



MINUTES OF ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community
Relations/Communications

Wednesday, April 3, 2019 at 9:00 am at the Johnson Building, 12788 #3, Highway 9, Boulder Creek, California.

MINUTES

1. Convene Meeting 9:00 a.m.
Roll Call: Fultz, Henry, Benkert, Bounds, White
Staff: Rogers, Furtado, Hossack

2. Oral Communications: None

3. Old Business:

A. DISTRICT WEBSITE UPDATE

R. Rogers introduced this item. RFP has been sent out. Proposals are due by April 22, 2019. The RFP was sent out to 13 different firms and posted it on our website. May 1, 2019 we hope to bring the proposals to the Admin Committee to start the process. May 16, 2019 BoD meeting we hope to interview the top candidates.

E. Frech said that you did an RFP and then met with a group called Chatterbox. Did you ever contact them?

R. Rogers said that the District has been in contact with Chatterbox. We're looking at them to support the transfer of data to the new website.

4. New Business:

A. ADMINISTRATION/OPERATIONS FACILITY

B. Fultz introduced this item.

R. Rogers explained the background on the Administration/Operations facilities. The current facilities are too small and they are substandard. They don't meet ADA and the office space and restrooms are horrible. There are currently 4 or 5 different areas where we store equipment and parts. This process goes way back 3 or 4 Boards ago staff was directed to find a space that was centrally located in the District where we could combine all of the District's office and storage needs. It would need to be on the Highway 9 corridor, where someone could take a bus to, to pay a bill. The Johnson Building and Prosser Property was purchased but the project got too expensive and was put on hold. Since this project began the District has grown with the addition of Felton, Lompico, etc. The number of employees has also grown. With internet and auto pay, the process should start over. The work that has already been put in to the project will be helpful but a fresh look will be productive. He suggested that a Citizens Committee be formed to get buy out from the public.

B. Fultz asked for a list of the facilities we currently have equipment, storage and people.

R. Rogers explained that we work out of 3 buildings:

- Administration Bldg. in downtown Boulder Creek-houses Finance, Customer Service, Engineering and Administration

- Operations Bldg. across the street from Admin-houses the main SCADA, Dir. of Operations, Network Specialist and Field Services.
- Felton Treatment Plant on Kirby across from the Fire Station in Felton-houses the Water Treatment personnel.

Equipment and parts storage we have several locations because we don't have the room for equipment. We use the Bear Creek Estates yard (pipe), back of the Admin Bldg. (small pipe, clamps, etc.), Lyon Treatment Plant (larger equipment), Quail Hollow Bldg. (the bulk of materials), Felton yard (meter boxes, larger pieces of equipment and pipe supplies), Quail Hollow storage yard (dry records retention & shop), Johnson Bldg. downstairs where we store things we don't know what else to do with.

The plan for the campus consolidation brings all of that in to one location. The Highway 9 corridor is important because they work hard to keep the road open during major events. The Boardroom was going to cost \$1 million. There wasn't a community facility in this end of the valley. That was a different Board. The Johnson Bldg. has a downstairs where we could put a Boardroom. We could utilize the ground floor for office space for the Admin Bldg. The upstairs could be used for HVAC & mechanical. We have to have the public's participation this time.

B. Fultz asked if he thinks the most critical is the Admin Bldg?

R. Rogers responded yes. It isn't ADA compliant, for one. There's no room for more than one or two customers in the front. The Ops Bldg. is in great shape but we're spread out. The transition can be done in phases.

J. Furtado having the crews split up and meeting in 2 different places every day is costing the District time and money.

H. Hossack noted that safety is also a concern for the Admin Bldg. Most public buildings have bullet proof glass between the staff and the public. The age of the Bldg. makes it a possible health hazard.

R. Rogers as far as the town plan. This type of business doesn't belong in retail corridor of downtown Boulder Creek.

A. Benkert asked if the Districts owns the properties. Then the cost can be offset by selling them. The comment about getting the staff together makes a lot of sense.

R. Rogers he doesn't think we have to spend a lot of resources because we already have.

B. Fultz asked for clarification regarding Dist. Mgr. advocating for the former plan.

R. Rogers he is not advocating for anything. He is just sharing historical knowledge.

C. White noted that the increase in the cost of property is much more significant now. She would advocate for a Citizen's Advisory Committee.

R. Rogers costs are a big piece to this project. Maybe we don't use this building, sell this parcel and build on the property in the back.

L. Farris questioned if there is a problem with groundwater intrusion in the basement.

R. Rogers yes, and that adds to the cost. All of the drainage on this property is substandard and can be upgraded.

E. Frech remembers that the current Admin Bldg. was surplus. Will ADA compliance be required before you sell the property?

R. Rogers the previous manager had put several properties on surplus. It doesn't mean much unless the Board tells the staff to dispose of property.

