New Business
 - a. Adoption of resolution declaring a state of emergency in the Strawberry Recreation District due to COVID-19 pandemic.
 - i. (PB / ML) – all in favor
 - b. HR Subcommittee recommends termination of GM recruitment due to COVID-19 pandemic.
 - i. (PB / PT) – all in favor
 - c. HR Subcommittee recommends contract with Nancy Shapiro for GM for duration of current fiscal year for term of May 1, 2020-June 30th, 2020 and for a one-year contract to be adopted for July 1st, 2020 - June 30th, 2021 due to COVID-19 pandemic.
 - i. (PB / ML) – all in favor

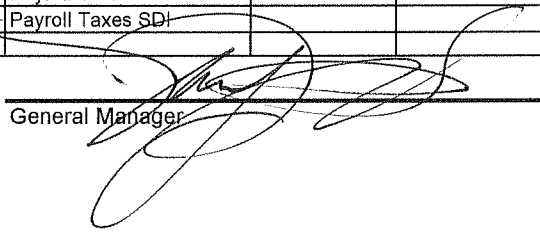
Next meeting: April 14, 2020 at 6:30PM

Adjourned at 7:53 PM

*** PAYROLL CLEARING***

On the 27th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Creager, Dorian A	Paystub	749.44
	Shapiro, Nancy	Paystub	3092.99
	Griswold, Lauren	Paystub	2855.32
	CAL PERS	payroll Checks	1,342.46
	Quickbooks	Quickbooks Payroll fees	9.75
	Federal Taxes	1160.00 Payroll Taxes FWT	2655.44
		1211.98 Payroll Taxes FICA	
		283.46 Payroll Taxes MCARE	
	State taxes	434.10 Payroll taxes SWT	531.84
		0.00 Payroll Taxres SUI	
		97.74 Payroll Taxes SDI	
			11237.24



 General Manager

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

On the 27th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809310891	CAL PERS-medical	-1,729.11	Pool Full Time Medical		-4,623.39
		-768.49	Admin Medical		
		-768.49	Facilities Full Time Medical		
		-1,344.85	Youth Medical		
		-12.45	Admin Medical		
809310892	Marin IT, Inc.		Admin Contract Services/Consult		-125.00
809310893	Mill Valley Refuse Service, Inc.	-205.26	Facilities Repairs & Maintenanc		-410.52
		-205.26	Facilities Parks Repairs/Mainte		
809310894	MMWD	-576.56	Facilities Utilities		-3,040.12
		-1,441.41	Pool Utilities		
		-864.84	Facilities Field Utilities		
		-157.31	Facilities Parks Utilities		
809310895	Otis Elevator Company		Facilities Repairs & Maintenanc		-1,306.29
809310896	Michelle van Kreidt		Youth Class Refund-Covid-19		-242.00
809310897	Danielle Aries		Youth Class Refund-Covid-19		-506.00
809310898	Madeline Bradshaw		Youth Class Refund-Covid-19		-209.00
809310899	Asher De la Cruz		Youth Class Refund-Covid-19		-250.00
809310900	Riley Greenstein		Youth Class Refund-Covid-19		-330.00
809310901	Leah Guttilla		Youth Class Refund-Covid-19		-250.00
809310902	Grace Hochstoeger		Youth Class Refund-Covid-19		-2,442.00
809310903	Lisa Smithey		Youth Class Refund-Covid-19		-495.00
809310904	Chad Sparks		Youth Class Refund-Covid-19		-2,651.00
809310905	Alicia Spence		Youth Class Refund-Covid-19		-125.00
809310906	Allison Tribolet		Youth Class Refund-Covid-19		-836.00
809310907	Janice Tzeng		Youth Class Refund-Covid-19		-550.00
809310908	Mary Hammond		Deposits Held on Rental		-200.00
809310909	St. Hilary School		Facilities Refunds-Covid 19		-1,220.00
Total					-19,811.32

Total -19811.32 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

April 15, 2020

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

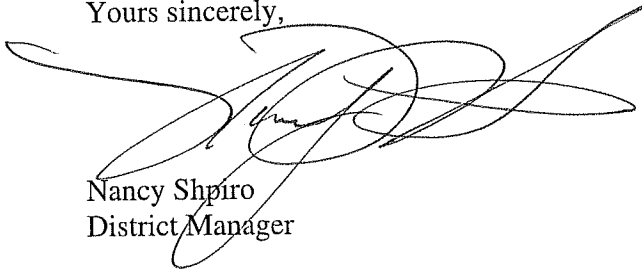
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of One Thousand Six hundred Thirty-Six and 00/100 (1636.00) From the Strawberry Recreation District Operating Fund Account #80938551 To the Strawberry Recreation District Zone 5 De Silva Account #80958551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on April 27, 2020.

Yours sincerely,



Nancy Shpiro
District Manager

NS/kr

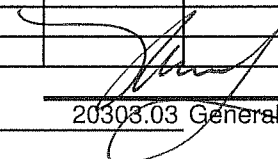
Cc: Bookkeeper

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

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified,
confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809310877	AT&T Internet		Admin Telephone		53.50
809310878	Bank of Marin	349.28	Admin Office Supplies		11,090.71
		42.09	Pool Rec supplies		
		1,038.06	Facilities Repairs & Maintenanc		
		164.01	Snack Shack Supplies		
		2,781.47	Facilities Maint Supplies		
		5,000.00	Replacement Reserves		
		420.00	Admin Other Adv/Promo		
		1,070.00	Admin Contract Services/Consult		
		225.80	Admin Bank Fees		
809310879	Dotto Glass, Inc.		Facilities Repairs & Maintenanc		736.00
809310880	Landesign Construction and Maint. Inc.		Zone V Contract Service		568.00
809310881	Lincoln Aquatics		Pool Chemicals		959.24
809310882	Mike Testa Plumbing	334.91	Pool Repairs & Maintenance		1,054.91
		720.00	Facilities Repairs & Maintenanc		
809310883	Otis Elevator Company		Facilities Repairs & Maintenanc		1,150.00
809310884	Peak Building Services		Facilities Contract Service		1,685.25
809310885	Safeway Inc.		Admin Employee Relations		44.42
809310886	Nancy Chorne		Pool Class Refund-covid 19		288.00
809310887	Fabrizia Barbosa		Pool Class Refund-covid 19		828.00
809310888	Kate Scott-Dawkins		Pool Class Refund-covid 19		126.00
809310889	Mary Hammond	1,220.00	Facilities Refunds-Covid 19		1,420.00
		200.00	Deposits Held on Rental		
809310890	The Ark		Youth Adv/Promo		299.00
Total					20,303.03

Total 20303.03 General Manager



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

Warrant Date 4-10-20

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809310833	Loren Griswold-Expense		Facilities Maint Supplies		41.39
809310834	Acies Engineering		CIP		71.15
809310835	arcsine Architecture, Inc.	1,021.20	CIP		2,326.20
		1,305.00	CIP		
809310836	AT&T Internet		Admin Telephone		53.50
809310837	Bank of Marin	196.19	Supplies		9,960.92
		1,567.89	Pool Rec supplies		
		3,849.15	Admin Advertising		
		870.41	Snack Shack Supplies		
		25.58	Admin Employee Relations		
		162.09	Facilities Repairs & Maintenanc		
		6.06	Facilities Auto		
		2,208.26	Facilities Field Repairs & Maint		
		5.29	Admin Office Supplies		
		1,070.00	Admin Contract Services/Consult		
809310838	CAL PERS-medical	1,613.83	Pool Full Time Medical		5,393.95
		1,152.74	Admin Medical		
		768.49	Facilities Full Time Medical		
		1,844.37	Youth Medical		
		14.52	Admin Medical		
809310839	Delta Dental of California	99.08	Admin Dental		346.78
		74.31	Facilities Full Time Dental		
		99.08	Pool Full Time Dental		
		74.31	Youth Dental		
809310840	Fishman Supply Company		Supplies		111.67
809310841	Jacqueline Woodall - Expense	508.00	Pool Rec supplies		1,442.00
		934.00	Pool Professionla Development		
809310842	L&M Distribution, Inc.		Facilities Field Repairs & Maint		660.38
809310843	Lincoln Aquatics	626.21	Pool Repairs & Maintenance		1,233.95
		607.74	Pool Chemicals		
809310844	Mill Valley Refuse Service, Inc.	205.26	Facilities Repairs & Maintenanc		410.52
		205.26	Facilities Parks Repairs/Mainte		
809310845	Peak Building Services		Facilities Contract Service		3,370.50
809310846	True North Landscapes, Inc.		Facilities Field Repairs & Maint		1,595.00
809310847	US Postal Service SR		Admin Brochure/Marketing		240.00
809310848	Strawberry Recreation District		Payroll Clearing Account		30,000.00
Total					57,257.91

