

SRD Board Special Meeting Notice and Agenda
Tuesday, October 13, 2020
6:00 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 participate remotely via the Zoom app with the following:

Meeting ID: 860 3161 8672 Passcode: 130464

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

You may also view video during the meeting via live stream: <https://us02web.zoom.us/j/86031618672?pwd=YURXUGs2VFh5NW45OXNZMHFt-MXp6UT09>

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. 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.
3. **OPEN SESSION AGENDA** – Members of the public may comment on any agendized matter (limit: three mins per person).
 - A. New Business Items
 - B. Approval of the Minutes of September 8, 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 of Seminary Project and proposed 17,000 square feet fitness center.
 - e. Discuss Harbor Cove Dock issue.
 - D. **Discussion/Action:** Grant delegated authority to GM to issue program rate modifications of thirty percent (30) percent and up to fifty (50) percent for individual circumstances within GM discretion.
Recommended Action: Approve.
 - E. **Discussion/Action:** GM to recommend adoption of SRD Bylaws.
Recommended Action: Approve.
 - F. **Discussion/Action:** GM to recommend adoption of SRD Reasonable Accommodation Policy.
Recommended Action: Approve.
 - G. **Discussion/Action:** GM to recommend adoption of SRD Illness and Injury Prevention Policy.
Recommended Action: Approve.
 - H. **Discussion/Action:** SRD 2021 rates.
Recommended Action: Approve.
 - I. **Discussion/Action:** GM to recommend step increases for Britney Boyd, Loren Griswold, Nicholas Sousa and Dorian Creager.
Recommended Action: Approve.
4. Adjournment.
5. Next Regular Session Board Meeting is October 13, 2020 at 6:30 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.

**Strawberry Recreation District
Special Board Meeting Minutes**

September 8, 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 (ZOOM Meeting).

Attendees:

- A) Strawberry Recreation District Board Members
 - a. Pam Bohner (Chair), Marc Lieberman, Cale Nichols, Jeff Francis (absent: Peter Teese)
- B) SRD Staff
 - a. Nancy Shapiro (General Manager)
- C) County Counsel
 - a. Renee Brewer
- D) Public
 - a. Jim Iavarone (MVRS), William Higgins (Higgins Tennis), Emily Lavin (Ark Newspaper)

Closed Session Open : 5:40 PM

Closed Session Closed : 6:35 PM

Public meeting called to order: 6:39 PM

OPEN SESSION

- A) Report out of closed session
 - a) Direction to staff on Public Employment Evaluations
 - b) Nothing to report to legal counsel on Pending Litigation

- B) Public Expression by William Higgins, Higgins Tennis requesting SRD to communicate tennis plans and schedules. Higgins would like to submit a proposal for 2021 rental and wants to understand SRD's policies for 2021 in one packet in advance of SRD booking renters.

Open Session Agenda Minutes

- A) New Business Items
- B) Approval of Minutes of August 11, 2020 – (CN/PB) – All in favor.
- C) General Manager's Report
 - a) Approval of expenditures, disbursements and warrants – (JF/PT) – All in favor
 - b) Financials and Operations Summary – as stated in GM report
 - c) Covid Updates and impact to SRD
 - d) SRD Facilities Discussion related to allocation grand discussion

D) Mill Valley Refuse Service Rate Increase Request for 10/01/2020. Per presentation by Jim Iavarone, MVRs delayed rate application from April 2020 because of Covid-19. Amended rate application being reviewed tonight is 1% lower than requested in April. Requesting 7.74% annual rate increase compressed into a nine month period instead of 12 months. Commercial activity down 20% in April, down 16% currently. Healthcare, Workers Comp, Liability Insurance has all increased. Looks more like a 10.2% increase because it's over a nine month period.

a) (CN/JF) – All in favor

E) Review Revision of Conflict of Interest Code to be submitted to Marin County BOS

a) No action, revision to be presented in a future meeting

F) SRD Employee Vehicle Policy

a) Direction to staff to research and cost analyze hauling contractor and SRD auto fees/insurance costs and liabilities.

Next regular meeting: October 13, 2020 at 6:30PM

Adjourned at 7:41 PM

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

9/9/2020

Youth Playclub	0.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	4802.04
Special Events Sponsors	0.00	<u>Subtotal</u>	4802.04
Special Events Income	0.00		
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	Adult Recreation	0.00
Aquatics Drop in	0.00	"Special Events	0.00
Aquatics Miscellaneous	0.00	Youth Recreation	0.00
Tennis Classes	0.00	Aquatics	0.00
Tennis Keys/Passes	95.00	Tennis	95.00
Tennis Guest	0.00	Facilities	4707.04
Tennis Rental/Lessons	0.00	Deposits	0.00
Facilities Rental	0.00	Admin	0.00
Deposits Held on Rental	0.00	Other	0.00
Facilities Field Rental	4554.00	Credit Card Transfer	0.00
Facilities Property Rental	153.04		
Snack Shack	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		4802.04
Grants	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Credit Transfer	0.00	0	
	4802.04		



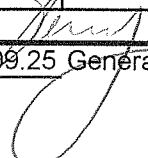
TO:
 RICHARD ARROW, AUDITORCONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

Warrant Date 9-9-20

On the 13th day of October 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311235	CAPRI	1,691.86 Youth Workman's Comp	6,683.63
		1,989.80 Pool Workman's Comp	
		1,457.18 Facilities Workman's Comp	
		1,544.79 Admin Workman's Comp	
809311236	Cintas Corporation	179.34 Supplies	358.68
		179.34 Pool Maint Supplies	
809311237	Home Depot	11.65 Facilities Repairs & Maintenanc	42.05
		19.92 Youth Contract Service/Daycamp	
		8.89 Supplies	
		1.59 Pool Repairs & Maintenance	
809311238	Landesign Construction and Maint. Inc.	Zone V Contract Service	568.00
809311239	Lincoln Aquatics	Pool Chemicals	1,426.32
809311240	Marin IT, Inc.	Admin Web Site	93.50
809311241	Planeteria Media LLC	Admin Web Site	50.00
809311242	True North Lanscapes, Inc.	Facilities Field Repairs & Maint	880.00
809311243	Andrew Titcombe	Pool Pass Refund Covid 19	257.07
809311244	Cale Nichols	Admin Employee Relations	50.00
809311245	Strawberry Recreation District	Payroll Clearing Account	36,000.00
Total			46,409.25

Total 46,409.25 General Manager

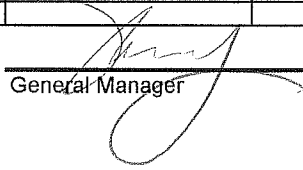


LIST OF PAYROLL CHECKS ISSUED - Page 1 of 1
 STRAWBERRY RECREATION DISTRICT
 TO: THE BOARD OF DIRECTORS
 PAYROLL WARRANTS BACKUP

Payroll Date 9-11-20

*** PAYROLL CLEARING***

On the 13th day of October 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
DD1163	Bennerotte, Madisyn M	Paystub				253.51
DD1164	Bohner, Catherine E.	Paystub				787.19
DD1165	Bohner, Pamela G	Paystub				274.05
DD1166	Boyd, Brittney L	Paystub				2,075.03
DD1167	Brooks, Sophia P	Paystub				145.30
DD1168	Creager, Dorian A	Paystub				1,415.81
DD1169	Francis, Jeff	Paystub				91.35
DD1170	Glenn, Nicholas K	Paystub				27.17
DD1171	Griswold, Loren M	Paystub				2,855.31
DD1172	Heller, Asher J	Paystub				233.86
DD1173	Kuhrman, Kaye F	Paystub				825.65
DD1174	Lieberman, Marc	Paystub				91.35
DD1175	Lindsay, Megan E	Paystub				903.13
DD1176	Madero, Janet C	Paystub				1,217.05
DD1177	May, Grainne C	Paystub				180.35
DD1178	Nichols, Cale B	Paystub				274.05
DD1179	Pankaew, Natasha P	Paystub				948.30
DD1180	Pares, Tessa J	Paystub				678.83
DD1181	Rankin, Sarah M	Paystub				1,210.80
DD1182	Rivera, Elizabeth K	Paystub				617.31
DD1183	Shapiro, Nancy R	Paystub				3,093.00
DD1184	Sousa, Alexander A	Paystub				1,173.15
DD1185	Sousa, Nicholas M	Paystub				1,753.45
DD1186	Ventura, Evelyn M	Paystub				596.58
DD1187	Wright, Lucas C	Paystub				579.61
9030	Forbes, Aidan S	payroll Checks				248.47
9031	Greenberg, Olivia K	payroll Checks				353.05
	CAL PERS	payroll Checks				2348.66
	Quickbooks	Quickbooks Payroll fees				84.25
		2739.00 Payroll Taxes FWT				7365.24
		3749.36 Payroll Taxes FICA				
		876.88 Payroll Taxes MCARE				
	State taxes	931.05 Payroll taxes SWT				1437.99
		204.57 Payroll Taxes SUI				
		302.37 Payroll Taxes SDI				
						34138.85


 General Manager

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

On the 13th day of October 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311246	Able Fence Company, Inc.	Facilities Field Repairs & Maint	2,385.00
809311247	Bank of Marin 5590	396.33 Youth Adv/Promo	4,834.63
		712.30 Pool Repairs & Maintenance	
		368.03 Facilities Repairs & Maintenanc	
		64.91 Facilities Repairs & Maintenanc	
		49.00 Youth Adv/Promo	
		152.00 Pool Rec supplies	
		33.40 Admin Office Supplies	
		36.73 Youth Rec Supplies/Playclub	
		29.11 Admin Office Supplies	
		20.70 Facilities Repairs & Maintenanc	
		14.06 Admin Office Supplies	
		53.03 Admin Office Supplies	
		115.78 Admin Office Supplies	
		17.20 Youth Rec Supplies/Playclub	
		7.57 Youth Rec Supplies/Playclub	
		13.30 Youth Rec Supplies/Playclub	
		117.18 Admin Employee Relations	
		32.46 Admin Office Supplies	
		337.79 Sanitation covid-19	
		39.26 Youth Rec Supplies/Playclub	
		501.18 Youth Adv/Promo	
		6.48 Youth Rec Supplies/Playclub	
		19.47 Admin Office Supplies	
		770.62 Admin Office Supplies	
		304.12 Admin Office Supplies	
		20.34 Admin Office Supplies	
		257.99 Facilities Repairs & Maintenanc	
		14.99 Admin Office Supplies	
		22.72 Youth Rec Supplies/Playclub	
		19.30 Youth Rec Supplies/Playclub	
		26.14 Youth Rec Supplies/Playclub	
		15.23 Admin Office Supplies	
		245.91 Youth Adv/Promo	
809311248	CAL PERS-medical	768.49 Pool Full Time Medical	2,311.00
		768.49 Facilities Full Time Medical	
		768.49 Youth Medical	
		5.53 Admin Medical	
809311249	Department of Justice	Admin Fingerprinting	96.00
809311250	Goodman's Building Supply	145.18 Supplies	874.73
		487.41 Facilities Repairs & Maintenanc	
		121.20 Tools	
		94.16 Pool Repairs & Maintenance	
		26.78 Pool Rec supplies	
809311251	Marin IT, Inc.	Admin Contract Services/Consult	93.75
809311252	Mill Valley Refuse Service, Inc.	240.44 Facilities Repairs & Maintenanc	480.88
		240.44 Facilities Parks Repairs/Mainte	
809311253	Peak Building Services	1,139.60 Facilities Contract Service	5,698.00
		4,558.40 Youth Contract Service/Daycamp	
809311254	Transbay Security Service, Inc.	Facilities Repairs & Maintenanc	44.42
Total			16,818.41

Total 16818.41 General Manager

Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

9/23/2020

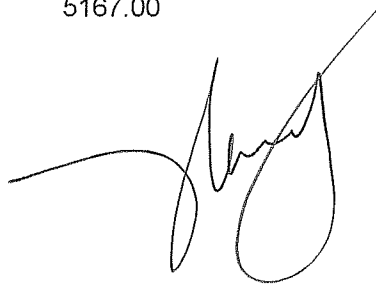
Youth Playclub	167.00	Total Cash	0.00
Youth Daycamp	0.00	Total Checks	5167.00
Special Events Sponsors	0.00	<u>Subtotal</u>	5167.00
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	<u>Total</u>	5167.00
Aquatics Pool Pass S/S	0.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	0.00		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	5000.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	0.00		
Other	0.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	167.00
Aquatics	0.00
Tennis	5000.00
Facilities	0.00
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

5167.00

5167.00



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

Payroll Date 9-25-20

*** PAYROLL CLEARING***

On the 13th day of October 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
DD1188	Andrews, Jada A	Paystub	102.32
DD1189	Bennerotte, Madisyn M	Paystub	89.06
DD1190	Bohner, Catherine E.	Paystub	346.90
DD1191	Boyd, Brittney L	Paystub	2,075.03
DD1192	Brooks, Sophia P	Paystub	89.05
DD1193	Creager, Dorian A	Paystub	1,435.94
DD1194	Glenn, Nicholas K	Paystub	97.05
DD1195	Griswold, Loren M	Paystub	2,855.32
DD1196	Heller, Asher J	Paystub	186.35
DD1197	Kuhrman, Kaye F	Paystub	663.25
DD1198	Lindsay, Megan E	Paystub	822.10
DD1199	Madero, Janet C	Paystub	696.68
DD1200	May, Grainne C	Paystub	100.95
DD1201	Pankaew, Natasha P	Paystub	828.18
DD1202	Pares, Tessa J	Paystub	364.08
DD1203	Rankin, Sarah M	Paystub	774.38
DD1204	Rivera, Elizabeth K	Paystub	248.46
DD1205	Shapiro, Nancy R	Paystub	3,093.00
DD1206	Sousa, Alexander A	Paystub	1,004.51
DD1207	Sousa, Nicholas M	Paystub	1,896.09
DD1208	Ventura, Evelyn M	Paystub	476.41
DD1209	Wright, Lucas C	Paystub	392.58
9032	Forbes, Aidan S	payroll Checks	160.78
	CAL PERS	payroll Checks	2348.66
	Quickbooks	Quickbooks Payroll fees	73.00
	2403.00	Payroll Taxes FWT	6271.62
	3135.36	Payroll Taxes FICA	
	733.26	Payroll Taxes MCARE	
	847.93	Payroll taxes SWT	1224.83
	124.05	Payroll Taxres SUI	
	252.85	Payroll Taxes SDI	
			28716.58


 General Manager

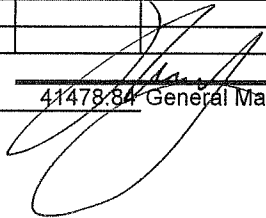
TO:
 RICHARD ARROW, AUDITOR/CONTROLLER
 County of Marin
 Civic Center
 San Rafael, CA 94903

Warrant Date 10-7-20

On the 13th day of October 2020, The Board of Directors of the Strawberry Recreation District ratified, confirmed and approved the following Warrants:

