

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
MAY 2, 2019

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 May 2, 2019, at 10:00 a.m.

1. ROLL CALL OF DIRECTORS

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

ABSENT: None

Also Present: STAFF – District Manager Neal B. Allen, Assistant District Manager Lilia M. Corona, and Administrative Services Manager Denise Gray

PUBLIC: District staff: Robert Martin, Marie Hansen and Jesus Diaz.

2. PUBLIC COMMENT

The public withheld comments indicating that they will provide comments with each agenda item as applicable.

3. OLD BUSINESS

A. REVISED PERSONNEL POLICIES

1. RECEIVE REPORT FROM STAFF

Discussion ensued. Assistant District Manager (ADM) Corona explained that proposed revisions to the following policies: Education Assistance, Bereavement Leave, Nepotism, Holidays, Administrative Leave for FLSA Exempt Employees, Military Leave, and Sick Leave were found to be unnecessary. It was determined that MVSD is within the median of comparator agencies, therefore we do not intend to make any substantial benefit changes to these policies. Staff will bring back language, format and legal updates for these policies to the committee.

2. PROVIDE DIRECTION

The Committee directed staff to carry on.

4. NEW BUSINESS

A. ORGANIZATIONAL STRUCTURE AND ALIGNMENT

1. NO WRITTEN REPORT FROM STAFF

ADM Corona addressed the intent to remove the classification of Office Administrator/Board Secretary and replace it with a Board Secretary/Executive Assistant. Further, ADM Corona reported reallocating the Wastewater Operations Supervisor position to a management level Operations Manager and Chief Plant Operator. This new management level position will be Fair Labor Standards Act (FLSA) exempt and this position differs from the existing Wastewater Operations Supervisor position in that a Grade V Operator License will be required. The job description for the Operations Manager will need to be written. ADM Corona also addressed the intention of reestablishing the Utility Laborer position. The job description for Wastewater Operator Series requires that a Wastewater Treatment Plant Operator I obtain a valid Grade II State Water Board Wastewater Treatment Plant Operator Certificate within 24 months of entry into the Wastewater Treatment Plant Operator I. The District has one staff member that has not been able to achieve certification from the State Water Board for Wastewater Operator II in the required amount of time. ADM Corona mentioned that the reestablishing of the Utility Laborer will allow the District to operate with sufficient operators qualified to perform the duties required as lead on-call staff. DM Allen indicated that staff will continue to investigate short term disability for the District.

2. PROVIDE DIRECTION

The Committee directed staff to continue and take to the Board at the May 9, 2019 meeting.

B. TOTAL COMPENSATION STUDY AND RECOMMENDATIONS

3. RECEIVE REPORT FROM STAFF

ADM Corona reported that the Total Compensation Study was completed and presented the proposed salaries of the draft report. Discussion ensued.

Wastewater Operator, II Robert Martin, asked a few questions related to the competitor agencies and indicated he would look over the packet and come back with questions, if any, at a later date.

DM Allen indicated that using the Consumer Price Index as a guide for Cost of Living Adjustments has not kept the District's salaries competitive. He also suggested that the District should keep track of the increase in construction costs by following the publication Engineer News Record for our geographical area.

Chair Pyka requested the actual cost of these changes to the "bottom-line" including "call-back" pay. DM Allen indicated that the cost was in the range of \$200k.

4. PROVIDE DIRECTION

The Committee provided direction to bring the final salary recommendations to the Board.

5. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON MAY 9, 2019, AT 6:00 P.M.

Business concluded; the meeting was adjourned by Chair Pyka at 10:58 a.m.



Denise Gray, Administrative Services Manager