

**Oro Loma Sanitary District
MEMORANDUM**

TO: Board of Directors

FROM: Personnel/Safety/Public Information Committee
Directors Duncan and Glaze

DATE: September 24, 2019

SUBJECT: MINUTES FROM SEPTEMBER 24, 2019 MEETING

The Personnel/Safety/Public Information Committee, consisting of Directors Duncan and Glaze, met on Tuesday, September 24, 2019. Chair Duncan called the meeting to order at 2:00 p.m. Also in attendance were General Manager Jason Warner and Administrative Services Manager Andreea Simion. There were no members of the public present. Items discussed included the following:

- **PUBLIC COMMENTS**

None.

- **RECRUITMENT UPDATE – MAINTENANCE MANAGER**

As the Maintenance Manager is approaching retirement, a recruitment for the position is being conducted. A total of 33 applications were received, and panel interviews were scheduled for September 27, 2019 with the top six candidates.

The Committee accepted the report.

- **WEBSITE STATS REVIEW**

The Committee reviewed statistical information about the website. As compared to September 2018, the page views increased by 19%, the unique page views increased by 24%, the number of sessions increased by 35%, and the number of users increased by 40%. Chair Duncan asked what the total number of users was and staff said that there were 15,000 last September and 21,000 this September.

The top landing pages were mattress recycling, followed by news, sewage, tours, and schools 2019 project. Staff noted that the bulky pickup page visits increased by 47%, and the visits to the “what to recycle” page were up 56%. Lastly, the most visited page on the website was the employment page.

Director Glaze asked from which regions of the world the website was accessed; staff will provide that information at a later date. Director Glaze also said that, while significant increases in visits and users were noted, we should seek to increase viewership further.

Chair Duncan asked about the cost of maintaining and updating the website, and Jason said that the District spends approximately \$10,000 per year, or approximately \$0.50 per visitor.

The Committee accepted the report.

- **STAFF AND DIRECTOR COMMENTS**

Chair Duncan asked if a Board work session is scheduled for October. Jason said that a presentation on the 'State of the Solid Waste Program' will take place on October 8 and a Board governance workshop is tentatively scheduled for November 12. In December, staff will present the progress to date on the Communications Plan and seek Board direction on updating the Plan. The Board will be asked to direct a 'simple makeover' by staff or extensive overhaul by outside communication consultant.

- **ADJOURNMENT**

There being no further business to come before the Committee, Chair Duncan adjourned the meeting at 2:30 p.m.