



BOARD OF DIRECTORS  
Special Meeting Agenda  
January 19<sup>th</sup>, 2022, 6:30 p.m.  
Board Room and on-line  
19039 Bay Street, El Verano  
(707) 996-1037

Board of Directors  
Steve Rogers, President  
Jon Foreman, Vice President  
Gary Bryant  
Brooke Harland  
Colleen Yudin-Cowan

## PUBLIC NOTICE

Pursuant to Government Code section 54953(e), and in light of the declared state of emergency, this meeting may be conducted telephonically or by other electronic means. This meeting will be held as a hybrid of in-person and remote via Zoom or telephone.

**Directors and the public may participate in this open, public meeting in person or remotely. Join the Zoom meeting here:**

<https://us02web.zoom.us/j/2135226170?pwd=R1Ira2FZWVWNmdrVk16ZTFwelFsUT09>

**Meeting ID: 213 522 6170**

**Password: VOMWD**

**Dial in: +1 669 900 6833 US**

**Find your local number: <https://us02web.zoom.us/u/kbQrgAVzxw>**

Consistent with the State of California's current guidance regarding face coverings, individuals who are not fully vaccinated against COVID-19 must wear face coverings. Time will be provided for public comment. Any member of the public wishing to speak will be allowed 3 minutes to make a statement. Board President will call for comments prior to the Board deliberating on pending action. However, please note that no action can be taken on any item unless printed on the agenda and included with the meeting notice. Therefore, any item discussed by members of the public and not shown on the agenda will only be received for information. The Board of directors may choose to set such item for future discussion and staff report. A full agenda packet is available at the District office for public view. A fee may be charged for copies. During the meeting, information and supporting materials are available in the Boardroom. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District as soon as possible, but at least two days prior to the meeting.

All open meetings are recorded. Recordings for each meeting are retained for a minimum of 90 calendar days and may be heard upon request, at no cost. Please contact a member of the District staff for assistance. ITEMS ON THIS AGENDA MAY BE TAKEN OUT OF THE ORDER SHOWN.

Any writings or documents provided to a majority of the Board regarding any item on this agenda will be made available for public inspection in the VOMWD office located at the above address during normal business hours.

### **1. CALL TO ORDER – PLEDGE – ROLL CALL**

### **2. PUBLIC COMMENTS:**

*This section of the agenda is provided so that the public may express comments on any item within the District's jurisdiction not listed on the agenda. Board members can ask questions for clarification, respond to statements or questions from members of the public, refer a matter to staff, or follow Board procedures to direct staff to place a matter of business on a future agenda. The public may express comments on agenda items at the time of Board consideration.*

### **3. CONSENT CALENDAR**

It is recommended by the General Manager that these items, which are expected to be routine in nature and without controversy, be received and acted upon by the Board without discussion. If any Board

member or interested party requests that an item be removed from the Consent Agenda for discussion, it will be considered separately. The consent calendar may be approved by a single motion.

4. PUBLIC PRESENTATION, HEARING OR WORKSHOP

5. FINANCE, ADMINISTRATIVE & OPERATIONAL REPORTS - NONE

6. DIRECTORS' COMMITTEE REPORTS

7. GENERAL MANAGER'S AND DISTRICT COUNSEL'S REPORTS

8. DISCUSSION AND ACTION (GENERAL BUSINESS)

Item 8.A Discussion and Possible Action to Allocate Additional COVID-19 Related Leave for District Employees as a Result of the Recent Surge in COVID-19 Cases and Quarantine Requirements under Sonoma County Health Order C19-31-QR

9. CLOSED SESSION - NONE

10. REQUEST FOR FUTURE AGENDA ITEMS

11. ADJOURNMENT

The next scheduled Board meeting is a regular meeting at 6:30 p.m. on February 1<sup>st</sup>, 2022.  
*Posted this 18<sup>th</sup>, day of January, online and in three public places.*



Amanda Hudson, Board Secretary

# MEMORANDUM

TO: Valley of the Moon Water District Board of Directors

FROM: Matt Fullner, General Manager

SUBJECT: **Discussion and Possible Action to Allocate Additional COVID-19 Related Leave for District Employees as a Result of the Recent Surge in COVID-19 Cases and Quarantine Requirements under Sonoma County Health Order C19-31-QR**

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## **Background**

As a result of the recent surge of COVID-19 cases in Sonoma County, the County Health Officer, Dr. Sundari R. Mase, MD, MPH, issued order [C19-31-QR](#). This order references CDPH quarantine guidelines and requires that “All persons who have had close contact (within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) with a person who has COVID-19, or who likely has COVID-19, as those terms are defined in Order C19-31-IR, must quarantine themselves and follow the applicable recommendations for quarantine according to their vaccination status in alignment with the Self-Quarantine Instructions for Individuals Exposed to COVID-19, contained within the California Department of Public Health (CDPH) Guidance on Isolation and Quarantine for COVID-19 Contact Tracing. Full guidance and details are located [here](#)[.]”

For the first 22 months of the COVID-19 pandemic, the District had one employee test positive for the illness. In the past three weeks, there have been five. All became ill after contact with sick people outside of the organization. Some of the District’s employees (especially newer employees) have already or are at risk of expending all of their leave and having to take time off without pay to comply with the quarantine requirements.

Due to the quarantine requirements, and the transmissibility of the most recent variant of COVID-19, it is highly likely that the District will have additional employees missing work for COVID-19 related reasons. It is proposed, therefore, that the Board considers the institution of a “COVID-19 Leave” in an amount up-to 80 hours per employee, or two, five-day quarantine periods to cover such an eventuality.

