

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 Oceano Community Services District Boardroom will NOT be open for accessing the special meeting.



Notice of Regular Meeting Oceano Community Services District - Board of Directors Agenda

WEDNESDAY, April 08, 2020 – 6:00 P.M
Location: TELECONFERENCE – SEE BELOW

HOW TO OBSERVE THE MEETING

Telephone: Listen to the meeting live dialing: (669) 900-9128 or (346) 248-7799. Enter **Meeting ID# 531-726-0551** followed by the pound (#) key. If the line is busy, additional phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>

Computer: With internet access, watch the live streaming at <https://zoom.us/j/5317260551>. For information on Zoom's system requirements please visit: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>

Mobile: Log in through the Zoom Mobile App on a smartphone and enter **Meeting ID#: 531-726-0551**.

HOW TO SUBMIT PUBLIC COMMENTS

Before the Meeting: Please email your comments to carey@oceanocsd.org with "Public Comment" in the subject line. In your email please include the agenda item number and title and your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence, approximately 500 words), prominently write "Read Aloud at Meeting" at the top of the email. You may also provide public comment through the District website at: <https://oceanocsd.org/contact/>. All comments received before 12:00 p.m. the day of the meeting will be included as an agenda supplement on the District's website <https://oceanocsd.org/meeting-agendas-minutes/agenda-packets/> and provided to the Directors prior to the meeting. Comments received after the deadline, but prior to the meeting start time, will be treated as live comments.

Live Comments: During the meeting, the Board President or designee will announce the opportunity for public comment. Members of the public may utilize the "raise hand" feature in Zoom to be placed into the speaking queue. Each individual speaker is limited to a presentation time of THREE (3) minutes per item. Persons wishing to speak on more than one item shall limit his/her remarks to a total of SIX (6) minutes. This time may be allocated between items in one-minute increments up to three minutes. Time limits may not be yielded to or shared with other speakers.

To "Raise Hand:"

- **Telephone:** Prese "9" to raise your hand to notify meeting host and be placed in the queue. The host will unmute and call on you when it's your time to speak.
- **Computer/Mobile Device:** Click the "raise hand" button to notify meeting host and be placed in the queue. The host will unmute and call on you when it's your time to speak.

Comments received after the close of public comment will be added to the record after the meeting.

All items on the agenda including information items, may be deliberated. Any member of the public with an interest in one of these items should review the background material and request information on the possible action that could be taken.

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. AGENDA REVIEW
5. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

This public comment period provides an opportunity for members of the public to address the Board on matters of interest within the jurisdiction of the District that are not listed on the agenda. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

6. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Operations – Utility System Manager Tony Marraccino
- ii. FCFA Operations - Chief Steve Lieberman
- iii. OCSD General Manager – Will Clemens
- iv. Sheriff's South Station - Commander Michael Manuele

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa
- ii. Director Gibson
- iii. Vice President White
- iv. President Austin
- v. Director Repogle

C. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

This public comment period provides an opportunity for members of the public to address the Board on matters discussed during Agenda Item #6 – Special Presentations and Reports. If a member of the public wishes to speak at this time, Public comment is limited to three (3) minutes.

7. CONSENT AGENDA ITEMS:

Public comment Members of the public wishing to speak on consent agenda items may do so when recognized by the Presiding Officer. To facilitate public comment, we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Review and Approval of Minutes for Regular Meeting March 11, 2020
- B. Review and Approval of Minutes for Special Meeting March 20, 2020
- C. Review and Approval of Cash Disbursements

8. BUSINESS ITEMS:

Public comment Members of the public wishing to speak on business items may do so when recognized by the Presiding Officer. To facilitate public comment, we request persons wishing to speak to fill out a speak request form and give it to the General Manager. Public comment is limited to three (3) minutes.

- A. Approval of a temporary addendum to Memorandum of Understanding with the Service Employees International Union Local 620
- B. Overview of District's COVID-19 Response and Ratification of Certain Actions

9. HEARING ITEMS:

10. RECEIVED WRITTEN COMMUNICATIONS: Letter from Susan Thomas, SEIU Local 620

11. LATE RECEIVED WRITTEN COMMUNICATIONS:

12. FUTURE AGENDA ITEMS: District Policies, Roles and Responsibilities with Related Agencies, Five Cities Fire Authority, District Rules and Regulations, Cienega Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Wastewater CIP, The Place, EIR State Parks PWP, Old Firehouse Art

13. FUTURE HEARING ITEMS:

14. CLOSED SESSION:

15. ADJOURNMENT:

This agenda was prepared and posted pursuant to Government Code Section 54954.2. Agenda is posted at the Oceano Community Services District, 1655 Front Street, Oceano, CA. Agenda and reports can be accessed and downloaded from the Oceano Community Services District website at www.oceanocsd.org

ASSISTANCE FOR THE DISABLED If you are disabled in any way and need accommodation to participate in the Board meeting, please call the Clerk of the Board at (805) 481-6730 for assistance at least three (3) working days prior to the meeting so necessary arrangements can be made.



Oceano Community Services District

Summary Minutes

Regular Meeting Wednesday, March 11, 2020 – 6:00 P.M.

Oceano Community Services District Board Room

1655 Front Street, Oceano, CA

1. **CALL TO ORDER:** at 6:00 p.m. by President Austin
2. **FLAG SALUTE:** led by President Austin
3. **ROLL CALL:** Board members present: President Austin, Vice President White, Director Gibson, and Director Replogle. Also present, General Manager Will Clemens, Legal Counsel Jeff Minnery, Business and Accounting Manager Carey Casciola, and Board Secretary Celia Ruiz. Board member absent: Director Villa.
4. **AGENDA REVIEW:**
No public comment.
Agenda approved as amended in 7b with a motion from Vice President White and a second from Director Gibson, 4-0 vote
5. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**
Public comment was received from:

Ritu Muralidharan from SLO COG	Commented on CHP and Caltrans new program called freeway service patrol
April, Five Cities Resident	Commented on not having the ability to electronic payment.
Robert MacLeod from SEIU Local 620	Commented on supporting staff
Julie Tacker	Commented on cost saving efforts in regards to taking minutes.

7. SPECIAL PRESENTATIONS & REPORTS:

A. STAFF REPORTS:

- i. Operations - Field Supervisor Tony Marraccino – reported on 9 work orders, 8 customer calls, 6 USA's, 2 after hour call outs, Lopez currently at 51%, no SSO's in the month of Feb., samples, lift station went down on 3/10 due to PG&E's breaker going down, received calls regarding flooding and would like to inform the community that flooding is performed by SLO County, replaced faucets at District office and fire living space, hydrant maintenance, cleared graffiti at water yard, 4 ready 311 app tickets, door hangers, and meter swaps.
- ii. FCFA - Chief Steve Lieberman – reported on the 5 year review for ISO data clearing house, discussed and gave update on COVID-19.
- iii. OCSD General Manager – Will Clemens – reported on COVID-19 and what is being done in office to prevent the spread, possible office closure if the virus develops, written report form provided to comply with CA Gov code for Board Member attending meetings, Norswing and Pershing project under construction, emergency generator complete just need final review from County to finalize, Zone 3 contract amendments, attended CUCACC last week in Sacramento, attended CSDA seminar regarding Prop 218.
- iv. Sheriff's South Station - Commander Michael Manuele – None

B. BOARD OF DIRECTORS AND OUTSIDE COMMITTEE REPORTS:

- i. Director Villa – Absent
- ii. Director Gibson – reported on WRAC

- iii. Vice President White – None
- iv. President Austin – reported on SSLOCSD
- v. Director Replogle – None

b. PUBLIC COMMENT ON SPECIAL PRESENTATIONS AND REPORTS:

Public comment was received from:

Julie Tacker	Would like to know if the written report form is available for public.
Mary Lucey, Oceano	Commented sewer spill at SSLOCSD and communicating water quality.

