

## MINUTES

Oakdale, California  
May 7, 2002

The Board of Directors of the Oakdale Irrigation District invited all to recite the Pledge of Allegiance and then met in Regular Session at the hour of 8:00 a.m. Upon roll call, there were present:

Directors:            Jack Alpers  
                         Louis Brichetto  
                         Frank Clark  
                         Tony Taro  
                         Steve Webb

Staff Present:        Steve Knell, General Manager  
                         Kathy Cook, Chief Financial Officer/Treasurer  
                         Mike Evans, Watermaster  
                         Bob Nielsen, Water Utilities Chief  
                         Wayne Truhett, Acting Support Services Manager

### **PUBLIC COMMENT**

Mr. Larry Foard made comments regarding the funds for the Claribel Rehab Project for conveyance to M.I.D. and the VAMP Program. Mr. Henry Burtschi responded to Mr. Foard's comments and also commented regarding the proposed reorganization plan outlined in Agenda Item No. 12.

Director Alpers asked that the record reflect that the subject of the VAMP is a past issue and will not be discussed in future Board meetings.

Director Brichetto asked Chief Financial Officer Kathy Cook to use tracking numbers and keep them open so that when projects are closed out a numbering sequence is used in order to see the final accounting numbers quickly. Kathy Cook responded to his comments.

### **ADDITION OR DELETION OF AGENDA ITEMS**

No additions or deletions of agenda items.

### **ACTION TO TAKE VARIOUS ITEMS OUT OF SEQUENCE**

No action to take various items out of sequence.

**ITEM NO. 1**  
**GENERAL MANAGER'S REPORT**

Steve Knell reported the following:

- ?? A letter was received from the Regional Water Control Board accepting OID'S Plan for our continued use of Magnicide H.
- ?? Oakdale Irrigation District has initiated a Fitness Challenge for all employees, which began on May 1, 2002. The idea behind this challenge came from an employee using the OID suggestion box. All employees who participate will be eligible to receive OID logo clothing after completion of the specified criteria. Approximately 25% of the employees have already signed up to participate in this program.
- ?? APPA Conference – Director Taro and General Manager Steve Knell are registered for this conference. However, due to the other commitments and projects of the General Manager a Director should be substituted for attendance at this conference. Airline tickets have been purchased and conference registration complete. The reservations will be kept for a short time before canceling.

Mr. Henry Burtschi questioned the status of fencing around the Reservoir. General Manager Steve Knell responded that this would be an Agenda Item on May 21, 2002.

**ITEM NO. 1b**  
**DIRECTORS' COMMENTS/SUGGESTIONS**

Director Clark requested that we put on the Agenda for the first meeting in June our policies and procedures on employee hiring, terminations, etc.

Director Brichetto commented regarding the winter work schedule and asked if this could be completed by the first week in July.

Director Alpers requested a change to the Agenda. He suggested short educational sessions presented by staff to the Board during the discussion part of the Agenda on subjects selected by the Board, i.e., our rural water supply, what is our responsibility, what do we do if there is contamination, what is our cost, etc?

Director Brichetto stated that rather than asking a lot of financial questions during the board meeting it might be a lot more educational and productive if a presentation were made.

Director Clark asked that Item #4 be moved to the action calendar.

**CONSENT CALENDAR  
ITEM NO. 3, 5, 6**

**ITEM NO. 3  
APPROVE THE BOARD OF DIRECTORS' MINUTES OF  
REGULAR MEETING OF APRIL 16, 2002**

A motion was made by Director Clark, seconded by Director Webb and unanimously supported to approve the Board of Directors' Minutes of Regular Meeting of April 16, 2002.

**ITEM NO. 5  
REVIEW AND CONSIDER DEDICATION OF  
THE RIVER RANCH ESTATES SUBDIVISION**

A motion was made by Director Clark, seconded by Director Webb and unanimously supported to approve the dedication of the River Ranch Estates Subdivision.

**ITEM NO. 6  
REVIEW AND CONSIDER REQUEST FOR  
CERTIFIED OPERATORS BY THE  
TWIN CYPRESS MOBILE HOME PARK**

A motion was made by Clark, seconded by Director Webb and unanimously supported to approve the request for certified operators by the Twin Cypress Mobile Home Park.

**ITEM NO. 4  
REVIEW AND APPROVE  
OAKDALE IRRIGATION DISTRICT'S  
STATEMENT OF OBLIGATIONS**

After discussion and questions a Motion was made by Director Clark, seconded by Director Taro and unanimously supported to approve Oakdale Irrigation District's Statement of Obligations.

**ITEM NO. 7  
APPROVE SCOPE OF WORK FOR CONSULTANT  
RELATIVE TO THE STRATEGIC PLAN**

After discussion a motion was made by Director Clark, seconded by Director Taro to approve the scope of work for consultant relative to the strategic plan and the draft letter to be used for the Request for Proposals to submit to consultants and voted as follows:

Ayes: Alpers, Clark, Taro and Webb  
Noes: Brichetto

**ITEM NO. 8**  
**REVIEW AND CONSIDER THE**  
**\$60.00 PARCEL FEE**

After discussion a Motion was made by Director Clark, seconded by Director Taro and voted as follows to eliminate the \$60.00 parcel fee:

Ayes:           Brichetto, Clark and Taro  
Noes:           Alpers and Webb

**ITEM NO. 9**  
**REVIEW AND CONSIDER ATTENDANCE AT THE**  
**2002 APPA NATIONAL CONFERENCE JUNE 8**  
**THROUGH JUNE 12, 2002**

General Manager Steve Knell stated that due to administrative commitments and requests by the Board that he would not be attending this conference, however, Director Taro would be attending. Conference reservations have been made for two directors to attend. Said reservations would be held for a limited amount of time until it is determined if any other director would be able to utilize the reservations. A motion was made by Director Clark, seconded by Director Brichetto and unanimously supported to approve attendance for two individuals at the 2002 APPA conference in Dallas, Texas.

