

**MINUTES OF THE SPECIAL MEETING OF THE
FLORIN RESOURCE CONSERVATION DISTRICT
BOARD OF DIRECTORS**

Tuesday, March 31, 2020

The special meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:00 p.m. by Tom Nelson, Chair, by zoom conference.

Call to Order, Roll Call, and Pledge of Allegiance.

Directors Present: Bob Gray, Tom Nelson, Elliot Mulberg, Lisa Medina, Sophia Scherman
Directors Absent: None
Staff Present: Mark Madison, General Manager; Bruce Kamilos, Assistant General Manager; Patrick Lee, Treasurer; Stefani Phillips, Board Secretary; Donella Murillo, Finance Supervisor; Jeff Ramos, Interim Program Manager; Sean Hinton, Water Distribution Supervisor; Alan Aragon, Water Distribution Supervisor; Steve Shaw, Water Treatment Supervisor; Amber Kavert, Administrative Assistant II (Confidential)
Staff Absent: None
Associate Directors Present: Paul Lindsay
Associate Directors Absent: None
General Counsel Present: Ren Nosky, JRG Attorneys at Law

Public Comment

Nothing to report.

1. Status Report – Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan

General Manager Mark Madison provided a status report to the Florin Resource Conservation District (District) Board of Directors (Board) on the Coronavirus (COVID-19) Risk Minimization and Outbreak Response Plan (Plan). He explained that the Plan is on the website for the public to view.

Mr. Madison explained the District is currently operating at Risk Level 3.5 of the Plan and provided the Board with what, operationally, that looks like for the day to day activities of the business.

Director Lisa Medina complemented the staff for how well the Elk Grove Water District (EGWD) is operating during this time. Associate Director Paul Lindsay echoed Director Medina's comment.

2. Emergency Suspension of Penalties, Fees and Terminations

Mr. Madison provided information on this item to the Board.

In summary, the Stay at Home Order, issued by Governor Gavin Newsom on March 19, 2020 has jeopardized the economic stability of many EGWD utility customers during the viral outbreak due to the elimination or downsizing of numerous businesses. The COVID-19 pandemic has caused, and will continue to cause, conditions of extreme economic hardship to ratepayers of the EGWD. Staff recommended the Board consider temporarily waiving late payment penalties, door tag fees and over the phone payment fees, as well as suspending the water shut-off process during this time in order to mitigate the negative consequences of the stay-at-home order and the coronavirus outbreak. The waiver of late payment penalties, door tag fees and over the phone payment fees, as well as the suspension of water shut offs, shall continue until the state of emergency is lifted, or until a separate action is taken by the Board.

Staff also asked that the Board discuss the possibility of developing a discount program that would assist with affordability of water service to customers who have been directly impacted financially by COVID-19.

Chair Tom Nelson asked what the cost would be to temporarily waive late payment penalties, door tag fees, and over the phone payment fees. Mr. Madison, along with Finance Supervisor Patrick Lee, informed him it would be around \$18, 250 per month.

Vice-Chair Bob Gray mentioned that the District will need to think about how everything will happen when it is time to go back to normal operations and fees are brought back. Mr. Madison says he would love to have a discussion on how to ease back into normal operations of penalties, fees and terminations.

Director Sophia Scherman asked if the fees will be added to the customers' bills at the end of the state of emergency. Mr. Madison explained this suspension will not be a deferral, it is a waiver and fees would be dropped.

The Board suggested that a bill insert be added to the next billing cycle to inform the customers of the suspension. Mr. Madison explained the next billing cycle will not be until May, but he will also work with the Elk Grove Citizen to get the information out to the public.

Mr. Lindsay suggested adding a section to the Operations Report during this time, to capture the waived fees, to which Chair Nelson agreed was a good idea.

Director Scherman suggested making it very clear that the waiver is not a deferral and will not have to be repaid once the state of emergency is over. Director Medina agreed with Director Scherman and suggested staff also create a FAQ sheet about the suspension of penalties, fees and terminations for customers.

Mr. Madison suggested adjusting the Resolution to have himself sign for Chair Nelson so he would not have to come into the office to sign the document. The Board agreed.

MSC (Medina/Scherman) to adopt Resolution No. 03.31.20.01, waiving late payment penalties, door tag fees and over the phone payment fees and suspending disconnections of water service in response to the COVID-19 pandemic including the amendment to allow General Manager Mark Madison to sign the Resolution under the current circumstances. 5/0: Ayes: Gray, Medina, Mulberg, Nelson, and Scherman.

Mr. Madison opened the discussion on the possibility of developing a discount program that would assist with affordability of water service to customers who have been directly impacted financially by COVID-19. He provided a couple different directions the District could go to provide a discount to those customers affected.

There was a lengthy discussion on the pros and cons, as well as the legality, of providing a discount program. The majority of the Board felt that this should not be something that the District considers.

Mr. Madison thanked the Board for their input and direction.

Adjourn to Regular Board Meeting on April 21, 2020 at 6:30 p.m.

Respectfully submitted,

Stefani Phillips

Stefani Phillips, Board Secretary
AK/SP