



**MINUTES
JOINT REGULAR MEETING OF THE
PLANNING AND ADMINISTRATION COMMITTEE AND
SPECIAL MEETING OF THE BOARD OF DIRECTORS
THURSDAY, APRIL 19, 2018
8:30 AM**

DIRECTORS PRESENT:

Lisa Herman	Committee Chairman	
Carol Lee Brady	Committee Member	
Angel Garcia	Committee Member	
Danny Martin	Committee Alternate	(Absent)
Bennett Drake	President	
Bill Wilson	Sr. Vice President	
William Plummer	Board Member	

STAFF PRESENT:

General Manager Jeff Armstrong, Assistant General Manager-Engineering & Operations Eva Plajzer, Director of Human Resources Eileen Dienzo, Director of Administration Jason Martin, Water Operations Manager Rich Ottolini, Water Resource Manager Jeff Kirshberg, District Secretary Kelli Garcia, Deputy District Secretary/Administrative Services Supervisor Denise Todd, Public Affairs Manager Meggan Valencia, Public Information Specialist Grace Cardenas, Human Resources Analyst Lisa Martinez, and Sr. Administrative Assistant/Recording Secretary Milin Ream.

ADDITIONS TO AGENDA

There were no additions to the Agenda.

APPROVAL OF AGENDA

Chairman Herman entertained a motion to approve the Agenda of the regular meeting of the Planning and Administration Committee of the Rancho California Water District of April 19, 2018, as presented.

MOTION: It was moved by Director Brady and seconded by Director Garcia to approve the agenda as presented, and it carried as follows:

RESULT: **APPROVED [UNANIMOUS]**
MOVER: Carol Lee Brady, Committee Member
SECONDER: Angel Garcia, Committee Member
AYES: Lisa Herman, Carol Lee Brady, Angel Garcia

PUBLIC COMMENT

An opportunity was given for any person to address the Planning and Administration Committee (Committee) upon any subject not identified on the Agenda, but within the jurisdiction of the Rancho California Water District. For items not listed on the agenda, the Brown Act imposes limitations on what the Committee may do during public comment. As to matters on the Agenda, persons will be given an opportunity to address the Committee when the matter is considered.

There was no public comment.

Item 1. Review and Discussion Regarding Rancho California Water District Transparency Practices

District Secretary Kelli Garcia addressed the Planning and Administration Committee (Committee) to discuss and review Rancho California Water District's (District) transparency practices related to potentially providing meeting handouts/presentations and audio recordings for public access on the District's website.

Ms. Garcia reported that the District's meeting and agenda software programmers have developed a method for posting media and presentations for public view utilizing a "meeting minutes summary." Although this feature is not currently live on the District's website, Ms. Garcia provided a sample of how the summary would look for the Committee's reference.

Expounding, Ms. Garcia shared that the meeting minutes summary would be posted with the watermark "unofficial minutes" and include as attachments staff PowerPoint presentations, meeting handouts, and attendance sheets. She further explained that once the official meeting minutes are approved, they would also be made available for the public.

Next, Ms. Garcia opened the floor to receive Committee feedback and direction as to having meeting audio recordings available on the District's website, as well as any interest in conducting live meetings.

Director Drake opined that if anyone who would like to attend a Committee or Board of Directors (Board) meeting but cannot, they should be able to review any meeting handouts/presentations. He further stated that the meeting minute summary satisfies this requirement; however, conveyed that meeting audio should be provided upon request.

Speaking from experience, Director Brady cautioned that audio recordings could be cumbersome and concurred with Director Drake on approving the meeting minute summary format.

Director Garcia conveyed that he is in favor of having all information available to the public under transparency. He further stated that if staff can accomplish posting said information by the end of the meeting day, he supports the efforts of posting summary information, as well as audio recordings.

Chairman Herman advised that she is supportive of being transparent; however, has received customer comments in the past of drowning customers with too much information. She expressed that clarity is not always in providing everything, but rather just the imperative details. Chairman Herman further stated that if the material received in the Committee and Board meeting packets included any staff PowerPoints and/or handouts, then it would eliminate the need to accomplish the summary attachments.

Following discussion, Chairman Herman entertained a motion from the Committee.

