

Employee Idea Review Committee Meeting
May 24, 2021
Meeting Minutes

Committee Members Present: Steven Baird, Ursula Bosson, Josie Guzman, Mike Hand, Joe McDermott, Jon Meredith, Karen Norman, Don Patterson, Dave Pedersen, Angela Saccareccia, Shawn Triplett, and John Zhao.

1. Approve Minutes of Previous Meeting of October 12, 2020

The minutes were approved.

2. Status of Previously Submitted Ideas

Dave Pedersen noted that no new ideas were submitted.

Shawn Triplett suggested keeping specialized equipment and parts on hand in case of equipment failure and in order to avoid paying fines for being out of compliance. Don Patterson asked Shawn to follow-up with Angela Saccareccia on ordering specialized equipment and parts.

Karen Norman noted that her desktop did not include a camera or audio, and she inquired whether staff would be able to keep their laptops post COVID-19 in order to participate in Zoom meetings. Shawn Triplett added that some training webinars for certifications require cameras and audio as well. Don Patterson responded that Information Systems staff was working on a work plan for a more comprehensive computer replacement program for hard drive workstations versus laptops. He stated that he would follow-up with Ivo Nkwenji. He also stated that staff could complete a computer hardware request form for camera and speakers through the Intranet and Internet.

John Zhao noted that the HVAC system was modified since the beginning of the COVID-19 pandemic with upgraded filters equivalent to N95 masks.

Idea No. 17-011 – Outdoor Seating for Tour Groups at Tapia

Joe McDermott reported that a proposal was received from Urban Water Group before the pandemic, and this project would still be moving forward.

Karen Norman noted that there was water in the old fish pond and inquired whether there was a way to permanently remove the water. John Zhao responded that he would follow-up with Eric Schlageter.

18-003 – Window Cleaning at Reactor Building

Joe McDermott noted that the window becomes foggy and dirty, which would make it difficult for visitors to view the operation once tours commence. He noted that Jon Meredith and Steven Baird had planned on recording a video.

Steven Baird stated that he had received video footage from Jon Meredith. He noted that the agitator in the cure building was the most difficult to view, and that Riki Clark was planning on scheduling a wastewater tour for the second half of 2021.

Idea No. 18-011 – Add Vendor List to the Intranet

Angela Saccareccia stated that the vendor list could be added on the Intranet now that Tyler Munis was implemented. Dave Pedersen noted that this would allow staff to have access to the vendor list to purchase parts and supplies.

Idea No. 19-005 – Providing Guidelines for Rinsing Recyclables

This item was completed.

Idea No. 19-006 – Emergency Preparedness (active shooter response training)

Don Patterson confirmed that active shooter response training was completed through Target Solutions. He stated that the new Human Resources Manager would look into an in-person training.

Ursula Bosson noted that the City of Santa Barbara conducted in-person training by the Santa Barbara Police Department. Dave Pedersen asked Don Patterson to inform the new Human Resources Manager to keep in mind whether local law enforcement might provide this type of training.

Idea No. 17-005 – Employee Recognition/Awards Program

Dave Pedersen noted that he obtained a copy of a similar employee recognition/awards program from Irvine Ranch Water District; however, he had not had time to share a copy with staff. He stated that the employee recognition/awards program should be made a priority.

A discussion ensued regarding individual department-level recognition programs.

The Committee discussed scheduling a two-hour lunch or barbecue for District employees in the fall, including intramural sports and closing District Offices for this event.

Dave Pedersen stated that certificates of recognition could continue to be presented to District employees, and that he would work on developing an employee recognition policy. Shawn Triplett stated that he wanted to present a certificate of recognition to one of his employees. Dave Pedersen asked Shawn Triplett to prepare a few sentences and email them to Josie Guzman so that she may print the certificate for his signature.

Idea No. 17-008 – Diversity at the District

Don Patterson noted that the Diversity and Inclusion Subcommittee continued to meet. He noted that the Staff Resources Page - Employee Portal included a Diversity and Inclusion webpage showing District employees' demographic statistics. He also noted that a diversity training was recently held.

Karen Norman noted that new employees would be directed to the Diversity and Inclusion webpage.

John Zhao suggested that employees be made aware of the Diversity and Inclusion program and statistics.

Don Patterson asked Steven Baird to send the link to the Diversity and Inclusion webpage to District employees. He noted that a link to the employee portal was also available on the District's About Us webpage.

Dave Pedersen stated that he would send an email to District staff reminding them of the Diversity and Inclusion program.

3. Other

No other topics were discussed

4. Schedule Next Meeting

The next meeting date and time will be determined.