Warrant in Favor of		Purpose	Amount
809311266	CAL PERS-Unfund	Admin Pension Expense	427.60
809311267	CAL PERS-Unfund	Admin Pension Expense	104.86
809311268	Golden State Lumber	Facilities Repairs & Maintenanc	1,203.76
809311269	Goodman's Building Supply	19.55 Facilities Maint Supplies	227.42
		113.05 Facilities Repairs & Maintenanc	
		10.39 Pool Repairs & Maintenance	
		15.68 Sanitation covid-19	
		68.75 Facilities Field Repairs & Maint	
809311270	Jackson's Hardware	23.53 Facilities Repairs & Maintenanc	28.03
		4.50 Pool Repairs & Maintenance	
809311271	Landesign Construction and Maint. Inc.	Zone V Contract Service	568.00
809311272	Lincoln Aquatics	Pool Chemicals	975.13
809311273	Marin Copier Co.	Admin Print/copy	465.48
809311274	PG&E	4,534.69 Pool Utilities	5,463.48
		928.79 Facilities Utilities	
809311275	Planeteria Media LLC	Admin Web Site	50.00
809311276	R. J. Ricciardi, CPA Inc.	Admin Acct/Audit/bookkeeping	713.30
809311277	Transbay Security Service, Inc.	Facilities Repairs & Maintenanc	106.28
809311278	Aurore Martinez	Pool Class Refund-covid 19	145.50
809311279	Strawberry Recreation District	Payroll Clearing Account	31,000.00
Total			41,478.84

Total 41,478.84 General Manager



Strawberry Recreation District
 Internal Revenue Summary Sheet
 Week Ending:

118 East Strawberry Drive
 Mill Valley, California 93931

10/7/2020

Youth Playclub	1328.00	Total Cash	1.00
Youth Daycamp	0.00	Total Checks	3501.04
Special Events Sponsors	0.00	Subtotal	3502.04
Special Events Income	0.00	Total Credit Card	0.00
Adult Contract Classes	0.00	Total	3502.04
Aquatics Pool Pass S/S	0.00		
Aquatics Pool Pass F/W	0.00		
Aquatics Guest Fees	0.00		
Aquatics Pool Classes	0.00		
Aquatics Swim Team Fees	1675.00		
Aquatics Miscellaneous	0.00		
Tennis Classes	0.00		
Tennis Keys/Passes	0.00		
Tennis Guest	0.00		
Tennis Rental/Lessons	345.00		
Facilities Rental	0.00		
Deposits Held on Rental	0.00		
Facilities Field Rental	0.00		
Facilities Property Rental	153.04		
Other Snack Shack	1.00		
Admin Miscellaneous	0.00		
Admin Advertising	0.00		
Admin Donations	0.00		
Other Licenses & Permits	0.00		
Other Project Donations	0.00		
Activenet	0.00		
Groupon	0.00		
Credit Transfer	0.00	0	
	3502.04		

Receipts By Source - All

Adult Recreation	0.00
"Special Events	0.00
Youth Recreation	1328.00
Aquatics	1675.00
Tennis	345.00
Facilities	154.04
Deposits	0.00
Admin	0.00
Other	0.00
Credit Card Transfer	0.00

3502.04



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

Payroll Date 10-9-20

*** PAYROLL CLEARING***

On the 13th day of October 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
DD1210	Andrews, Jada A	Paystub	80.38
DD1211	Bennerotte, Madisyn M	Paystub	116.48
DD1212	Bohner, Catherine E.	Paystub	689.86
DD1213	Boyd, Brittny L	Paystub	2,075.03
DD1214	Brooks, Sophia P	Paystub	218.53
DD1215	Creager, Dorian A	Paystub	1,429.23
DD1216	Glenn, Nicholas K	Paystub	330.02
DD1217	Griswold, Loren M	Paystub	2,855.30
DD1218	Heller, Asher J	Paystub	396.01
DD1219	Kuhrman, Kaye F	Paystub	691.33
DD1220	Lindsay, Megan E	Paystub	835.88
DD1221	Madero, Janet C	Paystub	438.48
DD1222	May, Grainne C	Paystub	228.70
DD1223	Pankaew, Natasha P	Paystub	739.72
DD1224	Pares, Tessa J	Paystub	606.59
DD1225	Rankin, Sarah M	Paystub	912.25
DD1226	Shapiro, Nancy R	Paystub	3,092.99
DD1227	Sousa, Alexander A	Paystub	1,255.56
DD1228	Sousa, Nicholas M	Paystub	1,896.09
DD1229	Ventura, Evelyn M	Paystub	536.37
DD1230	Wright, Lucas C	Paystub	404.90
9033	Forbes, Aidan S	Paystub	281.36
	CAL PERS	payroll Checks	2348.66
	Quickbooks	Quickbooks Payroll fees	178.75
		2528.00 Payroll Taxes FWT	6641.80
		3334.06 Payroll Taxes FICA	
		779.74 Payroll Taxes MCARE	
	State taxes	874.15 Payroll taxes SWT	1264.24
		121.21 Payroll Taxes SUI	
		268.88 Payroll Taxes SDI	
			30544.51


 General Manager

SRD General Manager's Report

October 13, 2020

Financial:

- As of October 2020, revenue is down significantly (50%) y/y
 - Aquatics revenue less than 20% of prior year
 - Facilities revenue down by 50%
 - Mostly due to Covid rules prohibiting public gatherings/room rentals
 - Field and tennis court rentals remain strong
- Some expenses higher due to:
 - Additional youth program staffing for Covid requirements
 - Health & Safety Specialist due to Covid-19 sanitization requirements
 - Insurance costs doubled due to bringing property valuations in line with current market rates and replacement costs – up \$17K in first half of the year
- See attached FY 2018/2019 vs. 2019/2020 financials

Facilities & Property Update:

Facilities:

- In mid-September, we installed a Purple Air environmental sensor and are now able to receive real-time air quality and atmospheric conditions (humidity, temperature, mercury, etc...) for our District Center. It is located on the exterior wall of the wader closet on the pool deck.
- The 3rd floor loft deck sanding is complete, and we have the staining – with a dark redwood color – scheduled for this week. It will look like a brand-new deck and seats when were done.
- The Tennis Pro Shop is receiving a complete face-lift. We have installed all new lights and electrical sockets, new interior and exterior paint, and working on a (much needed) new shingle roof. HRT has installed new signage over the door.
- We located and replaced a leaking isolation valve near the corner of the Tennis Pro Shop and Reggie Park. The valve appears to belong to an abandoned potable water line, likely from a fountain that was removed.
- With the increased bandwidth usage, due primarily to Zoom meetings, we have installed a Wan cellular hub, to act as a back-up for our wireless services. It will kick-in if the Wi-Fi goes down and will restore connectivity through the cellular lines.
- At the end of September, CSC Security Cameras came out to repair our connection with the 6 cameras that transmit wirelessly. The nano plate transmitters were shifted to a lower frequency, to avoid interference with the Districts new WAN cellular hub.
- We ordered a new storage shed from Tuff Shed. It will be placed behind the Tennis Shack, where the vending machines were previously. It will be 8' x 6', A-frame roof unit, and will act as storage all many of our pickleball and tennis materials.
- We purchased and installed a new color laser jet printer in the main office. It replaces the old cartridge printer, that had more expensive ink cartridges and a malfunctioning yellow injector.

Athletic Fields:

- True North completed a full irrigation system check and repair on 10/9 and replaced (5) broken, or malfunctioning rotors.
- The irrigation has been reduced to three days per week (Mon/Wed/Fri), which should cut our water usage by approximately 35%.
- All the "L" batting screens have been locked to fences, or poles for increased control over the usage of the batting cages.
- The minors field storage container lock would not open with the combo that TPLL had pre-set. Facilities staff was able to drill through it, even with an anti-theft shield covering $\frac{3}{4}$ of the lock and remove it without damage to the container.

Aquatics:

- Facilities staff was able to troubleshoot the depressurization issues with main pool pump #2 and restore operation of both pumps simultaneously. The fix that Adams Pool Solutions provided in August failed to remedy the issue for more than three weeks. With the installation of a new strainer lid and top, as well as, an application of silicone sealant, we were able to seal the pump airtight and restore flow permanently.
- We are completing a new chemical injection system for pump / filter #1, which will allow us to have a fully redundant system. Until now, only pump/filter #2 had chemical testing and injection capability.
- On 9/27, the internal tank of the hot water heater servicing the Aquatics Facility ruptured. On 9/28, Downing Heating & Air replaced and upgraded the on-demand water heater and replumbed the old copper lines, while discarding old, abandoned lines.

Parks:

- The Milland Drive vegetation management will start next Monday and should be completed by Thursday the 15th. The nearly one-acre project will reduce the fire danger in the surrounding neighborhoods. Cost: \$3,200.
- New Harbor Cove pedestrian path signs have been installed at both the north and south entrances. The new ones are made from heavy gauge aluminum with a wood backer, which should deter future vandalism.

Aquatics Update:

- Reservations are no longer impacted due to additional lanes added last month. Beginning Tuesday (10/13), we will be adding a new time slot to each day, along with re-allocating the pool's space to accommodate more lap lanes throughout the week and more rec space on the weekends.
- After monitoring reservations for months, space is available to sell some additional pool this week.
- Hiring and training 2 new staff members to help fill some gaps in the current lifeguard schedule
- Put job offering for morning lifeguard on Nextdoor and on COM job board
- 2021 passes can be sold as annual memberships, drop-in or a mix of both**

Current number of active passholder memberships

Active - 114

Partially active - 25

2021 Annual Membership cons

-Revenue limited to \$65k- \$85k based on number of passes sold for the entire year, unless COVID restrictions significantly loosen up

-New members turned away the remainder of the year

-Limit 3 reservations per week

2021 Drop-in Cons

-Upset past members

-Too expensive for seniors and some families

-No guaranteed reservations

-Current reservation system not compatible. Would need to use a different reservation platform if we want to differentiate rates (will accommodate resident vs. non-resident only)

-If we do not use a different platform there would be too much micromanagement from SRD

Rental Update:

Facility

- Getting ready to reopen loft for rentals, with limited capacity @ 6' apart
 - probably max 15
- Expect to begin renting to usual groups beginning November
- Gym becoming available for rental, with social distancing
- Developing new morning/adult programming

Tennis

- Tennis courts set with pro rentals – 5 different
- Many of the pros have openings for lessons/groups
 - GM routing requests to pros
- HRT expecting to have Pro Shop open around the beginning of November

Field rental update

- Afternoon field rentals full
- Developing ideas for mornings rentals

Youth Update:

New youth programming

- Mill Valley School District abruptly changed their direction for in-person programming

- SRD switched back to all day and afternoon programming
- Lowered rates to better serve the community
 - New 2-week session started this week
 - 10 registered for Pathways core/full day program
 - 13 registered for Steppingstones afternoon program

Enrichment Classes

- Staff working on ideas for youth sports and enrichment classes for late fall/winter
- Currently, only skills and drills allowed

Event - Drive Thru Trick-or-Treat

- Community centered event on Thursday, October 29, 3-5 pm
- Staff will be in costume, giving out special prizes and candy as people drive thru the parking lot
- Everyone must remain in their vehicles
- Will have staff member directing traffic
- Cleared with CHP
- Banners posted
- Will post on Nextdoor and free social media

Adult Recreation:

- Looking for new adult exercise instructors to begin am classes again
- Judy Barr will not be returning to SRD as an instructor. We've reached out to the other instructors and are waiting for a response back. Also searching for new instructors.
- Working on adult enrichment classes; would likely be part in-person and part Zoom

Misc.:

Harbor Cove Dock & Path

- SRD has received multiple letters from Harbor Cove Way residents regarding concerns with the use of the pathway, dock, and surrounding area. Concerns correlate with the increase use of the area since the Covid-19 pandemic began. See attached letters.

Auto reimbursement or purchase truck

Hauling Quotes:

1. Mod Haul - \$300+/month
2. Pablo's Gardening Service - \$250/week
3. Hauling 911 - \$99/per week minimum. Probably \$150/week
4. M&M Hauling \$300-\$800 per week, minimum \$300
5. Junk X - \$350/month and up

My recommendation:

- a. Purchase used truck in the \$10K – \$12K range

- b. Discuss timing – wait for more operating stability

Reviewing possibility of selling land to Car Wash owner – Ben Shimek

- Discussion to see if Board would like to pursue. Complex process and must review continued recreational use.

Arcsine Update

- Arcsine submitting geotechnical plan review to the county, includes comments from Miller Pacific Engineering Group stating plans are in general compliance with geotechnical recommendations.

State of CA Allocation Grant Project Update

- Working on architect bids on plans for the sport court
- I will be contacting engineers to discuss feasibility of expanding the upper courts and size of retaining wall for sport court

Logo redesign

- We are looking at graphic artists to assist with the re-design of the SRD logo
- Will be part of a rebranding process

Capri Audit Visit

- Kirk from Capri did SRD insurance audit October 6th.
- All documents requested were ready for the audit
- Kirk will be following up with our audit score

Office Clean-up

- Staff has completed clean-up and organization of the cave, kitchen and third floor closet. Organization of the game equipment closet is almost complete.
- Broken or unusable items were thrown away or donated.
- SRD has a large inventory of arts & crafts, toys, prizes, and t-shirts.

