

MEMORANDUM



To: Board of Directors
From: Barbara Buikema, GM
Date: April 30, 2020
Subject: Director Questions prior to 04-30-20 meeting #2

DISCUSSION

Below is the second recap of questions received from Board members for the 04-30-20 meeting.

Questions from Director Rachel (written delivery)

1. Thank you for copying me on the Rio Road Admin Building enhanced safety discussion.

Absolutely! Cal/OSHA (Occupational Safety & Health Administration) 3990-03 2020 requires that employers recognize that COVID-19 is likely to persist into 2021 and requires that we have an Exposure Control and Disease Preparedness Response Plan. Very simply put, Cal/OSHA says if you find a potential hazard, you must deal with it. That includes not only providing our employees with appropriate Personal Protective Equipment, but changing the way people work where appropriate, isolating people from the hazard, replacing the hazard, and physically removing the hazard or implementing an engineered permanent solution.

We have put multiple systems in place at the Treatment Plant and in the field. In my discussion with you my point was that we also not neglect the staff at Admin. I recognize that there is little appetite for making changes to the building at Rio Road, but I believe there are things we can do that will be an extension of the current design and blend in well, while still providing appropriate protection to staff.

I think with COVID-19 we are being forced to recognize that it is a brand-new world we are operating in.

2. It would be helpful to have the four levels of COVID-19 Risk Mitigation and Response provided in detail. I do not have them committed to memory and we now refer to them in a general sense (e.g. "tiered response guidelines" on the cover page of the Spring/Summer 2020 CAWD Connections newsletter and in Ed's current report on page 77 - "Action Plan Risk Level 3").

Great idea. I have attached it to this memo. I think it is a good idea for all directors and management staff to have a copy of the plan readily available.

3. Page 20 - Disbursements, there are Capital Expenditures that are not identified with Project Numbers.

This is from the Reclamation Disbursements Sheet.

Check #8729 the installation of VFD and bubbler level control system was maintenance, we did not create a project number

Check #8735 the installation of VFD and keypad kit was maintenance, we did not create a project number

Check #8742 this is a PBCSD project. As Reclamation accountant we reimburse for their Project related expenses.

4. Page 49 - Two Pump Station Power Failures on March 23 at 10:26 PM. This begs several questions which I will ask about in tomorrow's meeting.

The power failures are related to PG&E – it can be anything from a power bump to a complete shutoff. Regardless of whether the power comes back on its own or not, our staff receives a notification and will go out to check that everything is operating as it should.

Unfortunately, not much we can do about quality of PG&E service.

5. Page 51 - Mark's report on cancelling the tail gate safety meetings because social distancing is not possible. Can this be done via Zoom or other means?

Mark is now holding multiple meetings with each department. Instead of one tailgate for all he will now hold a meeting with the two mechanics, another 2 meetings with two collection workers who are on staggered shifts, and then 2 meetings with operations who are also on staggered shifts. What it means is that Mark is holding multiple smaller safety meetings. With all the appropriate social distancing, of course.

Additionally, instead of allowing staff to present a topic, during COVID-19 Mark is taking care of the presentation. The thought process being that with staggered shifts, social distancing, and the general anxiety created by COVID-19 it is better to have Mark take the lead.