

**HEBER PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
1078 Dogwood Rd., Suite 104
Heber, CA, 92249**

Monday, March 16, 2020 at 6:00 p.m.

MINUTES

The District recognizes its obligation to provide equal access to those individuals with disabilities. Please contact the District (760-482-2440) two working days prior to the meeting with any special requests for reasonable accommodation.

1. CALL TO ORDER:

The meeting to the Heber Public Utility District was called to order at 6:03pm by President Cardenas

ROLL CALL:

- 2.** Board members present: T. Sandoval, M. Cardenas, M. Nolasco, Jr., P. Tabarez, Jr. and K. Garcia. Also present was General Manager Laura Fischer, Finance Manger Graciela Lopez, and General Counsel Steve Walker.

3. PLEDGE OF ALLEGIANCE:

Led by President Cardenas

4. APPROVAL OF AGENDA:

Motion to approve the agenda as presented was made by Director Nolasco, Jr., seconded by Director Tabarez, Jr.

Motion approved by Roll Call: 5/0

AYES: T. Sandoval, M. Cardenas, M. Nolasco, Jr., P. Tabarez, Jr.
K. Garcia

5. PUBLIC PRESENTATIONS/COMMENT: NONE

The Board may set time limits on the amount of time any speaker can use to address the Board. Members of the public are allowed to make comments about anything not listed on the agenda. If the comments concern an agenda item, they must wait until that item is up for discussion. If you wish to address the Board, please fill out a "Request to Speak Form" and hand it to the Clerk of the Board and when recognized by the President of the Board, go to the podium and address the Board. The Board can't take action on any item not on the agenda.

6. NEW BUSINESS: Discussion and Possible Action

- A.** Employee Work Plan Related to State and National Emergency Declarations, and Governor Newsom's Executive Order enhancing State and Local government's ability to respond to COVID-19 pandemic – General Manager

Information was presented to the Board regarding the COVID-19 pandemic and the specific measures that will be taken to ensure our employees' health and safety as well as the safety of our customers. This plan will be ready to implement when the Governor recommends taking social distancing steps.

- 1) Reduce number of employees working in the office, water plant, sewer plant and parks to ensure there is separation.

- 2) Postpone maintenance and repairs to sewer plant and sewer collection system; postpone projects and maintenance at water plant and water distribution system. These projects will be on hold unless they are considered an emergency.
- 3) Close the office to customers. Ensure that all customers remain outside of the office and provide drop boxes to accept customer payments, take payments over the phone, alternate payment methods.
- 4) Close all playgrounds, but allow public access to parks and open space as long as the social distancing rules are followed.
- 5) Communicate with our customers. Immediately send out a newsletter reassuring our customers that HPUD will assist during this time.
- 6) Emergency policy to Suspend Shut Off on water service for all customers for non-payment, and to Not Charge Late Fees.
- 7) Communicate this emergency policy to our customers via a newsletter, advertisement in Imperial Valley Press and on our website.
- 8) Communicate with employees regarding the changes to work schedule.
- 9) Continue to pay employees as if they were working full time and schedule as needed as long as the social distancing requirements are maintained and all PPE is worn when outside.
- 10) Authorize the General Manager to take any emergency action(s) as necessary to ensure the health and safety of our employees and customers during the COVID-19 pandemic; require the General Manager to report to the Board any changes to the approved action plan at the next Board Meeting.

Motion to approve the work plan as presented was made by Director Sandoval, seconded by Director Tabarez, Jr.

Motion approved by Roll Call: 5/0

AYES: T. Sandoval, M. Cardenas, M. Nolasco, Jr., P. Tabarez, Jr.
K. Garcia

7. ADJOURNMENT:

Motion to adjourn the meeting at 7:05pm was made by Director Sandoval, seconded by Director Tabarez, Jr.

Motion approved by Roll Call: 5/0

AYES: T. Sandoval, M. Cardenas, M. Nolasco, Jr., P. Tabarez, Jr.
K. Garcia

Minutes of the Emergency Meeting for March 16, 2020 were prepared by Laura Fischer, General Manager.

Heber Public Utility District is an equal opportunity provider and employer.