SRD Financials
FY 2018/2019 vs. 2019/2020

	2019/2020			2018/2019		
Operating	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Youth Recreation	\$ 341,719	\$ 233,316	\$ 108,403	\$ 415,270	\$ 215,542	\$ 199,728
Special Events	\$ 723	\$ 6,452	\$ (5,729)	\$ 3,280	\$ 8,263	\$ (4,983)
Adult Rec. Classes	\$ 18,447	\$ 13,650	\$ 4,797	\$ 14,925	\$ 7,241	\$ 7,684
Aquatics	\$ 315,435	\$ 426,509	\$ (111,074)	\$ 372,434	\$ 582,876	\$ (210,442)
Tennis	\$ 39,707	\$ 1,459	\$ 38,248	\$ 42,950	\$ 1,781	\$ 41,169
Facilities	\$ 153,218	\$ 348,817	\$ (195,599)	\$ 183,785	\$ 353,792	\$ (170,007)
Administration	\$ 2,519	\$ 410,172	\$ (407,653)	\$ 40,581	\$ 426,581	\$ (386,000)
Total Operating	\$ 871,768	\$ 1,440,375	\$ (568,607)	\$ 1,073,225	\$ 1,596,076	\$ (522,851)
						\$ -
Non Operating						\$ -
Measure A	\$ 94,345	\$ 47,457	\$ 46,888	\$ 92,818	\$ 17,045	\$ 75,773
Other Funds	\$ 807,314	\$ 8,840	\$ 798,474	\$ 776,010	\$ 36,195	\$ 739,815
Capital Improvements		\$ 101,610	\$ (101,610)		\$ 203,587	\$ (203,587)
Zone IV	\$ 171,476	\$ 215,278	\$ (43,802)	\$ 381,762	\$ 218,848	\$ 162,914
Zone V	\$ (23)	\$ 6,663	\$ (6,686)	\$ 7,212	\$ 6,468	\$ 744
			\$ -			\$ -
Total Non-Operating	\$ 1,073,112	\$ 379,848	\$ 693,264	\$ 1,257,802	\$ 482,143	\$ 775,659
			\$ -			\$ -
Total Net Rev, Exp & In	\$ 1,944,880	\$ 1,820,223	\$ 124,657	\$ 2,331,027	\$ 2,078,219	\$ 253,108
Total Net w/o Zone IV			\$ 168,459			\$ 90,194

SRD 2020 Financials
7/1 - 10/09/2020 vs. 2019

	2020			2019		
	Revenue	Expenses	Net Inc./Loss	Revenue	Expenses	Net Inc./loss
Operating						
Youth Recreation	\$ 82,514	\$ 155,061	\$ (72,547)	\$ 92,177	\$ 103,168	\$ (10,991)
Special Events	\$ -	\$ -	\$ -	\$ (1,000)	\$ 3,479	\$ (4,479)
Adult Rec. Classes	\$ -	\$ -	\$ -	\$ 6,136	\$ 5,244	\$ 892
Aquatics	\$ 26,918	\$ 114,931	\$ (88,013)	\$ 148,043	\$ 163,261	\$ (15,218)
Tennis	\$ 21,282	\$ -	\$ 21,282	\$ 6,691	\$ 53	\$ 6,638
Facilities	\$ 13,735	\$ 101,282	\$ (87,547)	\$ 27,648	\$ 87,347	\$ (59,699)
Administration	\$ 1	\$ 132,717	\$ (132,716)	\$ 1,138	\$ 118,494	\$ (117,356)
Total Operating	\$ 144,450	\$ 503,991	\$ (359,541)	\$ 280,833	\$ 481,046	\$ (200,213)
						\$ -
Non Operating						\$ -
Measure A	\$ 42,529	\$ -	\$ 42,529	\$ 45,183	\$ -	\$ 45,183
Other Funds	\$ 49,350	\$ -	\$ 49,350	\$ 65,555	\$ -	\$ 65,555
Capital Improvements		\$ 435	\$ (435)		\$ 16,852	\$ (16,852)
Zone IV	\$ -	\$ 17,825	\$ (17,825)	\$ 3,912	\$ 196,914	\$ (193,002)
Zone V	\$ 7,163	\$ 2,272	\$ 4,891	\$ (7)	\$ 2,204	\$ (2,211)
			\$ -			\$ -
Total Non-Operating	\$ 99,042	\$ 20,532	\$ 78,510	\$ 114,643	\$ 215,970	\$ (101,327)
			\$ -			\$ -
Total Net Rev, Exp & In	\$ 243,492	\$ 524,523	\$ (281,031)	\$ 395,476	\$ 697,016	\$ (301,541)
Total Net w/o Zone IV			\$ (263,206)			\$ (108,539)
	1. Operating revenue down \$136K year over year					
	2. Aquatics Revenue down significantly - no lessons/classes and freezing pass sales					
	3. Tennis revenue up slightly due to increase court rentals					
	4. Facility rentals down, field rentals same - change in renters					
	5. Youth daycamp wages higher due to covid requirements					
	6. Youth playclub hours higher due to school Zoom programs, revenue not higher to offset					
	7. Additional youth expense - \$15K due to sanitation specialist/Covid					
	8. Facilities FT salary +\$13K due to additional employee added last Sept.					
	9. Insurance up \$17K y/y due to correction in property valuations					

October 8, 2020

Dear Residents of Harbor Cove,

I serve as general counsel to the Strawberry Recreation District (“SRD”). In that capacity, I am aware that you have complained about property dedicated to SRD - specifically, a path and a dock on Harbor Cove Way - and the manner in which the public is using this area. This property and easement were dedicated to SRD many years ago as part of a development project. Since the pandemic, SRD has received numerous complaints about the increased use of the area, garbage left behind, number of cars parked on the street (with some blocking driveways), noise and inappropriate, unsafe behaviors by the public.

The property was dedicated to SRD for public use for recreational purposes to “permanently guarantee public rights for access for walking, sitting, viewing, fishing or other related purposes.” The path and dock must provide “maximum feasible public access permanently set aside . . . for the use and enjoyment of the public.”

As such, SRD is legally bound by the dedication to ensure public use of this area. SRD is committed to maintaining the public space and use in the safest way possible under the law and appreciates your concern about the use of the area, especially during a pandemic. To that end, SRD has regulated the use in the following ways for the safety and convenience for all of the public and to protect the public area for enjoyment of future generations:

- Replaced the garbage cans in the area and resumed the trash pick-up service.
- Contacted the owner of a charter boat and advised that the dock couldn’t be used for commercial purposes.
- Removed a diseased pine tree near a resident’s home as a safety measure.
- Has repeatedly and continues to re-post signage for “Harbor Cove Dock” which will continue to list the usage times of the dock as 8 am to dark/dusk.
- Has repeatedly and continues to inform law enforcement that the area is being used in a manner inconsistent with current pandemic County of Marin health orders.

Recreation areas are socially important and provide places of health and well-being to the public. If you view individuals not complying with the law or current health orders, please contact law enforcement. SRD is unable to limit the use of the public enjoying this area in a legal manner.

Thank you for your care of this public area and in being partners with SRD to protect this beautiful recreational space.

Very truly yours,

/s/ Renee Giacomini Brewer

Renee Giacomini Brewer
Assistant County Counsel

GM

From: Lloyd Wiborg <wiborgs@pacbell.net>
Sent: Monday, October 12, 2020 5:34 PM
To: GM
Subject: Tuesday's Agenda Item re: Strawberry Dock

Dear Strawberry Recreation District Board Members,

Thank you for the letter from General Counsel Brewer, addressing some of the problems that have been brought to your attention. We'd like to address some points she makes and welcome the opportunity "to being partners with SRD to protect this beautiful recreational space."

1. In the opening paragraph she states, "...specifically, a path and a dock on Harbor Cove Way..." To clarify, it should read "... specifically, a dock and a path to it from Harbor Cove Way", as the path around the homes at 40, 50, 60 & 70 is an easement on private property, and not part of your easement to the dock.
2. We appreciate your ongoing attempts to post signage mentioning hours and restrictions. We gave up after years of vandalized signs and verbal insults. If you continue to post signs on our property at the east end of our path, please refrain from using "DOCK", reserving that word for signs on your easement. ("Pedestrian Path" accurately identifies the east end of our path.)
3. In the second paragraph she states, "...maximum feasible public access..." Surely, when the dock and pathway to it were installed, the intent was for it to provide access to the Bay for local residents. Because of social media, we are now getting folks from all over the Bay Area, driving to access our waterfront properties, and doing considerable harm to the shoreline and the area, so we question the parameters of "maximum feasible public access".

To elaborate, on nice days there have been over 200 people on the shoreline, in the water, and on the dock. This has resulted in ongoing problems: trespassers; unacceptable traffic levels; unsafe & impassable parking; garbage everywhere; bottles purposefully broken in driveways; urinations & defecations in our yards; night-time parties; a bonfire near a home; minors drinking & drugging; few masks; no social distancing; and social media sites advertising the HCW dock, resulting in people dragging watercraft over the shoreline, causing significant erosion.

We are concerned for our health, safety, security and privacy, all of which are being jeopardized almost daily. We have hired a Security firm to walk our path nightly, and they have reported over 170 people on the dock or path after sunset. This during a 5-minute walk - imagine the numbers they've missed! More than half the trespassers have been on your dock or benches, so we ask that you share half the cost of the security company - \$8 per nightly visit, billed monthly.

We would like your support and cooperation in resolving these issues in a fair and competent way. Your suggestion that we call the police when issues occur is well-meaning, but ineffective. The Sheriff's deputies, when they do respond, are usually too late, and say that they can't do anything, suggesting that we put up fences & gates and no trespassing signs, which would enable them to issue citations...

We look forward to your discussion tomorrow night.

The Wiborgs
33-year Harbor Cove Way residents

GM

From: Wayne Bellows <wbellows@icloud.com>
Sent: Monday, October 12, 2020 3:55 PM
To: GM
Subject: Harbor Cove Dock

To whom it may concern,

The "Harbor Cove dock" area is being used and abused far beyond its original intent. Public access is constrained to the hours of 8 AM until sunset and is conveyed to the public by small signs which are routinely vandalized. The area acts as a gathering site for "Off hours" loitering, underage drinking, drug use, loud music, swimming and even campfires. This has spilled over to our private property which maintains a public easement only open between 8-sunset. The Sheriff has responded countless times but Strawberry Rec. has done nothing. We have had to hire a private security service who survey the area 1-2 times nightly asking over 200 people to leave in a 3 month period!

The amount of garbage, bottles, cans, clothing, floats, boating equipment, bicycles, cigarette butts left in the area, our yards and the street is unbelievable. It would be even worse if we and our neighbors did not routinely clean the area. In regards to traffic, people drive from all over the Bay Area to park their cars on both sides of Harbor Cove Way which is a dead end street, often leaving no ability for us to exit our driveway or for anyone to navigate the street. This can be a life threatening situation for EMS or the fire department. The Sheriff department has been called many times and recognizes the serious of the situation.

We ask for cooperation and help in solving this untenable situation.

Sincerely,
Wayne H. Bellows M.D.
60 Harbor Cove Way
Sent from my iPad

Sept. 15, 2020

Nancy Shapiro
General Manager
Strawberry Recreation District

Dear Nancy,

Thank you for your email of Sept. 14, in which you notified two of us that the bask.org website has the Strawberry Recreation dock listed as a put-in site for kayaks, which is contributing to some of the over-use.

That over-use also contributes to:

1. the parking problems on narrow, one-block-long, dead-end Harbor Cove Way,
2. the daily accumulation of garbage in the dock area, on the pedestrian path and street, and
3. the breakdown of the shoreline as a result of people launching their boats and themselves into the water.

The residents of Harbor Cove Way respectfully ask that you contact and write bask.org, and any other entity encouraging the use of the dock, and request that they drop their listings of your dock. Surely the initial and ongoing intent of the dock is to provide access for the residents of Strawberry, rather than the entire internet world! (Signage on the dock should specify that it's for residents of Strawberry.)

Your request to bask, et al, on Strawberry Recreation District letterhead will certainly carry more weight than this letter, but feel free to include it with your letter to show 100% support from the residents of Harbor Cove Way.

Sincerely yours,

NAME

ADDRESS

- | | |
|-----------------------|---------------------------------|
| 1. Lloyd Wiborg | 70 Harbor Cove Way |
| 2. Jane Wiborg | 70 Harbor Cove Way ✓ |
| 3. Sydney Bushman | 40 Harbor Cove Way ✓ |
| 4. Wayne Bellows | 60 Harbor Cove Way ✓ |
| 5. Kathy Bellows | 60 Harbor Cove Way ✓ |
| 6. J. M. | 32 Harbor Cove Way |
| 7. Kabria Marky Milay | 28 Harbor Cove Way ✓ |
| 8. Tim Dorsey | 26 Harbor Cove Way ✓ |
| 9. Craig Dorsey | 26 Harbor Cove Way ✓ |
| 10. Alvin Munster | 30 Harbor Cove Way ✓ |
| 11. Prucilla Gensler | Harbor Cove Way |

Housseinioun

GM

From: Sydney Bushman <sydneybushman@gmail.com>
Sent: Tuesday, October 13, 2020 12:02 PM
To: GM
Subject: SRD MEETING 10/13/20

Strawberry Recreation District Board Members ;

Thank you for allowing us to share some of the issues that have taken place on our street , the path and the dock, especially the past 6 months . I live at 40 Harbor Cove Way which is right next to SRD path & dock . I have been in my home for 37 years and this summer has been the most disruptive summer I have ever spent here . Not only have we had to deal with the overwhelming amount of cars on our street , sometimes to the point of having to call the sheriff because one of my neighbors could not even get to their home, but with all of the noise , garbage, (being thrown into our yards), destruction to the path but people trespassing on our properties . My neighbor has a private boat anchored at her private dock and we have videos of young people climbing all over the boat several times . She also had her gate broken because of them climbing over her gate onto her property . We have had them playing tennis on our private court more than once . At one point , there was a bonfire built on the SRD path between my home & the home next door under a very large old Pine tree . I do not think I need to explain what would have happened had the Pine tree caught on fire . We also have photos of that along with drug and alcohol paraphernalia left or thrown into bushes . We have had to call the sheriff many nights at 1:30 or 2:00 in the morning because of people partying down here . We finally resorted to hiring a private Security guard to patrol the area after dark a couple of times per evening . Most of the issues occur on the SRD path and the dock so we would appreciate your support in resolving these issues in a positive way . Thank you .

Sydney Bushman
40 Harbor Cove Way

GM

From: Sydney Bushman <sydneybushman@gmail.com>
Sent: Tuesday, October 13, 2020 12:04 PM
To: GM
Subject: Fwd: STRAWBERRY RECREATION DISTRICT MEETING 10/13/20

From Arthur Gensler , 50 Harbor Cove Way

Begin forwarded message:

From: Rita Channon-Brown <ritacb12@yahoo.com>
Subject: STRAWBERRY RECREATION DISTRICT
Date: October 13, 2020 at 10:44:16 AM PDT
To: "sydneybushman@gmail.com" <sydneybushman@gmail.com>
Reply-To: Rita Channon-Brown <ritacb12@yahoo.com>

I live at 50 Harbor Cove Way. On Sunday I found 2 people playing tennis on our 4 family tennis court. (40-70 Harbor Cove Way)

I told them it was a private court and to get off. They replied they thought it was a public court.

Do we residents have no rights? We have an agreement with BCDC on time of access across our property. (8am to sunset) and no dogs or

bikes. These rules are ignored every day many times a day. Do we have no rights? Calling the police has done nothing to stop these

intrusions. Help us get some positive action and support from BCDC and other agencies.

Arthur Gensler

50 Harbor Cove Way

STRAWBERRY RECREATION DISTRICT BOARD BYLAWS

STRAWBERRY RECREATION DISTRICT MISSION STATEMENT

The Mission of the Strawberry Recreation District is to enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning, and fun.

Updated: 09/21/2020

A. FORMATION STRAWBERRY RECREATION DISTRICT

1. Original Authorization and Purpose

The Strawberry Recreation District was organized in 1949 and reorganized in 1960 pursuant to Public Resource Code section 5780 et. seq. for the purpose of providing public recreation.¹ Referred to herein as “District” or “SRD.”

2. Additional Purposes

The functions and purposes of the District may in the future be expanded to such other matters as are legally permissible.²

B. BOARD OF DIRECTORS

1. Governing Body

The Board of Directors is the governing body of the District.³

2. Mission Statement

The mission of the SRD is to enrich the quality of life for our community by providing a variety of recreation activities, parks, and facilities that promote health and wellness, learning and fun.

