

## **AGENDA**

### **NOTICE OF SPECIAL MEETING**

**TIME:** 6 p.m.

**DATE:** Wednesday, March 25, 2020

**PLACE:** Teleconference

Pursuant to Governor Newsom’s Executive Orders N-25-20, N-29-20, and N-33-20 issued to address the COVID-19 pandemic, the Board meeting will be held via Webex teleconference.

The District Boardroom is closed to the public;  
however, the public may observe and comment by electronic means.

**See Page 2 of the Agenda Packet for Teleconference Access Information**

**Our mission is to protect public health and the environment by providing reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and fiscally responsible manner.**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Johnson, Misheloff, Vonheeder-Leopold
4. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)  
At this time those on the teleconference call are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. Written comments received prior to the meeting will be read into the meeting record.
5. BOARD BUSINESS
  - 5.A. Adopt Confirmation and Ratification of the Dublin San Ramon Services District’s COVID-19 Declaration of Emergency  
**Recommended Action:** Adopt by Resolution
6. ADJOURNMENT

*All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection during business hours by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.*

### Webex Teleconference Access Information

Dublin San Ramon Services District  
Special Board Meeting  
Wednesday, March 25, 2020

If the public wishes to provide comments on any of the agendized items, please join the meeting using the teleconference instructions below, or email written comments to the Board of Directors at [board@drsrd.com](mailto:board@drsrd.com) by 5 p.m. Wednesday, March 25, 2020 and they will be read into the meeting record.

Webex teleconference meeting instructions:

1. Dial **(510) 338-9438** from any telephone
2. Enter **627779256#** when prompted for a meeting number (access code)
3. Enter **#** when prompted for an attendee ID

Boardmembers and staff will be attending the meeting via teleconference. The Boardroom is closed to the public.

All votes during the meeting will be taken by roll call vote.



**TITLE:** Adopt Confirmation and Ratification of the Dublin San Ramon Services District’s COVID-19 Declaration of Emergency

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, confirmation and ratification of Dublin San Ramon Services District’s COVID-19 Declaration of Emergency.

**SUMMARY:**

On March 4, 2020, Governor Gavin Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, a coronavirus. On March 13, 2020, President Donald Trump declared a National Emergency as a result of the threat of COVID-19.

On March 16, 2020, the public health officers of Alameda County, Contra Costa County, and four other Bay Area counties issued a legal order directing their respective residents to shelter in place at home for three (3) weeks beginning on March 17 and ending on April 7. The order limited activity, travel, and business functions to the most essential needs. The order provided an exception for the operations and maintenance of “Essential Infrastructure,” which includes, but is not limited to, water, wastewater, and recycled water service.

On March 19, Governor Newsom issued Executive Order N-33-20 ordering all individuals living in California to stay home at their place of residence, with certain exceptions for critical service. This shelter-in-place order has no specified termination date.

On March 16, General Manager McIntyre, as the District’s Emergency Manager per the Emergency Response Plan policy (P300-16-2), declared a District State of Emergency to allow for essential operations to continue, and to ensure operational flexibility in meeting the challenges of COVID-19 to the vital water and sewer services that are needed to protect public health and the environment. Under the Emergency Declaration, all District staff were apprised that under California Government Code Section 3100 that all District staff are designated as disaster service workers. A copy of the Emergency Response Plan policy (Attachment 1) and a copy of the March 16 Emergency Declaration (Exhibit A to the resolution) are attached.

Since that time, the District continues to maintain minimal baseline services levels, and a number of staff are working remotely to provide appropriate social distance and compliance with the shelter-in-place order of the county health officers. Construction of a number of public works projects and developments associated with housing continue, as permitted under an exemption from the shelter-in-place orders.

The District has partially activated the Emergency Operations Center (EOC) at the Administration building of the Regional Wastewater Treatment Plant. The District’s Emergency Management Team is coordinating with the Alameda County Area EOC, the cities of Dublin, San Ramon, Pleasanton, and Livermore, East Bay Municipal Utilities District, and Zone 7 Water Agency.

The attached resolution confirms the General Manager’s Emergency Declaration, and directs the General Manager to report on progress at least at every regularly scheduled meeting until the State of Emergency is terminated. Staff anticipates that a number of regular Board meetings may be canceled in the weeks ahead, as a result of the COVID-19 emergency.

Relocation of staff back to the District Office is delayed until after the statewide shelter-in-place order is terminated.

