



DIRECTORS

43885 SOUTH GRIMMER BOULEVARD • FREMONT, CALIFORNIA 94538
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MANAGEMENT

AZIZ AKBARI
JAMES G. GUNTHER
JUDY C. HUANG
PAUL SETHY
JOHN H. WEED

ROBERT SHAVER
General Manager
KURT ARENDS
Operations and Maintenance
LAURA J. HIDAS
Water Resources
ED STEVENSON
Engineering and Technology Services
JONATHAN WUNDERLICH
Finance

**NOTICE OF SPECIAL MEETING OF THE
ACWD BOARD OF DIRECTORS**

Date: March 26, 2020

Time: 4:00 P.M.

Location: Due to COVID-19 and in accordance with the Governor's Executive Orders which suspend portions of the Brown Act, this meeting will be conducted via teleconference/webinar only. Members of the public may not attend this meeting in person. Members of the public may participate in this meeting by calling in at 1-699-900-9128 or 1-346-248-7799 or 1-301-715-8592 followed by 746 348 602 or via webinar <https://zoom.us/j/746348602>

Please Take Notice that the Alameda County Water District Board of Directors hereby calls a special meeting on March 26, 2020 at 4:00 P.M., via Webinar/Teleconference, at which time the Board will convene for the following purposes:

1. Roll Call
2. Pledge of Allegiance
3. Public Comments on Matters on this Notice of Special Meeting
4. Closed Session
 - 4.1 Pursuant to California Government Code Section 54957
 - Threat to Public Services of Facilities
Consultation with District Counsel and Security Operations Manager
5. Open Session – No earlier than 5:00 P.M.
 - 5.1 Update on COVID-19 Pandemic
 - 5.2 Consideration of Declaration of Local Emergency Related to COVID-19 Pandemic
6. General Manager's Reports
7. Director's Comments and/or Agenda Item Requests
8. Adjournment

This Notice of Date, Time and Location of this special meeting of the Alameda County Water District Board of Directors is given this 25th day of March, 2020

Date this Notice Posted: March 25, 2020

Gina Markou, District Secretary

ALAMEDA COUNTY WATER DISTRICT

43885 So. Grimmer Boulevard
Fremont, CA 94538

SPECIAL BOARD OF DIRECTORS MEETING

A G E N D A

March 26, 2020

4:00 P.M.

ACCESSIBLE PUBLIC MEETINGS: Upon request, ACWD will provide written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services, to enable individuals with disabilities to participate in public meetings. Please send a written request at least 48 hours before the meeting to the District Secretary, ACWD, 43885 S. Grimmer Blvd., Fremont, CA 94538, or to gina.markou@acwd.com stating your name, mailing address, phone number, and a brief description of the requested materials and preferred alternative format or auxiliary aid or service.

DUE TO COVID-19 AND IN ACCORDANCE WITH THE GOVERNOR'S EXECUTIVE ORDERS WHICH SUSPEND PORTIONS OF THE BROWN ACT, THIS MEETING WILL BE CONDUCTED BY TELECONFERENCE/WEBINAR ONLY. MEMBERS OF THE PUBLIC MAY NOT ATTEND THIS MEETING IN PERSON. MEMBERS OF THE PUBLIC MAY PARTICIPATE IN THIS MEETING BY CALLING IN AT **1-669-900-9128*** or **1-346-248-7799*** or **1-301-715-8592*** FOLLOWED BY **746348602** OR VIA WEBINAR <https://zoom.us/j/746348602>

1. ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. PUBLIC COMMENTS ON MATTERS ON THIS NOTICE OF SPECIAL MEETING
4. CLOSED SESSION
 - 4.1 Pursuant to California Government Code Section 54957
 - Threat to Public Services or Facilities
Consultation with District Counsel and Security Operations Manager
5. OPEN SESSION – No earlier than 5:00 P.M.
 - 5.1 UPDATE ON COVID-19 PANDEMIC: COVID-19 is an infectious respiratory disease caused by a novel coronavirus that was first detected in Fall 2019 with the initial cases originating in China. The virus quickly migrated to nearby countries and has developed into a world-wide pandemic. Federal, state and county agencies have issued guidelines, recommendations, and now mandates curtailing person-to-person contact, including the implementation of social distancing and

shelter-in place orders. Updated directives are being issued daily and both public and private entities are activating their emergency response plans. The Alameda County Water District (District) performs an essential function and operates essential infrastructure to provide water to over 357,000 residents of Fremont, Newark, and Union City. The District Emergency Operations Team has been activated by the General Manager. Staff will provide a general overview of the District's preparations and actions to date to mitigate the potential impacts of COVID-19.

- 5.2 CONSIDERATION OF DECLARATION OF LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC: The District's General Manager requests that the Board of Directors (Board) consider a resolution proclaiming the existence of a local emergency, consistent with the state of emergencies declared by Alameda County and the State of California. The resolution would grant authority to the General Manager to take necessary actions, including authorization to suspend and/or modify administrative procedures, personnel rules and policies, and procurement policies, authorize expanded paid administrative and sick leave, authorize an expanded leave donation program bank, and to take other necessary actions to protect District employees and the public and to ensure water supply during the declared national, state, and local emergencies resulting from the COVID-19 virus pandemic. All actions taken under this extended authority will comply with federal, state, and local laws and regulations. Proclaiming a local emergency could provide the District with opportunities for additional state or federal funding assistance. The General Manager will report financial impacts regularly to the Board.

6. GENERAL MANAGER'S REPORTS

7. DIRECTOR'S COMMENTS AND/OR AGENDA ITEM REQUESTS

8. ADJOURNMENT

* There are three available phone numbers to accommodate all participants, if needed. If callers encounter a busy signal or have difficulty connecting, they may use any of the three phone numbers.

ACWD UPDATE ON COVID-19 PANDEMIC

ACWD Special Board Meeting
March 26, 2020

Agenda

- **COVID-19 Overview**
- **District Objectives**
- **District Actions**
- **Current Leave Policies**
- **Current District Operational Status**
- **Next Steps**

COVID-19 Overview

- **Federal and State public health emergencies declared**
- **Numerous Executive Orders issued by Governor Newsom**
- **State and multiple counties have issued “Stay at Home” orders**
 - **Orders include exceptions for “essential services” and “essential infrastructure workers”**
- **Number of Cases Continues to Rise**
 - **As of March 25, there are over 2,500 confirmed cases in State, with 53 deaths**
- **Bay Area hospitals on alert for surge**

COVID-19 Overview (continued)

- **Bay Area schools closed until at least May 1**
- **Currently, there remain limitations on COVID-19 testing capabilities and supplies of certain safety and hygiene-related equipment and materials**

District Objectives

- **Comply with all CDC and Alameda Co Health Dept Guidelines**
- **Comply with State and County Mandates**
 - **March 12, 2020: Executive Order N-25-20 - Public Meetings**
 - **March 19, 2020: Executive Order N-33-20 - Stay at Home**
- **Two Primary ACWD Goals:**
 - **Keep employees as safe as possible**
 - **Maximize communications/minimize anxiety**
 - **Continue providing all services (including construction-related work) while prioritizing most critical services in the event of resources limitations**

Selected District Actions

- **Virtual EOC Activated on March 12**
 - **Currently at COVID-19 Response Level 3, Utilizing ICS Protocols**
 - **Tracking COVID-19 costs**
- **Social Distancing**
 - **Maximizing Teleworking: 77 Employees, likely to continue increasing**
 - **Maximizing micro-team approach**
 - **Separated larger groups, staggering start times (e.g., Utility Workers)**
 - **Repurposed pool vehicles**
 - **Changing “report to work” locations and implementing “Work from Truck” for some field employees**
 - **Implemented field signs**
- **Hygiene**
 - **Increased routine cleaning in commonly used areas and available deep cleaning**
 - **Sanitary wipes, hand gels, cleaner/sanitizer spray bottles, etc.**
- **Enhanced communications**
 - **External and Internal**

Selected District Actions (cont.)