3. Number of Directors, Qualifications and Election

The District shall have a Board of five (5) Directors, as stated in Strawberry Recreation District Resolution No. 44 dated October 18, 1961 and the Certificate of Existence dated September 20, 1961, all of whom shall be registered electors residing within the boundaries of the District and all of whom shall be elected at large.⁴

4. Elections of Directors

Elections are held in accordance with the consolidated elections law.⁵

5. Time of Election

Elections will be held on the first Tuesday after the first Monday in November in each even numbered year, to choose successor, whose office will expire on the first Friday of December in the year of the successor’s election.⁶

6. Term of Office

The term of office of each Director shall be four years. Elections will be held every two years with three (3) Directors elected in the November election following the California

¹ California Public Resources Code (Hereinafter, PRC) § 5786.1

² PRC § 5786.1

³ SRD Resolution 42, August 1961; PRC § 5784

⁴ SRD Resolution 44; SRD Certificate of Existence; PRC § 5784

⁵ Elections Code § 1200; SRD Resolution No. 72-225.

⁶ California Government Code (Hereinafter, GC) § 1200

gubernatorial election and two (2) Directors elected in the November election following the Presidential election.⁷

7. Term Limits - ??

8. Filling of Vacancies

All vacancies occurring in the office of a Director shall be filled pursuant to Government Code Section 1780 and any other relevant code sections.⁸

All vacancies occurring in the office of a Director shall be filled by appointment by the remaining Director selected. A nominee for appointment must receive at least three (3) affirmative votes to be appointed. Otherwise a new nomination for appointment must be made until such a time as nominee receives at least three (3) affirmative votes. Such appointment shall be for the balance of the unexpired term or until the next election prescribed in Government Code section 1780, at which time the vacancy shall be filled by election. That Director shall then be up for election again at the regular election date of his/her predecessor.

9. Appointee's Term of Office

The term of office of each Director other than Directors first elected by appointment shall be four years. Elections will be held every two years with two Directors elected in the November election following the California gubernatorial election and three Directors elected in the November election following the Presidential election.

10. Oath of Office

Before entering upon the duties of his/her office each Director shall take and subscribe the official oath before the secretary or any officer authorized by law to administer oaths and the oath will be filed in accordance with the law by the County of Marin Election Department.

11. Ethics Training

SRD Board members and SRD General Manager are required by law to take ethics training courses.⁹ By law, the affected local official must take an ethics training course once every two years, and the district has to establish a written policy on reimbursements. SRD has established a written policy on reimbursements in Resolution No. _____. Compensation is discussed *infra* in ¶ 13. SRD Ethics Policy is discussed in detail in Section G, *infra*.

12. Incompatibility of Office Doctrine

Local officials cannot engage in any employment or activity which conflicts with their duties as a local agency officer or with the duties, or responsibilities of the agency by which they are employed¹⁰. An employee's outside employment may be prohibited if it involves:

- the use of the agency's resources for private advantage, or

⁷ County of Marin Resolution No. 72-225

⁸ GC § 1200

⁹ Government Code § 53234 et seq.

¹⁰ Government Code § 1126, et seq.

- receiving money or other considerations from anyone other than their local agency for the work which they are expected to complete as part of their duties as a local agency employee, or
- the performance of work in other than his or her capacity as a local employee which later may be subject to control or inspection of any officer of their shared employment, or
- time demands that would interfere with the performance of their duties or make them a less efficient employee.

13. Compensation of Directors

The Board may provide, by ordinance or resolution¹¹, that each of its directors may receive compensation in an amount not to exceed one hundred dollars (\$100) for attending each meeting of the Board.

In addition, a Board Director may receive their actual and necessary travelling and incidental expenses incurred while on official business.

A meeting includes but is not limited to regular meetings, special meetings, closed sessions, emergency meetings, or committee meetings. The maximum compensation in any calendar month shall be five hundred dollars (\$500)¹².

14. Conflict of Interest

SRD Board Directors cannot make or influence a governmental decision in which they have a conflict of interest. A Board member will have a conflict of interest if the decision has a foreseeable financial effect on their economic interests. They may not exert influence on a decision in which they have a conflict of interest unless their participation is legally required, or the official can establish that effect of the decision is indistinguishable from the effect on the general population¹³.

15. Recall Procedure

Proponents of a recall must be registered voters of the electoral jurisdiction of the officer they seek to recall. Proceedings may be commenced for the recall of any elective officer, including any officer appointed to fill a vacancy, by filing and posting of a notice of intention to circulate a recall petition¹⁴.

C. CONDUCT OF BUSINESS

1. Chair, Vice Chair, and Secretary of the Board

At the regular December Board meeting following each general election of the District, the Directors shall meet and organize as a Board. At this time a Chair, Vice Chair and Secretary shall be elected.¹⁵

- a. **Chairperson:** The Chairperson (“chair”) shall preside at all meetings of the District. Except as otherwise authorized by the District, the Chair shall submit such recommendations and information as he/she may consider proper concerning the business affairs and policies of the District.

¹¹ SRD Resolution No.

¹² PRC § 5784.15; GC § 53232 et seq

¹³ Government Code §1090, et seq. & §87100, et seq. 2 California Code Regulations §187100, et seq.

¹⁴ Election Code §11000, et seq.

¹⁵ PRC § 5784.7

- b. **Vice Chairperson:** In the Chair's absence, or inability to act, the Vice Chair shall perform all acts and duties of the Chair.
- c. **Secretary:** The Secretary shall take minutes at Board meetings. The Secretary may designate another Board member to take minutes if he/she is unable to take minutes.

2. Mode of Exercising Powers

The Board shall act only by ordinance, resolution, or motion passed by an affirmative vote of a quorum of the Board except for matters within the discretion of the Board Chair. The Board Chair shall act on matters within his/her discretion.

Each Director shall receive a copy of all Agreements, Policies, Contracts as well as copies of the current Bylaws & Employee Handbook on July 1st of each year. The General Manager shall maintain and have in his/her possession at each district meeting the minutes (agendas) for the current fiscal year. The approved final minutes (agendas) for the previous fiscal years will be kept in an orderly manner at the District office.

3. Committees

SRD Board may establish standing and ad hoc committees. All standing committee meetings follow the Brown Act and are public.

Ad hoc committees are formed for a specific subject and for limited terms. Ad hoc committees are made up of less than a quorum of the Board and are not subject to the Brown Act.

The Board may form and dissolve ad hoc committees when their operation contributes to more effective discussions at regular Board meetings. The Board and Board Chair can appoint and remove committee members at its discretion.

Committees may have no more than two Board members at one time. The committee shall report on its meetings at the next general Board meeting, making recommendations if it so desires. No final actions may be taken by a committee unless specifically authorized to do so by a majority vote of the Board members.

The reports of the committee may be oral to the Board of Directors at open meetings. However, oral reports on confidential, personnel or other sensitive matters may be discussed in lawful closed sessions of the Board.

4. Recording Vote

Except where action is taken by the unanimous vote of all Directors present and voting, the ayes and noes shall be taken upon passage of all ordinances, resolutions, or motions and entered upon the minutes of the Board. Matters acted upon within the Board Chair's discretion shall also be entered into the minutes.

5. Quorum

A majority of the Board (three Directors) shall constitute a quorum for the transaction of business.

6. Amendment

These Bylaws may be amended by an affirmative vote of at least three Board Directors.

D. MEETINGS¹⁶

1. Open Meetings

All meetings of the Board shall be public except as provided by the California Brown Act for special, emergency, or closed sessions.

2. Conduct of Meetings

Roberts Rules of Order shall be followed.

3. Board Member Attendance

Any Director of the Board who is absent for six of twelve meetings within a one-year period without excuse shall give sufficient cause for the remaining Directors of the Board to declare by resolution that such Board Director's position is vacated. The Board shall fill the replacement pursuant to Government Code section 1780.

4. Preparation of Agenda

The agenda for all regular meetings shall be prepared by the Board Chair in consultation with the General Manager. The agenda shall be posted by the General Manager at the Rec. Center in a prominent place easily accessible to the public for a period of at least seventy-two (72) hours before each Board meeting. The agenda shall also be circulated to the community on the District's website and other social media as directed by the Board Chair. Copies of the agenda shall be circulated to all Directors of the Board at least seventy-two (72) hours in advance of each Board meeting.

4. Notice

Time and place of all open regular meetings shall be posted at least seventy-two (72) hours in advance. Cancellation shall be posted as soon as possible.

All meetings of the Board shall be held within the District's jurisdiction. Meeting location may vary and shall be held at such place as is designated by the Chair and in accordance with the Brown Act.

5. Regular Meetings

The meetings of the Board of Directors shall be held on the second Tuesday of each month in the Recreation Center. Time and place may be changed by the Board of Directors after the regular meeting has been called to order. The new time and location shall be posted on the outside of the external door of the Recreation Room.

6. Special Meetings

A special meeting may be called by the Board Chair or by a majority of Directors in the event of matters of importance, which cannot logically be delayed until the next general,

¹⁶ All legal references regarding meetings are to the California Brown Act, GC § 54950 et seq.

regular meeting. Only agenda items may be taken up at these meetings. Notice of such a special meeting must be provided to all Directors twenty-four (24) hours in advance of the meeting.

7. Emergency Meetings

When a majority of the Board determines that an emergency situation exists, it may call an emergency meeting. All provisions governing special meetings apply to an emergency meeting except for the 24-hour notice. Emergency meetings may not be held in closed session.

8. Closed Sessions

Closed sessions are limited to specific matters such as estate negotiations with a hired agent of the Board; pending litigation with a legal adviser to the Board; insurance liability with Board's insurance adviser and/or legal adviser; personnel matters, and threat to public security. Any closed sessions of the Board must be briefly described on an agenda for the meeting. Prior to adjourning into closed session, a Director (usually the Board Chair) must orally announce the items to be discussed in the closed session. Once the closed session has been completed, the Board must reconvene in open session, where it may be required to report votes and actions taken in closed session.

9. Minutes

Approved minutes of all Board meetings shall be posted on the Strawberry Recreation District website. The minutes shall be taken by the Board Secretary or designee and approved by the Board.

10. Records

Approved copies of minutes are to be kept indefinitely in the SRD office.

E. RULES OF CIVILITY FOR BOARD MEETINGS

1. Public Participation at Meetings

Oral public comment and participation will be normally limited to items marked "Public Comment" on the Agenda. Any person may address the Board at the commencement of the meeting on any matter within the jurisdiction of the Board. Each person addressing the Board shall be limited to three (3) minutes.

2. Rules of Civility at Meetings

Meetings of the Board of Directors shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Board is always retained. The presiding officer of the Board, who shall be the Chair, Vice President, Secretary, or in their absence, other member so designated by the Board, shall be responsible for maintaining the order and civility of the meetings.

While any meeting of the Board is in session, the following rules of order and civility shall be observed:

a. Board of Directors—The members of the Board shall preserve order and civility, and a member shall not by conversation or other means delay or interrupt the Board proceedings or disturb any other member while speaking.

b. SRD Staff Members—Employees of SRD shall observe the same rules of order and civility as those which apply to the members of the Board.

c. Communication of Public to Board—Public oral communications at the Board meetings should not be a substitute for any item that can be handled during the normal working hours of SRD. The primary purpose of oral communications is to allow citizens the opportunity to formally communicate with the SRD Board as a whole, for matters that cannot be handled during the regular working hours of SRD. Each person who addresses the Board shall do so in an orderly manner and shall not make personal, impertinent, slanderous or profane remarks to any member of the Board, staff or general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any Board meeting shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

d. Audience Members—No person in the audience at a Board meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet or other acts which disturb, disrupt or otherwise impede the orderly conduct of any Board Meeting. Any person who conducts him/herself in the afore-mentioned manner shall, at the discretion of the presiding officer or a majority of the Board, be barred from further audience before the Board during that meeting.

e. Addressing the Board—A person wishing to address the Board on a non-agendized item may do so during the public comment period, when called to do so by the Board Chair or their designee who is leading the Board meeting. A person wishing to address the Board regarding an item which is on the Board meeting agenda shall submit comments in writing to District Staff prior to the meeting for reproduction and distribution to the Board. No person shall address the Board without first being recognized by the presiding officer. The following procedures shall be observed by persons addressing the Board:

i. Each person shall stand or raise their hand if attending virtually, then identify themselves for the record and, if occurring during the public comment portion of the meeting, state the subject they wish to discuss.

ii. During the "Public Comment" portion, any subject which is not deemed to be within SRD's subject matter jurisdiction by the Board shall be disallowed.

iii. When addressing an agendized item, each person shall confine their remarks to the Board agenda item or subject being discussed.

iv. Each person shall confine their remarks to three (3) minutes, unless further time is granted by the Board.

v. All remarks shall be addressed to the Board as a whole and not to any single member thereof, unless in response to a question from said member.

vi. No question may be asked of a member of the Board or of the SRD staff without permission of the presiding officer.

f. Enforcement of Civility—The rules of civility set forth above shall be enforced in the following manner:

Warning—The presiding officer shall request that a person who is breaching the rules of civility be orderly and silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, the presiding officer shall order said person to leave. If such person does not leave the meeting room, the presiding officer may order any law enforcement officer who is on duty to remove said person from the Board meeting room.

F. SRD STAFF

1. General Manager

The Board shall appoint the General Manager.

2. Managerial and Supervisory Staff

The General Manager shall hire and manage SRD staff members and is responsible for executing SRD operations, policies, budgets and financial management.

3. Compensation and Review Term

- a. The General Manager shall receive compensation as determined by the Board of Directors and shall serve at its pleasure.
- b. A Director shall not be General Manager.
- c. SRD staff shall be reviewed annually by the General Manager, in adherence with SRD and Board policies.

G. AUTHORITY OF THE BOARD

1. The Board of Directors shall act only at regular, regularly adjourned, special or emergency meetings, as provided by California Law.
2. Individual Directors shall have no power to act for SRD, or the Board, or to direct the staff of SRD, except as authorized by the Board.
3. The Board sets big picture strategy and policy for SRD.
4. SRD's General Manager serves at the pleasure of the Board. The Board will provide policy direction to the General Manager on matters within the authority of the Board by majority vote of the Board members present during duly convened Board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager, and not through other SRD staff. Members of the Board will refrain from making requests directly to SRD staff (rather than to the General

Manager) to undertake analyses, perform other work assignments or change the priority of work assignments. Members of the Board may request non-confidential, factual information regarding SRD operations from the General Manager if within normal operating practices and reporting. Additional requests for reports or documents must go through the SRD Board.

