



Board Planning Workshop Agenda

Russ Baggerly, Director
Mary Bergen, Director
Bill Hicks, Director

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
January 9, 2016
9:00 A.M.
1055 Ventura Avenue
Oak View, CA 93022

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of ¶54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

1. Public Comments (items not on the agenda – three minute limit).
2. Board and General Manager's Comments.
3. Election of Board Officers.
4. Selection of Board Committees and Ad Hoc Committees.
 - a. Board Member Assignments.
 - b. Schedule of Committee Meetings.
 - c. Review of Committee Purposes.
5. Assignments to Outside Associations and Approval of Authorized Meetings for the Board.
6. Board Discussion on Setting the Priorities of the District for 2016.
7. Adjournment

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 649-2251, ext. 113. (Govt. Code Section 54954.1 and 54954.2(a).

CASITAS MUNICIPAL WATER DISTRICT

NEW BOARD OFFICERS FOR 2016:

PRESIDENT _____
VICE PRESIDENT _____
SECRETARY _____
ASST. SECRETARY _____

Officers assume their new positions at the January 9, 2016 Board Workshop Meeting

COMMITTEE ASSIGNMENTS:

Members

Executive _____
Finance _____
Personnel _____
Recreation _____
Water Resources _____

COMMITTEE DATES AND TIME:

Date

Time

Executive _____
Finance _____
Personnel _____
Recreation _____
Water Resources _____

2015 Committee Meetings

Executive	Mary Bergen, Pete Kaiser	1 st Friday at 9:30 a.m.
Personnel	Mary Bergen, Jim Word	2 nd Monday at 4:30 p.m.
Water Resources	Russ Baggerly, Bill Hicks	3 rd Monday at 9:30 p.m.
Recreation	Russ Baggerly, Bill Hicks	1 st Monday at 9:30 a.m.
Finance	Pete Kaiser, Jim Word	3 rd Friday at 9:30 a.m.

MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Committees
Date: January 4, 2016

RECOMMENDATION:

It is recommended that the Board of Directors make the assignment of committee members to each committee and set date and time for the committee meetings. It is further recommended that the Board and legal counsel provide direction to the General Manager for any revisions to Resolution No. 06-54 that are deemed necessary.

BACKGROUND:

In November, 2006, the Board adopted Resolution No. 06-54 that described the policy for Committees of the District. A copy of Resolution No. 06-54 is attached to this memorandum for reference and further discussion. By Resolution No. 06-54, the Board may assign committee members and establish the date and time for each committee meeting. A copy of the committee assignment form is attached for reference and consideration by the Board.

The Board and legal counsel may have further discussion on the content of Resolution No. 06-54. The specific issue that may be discussed could include the assignment of alternative committee members.

The Board may decide that additional review is necessary and may provide direction to revise Resolution No. 06-54.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO. 06-54

RESOLUTION SETTING THE POLICY ON COMMITTEE MEETINGS
ACCORDING TO GOVERNMENT CODE SECTION 54954(a)

Whereas; the District is required to set by ordinance or resolution rules that are required for the conduct of business by the Board and for the time and place of holding their meetings; and

Whereas; Government Code 54956 provides that the presiding officer of the legislative body of a local agency, or a majority of the members of the legislative body can call a meeting; and

Whereas; the District has not accomplished this requirement of law and wishes to do so; and

Whereas; this resolution is being developed to comply with this law.

Now Therefore Be It Resolved, by the Board of Directors of the Casitas Municipal Water District as follows:

1. Committee Meetings:

A. There shall be 5 committees of the Board including the Water Resources Committee, the Executive Committee, the Finance Committee, the Recreation Committee, and the Personnel Committee.

B. The Time, and Place of the Committee Meetings shall be set annually at the Board Planning Day by motion of the Board.

C. The Board shall approve by motion two of its members to serve on each committee during Board Planning Day.

D. It shall take a quorum to conduct business at a committee meeting. A quorum is two members of the Board.

E. The Board may assign an alternate for the committee. The alternate may serve in the place of the member of the committee. The alternate shall be a member of the Board. The alternate shall be a member of the committee only if one of the two committee members is absent. If the alternate attends with the two committee members present, that alternate shall comply with Government Code Section 54952.2(c)(6) and shall attend only as an observer which is limited to watching and listening, and is undertaken without pay. It is the intent of the Board that the actual committee members serve, it is only if the committee member cannot serve and is willing for an alternate, that the alternate may serve. The alternate would then serve only for that meeting.

F. All items considered by the committee with an alternate, requiring Board action by code or by direction of the Board, shall be sent to the Board for disposition without

returning it to the same committee, unless the minutes of the committee meeting has been reviewed during an intervening Board meeting, in order to avoid seriatim meetings. (See 63 OAG 820).