Total

57257.91 General Manager

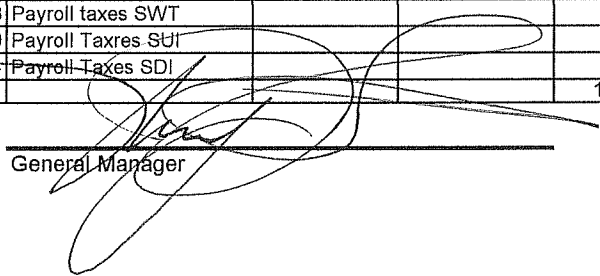
LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 4-10-20

*** PAYROLL CLEARING***

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Bohner, Pamela	Paystub	182.70
	Creager, Dorian A	Paystub	445.30
	Nicols, Cale	Paystub	182.70
	Shapiro, Nancy	Paystub	3093.00
	Francis, Jeff	Paystub	91.35
	Griswold, Lauren	Paystub	2855.31
	Lieberman, Marc	Paystub	91.35
	Teese, Peter	Paycheck	91.35
	CAL PERS	payroll Checks	1,284.78
	Quickbooks	Quickbooks Payroll fees	24.25
	Federal Taxes	1116.00 Payroll Taxes FWT	2654.24
		1246.68 Payroll Taxes FICA	
		291.56 Payroll Taxes MCARE	
	State taxes	426.93 Payroll taxes SWT	540.07
		12.60 Payroll Taxes SUI	
		100.54 Payroll Taxes SDI	
			11536.40



 General Manager

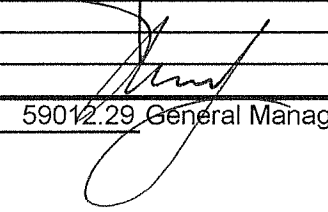
TO:
 RICHARD ARROW, AUDITOR/CONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

Warrant Date 4-8-20

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified,
 confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809310849	Strawberry Recreation District	Payroll Clearing Account	36,000.00
809310850	At&t Telephone	Admin Telephone	529.97
809310851	Cintas Corporation	167.25 Supplies	334.50
		167.25 Pool Maint Supplies	
809310852	Deputy Corporation	Pool Rec supplies	42.24
809310853	Golden State Lumber	182.03 Facilities Repairs & Maintenanc	324.24
		142.21 Facilities Field Repairs & Maint	
809310854	Home Depot	20.71 Measure A Expense	460.10
		163.82 Facilities Repairs & Maintenanc	
		205.95 Tools	
		69.62 Facilities Field Repairs & Maint	
809310855	Jacqueline Woodall - Expense	Pool Professionla Development	217.01
809310856	Katharine Rittenburg	Admin Acct/Audit/bookkeeping	1,332.50
809310857	Marin IT, Inc.	Admin Contract Services/Consult	93.50
809310858	Mike Testa Plumbing	Facilities Repairs & Maintenanc	596.26
809310859	Office Depot	295.65 Admin Office Supplies	419.03
		123.38 Snack Shack Supplies	
809310860	PG&E	7,881.95 Pool Utilities	9,496.33
		1,614.38 Facilities Utilities	
809310861	Planeteria Media LLC	Admin Web Site	50.00
809310862	R. J. Ricciardi, CPA Inc.	Admin Acct/Audit/bookkeeping	1,047.50
809310863	Tirrell Graham	Zone IV 04 bond - sold 2014	150.00
809310864	True North Lanscapes, Inc.	Facilities Field Repairs & Maint	880.00
809310865	Susie Shoaf	262.50 Facilities Refunds-Covid 19	612.50
		350.00 Deposits Held on Rental	
809310866	North Bay Country Dance	Facilities Refunds-Covid 19	4,875.00
809310867	Chris Dillen	206.50 Facilities Refunds-Covid 19	406.50
		200.00 Deposits Held on Rental	
809310868	Gail Angiulo	Adult Refund-Covid 19	72.00
809310869	Andrea Zanko	Facilities Refunds-Covid 19	60.00
809310870	Nancy Chiu	Adult Refund-Covid 19	180.00
809310871	Sarah Waterfield	Pool Class Refund-covid 19	216.00
809310872	Annie Harrison	Pool Class Refund-covid 19	54.00
809310873	Lisa Smithey	Pool Class Refund-covid 19	54.00
809310874	Chet Cameron	Pool Class Refund-covid 19	72.00
809310875	Nina Fox	Pool Class Refund-covid 19	72.00
809310876	Goodman's Building Supply	59.04 Supplies	365.11
		243.29 Facilities Repairs & Maintenanc	
		36.64 Facilities Field Repairs & Maint	
		26.14 Pool Repairs & Maintenance	
Total			59,012.29

Total 59012.29 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

April 8, 2020

Auditor-Controllers Office
Civic Center
San Rafael, CA 94903

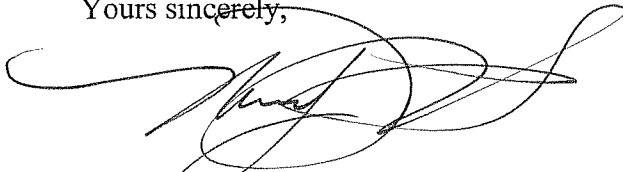
Attn: Phil Scott
Special District Auditor

Dear Sir;

This letter authorizes the County of Marin to transfer the amount of One Hundred Fifty and 00/100 (150.00) TO the Strawberry Recreation District Operating Fund Account #80938551 FROM the Strawberry Recreation District Zone IV Measure B Fund Account #80978551.

This action will be confirmed and ratified at the Regular Meeting of the Board of Directors on April 27, 2020.

Yours sincerely,



Nancy Shapiro
District Manager

NS/kr

Cc: Bookkeeper

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

Payroll Date 4-6-20

*** PAYROLL CLEARING***

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Boyd, Brittny L	Paystub	1773.85
	Creager, Dorian A	Paystub	671.64
	Duong, Daniel	Paystub	2425.14
	Sousa, Nicholas M	Paystub	1183.57
	Westerhold, Brendon D	Paystub	1031.69
	Woodall, Jacqueline Q	Paystub	1272.59
	CAL PERS	payroll Checks	1,063.64
	Quickbooks	Quickbooks Payroll fees	128.50
	Federal Taxes	1362.00 Payroll Taxes FWT	3144.30
		1444.48 Payroll Taxes FICA	
		337.82 Payroll Taxes MCARE	
	State taxes	444.33 Payroll taxes SWT	560.82
		0.00 Payroll Taxes SUI	
		116.49 Payroll Taxes SDI	
			13255.74



 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931
 4/8/2020

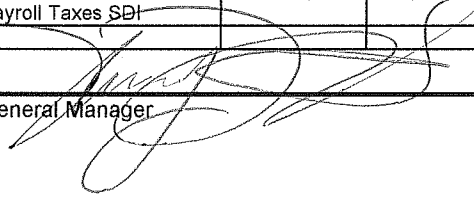
Youth Contract Classes	0.00	Total Cash	0.00
Youth Daycamp	819.00	Total Checks	3200.70
Special Events Sponsors	0.00	<u>Subtotal</u>	3200.70
Special Events Income	0.00		
<hr/>			
Adult Contract Classes	0.00		
Aquatics Pool Pass S/S	0.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00	<u>Receipts By Source - All</u>	
Aquatics Pool Classes	0.00		
Aquatics Drop in	0.00	Adult Recreation	0.00
Aquatics Miscellaneous	0.00	"Special Events	0.00
Tennis Classes	0.00	Youth Recreation	819.00
Tennis Keys/Passes	0.00	Aquatics	0.00
Tennis Guest	0.00	Tennis	0.00
Tennis Rental/Lessons	0.00	Facilities	153.04
Facilities Rental	0.00	Deposits	0.00
Deposits Held on Rental	0.00	Admin	0.00
Facilities Field Rental	0.00	Other	2228.66
Facilities Property Rental	153.04	Credit Card Transfer	0.00
Snack Shack	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		3200.70
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	TPLL reimb 2228.66		
Credit Transfer	0.00	0	
	3200.70		



*** PAYROLL CLEARING***

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Barr, Judith A	Paystub	63.94
	Bennerotte, Madisyn M	Paystub	102.76
	Bourdages, Owen	Paystub	44.53
	Boyd, Brittney L	Paystub	2075.02
	Creager, Dorian A	Paystub	1268.23
	Duong, Daniel	Paystub	1493.33
	Griswold, Loren M	Paystub	2855.31
	Nichols, Barrett L	Paystub	149.88
	Rankin, Sarah M	Paystub	460.34
	Saltzman, Sonia S	Paystub	68.52
	Shapiro, Nancy R	Paystub	3026.73
	Sousa, Nicholas M	Paystub	1635.86
	Westerhold, Brendon D	Paystub	1927.51
	Woodall, Jacqueline Q	Paystub	2242.97
	Wright, Lucas C	Paystub	29.24
9012	Pares, Tessa J	Paycheck	37.00
	CAL PERS	payroll Checks	3,336.48
	Quickbooks	Quickbooks Payroll fees	50.25
	Federal Taxes	2994.00 Payroll Taxes FWT	6898.54
		3164.46 Payroll Taxes FICA	
		740.08 Payroll Taxes MCARE	
	State taxes	1111.76 Payroll taxes SWT	1386.29
		19.33 Payroll Taxres SUI	
		255.20 Payroll Taxes SDI	
			29152.73