- Prepared to divert from normal operations, if needed
- Continuing Customers Jobs and CIP Projects
 - Letters to contractors and vendors authorizing support of critical infrastructure workers
- Securing testing for employees is a priority
 - Hayward Test Center: Currently performing ~250 tests per day
 - Additional test centers in development
- Customer Service
 - HQ closed to the general public
 - Suspended late fees, collections, and shutoffs
- Information Technology
 - Virtual Private Network expansion
 - Additional teleconference lines and webinar capabilities
- Modified workflows, Eliminated most face-to-face meetings

Current Employee Leave Policies

- **“Families First Coronavirus Response Act”**
 - **FMLA Public Health Emergency Leave – extends up to 12 weeks of paid FMLA leave for employees unable to work due to school/daycare closure AND have exhausted their FMLA Leave for legitimate reasons (Limit 2/3 regular rate, capped at \$200/day)**
 - **Emergency Paid Sick Leave – provides up to 80 hours of additional sick leave for COVID-19 : 100% regular rate of pay, capped at \$511/day, for employee’s own illness, quarantine, and/or symptoms OR 2/3 regular rate, capped at \$200/day, for care of a quarantined individual and school/daycare closures**
- **Require employees to utilize existing accruals**
- **If no accruals exhausted, employees would be on Leave without Pay**
- **Leave Donation Program**
- **Paid Administrative Leave**

Current Operational Status

- **Currently not experiencing any major issues**
- **Water demand remains seasonally low**
- **Water Treatment Plant No. 2 offline for seasonal maintenance, scheduled start date April 1**
- **No current issues with supply chains**
- **Two employees currently quarantined**

Next Steps

- **Continue Virtual EOC Meetings, adjust frequency as appropriate**
- **Potentially address employee leave policies, as appropriate**
- **Continue monitoring workforce health and effectiveness**
- **Coordinate with other agencies and share information (CUWA, BAWAC, Cities, Department of Health, etc.)**
- **Continue regular updates to the Board**
- **Increased communications w/employees (and unions, as appropriate)**
- **Next Board Meeting Tuesday, April 14, 2020**

RESOLUTION NO. _____

OF THE BOARD OF DIRECTORS OF THE ALAMEDA COUNTY WATER DISTRICT DECLARING A LOCAL EMERGENCY RELATED TO COVID-19 PANDEMIC AND AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY ACTIONS

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State Emergency as a result of the COVID-19 virus pandemic; and

WHEREAS, on March 10, 2020, the County of Alameda proclaimed the existence of a local emergency throughout the county as a result of COVID-19; and

WHEREAS, on March 12, 2020, the Alameda County Water District (District) General Manager activated the District's Emergency Operations Plan and Emergency Operations Center; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency and provided recommendations from the Centers for Disease Control; and

WHEREAS, on March 16, 2020, the Alameda County Health Officer issued a Shelter in Place Order (Order) directing, among other things, all individuals living in the county to shelter at their place of residence except to provide or receive essential services or engage in certain essential activities and work for essential businesses and governmental services; and

WHEREAS the District, which provides water service to residences, businesses, government agencies, and other entities throughout the county, is an Essential Business and performs an Essential Governmental Function and operates Essential Infrastructure, and its employees, consultants and contractors perform Essential Activities, all as defined in the Order; and

WHEREAS, as a result of the federal, state, and local emergency declarations and the

shelter in place order issued by Alameda County, additional emergency measures may be required to be taken to ensure the District can continue to provide a safe and reliable water supply and to protect the safety and health of its employees and the public; and