G. The Committee shall select the presiding officer and alternate presiding officer of each committee, who shall preside unless changed by the committee.

H. The Time, Date and Place of the Committee Meetings may be changed as follows:

i. By both Members of the Committee.

ii. By the General Manager.

J. The change of the Time, Date and Place of the Committee Meetings shall be done by a public noticed agenda for a regular or special committee meeting depending on available time.

K. The general subject matter jurisdiction of each committee shall be as follows:

The Water Resources Committee: All matters generally related to the District's development, purchase, diversion, pumping, receipt, storage and delivery of water; the District's real and personal property employed in such activities; water conservation; water quality; water rights; provision of water meters, connections, and service agreements to customers; and all other matters reasonably related to the District's function as a public water district.

The Executive Committee: All matters generally related to the District's interaction with, membership in, and participation in or with, other public and private entities; attendance of meetings, seminars and conferences by Directors or employees of the District; and District policies;

The Finance Committee: All matters generally related to the District's budget, income and expenses, and water rates; financial claims against the District; and the District's liability, casualty, workers compensation, and other insurance.

The Recreation Committee: All matters generally related to the District's operation of the Lake Casitas Recreation Area, including, but not limited to, those portions of the District's budget and income and expenses related to the Lake Casitas Recreation Area.

The Personnel Committee: All matters generally related to the hiring, training, retention and termination of District employees (including Directors, part-time or temporary employees, campground hosts, and volunteers), and the wages, salaries and retirement, health, welfare, and other benefits provided to the same.

Furthermore, any matter may be referred to any committee by the Board of Directors, by the President of the District, or by the General Manager if it is deemed that there is a limited time for committee consideration of the matter, and the matter cannot be considered in a timely manner by the committee having subject matter jurisdiction thereof, and the matter has not previously been considered by the committee having subject matter jurisdiction thereof.

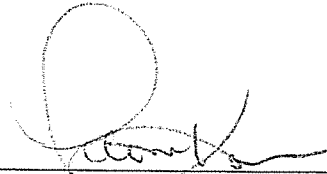
L. Authority of the Committees:

- a. The general authority of the committee is to review items being prepared by management for Board action to ensure that questions are asked that would otherwise go unanswered delaying an item before the board.
- b. An action by the Board is necessary to approve Ordinances, Resolutions, Leak Relief required by policy, approval of attendance and payment at meetings for the Board, legislative support or opposition not covered in the legislative policy, memberships in organizations and funding support of those organizations in excess of \$75, redistricting, changing any ownership in property or enforcing property rights, any rate changes, and Contracts among other things. All such actions will be taken by the Board not the Committee.
- c. The Committee may review any type of information without moving it on to the Board.
- d. The Committee may approve actions consistent with Board policy without re-approval of that policy by the Board, or deny actions inconsistent with Board Policy without approval of the denial by the Board.
- e. The Committee may review and approve newsletters, presentations by the General Manager, or other actions by staff for content and consistency with Board Policy without approval of the Board.
- f. The Committee may review and comment upon management policies without the approval of the Board as such policies are made by management not the Board.
- g. The Committee may review recommendations consistent with legislative policy approved by the Board without further Board action.
- h. Working with management to deal with incidents at the district does not require Board approval.
- i. The Committee may review and suggest solutions to complaints by customers as long as the actions do not exceed the General Managers budget authority or violate any Board Policy.
- j. The Committee may review budget items and support or oppose an expenditure that is within the authority of the General Manager to control.
- k. The Committee may meet with the Auditor of the District and discuss all issues of importance with the Auditors and make suggestions without those suggestions or information requiring Board action.
- l. The Committee may review budgets and do evaluations and discuss and recommend priorities without Board approval as long as the budget is not exceeded or the suggestion of priorities is not inconsistent with Board policy.
- m. The Committee may review risk transfer provided for events and contracts and make suggestions without approval of the Board as long as it is not inconsistent with Board policy.

- n. The Committee may review and give suggestions for negotiations with the Union that are not inconsistent with Board policy or guidance approved by the Board.
- o. The Committee may review and give suggestions for recruitments, personnel policies, and management direction on personnel issues that are not inconsistent with Board policy.
- p. The Committee may review and give suggestions for solving of agreement issues that are not beyond the General Managers budget authority.
- q. The Committee may review and suggest solutions to issues for activities in the park without Board action as long as they do not violate any policy of the Board.
- r. The Committee may give direction to enforce existing contracts without Board action.
- s. The Committee may take other similar action without Board action.
- t. Any ministerial acts by staff.


M. The General Manager shall cause to be prepared for the Board's review the minutes of the committee meeting. The Board may direct that any item on the Committee minutes be brought to the Board if any Board member deems it important and requests that it be brought to the Board.

