

*The minutes presented herewith are not a verbatim transcription of the Special Meeting held telephonically on March 18, 2020. The intent is to provide a synopsis of key points of discussion and to chronicle decisions and actions taken by a quorum of the Board of Directors (ref: Roberts Rules of Order, Section 48). For more information or background, please refer to the applicable board packet.*

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OF THE RINCON DEL DIABLO MUNICIPAL WATER DISTRICT  
MARCH 18, 2020**

A Special Meeting of the Board of Directors of the Rincon Del Diablo Municipal Water District was held telephonically on Wednesday, March 18, 2020 at 3:00 p.m. at the offices of the District located at 1920 North Iris Lane, Escondido, California 92026.

**Directors Present:** Drake, Lump, Murtland, Quist, and Towne.

**Directors Absent:** None.

**District Staff Present:** Clint Baze, General Manager; Julia Escamilla, Public Services Information Officer; Steve Plyler, Operations supervisor; and Wanda Cassidy, Clerk of the Board.

**Guests Present:** None.

- I. **CALL TO ORDER**
- II. **WELCOME TO GUEST**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL, DETERMINATION OF QUORUM**

V. **ORAL COMMUNICATIONS TO THE BOARD**

There were no communications to the Board.

VI. **AGENDA ITEMS**

- A. Update on District Preparedness and Response to COVID-19 Pandemic.

General Manager Baze introduced Public Information Officer Julia Escamilla, who provided an update the COVID-19 Pandemic. As of March 18, 2020, all bars, all establishments providing adult entertainment, and any alcohol serving establishment will be closed. All schools will remain closed and daycares with ten or less will remain open. There will be no gatherings of ten or more people. Currently, 238 servicemen/servicewomen are in quarantine. Cruise ships continue to be an issue.

Following Ms. Escamilla's report, General Manager Baze provided an update on staffing.

A number of the Finance staff are working remotely from home with secured laptops. Operations continues to be nearly staffed to ensure water is flowing so customers are being provided quality water and to ensure regulatory compliance. At this time, technicians have minimal direct contact with customers for the safety of both the customer and the technician.

The District is observing the COVID-19 mandates and taking precautions such as employees in separate vehicles and employees wearing District IDs. There have been discussions regarding the possibility of the Operations Department instituting rotations and having two technicians on duty. Having two technicians, one in the North and another in the South. Jeff still out. Won't be back. High risk. Working at home. Working with his staff. Helping with COVID-19. Setting up laptops so staff can work remotely. Make sure we have water in the reservoir and serve customers. Need to operate the system. Jeff will be taking short term and long-term disability. One staff up front got sick. She'll need to stay home for the 14-day quarantine period. Josie working from home sick. Can't return for 14 days. Online. Has cough. Can't make the determination on whether or not she's sick. Julia working on better audio for meetings. Next is Jason. Son had temperature of over 100. Had to stay home. On sick leave. Waiting to get over 14-day quarantine period. Doug is over 65, was asked to leave. Not sure whether or not we'll need him. No tie ins, no shutdowns, no new construction. Getting caught up on mundane tasks. Won't be back until he is contacted. New engineering technician was notified someone at a concert he recently attended did test positive for the Coronavirus. Will be quarantined for the 14 day time period. Have provisions to stay in office if we need to. Several people do have small children. Have work assignments they can do from home. Fortunately some do have spouses so they are able to share those duties. The boys downstairs are working. Water is flowing is the priority. Regulatory compliance – in the middle of UCR Core Sampling. Sample gathering is on track. Have been on County EOC and the Water Hub. Water Authority asked for water reports from agencies daily. Did all the precautions. Have been keeping people in separate trucks. Socialized distancing. Make sure they wear their ID's. Discussed rotations, etc. Make sure no one is tampering or altering water. Try to put two people on duty so there can be a faster response with one in the south and the other in the north.

Drake and concerns with the lift station in Harmony Grove. Will be monitoring the flow of the lift station and checking screen at the lift station twice a day in case people are using wipes. Plenty of supplies here at the office. Consider scenarios on what recovery is like. People not making payments and

those kinds of things. How are our reserves? We do have PPEs. Have enough for staff. Plenty of gloves, plenty of toilet paper, alcohol wipes, fuel is topped off.

All conferences have been cancelled.

B. Approve Resolution No. 20-02: Resolution of the Board of Directors of the Rincon del Diablo Municipal Water District Granting the General Manager Authority to Declare an Emergency and to Take Action as Appropriate.

C. Future Meetings.

Next steps include an update on the draft budget at the May 28th board meeting and a request for adoption of the two-year budgets at the June 25th board meeting.

**VII. GENERAL MANAGER'S REPORT**

**VIII. ADJOURNMENT**

There being no further business before the Board of Directors, the meeting was adjourned by President Murtland at 4:15 p.m.

**APPROVED:**

  
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James B. Murtland, President

**ATTEST:**   
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Wanda Cassidy, Board Secretary