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September 22, 2020

***Memorandum***

TO: Ceil W. Howe, Jr. (Labor and Personnel Committee Member)  
Paul Stanfield (Labor and Personnel Committee Member)  
Mike Yoshimoto (Labor and Personnel Committee Member)  
Board of Directors, **FYI ONLY**

FROM: Paul G. Peschel, General Manager

SUBJECT: Labor and Personnel Committee Meeting on September 22, 2020

There will be a meeting of the District's Labor and Personnel Committee on **Tuesday, September 22, 2020 at 2:00 p.m. via ZOOM Web/Teleconference. The web link and call-in information are on the Agenda.**

As a result of the COVID-19 emergency and the Governor's Executive Orders N-29-20 and N-33-20, this meeting will occur via remote presence by video and teleconference. There will not be a physical public access location. The District is conducting the meeting in this manner to protect public health by avoiding public gatherings and requiring social distancing. At the same time, the District remains committed to transparency. Members of the public will be able to listen to and watch the meeting, and comment if desired. Public comments and questions will only be possible during the agendaized Public Comment portion of the meeting.

The patience and cooperation of all participants is appreciated. While every effort has been made to streamline the experience and conduct meetings in the manner to which our stakeholders have grown accustomed, there may be technical issues and human error. We will attempt to promptly correct any issues that arise.

Individuals who require special accommodations are requested to contact the Assistant Secretary of the Board by phone at: (559) 237-5567 or by email at: [cmclaughlin@krcd.org](mailto:cmclaughlin@krcd.org).

Sincerely,

Paul G. Peschel, P.E.  
Board Secretary

PP/DM/cm

AGENDA  
KINGS RIVER CONSERVATION DISTRICT  
LABOR and PERSONNEL  
COMMITTEE MEETING

September 22, 2020  
2:00 P.M.

**ZOOM Link:**

<https://us02web.zoom.us/j/88400333859?pwd=YWYwaFZsbis2YUFwRDVUeWdXZUROQT09>

**ZOOM Call-In:** +1 669 900 6833 ; Meeting ID: 884 0033 3859 ; Password: 473003

**ZOOM One-Tap Mobile:** +16699006833,,88400333859#,,,,,0#,,473003#

1. Additions to or Deletions from the Agenda
2. Public Presentations
3. Approval of Labor and Personnel Committee Minutes of May 28, 2019
4. Consideration of Policy Adoption
  - a) Media Relations Policy
  - b) External Communications Policy

Adjournment

Note: The public will be given the opportunity to address the Committee on any item on the agenda before the Committee's consideration of that item. The Chair may limit the total amount of time allocated for public testimony on particular issues for each individual speaker.

A person with a qualifying disability under the Americans with Disabilities Act of 1990 may request the District provide a disability related modification or accommodation in order to participate in any public meeting of the District. Such assistance includes appropriate alternative formats for the Agendas and Agenda packets used for any public meetings of the District. Requests for such assistance and for Agendas and Agenda packets shall be made in person, by telephone, facsimile, or written correspondence to the Secretary to the Board of Directors of Kings River Conservation District at the District offices: 4886 E Jensen, Fresno, CA, 93725, at least 48 hours before a public District meeting.

Materials related to any item on this Agenda submitted to the District at the time of or after distribution of the agenda packet are available for public inspection in the District's Office at 4886 E. Jensen Avenue, Fresno, CA during normal business hours or by calling (559) 237-5567.

Minutes of the Labor and Personnel Committee, a Standing Committee of the Kings River Conservation District held on May 28, 2019.

Director Paul Stanfield called the meeting to order at 11:31 A.M.

**COMMITTEE MEMBERS PRESENT**

Paul Stanfield, Member  
Ceil Howe, Jr., Member  
Mike Yoshimoto, Member

**COMMITTEE MEMBERS ABSENT**

**STAFF PRESENT**

Paul G. Peschel, General Manager  
Brian Trevarrow, Deputy General Manager and CFO  
David Merritt, Deputy General Manager and COO  
Stacy Wright, Manager of Human Resources

**ADDITIONS OR DELETIONS FROM THE AGENDA**

There were no additions or deletions to the agenda.

**PUBLIC PRESENTATIONS**

There were no public presentations.

**APPROVAL OF MINUTES**

It was moved by Director Howe, seconded by Director Yoshimoto and unanimously carried to approve the Minutes of the May 14, 2019 Labor and Personnel Committee meeting, as presented.

**CLOSED SESSION**

The Committee adjourned to Closed Session pursuant to Government Code Section 54957.6 to meet with the District's Designated Labor Negotiators to discuss upcoming labor negotiations with the Stationary Engineers units.

**RECONVENED TO OPEN SESSION**

At 11:55 A.M. the meeting reconvened to Open Session.