 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

3/25/2020

Youth Contract Classes	496.00	Total Cash	2983.50
Youth Daycamp	1770.00	Total Checks	77235.94
Special Events Sponsors	0.00	Subtotal	80219.44
Special Events Income	0.00		
Adult Contract Classes	1760.00		
Aquatics Pool Pass S/S	9338.75		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	486.00		
Aquatics Pool Classes	1601.00		
Aquatics Drop in	120.00		
Aquatics Miscellaneous	308.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	3026.25		
Facilities Rental	21960.50		
Deposits Held on Rental	200.00		
Facilities Field Rental	38520.15		
Facilities Property Rental	153.04		
Snack Shack	479.75		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		

Receipts By Source - All

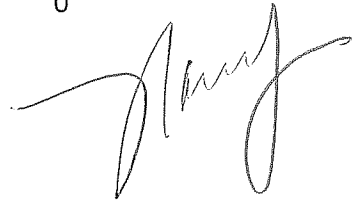
Adult Recreation	1760.00
"Special Events	0.00
Youth Recreation	2266.00
Aquatics	11853.75
Tennis	3026.25
Facilities	61113.44
Deposits	200.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

80219.44

Credit Transfer 0.00

80219.44

0



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

Payroll Date 3-13-20

*** PAYROLL CLEARING***

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Payroll Checks:

Number	Warrant in favor of	Purpose	Amount
	Boyd, Brittney L	Paystub	2075.03
	Creager, Dorian A	Paystub	1274.06
	Duong, Daniel	Paystub	1500.03
	Glenn, Nicholas K	Paystub	100.95
	Heller, Asher J	Paystub	76.75
	May, Grainne C	Paystub	108.71
	Nichols, Barrett L	Paystub	284.73
	Rankin, Sarah M	Paystub	784.17
	Sousa, Nicholas M	Paystub	1635.86
	Westerhold, Brendon D	Paystub	1945.00
	Woodall, Jacqueline Q	Paystub	2243.00
	Wright, Lucas C	Paystub	164.43
	Barr, Judith A	Paystub	191.84
	Bohner, Pamela G	Paystub	91.35
	Francis., Jeff	Paystub	91.35
	Griswold, Loren M	Paystub	2855.31
	Lieberman, Marc	Paystub	91.35
	Nichols, Cale B	Paystub	91.35
	Shapiro, Nancy R	Paystub	3093.01
9010	Bourdages, Owen	Paycheck	92.50
9011	Pares, Tessa J	Paycheck	263.08
	CAL PERS	payroll Checks	3,335.56
	Quickbooks	Quickbooks Payroll fees	173.75
	Federal Taxes	3026.00 Payroll Taxes FWT	7172.58
		3360.64 Payroll Taxes FICA	
		785.94 Payroll Taxes MCARE	
	State taxes	1107.92 Payroll taxes SWT	1428.73
		49.79 Payroll Taxres SUI	
		271.02 Payroll Taxes SDI	
			31164.48


 General Manager

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

On the 14th day of April 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of			Purpose		Amount
809310821	CAPRI	1,458.19	Admin Workman's Comp		7,069.00
		1,221.30	Facilities Workman's Comp		
		2,549.15	Pool Workman's Comp		
		1,771.88	Youth Workman's Comp		
		68.48	Admin Workman's Comp		
809310822	Ellen Bari Goldman		Adult Contract Services		105.00
809310823	Jennifer Jones		Adult Contract Services		840.00
809310824	Karen Bohlin		Adult Contract Services		276.50
809310825	Katharine Rittenburg		Admin Acct/Audit/bookkeeping		1,446.25
809310826	Landesign Construction and Maint. Inc.		Zone V Contract Service		551.00
809310827	Marin County Tax Collector	9,363.75	Admin Legal Fees		23,930.25
		14,566.50	Admin Legal Fees		
809310828	Planeteria Media LLC		Admin Web Site		50.00
809310829	Rebecca Callaway		Pool Contract Services		168.00
809310830	Safeway Inc.	67.15	Pool Rec supplies		133.84
		17.30	Admin Employee Relations		
		49.39	Admin Public Relations		
809310831	Kopachka Folk Dancers		Facilities Rental		450.00
809310832	Strawberry Recreation District		Payroll Clearing Account		32,000.00
Total					67,019.84

[Signature]

 67,019.84 General Manager

Total

2019/2020 Fiscal Year Projection

General Assumptions:

1. Pool opens with limited operation June 1
2. No lessons, just lap swim
3. Tennis reopens in May

Scenario 1

1. No summer camp (Camp refunds = \$92K)
2. Limited staff through July

	2019/2020	2018/2019
Operating Revenue	\$ 610,077	\$ 1,073,223
Operating Expenses	\$ 1,420,657	\$ 1,595,527
Net Operating Income	\$ (810,580)	\$ (522,304)
Net Income w/o Zone IV	\$ (99,967)	\$ 90,740

Scenario 2

1. Limited Summer Camp as of 6/15 (Camp revenue \$130K)
2. Staff back mid May
3. Additional start up expenses for sanitation, distancing, and training

	2019/2020	2018/2019
Operating Revenue	\$ 732,077	\$ 1,073,223
Operating Expenses	\$ 1,481,360	\$ 1,595,527
Net Operating Income	\$ (749,283)	\$ (522,304)
Net Income w/o Zone IV	\$ (58,670)	\$ 90,740

SRD Manager's Report – April 27, 2020

Financial

- See attached current fiscal year projections – 2 scenarios
- Issued \$90,083.50 in COVID – 19 refunds

COVID-19 Update

- Per Board decision, as of April 6
 - o non-essential staff furloughed
 - o SRD continuing to pay full time staff medical/dental insurance
 - o GM and Facilities Director remained as essential employees
 - o As of 4/20, Facilities Specialist reactivated to work on essential facilities work
- Challenge with maintaining closed signs and caution tape on SRD properties/facilities
 - o Biggest challenge with remote pocket parks
 - People tearing down caution tape and signs
- Reduced expenses
 - o Eliminated non-essential contract services
 - o Turned off aquatics facility and building heat
 - Reducing utility bills
- Participate in weekly and other calls with various Marin agencies, discussing closures, challenges, strategies, input to county

*- Vandalism
- Water Tank Hill & 4 teens jumped pool fence today, Sheriff called*

Facilities and Property Update

Personnel:

- Facilities Specialist Dorian Creager has temporarily returned to work to assist in the completion of several large projects that are important to the upkeep of the facility. These include:
 - o Cut and cap all deteriorated wood posts on the 2nd → 3rd level stairway
 - o Sand and apply sealant to the 3rd floor wood deck and benches,
 - o Finish wood repair around buildings,
 - o Weed whip all areas requiring vegetation management (Pool interior, north and south slopes along Ricardo),
 - o Grind down the Splash Pad vault door to enable ease of opening,
 - o Install rubber ADA transition mat at the north end gym entrance to match existing at south entrance.

Aquatics:

- We're focused on keeping the pools balanced and the deck clean, making it as turnkey as possible for the eventual restart of aquatics programming,
Present aquatics projects include:

- Assembly and installation of the new ADA changing station will be completed in time for pool reopening
- The installation of a new storage unit – to hold the pool robots and aquatics materials – will be completed prior to pool reopening
- Adams Pools is looking into auto shut-off systems for Splash Pad UV units, in the hope of providing a proposal for the installation. This would require the system to shutdown both UV units if either exceeds 40 mJ/cm² or exceeds 10 mJ/cm². The new system will allow SRD to close line item 3 from the 04/18/19 EHS inspection requirements.
 - Determining if a UV shut-off system exists is a top priority. If we do have options, I'll garner pricing and specifications.

Facilities:

- California Security Cameras completed the installation of ten security cameras in selected locations throughout the site; which consists of (3) 8.3 MP turrets, (6) 6MP mini domes and (1) 2MP license plate camera.
- We are looking to contract with John Burns of Burns Builders and DeMello roofing to repair the rotted soffit and #2 rafter above the 3rd floor loft window. This work is critical to the integrity of the roof and is estimated to cost \$4,000-5,000.
- The south entrance gym doors have degraded to a point that necessitates their replacement. We have received lowest pricing from Mission Wood Products of San Rafael. They are in the process of manufacturing two sets of wood double doors for \$11,160 and should have them ready for installation by the end of march.

