



**VALLEY COUNTY WATER DISTRICT
MINUTES FOR THE MEETING OF THE ADMINISTRATIVE COMMITTEE HELD
WEDNESDAY, FEBRUARY 19, 2020**

Committee Members Present: Director Jazmin Lopez, Chairperson
President Margarita Vargas, Alternate

Staff Present: Jose Martinez, General Manager
Colleen Malaiba, Executive Assistant/Board Liaison
Priscilla Aceituno, Human Resources Coordinator

Others Present: Director David Muse
Director Javier Vargas

A. CALL TO ORDER

The meeting of the Administrative Committee held on Wednesday, February 19, 2020, was called to order at 2:01pm by Director Lopez.

B. PUBLIC COMMENT

- No comment

C. DISCUSSION/INFORMATION ITEMS

1. Discuss Recommendation for Director Reporting from External Agency Meetings

- General Manager recalled that at a recent meeting he made a suggestion to develop a strategy for reporting on the Board of Director's attendance to external agency meetings in response to a resident's comment on the Board member reports; stated that he provided a list of agency meetings and asked if the Committee had any suggestions on a more organized reporting format
- Director Lopez stated that she supports developing a standard for reporting; suggested creating a form where attending members could document their notes on meeting discussions; also suggested designating a Board member to report on specific meetings that are regularly attended
- President Vargas suggested that the Board members could request to report on meetings based on attendance
- General Manager stated that he would consider the suggestions and that he wanted to continue discussing options for developing a format for Board of Director reports

2. Discuss Proposed Organizational Chart

- General Manager reviewed the proposed changes to the organizational chart; stated that the District is proposing two new positions (the Accounting and Customer Service Supervisor and the Senior Utility Service Worker), a shift of supervisor for the Management Analyst and the Field Services Department, and a title and job description change for the Customer Service Representative to a Customer Service Liaison

3. Discuss Job Descriptions for Proposed Positions

- General Manager reviewed the job descriptions for the proposed new positions; stated that he does not intend to hire and fill the positions immediately.

D. ADJOURNMENT

The meeting of the Administrative Committee held Wednesday, February 19, 2020, was adjourned at 2:47pm by Director Lopez

SIGNED:

ATTEST:



President of the Board of Directors
(OFFICIAL VCWD SEAL)



Secretary of the Board of Directors