



## **ORGANIZATION & PERSONNEL COMMITTEE SUMMARY NOTES For November 4, 2016 Meeting**

### **I. Call to Order:**

Chair Green called the November 4, 2016 O & P Committee meeting to order at 10:08 AM.

### **II. Pledge of Allegiance:**

Director Kalvans lead the Pledge of Allegiance as requested by Chair.

### **III. Roll Call:**

All Committee Members were present based on roll call of members.  
Also in attendance: General Manager Gentry.

### **IV. Oral and Written Communications:**

There were no persons in attendance wishing to speak on a matter not on the agenda.

### **V. AGENDA**

#### **1. Review and Discuss Salary Adjustment for non-management, non-confidential staff members eligible for step increase in compensation.**

General Manager introduced this request item and reviewed the background information as detailed in the submitted written report. GM pointed out that this item has been previously continued for Committee consideration. GM stated that merit increases in compensation are required by District Personnel Policy to be reviewed and approved by the Board with a Committee recommendation.

GM stated that both employees are eligible for merit increases based on satisfactory personnel evaluations. Utility Operator 2 position is eligible to be moved from Step 1 level (\$17.94/hr) to Step 2 (\$18.84/hr) retroactive to September 1, 2016. Bookkeeper position, based on satisfactory personnel evaluation, should be brought into alignment with salary schedule at a Step 1 hourly rate of \$21.09/hr. Present rate is an agreed-upon rate of \$19.00/hr. based on prior salary schedule.

Both merit increases were factored into budgeted figures for salaries and wages.

Chair Green called for comments or questions by Committee. Chair Green began discussion with a comment about wage costs overall being too high for District. He

agrees that the 2 employees have proven their worth and earned an increase but is reluctant to support since he is convinced that overall wages are too high.

Director Kalvans asked GM if there were any conflicts involving either employee. GM stated that any discussion of that type of situation or circumstance would require a closed session discussion, not an open session. GM repeated that both employees have had a satisfactory performance evaluation which showed completion of prior stated goals to be achieved for merit increase. The Bookkeeper position adjustment is to capture alignment with Step 1 level hourly rate as set forth in the current salary schedule. Director Kalvans spoke in favor of fixing this misalignment as well as granting approval to Step 2 for Utility Operator 2 position retroactive as recommended.

Discussion ensued by Committee members on options for moving forward. Both members agreed to forward the item to the Board without a recommendation in support or opposed is appropriate. There was additional discussion about connection fees not adequate enough.

Chair Green commented that frugality is the key for District expenses in his opinion, especially for pay and all other expenses. He commented that he hopes there is not “a day when a choice has to be made about what stays open or operating” when an issue of cutting budget costs/expenses is involved.

Committee members agreed to forward this item to the full Board for consideration without a Committee recommendation on the request.

## **2. Review and Discussion of Existing District Contractual Agreements**

General Manager introduced this report presenting a “global review” of existing service-related agreements. This is the first of this type of review but not the last planned. Future reviews will be done as a matter of routine reporting and status reviews.

Committee may provide direction or refer to the Board with a recommendation. There are 3 categories of service related contacts described in the written report. Each of those categories were briefly reviewed by GM for Committee discussion. The written report description provides information regarding each contract situation and status.

Chair Green asked about the Accounting/Audit services and expressed concern about changing auditing services since some work on FY 2015-16 has begun, no matter how small or minor. Director Kalvans stated his concern that the Auditor should be reporting problems or any lack of support and/or assistance not given by District staff.

Chair Green stated that the District has not received value for engineering services. He noted that the Wallace Group had been engaged for over 16 years and may be it is time to re-evaluate where and what those services should be for the future.

Director Kalvans commented that the District will be needing more value for these services when it comes to the groundwater concerns and issues confronting the District's future. Any engineering services should be doing more than what has been provided or being provided now.

Chair Green asked about the current separation of fire contract hours and utility services. He believed that it is time to evaluate how best to meet present and future operational needs for the two functional areas of duties and consider splitting the functions.

Director Kalvans asked about seeing the need for expanding capabilities in utility services through expanded services and expertise but was uncertain about other operations.

Committee members discussed sending this report for a Board review and action consideration at the next scheduled meeting. Members unanimously agreed to forward this "global review" report to the Board but that report should also include GM detailing specific options or alternatives for Board action discussions. Committee also agreed that these options should outline sufficient detail to assisting with any Board decision making, including details in alternatives/options analysis and utility service management ideas.

One final comment by Committee members was to eliminate overlapping of services, wherever and whenever possible, especially with the budget constraints of extraordinary legal expenses previously and repeatedly discussed by Board. Members agreed, unanimously, to forward this item to the November 17<sup>th</sup> scheduled Board meeting.

There were no public comments or requests to speak on this item.

**V. COMMITTEE COMMENT:**

Chair Green asked if GM could have a listing of future Committee agenda items prepared and included with Committee agendas. GM replied that a listing will be presented for the next meeting and continued thereafter. There were no other Committee comments to consider.

Chair adjourned the meeting at 11:38 AM.

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Next Committee meeting is