Athletic Fields – Depending on SIP construction restrictions:

- With baseball season in doubt, we are ready to begin some maintenance projects that would normally be difficult to fit in during a typical season -
 - We're refurbishing and painting minors field bleachers
 - We painted and installed foul line poles on the homerun fence and they give it a more official look.
 - True North Landscapers will be installing three yards of cinder throughout the majors infield, to ensure the a level grade throughout the infield. The work is scheduled for mid-May.
 - We have purchased additional I-25 irrigation rotors and will be replacing the less powerful I-20 rotors in selected locations.
 - True North will be performing a cross-cut on the majors turf next Tuesday at no additional cost, giving it a pro field look for TPLL opening day!

Parks:

COVID -19 Updates:

- On April 1st all (11) SRD parks and trails were closed due to the viral pandemic.
 - The play structures at Brickyard and Reggie park have been caution taped off; as well as, the par course at Strawberry Cove park.
 - Two different signs have been placed at the entrances to all parks: a park closed sign and a County of Marin social distancing sign.

- We've been experiencing fairly consistent vandalism and removal of signs and caution tape from the parks. These issues have been discussed with the County, as well as, concerned citizens and we're looking for mitigation options.
 - We've been experiencing much higher than normal traffic at the Harbor Cove public dock. Several local residents have expressed strong concern and have asked us to address the situation.
 - Park visits have been doubled-up and now occur on both Wednesday and Friday (previously Wednesday only).
 - All play structures and equipment is being wiped down once a week on Wednesdays.
-
- The homeowner that borders Brickyard Park on the southeast has expressed concern about the three mature coastal cypress trees on SRD property. We have contacted three arborists to determine if there's a need for pruning. One of the arborists reviewed the trees on April 23rd and should be providing pricing soon.
 - Prof. Ted Grosholz at the University of California Davis will be conducting a preliminary oyster habitat restoration project along the shoreline at Brickyard park in May and June.
 - With the unseasonably warm weather all park rough mowing and vegetation management is being moved up to April / May from June.

Tracking & Expenditures:

- Utilization of Facility Dude has decreased, due to the closure of the facility. In March and April, facilities has gotten down to the basics and is only performing essential maintenance items. These projects are generally safety related and tend to be on the larger side. Utilization has decreased by 45.3% in March, from 159 → 87 work orders.
- Hours Utilization Efficiency saw a small decrease of .14 hours per job assigned

Large upcoming expenditures include:

- \$11,550 for the replacement of two sets of gym doors
- \$4,000-5,000 for the repair of the soffit and rafter in the 3rd floor eaves
- \$36,300 for replacement of the 6-bulb main and 3-bulb spa UV units – tentative start spring '20
-

Youth & Recreation

- Refunds issued for remainder of Play Club and after school classes
- Summer Camp – we don't yet know if we will be able to have summer camp, and if we do, the guidelines necessary to be in compliance

Aquatics

- Refunds issued for remainder of Winter Session and for all Spring Session swim lessons
- Pool pass refunds/credits to be discussed in May Board meeting

Misc.

Broken window in SRD GM office

- Patron observed kids playing baseball, hitting ball that broke window

- Cost \$736 to repair

Instituted Safety Committee

- Quarterly safety meeting
 - Loren is SRD Safety Lead
 - First goal
 - o establish sanitizing stations around SRD in anticipation of patrons return to facility
 - Will give SRD opportunity for insurance cost reduction in 2021
-

Illegal dumping

- Letter sent to Strawberry resident whose name on mail illegally dumped in SRD dumpster
- Locks put on dumpster to discourage illegal dumping

Updating insurance property value schedule

- Premiums to go up based on more accurate list of property value

STRAWBERRY RECREATION DISTRICT

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

Tel # (415) 383-6494

Fax # (415) 383-6635

Website: strawberry.marin.org

March 11, 2020

William Duane
45 Reed Blvd. #9
Mill Valley, CA 94941
Hand-Delivered as well as sent by US Mail and
Email: billduane2001@yahoo.com

PLEASE NOTE THAT THIS IS A TEMPORARY REVOCATION OF YOUR POOL PRIVILEGES AND YOU ARE NOT ALLOWED TO ACCESS THE SRD AQUATICS FACILITY UNTIL FURTHER WRITTEN NOTICE

Dear Mr. Duane,

The Strawberry Recreation District has administrative authority to take appropriate measures to enforce its rules and regulations. I am attaching a copy of our Aquatic Facility Policies and Rules and Standards of Behavior. You will note that the Strawberry Recreation District has the right to revoke pool privileges at any time if that patron fails to abide by these standards. The Standards of Behavior also emphasize that the facilities are for the enjoyment and safety of everyone and that all participants are expected to treat the people, pool and the facilities connected to SRD with respect. You signed acknowledgement of these rules and standards on February 1, 2019 and when repurchasing your pool pass in 2020.

Despite that, you have repeatedly violated our code of conduct and rules. When our staff addresses these issues with you, you become confrontational. Many SRD employees have had conversations with you about the rule violations and you have become heated and staff members are frightened for their safety and the safety of other patrons. Due to the nature of the March 2020 complaints as well as the District's failed efforts to remedy this behavior in the past and the safety of all patrons and employees, your access to the pool is revoked until we can resolve this matter either through your written response or on April 14, 2020 in a meeting with the Board of Directors.

On March 5, 2020, I met with you in the office to discuss the most recent complaints from other patrons about your behavior. I explained to you that SRD staff has repeatedly addressed rules with you and told you that you have to keep your clothes on while using SRD facilities. You said you have a routine of how you change after you swim, and it includes putting a towel on and drying your swimsuit. I stated that now that SRD does not have locker rooms, you cannot follow the same routine because you have to stay clothed. You stated that you had been swimming at SRD for 20 years and it is your pool and you have never had any problems except for now. That is not the case as SRD has at least two years' worth of reports (complaints) about your previous rule violations.

We told you that there are complaints about you in the hot tub and how you may use it in a way that is inappropriate for a public facility. You stated that you have sciatica and you have been told by your doctor to put the jets up the inside of your leg. I said that I understand about sciatica, but our public pool may not be the right place for you to use therapeutically given that others use the pool and spa as well.

Even though I have already met with you in my office regarding the March complaints, before a final decision is made about your pool privileges, you have the right to respond to the assertions in this letter either in writing or at the April 14, 2020 Board meeting.

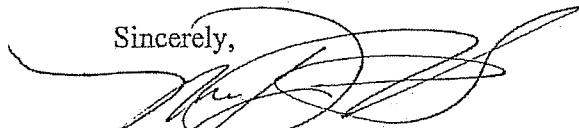
The two March complaints are attached as well as the previous complaints from 2018 and 2019. Please note that the basis of the temporary suspension is based on the March 2020 complaints; however, the history of SRD's attempts to make you aware of the rules of its facilities so that all patrons and employees can enjoy SRD in a safe manner and your continued failure to abide by the rules is troubling and must be referenced.

Should you choose to submit a written response, it must be mailed to: **Nancy Shapiro, SRD Interim General Manager at 118 E. Strawberry Drive, Mill Valley, CA 94941** and must be postmarked no later than **April 8th**.

Should you choose to meet with the Board instead of submitting a written response, this meeting is scheduled at 118 E. Strawberry Drive, Mill Valley, CA 94941 on **April 14, 2020 at 6:15 pm**. In the absence of exceptional circumstances, this meeting will not be rescheduled.

If you fail to submit a written response and/or fail to attend the scheduled meeting, a final decision will be made based on the information currently in SRD's possession.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nancy Shapiro', with a large, stylized flourish extending to the right.

**Nancy Shapiro,
Interim General Manager**

Attachments

COPY



STRAWBERRY
RECREATION DISTRICT

INCIDENT REPORT FORM

Date of Incident:	Time of Incident:	AM <input type="checkbox"/> PM <input type="checkbox"/>	Date of Report: 3/4/2020
-------------------	-------------------	---	--------------------------

Personal Data (person involved in incident)

Name: _____ le

Address: _____

Phone: _____

Parent / Guardian contact (if incident/accident involves a minor):
 Name: _____ Phone: () _____

Signature of person involved or guardian (if possible): _____

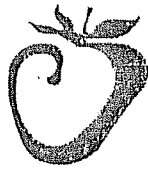
Incident Data

Specific location of incident:	<input type="checkbox"/> Athletic Field: _____
<input type="checkbox"/> Community Center	<input type="checkbox"/> Park Site: _____
<input checked="" type="checkbox"/> Pool	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Tennis Courts	

Describe incident in detail (what happened; who was involved):

AT 2:30 PM TODAY, AS I WAS ABOUT TO CHANGE INTO MY SWIMSUIT I PASSED A MAN, ABOUT 70 YRS OLD, WHITE HAIR, STANDING IN A CHANGING ROOM, NUDE FROM THE WAIST DOWN. THE DOOR WOULD OPEN, AS I PASSED HE SAID "OH, EXCUSE ME" AND SLOWLY TURNED TOWARDS ME SO THAT HIS FULL FRONTAL WAS EXPOSED, THEN HE REACHED BACK AND CLOSED THE DOOR. NEXT HE WENT STRAIGHT FOR THE HOT TUB, AND FOR THE NEXT 40 MINUTES, STOOD FACING THE WALL WITH A JET ON HIS CROTCH. ANOTHER MEMBER ALSO NOTICED THE SPA "ACTIVITY" AND BROUGHT IT TO THE ATTENTION OF THE LIFEGUARD, AS DID I, LATER HE GOT INTO THE SHOWER FOR OVER 15 MINUTES - LATHERING HIMSELF WITH SOAP, WHILE STANDING NEXT TO VARIOUS CHILDREN, NOT UNINTENTIONAL, VERY CREEPY.