The following outlines the structure of the proposed COVID-19 Leave and provides guidance to ensure that it is used appropriately and as intended:

- The COVID-19 Leave shall allocate up to 80 hours of leave per employee to be used only for COVID-19 illness or quarantine time per any applicable regulations or health orders. All other illnesses shall fall outside of the scope of the COVID-19 Leave and shall be handled under existing District Policy.

- A balance sheet shall be developed and used by management to track COVID-19 Leave for any employee that requests it.
- The COVID-19 Leave, regardless of any outstanding balance, shall expire after 90 days from the date of its adoption by the Board. The Board, at its sole discretion, may choose to extend the expiration date depending on the need at such time.
- If a regulation or code is implemented by an entity or agency that supersedes the District's authority in such matters, and that code or regulation is in conflict in any way with the District's COVID-19 Leave, the District's COVID-19 Leave shall become null and void immediately.
- Any employee that feels ill and requests the COVID-19 leave, will be required to submit to a rapid test. If the test is negative, their regular sick and/or vacation leave will be used to cover any missed time.
- Any employee that is in contact with a person who may have COVID-19 (shows symptoms) per health order C19-31-QR and C19-31-IR, will be encouraged to take any and all reasonable steps to verify if the person suspected of having COVID-19 is positive for the virus or not. If that person is not COVID-19 positive, the employee shall end the quarantine period immediately unless they themselves develop symptoms.
- The COVID-19 Leave shall be retroactive to the pay period in which health order C19-31-QR was issued (January 6, 2022).

Furthermore, some staff were able, under existing District policy, to donate some of their unused accrued sick leave to employees at risk of not receiving their full regular paycheck as a result of COVID-19 related absences. It is proposed that those donating employees' leave be reimbursed under the COVID-19 Leave and that the time be accounted for in the balance sheet described above, for the employees that needed the additional time.

### **Recommendation**

Adopt Resolution No. 220105 implementing the COVID-19 Leave for 90 days from today's date, or until April 19<sup>th</sup> 2022.

**RESOLUTION NO. 220105 A RESOLUTION OF THE BOARD OF DIRECTORS OF  
VALLEY OF THE MOON WATER DISTRICT (DISTRICT) ALLOCATING UP TO 80 HOURS  
OF COVID-19 RELATED LEAVE FOR AFFECTED STAFF**

*WHEREAS, the District is experiencing unprecedented levels of COVID-19 cases among staff;*

*WHEREAS, the County of Sonoma Health Officer, Dr. Sundari R. Mase, MD, MPH, has issued health order [C19-31-QR](#) which requires more stringent quarantining protocols;*

*WHEREAS, many of the District's staff are at risk of running out of their regular paid time off as a result of COVID-19 and the related quarantine requirements which could result in the need to take time off without pay to comply;*

*WHEREAS, the Board of Directors wishes to ease this burden on staff by the institution of up to 80 hours of COVID-19 specific leave for any member of staff that becomes infected with COVID-19 or needs to quarantine as a result of exposure to COVID-19. The following outlines the intended structure and use of the leave:*

- The COVID-19 Leave shall allocate up to 80 hours of leave per employee to be used only for COVID-19 illness or quarantine time per any applicable regulations or health orders. All other illnesses shall fall outside of the scope of the COVID-19 Leave and shall be handled under existing District Policy.*
- A balance sheet shall be developed and used by management to track COVID-19 Leave for any employee that requests it.*
- The COVID-19 Leave, regardless of any outstanding balance, shall expire after 90 days from the date of its adoption by the Board, or until April 19<sup>th</sup>, 2022. The Board, at its sole discretion, may choose to extend the expiration date depending on the need at such time.*
- If a regulation or code is implemented by an entity or agency that supersedes the District's authority in such matters, and that code or regulation is in conflict in any way with the District's COVID-19 Leave, the District's COVID-19 Leave shall become null and void immediately.*
- Any employee that feels ill and requests the COVID-19 leave, will be required to submit to a rapid test. If the test is negative, their regular sick and/or vacation leave will be used to cover any missed time.*
- Any employee that is in contact with a person who may have COVID-19 (shows symptoms) per health order C19-31-QR and C19-31-IR, will be encouraged to take any and all reasonable steps to verify if the person suspected of having COVID-19 is positive for the virus or not. If that person is not COVID-19 positive, the employee shall end the quarantine period immediately unless they themselves develop symptoms.*
- The COVID-19 Leave shall be retroactive to the pay period in which health order C19-31-QR was issued (January 6, 2022).*

*WHEREAS, in the previous payroll, some staff were able under existing District policy, to donate some of their unused accrued sick leave to employees that would not have received their full regular paycheck as a result of COVID-19 related absences. Under this resolution, those donating employees' leave will be reimbursed and that time will be accounted for in the balance sheet described above, for the employees that needed the additional time.;*

*NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of Valley of the Moon Water District hereby allocates up to 80 hours of COVID-19 related leave per employee, as described above.*

THIS RESOLUTION PASSED AND ADOPTED THIS 19<sup>TH</sup> DAY OF JANUARY 2022, by the following votes:

Director Bryant \_\_\_\_\_

Director Foreman \_\_\_\_\_

By \_\_\_\_\_  
President

Director Harland \_\_\_\_\_

Director Rogers \_\_\_\_\_

By \_\_\_\_\_  
Secretary

Director Yudin-Cowan \_\_\_\_\_

AYES \_\_\_\_\_ NOES \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

I HEREBY CERTIFY that the foregoing Resolution was duly adopted at a regular meeting of the Board of Directors of Valley of the Moon Water District, held on the 19<sup>th</sup> day of January 2022 of which meeting all Directors were duly notified and at which meeting a quorum was present at all times and acting.

By \_\_\_\_\_  
Secretary