MOTION: Director Garcia motioned to move the Agenda item to the Board of Directors for further review and discussion. Director Brady seconded the motion, and it carried as follows:

RESULT: **APPROVED [UNANIMOUS]**

MOVER: Angel Garcia, Committee Member

SECONDER: Carol Lee Brady, Committee Member

AYES: Lisa Herman, Carol Lee Brady, Angel Garcia

Item 2. Update on Conservation Efforts

Director of Administration Jason Martin addressed the Planning and Administration Committee (Committee) and opened the floor for any questions or comments relative to the updates provided in the Committee information packets, which were received by Committee members prior to the meeting.

Director Garcia inquired as to staff's progress on the approved modifications to Rancho California Water District's CropSWAP Program (Program).

Responding, Mr. Martin reported that staff has implemented the changes to the framework and is now working on outreach. He explained that staff will be performing courtesy calls to customers previously ineligible for the Program, sending out direct mailings, and has Program information featured on Temecula Channel 3.

Following discussion, the Committee moved to the next Agenda item.

Item 3. Update on Outreach and Educational Efforts

Presented for the Planning and Administration Committee's (Committee) information was a written report, submitted by Public Affairs Manager Meggan Valencia, regarding status updates on Rancho California Water District's (RCWD/District) outreach and educational programs.

Utilizing a PowerPoint Presentation, Ms. Valencia provided a review of the Second Agricultural Water Summit (Summit) held on March 16, 2018 at the Temecula

Conference Center. Ms. Valencia reported that the purpose of the event is to provide water supply, water legislation and regulations, and water-use efficiency information to agricultural customers. Although staff received over 80 RSVPs, Ms. Valencia advised that only 50 people attended. While those that attended had great feedback and appreciated the event, she conveyed that staff would like the Committee's input and feedback on the future of the Summit.

Next, Ms. Valencia illustrated a slide outlining options for the event as follows:

- Change the event to be held every other year
- Partner with other agencies
- Obtain sponsors for the event
- Charge attendees a nominal fee
- No longer hold the event

At this time, discussion ensued with a good exchange of information between the Committee and staff regarding the following ideas:

- Collaborating with other agencies if topics of Summit are on a statewide level;
- Keeping event focused on local issues and incorporating it with the annual Agricultural/Farm Manager's meeting;
- Rebranding the event to also include residential customers and classify it as a "water summit";
- Partnering with the Farm Bureau;
- Schedule local speakers which have a better understanding of the local regions issues; and
- Keeping it simple and low-cost.

Continuing, Ms. Valencia provided a sample video clip on staff's community outreach efforts in providing customers/stakeholders a recap of actions taken at RCWD Board of Director meetings for review and feedback.

With the Committee providing positive feedback and direction, Ms. Valencia advised that staff would implement the video summary and post them on the District's YouTube channel and social media outlets.

With no further discussion, the Committee thanked staff for the updates and continued on to the next order of business.

Item 4. Update on State Legislative and Federal Lobbying Activities

Provided for the Planning and Administration Committee's (Committee) review and information was a report regarding Rancho California Water District's (District) State Legislative Activities, submitted by Public Affairs Manager Meggan Valencia, along with a written memorandum regarding current lobbying activities, provided by Federal Lobbyist Eric Sapirstein.

Ms. Valencia addressed the Committee to provide a brief update on Senate Bill (SB)

998 and the recent amendment modifications made to the SB.

Following the update, Chairman Herman proceeded to Agenda Item 5.

Item 5. Presentation on Human Resources Activities

Submitted for the Planning and Administration Committee's (Committee) review and information was Rancho California Water District's (District) Human Resources Status Report for the period of March 9, 2018 through April 12, 2018, provided by Director of Human Resources Eileen Dienzo.

Referencing her report, Ms. Dienzo provided a brief update on the recent changes regarding local hospital in-network availability with Anthem Blue Cross. Ms. Dienzo expounded that although the matter is out of the District's control, staff has expressed its concern with the situation to Universal Health Services and the Association of California Water Agencies/Joint Powers Insurance Authority.

Following discussion, Ms. Dienzo advised that staff would keep the Committee apprised to any updates on the matter, as they develop.

Item 6. Vail Lake Property Update

With regard to Vail Lake, General Manager Jeff Armstrong provided a brief update on the following:

- Released Request for Proposal Monday, April 16, 2018
- Urban Parks Concessionaires upcoming tree trimming
- Lighting Refurbishments for the miniature golf course
- May Board of Directors meeting, present and review draft terms with Rivers & Lands Conservancy

Item 7. Adjournment

There being no further business to come before the Committee, the meeting adjourned at 9:36 AM.