

**TWAIN HARTE COMMUNITY SERVICES DISTRICT**  
**Board of Directors Special Meeting Teleconference Due to COVID 19**  
**April 1, 2020**

**CALL TO ORDER:** President Mannix called the meeting to order at 2:00 p.m. The following Directors, Staff, and Community Members were present:

**DIRECTORS:**

Director McManus  
Director Mannix  
Director Knudson  
Director deGroot  
Director Sipperley

**STAFF:**

Tom Trott, General Manager  
Carolyn Higgins, Finance Officer  
Todd McNeal, Fire Chief  
Kim Silva, Administrative Coordinator

**AUDIENCE:**

Four members of the public

**PUBLIC COMMENT ON NON-AGENDIZED ITEMS:**

CERT Team Leader, Carol Hallett, made masks and gave instructions on use. CERT is also coordinating a phone system during the COVID-19 crisis through which people can either sign up to receive a phone call or sign up to phone other people in order to combat loneliness and help meet needs during this time.

**COMMUNICATIONS:**

- A. Declaration of the Board President – Altering the regular meeting location due to a local emergency caused by the coronavirus pandemic.

**NEW BUSINESS:**

- A. Discussion/action to adopt Resolution #20-07 – Approving a Fiscal Year 2019-20 Fire CERT Fund Budget Adjustment in the Amount of \$15,200 for the Purchase of a Firefighter Rehabilitation Vehicle.

***MOTION: Director Sipperley made a motion to adopt Resolution #20-07 as presented.***

***SECOND: deGroot***

***AYES: Mannix, deGroot, Knudson, McManus, Sipperley***

***NOES: None***

***ABSENT:***

- B. Discussion regarding draft Policy 2125 – Telecommuting.

***GM Trott presented a draft policy that will be presented at the next board meeting for approval.***

- C. Update on COVID-19 response and regulations.

- Fire Chief McNeal summarized new protocols the fire department has adopted in relation to COVID-19
- GM Trott summarized precautions the water/sewer and admin department have taken to address COVID-19 issues. He also summarized new laws and regulations relating to the pandemic including the Family First and Corona Virus Act.

D. Discussion regarding emergency repayment of leave.

*GM Trott stated that the District is exempt from the new regulations introduced by the Family First and Corona Virus Act because employees of the District are first responders and utility workers. However, he is recommending the formation of a new policy that will provide employees with an avenue of paid time off in the event they are affected by the virus. A policy will be presented for approval at the next board meeting.*

E. Discussion regarding potential suspension of shutoffs.

*GM Trott recommended that a moratorium be placed on shutoffs and charging of late fees during the COVID-19 crisis. A policy regarding these items will be presented for approval at the next board meeting.*

**REPORTS:**

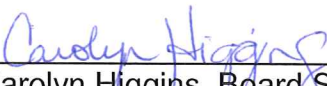
**President and Board Member Report**

- Director Mannix thanked everyone for participating in the teleconference.

**ADJOURNMENT:**

The meeting was adjourned at 2:44 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Carolyn Higgins, Board Secretary

APPROVED:

  
\_\_\_\_\_  
Eileen Mannix, President