B. Fultz questioned how many people come in to pay their bills.

M. Bounds said she would be curious to hear how many customers come in to bill pay.

R. Rogers said that a lot of the people that come in have had their water shut off so they come in to get their water turned back on.

B. Fultz questioned when was the last appraisal on all of this property.

R. Rogers responded that it must have been 10 years ago.

C. Baughman questioned the wet lands mitigation.

R. Rogers said he believes we would have to renew the permit. It was approved we just never moved ahead. He said he would like to revisit the whole wetlands issue and fight that designation.

B. Fultz said he put this on the agenda to start the conversation. The committee should discuss whether not they want to take on the investigation or whether a Citizens' Advisory Committee is called for. We need to decide what the goal for either the committee or a Citizens' Advisory Committee.

M. Bounds said she thinks the public needs to get involved.

L. Henry agreed that the District needs to form a Citizens' Advisory Committee.

A. Benkert also agreed. He suggests that people from all of the communities served by the District be included.

R. Rogers said he would like to see people with backgrounds in construction, engineering, real estate be on the committee.

B. Fultz said he will craft the next round for the committee.

B. CIVIC ENGAGEMENT STRATEGIES

B. Fultz introduced this item.

A. Benkert questioned what is the goal for the civic engagement strategy.

B. Fultz said there are a lot of infrastructure projects that need to have updates for the public. The costs of the projects and how the District pays for them is important. Continued information on conservation also needs to be communicated.

M. Bounds questioned what is envisioned. Presence at the parade, community events, etc.? More visibility, on-line presence?

C. White questioned if the District has a communications plan? Does the District have a Strategic Communications Plan or a Crisis Communications Plan? (R. Rogers responded no.) She said she thinks these should be the first things the District works on.

L. Henry said there is going to be an antenna in North Boulder Creek that will increase the radio station reach to the entire District.

R. Rogers explained that the District has been working with the BC Recreation and Parks District for a site to erect a transceiver for the KBCZ radio station, the benefit to the District is emergency messages out to the entire community if necessary.

C. White said she has worked on communications plans for 20 years.

R. Rogers the District has staff that is assigned to outreach. We staff a table at the Farmers Market and many people come up to the table. We also engage the public at Coffee Chats and the Redwood Mountain Faire.

C. White said the message needs to be consistent across the Board, whether the radio station, social media, etc.

D. Loewen said you need to prioritize efforts to fit the budget.

V. Champlin pointed out that mechanism needs to take a backseat to policy.

L. Farris said that the District needs to do a good job with strategic and crisis communication. He asked that a PR firm not become our civic engagement.

C. White said that PR firms can be useful.

B. Fultz said it sounds like we need to do this in 2 steps

C. STRATEGIC PLAN UPDATE

B. Fultz introduced this item.

R. Rogers said he hopes to start getting an outline together. He is planning a more streamlined Strategic Plan.

L. Henry said the Strategic plan ought to be about our strengths and weaknesses, where we want to go, and what we want to accomplish.

C. White said one of the strengths are that we have a resourceful staff that has done a lot with a little for a long time. Also, independence is a strength and our community,

L. Henry said our weakness is lack of funds.

M. Bounds added communication as a weakness.

L. Henry said that being spread all over the area is a weakness. Operations can be inefficient.

J. Furtado maintenance guys don't have computers, they don't have desks, they have trucks and tools. Treatment guys have testing kits. Their communication is getting together and making a plan for the field work.

R. Rogers said another strength is our water supply.

B. Fultz in terms of facilitation what has the district done in the past?

R. Rogers said that we have used an outside firm. Brent Ives has facilitated the Strategic Plan on several iterations.

Benkert said that maybe the Strat Plan is a smaller, higher level document. Then a 5-year plan comes up that is more project oriented.

B. Fultz questioned how specific the plan needs to be.

Benkert said he thinks it should be high level.

L. Henry said the Strat Plan should change every year.

C. White explained what she thinks the Strat Plan needs to be.

L. Henry agreed that we need X amount of reserves.

R. Rogers thinks we need a comprehensive capital improvement program.

B. Holloway shared his opinion regarding strength, weakness, etc.

V. Champlin explained what shouldn't be in the Strat. Plan.

L. Farris said to start with strengths and weaknesses is to base yourself in today, it should be about 5 years in the future.

L. Henry most Strat Plans include what do we do with our weaknesses to improve.

V. Champlin said every decision we make has underlying assumptions.

D. Loewen said it's not uncommon to have a one page Strat Plan.

5. Informational Material:

R. Rogers before we adjourn, he received an invitation to Pat McCormick's last meeting on May 1st at 10:30 a.m. That is the next scheduled meeting day, so can we move this meeting?

B. Fultz suggested moving the meeting to 8:30 on May 1st.

6. Adjournment 10:27