

MINUTES OF A MEETING OF THE
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, FEBRUARY 7, 2022 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
Public Information/Conservation Supervisor Robbins
Administrative Secretary Johnson

PUBLIC COMMENT

None.

ITEMS FOR DISCUSSION

PERSONNEL

None.

PUBLIC AWARENESS

(NEW BUSINESS) “YEAR IN REVIEW” TRANSITION FROM CY TO FY

Public Information/Conservation Supervisor Robbins provided background information on the Year In Review report that his department has produced since 2015 on a calendar year basis. The report has included information on what happened in a particular year including Capital Improvement Projects. As the report has run its course over the years, he suggested changing the annual report for next year to cover strategic plan tactical initiatives that are accomplished on a fiscal year basis.

General discussion took place regarding what type of information the report could include and how it would be disseminated. Public Information/Conservation Supervisor Robbins stated there is not a lot of demand for the Year in Review report. Approximately 50 copies are printed, and it's posted on the District's website and on social media. Staff created a video synthesizing the Year In Review last year. Another video could be created for this year. A video may get a bigger audience than a published report.

The Committee was agreeable with changing the Year In Review to a fiscal year basis. Director Boyd-Hodgson suggested producing a one-page fact sheet of accomplishments during the calendar year to be posted on the website. Staff will present the video to the Committee when it's created.

(OLD BUSINESS) UPDATE ON VWD SCHOLARSHIP PROGRAM

No further discussion on this item was necessary as the scholarship program was approved at the February 2, 2022, Board meeting.

(OLD BUSINESS) UPDATE ON BILL DEAN PROGRAM

General Manager Pruim stated Mr. Dean is finalizing the program and will be running it by teachers who have expressed interest to get their feedback. He is on track for the program to run during the current school year when the schools cover their water unit in April.

POLICY

(OLD BUSINESS) ORDINANCES/RESOLUTIONS/POLICIES RECOMMENDED FOR REVIEW:

**ORDINANCE NO. 216 (BUSINESS OF THE BOARD)
RESERVE POLICY
TEMPORARY OFF-SITE AGREEMENTS
WATER/SEWER LEASE CAPACITY
BACKFLOW DEVICE UPGRADES
BOARD ORIENTATION HANDBOOK
REIMBURSEMENT AGREEMENT POLICY**

General Manager Pruim stated the Committee reviewed Ordinance No. 216 with focus on the Board President/Vice President rotation at its last meeting, and that the Board has since requested a review of the entire ordinance. Much of the ordinance does not need revising. He facilitated a review of the sections of the ordinance that could be problematic and asked the Committee for their recommended revisions. The Committee reviewed the following areas and made recommendations:

Section 1.5: Agenda – Clarify that a second is needed when requesting an item be placed on an agenda. How should a dissenting vote be handled?

Section 1.8B: Standing Advisory Committees – Provide criteria for forming an Ad Hoc advisory committee and clarify the appointment process for members of the public.

Section 1.8C: Standing Advisory Committees – Discussion took place on whether the Board should vote to approve minutes of committee meetings and the timeliness of having committees approve their own minutes. This item will be presented to the Board for their recommendation.

Section 1.9B: Board Reorganization – Keep existing verbiage and add that the President shall appoint the Vice President.

Section 1.9C: Board Reorganization – Remove this section.

Section 1.10C: Adoption of Ordinances and Resolutions – No changes recommended.

Section 2.1: Authorized District Memberships – No changes recommended.

Section 2.2: Per Diem Compensation – No changes recommended.

Section 2.3: Reimbursement of Expenses and Reporting – Discussion took place regarding the existing language, “Lodging expenses may not exceed the maximum group rate published by the conference or activity sponsor,” and how late registrations affect the cost of conference registration fees, lodging, airfare, car rentals, etc. Leave as is for now. The travel guidelines are addressed in the Employee Handbook and will be reviewed at some point. Any changes at that time may affect this section of the ordinance.

Section 2.5: Eligibility for Employee Benefits – No changes recommended.

General Manager Pruiam will summarize the Committee’s recommended changes to be placed on a future Board agenda.

Staff will determine the next ordinances/resolutions for the Committee to review and will provide an overview of the issues and recommended changes.

(OLD BUSINESS) UPDATE ON SINGLE-USE PLASTICS RESOLUTION

Public Information/Conservation Supervisor Robbins stated that he informed the warehouse and purchasing staff of the implementation of Resolution No. 1604 prohibiting the use of single-use plastic food service ware. Existing supplies will be used up.

Discussion took place about going beyond the plastics prohibition and how it relates to the Strategic Plan.

NEXT MEETING DATE – MARCH 7, 2022

The next Committee meeting is scheduled for 10:00 a.m. on Monday, March 7, 2022.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 11:58 a.m.