Director Replogle requested for items 7c & 7d to be considered separately.

7 CONSENT AGENDA:	ACTION:
<ul style="list-style-type: none"> a. Review and Approval of Minutes for February 26, 2020 b. Review and Approval of Cash Disbursements 	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved as modified in item 7b with the addition of \$ 8,494.25 for a total of \$98,567.16 with a motion from Vice President White, and a second from Director Gibson and a 4-0 roll call vote.</p> <p>Public comment was received from: Julie Tacker – in support of a written report form for committee member meetings and compliance with state law.</p>
<ul style="list-style-type: none"> c. Consideration of a letter of opposition on proposed legislation 	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved with a motion from Director Gibson, and a second from Vice President White and a 3-1 roll call vote. Director Replogle dissented.</p> <p>Public comment was received from: Julie Tacker - opposition of letter with additional comments. Mary Lucey, Oceano – opposition of letter with additional comments.</p>
<ul style="list-style-type: none"> d. Recommendation to Approve the General, Auto and other Liability Insurance Coverage for 2020 and authorize payment in the amount of \$25,224 	<p>After an opportunity for public comment and Board discussion, staff recommendations were approved with the addition of covering a volunteer program for clean ups at a reasonable cost and to ensure the additional policy is reasonable and necessary with a motion from Vice President White, and a second from Director Replogle and a 4-0 roll call vote.</p> <p>No public comment.</p>

8A BUSINESS ITEM:	ACTION:
Review and consideration of District Code 15.10 Sale of Fireworks	<p>After an opportunity for public comment, a video presentation, presentations by Chief Lieberman and Senior Deputy Wyatt, and Board discussion, no action taken.</p> <p>Public comment was received from: Ester Myers, of Open Door Preschool of Oceano – in support of the sale of fireworks with additional comments.</p>

	<p>Larry Brewer, Oceano – in support of the sale of fireworks with additional comments.</p> <p>April, Five Cities –would support safe and sane fireworks if the illegal fireworks were enforced with additional comments on enforcement.</p> <p>Julie Tacker – in opposition of the sale of fireworks with additional comments.</p> <p>Mary Lucey, Oceano – supports the sale of fireworks with additional comments.</p> <p>Luis Linney, TNT Employee – in support of the sale of fireworks with additional comments.</p>
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The Board recessed from 8:40-8:45.

8B BUSINESS ITEM:	ACTION:
<p>Consideration of 2020 District Priorities and Goals with Board Direction as deemed appropriate</p>	<p>After an opportunity for public comment and Board discussion, consensus was reached on priorities as presented in the staff report.</p> <p>Public comment was received from:</p> <p>Julie Tacker – in support of placing voting districts as the highest priority with additional comments.</p> <p>April, Five Cities – in support of different payment methods with additional comments.</p>

- 10. **HEARING ITEMS:** None
- 11. **RECEIVED WRITTEN COMMUNICATIONS:** None
- 12. **LATE RECEIVED WRITTEN COMMUNICATIONS:** None
- 13. **FUTURE AGENDA ITEMS:** District Policies, Roles and Responsibilities with Related Agencies, Five Cities Fire Authority, District Rules and Regulations, Cienega Seabreeze Park, Inc. Continued, Deferred Infrastructure Program, Lopez Water Contract Amendments, Wastewater CIP, The Place, EIR State Parks PWP, Old Firehouse Art
- 14. **FUTURE HEARING ITEMS:** None
- 15. **ADJOURNMENT:** at approximately 8:10 pm



Oceano Community Services District

Summary Minutes

Special Meeting Wednesday, March 20, 2020 – 1:00 P.M.

Oceano Community Services District

Teleconference and/ or electronic access to the Special Meeting:

go to <https://www.spiderphone.com/62901401>

(This link will connect both your browser and telephone to the call)

OR dial 1 (877) 378-0449 and enter 6290 1401 OR dial +1 330-892-7762 and enter 6290 1401

Pursuant to Governor Newsom's Executive Order N-29-20, members of the Board of Directors, staff and public were able to participate in this meeting via teleconference and/or electronically. The Oceano Community Services District Boardroom was NOT open for accessing the special meeting.

1. **CALL TO ORDER:** at 1:12 p.m. by President Austin

2. **ROLL CALL: Board members in attendance: President Austin, Vice President White, Director Gibson, Director Villa, and Director Replogle. Also present, General Manager Will Clemens, Legal Counsel Jeff Minnery, and Business and Accounting Manager Carey Casciola.**

3. **PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA:**
None via teleconference or email/written submission

4 BUSINESS ITEM:	ACTION:
Consideration of recommendations to approve a Declaration of Emergency and resolution to temporarily authorize increased authority of the General Manager	After an opportunity for public comment and Board discussion, a motion was made to approve the attached resolution with an amendment to section 3. Motion made by Vice President White, a second from Director Gibson 5-0 roll call vote. Public comment received from: JB in support of the resolution

4. **CLOSED SESSION**
None

5. **ADJOURNMENT**
1:31p.m.



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

PHONE(805) 481-6730 FAX (805) 481-6836

Date: April 8, 2020

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #7C: Recommendation to Approve Cash Disbursements**

Recommendation

It is recommended that your board approve the attached cash disbursements:

Discussion

The following is a summary of the attached cash disbursements:

Description	Check Sequence	Amounts
	* 58299 - 58346	
Disbursements Requiring Board Approval prior to Payment:		
Regular Payable Register - paid 04/08/2020	** 58318 - 58346	\$ 313,232.54
	Subtotal:	\$ 313,232.54
Reoccurring Payments for Board Review (authorized by Resolution 2018-11):		
Payroll Disbursements - PPE 03/14/2020	N/A	\$ 30,438.84
Payroll Disbursements - PPE 03/28/2020	N/A	\$ 29,618.02
Reoccurring Utility Disbursements - paid 03/11/2020	58299 - 58307	\$ 7,429.47
Reoccurring Health Disbursements - paid 03/11/2020	58308	\$ 56.21
Reoccurring Utility Disbursements - paid 03/25/2020	58309 - 58311	\$ 1,268.38
Reoccurring Health Disbursements - paid 03/25/2020	58312 - 58313	\$ 10,193.98
Reoccurring Utility Disbursements - paid 04/08/2020	58315 - 58317	\$ 4,291.07
	Subtotal:	\$ 83,295.97
	Grand Total:	\$ 396,528.51

* Check #58314 for \$25,665.00 to Tolman & Wicker Insurance. Approved at 3/11/2020 meeting in Agenda Item 7D.

** Check #58342 is a system voided check where the check stub provides information continuation.

Other Agency Involvement

N/A

Other Financial Considerations

Amounts are within the authorized Fund level budgets.

Results

The Board's review of cash disbursements is an integral component of the District's system of internal controls and promotes a well governed community.