H. CODE OF ETHICS

1. The proper operation of SRD requires decisions and policy to be made in the proper channels of government structure, that public office not be used for personal gain, and that all individuals associated SRD remain impartial and responsible towards the public. Accordingly, it is the policy of SRD that Board members and staff will maintain the highest standard of personal honesty and fairness in carrying out their duties.
2. To conform to the requirements of AB1234, all Board members need to take ethics and anti-harassment training every two years and receive a certificate of completion from Target Solutions or SRD authorized testing provider. New Board members need to complete the training within three (3) months of taking office. SRD must keep records indicating when each Board member has completed the training and who provided the training for five years.
3. Except as specifically authorized, a Board member will not use or permit the use of SRD owned vehicles, equipment, telephones, materials or property for personal convenience or profit. A Board member will not ask or require an SRD employee to perform services for the personal convenience or profit of a Board member or employee. Each Board member must protect and properly use any SRD asset within his or her control, including information recorded on paper or in electronic form. Board members will safeguard SRD property, equipment, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust. Board members are responsible for maintaining written records, including Board authorized expense accounts, in sufficient detail to reflect accurately and completely all transactions and expenditures made on SRD's behalf, in accordance with SRDs policy for reimbursement of expenses of Board members.
4. A Board member is not authorized, without approval of the Board, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session meeting of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act.
5. This section does not prohibit a board member from performing any of the following: (1) making a confidential inquiry or complaint to SRD's general counsel or grand jury concerning a perceived violation of law, including disclosing facts to SRD's general counsel or grand jury that are necessary to establish the alleged illegality of an action taken by SRD, (2) expressing an opinion concerning the propriety or legality of actions taken by SRD in closed session, including disclosure of the nature and extent of the allegedly illegal action, or (3) disclosing information acquired by being present in a closed session that is not confidential information. Prior to disclosing confidential information pursuant to (1) or (2), above, however, a Board member will first bring the matter to the attention of either the Board Chair or the full Board, to provide the Board an opportunity to cure an alleged violation. A Board member who willfully and knowingly discloses, confidential information received by him or her during his or her official duties may be guilty of a misdemeanor.

6. Board members are prohibited from soliciting political funds or contributions at SRD facilities. A Board member will not accept, solicit, or direct a political contribution from any person or entity who has a financial interest in a contract or other matter while that contract or other matter is pending before SRD. A Board member will not use SRD's seal, trademark, stationary, or other indicia of SRD's identity, or facsimile thereof, in any solicitation for political contributions contrary to state or federal law. Board members must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which SRD has, or is likely to have, business dealings. Similarly, Board members must not accept any other preferential treatment under these circumstances because their position with SRD might be inclined to, or be perceived to, place them under obligation.

7. SRD officials shall not, for a period of one year after leaving [their] office or employment, act as agent or attorney for, or otherwise represent, for compensation, any other person, by making any formal or informal appearance before, or by making any oral or written communication to, that local government agency, or any committee, subcommittee, or present member of that local government agency, or any officer or employee of the local government agency, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property.

8. The General Manager has primary responsibility for (1) ensuring compliance with SRD's Employee Handbook and ensuring that SRD staff do not engage in improper activities, (2) investigating allegations of improper activities, and (3) taking appropriate corrective and disciplinary actions. The Board has a duty to ensure that the General Manager is operating SRD according to law and the policies approved by the Board. Board members are encouraged to fulfill their obligations to the public and SRD by disclosing to the General Manager to the extent not expressly prohibited by law, improper activities within their knowledge. Board members will not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper activities, unless the Board determines that the General Manager is not properly carrying out these responsibilities. Nothing in this section affects the responsibility of the Board to oversee the performance of the General Manager.

9. A Board member will not directly or indirectly use or attempt to use the authority or influence of their position for the purpose of intimidating, threatening, coercing, commanding or influencing any other person for the purpose of preventing such person from acting in good faith to report or otherwise bring to the attention of the General Manager or the Board any information that, if true, would constitute: a work-related violation by a Board member or SRD employee of any law or regulation, waste of SRD funds, abuse of authority, a specified and substantial danger to public health or safety due to an act or omission of an SRD official or employee, use of an SRD office or position or of SRD resources for personal gain, or a conflict of interest of a Board member or SRD employee.

10. A Board member will not use or threaten to use any official authority or influence to effect any action as a reprisal against an SRD Board member or SRD employee who reports or otherwise brings to the attention of the General Manager, any Board members or the public any information regarding the subjects described in this section. Any person who believes that he or she has been subjected to any action prohibited by this section may file a confidential complaint with (1) the General Manager, (2) a Board

member or (3) County Counsel, if the complaint involves the conduct of the General Manager, who will thereupon refer the matter to the full Board to investigate the complaint. Upon the conclusion of the investigation, the General Manager (or the Board in case of a complaint against the General Manager) will take appropriate action consistent with the SRD Employee Handbook and applicable law (Labor Code Section 1102.5, et seq., and Government Code Section 53296, et seq.).

11. A Board member will not include false or misleading information in a candidate's statement for a general SRD election

12. A perceived violation of this policy by a Board member should be referred to the Board Chair or the full Board for investigation, and consideration of any appropriate action warranted. A violation of this policy may be addressed by the use of such remedies as are available by law to SRD, including but not limited to: (a) verbal public censure at a Board meeting (b) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy, (c) injunctive relief, or (d) referral of the violation to the SRD County Counsel and/or the grand jury.

I. ROLE OF BOARD MEMBERS (POWERS, PURPOSES, DUTIES AND FUNCTIONS)

1. Powers: The enabling codes established by the California State Legislature empowers the Board to have broad authority and flexibility in carrying out financial programs and activities which meet its individual needs, provided these programs or activities are not in conflict with, inconsistent with, or preempted by law. The Governing Board is responsible for SRD general policy and oversight. This broad authority shall be exercised in accordance with the State and Federal Constitutions, laws, and regulations. The Board may execute any powers delegated by law to SRD and shall discharge any duty imposed by law upon SRD. The powers and duties of the Board include governance, executive and judicial functions.

2. Primary Responsibilities: Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest of SRD; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.

3. Primary Duties:

- a. Develop a Strategic Business Plan for SRD.
- b. Provide fiduciary oversight for SRD finances and budget.
- c. Approve fiscal budget
- d. Approve expenditures, disbursements, payroll, warrants and transfers of funds.
- e. Set rates and use fees SRD services.
- f. Personnel, as relates to the General Manager.
- g. Hires and discharges the General Manager.
- h. Evaluates the General Manager at least biennially.
- i. Establish written policy on how Board Meetings are conducted.
- j. Approve staff compensation and hiring outside approved budget.

J. ROLE OF INDIVIDUAL DIRECTORS

The Board of Directors is the unit of authority for SRD. Apart from their normal function as a part of this unit, Board Members may not commit SRD to any policy, act or expenditure unless duly authorized by the Board. Nor may an individual Board Member direct staff to perform specific duties unless duly authorized by the Board. Board Members do not represent any factional segment of the membership, but are, rather, a part of the body which represents and acts for the membership as a whole. Each Board Member has the right to place an item on a subsequent Board Meeting agenda by submitting a written request to the Board Chair or General Manager at least 24 hours prior to the initial public posting of the agenda.

The Board Chair in consultation with the General Manager may opt to move a submitted agenda item to the following meeting if background information is required. Agenda item requests received after the posting deadline for a specific agenda as set forth in state law will be added to the following agenda. Board Members will make every effort to attend assigned committee meetings and Board meetings; to prepare adequately for each such meeting and to observe the rules of civility as set forth herein in ¶ E 2.

Members of the Board may request non-confidential, factual information regarding SRD operations from the General Manager if within normal operating practices and reporting. Additional requests for reports or documents must go through the SRD Board.

K. GOVERNANCE FUNCTIONS

To fulfill its responsibility, the Board is committed to establishing policies to govern SRD. The Board shall consider and approve or disapprove matters submitted to it by the General Manager or the public. All matters must be properly agendized for Board consideration. The Board shall prescribe rules for its own governance which are consistent with its "enabling code" or by Federal or State Laws and regulations.

L. EXECUTIVE FUNCTIONS

The Board is authorized to delegate anything within its powers and duties to "an officer or employee of SRD." The Board, however, "retains ultimate responsibility over the performance of those powers or duties so delegated."

M. JUDICIAL FUNCTIONS

The Board believes that SRD employees and citizens have the right to a hearing and a resolution of grievances, complaints, and criticisms. To maintain positive personnel and public relations, the Board convened may serve as a body of appeal for grievances, complaints, and criticisms in accordance with Federal and/or State Law, Strawberry Recreation District Employee Handbook, Strawberry Recreation District Code of Conduct, and any SRD policies, procedures, resolutions.

**Passed and adopted by the Board of Directors of the Strawberry Recreation District
at its regular meeting DAY of __ Month____, YEAR____, by the following Vote:**

AYES: Director

NOES: Director

ABSENT:

Chairperson, Board of Directors
Strawberry Recreation District



SRD

**Reasonable
Accommodation
Policy**

10/08/2020



STATUTORY AUTHORITY

- Civil Rights Act
- California Fair Employment and Housing Act (FEHA)
- Americans with Disabilities Act (ADA)
- Pregnancy Disability Act
- Pregnancy Discrimination Act
- Rehabilitation Act
- California Unruh Act

PURPOSE

Strawberry Recreation District is committed to programs that facilitate accessibility of District programs, services, public meetings and employment opportunities to persons with physical/mental disabilities and/or medical conditions. The purpose of this policy is to assist employees and applicants seeking reasonable accommodation under the Fair Employment and Housing Act, Americans with Disabilities Act, and other applicable laws. The District will make every effort to provide reasonable accommodations to employees in their current position or alternate position within their agency/department.

POLICY

It is the policy of the Strawberry Recreation District Board of Directors to provide equal employment access to all qualified applicants and employees, and a workplace free of discrimination on the basis of physical disability, mental disability and medical condition in accordance/compliance with the California Fair Employment Housing Act (FEHA), federal Americans with Disabilities Act (ADA), and other applicable laws.

The Strawberry Recreation District is committed to providing reasonable accommodations through the Strawberry Recreation District Reasonable Accommodation Program, designed to hire, promote and retain qualified individuals with physical/mental disabilities and/or medical conditions.

The Americans with Disabilities Act and the Fair Employment and Housing Act prohibit employment discrimination based on a person's disability, perceived disability or history of disability.

Under the Americans with Disabilities Act and Fair Employment and Housing Act, Strawberry Recreation District is required to provide reasonable accommodation to individuals who have a known qualifying medical condition, physical disability or mental disability where accommodation is needed to (1) enable an individual to be considered for a job, (2) enable an individual to perform the



essential functions of his or her job, and/or (3) enable an individual to enjoy equal benefits and privileges of employment. The District is also required to engage in a timely, good faith interactive process with an individual who requests reasonable accommodation. Strawberry Recreation District is not required to provide an accommodation that would cause a direct threat to the health or safety of the employee/applicant or others. The District is not required to create a position and/or promote an employee.

The Reasonable Accommodation Policy is administered under the direction of the District's Human Resource Services Department. This policy applies to all employment practices, including recruitment, hiring, training, job assignments, transfers, promotions, demotion, layoff, termination, compensation, benefits, leaves of absence, and all other employment-related activities.

DEFINITIONS

The definitions outlined below are provided solely as a guide to assist in the interpretation and application of the Reasonable Accommodation Policy. Please note that the following definitions may be subject to change due to change(s) in applicable laws.

Employees for the purpose of this policy are all persons who work for the District, including temporary, provisional, exempt, special employment employees, consultants, volunteers and persons providing services under personal services contracts.

Applicants are all persons who seek employment with Strawberry Recreation District.

Disability as defined by ADA/FEHA includes any physical or mental impairment that limits one or more major life activities, documentation of such impairment, or the perception by others of such impairment. A person covered is someone who:

- has an actual physical disability, mental disability and/or or medical condition;
- has been perceived to have a physical/mental disability;
- has had a record or history of a physical/mental disability;
- is being regarded or treated as having or having had a physical/mental disability.

Reasonable Accommodation includes any reasonable adjustment/modification to work environments and/or schedules, such as job restructuring, modifying work schedules, acquiring and/or modifying equipment, and providing assistive aid (i.e. reassignments, transfers, interpreters and/or readers, or similar actions). Applicable provisions must be followed for employees represented by a memorandum of understanding.



RESPONSIBILITY

Employee

- Initiates a request for reasonable accommodation orally or in writing to his/her immediate supervisor or the General Manager. The request must (1) adequately communicate that reasonable accommodation is needed because of a disability or medical condition, (2) clearly define the work limitations/restrictions, and (3) provide medical documentation to support the request.
- Actively participates in the interactive process to identify reasonable accommodation.

Applicant

- Initiates a request for reasonable accommodation as described in the Strawberry Recreation District Reasonable Accommodation Procedures. The applicant must advise the General Manager if they wish to request an accommodation during the recruitment, examination and/or selection process. Once an applicant has been referred for a hiring interview, the applicant must notify the General Manager if they need an accommodation to participate in the selection interview.

Manager/Supervisor

- Promptly responds to reasonable accommodation requests as described in the Strawberry Recreation District Reasonable Accommodation Procedures.
- Consults with the General Manager when an employee demonstrates difficulties performing job tasks, and/or in reasonable accommodation matters, including participating in the interactive process.
- Provides the Reasonable Accommodation Policy and procedures to staff.
- Implements approved reasonable accommodation requests.

General Manager

- Ensures timely implementation of reasonable accommodation to enable employees and applicants to participate in applicable programs, services and activities, and/or to perform a particular job.
- Serves as liaison between employees, managers, and/or supervisors regarding reasonable accommodation issues.



- Coordinates and monitors reasonable accommodation requests to ensure they are processed in accordance with the Strawberry Recreation District Reasonable Accommodation Procedures.
- Oversees reasonable accommodation requests to ensure timely response and processing in accordance with the Strawberry Recreation District Reasonable Accommodation Procedures.
- Ensures managers and supervisors provide a workplace free of discrimination on the basis of medical condition, physical disability and/or mental disability, in accordance with this policy to ensure equal employment opportunities for all employees and applicants.
- Manages and oversees the Strawberry Recreation District Reasonable Accommodation Policy and program in compliance with local, state and federal disability laws and leave provisions.
- Monitors and analyzes district-wide reasonable accommodation practices and activities and makes necessary recommendations.
- Designs, develops and conducts training for District managers and supervisors on Equal Employment Opportunity disability laws and leaves, District policies, procedures and provisions.
- Promotes, creates and maintains diversity in the District's workforce.

Board of Directors

- Develops and administers district-wide policies related to Equal Employment Opportunity and Affirmative Action as found in SRD Employment Handbook.

APPROVED FOR DISTRIBUTION

BOD Approved:

STRAWBERRY RECREATION DISTRICT – INJURY & ILLNESS PREVENTION PROGRAM

QUESTIONS REGARDING THIS PLAN SHOULD BE DIRECTED TO THE DISTRICT GENERAL MANAGER, NANCY SHAPIRO: EMAIL – gm@strawberryrec.org OR THE SAFETY COORDINATOR: Loren Griswold: Email: supervisor@strawberryrec.org or 415.383.6494

UPDATE: September 17, 2020

The Safety mission of the Strawberry Recreation District is to develop and engage in an active and effective accident, injury prevention and reduction program. Promoting heightened safety awareness and increased employee wellness.

