



**AGENDA  
SPECIAL MEETING OF  
THE BOARD OF DIRECTORS  
CARPINTERIA VALLEY WATER DISTRICT**

**BOARD ROOM  
1301 SANTA YNEZ AVENUE  
CARPINTERIA, CALIFORNIA 93013**

**Monday May 9, 2016 at 5:30 p.m.**

BOARD OF DIRECTORS

*Alonzo Orozco  
President  
Polly Holcombe  
Vice President  
Richard Forde  
Matthew Roberts  
June Van Wingerden*

GENERAL MANAGER

*Charles B. Hamilton*

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE, President Orozco.**
- II. PUBLIC FORUM (Any person may address the Board of Directors on any matter Within its jurisdiction which is not on the agenda.)**
- III. NEW BUSINESS**
  - A. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6. DISTRICT NEGOTIATOR: JEFFERY A. DINKIN; EMPLOYEE ORGANIZATION: INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 12.**
  - B. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6. DISTRICT NEGOTIATOR: CHARLES HAMILTON; UNREPRESENTED EMPLOYEES:**
    - Administrative Assistant - Confidential**
    - Associate Engineer**
    - District Engineer**
    - Operations & Maintenance Manager**
    - Assistant General Manager/Auditor**
  - C. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR PURSUANT TO GOVERNMENT CODE SECTION 54957.6. DISTRICT NEGOTIATOR: JEFFREY A. DINKIN; UNREPRESENTED EMPLOYEE:**
    - General Manager**
  - D. Consider approval of MOU between District and International Union of Operating Engineers, Local 12.**
  - E. Consider adoption of revised Personnel Manual.**
  - F. Consider approval of the following:**
    - 1. Revised job description for Administrative Assistant – Confidential**

1301 Santa Ynez Avenue  
Carpinteria, CA 93013  
(805) 684-2816

\*\*Indicates attachment of document to agenda packet.

**2. Employment Agreement for Administrative Assistant – Confidential.**

**G. \*\*Consider adoption of Resolution No. 1007 Appointing Ursula Santana as Secretary, effective May 10, 2016**

**H. Consider approval of Employment Agreements for:**

- 1. Associate Engineer**
- 2. District Engineer**
- 3. Operations & Maintenance Manager**
- 4. Assistant General Manager/Auditor**

**I. Consider approval of Employment Agreement for General Manager.**

**IV. ADJOURNMENT.**

 Charles B. Hamilton *Charles B. Hamilton, Secretary*

Note: The above Agenda was posted at Carpinteria Valley Water District Administrative Office in view of the public no later than 5:30 p.m., May 8, 2016. The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied benefits of, the District's programs, services, or activities because of any disability. If you need special assistance to participate in this meeting, please contact the District Office at (805) 684-2816. Notification at least twenty-four (24) hours prior to the meeting will enable the District to make appropriate arrangements.

Materials related to an item on this Agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the Carpinteria Valley Water district offices located at 1301 Santa Ynez Avenue, Carpinteria during normal business hours, from 8 am to 5 pm.

**RESOLUTION NO. 1007**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CARPINTERIA VALLEY WATER DISTRICT  
APPOINTING A DISTRICT SECRETARY PURSUANT TO WATER  
CODE SECTION 30540**

**WHEREAS**, Water Code Section 30540 states that the Board of Directors shall appoint a Secretary of the District; and,

**WHEREAS**, the Secretary shall keep a record of proceedings of the Board; and,

**WHEREAS**, the Secretary shall perform the following duties:

- 1) countersign all contracts on behalf of the District;
- 2) maintain accurate and current District documents in a safe location;
- 3) post all legal notices;
- 4) receive all correspondence or documents addressed to the Board of Directors;
- 5) serve as the District's agent for receipt of subpoenas, petitions or other legal documents that are served on the District;
- 6) prepare notices, receive and tally protests and present Secretary's report for proposed Rates and Charges public hearings;
- 7) prepare and process all District Board of Director election notices;
- 8) call meetings to order in the absence of President and Vice President and preside until the remaining members present select one of themselves to preside at the meeting;
- 9) administer the Oath of Office to Board Directors;
- 10) verify and attest signatures on all legal documents;
- 11) other duties as prescribed; and,

**WHEREAS**, the Secretary shall take an oath similar to elected or appointed Directors;

**BE IT FURTHER RESOLVED** by the Board of Directors of Carpinteria Valley Water District that Ursula Santana shall take an official oath and be appointed Secretary of the District effective May 10, 2016.

**ADOPTED AND APPROVED** this 9th day of 2016 by the following vote:

AYES:  
NOES:  
ABSENT:

APPROVED:

\_\_\_\_\_  
Alonzo Orozco, President

ATTEST:

\_\_\_\_\_  
Charles B. Hamilton, Secretary