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:	-----							
1-1001-000	4/02/2020	CHECK	058318	R&R ROLL-OFF LLC	720.47CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058319	PETTY CASH	55.00CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058320	DICKSON	259.44CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058321	WHITE, KAREN M.	450.00CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058322	BACKYARD IMPROVEMENT CENTER	194.60CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058323	FASTENAL COMPANY	399.07CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058324	ARROYO GRANDE CHEVROLET	66.29CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058325	ADAMSKI MOROSKI MADDEN CUMBERL	10,817.50CR	OUTSTND	A	0/00/0000 LEGAL
1-1001-000	4/02/2020	CHECK	058326	U.S. POSTAL SERVICE	275.00CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058327	ARAMARK	330.60CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058328	ZENITH INSURANCE COMPANY	1,980.00CR	OUTSTND	A	0/00/0000 INSURANCE
1-1001-000	4/02/2020	CHECK	058329	GSI WATER SOLUTIONS, INC.	4,127.16CR	OUTSTND	A	0/00/0000 NCMA - FEB 2020 SERVICES
1-1001-000	4/02/2020	CHECK	058330	EVERYWHERE RIGHT NOW, INC.	75.00CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058331	SHRED-IT USA JV LLC	76.58CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058332	REPLOGLE, CYNTHIA	200.00CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058333	BRENT SARKISON DBA CALTEC COMP	239.00CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058334	CITY OF ARROYO GRANDE	3,094.70CR	OUTSTND	A	0/00/0000 WHEELED WATER
1-1001-000	4/02/2020	CHECK	058335	CLINICAL LAB OF SAN BERNARDINO	340.00CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058336	RABOBANK VISA CARD	2,097.63CR	OUTSTND	A	0/00/0000 SOFTWARE, OUTREACH, TRAINING
1-1001-000	4/02/2020	CHECK	058337	J.B. DEWAR, INC.	669.20CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058338	FIVE CITIES FIRE AUTHORITY	284,537.00CR	OUTSTND	A	0/00/0000 QUARTERLY PAYMENT
1-1001-000	4/02/2020	CHECK	058339	KNECHT'S PLUMBING & HEATING, I	277.04CR	OUTSTND	A	0/00/0000

4/02/2020 3:49 PM
 COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK RECONCILIATION REGISTER

PAGE: 2
 CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058318 THRU 058346

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CHECK:								
1-1001-000	4/02/2020	CHECK	058340	MIER BROS.	150.85CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058341	MINER'S ACE HARDWARE, INC.	479.65CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058342	VOID CHECK	0.00	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058343	QUILL CORPORATION	461.43CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058344	CARQUEST AUTO PARTS	96.93CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058345	THE TRIBUNE	574.43CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058346	UNITED RENTALS (NORTH AMERICA)	187.97CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	313,232.54CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	313,232.54CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

Payroll Summary Report
Board of Directors - Agenda Date April 8, 2020

	(*)		
Gross Wages	2/29/2020	3/14/2020	3/28/2020
Regular	\$25,886.83	\$25,969.32	\$25,747.94
Overtime Wages	\$638.92	\$838.83	\$343.02
Stand By	\$550.00	\$600.00	\$450.00
	<u>\$27,075.75</u>	<u>\$27,408.15</u>	<u>\$26,540.96</u>
Cell Phone Allowance	\$75.00	\$0.00	\$75.00
Total Wages	<u>\$27,150.75</u>	<u>\$27,408.15</u>	<u>\$26,615.96</u>
Disbursements			
Net Wages	\$21,233.46	\$21,395.19	\$20,238.75
State and Federal Agencies	\$4,855.07	\$4,960.67	\$5,330.96
CalPERS - Normal	\$3,934.26	\$3,934.26	\$3,899.59
SEIU - Union Fees	\$148.72	\$148.72	\$148.72
Total Disbursements processed with Payroll	<u>\$30,171.51</u>	<u>\$30,438.84</u>	<u>\$29,618.02</u>
Health (Disbursed with reoccurring bills)	\$5,966.99	\$5,966.99	\$5,966.99
Total District Payroll Related Costs	<u>\$36,138.50</u>	<u>\$36,405.83</u>	<u>\$35,585.01</u>

(*) Previously reported in prior Board Meeting packet - provided for comparison.

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058299 THRU 058307

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK:								
1-1001-000	3/11/2020	CHECK	058299	ADVANTAGE ANSWERING PLUS, INC	239.88CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058300	AGP VIDEO INC.	1,705.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058301	CHARTER COMMUNICATIONS	150.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058302	DIGITAL WEST NETWORKS, INC.	588.17CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058303	VERIZON WIRELESS	237.99CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058304	PACIFIC GAS & ELECTRIC	4,029.60CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058305	SO CAL GAS	155.73CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058306	STANLEY CONVERGENT SECURITY SO	99.60CR	OUTSTND	A	0/00/0000
1-1001-000	3/11/2020	CHECK	058307	ELECSYS INTERNATIONAL CORP	223.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	7,429.47CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	7,429.47CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND
ACCOUNT: 1-1001-000 POOLED CASH OPERATING
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 058308 THRU 058308

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	3/11/2020	CHECK	058308	TASC -CLIENT INVOICES	56.21CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	56.21CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	56.21CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058309 THRU 058311

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	3/25/2020	CHECK	058309	HIRIARTE'S INDOOR CLEANING SER	825.00CR	OUTSTND	A	0/00/0000
1-1001-000	3/25/2020	CHECK	058310	DE LAGE LANDEN FINANCIAL SERVI	150.15CR	OUTSTND	A	0/00/0000
1-1001-000	3/25/2020	CHECK	058311	COASTAL COPY, INC.	293.23CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	1,268.38CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	1,268.38CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND
ACCOUNT: 1-1001-000 POOLED CASH OPERATING
TYPE: All
STATUS: All
FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
CLEAR DATE: 0/00/0000 THRU 99/99/9999
STATEMENT: 0/00/0000 THRU 99/99/9999
VOIDED DATE: 0/00/0000 THRU 99/99/9999
AMOUNT: 0.00 THRU 999,999,999.99
CHECK NUMBER: 058312 THRU 058313

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	3/25/2020	CHECK	058312	BLUE SHIELD OF CALIFORNIA	8,831.80CR	OUTSTND	A	0/00/0000
1-1001-000	3/25/2020	CHECK	058313	PRINCIPAL LIFE INSURANCE COMPA	1,362.18CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	10,193.98CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	10,193.98CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		

COMPANY: 99 - POOLED CASH FUND
 ACCOUNT: 1-1001-000 POOLED CASH OPERATING
 TYPE: All
 STATUS: All
 FOLIO: All

CHECK DATE: 0/00/0000 THRU 99/99/9999
 CLEAR DATE: 0/00/0000 THRU 99/99/9999
 STATEMENT: 0/00/0000 THRU 99/99/9999
 VOIDED DATE: 0/00/0000 THRU 99/99/9999
 AMOUNT: 0.00 THRU 999,999,999.99
 CHECK NUMBER: 058315 THRU 058317

ACCOUNT	--DATE--	--TYPE--	NUMBER	-----DESCRIPTION-----	----AMOUNT---	STATUS	FOLIO	CLEAR DATE
CHECK: -----								
1-1001-000	4/02/2020	CHECK	058315	VERIZON WIRELESS	237.99CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058316	PACIFIC GAS & ELECTRIC	3,829.58CR	OUTSTND	A	0/00/0000
1-1001-000	4/02/2020	CHECK	058317	ELECSYS INTERNATIONAL CORP	223.50CR	OUTSTND	A	0/00/0000
TOTALS FOR ACCOUNT 1-1001-0				CHECK	TOTAL:	4,291.07CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		
TOTALS FOR POOLED CASH FUND				CHECK	TOTAL:	4,291.07CR		
				DEPOSIT	TOTAL:	0.00		
				INTEREST	TOTAL:	0.00		
				MISCELLANEOUS	TOTAL:	0.00		
				SERVICE CHARGE	TOTAL:	0.00		
				EFT	TOTAL:	0.00		
				BANK-DRAFT	TOTAL:	0.00		



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: April 8, 2020

To: Board of Directors

From: Carey Casciola, Business and Accounting Manager

Subject: **Agenda Item #8(A):** Approval of a temporary addendum to Memorandum of Understanding with the Service Employees International Union Local 620

Recommendations

It is recommended that your Board approve a temporary addendum to the Memorandum of Understanding (MOU) with the Service Employees International Union Local 620.

