

MINUTES OF A MEETING OF THE
PUBLIC AWARENESS/PERSONNEL/POLICY COMMITTEE
OF THE VALLECITOS WATER DISTRICT
MONDAY, DECEMBER 5, 2022, AT 10:00 A.M.
AT THE DISTRICT OFFICE IN THE BOARD ROOM
201 VALLECITOS DE ORO, SAN MARCOS, CALIFORNIA

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

Present: Director Boyd-Hodgson
Director Pennock
Assistant General Manager Gumpel
District Engineer Hubbard
Chief Financial Officer Owen (via Zoom)
Public Information/Conservation Supervisor Robbins
Senior Executive Assistant Flores

PUBLIC COMMENT

None.

ITEMS FOR DISCUSSION

PERSONNEL

(New Business) Internships/Scholarships

Public Information/Conservation Supervisor Robbins provided the Committee with an update on the District's internship program and informed the Committee that the District received only one applicant for the next internship period. After speaking with Palomar College in regard to the program, Public Information/Conservation Supervisor Robbins was informed that the main reason candidates are pulling their applications for the program is due to financial hardship and that they cannot afford to participate in an unpaid internship program. Public Information/Conservation Supervisor Robbins asked the Committee to consider setting aside one or more of the District Scholarships for internship candidates to incentivize the program. He also noted that Palomar College may be in a position to match the District's scholarship amount.

General discussion took place.

The Committee supported including one of the successful intern applicants as a scholarship recipient .

PUBLIC AWARENESS

None.

POLICY

(New Business) Conduct of Committee Meetings – Location/Zoom Broadcast

Assistant General Manager Gumpel stated there has been some discussion in regard to moving all Committee meetings from the Board Room to other conference rooms. Smaller conference rooms would provide a more intimate, hands-on environment.

General discussion took place. Director Boyd-Hodgson expressed her support, however, wanted to emphasize the importance of transparency for the District. Staff informed the Committee that meetings that may attract a larger public audience or be controversial in nature would be recommended by staff to the Committee Chair for the Board Room.

The Committee supported District Committees making their own decision on the location of their respective meetings.

(Old Business) Ordinance Nos. 175 and 176, Timing of Cap Fees Payment (Water and Sewer Capital Facility Fees)

Chief Financial Officer Owen provided the Committee a presentation on the timing of cap fees as follows:

- Capacity Fee Timing
- Engineering News-Record vs. Internal Rate of Return Historical

General discussion took place in regard to comparisons between collecting cap fees at contract approval of a project and collecting cap fees upon completion of a project, prior to occupancy. Director Boyd-Hodgson requested staff to prepare a comparison analysis based on actuals between collecting fees at contract approval vs. current policy of collections prior to occupation. Assistant General Manager Gumpel recommended preparing an analysis of a couple recent years of cap fee actual collection vs the projected cap fee collection if the policy required collection at contract approval to show any difference in the cap fee funds between the two methods.

The Committee supported Assistant General Manager Gumpel's recommendation.

(OLD Business) Board Orientation Handbook

Assistant General Manager Gumpel informed the Committee that the Board Orientation Handbook is outdated and needs to be revamped.

Senior Executive Assistant Flores stated that staff has conducted a cursory review of the handbook and plans to meet with the General Manager to discuss potential changes in addition to possible format options, i.e., Board portal on the District website or an electronic version of the Board Orientation Handbook.

The Committee was in favor of a portal or electronic version of the handbook.

Assistant General Manager Gumpel informed the Committee that staff will review the table of contents and provide proposed changes to the Committee for input at a future meeting.

NEXT MEETING DATE – TO BE DETERMINED

To be determined.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at the hour of 11:26 a.m.