The District General Manager is responsible for the overall implementation of the administrative services injuries and illness prevention program.

RESPONSIBILITY

**District General Manager/Injury and Illness Prevention Program administrator:
Nancy Shapiro**

Safety Coordinator: Loren Griswold

Administrative Team Members:

Aquatics Manager: Brittney Boyd

Recreation Coordinator: Nick Sousa

All **SRD** Managers' and Supervisors are responsible for implementing and maintain the IIPP in their work area and for answering questions about the IIPP. A copy of this IIPP is available from each manager and supervisor.

This document was prepared using excerpts from sample Workplace Injury and Illness Prevention Programs provided by the Department of Industrial Relations, Division of Occupational Safety and Health, and from the Department's Administrative Manual, Chapter 1200 (SAFETY). It is not an exhaustive compilation of the material contained in any of these documents.

TABLE OF CONTENTS

IntroductionP-4

Policy.....P-4

ComplianceP-5

SupervisorsP-5

EmployeesP-6

Health and Safety Coordinator.....P-7

CommunicationP-8

Workplace Hazard Evaluation and AbatementP-8

Accident InvestigationP-9

TrainingP-10

Basic First-Aid.....P-11

Record KeepingP-12

Hazard Communication ProgramP-13

Heat Illness-Stroke and Exhaustion.....P-16

Covid-19 Supplement.....P-21

State Requirements.....P-27

Hazard Communication Quick Card.....P-28

Log of Work-Related Injuries (Cal-OSHA Form 300).....P-30

STRAWBERRY RECREATION DISTRICT

INJURY AND ILLNESS PREVENTION PROGRAM

Introduction

Safety of the public and of employees is a primary consideration in all operations of the District. No work is so important or urgent that it should be undertaken in an unsafe manner. Personal injuries may cause hardship and inconvenience to employees, patrons and their families; and may result in lost income or additional expense for the District, staff or patrons and result in reduced services to the public, and/or delay in implementing departmental programs.

The District is committed to maintaining an injury-free and illness-free workplace, and to complying with applicable laws and regulations governing workplace safety. To achieve this goal, **SRD** has adopted this Injury and Illness Prevention Program (IIPP).

Policy

It is SRD's policy to conduct its business, provide services, and to construct and maintain facilities in the safest possible manner consistent with applicable policy, procedure, or work practice, and promote through an effective injury and illness prevention program, a safe, healthful, and secure work environment for employees and visitors, including persons with disabilities, that is free from violence, threats, harassment, and intimidation, and protects the public from harm in connection with its operations.

COMPLIANCE

District General Manager, Nancy Shapiro, has the authority and responsibility to execute specific provisions of the Program. The District General Manager shall hold meetings of all supervisory personnel a minimum of quarterly to discuss safety problems and accidents that have occurred. The District General Manager shall serve as Reviewing Officer for all accident investigations. The District General Manager or his designee will review and update the Injury and Illness Prevention Program and associated documents annually or as needed.

The District General Manager and the supervisory staff are responsible for ensuring that all of SRD's safety and health policies and procedures are clearly communicated and understood by all employees. Employees are responsible for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe work environment.

Employees who are unaware of correct safety and health procedures shall be trained or retrained. Supervisors shall train employees in accordance with SRD requirements and policies.

VIOLATIONS

Willful violations of safe work practices or negligence may result in disciplinary action up to and including termination.

SUPERVISORS

All supervisors are responsible for carrying out the IIPP within their function. Their responsibilities include, but are not limited to:

- Analyzing all jobs to identify potential accident sources and establish safe job standards.
- Maintaining a file containing owner's manuals and operating instructions for all equipment.
- Posting operating instructions on or near all equipment machinery, and applicable General Industrial Safety Orders in all work areas.
- Determining the knowledge and proficiency of each employee in the care, use and limits of tools and equipment applicable to the assignment.

- Providing appropriate personal safety equipment for each employee and ensuring that it is properly used.
- Providing job instruction training for each employee.
- Before assignment, considering each employee's health and physical abilities, limits and condition in relation to the job's physical demands.
- Encouraging employees to discuss any hazards of their work before beginning a task.
- Establishing routine safety inspections of tools, equipment, machinery, and job practices and taking corrective action as indicated. Necessary corrective action that cannot be completed by the supervisor should be brought to the attention of the General Manager for resolution.
- Not permitting any employees to operate power tools or any equipment requiring special skills without giving them proper training.
- Investigating and analyzing every reported accident or near-accident.
- Recording each work-related injury or illness using the SRD Incident Reporting Guidelines
- Recommending appropriate corrective action in cases of negligence and implementing it, if approved.
- Ensure training and compliance with Covid-19 safety and sanitization protocol by staff and patrons.

EMPLOYEES

All employees are expected to work together to implement the Injury and Illness Prevention Program and to identify and eliminate conditions and practices that reduce the benefits of a safe and healthful work environment. In addition, individual employees are specifically required to:

- Participate in planning safe job practices.
- Understand operating instructions and job procedures before proceeding with job assignments and stop to consult with their supervisor or an experienced employee when uncertain.
- Use provided safety equipment and equipment guards and request additional safety equipment or equipment guards when needed.

- Carry out assignments and maintain work areas in accordance with established safe job practices and obey warning tags and signs.
- Uphold set standards for Covid-19 safety and sanitization protocol.
- Assist new or inexperienced employees by calling their attention to dangerous practices and by teaching them safe methods of doing their work. Supervisors must be alerted to any situation when an employee observes another in need of additional safety training.
- Report any allergies, prescription medication(s) use, or physical conditions which may be aggravated by assigned duties or impair the employee's ability to operate equipment or tools to the supervisor.
- Report any unsafe job practices, conditions, tools or equipment to a supervisor.
- Report all accidents and near misses to a supervisor immediately, whether anyone is hurt. Get first aid at once in case of injury.

HEALTH AND SAFETY COORDINATOR

The role of the Health and Safety Coordinator has been assigned to Loren Griswold, Facilities Director, to assist SRD in development of a coordinated safety program and reduction of injuries that can be achieved by, but not limited to, the following:

- Act as the **SRD** liaison for all departments
- Facilitate/conduct **SRD** Safety Team work-site safety inspections throughout District
- Identify training needs for **SRD** personnel
- Develop and update as needed the **SRD** Injury Reduction and Safety Plan
- Monitor **SRD** injury rates
- Analyze injury trends and, in consultation with the **SRD** Safety Team, make recommendations to the **District General Manager** on how to reduce accidents and improve workplace safety
- Maintain records of worksite safety inspections and other pertinent safety matters occurring in the **SRD** office (minimum 3 years)

COMMUNICATION

Matters concerning occupational safety and health will be communicated to employees orally, through written documentation, staff meetings, formal and informal training, and posting, as appropriate.

Communication from employees to supervisors and/or safety representatives (such as **SRD** Safety team members) regarding unsafe or unhealthy conditions or simple suggestions is encouraged and may be verbal or written, signed or anonymous, as the employee chooses. A log shall be kept of all such reports, by the Department's Safety and Health Coordinator (see RECORD KEEPING). ***NO EMPLOYEE SHALL SUFFER RETALIATION FOR REPORTING HAZARDS OR POTENTIAL HAZARDS, OR FOR MAKING SUGGESTIONS RELATED TO SAFETY.*** (Ref. Labor Code Section 6310) All such communications shall be evaluated/investigated by the District General Manager or their designee. The results of the investigation of any employee safety suggestion or report of hazard shall be distributed to all employees affected by the hazard or posted on appropriate bulletin boards.

Each new employee shall be given a copy of the IIPP and, if possible, be personally introduced to the **SRD** Safety team members as part of his/her initial orientation. The orientation shall also include information on emergency procedures, the District Emergency Action Plan, appropriate safety precautions, procedures for reporting safety hazards or making safety suggestions, and accident reporting procedures.

All **SRD** staff meetings shall include "Safety" as an agenda item, and open discussion by all employees will be encouraged. Employees will be informed of this in advance so that maximum participation can occur.

Current copies of the Cal-OSHA poster "Safety and Health Protection on the Job" shall be posted in each unit.

The Cal-OSHA form 300 shall be posted on the bulletin board at the Personnel Office annually for thirty (30) days, beginning February 1st, as required by law. The **SRD** Emergency Plan is available on the SRD Shared Server and upon request from the District General Manager.

WORKPLACE HAZARD EVALUATION AND ABATEMENT

Each supervisor and/or the Safety team shall conduct periodic safety inspections to identify unsafe conditions and practices. While employees are encouraged to

continuously identify and correct hazards and poor practices, certain situations require formal evaluation and documentation:

The District General Manager or his designee and members of the Safety team shall conduct an inspection of all **SRD** facilities annually. At the time of this inspection, participants will review all workplace injury reports filed since the last annual inspection. The inspection checklist is attached as Appendix E.

- The Safety Team shall conduct biannual inspections of the facilities. One of these inspections will coincide with the annual inspection listed above. All work areas will be visually inspected for safe workstations
- The operator before each use shall visually inspect all equipment.
- The appropriate supervisor and/or the Safety team shall evaluate the potential for hazard and make recommendations for abatement and/or training when any of the following occur:
 - (1) Any new substances, processes, procedures, or equipment, which present a safety hazard, are introduced to the workplace.
 - (2) When the District General Manager or a supervisor becomes aware of a new or previously unidentified hazard.
 - (3) When an occupational injury, occupational illness, or a near miss occurs, the supervisor should implement corrective measures if appropriate, or offer suggestions to the next level of supervision.
- All hazards identified shall be corrected immediately. If immediate correction is not possible, the hazard shall be safeguarded through closure and/or tag-out. The hazard shall be assigned a priority for correction by the District General Manager or their designee. Highest priority shall be given to severe and imminent hazards. Employees exposed to such hazards shall be removed from the area, except those necessary to correct the existing condition. The latter employees shall be properly trained and provided with necessary safeguards.

All inspections, investigations, findings, and corrective measures taken shall be fully documented as directed in the RECORD KEEPING section.

ACCIDENT INVESTIGATION

A thorough and properly completed accident investigation is necessary to obtain facts. The investigation should focus on causes and hazards. Analysis of what happened and why it happened is aimed at determining how it can be prevented in the future.

Accidents and significant near misses shall be investigated and documented by supervisors. Injury accidents will be investigated and documented as appropriate. Fatalities and serious injuries must be reported immediately to Division Headquarters and the nearest office of the Division of Occupational Safety and Health, at the address and telephone number given below. "Serious injury" is defined as amputation, serious disfigurement, any injury requiring hospitalization of longer than twenty-four (24) hours (other than for observation only), or chemical exposure to a toxic substance. Serious injuries to Contractors and/or their employees must be reported, by the Contractor, to their insurance carriers.

TRAINING

The Department recognizes that it has a duty to include safety as an integral part of employee training. Employees need to work safely as well as productively and efficiently. The supervisor is the essential link in ensuring the proper outcome. In general, safety training shall be provided:

For new employees, and employees given a job assignment for which they have not previously received training. If the position is supervisory, such training shall include

- Familiarization with hazards and risks faced by the employees under the supervisor's direction.
 - Whenever new substances, processes, procedures or equipment pose a new hazard.
 - Whenever the District General Manager, supervisor, or her/his designee becomes aware of a previously unrecognized hazard.
 - For all employees in periodic refresher safety training involving general and job-specific safety and health practices.
 - Workplace safety, job-specific hazards, and/or hazardous materials as applicable.
- As back sprains and strains are the most common types of injuries in the Department, proper lifting techniques will be emphasized as a training topic.

A list of the safety training specifically identified for the employees of the Department is attached as Appendix C. This list shall be reviewed and updated annually by the District General Manager or his designee.

BASIC FIRST-AID

In the case of serious injury or illness, employees will not attempt to administer care by themselves. For non-emergency injuries or illnesses, employees will contact the Aquatics Manager or the Facilities Director for assistance.

Before any first-aid is administered, employees must ensure that they are wearing both a mask and gloves. Staff and campers under the age of 18 can NOT be administered any oral medication without the approval of their parental guardian.

All basic first-aid supplies are located across from the Facility Director's desk in the left-most cabinet above the walkie-talkies. The first-aid supplies and their purpose(s) are as follows:

Alcohol Prep Pads are used to sterilize and clean minor injuries, usually prior to dressing. To use, open the individual packet, remove the pad, and apply topically to the intended area. Pads should be disposed of after single use.

Gauze Pads are used for the general cleaning, dressing, prepping of minor injuries and can be used as a temporary absorbent dressing over injuries to slow blood flow. To use, open the packet, take out the gauze pad, and apply to the affected area. Pads should be discarded after single use.

Antibiotic Ointment is used to help prevent infection in minor cuts, scrapes, and burns. Injuries should be cleaned and sterilized before ointment is applied. To use, rip open the packet and apply a small amount of the ointment to the injury. Antibiotic ointment can be applied 1 to 3 times daily.

Sterile Saline Wipes are used to gently clean minor cuts and scrapes and can be used on the eye area if needed. To use, open the packet, remove the wipe, and apply it to the intended area. Wipes should be discarded after single use.

Sting Relief Wipes are used to help prevent infection in minor scrapes and provide temporary relief of itching and/or irritation from insect bites. Injuries should be cleaned and sterilized before wipes are used. To use, open the packet, remove the wipe, and apply it to the intended area. Do not apply the wipe onto the affected area more than 3 times daily.

Instant Cold Compresses are used to provide temporary relief of minor pain and swelling caused by sprains, strains, contusions, minor burns, toothaches, and insect bites. To use, take the bag out of its container, shake the contents to the bottom, locate the inner fluid pouch and squeeze firmly to rupture it, gently shake the bag to mix the contents, and then apply the bag to the intended area. Compresses should be discarded after single use. If outer bag is ruptured, dispose of immediately.

Band-Aids are used to protect minor cuts and scrapes from becoming dirty or infected and to help stop minor blood flow. To use, open the band-aid packet, remove the adhesive coverings and apply the white patch over the affected area. It is recommended that injuries be cleaned or sterilized before they are bandaged. Band-aids should be discarded after use.

Ibuprofen/Aspirin is used to provide temporary relief from fever and minor aches and pains associated with headache, backache, common cold, minor arthritis pain, toothache, menstrual cramps, and muscular aches. To use, open the packet and ingest the tablet orally. Make certain to read and follow the dosage instructions on the back of the packet.

Gloves are used during the treatment of minor injuries to prevent contamination and/or the spread of illness or infection. To use, take two gloves from the box and put them on. Employees are required to wear gloves when treating any injuries or signs of illness.

Benadryl is used to temporarily relieve symptoms (sneezing, runny nose, itchy, watery eyes, etc.) caused by the common cold, hay fever, and/or other upper respiratory allergies. To use, open the packet and ingest the tablet orally. Make certain to read and follow the dosage instructions on the back of the packet.

