

**DECLARATION OF THE BOARD PRESIDENT  
OF THE HERITAGE RANCH COMMUNITY SERVICES DISTRICT  
ALTERING THE MEETING LOCATION AND ESTABLISHING VIRTUAL PUBLIC  
MEETING PROTOCOLS AS A RESULT OF THE CORONAVIRUS PANDEMIC**

**WHEREAS**, the Heritage Ranch Community Services District (“District”) is an independent special district and the meetings of its legislative body are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code section 54950, et. seq.); and

**WHEREAS**, due to the Novel Coronavirus 2019 (“COVID-19”) pandemic, the District is in a state of emergency as established by the Governor on March 4, 2020 via proclamation, and by the San Luis Obispo County Director of Emergency Services and the Heritage Ranch Community Services District Board of Directors on March 13 and 19, 2020, respectively, via resolution; and

**WHEREAS**, on March 18, 2020, the San Luis Obispo County Emergency Services Director issued a mandatory shelter at home order which affects the District’s entire service area and requires alterations to the District’s normal business practices; and

**WHEREAS**, on March 19, 2020, the Governor issued Executive Order N-33-20 directing all individuals living in the State of California to stay home or at their place of residence, except as to maintain continuity of operations of specified critical infrastructure; and

**WHEREAS**, the Governor identified a list of Essential Critical Infrastructure Workers to help state, local, tribal and industry partners as they work to protect communities. This list includes critical government workers and identifies water and wastewater and other service providers as necessary to maintain safety and sanitation; and

**WHEREAS**, it is necessary to continue to conduct meetings of the various legislative bodies of the District in order to maintain the critical public health and safety services and operations provided; and

**WHEREAS**, Section 54954(a) of the Brown Act requires that the District specify its regular meeting time and place by ordinance, resolution or bylaws; and

**WHEREAS**, the District's regular meeting place has been established as the District's office in the community of Heritage Ranch, in Paso Robles, by Policy 2.200 of the Heritage Ranch Community Services District Code of Ordinances; and

**WHEREAS**, Government Code section 54954(e) allows the Board President to designate an alternate location for the meetings to take place if, due to an emergency, it is unsafe to meet in the designated location; and

**WHEREAS**, on March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference or other electronic means as long as notice is provided to the public and the meeting is made accessible in specified ways to allow the public to observe and participate; and

**WHEREAS**, it is the Board President's intent to encourage the Board of Directors and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pendency of this pandemic.

**NOW, THEREFORE**, on behalf of the Heritage Ranch Community Services District, I, Dan Burgess, President of the Board of Directors, hereby find and declare the following:

SECTION 1. The above referenced recitals are true and correct and material to the adoption of this Declaration.


SECTION 2. The regular meetings of the Board, and any and all other meetings of the District's legislative bodies that are subject to the Brown Act, may be held via teleconference or other electronic means, in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration, which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 3. All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner set forth in the Virtual Public Meeting Protocols attached to this Declaration which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.

SECTION 4. This Declaration shall take effect immediately and shall remain in effect only during the period in which state or local public health officials have imposed or recommended social distancing measures.

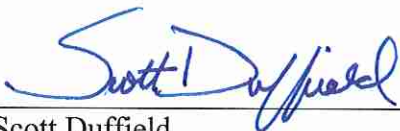
This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Heritage Ranch Community Services District, its departments, officers, employees, contractors, or any other person.

**IN WITNESS HEREOF**, I have hereunto set my hand this 6<sup>th</sup> day of April 2020.



Dan Burgess  
President, Board of Directors  
Heritage Ranch Community Services District

ATTEST:



Scott Duffield  
General Manager and Secretary to the Board



**Heritage Ranch Community Services District**  
**Virtual Meeting Protocols**  
**(Drafted April 1, 2020)**

The guidance below provides useful information for accessing HRCSD meetings remotely and establishing protocols for productive meetings.

**BOARD AND COMMITTEE MEMBERS:**

- Attendance. Board and Committee members should attend District meetings remotely from their homes, offices, or an alternative off-site location. Per the Governor's updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- Agendas. Agenda packages will be made available on the District's website. They will also be sent by email to all Directors. Note that under the circumstances, District staff may not be able to send paper packets.
- Board/Committee Member Participation. Board/Committee members will be unmuted from the beginning of the meeting. Please announce your name before speaking so that those participating by telephone only will know who is speaking. The Board President will recognize individual Board members in order when it is their turn to speak. Please review the "Virtual Meeting Best Practices" guideline so that the meeting is conducted in an effective and efficient manner.

**PUBLIC PARTICIPATION:**

- Attendance. The District's office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed below and in more detail on the agenda for each meeting.
- Agendas. Agendas will be made available on the District's website and to any members of the public who have a standing request, as provided for in the Brown Act.
- Public Participation. Members of the public will be muted for the duration of the meeting. The Board President will announce the time for Public Comment. Members of the public will notify the meeting Host of their desire to provide public comment, depending on their form of participation, as described below. The meeting Host will unmute the public member's device so that comments may be heard, or comments will be read if they are provided in writing only. The public can observe and participate in a meeting as follows:

**HOW TO OBSERVE THE MEETING:**

- Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128 or (253) 215-8782. Enter the Meeting ID number found on the meeting's agenda, followed by the

pound (#) key. Additional phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

- Computer: Watch the live streaming of the meeting online by navigating to the link found on the meeting's agenda from a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>).
- Mobile: Log in through the Zoom mobile app on a smartphone and enter Meeting ID number found on the meeting's agenda.

## **HOW TO SUBMIT PUBLIC COMMENTS:**

- Before the Meeting: Please email your comments to [scott@heritageranchcsd.ca.gov](mailto:scott@heritageranchcsd.ca.gov), and write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed three minutes at staff's cadence, approximately 500 words), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before noon on the day the meeting will be held will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors prior to the meeting. Comments received after noon the day of the meeting will be added to the record after the meeting.
- Live Comments: During the meeting, the Board President, or designee, will announce the opportunity to make public comment. Members of the public may use the "raise hand" feature to be put in a speaking queue. Public comment will be limited to three (3) minutes. If a speaker continues speaking after being notified of the end of their public comment period, the meeting Host will mute the speaker and move on to the next person in the queue. Please raise your hand in the following ways:
  - Telephone: Press "\*9" to raise your hand and notify the meeting Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.
  - Computer and Mobile: Click the "raise hand" button to notify the Host. You will be placed in the queue and unmuted, in order, so that you may provide public comment.

## **FOR ALL PARTICIPANTS:**

- Get Connected: Please download the [Zoom application](#) for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- Ensure Quiet. Please mute all devices when not speaking during the meeting. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.
- We anticipate that this process of moving to remote meetings will likely include some challenges and hope that all will bear with us as we navigate this process.