What assistance was given at the scene? Where did persons involved go after incident?:



STRAWBERRY RECREATION DISTRICT

INCIDENT REPORT FORM

Date of Incident: _____ Time of Incident: 4:00 AM PM Date of Report: 3/4/20

Incident Data (person involved in incident)

Name: _____ Female
 Address: _____ City: Sa _____ 1901
 Phone: _____ Work: _____
 Parent / Guardian contact (if incident/accident involves a minor):
 Name: _____
 Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:
 Community Center
 Pool
 Tennis Courts

Athletic Field: _____
 Park Site: _____
 Other: _____

Describe incident in detail (what happened; who was involved):

She saw William Duane putting his crotch on the jets in the hot tub. She also mentioned another woman calling him out for leaving the changing door open while he was naked. She felt unsafe about Duane's behavior and left the pool. I claimed

She got Cheepy feeling before, not pushing toilet, has seen him "overusing" pool before
 *Relax, personal issue

What assistance was given at the scene? Where did persons involved go after incident?:



Aquatic Facility Policies & Rules

STANDARDS OF BEHAVIOR

For the enjoyment and safety of everyone, Strawberry Recreation District expects all participants to treat the people and facilities connected to SRD with respect and abide by all rules and direction from the SRD staff. Strawberry Recreation District reserves the right to refuse service or passes to anyone for failure to abide by these standards. Privileges including passes may be revoked at any time by authorized personnel.

William F. Dew
Name Printed

[Handwritten Signature]
Signature

2-1-2019
Date



Aquatic Facility Policies & Rules

STANDARDS OF BEHAVIOR

For the enjoyment and safety of everyone, Strawberry Recreation District expects all participants to treat the people and facilities connected to SRD with respect and abide by all rules and direction from the SRD staff. Strawberry Recreation District reserves the right to refuse service or passes to anyone for failure to abide by these standards. Privileges including passes may be revoked at any time by authorized personnel.

GENERAL POLICY

- CHECK-IN/SIGN-IN: All facility users must check-in at main entrance: Pool Pass Holders must scan pass card(s) at entry; Guests must be checked-in by a pass-holder; participants and observers in SRD Aquatic Programs must sign-in on appropriate program sheet; Swim team participants and observers must sign-in daily.
- Strawberry Recreation District is not responsible for valuables or personal property.
- Food and drinks permitted (4-feet from water). Please utilize trash receptacles.
- NO GLASS ALLOWED IN THE AQUATICS FACILITY.
- Alcoholic beverages, tobacco and marijuana products, illegal drugs and persons under the influence of any substances are prohibited on the premises.
- Please shower before entering water.
- Persons with infectious diseases, open sores, or rashes not allowed in the facility. NO bandages in the pool.
- Appropriate bathing attire required at all times at the Aquatics Facility (no "cut-offs", shorts, etc. will be permitted in the pools). Clothing required on all SRD property.
- Children must wear approved Swim Diaper/Swim Pants with elastic waist and leg bands. Available for purchase at the pool. Parents/guardians should check swim diapers and swim pants frequently. To reduce the chance of fecal and germ contamination, please change diapers away from the poolside (in the bathroom or inside vehicle).
- Shaving and brushing/flossing teeth are not permitted at the outdoor Aquatic Facility and is limited to the main building locker rooms.
- No pets allowed on SRD Property with the exception of service animals. Service animals must register at the Main Office providing official documentation.
- Pool Passes are NON-TRANSFERABLE and NON-REFUNDABLE. Pool privileges/membership may be revoked at any time by authorized personnel.
- Aquatic Facility closed when lifeguard is off duty.
- Children under nine (9) years must be supervised by responsible person sixteen (16) years or older.
- Children under six (6) years must be accompanied by an adult within arm's reach and in the water at all times.
- Children under the age of sixteen (16) are not allowed in the Spa.
- Wading Pool area use requires Adult Supervision at all times. No SRD Lifeguard provided for Wading Pool.
- SRD staff may require and administer a "Deep Water" proficiency swim test to swimmers at any time.
- "Adult Lap Swim" lanes for adults (18 years+) only. Children under eighteen (18) years are not permitted in Adult Lap lanes. Lap Swim is not allowed in the designated "Recreation Swim" lane(s). Water aerobics activities are permitted.
- Members and guests are prohibited in staff office; filter area or storage room/closets.
- Unsafe play is prohibited including but not limited to running, shoving, dunking, riding on shoulders.

- Climbing on fences, tables, chairs, surrounding landscaping and retaining walls are prohibited.
- Lap Swim equipment (e.g. kickboards, balls, rings, pull buoy etc.) are for lap swimmers, SRD swim lessons and swim team use only and at the discretion of the SRD Staff.
- Personal toys (balls, noodles, rings, etc.) allowed at the discretion of SRD Staff. No toys prohibited in the Spa.
- Personal Flotation Devices (PDFs) must be United States Coast Guard approved. Inflatable flotation devices (e.g. water-wings, inner tubes, rafts) are prohibited.

GUEST RULES

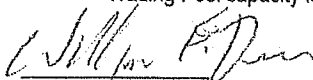
- Guest must be accompanied by an adult (18 years or older) pass-holder. SRD Pool Pass holders are responsible for guest conduct/behavior.
- Guest fees: \$7.00; fee must be paid at sign-in and are non-transferable from guest to guest or day to day.
- Maximum of four (4) Guests per household/per day permitted. Due to occupancy restrictions, guests may be denied entry at the discretion of SRD staff. Please call in advance if you have any questions regarding guests.
- Guest passes are valid for Recreation Swim and Adult Lap Swim periods only and are not valid for Aquatic Program classes (e.g. Water Fitness Classes, Masters Swim, Swim Lessons).

DIVING BOARD & DEEP WATER SAFETY RULES

- Diving is permitted ONLY in the diving well (SRD lessons and Seals practices are exempt).
- Diving Board/dive well area use may be restricted or closed at the discretion of SRD Staff.
- Priority use of the dive well is provided to SRD programs and classes, and swimmers using the Diving Board. Recreation swimming prohibited in the dive well while diving board is in use.
- Only one person is permitted on the Diving Board at a time.
- Diving well must be clear before another person enters from the Diving Board. After entering the water, swimmers must quickly exit at the nearest ladder or into the Rec Swim Lane.
- Swimmers may not wait in the dive well area, or catch or assist anyone jumping from the diving board.
- One bounce per jump on the diving board.
- Only forward-motion jumps and dives are permitted. Back dives or flips are prohibited.
- Running is prohibited on the diving board.
- Life jackets/personal flotation devices & noodles are prohibited on the Diving Board or in the dive well with the exception of SRD swim lessons.
- Hanging from the diving board is prohibited.
- A "Deep Water" proficiency swim test is required and may be administered by SRD staff to anyone wishing to use the diving board.

WADING POOL RULES

- NO RUNNING.
- NO LIFEGUARD ON DUTY.
- Supervision required at all times. Parent or guardian must be inside gated area.
- Only children five (5) yrs. or younger allowed in the Wading Pool.
- Life jackets, noodles, kickboards, or other large toys/swim equipment are prohibited in the Wading Pool.
- Wading Pool capacity is twelve (12) persons.


Name Printed


Signature


Date

Leanne Kreuzer

From: Leanne Kreuzer
Sent: Tuesday, January 29, 2019 8:53 AM
To: 'billduane2001@yahoo.com'
Subject: SRD Signature Documents
Attachments: Standards of Behavior.pdf; 2019 Aquatic Facility Policies.pdf

Good morning Bill,

I hope that you are enjoying the pool and the break in the winter weather we are having this week.

Following-up on our conversation, I am requesting that you review the attached SRD policies. The staff are also individually acknowledging and signing the policies as they are instructed to enforce them for all customers equally.