Discussion

The District's non-management employees are represented by Service Employees International Union Local 620 (SEIU). The Memorandum of Understanding (MOU) between the District and SEIU was approved on August 29, 2018. A temporary addendum has been developed by the District and confirmed by the representatives of SEIU in light of COVID-19 and the Families First Coronavirus Response Act (FFCRA). The FFCRA requires employers to provide employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 and are listed as follows:

- 80 hours of paid sick leave at the employee's regular rate of pay when the employee is unable to work because the employee is quarantine and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 80 hours of paid sick leave at two-thirds the employees regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine or to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.
- Up to an additional 10 weeks (12 weeks total after the 80 hours mentioned above) of paid extended family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work due to a need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.



The qualified reasons for an employee to qualify for the leave are as follows:

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine related to COVID-19.
3. The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. The employee is caring for an individual subject to an order described in (1) or self-quarantine as described in (2).
5. The employee is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19.
6. The employee is experiencing any other substantially- similar condition specified by the Secretary of Health and Human Service, in consultation with the Secretaries of Labor and Treasury.

At this time, these provisions will apply from April 1, 2020 to December 31, 2020 and the paid sick leave provided does not carryover from one year to the next. Employers are not entitled to reimburse for unused leave upon termination, resignation, retirement or their separation from employment.

The addendum to the MOU also includes a policy for telecommuting. This is to ensure that essential District functions continue to be performed at an alternative location during the disruption of normal operations.

Other Agency Involvement

The SEIU provides representation for non-management employees and has reviewed and confirmed the temporary addendum to the MOU.

Other Financial Considerations

The cost of additional sick leave was not incorporated into the Final 2019/20 budget but based on the second quarter review no adjustment is required at this time. Staff telecommuting to work has been set up with the free Chrome Remote Desktop program and the costs related to the installation were nominal and no budget adjustment is required at this time.



Oceano Community Services District

Board of Directors Meeting

Results

Consideration of personnel related issues promotes effective and safe administration of the District.

Attachments:

- Temporary Addendum to the Memorandum of Understanding with Service Employees International Union, Local 620 due to COVID-19

TEMPORARY ADDENDUM TO THE OCEANO COMMUNITY
SERVICES DISTRICT AND SERVICE EMPLOYEES
INTERNATIONAL UNION, LOCAL 620 MEMORANDUM OF
UNDERSTANDING DUE TO COVID-19

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In response to COVID-19 and the Families First Coronavirus Response Act (FFCRA) these emergency sick leave and telecommuting policies will supplement and augment the current memorandum of understanding between the service employees international union, Local 620 and the Oceano Community Services District.

EMERGENCY SICK LEAVE AND FAMILY MEDICAL CARE LEAVES

EMERGENCY SICK LEAVE. From April 1, 2020 through December 31, 2020, employees can take Emergency Paid Sick Leave as follows:

- A. Employees are entitled to Emergency Paid Sick Leave at their regular rate of pay if they are unable to work or telework for the following reasons:
 - (1) The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, except for employees providing essential government services <https://www.emergencyslo.org/en/businesses-that-may-remain-open.aspx>
 - (2) The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
 - (3) The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

- B. Employees are entitled to Emergency Paid Sick Leave at two-thirds of the employee's regular rate of pay if they are unable to work or telework because:
 - (1) The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, except for employees providing essential government services or been advised by a health care provider to self-quarantine due to concerns related to COVID-19 order as described in subparagraph (1) or has been advised as described in paragraph (2) of subsection (A), above.
 - (2) The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
 - (3) The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

C. Emergency Paid Sick Leave:

(1) Leave taken as Emergency Paid Leave is in addition to any other leave accrued and does not accrue beyond 80 hours. Unused leave does not carryover for any employees.

(2) Emergency Paid Sick Leave is subject to the following caps:

i. \$511/Day and \$5,110 in the Aggregate for the Following Employee-Related COVID-19 Absence Reasons

1. The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, except for employees providing essential government services
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

ii. \$200/Day and \$2,000 in the Aggregate for the Following Reasons Related to the Employee Taking Leave to Care for an Individual or Son or Daughter

1. The employee is caring for an individual who is subject to an order as described in subparagraph (1) or has been advised as described in paragraph (2).
2. The employee is caring for a son or daughter of such employee if the school or place of care of the son or daughter has been closed, or the child care provider of such son or daughter is unavailable, due to COVID-19 precautions.
3. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

(3) Employees may supplement the two-thirds pay with their accrued leaves to achieve 100% of their regular rate of pay.

D. PROTECTED SICK LEAVE

- 1) Emergency Paid Leave described in section (A) & (B) is protected when used for the reasons specified in section (A) & (B).

E. CERTIFICATION

An employee using Emergency Paid Sick Leave must certify the reason for the leave.

F. SICK LEAVE REINSTATEMENT

Unused Emergency Paid Sick Leave will not be reinstated after December 31, 2020.

G. REASONS FOR LEAVE

Leave due an inability to work (or telework) due to the care of a child under the Emergency Family and Medical Leave Expansion Act. (Sec. 110 (a)(2)(A).)
(*Subject to section H below.*)

H. EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT

i. Eligibility

Employees are eligible for up to 12 weeks of job-protected Public Health Emergency Leave if the following requirements are met:

1. The employee has worked for the District for at least 30 calendar days, (FMLA Sec. 110(a)(1)(A);
2. The employee is unable to work (or telework) due to a need to care for the son or daughter (under 18 years of age) who's school or place of care has been closed, or who's child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority, except for employees providing essential government services (FMLA Sec. 110(a)(2)(A) & (B)); and
3. The employee provided reasonable notice of the need for the leave.

4. Protected Health Emergency Leave is a form of FMLA leave and is not in addition to any other FMLA leave.

ii. Paid Leave

The first 10 days of Emergency Family Medical Leave may consist of unpaid leave unless the employee elects to utilize accumulated leaves, including Emergency Paid Sick Leave in section (A) & (B) above. For the remaining 10 weeks, an employee is entitled to paid leave at two-thirds of the employee's regular rate of pay. (FMLA Sec. 110(b).) However, paid leave is subject to a cap of \$200 per day and \$10,000 total.

iii. Restoration to Prior Position

Employees out on Emergency Family and Medical Leave are entitled to reinstatement to their prior position unless the position held by the employee does not exist due to economic conditions or other changes in operating conditions caused by a public health emergency during the period of leave. (FMLA Sec. 110(d).

If the District is unable to restore the employee to an equivalent position to the employee's prior position, the District will notify the employee if an equivalent position becomes available within 1-year of either, the date the public health emergency concludes or date which is 12 weeks after the employee started their Emergency Family and Medical Leave, (which ever date is earlier). Notification shall be by regular mail to the employees address on file.

iv. Expiration

The provision of this section shall expire on December 31, 2020 or when the Emergency Family and Medical Leave Expansion Act is no longer effective.

(e) Employees shall request leave as soon as practicable and shall certify the need for leave in writing at the time of the request.

EMERGENCY TELECOMMUTING POLICY

The purpose of the Emergency Telecommuting Policy is to ensure that essential District functions continue to be performed at an alternative location during the disruption of normal operations. The District will implement this Policy in keeping with the mission of the District and the respective Department. This Policy is an emergency policy and the General Manager has discretion to withdraw the Policy if deemed necessary.

The General Manager shall designate and authorize specific times in which an Emergency Telecommuting Agreement (“ETA” or “Agreement”) shall apply. Any ETA is subject to the terms and conditions set forth in this Policy below.

