



# LOS OSOS COMMUNITY SERVICES DISTRICT

805-528-9370 Direct / 805-528-9377 Fax

[www.losososcscsd.org](http://www.losososcscsd.org)

## SPECIAL MEETING OF THE BOARD OF DIRECTORS

Monday, March 23, 2020 at 5:00 P.M.

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors, staff and public may participate in this meeting via teleconference and/or electronically. The LOCSD Boardroom will NOT be open for accessing the special meeting.

For quick access, go to <https://www.spiderphone.com/36107294>  
(This link will help connect both your browser and telephone to the call)  
**OR** dial 1 (877) 378-0449 or +1 330-892-7762 and enter **3610 7294**

All persons desiring to speak during any Public Comment can submit a comment by:

- Through email at [ldurban@losososcscsd.org](mailto:ldurban@losososcscsd.org) by 4:30pm on 3/23/2020
- Through the district website [www.losososcscsd.org/contact-us](http://www.losososcscsd.org/contact-us) by 4:30pm
- Through teleconference by phone at 1 (877) 378-0449 and enter 3610 7294
- Through teleconference by phone at +1 330-892-7762 and enter 3610 7294
- Through teleconference meeting at <https://www.spiderphone.com/36107294>

## AGENDA

This agenda is prepared and posted pursuant to Government Code §54954.2. District prepared staff reports and documents are normally available on the District website [www.losososcscsd.org](http://www.losososcscsd.org) on the date the agenda is posted or at the District Office. Any writing or document pertaining to an open session item on this agenda which is distributed to the Board of Directors after the posting of this agenda will be available for public inspection at the time the subject writing or document is distributed at the District Office during normal business hours, and may be posted on the District's website at [www.losososcscsd.org](http://www.losososcscsd.org).

Please silence all cell phones during the meeting as a courtesy to others.

Consistent with the Americans with Disabilities Act and California Government Code §54954.2, requests for disability related modification or accommodation including auxiliary aids or services may be made by a person with a disability who requires the modification or accommodation in order to participate at the referenced public meeting by contacting the General Manager at 805-528-9370 or at the District Office during normal business hours.

### 1. OPENING – 5:00 P.M.

- A. Call to Order
- B. Roll Call

### 2. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Members of the public may address the Board relating to any item of interest within the Board's jurisdiction but *not* on its agenda today. Public comment and public testimony shall be directed to the Board President and shall be addressed to the Board of Directors as a whole. Please state your name before addressing the Board. Each person addressing the Board of Directors shall do so in an orderly and civil manner. **Public Comment is limited to three (3) minutes or otherwise at the discretion of the President.**

### 3. GENERAL ACTION ITEMS

Public comment and public testimony shall be directed to the Board President and shall be addressed to the Board of Directors as a whole. Please state your name before addressing the Board. Each person addressing the Board of Directors shall do so in an orderly and civil manner. **Public Comment is limited to three (3) minutes or otherwise at the discretion of the President.**

- A. Adopt Resolution 2020-02 Declaration of Emergency and Resolution of the Los Osos Community Services District to Temporarily Authorize Increased Authority of the General Manager and approval of the LOCSD COVID-19 Response Plan. [Recommend Approval and Adoption of Resolution 2020-02]

### 4. ADJOURNMENT



March 23, 2020

**TO:** LOCSD Board of Directors

**FROM:** Ron Munds, General Manager

**SUBJECT: Agenda Item 3 – 3/23/2020 Special Board Meeting**  
Recommendation to Adopt a Resolution Declaring an Emergency and Temporary Authorization of Increased Authority of the General Manager and Approval of the LOCSD COVID-19 Response Plan

**President**  
Charles L. Cesena

**Vice President**  
Christine M. Womack

**Directors**  
Matthew D. Fourcroy  
Vicki L. Milledge  
Marshall E. Ochylski

**General Manager**  
Ron Munds

**District Accountant**  
Robert Stilts, CPA

**Unit Chief**  
Scott M. Jalbert

**Battalion Chief**  
George Huang

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### Description

The County of San Luis Obispo Public Health Department announced on 3/14/2020 that an individual in San Luis Obispo County tested positive for novel coronavirus (COVID-19). As of 3/20/2020, there are thirteen confirmed cases with the anticipation County public health officials that there will be many more in the coming weeks. This report summarizes the COVID-19 actions that have been taken to date and the recommended response by the Los Osos Community Services District.

