



## Heritage Ranch Community Services District

4870 Heritage Road, Paso Robles, California 93446

(805) 227-6230 • (805) 227-6231

### **SPECIAL BOARD MEETING AGENDA**

**TUESDAY, MARCH 24, 2020**

**DISTRICT OFFICE, HERITAGE RANCH, CA**

*To further reduce the risk of spreading coronavirus (COVID-19) within the community, the Heritage Ranch Community Services District will be practicing social distancing guidance as instructed by the Governor and the Center for Disease Control. We have made this meeting available via teleconference. To join meeting dial **1-267-930-4000** and enter access code **065169537#**.*

#### **Board Members:**

Dan Burgess, President  
Devin Capps, Vice President  
Reg Cousineau, Director  
Martin Rowley, Director  
Bill Barker, Director

#### **1. 4:00 PM OPEN SESSION / CALL TO ORDER / FLAG SALUTE**

#### **2. ROLL CALL**

#### **3. DISCUSSION ITEMS**

- a. Submittal for approval Resolution No. 20-05, A Declaration of Emergency and Resolution of the Board of Directors of the Heritage Ranch Community Services District to Temporarily Authorize Increased Authority of the General Manager.

**(Action required: 1) receive staff report; 2) open public comment; 3) close public comment; 4) discussion, motion, roll call vote)**

#### **4. ADJOURNMENT**

**(Action required: by motion and voice vote, adjourn meeting)**

The next regular Board of Directors meeting is scheduled for Thursday, April 16, 2020.

## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MEMORANDUM

**TO:** Board of Directors

**FROM:** Scott Duffield, General Manager

**DATE:** March 24, 2020

**SUBJECT:** Submittal for approval Resolution No. 20-05, A Declaration of Emergency and Resolution of the Board of Directors of the Heritage Ranch Community Services District to Temporarily Authorize Increased Authority of the General Manager.

#### **Recommendation**

It is recommended that the Board of Directors approve Resolution No. 20-05, A Declaration of Emergency and Resolution of the Board of Directors of the Heritage Ranch Community Services District to Temporarily Authorize Increased Authority of the General Manager.

#### **Discussion**

By adoption of Resolution No. 20-05, the District may be eligible for cost recovery on issues related to the COVID-19 emergency. Additionally, the resolution provides temporary increased authorities of the General Manager to allow for a more effective and timely response to situations as they occur related to the COVID-19 emergency.

#### **Fiscal Considerations**

Impacts are not able to be determined at this time; however, the District may be eligible for cost recovery on issues related to the COVID-19 emergency.

#### **Results**

Resolution 20-05 will help to ensure efficient and effective management of the District and allow staff to deliver critical essential services to the community.

Attachments: Resolution 20-05 A Declaration of Emergency and Resolution of the Board of Directors of the Heritage Ranch Community Services District to Temporarily Authorize Increased Authority of the General Manager

File: COVID-19

**HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
RESOLUTION NO. 20-05**

**DECLARATION OF EMERGENCY AND RESOLUTION OF THE BOARD OF  
DIRECTORS OF THE HERITAGE RANCH COMMUNITY SERVICES DISTRICT TO  
TEMPORARILY AUTHORIZE INCREASED AUTHORITY OF THE GENERAL  
MANAGER**

**Recitals**

**WHEREAS**, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

**WHEREAS**, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials pertaining to measures to control the spread of COVID-19; and

**WHEREAS**, on March 13, 2020, the San Luis Obispo County Health Officer declared a public health emergency and the County Emergency Services Director also proclaimed a local emergency due to the COVID-19 pandemic; and

**WHEREAS**, on March 14, 2020, the San Luis Obispo County Public Health Department announced the first confirmed case of COVID-19 in San Luis Obispo County, and additional cases have since been confirmed; and

**WHEREAS**, the health, safety and welfare of Heritage Ranch Community Services District ("District") residents, businesses, visitors and staff are of utmost importance to the Board of Directors (“Board”), and additional future measures may be needed to protect the community; and

**WHEREAS**, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

**WHEREAS**, the District General Manager (“General Manager”) currently has spending authority to issue purchase orders and/or warrants up to \$499 with the countersignature of the Administrative Assistant. The General Manager and Administrative Assistant may issue purchase orders and/or warrants for \$500 or more with the countersignature of a Board member. The General Manager shall not issue purchase orders without first obtaining Board approval of any requisition for capital items in excess of \$1,000.

**WHEREAS**, the District General Manager has limited authority to execute formal contracts for the purchase of materials, supplies, and services, and limited authority related to personnel matters; and

**WHEREAS**, in the absence of Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

**WHEREAS**, after consideration of all the facts reasonably available for review at the present time, the Board of Directors finds it in the best interest of the District to authorize temporary increases to certain authority of the General Manager.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED** by the Board of Directors of the Heritage Ranch Community Services District as follows:

1. The Board of Directors declares a State of Emergency to exist in Heritage Ranch Community Services District as a result of the threat of Novel Coronavirus 2019 (“COVID-19”)
2. The Board of Directors authorizes an increase in the General Manager’s spending authority to \$30,000 and up to \$50,000 upon authorization from the President of the Board.
3. The General Manager may take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, and Procedures.
4. The authority vested in the General Manager by this resolution will terminate upon a declaration by the Governor that the State of Emergency has ended and the County Health Officer that the Public Health Emergency has ended and the County Emergency Services Director that the Local Emergency has ended.

**PASSED, APPROVED AND ADOPTED** by the Board of Directors of the Heritage Ranch Community Services District on the \_\_\_ day of \_\_\_\_\_ 2020, by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:**

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**Dan Burgess, President**  
**Board of Directors**

**ATTEST:**

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**Kristen Gelos**  
**Board Secretary**