Eligibility Criteria

Telecommuting is not suitable for all employees and/or positions. The General Manager has the discretion to determine the employees and positions who may telecommute on an emergency basis utilizing criteria that includes, but is not limited to:

1. The operational needs of the employee’s department and the District;
2. The potential for disruption to the District’s functions;
3. The ability of the employee to perform his or her specific job duties from a location separate from his or her District worksite (‘Alternate Worksite”) without diminishing the quantity or quality of the work performed;
4. The degree of face-to-face interaction with other District employees and the public that the employee’s position requires;
5. The portability of the employee’s work;
6. The ability to create a functional, reliable, safe, and secure Alternate Worksite for the employee at a reasonable cost;
7. The risk factors associated with performing the employee’s job duties from a location separate from his or her District Worksite;
8. The ability to measure the employee’s work performance from a location separate from his or her District Worksite;
9. The employee’s supervisory responsibilities;
10. The employee’s need for supervision;
11. Other considerations deemed necessary and appropriate by the employee’s immediate supervisor and the General Manager.

Telecommute Assignment:

1. Any ETA is only valid for the time period specified in the Agreement. The Agreement is invalid after this time unless the District approves an extension in writing. The District may, in its discretion, decide to terminate the Agreement earlier.
2. Employee acknowledges and agrees that the ETA is temporary and subject to the discretion of management. Telecommuting will be approved on a case-by-case basis consistent with the eligibility criteria above.
3. Non-exempt employees who receive overtime shall be assigned a work schedule in the ETA, including rest and meal breaks (“Work Schedule”). Any deviation from the Work Schedule must be approved in advance, in writing, by management. Non-exempt employees must take meal and rest breaks while telecommuting, just as they would if they were reporting to work at their District worksite. Non-exempt employees may not telecommute outside their normal work hours without prior written authorization from their supervisor. A non-exempt employee who fails to secure written authorization before telecommuting outside his or her normal work hours may face discipline in accordance with the District’s policy for working unauthorized overtime.
4. Telecommuting employees are required to be accessible in the same manner as if they are working at their District worksite during the established telecommuting Work Schedule, regardless of the designated location for telecommuting, or “Alternate Worksite.” Employees must be accessible via telephone, email, and/or network access to their supervisor and other District employees while telecommuting, as if working at their District worksite. Employees shall check their District related business phone messages and emails on a consistent basis, as if working at their District worksite.
5. Employees shall work on a full-time basis, according to the Work Schedule. Employees are required to maintain an accurate record of all hours worked at the Alternate Worksite and make that record available to his or her supervisor upon request. Employees shall record all non-productive work time on his/her timesheet.
6. While telecommuting, employees shall adhere to the following:
 - a. Be available to the department via telephone and/or email during all ETA designated work hours.
 - b. Have the Alternate Worksite be quiet and free of distractions, with reliable and secure internet and/or wireless access.
 - c. All periods of employees’ unavailability must be approved in advance by management in accordance with department policy and documented on the appropriate leave of absence request form.

- d. Employees shall ensure dependent care will not interfere with work responsibilities.
- e. Employees must notify their supervisor promptly when unable to perform work assignments because of equipment failure or other unforeseen circumstances.

General Duties, Obligations and Responsibilities:

Employees must adhere to the provisions set forth in this Policy and the terms of the ETA. Any deviation from the ETA requires prior written approval from the District.

1. All existing duties, obligations, responsibilities and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all District and departmental policies and procedures, rules and regulations, applicable Memoranda of Understanding, and all other official District documents and directives.
2. Employees authorized to perform work at an Alternate Worksite must meet the same standards of performance and professionalism expected of District employees in terms of job responsibilities, work product, timeliness of assignments, and contact with other District employees and the public.
3. Employees shall ensure that all official District documents are retained and maintained according to the normal operating procedures in the same manner as if working at a District worksite.
4. Employees may receive approval to use personal computer equipment or be provided with District issued equipment at the discretion of the General Manager.
5. The District shall not be responsible for costs associated with the use of computer and/or cellular equipment, including energy, data or maintenance costs, network costs, home maintenance, home workspace furniture, ergonomic equipment, liability for third party claims, or any other incidental costs (*e.g.*, utilities associated with the employee's telecommuting).
6. Employees shall continue to abide by practices, policies and procedures for requests of sick, vacation and other leaves of absences. Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing by each employee's supervisor. If an employee becomes ill while working under an ETA, he/she shall notify his/her supervisor immediately and record on his/her timesheet any hours not worked due to incapacitation.
7. Employees must take reasonable precautions to ensure their devices (*e.g.*, computers, laptops, tablets, smart phones, etc.) are secure before connecting remotely to the District's network and must close or secure all connections to District desktop or system resources (*e.g.*, remote desktop, VPN connections, etc.) when not conducting work for

the District. Employees must maintain adequate firewall and security protection on all such devices used to conduct District work from the Alternate Worksite.

8. Employees shall exercise the same precautions to safeguard electronic and paper information, protect confidentiality, and adhere to the District's records retention policies, especially as it pertains to the Public Records Act. Employees must safeguard all sensitive and confidential information (both on paper and in electronic form) relating to District work they access from the Alternate Worksite or transport from their District worksite to the Alternate Worksite. Employees must also take reasonable precautions to prevent third parties from accessing or handling sensitive and confidential information they access from the Alternate Worksite or transport from their District worksite to the Alternate Worksite. Employees must return all records, documents, and correspondence to the District at the termination of the ETA or upon request by their supervisor, or General Manager.
9. Employees' salary and benefits remain unchanged. Workers' Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers' Compensation law. Employees must report any such work-related injuries to their supervisor immediately. The District shall not be responsible for injuries or property damage unrelated to such work activities, including injuries to third persons when said injuries occur at the Alternate Worksite.
10. All of Employees' existing supervisory relationships, lines of authority and supervisory practices remain in effect. Prior to the approval of this Agreement, supervisors and employees shall agree upon a reasonable set of goals and objectives to be accomplished. Supervisors shall use reasonable means to ensure that timelines are adhered to and that goals and objectives are achieved.
11. Any breach of the telecommuting agreement by the employee may result in termination of the Agreement and/or disciplinary action, up to and including termination of employment.

Emergency Telecommuting Agreement

Employee Acknowledgement:

I, the undersigned employee (“Employee”), have read the Emergency Telecommuting Policy and the Emergency Telecommuting Agreement (“ETA” or “Agreement”) in their entirety and I agree to abide by the terms and conditions they contain. I understand and agree that the ETA is temporary and contingent upon General Manager approval. Approval does not imply entitlement to a permanently modified position or a continued telecommute arrangement.

I understand and agree that the ETA is voluntary and may be terminated at any time. I further understand that the District may, at any time, change any or all of the conditions under which approval to participate in the ETA is granted, with or without notice.

I agree to and understand my duties, obligations and responsibilities. I also understand it is my responsibility to provide adequate advance notification to my supervisor if I am unable to keep any of the agreed upon commitments and/or deliverables. If I fail to do so, I understand this Agreement may be immediately terminated.

The Agreement is valid from _____ to _____. I understand this Agreement expires on _____ and may not continue unless the District approves a new ETA in writing. The District may rescind this Agreement at any time.

Regularly Assigned Place of Employment: The days and hours the District expects the Employee to be physically present at the District Worksite are the following:

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Alternate Worksite: The location and address of the Alternate Worksite is:

Street	[AGENCY]
Zip Code	State

The phone number to reach Employee at the Alternative Worksite while working under this Agreement is:

_____.

The days and hours (“Work Schedule”) the District permits the Employee to be physically present at the Alternate Worksite are the following:

Day	Morning		Lunch	Afternoon		Total Hours
	Start	End		Start	End	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

The Employee agrees to report work-related injuries to the Employee’s supervisor at the earliest reasonable opportunity. The Employee agrees to hold the District harmless for injury to third parties at the Alternate Worksite.

I hereby affirm by my signature that I have read this Emergency Telecommuting Agreement, and understand and agree to all of its provisions.