### STAFF RECOMMENDATION

***Motion: I move that the Board:***

- 1) Adopt a resolution declaring an emergency and temporary authorization of increased authority of the General Manager; and**
- 2) Approve Los Osos CSD COVID-19 Response Plan (attached)**

### DISCUSSION

On March 4, 2020, the Governor signed of proclamation declaring a COVID-19 state of emergency in the State of California which summarized the severity of the outbreak and offered local agencies support in combating the spread of the disease. Since that time, the federal government declared a national emergency concerning COVID-19 which was issued on March 13, 2020, the state has issued two additional Local Emergency Orders and Regulations to support local responses to the outbreak and the County's Office of Emergency Services and the Public Health Agency have issued several Executive Orders restricting certain activities to assist in preventing the spread of COVID-19.

Additionally, four of the seven cities in the County have declared local emergencies with the anticipation that the others will follow. As of March 20<sup>th</sup>, six special districts have either adopted or plan to adopt the week of March 23<sup>rd</sup> declarations similar to what is before the Board.

### Proposed Los Osos CSD Response Plan

District staff began working on a COVID-19 response plan when the Governor declared an emergency at the beginning of March. On March 14<sup>th</sup>, when the first case in the County was confirmed, staff completed the plan and requested permission from the President and the Vice President to allow the closure of the office to public access per the plan beginning March 16<sup>th</sup>. Since that time, staff has been operating under the provisions of the draft plan but are now

requesting approval of the plan from the Board. In order to fully implement the plan, it was recognized that the General Manager required additional authority; mainly as it applies to employee schedules and other personnel policies which will need to be adjusted to remain flexible and react to changes in circumstances as needed. The intent of the requested changes in the purchasing and expenditure policies are to provide for expenditures that would normally take Board action but delegate that authority to President or Vice President, up to \$50,000. This would allow for quick response to unexpected expenditures and eliminate the need for a Board meeting to seek such approvals which could be harder to hold pending how the pandemic progresses. Board members would be kept apprised on any such purchases or expenditures by written communication from the General Manager.

### **Financial Impact**

At this time, there are no unanticipated expenses or purchases expected. The intent of the requested action is to have a contingency plan as the District moves into uncharted territory.

Attachments

## **LOCSD COVID-19 Response Plan (3/15/2020)**

This COVID-19 Response Plan (Plan) has been developed by the Los Osos Community Services District (District) to best protect its employees against the current risk posed by COVID-19. The specific objectives of this plan are to: 1) identify precautionary measures that District employees can implement to best protect themselves and each other against contracting and spreading of COVID-19, and 2) to maintain critical operations of the District if COVID-19 becomes established in Los Osos.

### ***Precautionary Actions for Immediate Implementation by District Employees***

The recommended precautionary actions listed below are similar to, or the same as, measures we are all familiar with to minimize our annual risk of contracting influenza (i.e., the flu). Other precautionary measures have been added that are specific to COVID-19 at this time, as recommended by the CDC and our local health authorities.

- Employees who have symptoms of acute respiratory illness (i.e., fever and cough, and possibly trouble breathing) need to notify their supervisor and stay home and not come back to work until they are free of fever (100.4°F) or greater (using an oral thermometer), signs of fever, or other respiratory illness symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines.
- If you have a family member that becomes ill with acute respiratory illness symptoms, notify your supervisor, who may request that you stay home for an appropriate period of time prior to returning to the workplace. Keep your supervisor apprised of your/family member's recovery.
- If you come down with a cough, fever, shortness of breath or other acute respiratory illness symptoms while at work, separate yourself from your co-workers, notify your supervisor, and immediately go home.
- All employees should practice the following respiratory etiquette and related practices to minimize their risk of contracting and spreading COVID-19.
  - Avoid close contact with people who are sick. Maintain 6 ft or greater distance between yourself and anyone who is coughing or sneezing.
  - Cover your nose and mouth when you cough or sneeze with a tissue and then throw the tissue away or do so into your elbow or shoulder if no tissue is available.
  - Wash your hands frequently with soap and water for at least 20 seconds.
  - If soap and water is not available, use hand sanitizer with at least 60% alcohol.
  - Avoid touching your eyes, nose and mouth with unwashed hands.
  - Put away any community snack containers.

