

MINUTES OF A MEETING OF THE
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, MAY 3, 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 Pruim
Administrative Services Manager Emmanuel
Public Information/Conservation Supervisor Robbins
Risk Management Supervisor Woolslayer
Human Resources Analyst Anderson
Information Technology Technician Todd
Executive Secretary Posvar
Administrative Secretary Johnson

ITEMS FOR DISCUSSION

PERSONNEL

(OLD BUSINESS) CLOSED CAPTIONING OF MEETINGS/DEMO RESCHEDULED?

General Manager Pruim informed the Committee that the Verbit Caption software was running during the meeting to enable the Committee to see how the closed captioning works. A transcript of the meeting can be added to a You Tube video and a text version of the transcript may be obtained which could be beneficial in the production of meeting minutes. Information Technology Technician Todd explained that the transcription service has an automated component as well as a person who verifies text and corrects errors in the transcript as needed. Additional information is needed regarding the level of service necessary, cost, options available from Verbit and You Tube, and benefits to staff. The closed captioning software will be used during the May 5 Board meeting. Staff will evaluate the closed captioning of this meeting and the Board meeting.

(OLD BUSINESS) RECRUITMENT FOR DEVELOPMENT SERVICES ENGINEER

Human Resources Analyst Anderson stated a candidate has been selected for the underfilled Development Services Supervisor position instead of the Development Services Senior Engineer position. Upon completion of the pre-employment process, a conditional offer of employment will be extended contingent on Board approval of the retitling of the Development Services Senior Engineer position to Development Services Supervisor. An offer was made for the senior level position; however, it was declined.

(OLD BUSINESS) WORKPLACE SAFETY TRAINING UPDATE/NEW DATES AVAILABLE?

General Manager Pruim stated the Board is required by state law to receive sexual harassment prevention and ethics training every two years. Directors Boyd-Hodgson and Pennock have both completed the sexual harassment training; however, they must complete the ethics training within the first six months of taking office.

Discussion took place regarding optional training through the California Special Districts Association (CSDA) District of Distinction certification program which focuses on good governance. Classes for the training required for each level of the program (base, silver, gold, platinum) are available on-line or by attending the annual Special Districts Leadership Academy which is scheduled for September 26-29.

General Manager Pruim suggested a future Board discussion to determine what level of CSDA certification the Board would like to achieve and to consider the time commitment and cost. The higher the level, the more training that is required by the Board and upper management staff. Additional training is required before the end of June to renew the District's current silver certification. The Committee supports placing this item on the May 19 Regular Board agenda for discussion.

(OLD BUSINESS) SUCCESSION PLAN UPDATE

General Manager Pruim stated there was nothing new to report.

(NEW BUSINESS) REVIEW OF SEXUAL HARASSMENT AND BULLYING POLICY

Director Boyd-Hodgson stated that during her recent sexual harassment prevention training, it was recommended that Districts review their sexual harassment and bullying policies.

Administrative Services Manager Emmanuel stated the District's employee handbook contains policies shorter in length within the handbook and addendums for longer policies such as the District's discrimination and harassment policy. The District also has a bullying policy. Generally, the handbook is reviewed when the Memorandum of Understanding (MOU) with the Employees' Association is negotiated to determine if any policies need to be revised. After the current MOU was negotiated, she consulted with the District's legal counsel to review the entire handbook. Revisions were made to the discrimination and harassment policy; however, they have not been finalized. This has been delayed due to COVID-19. Administrative Services Manager Emmanuel anticipates bringing revisions to the employee handbook and the discrimination and harassment policy to the Board in 2021.

Director Boyd-Hodgson requested the discrimination and harassment and bullying policies be reviewed by this Committee a couple of months from now.

(NEW BUSINESS) EMPLOYEE RETURN TO WORK UPDATE

Administrative Services Manager Emmanuel stated the second group of employees returned to the District office two weeks ago, and the last group is scheduled to return on May 5. A few employees who have underlying medical conditions or have a family member with medical concerns will be returning at a later date.