**ITEM NO. 10**  
**APPROVE RESOLUTION COMMENDING**  
**RONALD REINITZ IN APPRECIATION**  
**FOR CONTINUOUS SERVICE**

General Manager Steve Knell advised the Board that from this point forward when an employee is retiring a resolution to recognize the service of that particular retiring employee should be approved by the Board and presented at a Board meeting close to the time when that employee retires.

A motion was made by Director Webb, seconded by Director Taro and unanimously supported to approve the resolution commending Ronald Reinitz in appreciation for continuous service.

Director Brichetto requested that a sympathy card be purchased and forwarded to the family of Ross Carroll who died recently.

**DISCUSSION ITEM  
ITEM NO. 11  
DUTIES OF THE BOARD OF DIRECTORS  
AND DUTIES OF THE GENERAL MANAGER**

General Manager Steve Knell stated that this item was included in order to more clearly define the roles of the General Manager and the Board of Directors, the Board's governance policy and providing some policy interpretations.

Director Clark stated that the Board sets policy and the General Manager implements policy. The Board will give the General Manager the assets and things required to implement those policies. The Board can change the policy, or initiate new policies and the General Manager implements those changes or new policies.

**DISCUSSION ITEM  
ITEM NO. 12  
OID REORGANIZATION PROPOSAL**

General Manager Steve Knell presented three (3) Organizational charts – the current organization, a proposed water season and proposed non-water season chart. Steve Knell explained the purpose of an organization plan, the limitations of the current OID plan, considerations used to set up the proposed new plans, features of the proposed reorganization, and issues for the Board to be thinking about when reviewing the new plans.

Director Clark and Director Alpers commented that the presentation of the proposed plans was very well done.

**DISCUSSION ITEM  
ITEM NO. 13  
GENERAL MANAGER PERFORMANCE REVIEW  
AND ESTABLISHMENT OF GOALS AND OBJECTIVES**

Director Alpers commented that the evaluation of the General Manager cannot occur until the 6 month period of time is up which would be in July.

Director Clark stated that in order to evaluate the manager we have to determine what he has been given to do, what has he done and how has he done it. Each Board member will list 5 or 6 goals or objectives that we expect the manager to meet in the next six (6) months – from July 1<sup>st</sup> forward. Those items will be submitted to the Personnel Committee to put together, submit to the full Board to agree what we want to do and the timeframe for the completion of those items. The Personnel Committee will then meet with the manager and reach an agreement as to what those goals and objectives are for the next six (6) months.

As to this evaluation, each Board member completes an appraisal form. We submit those five (5) forms to the Personnel Committee to consolidate. The Committee presents this evaluation to the Board who then meets with the manager and presents the evaluation. We will then have our expectations as well as those of the manager. However, the manager had two things to do during the previous six (6) months, i.e., meet with the employees and certain public officials and he has done that. Therefore, the General Manager is entitled to the raise that is written in his contract.

Director Alpers asked when this evaluation process should begin and Director Clark suggested that we begin during the week of May 13, 2002.

General Manager Steve Knell has copies of evaluations from other districts, which he will provide for the Board to their use.

**DISCUSSION ITEM**  
**ITEM NO. 14**  
**REVIEW POLICY ESTABLISHING DIRECTORS'**  
**COMPENSATION AND BENEFITS**

Director Brichetto commented that even though we don't have a problem with absences of a director at this time that we should look at establishing a policy for payment to the directors, which relates directly to absences from scheduled meetings.

Tim O'Laughlin commented that we currently do not have any established guidelines, but there are guidelines established by ACWA relative to a certain number of absences in a certain amount of time. However, that policy relates to a sanction question and this is a compensation question.

Director Alpers commented that since we do not have a problem with attendance, that we leave the policy as it is.

**CLOSED SESSION**

**ITEM NO. 15**

At the hour of 10:20 A.M. the Board convened into Closed Session to discuss the following:

- A. Government Code Section 54957 – OID Reorganization Proposal; The General Manager will be discussing with the Board the individual performance, skills, knowledge and abilities of current employees to meet the needs of the proposed reorganization plan.

No Action Taken.

At the hour of 11:20 P.M. the Board adjourned to the next **regular Board of Directors meeting** to be held on **Tuesday, May 21, 2002 at 9:00 A.M. at the** Oakdale Irrigation District Office, 1205 East "F" Street, Oakdale, Ca.

The next regular **Joint Board Meeting** for the **Tri-Dam Project** is scheduled for **May 16, 2002 at 9:00 A.M. in Manteca.**

Attest:

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Steve Knell  
Secretary