The Committee reported that it was moved by Director Howe, seconded by Director Yoshimoto, and unanimously carried to approve the negotiated agreement with the Stationary Engineers units, and to recommend approval of the agreement by the full Board.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 11:55 A.M.

\_\_\_\_\_  
Paul G. Peschel  
Board Secretary

\_\_\_\_\_  
Approved on \_\_\_\_\_, 2020  
Committee Chair



# MEDIA RELATIONS POLICY

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## **1 Summary**

KRC D’s media relations policy covers KRC D employees and Board members. The Director of External Affairs is responsible for coordinating KRC D’s media relations. As such, all KRC D employees and Board members are required to direct media inquiries and requests for publicity to the Director of External Affairs.

Responses to news media are given a high priority with contact initiated through the Director of External Affairs. This includes issuing press releases, media advisories, and personal contacts with reporters and editors.

### **1.1 KRC D Spokespersons**

- Director of External Affairs
- General Manager
- Deputy General Manager

## **2 Media Inquiries**

All media inquiries are to be referred to the Director of External Affairs. Immediately notify the Director of External Affairs regarding the inquiry. It is critical that requests for information to support media responses are met within the requested deadline to ensure a timely response to media requests.

### **2.1 Initial Response to Media Inquiry**

An appropriate response to an initial media inquiry is:

Our Director of External Affairs is most suited to discuss your inquiry. If you provide me your contact information, I will ensure you are contacted timely.

Obtain the reporter's name, phone number and media affiliation.

### **3 High-Profile Issue Response**

#### **3.1 Controversial Issue Response**

If a sensitive or controversial issue arises, immediately inform the Director of External Affairs. The Director of External Affairs will work with the General Manager to develop a response if media inquiries are initiated.

#### **3.2 Crisis or Emergency Response**

Crises or emergencies generally involve public safety, employee safety, or landowner property damage. If a crisis or emergency situation arises, immediately inform the Director of External Affairs. The Director of External Affairs will work with the General Manager to develop a response.

#### **3.3 Litigation and Personnel Issue Response**

Generally, the business conducted by KRCD is public, and therefore, is public information. Inquiries regarding pending litigation, matters involving significant exposure to litigation and certain personnel-related matters or information are exceptions. Inquiries regarding pending litigation or exposure to litigation are to be referred to the General Manager. Inquiries regarding personnel-related matters or information are to be referred to the Manager of Human Resources and in turn, relayed to the General Manager.

### **4 Personal Points of View**

Employees and Board members have the right to their personal points of view. However, personal points of view may conflict with KRCD's official policy. Therefore, KRCD employees and Board members who write letters to the editor, attend and participate in public meetings, participate in radio talk shows, are interviewed for a radio or television program or engage in similar formats and venues must identify themselves as either an official spokesperson for KRCD or as an individual not representing KRCD.



# EXTERNAL COMMUNICATIONS POLICY

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## 1 Summary

KRC D employees and Board members participate in KRC D related activities that result in engagement with others. These KRC D authorized engagements generally take two broad forms; Engagements associated with Board approved roles on various bodies such as boards and committees and engagements associated with attendance at Board approved events. Additionally, KRC D employees and Board members may autonomously elect to become engaged in similar events and roles.

KRC D employees and Board members are encouraged to participate in activities that result in engagements on behalf of the District. Engagements reach both large and small audiences, and are intended to educate, provide awareness, promote programs, and provide general outreach. During these interactions, KRC D’s employees and Board members are expected, all times, to project a positive image of the District.

## 2 Approval Process

KRC D employees and Board members receive approval through Board actions for roles on various boards and committees and some events. For engagements that are not prior approved through the Board, Board members desiring reimbursement should obtain prior Board approval to participate in those events. Past practices will be taken into account to determine if Board approval is required. Board members should consult with the General Manager regarding which activities may require Board approval.

For engagements that are not prior approved, employees are required to obtain supervisory approval. Approval is dependent upon the type of request (see chart). The engagement must be directly aligned with the vision, mission, and values of the District and organizational priorities. Costs incurred, if any, must be identified and communicated in advance of the approval.

Supervisor Required	Department Director Required
Community Education and Awareness Professional meeting	Promotion of Specific Programs State or national events

When KRCD employees and Board members autonomously elect to engage in activities and events, it should be clearly communicated that you are not representing KRCD and views and opinions expressed are your own and do not represent the views of KRCD. If contact information is provided for follow-up, personal contact information must be provided.

### **3 Use of Data**

KRCD staff and Board members may be requested to or desire to use of data in engagements. For KRCD staff, data used in engagements must be verified by a direct supervisor or division director depending on the chart above. If the request does not allow sufficient time for data verification it will not be approved for use. As such, immediately after requesting or being requested to attend or present at an engagement, where data will be required, use of data for verification should be relayed to the appropriate level of supervision. Board members should consult with the General Manager in a similar manner.