

Minutes of the Casitas Municipal Water District
Board Planning Workshop Held
January 9, 2016

A planning workshop of the Board of Directors was held January 9, 2016 at the District office in Oak View, California. The meeting was called to order at 9:00 a.m. Directors Bergen, Kaiser, Baggerly, Word, and Hicks were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were four staff members and one member of the public in attendance. President Bergen led the group in the flag salute.

1. Public Comments (items not on the agenda – three minute limit).

None

2. Board and General Manager's Comments.

Mr. Wickstrum reported that the rise in Lake Casitas is primarily rainfall and we hope we receive more rain.

3. Election of Board Officers.

The board rotated their offices with the new officers being as follows:

President	Pete Kaiser
Vice President	Russ Baggerly
Secretary	Jim Word
Asst. Secretary	Bill Hicks
Director	Mary Bergen

Director Hicks thanked Director Bergen for her hard work, grace and intelligence. The slate of officers was offered by Director Bergen, seconded by Director Baggerly and passed by the following roll call vote:

AYES:	Directors:	Bergen, Hicks, Word, Baggerly, Kaiser
NOES:	Directors:	None
ABSENT:	Directors:	None

Director Bergen handed the gavel to President Kaiser who then led the meeting.

4. Selection of Board Committees and Ad Hoc Committees.

- a. Board Member Assignments.
- b. Schedule of Committee Meetings.
- c. Review of Committee Purposes.

The Board selected committees and alternates as follows:

COMMITTEE ASSIGNMENTS:

	<u>Members</u>	<u>Alternate</u>
Executive	Kaiser/Baggerly	None
Finance	Kaiser/Bergen	Word
Personnel	Word/Bergen	Baggerly
Recreation	Hicks/Word	Bergen
Water Resources	Baggerly/Hicks	Kaiser

COMMITTEE DATES AND TIME:

	<u>Date</u>	<u>Time</u>
Executive	2 nd Friday	9:30 a.m.
Finance	3 rd Friday	9:30 a.m.
Personnel	2 nd Monday	4:30 p.m.
Recreation	1 st Tuesday	9:30 a.m.
Water Resources	4 th Tuesday	9:30 a.m.

The board discussed that the dates and times of the meeting are set and if we don't have any business for the meeting it should be cancelled, not rescheduled. Mr. Mathews stated we should not be having special committee meetings. The committees are advisory; a third board member can attend as long as they don't participate in discussion. It is not good for an alternate to attend all the committee meetings. Since this meeting was a workshop, Mr. Mathews asked that approval of these committees be held at the January 27th board meeting. There was brief discussion regarding Resolution 06-53 and the board did not suggest any changes.

5. Assignments to Outside Associations and Approval of Authorized Meetings for the Board.

The board discussed this and the list will be brought back to the January 27th board meeting for approval.

6. Board Discussion on Setting the Priorities of the District for 2016.

The General Manager and the Board discussed the priorities and critical issues that were listed by the General Manager.

Recreation Topics and Priorities

Mr. Wickstrum explained that a key priority is staffing in all areas. It is key and critical to get issues resolved with classifications and get adequate staffing level. We appreciate what RJ does. We need to adequately staff and be ready going into this summer and move forward. There are a lot of moving pieces that need to be coordinated. We have upcoming retirements that will also drive staffing needs.

Director Word added we need to resolve the employee classification issue before you can do the hiring. Where are we on that issue? There needs to be a permanent decision. It seems to be that would be the number 1 priority to then hire and train based on that decision. Mr. Wickstrum informed the board that he has had contact with an attorney that is looking at policies and procedures that have been put together. He hopes to get a proposal to get the work done in the next month or so and then bring that back to the board for policy decision making on our ordinance, adoption of policies and procedures and then move forward with the hiring the staff as peace officer employees. Director Word added we need to do that as soon as possible. Mr. Wickstrum responded that we need to be open minded when we go forward with this and set aside some of the history and do what we have a duty to do and the expectations of the public that visit there. We need to move forward to a better place. Director Baggerly asked what do you mean about setting aside history. Mr. Wickstrum responded that we need to move beyond the past to what is happening now and how to best manage that area. We need to get ordinance and policies and procedures and training aligned with what we need to do and provide clarity to the staff on how they perform. President Kaiser added this is why spec council will be hired. It is dependent on their objective, rational approach.

Mr. Wickstrum then discussed the infrastructure at Recreation. The current situation is the water playground is 18 years old and has some problems. This will need serious dialog on how we are going to fund these projects. It is time to look at a Recreation Master Plan. Another focus is the wastewater system and we are getting proposals to look at that. It may be another part of the plan. Because of the funding strategy, it is a matter of how you implement and timing.

Administrative Topics and Priorities

Mr. Wickstrum discussed various policies and procedures to update and we need to come to some decisions regarding potential rate changes. Are we comfortable with what was presented or do we want to move to a flat rate? Director Word added that making a decision on rates is important. You can't add ten people without paying for them. Regarding employee negotiations it was suggested to put something on an upcoming agenda for discussion.

Office Planning is also related to staffing in this building. We need to create more room and making some changes. Neil has a proposal and is working on it with a consultant for a design that we hope to bring to you at the last meeting in January. We are looking to relocate the board room so the public

enters in the front door and is not able to mingle through the building. We can hire people but we have to have a place for them to work. We can do some of the things in a very straightforward fashion.

Water Topics

The board discussed Water Supply and Demand and the drought including the implementation of the WEAP. An area for future discussion is what to do if we don't get restoration. They also discussed external water supply and then discussed fisheries studies and that this district is wise to have the information to come to scientific decisions for recommendation to be made for Robles. We want to approach it scientifically for water supply and fisheries in Ventura River.

President Kaiser called a recess at 11:00 a.m. and then moved the meeting back into session at 11:10 a.m.

Water infrastructure, meters, hydrants and valve maintenance was discussed. We have 2500 valves to turn and 450 fire hydrants to maintain and about 400 meter vaults. We are looking to implement a work order system again and having an improved preventative maintenance program.

Water quality will continue to have more needs for sampling and there will be more data collection and analysis with the hypolimnetic system. Oxygen is money and we have to optimize that. There continues to be increased regulatory compliance.

The board discussed state water and the proposed contract extension for an additional 35 years and various other items regarding participation in state water.

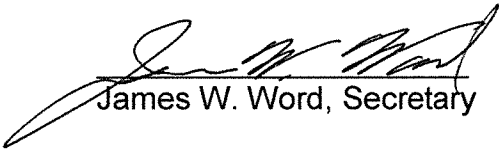
Regarding the Golden State Water Company acquisition this process is expected to continue this year and we should have discussions in the future regarding series a bonds.

There was a brief discussion regarding the Groundwater Sustainability Agency. Director Bergen will continue to attend the meetings and communicate back to the board.

President Kaiser summed up the 0-6 month target priorities as being hiring of staff, financial issues including water rates, employee negotiations, recreation issues, infrastructure preventative maintenance and Golden State Water Company acquisition items. Director Word added that Mr. Wickstrum should have input on if these can be accomplished in the next six months. Mr. Wickstrum added that with regarding to hiring staff, we have to have places to put them so the office remodel is important.

7. Adjournment

President Kaiser adjourned the meeting at 12:08 p.m. in memory of Rigo Landeros, Fire Chief for the City of Fillmore.



James W. Word, Secretary