



LAS VIRGENES MUNICIPAL WATER DISTRICT
31200 Oak Crest Drive, Westlake Village, CA 91361

MINUTES
SPECIAL MEETING

9:00 AM

September 18, 2018

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the Flag was led by Charles Caspary.

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at **9:00 a.m.** by Board Vice President Caspary in the Community Room at the City of Westlake Village, 31200 Oak Crest Drive, Westlake Village, CA 91361. Josie Guzman, Clerk of the Board, conducted the roll call.

Present: Directors Charles Caspary, Jay Lewitt, Len Polan, and Lee Renger
Absent: Director Glen Peterson
Staff Present: David Pedersen, General Manager
David Lippman, Director of Facilities and Operations
Joe McDermott, Director of Resource Conservation and Public Outreach
Sherri Paniagua, Human Resources Manager
Josie Guzman, Clerk of the Board
Wayne Lemieux, District Counsel
Lynda Lo-Hill, Director-elect - Division 2

2. WORKSHOP

A Workshop to Discuss Continuity of Leadership for Board of Directors

General Manager David Pedersen provided introductory remarks regarding the purpose of the workshop.

The Board conducted the workshop and provided the following feedback:

Review of Robert's Rules of Order

- The Board expressed an interest in having District Counsel provide a seminar covering AB 1234, conflict of interest, the Brown Act, and Robert's Rule of Order, and that the seminar be conducted in December or January after Director-elect Lynda Lo-Hill is seated.

Board Officers

- It was the consensus of the Board that the item for Election of Officers should come before the Board in two steps: first at the December 4, 2018 Board meeting to determine who is interested in which office as part of the nomination process, and second at the December 18, 2018 Board meeting for voting and elections. This would allow time for Directors to consider the candidates for the various roles rather than requiring them to vote immediately following the nominations.
- Section 2-2.104 of the LVMWD Code would need to be updated to reflect the Election of Officers in December of even-numbered years rather than January of odd-numbered years. The Board should consider whether to also codify the two-step Nomination of Officers process.
- The Board expressed a general interest in sharing the ceremonial role of the Board of Directors, particularly for events, awards, etc., where each Division Director may participate on behalf of their portion of the service area.
- The Board expressed interest in tightening certain sections of the LVMWD Code with respect to the powers of the Board President (i.e., Section 2-2.112(a) provides that the President shall approve the agenda before distribution). There was concern that currently the Board President could add or remove items from the agenda without the other Board Members' knowledge. There was an interest in modifying the language to require the Board President to inform the entire Board if he or she added or removed a particular item, which would allow them to respond, if necessary. There was also interest in clarifying that an item added to a future agenda pursuant to Section 2-2.112(d) would not be subsequently subject to approval by the Board President (i.e. the Board President should not be able to "block" the item from being agendized).
- The Board suggested that the newly-elected Treasurer meet with the Director of Finance and Administration to learn more about the responsibilities and functions of the position.
- The Board suggested that new Board Members meet with the Clerk of the Board to receive an orientation regarding monthly per diem reports, travel policy, travel expense reports, submitting credit card receipts, etc.

MWD Representative

- The Board reviewed a proposal provided by Director Peterson to continue as the District's representative on the Metropolitan Water District of Southern California (MWD) Board of Directors. The Board expressed support; however, the Board expressed interest in receiving feedback from Director Peterson on how long he would propose to continue in this role. The Board expressed consensus with reviewing this role every two years when Board Officers are elected, but not

defining a specific term (i.e., the MWD Representative serves at the will of the Board). Director Lewitt and Director-elect Lo-Hill expressed potential interest in this role in the future.

- The Board discussed having a transition plan for a new MWD Representative in the future and perhaps discussing a potential successor before Director Peterson leaves the role in order to facilitate the transition process.
- The Board discussed how Director Peterson would update the Board on MWD matters, such as providing a written or oral report during Board meetings, and how the District might be able to provide direction to the MWD Representative.
- Director Caspary expressed interest in receiving the link to MWD Committee Meeting agendas, videos, and minutes.
- District Counsel Wayne Lemieux confirmed that no Board action would be needed to have Director Peterson continue as the MWD Representative; however, it was the consensus of the Board to bring back this issue at the same time as the election of Board Officers and take a vote.

The Board recessed to a break at 10:58 a.m. and reconvened at 11:06 a.m.

Organizational Representation

- ACWA and ACWA Committees
 - General Manager Pedersen explained that ACWA makes appointments to committees, and Board Members may express their interest in being nominated to serve on ACWA committees. He explained that Director Polan currently serves on the Water Management Committee and on the Region 8 Board, Director of Facilities and Operations Lippman serves on the Energy Committee, and Director Lewitt serves on the Federal Affairs Committee.
- ACWA/JPIA
 - The Board asked staff to research the number of meetings per year, committees, time commitment, and appointment process for the ACWA/JPIA. The Board discussed the possibility of having Sherri Paniagua, Human Resources Manager, serve in this role, or having a Board Member serve in this role with staff serving as the alternate.
- CASA
 - General Manager Pedersen explained that currently there are no Board Members serving on CASA Committees; however, Mike McNutt, Public Affairs and Communications Manager, serves on the Communications Committee. The Board expressed interest in finding out whether there might be opportunities for Board Members to serve on CASA Committees.
- Santa Monica Bay Restoration Commission
 - Director Caspary shared information regarding his role as the District's representative on the Santa Monica Bay Restoration Commission.

Other Items

- Orientation Process for New Board Members
 - The Board discussed the orientation process for new Board Members to learn of the District's policies related to use of the District's credit card, monthly per diem report, travel, hotel allowances, meal allowances, etc. The Board also discussed having staff provide tours of the District facilities to new Board Members.

- Committees and Committee Structure
 - It was the general consensus of the Board that there is not currently a compelling need for a committee structure at the District, but there may be other means to allow Board Members to be more engaged in key aspects of the District's work (i.e., public outreach, communications, etc.).

The Board discussed the need for periodic briefings or workshops regarding the Pure Water Project Las Virgenes-Triunfo to allow staff to explain progress and all aspects of the project.

3. ADJOURNMENT

Seeing no further business to come before the Board, the meeting was duly adjourned at **12:18 p.m.**



GLEN PETERSON, President
Board of Directors
Las Virgenes Municipal Water District

ATTEST:



JAY LEWITT, Secretary
Board of Directors
Las Virgenes Municipal Water District

(SEAL)