

MINUTES OF A MEETING OF THE
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, APRIL 5, 2021 AT 10:00 A.M.
VIA TELECONFERENCE

Director Boyd-Hodgson called the meeting to order at the hour of 10:06 a.m.

Present: Director Boyd-Hodgson
Director Pennock
General Manager Pruim
Administrative Services Manager Emmanuel
Public Information/Conservation Supervisor Robbins
Executive Secretary Posvar
Administrative Secretary Johnson

Others Present: Bill Dean, BCK Programs, LLC

ITEMS FOR DISCUSSION

PERSONNEL

(OLD BUSINESS) RECRUITMENT FOR DEVELOPMENT SERVICES ENGINEER

Administrative Services Manager Emmanuel stated six candidates were interviewed last week for the Development Services Engineer position. Three candidates will be moving on to second interviews later this week. One of the candidates has the qualifications for the Development Services Supervisor position, which if filled, would require Board action as that is a new, lower level classification than the Development Services Senior Engineer position that is currently budgeted for. There are two strong candidates for the Development Services Senior Engineer position.

(OLD BUSINESS) CLOSED CAPTIONING OF MEETINGS/DEMO SCHEDULED/ZOOM UPDATE SUFFICIENT?

Public Information/Conservation Supervisor Robbins stated a demonstration of Verbit's closed captioning software was planned for this meeting; however, last minute issues prevented that from happening. He and General Manager Pruim watched a demonstration to see the functions Verbit offers such as preloading names, specific terms, and acronyms to improve accuracy, and transcription services. The Verbit software works in conjunction with the Zoom application.

General discussion took place regarding the recent Zoom update. Staff will conduct a trial run of Zoom Real Time during a meeting and evaluate its functionality. It was noted

that whatever program is used, it would be important to have a disclaimer that recordings and minutes are the official record of meetings and that closed captioning is not.

(OLD BUSINESS) WORKPLACE SAFETY TRAINING UPDATE

No update on workplace safety training. General Manager Pruim will email the Board minimum Board training requirements and training needed to maintain the District's Special District Leadership Foundation District of Distinction designation.

(OLD BUSINESS) SUCCESSION PLAN UPDATE AND TIMING

General Manager Pruim stated he has met with the management team to review and update the existing succession plan document. There are currently 108 employees. 26 employees have been identified as holding key positions of which 25 are management or supervisory. Potential candidates for 16 or 17 of the key positions have been identified. The next steps are for the managers or supervisors to meet with the potential candidates to determine their interest, and if they are interested in pursuing a higher level position, create a development plan for the employee. Many of the employees currently in key positions are due to retire relatively soon.

Administrative Services Manager Emmanuel provided the following metrics:

- 42% of employees are eligible to retire based on minimum retirement age 50.
- 22% of employees are aged 55 or over.
- 50% of managers are eligible to retire.
- 44% of supervisors are eligible to retire.
- The average years of service with the District is 10 years.
- The average age of employees is 45.

General Manager Pruim stated that according to CalPERS, the average age of retirement is 57. Agencies throughout San Diego County predict that there will be over 1,000 job openings in the water and wastewater industry in the next five years.

(NEW BUSINESS) NAMING OF MEADOWLARK RECLAMATION FACILITY BUILDING

Public Information/Conservation Supervisor Robbins stated Wastewater Treatment Plant Supervisor Dawn McDougle has been with the District for 30 years and has been very instrumental in public outreach for the community near the Meadowlark Reclamation Facility (MRF). He believes it would be very appropriate to honor her service and contributions to the District by naming the MRF office building after her upon her retirement. The District has a history of naming buildings after former employees and Board members.

The Committee viewed a video regarding Wastewater Treatment Plant Supervisor McDougale. The California Water Environmental Association presented her with the San Diego County Supervisor of the Year award in 2018.

The Committee supports naming the MRF office building after Wastewater Treatment Plant Supervisor McDougale, which would only require a Board action per the District's legal counsel. The MRF name would remain the same; only the office building would be renamed. General Manager Pruiam will place this item on a future agenda for the Board's consideration after Wastewater Treatment Plant Supervisor McDougale is informed of this.

PUBLIC AWARENESS

(OLD BUSINESS) SAN MARCOS PROMISE FAIR/DEBRIEF

Public Information/Conservation Supervisor Robbins stated the recent San Marcos Promise Fair was not particularly successful, probably due to the virtual nature of the event. The District staffed a virtual booth from 4:00 p.m. to 5:00 p.m. each day which included pictures, videos, and information on benefits and pay. There was no participation the first two days of the fair.

General Manager Pruiam suggested staff create a short video highlighting careers in the water and wastewater industry.

(OLD BUSINESS) SPEAKERS SERIES PLANNING/UPDATE

Public Information/Conservation Supervisor Robbins stated he will be providing a presentation about desalination at the Escondido Sunrise Rotary Club meeting on April 8 and a presentation about the San Marcos Interceptor project at the Kiwanis of Lake San Marcos meeting on May 18. He will also speak at the San Elijo Hills Homeowners Association meeting on April 20 regarding the pipeline assessment that will be conducted in that community.