WHEREAS, because the duration of the declared state of emergencies is unknown and the impacts of COVID-19 are changing rapidly, the District must be prepared to act quickly, yet thoughtfully, to address these changing circumstances.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Alameda County Water District proclaims there is a local emergency within the District's service area and jurisdiction resulting from the COVID-19 pandemic; and

BE IT FURTHER RESOLVED that the General Manager is authorized to suspend and/or modify administrative procedures, personnel rules and policies, and procurement policies, to expand paid administrative and sick leave, to expand the leave donation program bank, and to take all other actions necessary to protect District employees and the public and to ensure safe and reliable water supply during the declared national, state, and local emergencies resulting from the COVID-19 pandemic; and

BE IT FURTHER RESOLVED that the General Manager shall comply with all federal, state, and local laws when taking actions authorized by this resolution, and the General Manager will report the financial impacts of such actions to the Board.

PASSED AND ADOPTED THIS 26th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Judy C. Huang, President
Board of Directors
Alameda County Water District

ATTEST:

APPROVED AS TO FORM:

Gina Markou, District Secretary
Alameda County Water District
(Seal)

Patrick T. Miyaki, General Counsel
Alameda County Water District

RESOLUTION NO. _____

OF THE BOARD OF DIRECTORS OF THE ALAMEDA COUNTY WATER DISTRICT AUTHORIZING THE GENERAL MANAGER TO TAKE NECESSARY ACTIONS DUE TO THE COVID-19 PANDEMIC IN RECOGNITION OF THE FEDERAL, STATE, AND LOCAL DECLARED STATE OF EMERGENCY

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State Emergency as a result of the COVID-19 virus pandemic; and

WHEREAS, on March 10, 2020, the County of Alameda proclaimed the existence of a local emergency throughout the county as a result of COVID-19; and

WHEREAS, on March 12, 2020, the Alameda County Water District (District) General Manager activated the District's Emergency Operations Plan and Emergency Operations Center; and

WHEREAS, on March 13, 2020, the President of the United States declared a National Emergency and provided recommendations from the Centers for Disease Control; and

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WHEREAS the District, which provides water service to residences, businesses, government agencies, and other entities throughout the county, is an Essential Business and performs an Essential Governmental Function and operates Essential Infrastructure, and its employees, consultants and contractors perform Essential Activities, all as defined in the Order; and

WHEREAS, as a result of the federal, state, and local emergency declarations and the

shelter in place order issued by Alameda County, additional emergency measures may be required to be taken to ensure the District can continue to provide a safe and reliable water supply and to protect the safety and health of its employees and the public; and

WHEREAS, because the duration of the declared state of emergencies is unknown and the impacts of COVID-19 are changing rapidly, the District must be prepared to act quickly, yet thoughtfully, to address these changing circumstances.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Alameda County Water District, in light of the recitals set forth above, recognizes that there is a state of emergency within the District's service area and jurisdiction resulting from the COVID-19 pandemic; and

BE IT FURTHER RESOLVED that the General Manager is authorized to suspend and/or modify administrative procedures, personnel rules and policies, and procurement policies, to expand paid administrative and sick leave, to expand the leave donation program bank, and to take all other actions necessary to protect District employees and the public and to ensure safe and reliable water supply during the declared national, state, and local emergencies resulting from the COVID-19 pandemic; and

BE IT FURTHER RESOLVED that the General Manager shall comply with all federal, state, and local laws when taking actions authorized by this resolution, and the General Manager will report the financial impacts of such actions to the Board.

PASSED AND ADOPTED THIS 26th day of March, 2020, by the following vote:

AYES:

NOES:

ABSENT:

Judy C. Huang, President

Board of Directors
Alameda County Water District

ATTEST:

APPROVED AS TO FORM:

Gina Markou, District Secretary
Alameda County Water District
(Seal)

Patrick T. Miyaki, General Counsel
Alameda County Water District