

MINUTES OF THE PERSONNEL COMMITTEE  
OF MT. VIEW SANITARY DISTRICT  
March 22, 2011

The Personnel Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California on July 15, 2010 at 5:16 p.m.

ROLL CALL

PRESENT: Director Gregory T. Pyka and President Elmer "Al" J. Schaal  
ABSENT: None  
Also Present: STAFF – District Manager Michael D. Roe and Assistant District Manager Neal B. Allen

PUBLIC COMMENT

None

NEW BUSINESS

1. ALIGNED ORGANIZATION

District Manager Roe reviewed the aligned organization efforts that resulted in the District's approved organization chart and list of authorized positions as identified in District Policy 2300. The positions of Executive Assistant / Management Analyst and Public Information / Wetlands Field Trip Coordinator became vacant upon the separation from the District of the two employees identified to fill those positions. District Manager Roe informed the Committee that he had completed an evaluation of the need for these two positions and had determined that the job functions of the Executive Assistant/Management Analyst and Public Information/Wetlands Field Trip Coordinator can be absorbed by existing staff as periodically supplemented by the careful use of consultants.

District Manager Roe also presented a proposed revised organizational chart eliminating the two positions discussed.

The committee directed staff to present the revised organizational chart and revised District Policy 2300 – Authorized Positions eliminating the Executive Assistant/Management Analyst and Public Information/Wetlands Field Trip Coordinator positions to the District Board of Directors for consideration.

2. CONSUMER PRICE INDEX

Assistant District Manager Allen presented the calculations to determine an inflation index per the District Code. For Fiscal Year 2011-2012 the Code states that the

inflation index shall be in proportion to the percent change in Consumer Price Index from April 2010 to December 2010. Assistant District Manager provided the calculations identifying an inflation index of -0.02 percent. Staff's recommendation to include no cost of living adjustments to District salaries for Fiscal Year 2011/2012 received concurrence from the Committee.

3. ANNUAL SALARY SURVEY

Assistant District Manager Allen presented a salary survey comparing the District's salaries to those of similar and/or other Bay Area Sanitation Districts with which the District directly competes for staff. At staff's request the Committee confirmed the list of comparable agencies as presented below:

<u>Comparable Agency</u>	<u>Reason Selected</u>
<u>Castro Valley / Oro Loma Sanitary District</u>	<u>Similar sized small facility located in Bay Area (3.4 MGD)</u>
<u>Ironhouse Sanitary District</u>	<u>Similar sized facility located in Bay Area (2.5 MGD)</u>
<u>Las Gallinas Valley Sanitary District</u>	<u>Of similar size and complexity as MVSD, located in Bay Area</u>
<u>Ojai Sanitary District</u>	<u>Similar sized facility (1.9 MGD)</u>
<u>City of Benicia</u>	<u>Proximity to MVSD presents competition for qualified employees. (4.5 MGD)</u>
<u>West County Wastewater District</u>	<u>Proximity to MVSD presents competition for qualified employees. (7.9 MGD)</u>
<u>Central Contra Costa Sanitary District</u>	<u>Proximity to MVSD presents competition for qualified employees. (45 MGD)</u>
<u>CASA Salary Survey Group 1</u>	<u>Includes all participating CASA agencies with 0-15 employees and are therefore of similar size.</u>
<u>CASA Salary Survey Group 2</u>	<u>Includes all participating CASA agencies with 16 to 29 employees and are therefore of similar size.</u>

The Committee also directed staff to bring back recommendations with respect to each District position for consideration at a future Personnel Committee meeting

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 6:40 p.m.

  
 Neal Allen, Assistant District Manager