<b>Originating Department:</b> Office of the General Manager	<b>Contact:</b> D. McIntyre	<b>Legal Review:</b> Yes
<b>Cost:</b> \$0	<b>Funding Source:</b> N/A	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Emergency Response Plan policy (P300-16-2)</b>	
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# Policy

<b>Policy No.:</b> P300-16-2	<b>Type of Policy:</b> Operations
<b>Policy Title:</b> Emergency Response Plan (ERP)	
<b>Policy Description:</b> Designation of District Emergency Manager and authorization to manage emergency operations	
<b>Approval Date:</b> 5/1/2012	<b>Last Review Date:</b> 2016
<b>Approval Resolution No.:</b> 14-12	<b>Next Review Date:</b> 2020
<b>Rescinded Resolution No.:</b> 2-06	<b>Rescinded Resolution Date:</b> 1/10/2006

It is the policy of the Board of Directors of Dublin San Ramon Services District:

The General Manager or successor is designated as the District's Emergency Manager who will direct District emergency response activities after natural or malevolent emergency events.

1. Under emergency conditions in which immediate action must be taken to protect lives and property, respond to emergencies, and to restore essential services for public health and safety, the Emergency Manager may proclaim a District State of Emergency and activate the Dublin San Ramon Services District Emergency Response Plan.

2. Upon activation of the District Emergency Response Plan, the Emergency Manager will direct and manage all emergency operations and make decisions to allocate resources and expend funds as necessary to meet the needs of the emergency.

3. During any state of emergency, the District's priorities will be to: (1) protect human life and health, (2) protect property, and, (3) protect the environment while at all times protecting the safety of our work force. After the state of emergency has been stabilized, DSRSD will take action to ensure its customers will have confidence in the water supply and in DSRSD.

4. The Board of Directors shall meet within ten (10) days of the Declaration of Emergency to proclaim by official Board resolution the Declaration of the District State of Emergency and to authorize continued emergency operations and recovery operations.

**Policy No.:** P300-16-2

**Policy Title:** Emergency Response Plan (ERP)

5. The Declaration of the District State of Emergency shall remain in effect for fourteen (14) days from the date of Board resolution and shall be renewed by the Board of Directors every fourteen (14) days, unless terminated by the Emergency Manager and the Board of Directors.

6. The General Manager shall have the ongoing responsibility to ensure District compliance with evolving emergency response and preparedness legislation and regulation.

Policy is current and no changes need to be adopted by the Board of Directors. <u>Status Quo Chronology:</u>	
<b>Date Adopted:</b>	
<b>May 1, 2012</b>	
Reviewed by Committee or Board:	Date:
<b>Board</b>	<b>August 2, 2016</b>

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT CONFIRMING AND RATIFYING THE COVID-19 DECLARATION OF EMERGENCY

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WHEREAS, on March 4, 2020, Governor Gavin Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19, a coronavirus; and

WHEREAS, on March 13, 2020, President Donald Trump declared a National Emergency as a result of the threat of COVID-19; and

WHEREAS, on March 13, 2020, school districts in the surrounding Bay Area counties, including the Pleasanton Unified School District, the Dublin Unified School District, and the San Ramon Valley Unified School District, ordered the dismissal or closure of schools for two (2) to four (4) weeks to prevent the spread of COVID-19; and

WHEREAS, on March 16, 2020, the public health officers of Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties issued a legal order directing their respective residents to shelter at home for three (3) weeks beginning March 17, and this order limits activity, travel, and business functions to only the most essential needs; and

WHEREAS, on March 19, Governor Newsom issued Executive Order N-33-20 which orders all individuals living in California to stay home at their place of residence, with certain exceptions for critical service, and this shelter in place order has no specified termination date; and

WHEREAS, the Dublin San Ramon Services District provides water, wastewater, and recycled water services that are essential to protecting public health and the environment; and

WHEREAS, the General Manager is designated by the District's adopted policy for the Emergency Response Plan as the District's Emergency Manager; and

WHEREAS, on March 16, 2020, the General Manager in the capacity of District Emergency Manager made an Emergency Declaration, attached hereto and incorporated herein as Exhibit "A."

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. The Board of Directors confirms the State of Emergency declared by the General Manager on March 16, 2020, and ratifies the Emergency Declaration.
2. The General Manager is directed to take all actions necessary to continuously provide essential services for water, wastewater, and recycled water throughout the period of the emergency

Res. No. \_\_\_\_\_

declaration.

3. The General Manager is authorized to expend District funds for emergency purposes during the declared emergency, including for personnel and staffing requirements, and that the General Manager shall take all reasonable steps to recover such costs from all available sources, including county, state, and federal agencies and the District's insurance carriers.