For your convenience I have placed envelopes with copies in "will call" at both offices. Following your review of the policies please return signed and dated copy to me.

Please let me know if you have any questions, recommendations or additional items that you wish to discuss. I am happy assist you at any time.

Thank you for your cooperation as we move towards a happy 2019!

Warmest regards,

Leanne

Leanne Kreuzer
SRD General Manager

Strawberry Recreation District
118 E. Strawberry Drive
Mill Valley, CA 94941
Main:415.383.6494
Fax 415.383.6635
lkreuzer@strawberryrec.org
<http://strawberry.marin.org>

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STRAWBERRY RECREATION DISTRICT

INCIDENT REPORT FORM

1/24/19

Date of Incident: ~~Feb 2018~~ Time of Incident: 1:25 AM PM Date of Report: ~~10/24/18~~

Personal Data (person involved in incident)

Name: William Duane DOB: _____ Gender: Male Female
 Address: 45 Reed Blvd City Mill Valley State: CA Zip: 94941
 Phone: Home (415) 755-7902 Work () _____
 Parent / Guardian contact (if incident/accident involves a minor):
 Name: _____ Phone: () _____
 Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:

- Community Center
- Pool
- Tennis Courts

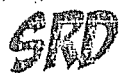
- Athletic Field: _____
- Park Site: _____
- Other: _____

Describe incident in detail (what happened; who was involved):

I gave Bill an envelope w/his name on it. As I handed it to him he said, "I know what you're trying to do. You're nasty for trying to call the cops on me." I told him that I am not here to discuss the matter w/him as I am walking away. He dropped his bag & looked like he wanted to fight me. He raised his voice trying to explain his side of ~~the~~ his story of the previous incident. I told him again that I am not here to discuss any of it with him.

What assistance was given at the scene? Where did persons involved go after incident?:

No, ~~as~~ he went to the spa after our interaction.



Strawberry Recreation District INCIDENT / ACCIDENT REPORT FORM



Date of Report: 1/22/19 Date of Incident/Accident: 1/20/19 Time of Incident: 3:45 AM AM PM

Facility Information

Community Center
 Pool
 Tennis Courts
 Athletic Field: _____
 Park Site: _____
 Other: _____
 If incident occurred during a recreational activity, give name of activity: _____

Personal Data (person involved in incident/accident)

Name: William Duane Gender: Male Female
 Address: 45 Reed Blvd. #9 City Mill Valley State: CA Zip: 94941
 Phone: Home (415) 755-7902 Work () _____
 Parent / Guardian contact (if incident/accident involves a minor):
 Name: _____ Phone: () _____
 Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident: At swimsuit drying machine.

Program or activity the person was participating in: drying clothes No. of participants: 1

Type of incident:

Injury / Illness: _____
 Stolen / Lost Article: _____
 Fight / Violent Behavior: _____
 Customer Service Complaint: _____
 Violation of Facility Rule: _____
 Violation of Code of Conduct: _____
 Water Rescue / Safety Incident: _____
 Vandalism: _____
 Vehicle Incident: _____
 Damage to City Property: _____
 Other: _____

(original note left by LG 1/20)
 Complaints about
~~Bill~~ William Duane
 naked while drying
 suit and towel
 did not cover all
 of his back side. Told
 to inform team.

COPY



INCIDENT REPORT FORM

Date of Incident: 11-21-18 Time of Incident: 1:10 AM PM Date of Report:

Personal Data (person involved in incident)

Name: 11-21-18 William Duane DOB Gender: Male Female

Address: 45 Reed Blvd. City: Mill Valley State: CA Zip: 94941

Phone: Home (415) 755-7902 Work ()

Parent / Guardian contact (if incident/accident involves a minor):

Name: Phone: ()

Signature of person involved or guardian (if possible):

Incident Data

Specific location of incident:

- Community Center
 Pool
 Tennis Courts

- Athletic Field:
 Park Site:
 Other:

Describe incident in detail (what happened; who was involved): William Duane walked into the SRD office visibly upset and started speaking right away in an aggressive tone. I was sitting at the front desk and ... and ... were both sitting at their desks. I ... was visibly standing in the office as well while ... could hear the incident but was not visible to William. William stated that he wanted to speak with a Board member and referred to an earlier incident as elder abuse. He continued to speak in a loud combative tone and insuated we all worked for him because we are in the customer service part of this facility. He demanded an apology and when one wasn't given he said we'll be hearing from him.

What assistance was given at the scene? Where did persons involved go after incident?:

When William left he accidentally walked into the doors followed him to make sure he got to his car okay.

Additional Action Taken

- EMS called for assistance: Fire Medical Emergency
- Police call for assistance.
- Suspension
 - 1 Day 2 Day 3 Day Over 3 Days: Length _____ (Requires Supervisors approval).
 - Suspension indefinite, pending results of investigation. Further investigation needed.
- Parent / Guardian notified (If person involved is a minor).
- Supervisor notified immediately for incident / accident of a serious nature.
- Facility Closed: Reason: _____
- Other: _____

Staff involved: _____

Was staff exposed to blood or bodily fluids: Yes No Explain: _____

Was this incident a first time occurrence? Yes No

If No, please give basic details of prior incidents, or refer to previous report and date of the prior incident or report and action taken for the prior incident(s):

Please refer to previous incident reports written by myself and other staff members!

Witnesses

1. Name: _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____
2. Name: _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____

Report Prepared By

Name (please print): _____ Job Title: _____
Signature: _____ Date: *11-26-18*



Strawberry Recreation District



INCIDENT / ACCIDENT REPORT FORM

Date of Report: 11/21/18 Date of Incident/Accident: 11/21/18 Time of Incident: 11:30 AM - 1 PM

Facility Information

- | | |
|---|--|
| <input type="checkbox"/> Community Center | <input type="checkbox"/> Athletic Field: _____ |
| <input checked="" type="checkbox"/> Pool | <input type="checkbox"/> Park Site: _____ |
| <input type="checkbox"/> Tennis Courts | <input type="checkbox"/> Other: _____ |

If incident occurred during a recreational activity, give name of activity: _____

Personal Data (person involved in incident/accident)

Name: William Duane DOB: _____ Gender: Male Female
 Address: _____ City: _____ State: _____ Zip: _____
 Phone: Home () _____ Work () _____
 Parent / Guardian contact (if incident/accident involves a minor):
 Name: _____ Phone: () _____
 Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident: Pool entrance, then spa.

Program or activity the person was participating in: _____ No. of participants: _____

Type of incident:

- Injury / Illness: _____
- Stolen / Lost Article: _____
- Fight / Violent Behavior: elevated, yelling, threatening posture, threw card.
- Customer Service Complaint: _____
- Violation of Facility Rule: Not scanning / checking in
- Violation of Code of Conduct: yelling at specialist
- Water Rescue / Safety Incident: _____
- Vandalism: _____
- Vehicle Incident: _____
- Damage to City Property: _____
- Other: _____

SR

Strawberry Recreation District INCIDENT / ACCIDENT REPORT FORM

COPY SR

Date of Report: 11/26/18

Date of Incident/Accident: 11/21/18

Time of Incident: 11:37 AM AM PM

Facility Information

- Community Center
- Pool
- Tennis Courts

- Athletic Field: _____
- Park Site: _____
- Other: SPA

If incident occurred during a recreational activity, give name of activity: _____

Personal Data (person involved in incident/accident)

Name: William Duane DOB: _____ Gender: Male Female

Address: 45 Reed Blvd City: Mill Valley State: CA Zip: 94941

Phone: Home (415) 755-7902 Work () _____

Parent / Guardian contact (if incident/accident involves a minor):

Name: _____ Phone: (415) 755-4902

Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident: Spa

Program or activity the person was participating in: Swimming/Spa No. of participants: 1

Type of incident:

- Injury / Illness: _____
- Stolen / Lost Article: _____
- Fight / Violent Behavior: Splashing inside hot tub, yelling, erratic arm movements, threatening.
- Customer Service Complaint: _____
- Violation of Facility Rule: Did not check-in at main entrance.
- Violation of Code of Conduct: Treat staff and patrons with respect, abide by rules and staff direction.
- Water Rescue / Safety Incident: _____
- Vandalism: _____
- Vehicle Incident: _____
- Damage to City Property: _____
- Other: _____

Incident Data (continued)



COPY

INCIDENT REPORT FORM

Date of Incident: 11/21/18 Time of Incident: 1:12 AM PM Date of Report: 11/21/18

Personal Data (person involved in incident)

Name: William Duane DOB: _____ Gender: Male Female

Address: 45 Reed Blvd Apt. 9 City: Mill Valley State: CA Zip: 94941

Phone: Home (415) 755-7902 Work () _____

Parent / Guardian contact (if incident/accident involves a minor):
Name: _____ Phone: () _____

Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Community Center | <input type="checkbox"/> Athletic Field: _____ |
| <input type="checkbox"/> Pool | <input type="checkbox"/> Park Site: _____ |
| <input type="checkbox"/> Tennis Courts | <input type="checkbox"/> Other: _____ |

Specific type of incident:

- | | | |
|---|---|--|
| <input type="checkbox"/> Injury/Illness | <input checked="" type="checkbox"/> Fight/Altercation | <input type="checkbox"/> Property/Facility Issue |
| <input type="checkbox"/> Water Rescue | <input type="checkbox"/> Standards of Behavior | <input type="checkbox"/> Stolen/Lost Article |
| <input type="checkbox"/> Facility Rules Violation | <input type="checkbox"/> Vehicle Incident | <input type="checkbox"/> Other: _____ |

Describe incident in detail (what happened; who was involved): Please see attached document of a transcribed video.

