

MINUTES OF THE PERSONNEL COMMITTEE  
OF MT. VIEW SANITARY DISTRICT  
OCTOBER 7, 2020

The Personnel Committee of the Mt. View Sanitary District convened a virtual meeting at 10:05 a.m. online via Zoom  
at: <https://us02web.zoom.us/meeting/register/tZEldOmorTItGNKhtMchdQGFjbsSnhbXiTW>

1. ROLL CALL OF DIRECTORS

PRESENT: Director Elmer "Al" J. Schaal, Chair Gregory T. Pyka

ABSENT: None

Also Present: STAFF – District Manager Lilia M. Corona, CFO/Administrative Services Manager Denise D. Gray, District Engineer Chris Elliott, and Board Secretary Stephanie L. Seregin

PUBLIC: None

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. ASSOCIATE ENGINEER – JOB CLASSIFICATION DESCRIPTION AND RECOMMENDED SALARY RANGE

1. RECEIVE REPORT FROM STAFF

District Manager Lilia M. Corona reported the District has transitioned to an era of increased capital improvement. Support of capital projects is a burden on District human resources. Contracted staff augmentation is not cost-effective or efficient due to turnover and variability of experience and skills. An internal employee is more stable and economical in the long-term than consultants.

At this time, the District Manager recommends authorizing an internal Associate Engineer position to support the Engineering, Operations, and Administration departments. The job description Policy and Procedure 2321 – MVSD Associate/Senior Engineer describes the Associate/Associate Engineer

position and is attached. This position will report directly to and support the District Engineer.

## 2. PROVIDE DIRECTION

The Committee provided direction to present the District Manager's recommendation and the new policy to the Board at the October 8, 2020, Regular Board Meeting.

### B. PROPOSED REVISIONS TO 2040 - SICK LEAVE POLICY

#### 1. RECEIVE REPORT FROM STAFF

District Manager Lilia M. Corona reported staff is reviewing and revising our Policies and Procedures in a commitment to making continuous improvements and improve efficiency and transparency. The District is adjusting deficiencies, inconsistencies, ambiguous policies, and make legal corrections. The proposed recommendations of the District Manager support this effort and provide for accountability of all District staff and improve employee resources.

#### 2. PROVIDE DIRECTION TO THE DISTRICT MANAGER

The Committee provided direction to present the District Manager's recommendation and the new policy to the Board at the October 8, 2020, Regular Board Meeting.

#### 4. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR MEETING ON OCTOBER 8, 2020 AT 6:30 P.M.

Business having been concluded, the meeting was adjourned at 11:09 a.m.

  
Stephanie Seregin, Board Secretary