



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

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MINUTES OF PERSONNEL COMMITTEE

The Personnel Committee held a meeting at the District Office, 1072 Tico Road April 2, 2015, beginning at 3:30 p.m.

COMMITTEE MEMBERS PRESENT: Peter M. Kaiser
Stan Greene
William M Stone, Chairman

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Jeff Palmer, General Manager
Brenda Krout, Administrative Officer

1. **Public Comment**

None

FOR DISCUSSION & REVIEW

2. **2015 Compensation Study Results & Recommendations**

Mr. Palmer reviewed the results of the 2015 Compensation Study performed by Koff & Associates. The methodology/approach utilized in compiling the study results was discussed. Mr. Palmer explained that staff conducted a thorough review of the regional & state components of the Study results and with the consideration of the District's current staffing structure, is recommending adjustments to eight of the District's job positions. The recommendations were reviewed and discussed. Mr. Palmer noted that these adjustments will appear in the upcoming annual budget; the total estimated cost for these adjustments is \$51,000 per fiscal year.

The Committee unanimously supported presenting a recommendation to the Board to approve, along with the annual budget, the recommended adjustments to the eight identified positions.

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FOR DISCUSSION & REVIEW

3. **New Job Positions**

Mr. Palmer explained that the upcoming annual budget will contain two new job positions; Inspector and Project Manager. The District currently has one inspector, as the District embarks on new programs such as the Unpermitted Connection and Private Sewer Lateral Ordinance there will be a big increase in inspection demands which warrants the addition of another Inspector. The increase in our efforts to conduct repairs & replacements within the District's collection system to combat infiltration & Inflow, along with other projects identified in the District's updated Capital Improvement Plan for both the collection system and the treatment plant, create the need for a dedicated Project Manager.

Both of these new positions will also be intricate to the District's succession planning and knowledge bridging with long-term staff members.

4. **General Discussion**

a. Audience

None

b. Committee Members

None

c. General Manager

None

The Personnel Committee Meeting adjourned at 4:04 p.m.

Minutes submitted by Brenda Krout, Clerk of the Board.