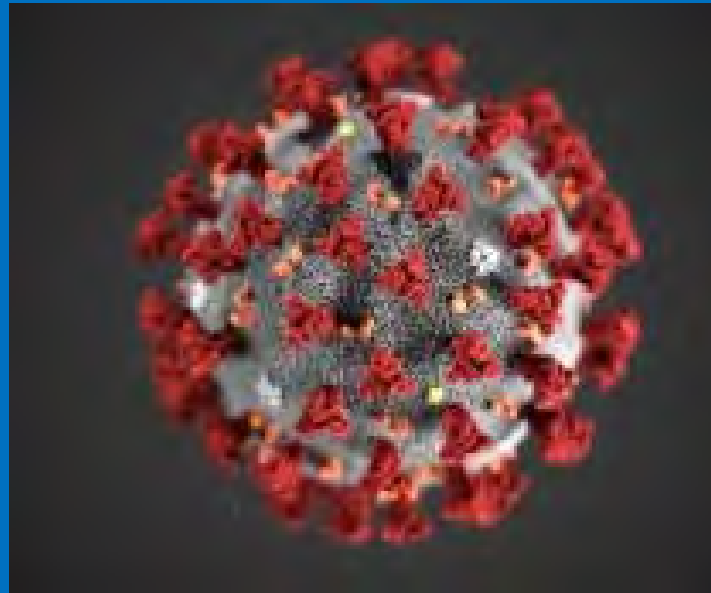


# VENTURA RIVER WATER DISTRICT

BOARD MEETING

MARCH 23, 2010



Novel COVID-19 VIRUS

# COVID-19 Emergency Order

1. All billing delinquency fees and penalties identified in the VRWD Rules and Regulations are hereby waived until further notice.

Reason: This recognizes the confinement and financial hardship many customers are dealing with during this public health emergency.

2. Suspend all water service shutoffs for non-payment until further notice.

Reason: The public must have access to water during this public health emergency.

# COVID-19 Emergency Order

3. The General Manager or his designee adjust District staffing in his sole discretion to meet the needs of the District as well as the safety, health and ongoing availability of all VRWD employees. This includes, where the General Manager or his designee deems appropriate, use of paid administrative leave, work-from-home arrangements, and needed additional budgetary payroll discretion to meet the needs of the District and its employees during this VRWD-declared emergency. Employees placed on paid administrative leave shall be able to report for work with a 24 hour notice.

Reason: Allows staff members to operate on flexible schedules in order to minimize contact between staff members and helps avoid 'chain-reaction' quarantine events that may occur when a particular staff member becomes subject to a public health quarantine.

# COVID-19 Emergency Order

Background on 3: Public employees who are sent home are deprived of their right to employment and are entitled to their pay without having to draw down sick or paid time off leave balances. The employees who are required to not report to work should be put on paid administrative leave not requiring them to draw down leave balances. Paid administrative leave also ensures all employees are available to return to work on the shortest notice possible providing improved operational flexibility.

4. Board of Directors meetings will be held in a large room that allows sufficient separation and/or by phone/video conference during the duration of this VRWD-declared emergency.

Reason: This allows the work of the District to proceed and adaptively manage the response to COVID-19.

# COVID-19 Emergency Order

5. Office hours at the District may be limited, as necessary.

Reason: To meet the objective of having one person staffing the office at a time it will not be possible to keep the office open during lunch and rest breaks. In addition, if the person operating the office must address district business outside of the office the office may need to be closed. When the office is closed during normal business hours a sign will be posted on the door with a contact cellphone number and time when the office will re-open.

# COVID-19 Emergency Order

## FISCAL IMPACT

Delinquent fees generate revenues of about \$2,100 per month. The total revenue lost will depend upon the length of public health emergency.

Many District projects are being delayed but no significant fiscal impact is anticipated from the delay.