ADOPTED this 8th day of November, 2006



President,
Casitas Municipal Water District

ATTEST:



Secretary,
Casitas Municipal Water District

Outside Affiliations and Board Attendance Approvals for 2016

These affiliations and meetings are considered approved for the attendance of any Board Member and or staff for any meeting without additional Board Action. These meetings are considered paid meetings for Board attendance:

- American Fisheries
- American Water Works Association
- Agenda Meetings – President
- Association of California Water Agencies
- Association of Water Agencies
- Bureau of Reclamation
- California Park & Recreation Society
- California Special District Association
- CALPELRA
- Greater Ventura Chamber of Commerce _____
- Groundwater Sustainability Agency Upper Ventura River _____
- LAFCO
- Matilija Dam Removal Meetings
- National Notary Association
- OBGMA _____
- Ojai Chamber of Commerce _____
- Salmonid Restoration Foundation
- Society of Human Resource Management
- State/Federal Legislative meetings
- State Water Contractors
- Ventura County Special District Association
- Ventura River Watershed Council
- Watershed Coalition of Ventura County

Assigned Ad Hoc Committees:

MEMORANDUM

TO: Board of Directors
From: Steven E. Wickstrum, General Manager
RE: Board Planning Workshop – Determination of Priorities for the District in 2016
Date: January 4, 2016

RECOMMENDATION:

It is recommended that the Board of Directors provide direction to the General Manager on the priorities for the District.

BACKGROUND:

The General Manager has compiled several topics and priorities to assist the Board's discussion. The Board may also provide additional priorities to the General Manager. It is recognized that the District's priorities can change with events that take immediate precedence or emergency, the topics provided by the General Manager are not inclusive of all priorities of the District, and that each work center has specific workload priorities that may not elevate to the Board's discussion during the workshop.

The following topics and priorities are offered for further discussion by the Board:

RECREATION TOPICS AND PRIORITIES

a. **Staffing** – provide appropriate and adequate staffing at the Lake Casitas Recreation Area.

Priorities:

- 1) Resolve employee classification, policy and procedures, Ordinance revision.
- 2) Hiring and training of employees.
- 3) Adequate staffing – limited overtime.

b. **Recreation Infrastructure** - continued infrastructure maintenance and replacement to assure system reliability in a financially responsible manner.

Priorities:

- 1) Water Playground Rehabilitation.
- 2) Recreation Master Plan Update.
- 3) Wastewater interconnection.
- 4) Financial strategy for capital improvements.
- 5) Open Space MOU – USBR/USFS/USFS LE/Casitas.
- 6) Quagga mussel prevention plan.
- 7) Olympics 2024 Preparation.

ADMINISTRATIVE TOPICS AND PRIORITIES:

- a. Update Policies
 - 1) Rates & Regulations
 - 2) Board Policies
 - 3) Personnel Policies
- 4) Financial - Water Rates, budget, capital, investments
- 5) Employee Negotiations - General, Recreation and Supervisory Employees
- 6) Office Planning – accommodate additional staffing, the Board, and the public

WATER TOPICS AND PRIORITIES:

- a. **Water Supply & Demand** - continued implementation of WEAP and public water conservation outreach.

Priorities:

- 1) Evaluation of the Lake Casitas storage recovery or depletion by April 1, 2016, and the recommendation for changes to water allocation and demand reduction requirements.
- 2) Update of the Urban Water Management Plan, submittal to the Department of Water Resources.
- 3) Development of Memorandum of Understanding for Resale agencies to participate in annual water allocation assignments.
- 4) External water supply contingency analysis - potential continuation of drought – alternative water resource and water use options.
- 5) Emphasis on water conservation efforts and public outreach.
- 6) Adapt to the regulatory requirements imposed by the State Water Resources Control Board.
- 7) Fisheries studies in the watershed – scope of work dependent on rainfall resulting in flow conditions.

- b. **Water Infrastructure** – continued infrastructure maintenance and replacement to assure system reliability in a financially responsible manner.

Priorities:

- 1) Budget and planning development for the repair/replacement of critical pipeline, pumping and storage infrastructure – timely bidding and construction.
- 2) Meter, fire hydrant and valve maintenance and testing.
- 3) Implementation of a Work Order/Asset system – GIS based mapping.

- c. **Water Quality** – protection and monitoring of the watershed, Lake Casitas, and the distribution system to assure a safety potable water supply.

Priorities:

- 1) Watershed Sanitary Survey.
- 2) Lake water quality monitoring – algae, dissolved oxygen, quagga mussel, compliance sampling, other.
- 3) Distribution water quality – filtration plant operations and maintenance, chloramines, distribution sampling, compliance sampling.
- 4) Quagga mussel response plan.

- d. **Staffing** - Succession planning and adequate staffing levels.

- 1) Management