Employee’s Name and Title	Date
---------------------------	------

Manager's Name and Title

Date

General Manager

Date

Submit the completed and executed Agreement to _____

Employee Certification to Return to Work After Exhibiting Symptoms of COVID-19 or Suspicion of Having or Being Exposed to COVID-19

(May be used if a Doctor's Note is not practicable)

I, _____, certify that I have been free of fever (a "fever" is defined as 100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other COVID-19 related symptoms (*e.g.*, cough or shortness of breath) for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (*e.g.*, cough suppressants) and, at least 7 days have passed since symptoms first appeared. I understand that if I do show further signs of having COVID-19 (*e.g.*, fever, cough, or shortness of breath), I must inform my supervisor immediately and the District may either direct me to stay away from work or may require me to undergo a fitness for duty examination at the District's expense and according to the District's policy regarding fitness for duty examinations.

Signature

Date

AGREEMENT FOR REPAYMENT OF LEAVE PAY

In the event an employee has exhausted all vacation, sick leave, compensatory time off, floating holiday, an employee may accrue up to ____ additional hours of sick leave, according to the terms below.

Based on mutual written agreement between the employee and District, the amount of extra sick leave taken must be repaid within _____ of the date of the last day of the leave.

Except as modified by this Policy, all District policies, procedures, regulations, and Memoranda of Understanding remain in full force and effect. This is an emergency policy of the District and is not intended to be a binding practice. This Policy is subject to change at any time, based on changing circumstances and information known about the COVID-19 virus. The District will notify employees of any changes to this Policy and will comply with all applicable laws regarding notice to bargaining units, as required.

Reason for Leave: _____

_____ Leave because of the closure of my child(ren)'s school(s) or child care provider(s) or the unexpected unavailability my child(ren)'s child care provider.

_____ Leave because I would like to follow Governor Gavin Newsom's March 15, 2020 guidance for the home-isolation of individuals over the age of 65 and those with chronic health conditions.

_____ Leave due to a legal shelter-in-place order issued by a federal, state, or local agency, official, governing body, or other entity, except for employees providing essential government services

_____ Leave because, within the last 14 days, I have returned from travel to or through areas with a Warning Level 3 or higher as defined by the Centers for Disease Control (CDC) or from travel on a cruise ship.

_____ Leave because, within the last 14 days, I have had close contact with affected individuals, defined as (a) being within approximately 6 feet (2 meters) of a COVID-19 case for a prolonged period of time (close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case); or (b) having direct contact with infectious secretions of a COVID-19 case (*e.g.*, being coughed on).

_____ Leave because I am exhibiting symptoms (*e.g.*, fever [defined as 100.4° F [37.8° C] or greater using an oral thermometer], coughing, and/or shortness of breath) associated with COVID-19 or I have obtained a positive diagnosis of COVID-19.

_____ Leave to care for a family member (as defined below) who is exhibiting symptoms of (*e.g.*, fever (defined as 100.4° F [37.8° C] or greater using an oral thermometer), coughing and/or shortness of breath) or who has obtained a positive diagnosis of COVID-19. The family member I am caring for is my:

_____ (Family Member's Relation to You)

Repayment:

Commencing on _____, 20____ (payroll period ____ - ____), until the sick leave advanced is repaid I agree to forego my biweekly:

- Sick Leave Accrual Vacation Leave Accrual Other Leave Accrual

I understand and fully acknowledge that I am required to repay the District the number of hours of sick leave I accrue under this Agreement within _____ of the date of the last leave day I use. If I leave District employment for any reason prior to the full repayment of the sick leave accrual, I consent to the withholding of the amount necessary to repay the District for the sick leave advance from my last payroll warrant. If any amount remains due after I have separated from the District, I agree to pay the remaining balance back to the District within 60 business days of my date of separation from employment. I understand that if I fail to repay the full balance of the sick leave accrual, the District will commence litigation to recover the balance due.

Date: _____

Employee Signature: _____

General Manager Signature: _____
(or designee)

Notice of Directive to Employee not to Return to Work and Use Sick Leave or other Leave Balance

CONFIDENTIAL MEMORANDUM

To:
From:
Date:
Re: NOTICE OF DIRECTIVE TO EMPLOYEE TO NOT RETURN TO WORK AND OPPORTUNITY TO USE SICK AND/OR OTHER LEAVE

The District has a duty under the law, including the California Occupational Safety and Health Act, to maintain safe and healthy working conditions for employees. As part of the District's obligation to provide a safe work environment for all employees, the District has directed you to stay home due to exhibiting symptoms of COVID-19 or suspicion of having or being exposed to COVID-19. Specifically, the District is directing that you do not come to work because of the following:¹

- (1) Exhibition of symptoms associated with COVID-19 (such as fever, defined as 100.4° F [37.8° C] or greater using an oral thermometer, coughing and/or shortness of breath);
- (2) Severity of such symptoms;
- (3) Travel to or through areas with level 3 or higher area as defined by the CDC or from travel on a cruise ship;
- (4) Close contact with affected individuals, defined as a) being within approximately 6 feet (2 meters) of a person diagnosed with COVID-19 for a prolonged period of time; close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a person diagnosed with COVID-19, or b) having direct contact with infectious secretions of a person diagnosed with COVID-19 (e.g., being coughed on);
- (5) Positive test for COVID-19

You may not return to work until you provide a certification from your treating physician that the symptoms are non-communicable or, if that is not practicable, provide a certification on a form provided by the District that you are free of fever, signs of a fever, and any other symptoms of COVID-19 for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (*e.g.*, cough suppressants) and, at least 7 days have passed since symptoms first appeared.

This action is based on the National and State declarations of emergency, as well as guidance by the CDC for the prevention of transmission of COVID-19.

If you wish to be paid during this leave, you will need to use your available sick leave balance, and any other leave balance available to you.

¹ This should be revised depending on the situation.

RIGHT TO RESPOND

You may provide a written and/or verbal response to this Notice. Your written response must be received by the Business and Accounting Manager within five (5) working days of your return to work.

If you wish to provide a verbal response, you must advise the Business and Accounting Manager of that fact by contacting his/her secretary at _____ no later than the close of business of _____ (provide date). Business and Accounting Manager will set up a conference for you to present any response to this Notice after you return to work.

This conference is not designed to be a formal evidentiary hearing, but you may be represented by legal counsel or another individual of your choice.

Your failure to provide a written response or to request a conference will constitute a **waiver** of your right to provide a response. Accordingly, the Business and Accounting Manager's decision to either sustain, modify, or reject this action will be based upon a review of this Notice.

The Business and Accounting Manager shall provide you with written notice of his/her determination within ____ work days of the response conference.

SIGNATURE: _____

Employee Certification of Need for Paid Emergency Sick Leave

I, _____, certify that I am unable to work (or telework) for one of the following reasons:

_____ I am subject to a Federal, State, or local quarantine or isolation order related to COVID-19, except for employees providing essential government services

_____ I have been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

_____ I am experiencing symptoms of COVID-19 (*e.g.*, fever [defined as 100.4° F [37.8° C] or greater using an oral thermometer], coughing, and/or shortness of breath) and seeking a medical diagnosis.

_____ I am caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19, except for employees providing essential government services or who has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.

Relationship to individual _____

_____ I am caring for my child whose school or place of care has been closed, or whose child care provider is unavailable, due to COVID-19 precautions.

_____ I am experiencing another substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor.

I understand that if my circumstances change, I must immediately inform my supervisor and the District and I may be directed to report back to work (or telework).