Automated External Defibrillators (AEDs) are used to help those experiencing sudden cardiac arrest. The machine analyzes the heart's rhythm and, if necessary, delivers an electrical shock to help the heart re-establish an effective rhythm. AEDs should only be used by employees who are first-aid certified. There are seven AEDs located on SRD property. They can be found in the following locations: in the maintenance office, inside the snack shack, in the storage container near the minor's field, on the wall on the left side of the gym, on the wall on the right side of the gym, inside the third floor closet, in the lifeguard office.

RECORD KEEPING

The District General Manager, Safety Coordinator or his/her designee shall keep records of inspections, including the name of the person(s) conducting the inspection, date of

inspection, the unsafe conditions and work practices identified, and the action taken to correct these identified unsafe conditions and work practices. A Hazard Log with similar information for conditions discovered through less formal means shall also be maintained. The person recording the information shall initial entries in these logs. These records shall be maintained for a minimum of three (3) years. Records of annual inspections shall be maintained for three (3) years.

The District General Manager, Safety Coordinator or his/her designee shall also keep documentation of safety and healthy training attended by each employee, including the employee name or other identifier, training dates, type(s) of training, and training providers. This documentation shall be maintained for a minimum of three (3) years. The format for this documentation shall be the forms previously identified in this document, or otherwise as appropriate. Copies of all memoranda or other correspondence regarding safety issues shall also be kept in a retrievable file for a period of three (3) years.

Each supervisor shall maintain an updated copy of the District's IIPP. All employees will be given a copy when the plan is initially issued or updated. New employees will be given a copy as part of their orientation.

In addition, the Department shall maintain Employee Toxic Exposure Records and Material Safety Data Sheets as required by law.

HAZARD COMMUNICATION PROGRAM

In order to comply with the California Occupational Safety and Health Act, General Industry Safety Orders, and to enhance employee health and safety, the Department has developed a Hazard Communication Program. This program is intended to provide information about chemical hazards and other hazardous substances in the workplace and to ensure that employees receive proper training in the use of these substances. The written program shall be made available to all employees and shall be specifically included in any orientation for new employees.

CONTAINER LABELING:

It is the policy of the District that no container of hazardous substances will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted
- The name and address of the manufacturer are listed.

This responsibility has been assigned to **Loren Griswold**, Health and Safety Coordinator. To further ensure that employees are aware of the hazards of materials used in their work areas, it is our policy to label all secondary containers. Supervisors shall ensure that all secondary containers are labeled with either an extra copy of the original manufacture's label or with generic labels, which have a block for identity and blocks for the hazard warning. The labeling requirement shall not apply to secondary containers intended only for immediate use during the shift by the employee who made the transfer from the original container.

SAFETY DATA SHEETS (SDS)

Supervisors are responsible for ensuring that copies of MSDS for all hazardous substances to which Department employees may be exposed are to be kept in the employee's work area. **Loren Griswold**, Safety Coordinator, is responsible for obtaining and maintaining the master data sheet system for the District.

Loren Griswold, Safety Coordinator, shall review incoming data sheets for completeness, and new and significant health/safety information to enable the supervisor to pass the information on to the affected employees. If an MSDS is missing or incomplete, a new MSDS will be requested from the manufacturer.

EMPLOYEE INFORMATION AND TRAINING

Supervisors shall conduct a health and safety orientation for new employees.

The following topics will be covered:

- Inform employees of any operations in their work area where hazardous substances are present.
- Location, availability, and content of the written hazard communication program.
- Physical and health effects of the hazardous substances.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work areas.
- How to lessen or prevent exposure to these hazardous substances through usage of control, work practices and personal protective equipment.
- Steps the District has taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.

- Location of MSDS. How to read labels and review MSDS to obtain appropriate hazard information. That employees must be informed within thirty (30) days of the receipt of a revised MSDS, when the revision indicates significantly increased risk to, or measures necessary to protect, employees.
- That employees have a right to personally receive information regarding any hazardous substance to which they may be exposed. That their physician has a right to this information, and that employees are protected from retaliation for exercise of their rights in accordance with the revisions of the regulation.

NOTE: IT IS CRITICALLY IMPORTANT THAT ALL EMPLOYEES UNDERSTAND THE TRAINING!

If you have any additional questions, contact the District's Safety Coordinator. The training must be documented, and file maintained in accordance with the provisions of the District's Unit's Injury and Illness Prevention Program.

When new hazardous substances are introduced, the supervisor shall review the above items as they relate to the new material at the next safety meeting.

LIST OF HAZARDOUS SUBSTANCES:

Each supervisor shall maintain a list of all known hazardous substances present in the work area. Each list will be kept with the MSDS at the worksite. Specific information on each noted hazardous substance can be obtained by reviewing the Material Safety Data Sheet.

HAZARDOUS NON-ROUTINE TASKS:

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee shall be given information by the supervisor about hazards to which he/she may be exposed during such an activity.

This information shall include:

- Specific hazards.
- Protective/safety measures which shall be utilized.
- Measures the employee is to take to lessen the hazards including, when appropriate, ventilation, respirators, presence of another employee, and emergency procedures.

INFORM CONTRACTORS:

To ensure that outside contractor's work safely in and around the District's facilities, they shall be provided the following information:

- Hazardous substances to which they may be exposed while on the job site.
- Precautions the employees may take to lessen the possibility of exposure by usage of appropriate protective measures.

The person responsible for providing this information to the contractor is the department supervisor or Safety Coordinator.

HEAT ILLNESS: STROKE AND EXHAUSTION:

Ensure that all employees know and understand the causes of both types of heat related illnesses. Additionally, employees will be able to recognize and treat both serious conditions.

HEAT STRESS

This attachment is intended to comply with California Code of Regulations Title 8, Section 3395, Heat Illness Prevention. The heat illness prevention standard is applicable to any outdoor workplace, whenever environmental risk factors for heat illness are present. Environmental risk factors for heat illness are defined in the regulation as working conditions that affect the possibility that heat illness could occur, including air temperature, relative humidity, radiant heat from the sun, and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. In the course of their work duties, employees in the classifications listed below may be exposed to environmental risk factors for heat illness.

Provision of Water Clean: Fresh and cool potable water shall be readily available to employees. Whenever environmental risk factors for heat illness exist, drinking water will be provided in sufficient quantities to provide one quart per employee per hour for the entire shift (at least 2 gallons per employee for an 8-hour shift). Supervisors are responsible to ensure that employees have an adequate supply of drinking water. Smaller quantities of water may be provided at the beginning of the shift if there are effective procedures for replenishing the water supply during the shift as needed to allow employees to drink at least one quart per hour. Employees are encouraged to drink water frequently.

Provision of Shade: A shaded area will be provided for employees to use if they are suffering from heat illness or believe they need a recovery period to prevent heat

illness. The shade area shall be open to the air or ventilated and cooled and access shall always be permitted. Canopies, umbrellas, or other temporary structures may be used to provide shade, provided they block direct sunlight. Supervisors are responsible to ensure that employees have access to a shaded area.

Recognizing Heat Illness Risk Factors: As noted above, environmental risk factors for heat illness include air temperature, relative humidity, radiant heat from the sun and other sources, conductive heat sources such as the ground, air movement, workload severity and duration, protective clothing and personal protective equipment worn by employees. Personal risk factors for heat illness include age, degree of acclimatization, general health, water consumption, and use of medications, caffeine, or alcohol which can affect the body's water retention or other physical response to heat.

Supervisors must evaluate work conditions before sending employees to perform outdoor work in hot conditions. Typically, temperatures above 90°F, especially with heavy physical work activities, would represent conditions where there is a risk of heat illness. Other factors, such as high humidity or work activities that restrict the body's ability to cool itself, such as protective clothing, could result in a risk of heat illness at lower temperatures. The National Weather Service Heat Index guideline (attached) may be used to assess the environmental risk of heat illness, based on temperature and relative humidity. The Heat Index table categorizes the risk or degree of heat illness with increasing heat index values. Provision of water and shade as described above should be implemented whenever the Heat Index exceeds 90°F.

Acclimatization to heat conditions: Acclimatization is the gradual exposure to work in hot conditions to allow a person's body to adjust to working in heat. Acclimatization is particularly important for employees who are returning to work after a prolonged absence, recent illness, or recently moving from a cool to hot climate. For heavy work under very hot conditions, a period of 4-10 days of progressively increasing work time is recommended, starting with about 2 hours work per day. For less severe conditions, 2-3 days of increasing work activity and duration are recommended.

Identifying Heat Illness: Heat illness is a group of serious and escalating medical conditions that can result from the body's inability to cope with a particular heat load, and includes heat fatigue, heat cramps, heat exhaustion, and heat stroke. The National Institute of Occupational Safety and Health (NIOSH) publication *Working in Hot Environments* describes the symptoms and response measures for several types of heat illness, as follows:

1. **Transient Heat Fatigue:** Transient heat fatigue refers to the temporary state of discomfort and mental or psychological strain arising from prolonged heat exposure. Workers unaccustomed to the heat are particularly susceptible and can suffer, to varying degrees, a decline in task performance, coordination, alertness, and vigilance. The severity of transient heat fatigue will be lessened by a period of gradual adjustment to the hot environment (heat acclimatization).
2. **Heat Rash:** Heat rash, also known as prickly heat, is likely to occur in hot, humid environments where sweat is not easily removed from the surface of the skin by evaporation and the skin remains wet most of the time. The sweat ducts become plugged, and a skin rash soon appears. When the rash is extensive or when it is complicated by infection, prickly heat can be very uncomfortable and may reduce a worker's performance. The worker can prevent this condition by resting in a cool place part of each day and by regularly bathing and drying the skin.
3. **Fainting:** A worker who is not accustomed to hot environments and who stands erect and immobile in the heat may faint. With enlarged blood vessels in the skin and in the lower part of the body due to the body's attempts to control internal temperature, blood may pool there rather than return to the heart to be pumped to the brain. Upon lying down, the worker should soon recover. By moving around, and thereby preventing blood from pooling, the patient can prevent further fainting.
4. **Heat Cramps:** Heat cramps are painful spasms of the muscles that occur among those who sweat profusely in heat, drink large quantities of water, but do not adequately replace the body's salt loss. The drinking of large quantities of water tends to dilute the body's fluids, while the body continues to lose salt. Shortly thereafter, the low salt level in the muscles causes painful cramps. The affected muscles may be part of the arms, legs, or abdomen, but tired muscles (those used in performing the work) are usually the ones most susceptible to cramps. Cramps may occur during or after work hours and may be relieved by taking salted liquids by mouth. CAUTION Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.
5. **Heat Exhaustion:** Heat exhaustion includes several clinical disorders having symptoms which may resemble the early symptoms of heat stroke. Heat exhaustion is caused by the loss of large amounts of fluid by sweating, sometimes with excessive loss of salt. A worker suffering from heat exhaustion still sweats but experiences extreme weakness or fatigue, giddiness, nausea, or headache. In

more serious cases, the victim may vomit or lose consciousness. The skin is clammy and moist, the complexion is pale or flushed, and the body temperature is normal or only slightly elevated. In most cases, treatment involves having the victim rest in a cool place and drink plenty of liquids. Victims with mild cases of heat exhaustion usually recover spontaneously with this treatment. Those with severe cases may require extended care for several days. There are no known permanent effects. CAUTION Persons with heart problems or those on a low sodium diet who work in hot environments should consult a physician about what to do under these conditions.

6. **Heat Stroke:** Heat stroke is the most serious of health problems associated with working in hot environments. It occurs when the body's temperature regulatory system fails, and sweating becomes inadequate. The body's only effective means of removing excess heat is compromised with little warning to the victim that a crisis stage has been reached. A heat stroke victim's skin is hot, usually dry, red or spotted. Body temperature is usually 105°F or higher, and the victim is mentally confused, delirious, perhaps in convulsions, or unconscious. Unless the victim receives quick and appropriate treatment, death can occur. Any person with signs or symptoms of heat stroke requires immediate hospitalization. However, first aid should be immediately administered. This includes removing the victim to a cool area, thoroughly soaking the clothing with water, and vigorously fanning the body to increase cooling. Further treatment at a medical facility should be directed to the continuation of the cooling process and the monitoring of complications which often accompany the heat stroke. Early recognition and treatment of heat stroke are the only means of preventing permanent brain damage or death. Any employee who recognizes symptoms or signs of heat illness in themselves or in co-workers should immediately report this condition to their supervisor.

Responding to Heat Illness: When you recognize signs of heat illness in yourself or in a co-worker: – Move to a shaded area for a recovery period of at least five minutes – If the condition appears to be severe or the employee does not recover, then emergency medical care is needed. – Emergency medical care shall be provided by the following method: – Call 911

Be ready to provide emergency response personnel with directions to work location:

Transport the employee to the nearest hospital or urgent care center, located at: ...

Directions to medical care:

Training: All employees who may work outdoors in conditions where there are environmental risk factors for heat illness shall be provided training on the information contained in this procedure and attachments.

STRAWBERRY RECREATION DISTRICT RESPIRATORY PROTECTION PROGRAM OVERVIEW

The Department is committed to maintaining an injury- and illness-free workplace and is making every effort to protect our employees from harmful airborne substances. Whenever it is feasible to do so, we will accomplish this through engineering controls such as ventilation or substitution with a less harmful substance, and through administrative controls limiting the duration of exposure. When these methods are not adequate, or if the exposures are brief and intermittent, or simply to minimize employee exposure to airborne substances, we provide respirators to allow employees to breathe safely in potentially hazardous environments. Respirators have limitations and their successful use depends on an effective respiratory protection program. Our Respiratory Protection Policy is designed to: identify, evaluate, and control exposure to respiratory hazards; select and provide the appropriate respirators; and coordinate all aspects required for proper use, care, and maintenance of the equipment. Accomplishing these goals requires a cooperative effort on the part of employees and management.

SUPPLEMENT TO SRD INJURY AND ILLNESS PREVENTION PROGRAM

The (District) is committed to providing a safe and healthful workplace for all of its employees. To fulfill this obligation, the District enforces an Injury and Illness Prevention Program with the intent to prevent and/or minimize the probability of injuries and illnesses to workers and to comply with applicable State, Federal and local, health and safety codes, standards and regulations. This document is intended as a temporary supplement to the District's Injury and Illness Prevention Program (IIPP) to address COVID-19 exposures, safety protocols, and hazard communication training as mandated by Cal-OSHA by regulation enacted on May 21, 2020.

