

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
JANUARY 29, 2015

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 January 29, 2015 at 5:10 pm.

1. ROLL CALL

PRESENT: Chairman Gregory T. Pyka and Director Elmer "Al" J. Schaal
ABSENT: None

Also Present: PUBLIC – Beverli Marshall, Director MVSD
STAFF – District Manager Neal Allen and District Consultant,
Katie Kaneko, Koff & Associates

2. PUBLIC COMMENT

Beverli Marshall stated that she was attending as a member of the public.

3. NEW BUSINESS

A. CONSIDERATION OF MODIFICATION TO LIST OF COMPARATOR AGENCIES
IDENTIFIED IN DISTRICT POLICY 3110 – EMPLOY COMPENSATION AND
SALARY SURVEY

1. RECEIVE REPORT FROM STAFF

District Manager Allen introduced Katie Kaneko from Koff & Associates and informed the Committee that, per District Policy and Procedure 3110 he has initiated an employee classification and compensation study to be performed by Koff & Associates. As part of the study, Koff & Associates identified the need to expand the list of comparison agencies identified in Policy and Procedure 3110.

Katie Kaneko then provided a brief discussion of the approach taken to identify comparison agencies. Starting with the seven agencies identified by District Policy and Procedure 3110, a total of 18 agencies were selected and evaluated based on a number of criteria including:

- Geographic Proximity
- Staff size
- Financial Similarity
- Services provided
- Cost of living
- Chemist and/or Biologist on staff

Using a weighted ranking criteria, Koff & Associates compared the 18 agencies and makes the following recommendation for a total of 12 comparators.

| | City | Criteria Comparison Score | Overall Ranking |
|----|---|---------------------------|-----------------|
| | Mt. View Sanitary District | 8 | 1 |
| 1 | City of Benicia (Public Works Department) | 52 | 2 |
| 2 | Central Contra Costa Sanitary District | 56 | 3 |
| 3 | Fairfield Suisun Sewer District | 62 | 4 |
| 4 | Ironhouse Sanitary District | 66 | 5 |
| 5 | Stege Sanitary District | 68 | 6 |
| 6 | Ojai Valley Sanitary District | 76 | 7 |
| 7 | Delta Diablo Sanitary District | 77 | 8 |
| 8 | Oro Loma Sanitary | 77 | 8 |
| 9 | Las Gallinas Valley Sanitary District | 79 | 10 |
| 10 | Novato Sanitary District | 81 | 11 |
| 11 | Vallejo Sanitary and Flood Control District | 89 | 12 |
| 12 | Napa Sanitation District | 90 | 13 |
| 13 | Sausalito/Marin City Sanitary District | 93 | 14 |
| 14 | West County Wastewater District | 93 | 14 |
| 15 | Central Marin Sanitation Agency | 95 | 16 |
| 16 | North San Mateo County Sanitation District | 95 | 16 |
| 17 | Union Sanitary District | 99 | 18 |
| 18 | Silicon Valley Clean Water | 114 | 19 |

Recommended Comparator Agencies
Comparators used in previous studies

2. GENERAL DISCUSSION

Ms. Marshall inquired whether she could ask some questions of the District's consultant. Ms. Marshall questioned the inclusion of agencies such as Stege which does not provide treatment services and Oro Loma that does not provide collection system services. She also inquired what would drop West County Wastewater out of consideration. She also inquired why an agency such as Las Gallinas Valley with Marin County issues and costs would be selected as opposed to agencies such as Rodeo Sanitary District which is both closer in proximity and size.

Ms. Kaneko responded that West County did not have a Chemist, to which Ms. Marshall responded that West County has a lab and lab analysts which are supervised by an Environmental Services Manager. Ms. Kaneko also responded that while maybe several potential comparators had been left out of the evaluation, the evaluation does take into consideration proximity, agency size, cost of living differences, services provided and staffing positions such as chemist, with those agencies most closely approximating MVSD scoring lower (better) than those most different. Even with these considerations, agencies such as Stege, Oro Loma, and Las Gallinas Valley rank closer to MVSD than others.

3. PROVIDE DIRECTION

The Committee members provided input into the presentation of the materials provided by Koff & Associates, with recommendation to simplify the information. The Committee provided the following direction:

- a. Present a revised District Policy 3110 – Compensation and Salary Survey to the Board revising the listed Comparison Agencies with Committee Recommendation to adopt; and,
- b. Continue with the 2015 Classification and Compensation Study initiated by the District Manager using the recommended comparison agencies.

ADJOURNMENT

Business having been concluded, the meeting was adjourned at 5:37 pm.



Neal Allen, District Manager