Signature

Date

Employee Certification of Need for Emergency Family and Medical Leave

I, _____, certify that I have a child who is under the age of 18, whose school or place of care has been closed, or whose child care provider is unavailable due to a COVID-19 emergency declared by either a Federal, State, or local authority. Due to the need to care for my child, I am unable to work (or telework). I understand that if my childcare needs change, I must immediately inform my supervisor and the District and I may be directed to report back to work (or telework).

Signature

Date



Oceano Community Services District

1655 Front Street, P.O. Box 599, Oceano, CA 93475

(805) 481-6730 FAX (805) 481-6836

Date: April 8, 2020
To: Board of Directors
From: Will Clemens, General Manager
Subject: **Agenda Item #8(B): Overview of District's COVID-19 Response and Ratification of Certain Actions**

Recommendation

It is recommended that your Board:

1. Receive an update on the District's COVID-19 response and provide input to staff.
2. Ratify the District's COVID-19 Response Plan
3. Ratify the Declaration Regarding Virtual Public Meetings

Discussion

The District continues to carefully monitor the COVID-19 Coronavirus pandemic and follow the direction of the County Public Health Department in coordination with other local agencies. This is a significant public health situation that the District is responding to address community needs with the public health and safety of the community as the highest priority. The District took a series of initial actions beginning on March 16, 2020 when the District closed the office to public access and instituted the attached COVID-19 Response Plan. The District was the first Community Services District to declare a local emergency and grant increased authority to the General Manager at a Special Meeting of the Board on March 20, 2020. Many other CSDs in the County followed the lead of Oceano and took similar action.

The County of San Luis Obispo issued an executive order on March 18, 2020 for a countywide "shelter at home" to slow the spread of infection from this virus. In addition, the State, on March 19, 2020 issued a similar "stay at home" order that went into effect immediately statewide. Both orders are intended to have residents stay at home except for going to essential businesses such as grocery stores and pharmacies and working in essential services.



In accordance with both the countywide and statewide orders, the District has focused its service delivery to the community during this timeframe to maintain “essential governmental functions” allowed under the executive order which are defined as the following District services:

- **Emergency Services**

Fire and emergency medical services continue to be provided to the public by the Five Cities Fire Authority.

- **Solid Waste**

The District has seen an increase in reports of illegal dumping throughout the community. This could be related to South County Sanitary discouraging the pickup of bulky items due to COVID-19 or the fact that more people are at home and discarding unwanted items or have more time to report illegal dumping. Whatever the case, there is concern related to the handling of this garbage due to COVID-19. Mitigation measures have been instituted to reduce the chance of infection. Work orders for removal of illegally dumped garbage are being delayed by a minimum of 72 hours to provide time for the virus to die. In addition, mechanical removal is the desired method of removal and staff is utilizing appropriate personal protective equipment as usual.

- **Water treatment and water distribution /wastewater collection**

These operations continue as normal and meet all applicable regulations. The water supply is safe, and the water treatment process used by both the County and the District ensure that any virus cannot survive in the water system. The District has restored water service to all occupied residences and will not shutoff service during the pandemic in line with Executive Order N-42-20 signed by Governor Newsom on April 2, 2020. The next round of water bills will become past due on April 21, 2020. Those who are unable to pay their water bill will be offered an appropriate payment plan.

- **Infrastructure projects**

The Norswing/Pershing waterline project is progressing well and should be completed in the next few weeks. Staff is also coordinating work on the District’s infrastructure with the County’s drainage project that will be completed soon.

Staff has been separated into two shifts working in separated locations, both in the office and the field. These two shifts have no physical contact with each other so as to minimize the impact to service levels should a staff member contract COVID-19. In addition, customer service window hours have been reduced to limit interaction with the general public in person. Customers are being encouraged to interact with staff and do business other than in person.

The public can call the District’s main telephone line at (805) 481-6730 or use the [Contact](#) feature on the District website to ask questions or get more information about the District’s response or services during this time. The



Oceano Community Services District

Board of Directors Meeting

District organization has performed outstandingly since the beginning of this public health situation. District staff have worked closely with other local agencies and community partners and have continued to provide vital services for the community. Mutual aid agreements are in place with other agencies should the need arise for assistance. The District has actively communicated with the public through social media posts and website updates. This is an evolving public health situation with our efforts focused on reducing the potential spread of COVID-19 in the community and in our District organization.

Lastly, for the time being, Board meetings will be held in a virtual format where members of the Board, along with staff and the public, will be participating remotely. This format is authorized under the revisions to the Brown Act in adhering to necessary physical distance requirements to reduce the spread of the virus. The attached Declaration Regarding Virtual Public Meetings and Virtual Meeting Protocols describe the specifics of how meetings will be handled.

Other Agency Involvement

The District is coordinating with multiple Federal, State and Local agencies on the response.

Other Financial Considerations

There has been minimal financial impact related to the response other than staff time being shifted to respond to COVID-19 issues. However, the recent drop in the stock market has caused a commensurate decline in CalPERS valuation which could impact the District's future pension costs if the stock market does not fully recover. In addition, it is unknown at this time how property tax, water, and sewer revenue will be impacted based on the economic impacts of the COVID-19 pandemic. Staff will attempt to address these issues as part of the FY 2020- 21 budget process in preparation for an economic downturn over the next fiscal year.

Results

The District's response to the COVID-19 pandemic contributes to a safe, healthy, livable, and well-governed community.

Attachments:

- COVID-19 Response Plan
- Declaration Regarding Virtual Public Meetings
- Virtual Meeting Protocols

OCSD COVID-19 Response Plan (3/17/2020)

This COVID-19 Response Plan (Plan) has been developed by the Oceano 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 Oceano.

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

As of the time that this plan was drafted the County of San Luis Obispo Public Health Department announced that three (currently eighty-nine) individuals in San Luis Obispo County tested positive for novel coronavirus (COVID-19). 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. We are currently implementing Tier 1 response.

Risk Response -Tier 1

At the direction of the General Manager, the District has modified operations to minimize all contact of employees with the general public and will focus on maintaining essential duties necessary to maintain services to the public.

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.

- Close the front office from the general public and, instead, require all customers to mail in payments, conduct business by phone or email, or use the customer service window. If a customer's requires personal assistance for reasons to be determined, appointments may be approved by the General Manager for one on one contact with the public so long as appropriate social distancing can be maintained.
 - Notify the public by website and social media and phone if they call.
 - Close-down the administrative office to the general public.
 - Notify other local agencies and vendors of the District's office closure to the public.
- In cooperation with the Board President, Board and Committee meetings may be postponed, canceled or conducted by teleconference if necessary.
- Operations staff will maintain a minimum social distancing space of 6 feet when in contact with the general public.

- Minimize person to person interaction between staff members.
- 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.

Risk Response -Tier 2

Because of the small size of the District, operating out of a single administrative office and one 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 and triggers the Tier 2 response.

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.
 - Effected work areas will be disinfected before any employees return to the effected work area.
 - Employees not exhibiting symptoms of COVID-19 will be available for work activities during their regular duty work schedule and will report to work at the direction of the General Manager or their direct supervisor to perform essential functions. After hours standby duty will be scheduled as appropriate.
 - 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 website for guidance and up to date information on the local COVID-19 conditions.
- In cooperation with the Board President, Board and Committee meetings may be postponed, canceled or conducted by teleconference if necessary.
- Implement further 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.
- Performance of essential functions may be requested via mutual aid with other agencies or performed via contractors as necessary.
- Non-essential work is suspended temporarily. Other actions may be implemented at the direction of the General Manager, the CDC, or local health authorities.

