

Crystal Springs Water District

Domestic Water System

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January 4, 2019

Special Meeting

President Bill Munk called the special meeting to order at 3:04pm to discuss the Special Districts review. Other commissioners present included Eric Cederstam, Larry Brown, Mike McCafferty and Antonio Baptista. Crystal Springs employees present included Superintendent Fred Schatz, and Office Manager Brian O'Shaughnessy.

The Board reviewed the evaluation prepared by Special Districts in "Appendix C: SDAO Report Recommendations." Some of the suggestions that were considered included possibly hiring a Field Manager to oversee projects, and review "structure" of the organization (Make changes?). Superintendent Schatz will discuss findings during March meeting.

It was agreed that we will work on a new Record Retention Policy, and it was recommended that the Superintendent condense the monthly Treasurer's Report and focus more on important issues. Fred was asked by Commissioner Baptista if the Superintendent could have the board packets prepared by Friday prior to the scheduled meetings.

Commissioner Cederstam presented a sample of a personal services contract for the Superintendent's position as provided by Special Districts. Superintendent Schatz and President Munk will have a response for February meeting.

Commissioner Baptista supports the idea of having a consultant assist with strategic planning and suggested assigning a budget line for 2019-2020 fiscal year. Superintendent Schatz stated that he would present something for February meeting.

Another suggestion made by Special Districts review was to have the Superintendent provide weekly updates to the Board. The Superintendent stated that he would attempt to and see how it goes. President Munk thought that it would add more work. It was also agreed that job descriptions should be updated.

The special meeting was adjourned at 5:00pm by unanimous consent.

Bill Munk President

Antonio Baptista Secretary