

MINUTES OF A MEETING OF THE  
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE  
OF THE VALLECITOS WATER DISTRICT  
MONDAY, MARCH 1, 2021 AT 10:00 A.M.  
VIA TELECONFERENCE

Director Boyd-Hodgson called the meeting to order at the hour of 10:00 a.m.

Present: Director Boyd-Hodgson  
Director Pennock  
General Manager Pruum  
Administrative Services Manager Emmanuel  
Public Information/Conservation Supervisor Robbins  
Human Resources Analyst Anderson  
Executive Secretary Posvar  
Administrative Secretary Johnson

ITEMS FOR DISCUSSION

PERSONNEL

**(OLD BUSINESS) RECRUITMENT FOR DEVELOPMENT SERVICES ENGINEER**

General Manager Pruum stated the Development Services Engineer position has been advertised as “open until filled.” The first review of applications is scheduled for March 8.

**(OLD BUSINESS) INCLUSIVE LANGUAGE**

Human Resources Analyst Anderson stated the non-binary designation has been added to the voluntary demographics form and is already being used with employment applications. On the advice of legal counsel, the designations of intersex, trans male and trans female have not been added as they are directly related to medical conditions and physical characteristics.

**(OLD BUSINESS) CLOSED CAPTIONING OF MEETINGS/AB 339**

Public Information/Conservation Supervisor Robbins stated he has reviewed four firms that offer similar closed captioning services. During a demonstration session with Verbit, he found that their service appeared to work fairly well. Other available services include transcription and language translation. The cost of both closed captioning and transcription services ranges between \$1.20 and \$1.47 per minute, or approximately \$11,000 per year, depending on an hours-per-year commitment and number of meetings. Verbit is willing to provide a demonstration session to the District.

General discussion took place regarding Assembly Bill 339 and different technologies available for closed captioning. Public Information/Conservation Supervisor Robbins noted that closed captioning is already available on the District’s recorded meetings that are on YouTube, and in viewing older Board and Committee meetings prior to Zoom, he found that the closed captioning works fairly well.

General Manager Pruim suggested trying out closed captioning technology at the next Committee meeting. The Committee was agreeable to this.

### **(OLD BUSINESS) WORKPLACE SAFETY TRAINING UPDATE**

General Manager Pruim indicated he is in the process of combining the District's safety training schedule with other Board training. He will forward the information to the Board so they have a clearer picture of all the training that is available.

### **(NEW BUSINESS) PLANNING FOR THE "SILVER TSUNAMI" DISCUSSION KICK OFF/LONG-RANGE STAFFING PLAN**

Director Boyd-Hodgson asked how the District is planning for staff retirements in the next decade.

General Manager Pruim recommended the focus be on a succession plan rather than a staffing plan which relates to the number and titling of positions and organizational structure. The District has a succession plan in place that is approximately five years old. Management staff will be working on updating the succession plan to identify critical positions and logical successors.

Administrative Services Manager Emmanuel stated that on a voluntary basis, Individual Development Plans have been utilized in the past that correlate to individuals identified in the succession plan. This may also be addressed in the annual performance review to identify skills necessary for a higher level position than an employee's current position.

Staff will provide a refreshed succession plan that will identify positions where there are likely successors and positions that are of concern at the April 5 Committee meeting.

### **PUBLIC AWARENESS**

#### **(OLD BUSINESS) SAN MARCOS PROMISE FAIR**

Public Information/Conservation Supervisor Robbins stated the District is signed up to participate with a virtual booth in the San Marcos Promise Fair scheduled on March 22-26. High school students will be accessing the event after school which may require overtime compensation to District staff participating after their normal hours to interact with the students. Materials the District could provide for students to download include Work We Do videos, handouts, job descriptions, the District pay scale and employee benefits.

#### **(OLD BUSINESS) SPEAKERS SERIES PLANNING**

Public Information/Conservation Supervisor Robbins stated the Escondido Sunrise Rotary Club has invited the District to speak about desalination on April 8. Depending on how it goes, staff could develop a virtual speaker's series; however, in-person presentations at community group luncheons seem to work best.

## **(OLD BUSINESS) VIRTUAL TOURS PLANNING**

Public Information/Conservation Supervisor Robbins stated Public Information Representative Alicia Yerman is wrapping up her work on several videos regarding topics that include South Lake, Creekside, San Marcos Interceptor and the Tesla battery program. Her videography activities are time sensitive to when work on the various projects is being done. When she has completed these videos, she will start working on the virtual tour of the Meadowlark Reclamation Facility.

## POLICY

### **(OLD BUSINESS) UPDATE ON CONSOLIDATION OF RESOLUTIONS/ORDINANCES/PRACTICES DOCS**

General Manager Prum stated that as part of the overall process of consolidating the District's ordinances, resolutions, practices and policies into an administrative code, staff has been working during the past month to provide the public with easier access to and searchability of ordinances and resolutions on the District's website.

Administrative Secretary Johnson provided an overview of the work Application Specialist I Daniel Prieto has recently completed to improve the list of ordinances and resolutions to include a description of the documents and their adoption date. Much of the work can be done automatically through a workflow process using Optical Character Recognition (OCR) to convert previously scanned documents into searchable data. Some documents, especially older ones, need to be updated manually for various reasons such as the OCR was not able to pick up the information correctly due to poor scanning quality, there was no date, or the description does not contain enough information or has spelling errors. The ordinances (more than 200) have been updated as of last Friday. There are over 1,570 resolutions to be updated. Application Specialist I Prieto is also working on a sorting function. The next issue is how to indicate active versus inactive documents.

### **(NEW BUSINESS) PANDEMIC POST ASSESSMENT REPORT DISCUSSION KICK OFF/WHAT WORKED, WHAT DIDN'T, WHAT NEEDS TO BE CODIFIED**

Discussion took place regarding the need to document lessons learned throughout the COVID-19 pandemic and how to prepare for a similar event in the future to ensure continuity of District operations. Staff is working toward this in regard to the following:

- During future replacement cycles, desktop computers may be replaced with laptop computers. This would allow, should the need arise, staff who work primarily in the office to be able to work remotely very easily. Infrastructure for staff to connect to the District's databases is already in place; however, more hardware will be necessary. The estimated cost of a desktop computer is approximately \$700. The cost of a laptop with all associated hardware is estimated at around \$2,200.
- In a future event, staff would be sent home sooner, and exclusion zones would be set up sooner to keep staff from going between Building A and Building B.

- Staff is working on a COVID Protection Plan which is required by Cal OSHA. The plan will also be helpful for other events in the future such as wildfires or power outages.

General Manager Pruim stated that very few staff have returned to Building A. The current plan is to bring back the bulk of staff in a phased approach tied to the state-wide tiers. The purple and red tiers suggest telecommuting; the orange and yellow tiers encourage telecommuting. The goal is to be back to more normal operations by mid-summer if possible, depending on the COVID positivity rate and case numbers.

NEXT MEETING DATE – APRIL 5, 2021

Agenda items for the April 5 Committee meeting include the following:

- Closed captioning demonstration.
- General Manager Pruim stated he will be inviting Bill Dean of BCK Programs, LLC to the April 5 Committee Meeting. Mr. Dean has developed a program aimed at elementary through high school students to generate their interest in the water industry.
- Public Information/Conservation Supervisor Robbins requested an item to discuss the possibility of renaming the Meadowlark Reclamation Facility building after Wastewater Treatment Plant Supervisor Dawn McDougale when she retires.
- Discussion about a possible redesign of the District's website.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 11:10 a.m.