- Routinely clean all frequently touched surfaces in your workspace, such as workstations, mouse, desktop phones, cell phones, countertops, and doorknobs. Use disinfecting wipes to wipe-down common-surface places, where appropriate. Use cleaning products that contain >60% alcohol, 0.5% hydrogen peroxide, 0.1 % sodium hypochlorite (bleach), or other active ingredients known to kill viruses.

### ***Current Situation and Response Protocol***

The County of San Luis Obispo Public Health Department announced on 3/14/2020 that an individual in San Luis Obispo County tested positive for novel coronavirus (COVID-19). This is the first confirmed case in San Luis Obispo County. In order to respond swiftly and effectively to the health risks of COVID-19, the following are the two tiers of response the District will follow to best protect the District's employees while maintaining essential services to the community.

### **Risk Response -Tier 1**

At the direction of the General Manager, the District will now further modify operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain water service to the public, with the minimal number of employees.

Operational scenarios will now focus on how best to maintain essential services with reduced staff, should one or more District employees contract the virus. Additional operational modifications to be implemented at Tier 1 shall include, but not necessarily be limited to, the following.

- Cease collecting payments at the front office from the general public and, instead, require all customers to mail in payments and conduct business by phone or email. If a customer's requires assistance for reasons to be determined, appointments may be approved by the General Manager for one on one contact with the public.
  - Notify the public by website, media and voicemail.
  - Close-down the administrative office to the general public.
  - Notify other local agencies and vendors of the District's office closure to the public.
- Committee meetings shall be postponed; upon direction by the Board President, Board meeting may be postponed, canceled or conducted by teleconference if possible.
- Water operations staff will maintain a minimum social distancing space of 6 feet when in contact with the general public.

- Ensure all supplies for treating water are fully stocked.
- Temporary flexible workplace and leave policies may be put in place and will be communicated to all District employees once determined.
- At the direction of the General Manager, certain employees may be directed to perform their duties from home or during a particular shift.
- The General Manager and Utility Systems Manager will coordinate with local agencies including water agencies to discuss procedures and mutual aid.
- Accounts Payable process will change depending on Director and/or General Manager availability or directives from federal, state and/or local health officials that limit accessibility.
  - If under the General Managers spending authority - If a Director is unavailable or there is a directives from federal, state and/or local health officials that limit accessibility, the General Manager can be the sole signer on a check being processed to avoid late bills, fees, and shut offs if under the General Manager spending authority. Once a Director becomes available or a directive is terminated, they will review and sign off on each voucher for all checks processed.
  - If over the General Manager spending authority – An email will be sent to the Board President and Vice President requesting permission for the General Manager to sign and mail the check. If both the Board President and Vice President are unavailable, another Director approval will be required. Once a Director is available or a directive is terminated, they will sign all the vouchers that were approved via email.
  - If the General Manager is unavailable the District can have a Director be the sole signer of any check and voucher. Upon return, the General Manager will approve and sign each voucher.

## **Risk Response -Tier 2**

Because of the small size of the District, operating out of a single administrative office and one water operations office, one or more District employees (or their immediate family members) being confirmed to have contracted COVID-19 is a situation that poses a relatively high risk to other District employees of contracting the virus.

In addition to the actions and operational procedures already being implemented, additional operational modifications/actions to be implemented at Tier 2 shall include, but not necessarily be limited to, the following.

- All employees will remain home until directed otherwise by the General Manager or Assistant General Manager.