Bill Duane walked into the office at 1:12 pm on Wednesday 11/21/18 after the altercation at the pool with E

Here is the transcript of his speech.

"I would like to make a formal complaint. Okay?

: Okay.

Not on video recording – Bill Duane "I would like a board member to call me about what I experienced today by the staff. The harassment and the elder abuse. I'm 70 years old. That's illegal, you know that? I am at MY pool that has been closed for the last week and I get bothered.

Recording started.

Bill Duane: I have been met with the matter of harassment. Okay? You know what I'm talking about (pointing at _____). You know what I am talking about (pointing at Brittney). So we can pursue this further otherwise I expect an apology from everyone who interacted today because (L... walked out into the main office at this point) some didn't have the information (pointing at _____), some had false information (point at _____), but whatever, you threatened to call the police on me. I'm a member, your employees. I wasn't disturbing anybody. There wasn't even anybody to disturb. Okay? You came over to me (pointing at _____ and _____) two of you, while I am alone, in the pool and threatened and harassed me. Okay? So I would like a board member to call me. (Jacqueline did not respond to his directive) Okay? (Pointing at _____)

: Okay

Bill Duane: Do you have my number?

: Yes

Bill Duane: Thank you very much. An apology would do. Do I hear any apologies? (Pointing at _____) No? (Pointing at _____) No? (Pointing at _____) No?

: No

Bill Duane: Correct? Okay you're on.

Bill Duane walks out of the office, into the closed door and L... makes sure he makes it to his car.



COPY

INCIDENT REPORT FORM

Date of Incident: 11/21/2018 Time of Incident: 1:05 AM PM Date of Report: 11/21/2018

Personal Data (person involved in incident)

Name: William Duane DOB: _____ Gender: X Male Female
Address: 45 Reed blvd. City: Mill Valley State: CA Zip: 94941
Phone: Home (415) 755-7902 Work (415) 755-7902
Parent / Guardian contact (if incident/accident involves a minor):
Name: _____ Phone: () _____
Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:
 Community Center Athletic Field: _____
 Pool Park Site: _____
 Tennis Courts Other: _____

Specific type of incident:
 Injury/Illness Fight/Altercation Property/Facility Issue
 Water Rescue Standards of Behavior Stolen/Lost Article
 Facility Rules Violation Vehicle Incident Other: _____

Describe incident in detail (what happened; who was involved): At approximately 1:08pm, I was sitting at my desk doing office work when William Duane entered the office. In an elevated tone, he said that he wanted to file a formal complaint with a Board member. The Recreation Supervisor (_____ stated that there wasn't a Board member present and the General Manager was off today. Mr. Duane then proceeded (in an elevated tone) to demanded that all staff involved apologize to him fro the way he was treated during the pool deck interactions approximately 2 hours previous. He made several statements accusing the staff of unprofessionalism, harassment, elder abuse and threatening to call the cops on him. He said, "I'm a pool member, this is my pool and we need to act as employees and leave him alone." He then said that he would let the issue go if we apologized, pointing at us individually as he solicited a response. No staff responded to his request. He said, "Fine, it's on!" and adding a threat of legal action. He quickly exited, slamming his left arm and shoulder into the door frame as he left. I followed him out to the parking lot (at a safe distance) to make sure he calmly exited the facility. He did proceed to his car and drove out of the parking lot without further issue.
Upon returning to the office, the Aquatics Supervisor (_____) made me aware that she had begun recording the office encounter approximately 1 minute into the interaction – a transcript of this interaction is on file with the SRD General Manager.

What assistance was given at the scene? Where did persons involved go after incident? :
All SRD staff returned to work duties in the office and Mr. Duane exited the facility in his car.



COPY

INCIDENT REPORT FORM

Date of Incident: 11/21/18 Time of Incident: 1:10 AM PM Date of Report: 11/26/18

Personal Data (person involved in incident)

Name: William Duane DOB: _____ Gender: Male Female
Address: 45 Reed Blvd City: Mill Valley State: CA Zip: 94941
Phone: Home (415) 755-4902 Work () _____
Parent / Guardian contact (if incident/accident involves a minor):
Name: _____ Phone: () _____
Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:
 Community Center Athletic Field: _____
 Pool Park Site: _____
 Tennis Courts Other: 1st Floor Front Office

Specific type of incident:
 Injury/Illness Fight/Altercation Property/Facility Issue
 Water Rescue Standards of Behavior Stolen/Lost Article
 Facility Rules Violation Vehicle Incident Other: _____

Describe incident in detail (what happened; who was involved):
I was sitting in at my desk working on the computer when William came into the main office. I _____ and _____ were at their assigned desks, along with I _____, who was in the back office working on a computer.
William came in and asked to file a formal complaint and to speak with a board member. I advised him that there was no board member present and that our General Manager was out for the day. He proceeded to raise his voice and demanded an apology from all that interacted with him today. He accused all staff that interacted with him today of "harassment" and "elderly abuse", and that we threatened to call the police on him. He said he was a pool member and that this was his pool and that we needed to act as employees and leave him alone.
After about 1 minute of William entering the main office, I began to record him talking through video on my iphone. (A transcript of this interaction has been recorded and is on file) His interaction made me extremely uncomfortable and I was scared to be in the same space as him. I was shaking the entire time he was in the main office.

What assistance was given at the scene? Where did persons involved go after incident?:
All staff listened to William's complaint without interruption. After William was done talking he stormed out and said "You're on!" He hit his shoulder on the closed door on the way out. William left the facility in his car. _____ followed behind to make sure he left the facility without any further incident.

Additional Action Taken

- EMS called for assistance: Fire Medical Emergency
- Police call for assistance.
- Referred for disciplinary action (General Manager or Board of Directors)
- Parent / Guardian notified (If person involved is a minor).
- Supervisor notified immediately for incident / accident of a serious nature.
- Facility/Feature Closed: Explain: _____
- Other: _____

Staff involved: _____

Was staff exposed to blood or bodily fluids: Yes No Explain: _____

Was this incident a first time occurrence? Yes No

If No, please give basic details of prior incidents, or refer to previous report and date of the prior incident or report and action taken for the prior incident(s): We have had multiple interactions with William about following our policies and procedures. I personally have asked William not to shave his beard in the general sink at the pool in the summer of 2018 (See report) I also filed a report 10/31/18 where I asked William not to smoke on property and he accused me of "stalking" him and "harassment". (See Report)

Witnesses

1. Name: _____ Phon _____ Address: _____
City: _____ State: _____ Zip: _____

2. Name _____ Phon _____
Address: _____ City: _____ State: _____ Zip: _____

Report Prepared By

Name (please print): _____ Job Title _____

Signature: _____ Date: 11/26/18



STRAWBERRY
RECREATION DISTRICT

COPY

INCIDENT REPORT FORM

Date of Incident: 10-31-18 Time of Incident: 4:25 AM PM Date of Report: 10-31-18

Personal Data (person involved in incident)

Name: Bill (William) Duane DOB: 1-1-48 Gender: Male Female

Address: _____ City: _____ State: _____ Zip: _____

Phone: Home (415) 755-7902 Work () _____

Parent / Guardian contact (if incident/accident involves a minor):
Name: _____ Phone: () _____

Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:

- Community Center
 Pool
 Tennis Courts

- Athletic Field: _____
 Park Site: _____
 Other: parking lot

Describe incident in detail (what happened; who was involved): I
was watching my two last play club kids when a man
tried to get into the office. I was outside the 1st
floor meeting room and the kids were on the grass oval. I
thought the man might be (a board member) because
one told me he might be coming by. The man
said he was not but I asked if I worked here.
I said yes, but I was currently with our after school
program, but I could try and answer a question. He
proceeded to tell me he felt as if he was being
harassed by a staff member who was tall, skinny with brown
hair. His two major complaints was that she asked him
not to smoke on the property and embarrassed him by asking
him not to shave by the showers because it was disrespectful. He
felt like she was stalking him. His response was that smoking

