



# ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

Ph: 415.259.2949 Fax: 415.460.2149

Directors: Michael Boorstein ~ Thomas Gaffney ~ Doug Kelly ~ Pamela Meigs ~ Mary Sylla

## SPECIAL BOARD MEETING AGENDA April 2, 2020 – Open Session at 1:30 p.m.

### MODIFIED BROWN ACT REQUIREMENTS IN LIGHT OF COVID-19

In Compliance with CA Executive Orders N-25-20 and N-29-20, members of the Board of Directors and members of the public will participate in this meeting by teleconference. The call-in information for the Board of Directors and the public is as follows:

United States (Toll Free): [1 866 899 4679](tel:18668994679)

United States: [+1 \(571\) 317-3116](tel:+15713173116)

Access Code: 821-307-613

<https://global.gotomeeting.com/join/821307613>

During this period of modified Brown Act Requirements, Ross Valley Sanitary District will use best efforts to swiftly resolve requests for reasonable modifications or accommodations with individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt whatsoever in favor of accessibility.

**Welcome:** *The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.*

**The Board President will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board members, open the item for public comment and return to the Board for additional comments and action. The public may speak for up to three minutes, as time allows, on agenda items.**

1. Call Meeting to Order
  - a) Roll Call
  - b) Pledge of Allegiance
2. Consideration of Adopting Resolution No 20-1582, Designation of Applicant's Agent Resolution for Non-State Agencies
3. Review and Determine a Need to Continue the Emergency Action Adopted in Resolution No. 20-1581 Declaring a State of Emergency and Authorizing Expenditures Related to the Global Coronavirus Disease 2019 (COVID-19) (**No Staff Report**)
4. Informational Items
  - a) Verbal Update on the District's COVID-19 Response

**Adjourn**

**Next Meeting:**

Regular Meeting on April 22, 2020, at 5:00 p.m. at Ross Valley Sanitary District, 2960 Kerner Blvd., San Rafael, CA, 94901

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.



## ROSS VALLEY SANITARY DISTRICT

2960 Kerner Blvd

San Rafael, CA 94901

(415) 259-2949 ~ [rvsd.org](http://rvsd.org)

### STAFF REPORT

**For the Meeting of April 2, 2020**

March 31, 2020

To: Board of Directors

Approved by:

From: Felicia Newhouse  
Assistant General Manager

**Subject: Consideration of Adopting Resolution No 20-1582, Designation of Applicant's Agent Resolution for Non-State Agencies**

#### Summary

This staff report is presented to the Board for adoption of Resolution No. 20-1582, authorizing the designation of a District agent to apply for FEMA reimbursement funding to the State of California Office of Emergency Services (Cal OES).

#### Discussion

On March 18, 2020, the Board adopted Resolution No. 20-1581 declaring a state of emergency and authorizing expenditures related to the Global Coronavirus Disease 2019 (COVID-19).

On March 20, 2020, staff was notified by FEMA that expenses related to the District's emergency protective measures as a result of the federally declared emergency (FEMA-3428-EM-CA California COVID-19) may be eligible for federal reimbursement. Expenses related to COVID-19 must be documented and submitted via a Request for Public Assistance (RPA). Initial RPAs must be submitted no later than close of business on Wednesday, April 8, 2020.

On March 31, 2020, staff executed a Task Order with Regional Government Services (RGS) to assist RVSD through the RPA process, including but not limited to the following tasks:

- Document emergency protective measures directly related to the impacts caused by the COVID-19 Event.

- Complete online forms in FEMA Online Grants Portal.
- Work with Cal OES and FEMA officials to identify issues that may require processing or payment assistance.
- Work with the RVSD to assemble necessary documentation and resolve any issues necessary to support processing and payment.

The cost for these services from RGS are based on a rate of \$150 per hour for an Emergency Management Senior Advisor consultant. All RGS costs related to the RPA are considered reimbursable expenditures and will be submitted along with other documented expenses.

The attached draft resolution is a required submittal for the initial application due on April 8, 2020. The resolution designates certain RGS staff to apply for federal financial assistance on behalf of RVSD.

### **Recommendation**

Adopt Resolution No. 20-1582 designating RGS staff as the District's agent to apply for FEMA reimbursement funding, specifically related to emergency expenditures incurred as a result of the California COVID-19 disaster.

### **Attachments**

- a. Draft Resolution 20-1582

**RESOLUTION NO. 20-1582**  
**DESIGNATION OF APPLICANT'S AGENT RESOLUTION**  
**FOR NON-STATE AGENCIES**

BE IT RESOLVED BY THE \_\_\_\_\_ OF THE \_\_\_\_\_  
(Governing Body) (Name of Applicant)

THAT \_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_, OR  
(Title of Authorized Agent)

\_\_\_\_\_  
(Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the \_\_\_\_\_, a public entity  
(Name of Applicant)

established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining certain federal financial assistance under Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.

THAT the \_\_\_\_\_, a public entity established under the laws of the State of California,  
(Name of Applicant)

hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.

**Please check the appropriate box below:**

This is a universal resolution and is effective for all open and future disasters up to three (3) years following the date of approval below.

This is a disaster specific resolution and is effective for only disaster number(s) \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

\_\_\_\_\_  
(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, \_\_\_\_\_, duly appointed and \_\_\_\_\_ of  
(Name) (Title)

\_\_\_\_\_, do hereby certify that the above is a true and correct copy of a  
(Name of Applicant)

Resolution passed and approved by the \_\_\_\_\_ of the \_\_\_\_\_  
(Governing Body) (Name of Applicant)

on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

**Cal OES Form 130 Instructions**

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted Resolution is older than three (3) years from the last date of approval, is invalid or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on page 1. The blanks are to be filled in as follows:

**Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California. Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the Governor's Office of Emergency Services regarding grants applied for by the Applicant. There are two ways of completing this section:

1. **Titles Only:** If the Governing Body so chooses, the titles of the Authorized Agents would be entered here, not their names. This allows the document to remain valid (for 3 years) if an Authorized Agent leaves the position and is replaced by another individual in the same title. If "Titles Only" is the chosen method, this document must be accompanied by a cover letter naming the Authorized Agents by name and title. This cover letter can be completed by any authorized person within the agency and does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document or their title changes.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents, and a minimum of two or more approving board members need to be listed.

**Certification Section:**

**Name and Title:** This is the individual that was in attendance and recorded the Resolution creation and approval.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member (if a person holds two positions such as City Manager and Secretary to the Board and the City Manager is to be listed as an Authorized Agent, then the same person holding the Secretary position would sign the document as Secretary to the Board (not City Manager) to eliminate "Self Certification.")