4. The General Manager is directed to report the reasons why an emergency declaration must remain in place at least at every regularly scheduled meeting until the District State of Emergency is terminated.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its special meeting held on the 25th day of March, 2020, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Edward R. Duarte, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary

# Emergency Declaration

## Dublin San Ramon Services District

**March 16, 2020**

On May 1, 2012, the Dublin San Ramon Services District (DSRSD) Board of Directors approved Resolution No. 14-12, amending the adopted Emergency Response Plan (ERP) policy. This Board policy designates the DSRSD General Manager to serve as the District's Emergency Manager, and authorizes the Emergency Manager to proclaim a District State of Emergency and activate the DSRSD Emergency Response Plan.

On March 4, 2020, Governor Gavin Newsom of California proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19.

On March 13, 2020, President Donald Trump declared a National Emergency as a result of the threat of COVID-19.

On March 13, 2020, school districts in the surrounding Bay Area counties, including the Pleasanton Unified School District, Dublin Unified School District, and San Ramon Valley Unified School District, ordered the dismissal or closure of schools for two (2) to four (4) weeks to prevent the spread of COVID-19.

On March 16, 2020, the public health officers of Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties issued a legal order directing their respective residents to shelter at home for three (3) weeks beginning March 17. The order limits activity, travel, and business functions to only the most essential needs. The guidance comes after substantial input from the U.S. Centers for Disease Control and Prevention (CDC) and best practices from other health officials around the world. The order provides an exception for the operations and maintenance of "Essential Infrastructure," which includes, but is not limited to, water, wastewater, and recycled water service.

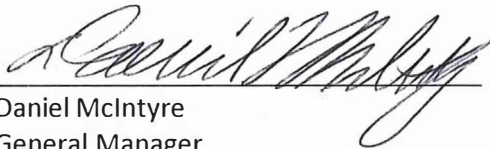
Effective immediately, I am declaring a State of Emergency for the Dublin San Ramon Services District, in order to assure adequate staffing for the operations and maintenance of Essential Infrastructure needed to provide water and wastewater service to the community. Moreover, I am directing the following additional actions:

1. The District Secretary shall notify the Board of Directors and the District General Counsel of the Declaration of Emergency, and shall schedule a Special Board of Directors Meeting within ten (10) days so that the Board of Directors may consider authorizing the continued emergency operations.
2. The Administrative Services Manager, or designee, is directed to provide information necessary to protect worker health and safety and address special cases of employee absences during this emergency, consistent with the guidance and direction of public health agencies and all applicable laws and Memoranda of Understanding. This information will be continuously updated as needed.
3. The Emergency Operations Center is activated, and shall be located at the Administrative Building "A" Training Room at the DSRSD Regional Wastewater Treatment Plant located at 7399 Johnson Drive in Pleasanton. The Emergency Operations Center shall be operated continuously until further written notice. At a minimum, the assigned shift Duty Operator for the Regional Wastewater Treatment Plant shall staff the Emergency Operations Center, and shall stay in

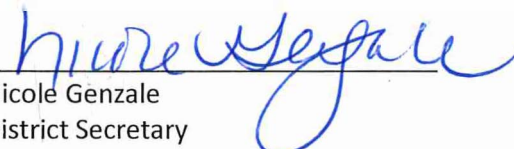


communications contact with the Emergency Manager and/or the Assistant Emergency Manager.

4. The District's Assistant General Manager, Jan Lee, is designated the Assistant Emergency Manager, and shall serve as the Acting Emergency Manager when the Emergency Manager is unavailable, or cannot be communicated with in an expeditious manner.
5. The Assistant General Manager, Jan Lee, shall serve as the Acting General Manager whenever the General Manager is not present on District facilities, and cannot be communicated with.
6. The District's Operations Section Chief is DSRSD Operations Manager Jeff Carson, and the Assistant Operations Section Chief is DSRSD Plant Operations Supervisor Levi Fuller. In the absence of the Operations Section Chief and the Assistant Operations Section Chief, the assigned shift Duty Operator for the Regional Wastewater Treatment Plant shall serve as the Acting Operations Section Chief.
7. The Planning/Intelligence Section Chief is Engineering Services Manager Judy Zavadil. The Planning/Intelligence Section Chief is authorized to designate any individual in the Engineering Services Department as the Acting Planning/Intelligence Section Chief.
8. The Logistics Section Chief is Administrative Services Manager Carol Atwood.
9. The Financial Section Chief is Finance Supervisor Herman Chen.
10. Under California Code Section 3100, all District employees are designated as Disaster Service Workers and are required to report to work on Tuesday, March 17 for assignment as a Disaster Service Worker.

BY:   
Daniel McIntyre  
General Manager

DATE: 3/16/2020

ATTEST:   
Nicole Genzale  
District Secretary