INFECTION PREVENTION MEASURES

All (District) employees MUST always adhere to the following rules and procedures when working at any district worksite or facility:

- Know and understand the underlying health conditions that are currently identified as putting an individual at greater risk for serious health complications from exposure to COVID-19 or other infectious diseases. Those underlying conditions include, but are not limited to:
 - ✓ Diabetes
 - ✓ Asthma, COPD, or respiratory conditions that compromise lung capacity
 - ✓ Some allergies that manifest in respiratory distress with environmental exposures
 - ✓ Sleep apnea
 - ✓ Heart disease
 - ✓ High blood pressure (hypertension)
 - ✓ High cholesterol (whether controlled by medications)
 - ✓ Blood disorders
 - ✓ Chronic kidney disease
 - ✓ Chronic liver disease
 - ✓ Immune compromised – cancer or radiation treatment
 - ✓ inflammatory conditions like rheumatoid arthritis, Lupus, or some gastric conditions like colitis or Crohn's disease.
 - ✓ pregnancy – current or recent

NOTE: employees are not required to disclose the particular underlying health condition, but are expected to exercise the appropriate precautions for self-isolation or other safety measures and to inform the District that they have

one or more conditions that place them at higher risk for COVID 19, OR are advised by their health care provider to remain off work or to self-isolate.

Source: Centers for Disease Control (CDC)

- Employees are NEVER to report to work if they are exhibiting ANY symptoms of COVID-19 or any other illness. Symptoms of COVID-19 include, but are not limited to:
 - ✓ New or persistent dry cough
 - ✓ Shortness of breath or difficulty breathing
 - ✓ Fever
 - ✓ Chills
 - ✓ Chills with shaking
 - ✓ Muscle pain
 - ✓ Sore throat
 - ✓ New loss of taste or smell
 - ✓ Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea

Source: CDC

- Employees who are at work with a persistent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat or a recent loss of taste or smell shall be sent home or to medical care, as needed.
- All employees are required as a condition of employment to report immediately if they know or learn that they have been directly exposed to anyone that has tested positive for COVID-19.
- Employees who are out ill with fever or acute respiratory symptoms are prohibited from reporting to any District worksite or facility until both of the following conditions are met:
 - ✓ They are free of fever for at least 72 hours, without the use of fever reducing or other symptom-altering medicines (e.g. cough suppressants, Tylenol, or other prescribed or over the counter remedies).
 - ✓ At least 10 days have passed since the symptoms first appeared, OR the employee has received two verified test results for COVID-19, administered at least 24 hours apart .
- Employees who receive a positive or presumptive COVID 19 diagnosis will be required to provide written medical verification from a licensed health care provider that they are released to return to work, although at this time a negative COVID-19 test is not mandatory. Return to work requirements are subject to change and managers will be notified accordingly.

- Employees that return to work following an illness must immediately report any recurrence of symptoms related to COVID-19.

If an employee is confirmed to have a COVID-19 infection, the District will take the following action:

- ✓ Identify employees who were working at the same worksite, within 6 feet for 15 minutes or longer with an individual who has tested positive for COVID 19
 - ✓ Inform employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality to the extent possible, as required by the Americans with Disabilities Act (ADA) and the California Fair Employment & Housing Act (FEHA) NOTE: absolutely anonymity for individuals is not guaranteed, to the extent that the District must disclose information to public health authorities for the purpose of mandated contact tracing by the County health department.
 - ✓ Temporarily close the general area where the infected employee worked until cleaning of the entire area, including shared equipment and high touch surfaces is completed.
 - ✓ Conduct deep cleaning of the entire general area where the infected employee worked and may have been, including breakrooms, restrooms and travel areas, with a cleaning agent approved for use by the EPA against coronavirus.
 - ✓ Any person cleaning the area should be equipped with the proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, mask, or respirator if required) in addition to PPE required for cleaning products.
- A confirmed work-site exposure may be subject to mandatory reporting to the Cal-OSHA.
 - Under certain limited circumstances, a confirmed work-site exposure may become a compensable industrial injury and employees should contact their manager, supervisor or coordinator as soon as possible to coordinate the filing of a workers' compensation claim. The District does not render an opinion on whether the illness will result in compensable industrial injury, and the District's claims administrators will manage any claims to determine compensability and address what, if any, benefits are required.
 - Employees may qualify for paid sick leave or emergency medical leave for specified reason related to COVID-19 if required by the Families First Coronavirus Response Act (FFCRA), which is currently operative through 12/31/20.

- Implement physical distancing requirements by cancelling or rescheduling in-person meetings of more than 10 people, using video or telephonic meetings to the largest extent possible.
- The District will implement protocols at worksites to maintain a distance of at least 6 feet between persons at the workplace when possible, and employees are required to comply with those requirements
- Wash hands frequently with hot water and soap, for at least 20 seconds
- Wash hands with hot water and soap as soon as practical after touching any surfaces or equipment
- If hand washing with soap and hot water is not immediately available, use hand sanitizer immediately after touching any shared equipment and surfaces until you are able to wash your hands.
- Routinely clean and sanitize your work-site, equipment and vehicles, as well as high touch surfaces, such as doorknobs, cabinet handles, light switches, or other frequently touched surfaces
- Avoid sharing workspaces (desks, offices, and cubicles) and work items (phones, computers, other work tools, and equipment) when possible. If they must be shared, clean and disinfect shared workspaces and work items before and after use.
- Avoid sharing food items or drinks, and to the extent possible use disposable plastic utensils and paper plates.
- Commonly touched objects and surfaces such as handrails, copy machines, faucets, and doorknobs shall be routinely cleaned. Surfaces should be cleaned with soap and water prior to disinfection. Disinfectants that are EPA-approved for use against the virus that causes COVID-19 shall be used. EPA-registered disposable wipes for employees to wipe down commonly used surfaces before use shall be used. Manufacturer's instructions for all cleaning and disinfection products (e.g., safety requirements, PPE, concentration, contact time) shall be followed. Staff shall ensure there are adequate supplies to support cleaning and disinfection practices.
- All employees must wear a face covering while working, with some exceptions:
 - ✓ Employees working alone in an office
 - ✓ Employees driving alone in a vehicle
 - ✓ Employees alone on break
 - ✓ Employees doing remote tasks such as mowing
 Employees must have the face covering readily available to put on if they have even the possibility of making any sort of public or employee contact while participating in one of these excepted activities.
- Employees are advised to avoid or defer non-essential travel to the greatest extent possible.

- Employees who travel out of the U.S. and return, must report such travel to the District upon return, and if travel was to a high-risk area for significant COVID-19 exposure, as identified by the US Departments of State or Homeland Security, may be required to self-isolate for period of time.
- Certain positions at the District may be suited to telework. Those employees are encouraged to contact their manager and work from home when possible.
- Employees in an office setting with regular exposures to the public shall be protected with plexiglass screens or other physical barriers.
- The number of customers at the Recreation Park Customer Service office shall be limited to no more than two people. Other customers shall wait in the lobby.

EMPLOYEE TRAINING

This portion of the supplemental Injury & Illness Prevention Program will include hazard communication training for all employees who perform services in any District work-site or facility and will ensure that vendors and contractors have received such training prior to interacting with District employees on the job. The purpose of hazard communication is to assure that employees receive the critical information necessary to perform their duties safely and capably, and as mandated by Cal/OSHA regulations:

1. What exposures may occur that could result in illness from COVID 19;
2. The range of potential illness, symptoms that may result in illness, from mild to serious
3. How to protect themselves from exposure, with the use of PPEs and other protocols
4. How to determine if they have been exposed through inhalation, touching, or other exposures
5. Reporting requirements and options to alert District management of a potential exposure

Employees should be able to determine: what is it, how can it make them ill, how to protect themselves, how to determine if they have been exposed or become ill, and what to do if an exposure at work occurs.

The District will conduct hazard communication training as follows:

Provide employee training on the following:

- a. General description of COVID-19, symptoms, when to seek medical attention, how to prevent its spread, and the District's procedures for preventing its spread at the workplace.
- b. How an infected person can spread COVID-19 to others even if they are not sick.
- c. How to prevent the spread of COVID-19 by using cloth face covers, including:
 - i. CDC guidelines that everyone should use cloth face covers when around other persons.
 - ii. How cloth face covers can help protect persons around the user when combined with physical distancing and frequent hand washing.
 - iii. Information that cloth face covers are not protective equipment and do not protect the person wearing a cloth face cover from COVID-19.
 - iv. Instructions on washing and sanitizing hands before and after using face coverings, which should be washed after each shift.
- d. Cough and sneeze etiquette.
- e. Washing hands with soap and water for at least 20 seconds, after interacting with other persons and after contacting shared surfaces or objects.
- f. Avoiding touching eyes, nose, and mouth with unwashed hands.
- g. Avoiding sharing personal items with co-workers (i.e., dishes, cups, utensils, towels).
- h. Providing tissues, no-touch disposal trash cans and hand sanitizer for use by employees.
- i. Safely using cleaners and disinfectants, which includes:
 - i. The hazards of the cleaners and disinfectants used at the worksite.
 - ii. Wearing PPE (such as gloves).
 - iii. Ensuring cleaners and disinfectants are used in a manner that does not endanger employees.

NON-RETALIATION PROVISION

The District encourages, and in some circumstances, requires employees to report illness from, or a known exposure to COVID 19 infection that they or a close family member have experienced. Employees have broad rights and responsibilities to report

in good faith identified unsafe conditions (such as lack of PPEs, non-working PPEs, or inconsistent enforcement of physical distancing and other infection control protocols. Employees are protected from all forms of retaliation or reprisals for any reporting pursuant to this IIPP and infection control procedures. Retaliation prevention includes direct adverse actions, or threats of reprisal. The District will investigate any reported acts or threats of retaliation for exercising rights and duties under this IIPP and infection control procedures. Substantiated acts of retaliation or threats of reprisals will be subject to immediate and appropriate corrective action, up to and including termination for any individual who retaliates or threatens to do so. This non-retaliation policy applies to all employees: managers, supervisors, and co-workers.

STATE REQUIREMENTS

Every California employer must establish, implement, and maintain a written Injury and Illness Prevention Program (IIPP) with a copy at each workplace or at a central worksite if the employer has non-fixed worksites. The program requirements are contained in Title 8 of the California Code of Regulations, Section 3203 (T8 CCR 3203), and consist of the following eight elements:

- Responsibility
- Compliance
- Communication
- Hazard Assessment
- Accident/Exposure Investigation
- Hazard Correction
- Training and Instruction
- Recordkeeping

Additional information on IIPP requirements can be found by researching IIPP under the California Department of Industrial Relations and Cal/OSHA

OSHA[®] QUICK CARD[™]

Hazard Communication Safety Data Sheets

The Hazard Communication Standard (HCS) requires chemical manufacturers, distributors, or importers to provide Safety Data Sheets (SDSs) (formerly known as Material Safety Data Sheets or MSDSs) to communicate the hazards of hazardous chemical products. The HCS requires new SDSs to be in a uniform format, and include the section numbers, the headings, and associated information under the headings below:

Section 1, Identification includes product identifier; manufacturer or distributor name, address, phone number; emergency phone number; recommended use; restrictions on use.

Section 2, Hazard(s) identification includes all hazards regarding the chemical; required label elements.

Section 3, Composition/information on ingredients includes information on chemical ingredients; trade secret claims.

Section 4, First-aid measures includes important symptoms/effects, acute, delayed; required treatment.

Section 5, Fire-fighting measures lists suitable extinguishing techniques, equipment; chemical hazards from fire.

Section 6, Accidental release measures lists emergency procedures; protective equipment; proper methods of containment and cleanup.

Section 7, Handling and storage lists precautions for safe handling and storage, including incompatibilities.

(Continued on other side)

For more information:



OSHA[®] Occupational
Safety and Health
Administration

www.osha.gov (800) 321-OSHA (6742)

OSHA 3-693-01R-2016

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Hazard Communication Safety Data Sheets

Section 8, Exposure controls/personal protection lists OSHA's Permissible Exposure Limits (PELs); ACGIH Threshold Limit Values (TLVs); and any other exposure limit used or recommended by the chemical manufacturer, importer, or employer preparing the SDS where available as well as appropriate engineering controls; personal protective equipment (PPE).

Section 9, Physical and chemical properties lists the chemical's characteristics.

Section 10, Stability and reactivity lists chemical stability and possibility of hazardous reactions.

Section 11, Toxicological information includes routes of exposure; related symptoms, acute and chronic effects; numerical measures of toxicity.

Section 12, Ecological information*

Section 13, Disposal considerations*

Section 14, Transport information*

Section 15, Regulatory information*

Section 16, Other information, includes the date of preparation or last revision.

*Note: Since other Agencies regulate this information, OSHA will not be enforcing Sections 12 through 15 (29 CFR 1910.1200(g)(2)).

Employers must ensure that SDSs are readily accessible to employees.

See Appendix D of 29 CFR 1910.1200 for a detailed description of SDS contents.

For more information:



OSHA[®] Occupational
Safety and Health
Administration

www.osha.gov (800) 321-OSHA (6742)

Cal/OSHA Form 300 (Rev. 7/2007) Appendix A Log of Work-Related Injuries and Illnesses

Attention: This form contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible while the information is being used for occupational safety and health purposes.
See CCR Title 8 14300.29(a)(5)(10)

Year 20
Department of Industrial Relations
Division of Occupational Safety and Health

You must record information about every work-related death and about every work-related injury or illness that involves loss of consciousness, restricted work activity or job transfer, days away from work, or medical treatment beyond first aid. You must also record significant work-related eye and hearing loss and illnesses that are diagnosed by a physician or licensed health care professional. You must also record work-related eye and hearing loss and illnesses that meet any of the specific recording criteria listed in CCR Title 8 Section 14300.12 through 14300.12. Feel free to use two lines for a single case if you need to. You must complete an injury and illness incident report (Cal/OSHA Form 301) or equivalent form for each injury or illness recorded on this form. If you're not sure whether a case is recordable, call your local Cal/OSHA office for help.

Employer name _____
City _____ State _____

Identify the person		Describe the event			Classify the event				Enter the number of days the injured or ill worker was		Check the "Injury" column or choose one type of illness						
(A) Case no.	(B) Employee's name	(C) Job title (e.g., boiler)	(D) Date of injury or onset of illness	(E) Where the event occurred (e.g., Loading dock south end)	(F) Describe injury or illness, parts of body affected, and object/substance that directly injured or made person ill (e.g., Sliced finger by a slip from an object on line)	(1) Lost work days	(2) Restricted work or job transfer	(3) Job transfer or restriction	(4) Other recordable illness	(5) Away from work	(6) On job transfer or restriction	(G) Injury Type					
										(1)	(2)	(3)	(4)	(5)	(6)	Illness	
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Be sure to transfer these totals to my Summary page (Form 300A) before you post it.

Page _____ of _____

SRD Staff Step Increase Recommendations

Fiscal Year 2020/2021

1. Loren Griswold – Facility & Property Director
 - Step 4, up to Step 6
 - Effective July 1, 2020
2. Brittney Ernst (Boyd) – Aquatics Manager
 - Step 2, up to Step 4
 - Effective July 1, 2020
3. Nick Sousa – Recreation Lead
 - Recreation Lead Step 4, up to Recreation Coordinator Step 1
 - Effective October 1, 2020
4. Dorian Creager – Facilities Specialist
 - Step 4, current review – stays within Step 4 – Effective July 1, 2020
 - 90 days – as much as Step 5 – Effective on date of review

Date Submitted: October 13, 2020