What assistance was given at the scene? Where did persons involved go after incident?:
an herb clover in the privacy of his car was legal and
that there was no signage about not shaving, plus women do
it (shave their legs) all the time. He felt he was being discriminated
against because he was a man. He asked that in the future he
could see written documentation of rules and that he would be
approached by a different staff member. I told him I would pass
his complaint on to one of my supervisors or our general manager.
He asked how the hierarchy here worked and I told him we had
three supervisors and a GM. He thought the employee who approached
him was named,



INCIDENT REPORT FORM

Date of Incident: 10/31/18 Time of Incident: 3:10 AM PM Date of Report: 10/31/18

Personal Data (person involved in incident)

Name: William Duane DOB: Gender: Male Female
Address: 45 Reed Blvd #9 City Mill Valley State: CA Zip: 9494
Phone: Home (415) 755-7902 Work ()
Parent / Guardian contact (if incident/accident involves a minor):
Name: Phone: ()
Signature of person involved or guardian (if possible):

Incident Data

Specific location of incident:
 Community Center
 Pool
 Tennis Courts
 Athletic Field:
 Park Site: POOL PARKING LOT
 Other:

Describe incident in detail (what happened; who was involved): I was at the pool when I was asked if I could smell cigarette smoke. I agreed it did and went to the parking lot to find where it was coming from. I saw William Duane sitting in his car talking on the phone smoking with the windows down. I politely tapped his car and asked him to stop smoking and reminded him we have asked him several times not to smoke on property/campus. He said "no you haven't and is it against the law?" He was extremely elevated and hostile. Raising his voice asked if it was fair that he had to "swim in women's menstrual blood" I told him "he don't allow smoking on campus anywhere and if he did not want to follow the standards and behavior he could bring it up in the office." He said "your the one who asked me to stop smoking in the sink a few months ago" "You are discriminating against me" (x2) He began backing up his vehicle while I was still talking to him on the side of his car. He drove away.

What assistance was given at the scene? Where did persons involved go after incident?:
Yes, I informed William of facility rules and standards of behavior.
William drove away out of pool parking lot. He left his belongings at the pool on lawn chair.



INCIDENT REPORT FORM

COPY

Date of Incident: 11/21/2018	Time of Incident: 11:37 AM x PM <input type="checkbox"/>	Date of Report: 11/21/2018
------------------------------	--	----------------------------

Personal Data (person involved in incident)

Name: William Duane DOB: _____ Gender: X Male Female

Address: 45 Reed blvd. City: Mill Valley State: CA Zip: 94941

Phone: Home (415) 755-7902 Work (415) 755-7902

Parent / Guardian contact (if incident/accident involves a minor):
 Name: _____ Phone: () _____

Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:

<input type="checkbox"/> Community Center	<input type="checkbox"/> Athletic Field: _____
X Pool	<input type="checkbox"/> Park Site: _____
<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Other: _____

Specific type of incident:

<input type="checkbox"/> Injury/Illness	X Fight/Altercation	<input type="checkbox"/> Property/Facility Issue
<input type="checkbox"/> Water Rescue	X Standards of Behavior	<input type="checkbox"/> Stolen/Lost Article
X Facility Rules Violation	<input type="checkbox"/> Vehicle Incident	<input type="checkbox"/> Other: _____

Describe incident in detail (what happened; who was involved): At approximately 11:37am the on-duty lifeguard () called the office and spoke with the Recreation Supervisor () about an incident with a patron that had just occurred. As soon as they hung-up, made me aware of the situation. According to stated that a patron (William Duane) had become verbally aggressive with him upon requesting that he scan in before using the pool facilities. requested that I come to the pool with her, I agreed and we left immediately from the office for the pool facility.

Upon arrival, I reaffirmed that Mr. Duane yelled at him and that he didn't feel comfortable lifeguarding while he was at the facility. and I proceeded to the spa, where Mr. Duane was - standing in the water near the stairs - waving his arms to get our attention. As we approached he began speaking to us in an elevated and aggressive tone. He stated that he was being abused by our staff and that had yelled at him to scan his card. This was absurd as everyone knows who I am and to make me go back to the car to get my pool pass card is ridiculous! "This is my pool and you're harassing me! You've been closed for over a week and I'm 70 years old, I have arthritis and I need this". At that point, said, "I understand sir, but for safety we need you to sign in", Mr. Duane immediately cut her off and yelled over her "that's ridiculous" and some other unintelligible statements. said, "Excuse me, are you going to let me talk?" and she continued to try to explain why it's important that we're able to look up who is on the pool deck at any given time. He then yelled at us about picking on him because of he had previously complained about one of our staff; and that we were know harassing him which this was elder abuse and we should leave him alone. I then stated that, "you can't continue yelling and being aggressive to the staff on the pool deck, or you will be requested to leave. We have this policy for your safety, if there was an emergency, the lifeguards and supervising staff have to be able to know

how many people are using the facility and who they are." He then yelled, "This is my pool and you're bothering me, I've been a good person for 70 years! If you want me to leave, than call the cops! Get out of here and stop bothering me, or call the cops!" and I decided to end the conversation and return to the office.

We both agreed that he should be removed from the facility. We went into the General Manager's office () and called her to both report the incident and get her opinion on the next steps. She felt was important to avoid further inflaming the situation and that if I replaced as the lifeguard and didn't further interact with Mr. Duane that would be the preferred path forward.

All staff returned to regular work duties in the office for approximately 2 hours. At 1:10pm Mr. Duane entered the main office and began again to yell at the staff – see second attached incident report detailing that interaction.

What assistance was given at the scene? Where did persons involved go after incident? :

All SRD staff returned to work duties in the office and Mr. Duane exited the facility in his car.

Additional Action Taken

- EMS called for assistance: Fire Medical Emergency
- Police call for assistance.
- Referred for disciplinary action (General Manager or Board of Directors)
- Parent / Guardian notified (If person involved is a minor).
- Supervisor notified immediately for incident / accident of a serious nature.
- Facility/Feature Closed: Explain: _____
- Other: _____

Staff involved: D _____

Was staff exposed to blood or bodily fluids: Yes No Explain: _____

Was this incident a first time occurrence? Yes No

If No, please give basic details of prior incidents, or refer to previous report and date of the prior incident or report and action taken for the prior incident(s): SRD staff have had multiple interactions with William Duane about following our policies and procedures since the spring of 2017. In the summer of 2017, due to patron and staff complaints about Williams excessive loud talking on his phone, new rulers about cell phone usage on the pool deck were implemented. Laminated signs – stating No excessive cell phone use – were posted. From the summer of 2017 to the summer of 2018 Mr. Duane was warned four times by the Facility Supervisor and once by the Aquatics Supervisor not to smoke on the premise. In the summer of 2018 he was asked not to shave in the lone outdoor sink and became verbally abusive (see report). Then on October 31st 2018, he was asked again not to smoke on facility grounds by the Aquatics Supervisor, at which time he accused her of "stalking and harassing" him. There has been a consistent patron on Mr Duane's part of not following SRD policies and procedures, then becoming loud, aggressive and abusive when asked to bring himself back in line with our policies.



COPY

INCIDENT REPORT FORM

Date of Incident: Summer 2018 Time of Incident: Mid Day AM PM Date of Report: Summer 2018

Personal Data (person involved in incident)

Name: William Duane DOB: _____ Gender: Male Female

Address: 45 Reed Blvd #9 City: Mill Valley State: CA Zip: 94941

Phone: Home (415) 755-7902 Work () _____

Parent / Guardian contact (if incident/accident involves a minor):
Name: _____ Phone: () _____

Signature of person involved or guardian (if possible): _____

Incident Data

Specific location of incident:

- Community Center
- Pool
- Tennis Courts

- Athletic Field: _____
- Park Site: _____
- Other: Bathroom sink

Specific type of incident:

- Injury/Illness
- Water Rescue
- Facility Rules Violation
- Fight/Altercation
- Standards of Behavior
- Vehicle Incident
- Property/Facility Issue
- Stolen/Lost Article
- Other: _____

Describe incident in detail (what happened; who was involved):

William was using the general sink inside the pool facility to shave his beard. He was using a canned shaving cream and took up the entire sink while shaving his beard. I saw him using the general sink and asked that he is not allowed to use the general sink to shave but next time could use the men's room. His immediate response was "I always clean up after I shave." I said I understand but that is the sink everyone uses and needs to be available for use to all patrons. Please use the men's room for to shave in the future.

What assistance was given at the scene? Where did persons involved go after incident?:

William finished shaving since he was in the middle of shaving. After shaving, William grabbed his things and left the facility without incident.

Additional Action Taken

- EMS called for assistance: Fire Medical Emergency
- Police call for assistance.
- Referred for disciplinary action (General Manager or Board of Directors)
- Parent / Guardian notified (If person involved is a minor).
- Supervisor notified immediately for incident / accident of a serious nature.
- Facility/Feature Closed: Explain: _____
- Other: _____