- Employees not exhibiting symptoms of COVID-19 will be on-call for work activities, at the direction of the General Manager or their direct supervisor. All on-call employees must respond and be at work within 2 hours if called upon to work. On call operators shall continue to perform essentials functions including rounds, sampling, etc..
- Any employees reporting to work shall wear protective gear as determined by the General Manager and/or their supervisor, and gloves when interacting with other parties.
- Employee(s) that have contracted COVID-19 (or employees who have family members that have confirmed COVID-19) will not be allowed to return to work until they can provide a doctor's note, clearing them of COVID-19.
- If an employee has been confirmed to have COVID-19, the General Manager will inform other employees of their possible exposure to COVID-19, but will maintain confidentiality of the infected employee. All District employees will be instructed to stay home.
- Employees should refer to the County of San Luis Obispo's [ReadySLO.org](https://www.readySLO.org) website for guidance and up to date information on the local COVID-19 conditions.
- Board and committee meetings shall be postponed or conducted by teleconference (if possible) rather than by in-person meetings.
- Implement any potential remaining actions identified to minimize in-person contact among employees and between employees and the public.
- Implement all identified minimum essential functions necessary to maintain only essential District services, with essential personnel, as determined by the General Manager.
- CIP work is temporarily suspended. Other actions may be implemented at the direction of the General Manager, the CDC, or local health authorities.

Date: March 23, 2020  
Agenda Item: 3  
 Approved  
 Denied  
 Continued to

**RESOLUTION NO. 2020-2**

**DECLARATION OF EMERGENCY AND RESOLUTION OF THE LOS OSOS COMMUNITY SERVICES DISTRICT TO TEMPORARILY AUTHORIZE INCREASED AUTHORITY OF THE GENERAL MANAGER**

**Recitals**

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

**WHEREAS**, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials as pertains to measures to control the spread of COVID-19; and

**WHEREAS**, on March 13, 2020, the San Luis Obispo County Health Officer declared a public health emergency and the County Emergency Services Director also proclaimed a local emergency due to the COVID-19 pandemic; and

**WHEREAS**, on March 14, 2020, the San Luis Obispo County Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County, and additional cases have since been confirmed; and

**WHEREAS**, the health, safety and welfare of the Los Osos Community Services ("District") residents, businesses, visitors and staff are of utmost importance to the Board of Directors (“Board”), and additional future measures may be needed to protect the community; and

**WHEREAS**, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

**WHEREAS**, the District General Manager (“General Manager”) currently has spending authority up to \$25,000 under specific circumstances, without prior Board approval in addition to limited authority related to personnel matters; and

**WHEREAS**, in the absence of Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

**WHEREAS**, after consideration of all the facts reasonably available for review at the present time, the Board of Directors finds it in the best interest of the District to authorize the increase in General Manager spending authority up to \$50,000 upon authorization from the President of the Board or Vice President in his absence, and approves all acts necessary and appropriate to ensure the operation of the District.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** by the Board of Directors of the Los Osos Community Services District, as follows:

1. The Board of Directors declares a State of Emergency to exist in District as a result of the threat of Novel Coronavirus 2019 (“COVID-19”)



2. The Board of Directors authorizes an increase in the General Manager's spending authority up to \$50,000 upon authorization from the President of the Board or Vice President in his absence. The General Manager will notify the entire Board of Directors, in writing, of expenditures above the current spending authority of up to \$25,000.
3. The General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, and Procedures.
4. The authority vested in the General Manager by this resolution will terminate upon a declaration by the Governor that the State of Emergency has ended and the County Health Officer that the Public Health Emergency has ended and the County Emergency Services Director that the Local Emergency has ended.

**BE IT FURTHER RESOLVED** that said Bylaws and Rules of Decorum shall become effective upon their adoption.

On the motion of Director \_\_\_\_\_, seconded by Director \_\_\_\_\_,

and on the following roll call vote, to wit:

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Conflicts: \_\_\_\_\_

The foregoing resolution is hereby passed, approved, and adopted by the Board of Directors of the Los Osos Community Services District this 23<sup>rd</sup> day of March 2020.

\_\_\_\_\_  
 Charles L Cesena  
 President, Board of Directors  
 Los Osos Community Services District

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
 Ron Munds  
 General Manager and Secretary to the Board

\_\_\_\_\_  
 Jeffery Minnery  
 District Legal Counsel