



Agenda

San Miguel Community Services District

BOARD OF DIRECTORS

John Green, President

Anthony Kalvans, Director

Gib Buckman, Director

Larry Reuck, Vice President

Travis Dawes, Director

THURSDAY DECEMBER 1, 2016 6:00 P.M.

BOARD OF DIRECTORS SPECIAL MEETING AGENDA

SMCSD Boardroom

1150 Mission St.

San Miguel, CA 93451

Cell Phones: As a courtesy to others, please silence your cell phone or pager during the meeting and engage in conversations outside the Boardroom.

Americans with Disabilities Act: If you need special assistance to participate in this meeting, please contact the CSD Clerk at (805) 467-3388. Notification 48 hours in advance will enable the CSD to make reasonable arrangements to ensure accessibility to this meeting. Assisted listening devices are available for the hearing impaired.

Public Comment: Please complete a "Request to Speak" form located at the podium in the boardroom in order to address the Board of Directors on any agenda item. Comments are limited to three minutes, unless you have registered your organization with CSD Clerk prior to the meeting. If you wish to speak on an item not on the agenda, you may do so under "Oral Communications." Any member of the public may address the Board of Directors on items on the Consent Calendar. Please complete a "Request to Speak" form as noted above and mark which item number you wish to address.

Meeting Schedule: Regular Board of Director meetings are generally held in the SMCSD Boardroom on the fourth Thursday of each month at 7:00 P.M. Agendas are also posted at: www.sanmiguelcsd.org

Agendas: Agenda packets are available for the public inspection 72 hours prior to the scheduled meeting at the Counter/ San Miguel CSD office located at 1150 Mission St., San Miguel, during normal business hours. Any agenda-related writings or documents provided to a majority of the Board of Directors after distribution of the agenda packet are available for public inspection at the same time at the counter/ San Miguel CSD office at 1150 Mission St., San Miguel, during normal business hours.

- I. Call to Order: 6:00 PM**
- II. Pledge of Allegiance:**
- III. Roll Call:**
- IV. Adoption of Special Meeting Agenda**

V. Public Comment and Communications (for items not on the agenda):

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

VI. Public Comment and Communications:

Persons wishing to speak on a matter not on the agenda may be heard at this time; however, no action will be taken until placed on a future agenda. Speakers are limited to three minutes. Please complete a "Request to Speak" form and place in basket provided.

VII. BOARD ACTION:

- 3. Review and Discussion of Job Opening Recruitments in Utility Services Department per Chapter 2, subsection 2.2 District Personnel Guidelines.**

Staff Recommendation:

Staff recommends that the Board approve and authorize job recruitment for 2 open positions in Utility Services Department.

Public Comments: (Hear public comments prior to Board Action)

M _____ S _____ V _____

VIII. BOARD COMMENT:

This section is intended as an opportunity for Board members to make brief announcements, request information from staff, request future agenda item(s) and/or report on their own activities related to District business. No action is to be taken until an item is placed on a future agenda.

X. ADJOURNMENT Time: _____

ATTEST:
 STATE OF CALIFORNIA)
 COUNTY OF SAN LUIS OBISPO) ss.
 COMMUNITY OF SAN MIGUEL)

I, Tamara Parent, Account Clerk/Operations Coordinator of San Miguel Community Services District, hereby certify that I caused the posting of this agenda at the SMCS D office on November 28, 2016.

Date: November 28, 2016

Tamara Parent

 Tamara Parent, Account Clerk II/Operations Coordinator



San Miguel Community Services District Board of Directors

Staff Report

December 1, 2016

AGENDA ITEM: VII. 3

SUBJECT: Review and Discussion of Job Opening Recruitments in Utility Services Department

STAFF RECOMMENDATION:

Staff recommends that the Board authorizes General Manager to complete job recruitment for 2 open positions in Utility Services Department and make a recommendation to Board of Directors for confirming applicant selections prior to employment offers being extended for hiring per Chapter 2, section 2.2 District Personnel Guidelines.

BACKGROUND

The Board approved a new Utility Services position for up to 32 hours per week in the FY 2016-17 Budget. The recent resignation of the Utility Operator 2 position, which is effective at the end of this week, also needs to be replaced with another credentialed operator.

This request for approval and authorization to be given to complete job recruitment for these open or soon to be opened positions. Hiring of the two recommended positions will also allow the District to examine and establish the use of an alternative work week schedule that is capable of providing week end coverage by Utility Services personnel.

The immediate recruitment and hiring is essential to keep potential overtime costs from being incurred due to a single, available staff person on duty. A temporary hire for a credential operator could also be used as a relief during this time of recruitment processing, otherwise, overtime costs are inevitable.

It is recommended that recruitment be done for Utility Worker and Utility Operator 1 positions. Both positions would be 32 hours per week, part time with work week and weekend coverage being required. The Utility Operator 1 position and a successful applicant would require certifications, D-1 for Water and WW-1 for Wastewater operations and treatment. The Utility Worker is not required for same certifications but it is preferred that D-1 and WW-1 certifications already be possessed by a successful applicant.

Rationale for 2 part-time positions (Utility Worker – 32 hours and Utility Operator 1 –32 hours)
Recruitment for:

Utility Worker Step 1 salary level = \$12.75/hr. up to 1,040 hours per year = \$13,260 gross yr.

Utility Operator 1 step 1 salary level = \$15.50/hr. up to 1040 hours per year = \$16,740 gross yr.
Utility Operator 2 step 2 salary level = \$17.94/hr. (Present salary level) = \$37,316 gross yr.

Utility Supervisor step 5 salary level = \$75,400 (full time/2080 hrs./yr.)
Total salary – @1 full time and 2 part-time = \$13,260 + \$16,740 + \$75,400 = \$105,400

Existing Conditions:

If 2 full time positions plus 1 part time position @ 32 hours/week are retained as budgeted, then projected cost, at year's end, is \$125,976 - \$141,00. This option remains viable as well.

Use of Alternative Work Week Schedule:

A proposed alternative work week schedule is also essential to reducing costs without sacrificing operational needs. A proposed alternative work week schedule, as allowed by Chapter 3 .3 of Personnel Guidelines, could be implemented once all positions are confirmed, hired and received orientation and training.

An alternative work week schedule would be developed and implemented using a scheduled, rotating alternative work week on a monthly basis. This rotation schedule would be done to ensure that no one person is stuck with working each weekend.

Potential Cost Reductions and Reuse:

Cost reduction/reuse savings from reduced or no standby and o.t./call-back = estimated \$6,433 yrly.

Cost reduction/reuse savings for 1 f-t and 2 p-t positions = \$11,821 yrly.

Total cost reduction/reuse savings = \$18,254

Total cost reduced/saved could be used for part-time consultant services in combination with budgeted funds available for remainder of FY 2016-17, engineering services, \$7,500 + \$18,254 = \$25,754.

FISCAL IMPACT:

The adopted FY 2016-17 Budget included salary and wage calculation for 2 f-t plus 1 p-t positions in Utility Services. If a cost avoidance/savings approach is taken, as presented in this report, then the budget salary costs will be reduced and used for other services.

STAFF RECOMMENDATION:

Staff recommends that the Board approve recruitment of these 2 Utility positions using either of the options detailed in this report and authorize General Manager to complete job recruitment. When a selected, qualified candidate is known then make a recommendation(s) to Board prior to employment offers for hiring.

PREPARED BY:

Darrell W. Gentry

General Manager