

**ROSS VALLEY SANITARY DISTRICT
REGULAR BOARD MEETING MINUTES**

Thursday, April 2, 2020
1:30 PM

Virtual Meeting via GoToMeeting

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

Directors Absent: None

Staff/Consultants Present: Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia McEntee, Clerk of the Board
Andrea Clark, District Counsel

Public Present: None.

Note: These minutes do not represent a transcript of the meeting and are intended to be a summary of the most important points. For a complete record, please refer to the video recording of the meeting, which will be available on the District's website at www.rvsd.org.

Item # 1 – Call Meeting to Order and Roll Call

The meeting was called to order by President Boorstein at 1:31 p.m. The Clerk of the Board called roll. The Board recited the Pledge of Allegiance.

Item # 2 - Consideration of Adopting Resolution No 20-1582, Designation of Applicant's Agent Resolution for Non-State Agencies

Motion: M/s Kelly/Meigs to Adopt Resolution No 20-1582, Designation of Applicant's Agent Resolution for Non-State Agencies with the Direction to Staff to Notify the Board if the Consultant's Billable Hours Exceed 40
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Vote: Ayes: Gaffney, Boorstein, Kelly, Sylla, Meigs Noes: None. Absent: None.
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The motion passed.

AGM Newhouse introduced the item and reminded the Board that they passed an emergency resolution at the March 18th meeting regarding response to the COVID-19 pandemic. The District is interested in applying for the available FEMA funding, and they have decided to coordinate with Regional Government Services (RGS) to compile an application. She told the Board that RGS has specific expertise in this area. Director Meigs asked for clarification about the types of reimbursements, and AGM Newhouse said that the District is tracking all related charges which

include additional technology, development of public service announcements, and increased office cleaning. GM Moore said that all these items would be considered part of the Districts COVID-19 Exposure Control Plan.

The Board discussed the consultant costs and anticipated number of hours. Director Kelly asked staff to notify the Board if RGS needs to charge more than 40 hours. GM Moore clarified that this item makes the determination that RGS can act on the District’s behalf, and this process is consistent with the actions of partner agencies.

This amended item passed unanimously via a roll-call vote.

Item # 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)

Motion: M/s Sylla/Gaffney 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)
Vote: Ayes: Gaffney, Boorstein, Kelly, Meigs, Sylla Noes: None. Absent: None.
The motion passed.

GM Moore gave the Board an update of actions taken with the emergency authority given to him at the March 18, 2020 meeting. Staff has not issued any contracts and they are maintaining operational functionality. Based on the updated health order that limits of essential needs for construction, staff is limited to determine what is “essential maintenance.” This is largely relegated to line maintenance and pump stations.

The staff are given Fridays off to allow for a 72-hour cool off period for metal and plastic material commonly used in the workplace. GM Moore told the Board that staff implemented a telecommuting policy for administrative staff. They also updated FLMA sick leave and other materials to provide a clear path for employees.

This amended item passed unanimously via a roll-call vote.

Item # 4 – Informational Items

Director Meigs asked for clarification on the modified work schedule and gave an alternate example from her workplace. She also confirmed that the union is aware of this modified work program. AGM Newhouse said that this is consistent with other agencies. Director Meigs asked if the District requires that employees use vacation time first and wanted clarification on cost to the District to pay Administrative Leave.

President Boorstein added that he participated in an online seminar hosted by East Bay Municipal Utility District (EBMUD), and all the agencies in this conversation enacted policies comparable to the District’s response. He also said that this call clarified that Collection System Workers are not actively being exposed to COVID-19 by interacting with sewage. GM Moore told the Board that staff is also adapting to their physical locations by staggering shifts.

This item is for informational purposes only; no action was taken on this item.

Adjourn: The Board adjourned at 2:14 p.m.

Thomas Gaffney

Thomas Gaffney
Secretary of the Board

Submitted by: *Julia McEntee*
Clerk of the Board