**DECLARATION OF THE BOARD PRESIDENT
OF THE OCEANO COMMUNITY SERVICES DISTRICT
ALTERING THE MEETING LOCATION AND ESTABLISHING VIRTUAL PUBLIC MEETING
PROTOCOLS AS A RESULT OF THE CORONAVIRUS PANDEMIC**

WHEREAS, the Oceano Community Services District ("District") is an independent special district and the meetings of its legislative body are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code section 54950, et. seq.); and

WHEREAS, due to the Novel Coronavirus 2019 ("COVID-19") pandemic, the District is in a state of emergency as established by the Governor on March 4, 2020 via proclamation, and by the San Luis Obispo County Director of Emergency Services and the Oceano Community Services District Board of Directors on March 13 and 20, 2020, respectively, via resolution; and

WHEREAS, on March 18, 2020, the San Luis Obispo County Emergency Services Director issued a mandatory shelter at home order which affects the District's entire service area and requires alterations to the District's normal business practices; and

WHEREAS, on March 19, 2020, the Governor issued Executive Order N-33-20 directing all individuals living in the State of California to stay home or at their place of residence, except as to maintain continuity of operations of specified critical infrastructure; and

WHEREAS, the Governor identified a list of Essential Critical Infrastructure Workers to help state, local, tribal and industry partners as they work to protect communities. This list includes critical government workers and identifies water and wastewater and other service providers as necessary to maintain safety and sanitation; and

WHEREAS, it is necessary to continue to conduct meetings of the various legislative bodies of the District in order to maintain the critical public health and safety services and operations provided; and

WHEREAS, Section 54954(a) of the Brown Act requires that the District specify its regular meeting time and place by ordinance, resolution or bylaws; and

WHEREAS, the District's regular meeting place has been established as the Board room at the District's office in Oceano by the Oceano Community Services District Board of Directors Bylaws adopted on March 27, 2019; and

WHEREAS, Government Code section 54954(e) allows the Board President to designate an alternate location for the meetings to take place if, due to an emergency, it is unsafe to meet in the designated location; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference or other electronic means as long as notice is provided to the public and the meeting is made accessible in specified ways to allow the public to observe and participate; and

WHEREAS, it is the Board President's intent to encourage the Board of Directors and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pendency of this pandemic.

NOW, THEREFORE, on behalf of the Oceano Community Services District, I, Linda M. Austin, President of the Board of Directors, hereby find and declare the following:

SECTION 1. The above referenced recitals are true and correct and material to the adoption of this Declaration.

SECTION 2. The District offices located at 1655 Front Street, Oceano, CA 93445, shall be temporarily closed to the public except for window hours, which may be updated from time to time, available on the District's website, <https://oceanocsd.org>, or by calling the District office at (805) 481-6730.

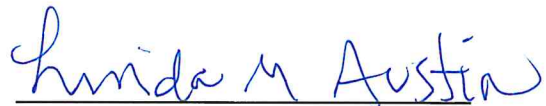
SECTION 3. The regular meetings of the Board, and any and all other meetings of the District's legislative bodies that are subject to the Brown Act, may be held via teleconference or other electronic means, in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration, which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 4. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 5. This Declaration shall take effect immediately and shall remain in effect only during the period in which state or local public health officials have imposed or recommended social distancing measures.

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Oceano Community Services District, its departments, officers, employees, contractors, or any other person.

IN WITNESS HEREOF, I have hereunto set my hand this 2nd day of April, 2020.



Linda M. Austin
President, Board of Directors
Oceano Community Services District

ATTEST:



Will Clemens
General Manager and Secretary to the Board

Oceano Community Services District

Virtual Meeting Protocols

(Drafted April 1, 2020)

The guidance below provides useful information for accessing OCSD meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor's updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District's website. They will also be sent by email to all Directors. Note that under the circumstances, District staff may not be able to send paper packets.
- **Director Participation.** Directors will be unmuted from the beginning of the meeting. Please announce your name before speaking so that those participating by telephone only will know who is speaking. The Board President will recognize individual Board members in order when it is their turn to speak. Please review the "Virtual Meeting Best Practices" guideline so that the meeting is conducted in an effective and efficient manner.

PUBLIC PARTICIPATION:

- **Attendance.** The District's office will remain closed to the public, except for window hours available on the District's website, until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District's website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** Members of the public will be muted for the duration of the meeting. The Board President will announce the time for Public Comment. Members of the public will notify the meeting Host of their desire to provide public comment depending on their form of participation, as described below. The meeting Host will unmute the public member's device so that comments may be heard, or comments will be read if they are provided in writing only. The public can observe and participate in a meeting as follows:

HOW TO OBSERVE THE MEETING:

- **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-9128 or (346) 248-7799. Enter the Meeting ID number found on the meeting's agenda, followed by the pound (#)

key. Additional phone numbers can be found on Zoom’s website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

- **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link found on the meeting’s agenda using a computer with internet access that meets Zoom’s system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>).
- **Mobile:** Log in through the Zoom mobile app on a smartphone and enter Meeting ID number found on the meeting’s agenda.

HOW TO SUBMIT PUBLIC COMMENTS:

- **Before the Meeting:** Please email your comments to carey@oceanocsd.org, write “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff’s cadence, approximately 500 words), prominently write “Read Aloud at Meeting” at the top of the email. You may also provide public comment through the District website at <https://oceanocsd.org/contact/>. All comments received before 12:00 p.m. on the day the meeting will be held will be included as an agenda supplement on the District’s website under the relevant meeting date and provided to the Directors prior to the meeting. Comments received after this time, but before the start of the meeting, will be treated as live comments.
- **Live Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comment. Members of the public may use the “raise hand” feature to be put in a speaking queue. Public comment will be limited to three (3) minutes. If a speaker continues speaking after being notified of the end of their public comment period, the meeting Host will mute the speaker and move on to the next person in the queue. Please raise your hand in the following ways:
 - **Telephone:** Press “*9” to raise your hand and notify the meeting Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.
 - **Computer and Mobile:** Click the “raise hand” button to notify the Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.Comments received after the close of the public comment period will be added to the record after the meeting.

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download the [Zoom application](#) for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** Please mute all devices when not speaking during the meeting. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges and hope that all will bear with us as we navigate this process.

Linda Austin, President
Oceano Community Services District
1655 Front St.
Oceano, CA 93445

Ms. Austin,

The purpose of this letter is to follow up on the public comment we made on behalf of Celia Ruiz at your meeting of March 11, 2020. At your meeting, we expressed concern over conversation that had occurred previously at your meeting of February 26, 2020, at which one of your board members, Cynthia Repogle, questioned your General Manager on cost savings that might be realized if the General Manager were to take minutes at Board meetings instead of Ms. Ruiz.

Our comments of March 11 may have been diminished by subsequent public comment that expressed why they spoke in February. We were not, however, expressing concerns about public comment but instead about Board member discussions. We believe that our concerns have not been recognized, or perhaps even blatantly disregarded, because on March 12 Ms. Repogle subsequently arrived at the District offices and directly approached Ms. Ruiz requesting to meet. Ms. Repogle's attempt to directly meet with Ms. Ruiz was not successful.

Our concerns at this time are heightened. First, Ms. Repogles questioning of the General Manager on costs savings that the district might benefit if Ms. Ruiz's role during the Board meetings is terminated was not on your board's agenda for February 26. Comments made by the public do not provide the Board with the ability to engage in discussions that are not on the agenda. Although no action was made by your Board and the questioning by Ms. Repogle was relatively short, it is not lost on us that her questioning has the potential impact on the wages, hours and/or working conditions of Ms. Ruiz. As a result, our second and greater concern is the apparent disregard for the Meyers Miliias Brown Act, not to mention the disregard of your District's own by-laws since Ms. Repogle is supposed to work through the District's General Manager on staffing and other district business.

At this time, it is our hope that your Board provides additional training for Board members on the Brown Act, the Meyers Miliias Brown Act and your own by-laws to avoid consequences that could result from inappropriate Board member interference in the District's labor management relations.

Respectfully,

Susan Thomas

SEIU Local 620