Risk Management Supervisor Woolslayer provided an overview of the District's COVID Prevention Plan. The District started safety protocols such as sanitation and disinfection immediately when the pandemic began, long before Cal/OSHA mandated employers to have such a plan effective November 30, 2020. Cal/OSHA stipulates what must be included in the plan.

General discussion took place about reopening the District office to the public and returning to in-person Board meetings.

PUBLIC AWARENESS

(OLD BUSINESS) TASK FORCE FORMATION FOR CAREER PATH AND EDUCATION IN SCHOOLS AND THE COMMUNITY

Director Boyd-Hodgson expressed her interest in possible cost sharing with other agencies to fund water educational programs such as those Bill Dean presented to this Committee on April 5.

General Manager Pruim stated Mr. Dean has provided him with scheduling and pricing information for his programs. The cost has been included in the draft budget for the Board to consider. Mr. Dean is working separately with the San Marcos Unified School District (SMUSD) and the District. General Manager Pruim is not aware of any type of group discount.

Director Boyd-Hodgson suggested scheduling an offline meeting with Mr. Dean to discuss more details and to include a SMUSD representative. General Manager Pruim noted that he has stipulated that the District's involvement with Mr. Dean's programs is contingent on the programs being offered in the schools within the District's service area. A meeting will be scheduled.

(OLD BUSINESS) SAN MARCOS YOUTH BASEBALL FIELD DRAINAGE

General Manager Pruim stated he contacted the City of San Marcos regarding the drainage issues on the fields, particularly Field No. 3. The City acknowledges the problem and has ideas to resolve the issue; however, no improvements are currently scheduled. The District does not contribute in any way to the drainage issue and has no responsibility in this matter.

(OLD BUSINESS) INTERCEPTOR VIDEO

Public Information/Conservation Supervisor Robbins stated that Public Information Representative Yerman is still working on the interceptor video. It should be ready to show at the May 18 Lake San Marcos Kiwanis meeting, a speakers bureau event that is scheduled at 11:00 a.m.

The Committee viewed a video that Public Information Representative Yerman created titled, "Careers In Water." The video focuses on jobs at the District and the fact that there will be many water industry jobs available in San Diego County in the near future. The video will be shared on social media and used as a recruitment tool.

General discussion took place regarding partnering with the area colleges to promote water industry jobs and the San Diego County Water Authority's internship program which the District participates in.

POLICY

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

General Manager Pruim stated the status (active/inactive) for all ordinances has been updated on the District's website. The status of resolutions dating back 20 years, roughly 30%, has been updated as well. Separate folders have been created in Laserfiche for inactive ordinances and resolutions. When an ordinance or resolution is repealed or replaced, the status will need to be manually changed to inactive and then the document will automatically be moved into the inactive folder and the website will be updated as well. The priority has been to update the more current resolutions.

Administrative Secretary Johnson noted there is a current glitch in the Laserfiche software that does not display the most recent documents first. Staff is waiting for a software update to correct the problem. In the meantime, clicking twice on the name of the ordinance or resolution will sort the documents to show the most recent documents first. Staff will provide a demonstration of where and how to access the documents at a future Committee meeting.

(NEW BUSINESS) POSTING PROCESS FOR BOARD/COMMITTEE MEETINGS VIDEO AND MINUTES

General Manager Pruim addressed a concern about the length of time before video recordings and minutes of Board and Committee meetings are available on the website. He reviewed a flowchart illustrating the process that takes place concerning the videos and minutes. For Board meeting minutes, due to the time involved in the preparation, review process and inclusion of the minutes into the subsequent Board meeting packet for approval, it may be reasonable to expect the approved minutes of a Board meeting to be posted to the website approximately one month after the meeting. Videos differ

from minutes in that they are not formal documentation of a meeting and are not approved by the Board. Video recordings are reviewed by staff and then sent to an outside videographer for post production before they can be posted to the website.

General discussion took place. When minutes have been approved at a Board meeting, they can be posted to the website the next day. For videos of Board meetings, the expectation is that the video of the previous meeting will be posted to the website before the next meeting. Videos of Committee meetings may take a bit longer to post.

NEXT MEETING DATE – JUNE 7, 2021

The next Committee meeting is scheduled on Monday, June 7.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 11:39 a.m.