\$1,200 per year for toll free call in. \$100/month

# RAIN ACCUMULATION PER MONTH

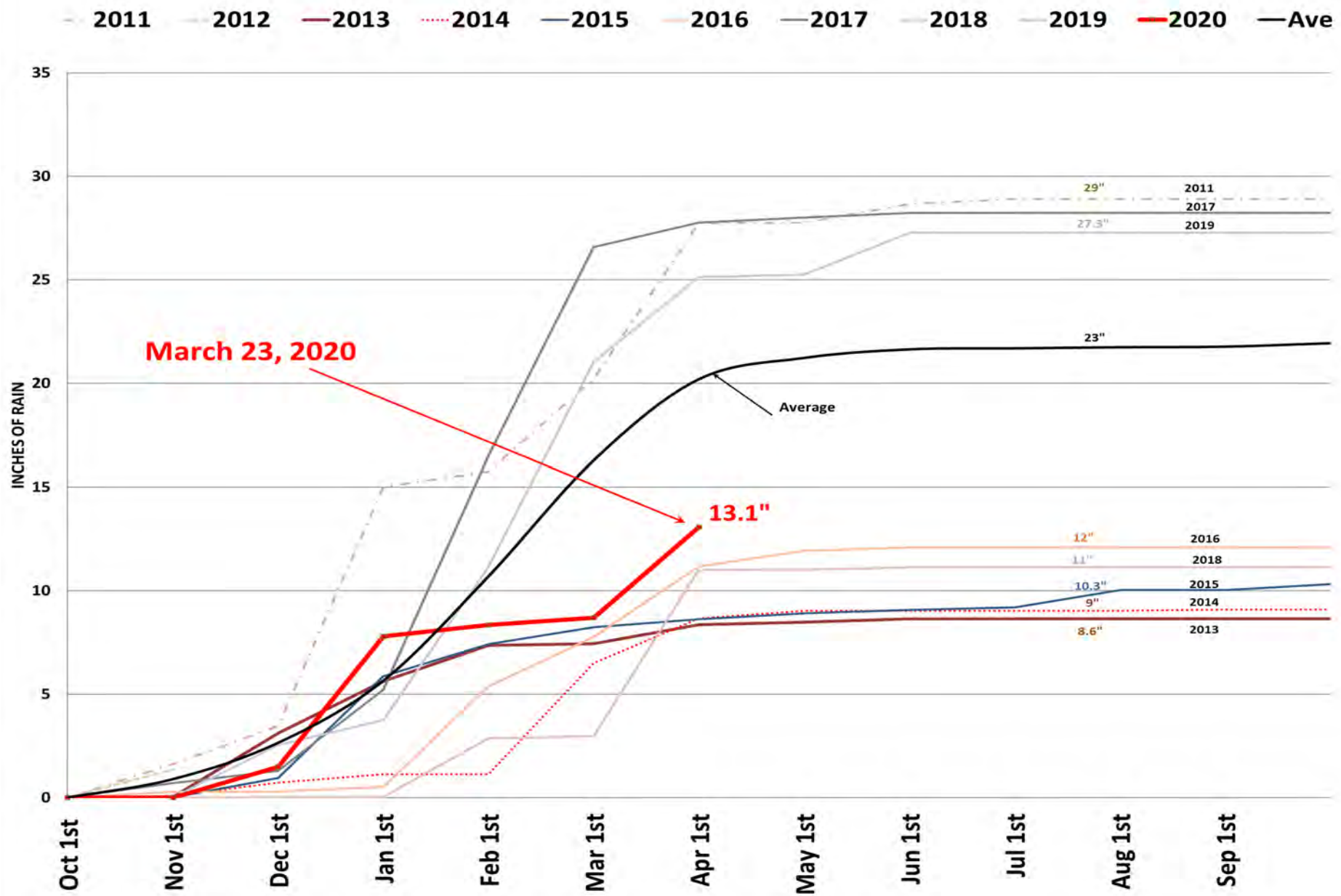


Chart 6