(OLD BUSINESS) VIRTUAL TOURS PLANNING/UPDATE

Public Information/Conservation Supervisor Robbins stated Public Information Representative Yerman is working to complete the San Marcos Interceptor video. It may be ready in time for him to show at the Kiwanis of Lake San Marcos meeting. For the virtual tour of MRF video, one of the MRF employees will be filming areas of the facility that are not safe for Public Information Representative Yerman to go into to film.

(NEW BUSINESS) WATER-RELATED CAREER PATH DEVELOPMENT AND EDUCATION IN SCHOOLS AND THE COMMUNITY/SPECIAL GUEST: BILL DEAN

Bill Dean of BCK Programs, LLC stated his firm conducts environmental education programs and has been working with the District and City of San Marcos. He provided

a presentation, "Vallecitos Education and Outreach," about the programs as follows:

- Education
- Data Collection
- Action
- Peer to Peer Education
- Adult Education
- Civic Education
- Regional Education
- State Education
- Industry Presentations
- Water Education Programs
- Storm Water Pollution Prevention Plan (SWPPP) Internship
- Water Management Internship
- Trash Amendment Action Plan
- Dry Weather Runoff Action Plan
- Transition to Distance Learning Model
- Zoom Presentations
- Earth Smart Actions

Mr. Dean stated his firm is currently working with High Tech High School and has reached out to the San Marcos Unified School District (SMUSD) about his programs. General Manger Pruim suggested the best way to work with Mr. Dean is to have his programs established in schools located in the District's service area, primarily SMUSD.

The Committee is supportive of funding Mr. Dean's programs in the public schools. General Manger Pruim will include a cost estimate for Mr. Dean's programs in the current budget process for the Board's consideration.

(NEW BUSINESS) SAN MARCOS YOUTH BASEBALL FIELD DRAINAGE DISCUSSION KICK OFF

Director Boyd-Hodgson requested background information on the San Marcos Youth Baseball field as she has been contacted about drainage issues on the field after rain.

General Manager Pruim stated the District purchased a large tract of land many years ago for the District administration facilities. The District sold a portion of the land to the City of San Marcos which is now known as Mission Sports Park. A stipulation of the sale was that the City could only use the land for recreational purposes. If the City decides to develop the land for other purposes, the District has the right of first refusal to get the land back. The District has no responsibility concerning the Mission Sports Park.

General discussion took place. General Manager Pruim stated staff can make sure that any runoff from District property is not contributing to the drainage issue. Public

Information/Conservation Supervisor Robbins noted that the drainage issue may be related to the location of the water table in the park. General Manager Pruim will contact the City regarding the maintenance of the park.

(NEW BUSINESS) VIDEO MEETING AND MINUTES ON THE WEBSITE

Director Boyd-Hodgson stated there is an approximate one-month delay in the posting of videos of Board meetings to the District website. She requested reasonable parameters be established to ensure that videos and minutes are posted in a timely manner.

General Manager Pruim stated the minutes are prepared by staff and must be approved by the Board before they are posted to the District website. Public Information/Conservation Supervisor Robbins explained the process for videos. The video recordings are sent to an outside videographer for post processing such as adding the opening shots and adding in coding for closed captioning. When the video is completed, the videographer posts the video on You Tube and then returns the video to staff for posting to the website. The videographer is prompt, often completing the videos in a day or two after receiving them.

General Manager Pruim stated he will work with staff to create a flowchart of the process, establish timelines for the videos and minutes, and provide the Committee with a reasonable expectation of when they will be posted to the website.

POLICY

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

Administrative Secretary Johnson stated that all of the ordinances have been updated to active or inactive status. Work has begun on updating the status of resolutions going back 15 years or so. Once the resolutions are updated, Application Specialist I Daniel Prieto will add the status column on the District website.

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

General Manager Pruim stated most of the field operations staff are back. The plan to return administrative staff to the office is tied to the county's tier designation, currently red, requiring telecommuting. The county may go into the orange tier soon which does not mandate telecommuting. Employees will be returning in phases as early as April 7 if the county is in the orange tier. Returning employees will attend a Zoom meeting regarding safety protocols now in place such as exclusion zones of the building that are closed to employees, maintaining social distancing, and restrictions on entering the building.

General Manager Pruim stated restrictions regarding public meetings may need to be codified. He is consulting with legal counsel as to the requirements of the Brown Act when the state-wide emergency declaration is eventually lifted.

Administrative Services Manager Emmanuel stated Cal OSHA regulations require the District to prepare a COVID prevention plan which includes identifying hazards in the workplace specific to the pandemic and measures the District is taking to keep its employees and the public safe. The COVID prevention plan will include lessons learned during the pandemic. Staff is very close to completing the document and will present it to this Committee at a future meeting.

Director Boyd-Hodgson asked if employees will be given the option to work remotely if they or a family member are immuno-compromised and there is not a mask mandate at the District. General Manager Pruim stated that the plan to bring back employees provides accommodations for employees if they have concerns in this regard.

NEXT MEETING DATE – MAY 3, 2021

The next Committee meeting is scheduled on Monday, May 3.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 11:55 a.m.