

MINUTES OF A MEETING OF THE
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, JULY 12, 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
District Engineer Gumpel
Legal Counsel Gilpin
Administrative Services Manager Emmanuel
Information Technology Technician Todd
Administrative Secretary Johnson

ITEMS FOR DISCUSSION

PERSONNEL

(OLD BUSINESS) RECRUITMENT FOR DEVELOPMENT SERVICES ENGINEER

District Engineer Gumpel stated a candidate has been selected for the Development Services Senior Engineer position. The candidate is currently going through the District's background check process, and if successful, should be on board in approximately six weeks.

(OLD BUSINESS) CLOSED CAPTIONING OF MEETINGS

District Engineer Gumpel stated staff recommends continuing to use the Zoom closed captioning software at no additional expense. The Verbit software, which offers closed captioning and transcription services, requires a minimum commitment of either \$15,000 or \$25,000. The Zoom format appears to be adequate for the District's needs currently as there is limited participation by the public on the Zoom application during Board and Committee meetings and in viewing the recorded videos on YouTube.

The Committee supports staff's recommendation to continue with the Zoom closed captioning format. This item will be presented at the July 21, 2021, Board meeting.

(NEW BUSINESS) Director Boyd-Hodgson stated there were no new business items on the agenda and asked if there were any pertinent updates to share with the Committee.

Administrative Services Manager Emmanuel stated staff is in the process of setting up an account with NeoGov, a platform that will assist in the District's recruitment process. She provided a brief overview of NeoGov which allows applicants to apply for positions

at multiple participating agencies and will lower the District's cost of advertising open positions while increasing outreach. NeoGov is used by many public agencies and also in the private sector.

PUBLIC AWARENESS

(NEW BUSINESS) HYBRID VIRTUAL AND IN-PERSON MEETING CONDUCT

Director Boyd-Hodgson expressed her interest in being able to conduct virtual and in-person public meetings simultaneously when the District can hold in-person public meetings. A hybrid approach may encourage more participation and would allow for closed captioning which would provide accessibility.

District Engineer Gumpel stated IT staff is working on the details of a hybrid meeting approach. He provided a screen shot of what the public would see of a hybrid meeting when the final production video is posted to YouTube. From a technical standpoint, additional staff may be needed to handle the virtual aspects of a meeting while staff at the meeting would handle the in-person activities such as coordination of in-person and virtual public speakers.

Information Technology Technician Todd provided additional details on what the public would see via Zoom during a hybrid meeting, which would be the same as it is now, except that when a Board member speaks, the dais with the full Board would be seen.

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

Director Boyd-Hodgson stated that she and Public Information/Conservation Supervisor Robbins have had a conversation with Palomar College about this matter and are thinking about how the District could partner with Palomar College in a more direct manner, possibly with internships. The end goal is to get students interested in water and possibly careers with the District.

POLICY

(NEW BUSINESS) PROPOSED REVISIONS TO ORDINANCE 216

Director Boyd-Hodgson stated she wished to discuss ways to make Board committee assignments more equitable. She was not assigned to an external committee and feels there are missed learning opportunities and economic consequences. She also reviewed the current Board appointments and suggested requiring Committees to have a minimum number of meetings.

General discussion took place regarding past practice and how other agencies make their committee appointments. Director Pennock stated he believes new Board members should listen and learn during their first year or two on the Board, and that the

current method of committee assignments is fine, taking into consideration that what is fair to all Board members may not be what is best for the District.

Legal Counsel Gilpin stated that in general, most agencies have a similar process to the District's process where the Board President and Vice President make recommendations for the committee assignments. Some agencies try to assign committees equally if possible and some place term limits on committee members. The District's policy states that each Director, who desires, shall have the opportunity to serve on the Encina Wastewater Authority and San Diego County Water Authority Boards (SDCWA) once during their four-year term. This is difficult to achieve as the SDCWA requests that members of their Board be appointed for a three-year term due to their long learning curve.

The Committee requested term limits for committee assignments be discussed at a future Board meeting.

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

Director Boyd-Hodgson requested access to the digital California Special Districts Associations Sample Policy Handbook. The District has purchased one digital copy. Staff needs to determine copywrite restrictions and how contents of the handbook may be shared with others. Director Boyd-Hodgson envisions the final product to be an administrative handbook for Board members.

Legal Counsel Gilpin offered assistance in creating an Administrative Code to address such topics as the role of the Board and General Manager, committees, etc. He will discuss this further with General Manager Pruim.

NEXT MEETING DATE – AUGUST 9, 2021

The next Committee meeting is scheduled for 10:00 a.m. on Monday, August 9 (rescheduled from August 2).

District Engineer Gumpel stated the District was recently notified that it won an award from the Association of California Water Agencies in 2020 for its "Work We Do" video series. This item will be placed on a future Board agenda.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 11:00 a.m.