



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 November 15, 2017, beginning at 5:30 p.m.

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

COMMITTEE MEMBERS ABSENT: None

STAFF PRESENT: Jeff Palmer, General Manager
Brenda Krout, Administrative Officer
Ronald E. Sheets, Operations Superintendent

2. **Public Comment**

None

ITEMS FOR COMMITTEE CONSIDERATION, DISCUSSION & POSSIBLE RECOMMENDATION TO THE BOARD OF DIRECTORS

3. **Organizational Structure & Job Descriptions**

Mr. Palmer reviewed the District's current organizational structure and the changes occurring in the industry regarding pretreatment, source control, regulatory revisions, more restrictive discharge regulations, automation and etc. Mr. Palmer emphasized the need for the District to be flexible in what skills are needed to meet these new challenges; a revised organizational chart with corresponding job descriptions will be required.

A proposed organizational structure was presented along with a job description for the first of the new positions proposed to be filled, Operations Manager. The Operations Manager will replace the current Operations Superintendent position held by Ron Sheets. Ron has announced that he will be retiring at the end of this calendar year after 41 years with the District. Recruitment for the Operations Manager position is proposed to begin in December.

The Committee unanimously supported presenting a recommendation to the Board to adopt the proposed organizational structure and the job description for Operations Manager.

4. **Proposed New Salary Grid**

Mr. Palmer reviewed the structure of the District's current salary schedule which was first adopted in 1985 following the formation of the Ojai Valley Sanitary District; this schedule is based on monthly salary amounts. Mr. Palmer explained the benefit of converting the salary schedule to hourly rates to provide more flexibility in maintaining consistent separation between positions throughout the schedule; hourly salary schedule is more common in the industry than monthly.

Eric Jenssen, City of Ojai resident, addressed the Committee expressing his concern that the proposed salary schedule included such high hourly amounts.

The Committee agreed that the proposed schedule should be reduced in length, eliminating the higher hourly levels.

The Committee unanimously supported presenting a recommendation to the Board to adopt the proposed hourly salary schedule as revised.

5. **Reports**

a. Committee Members pursuant to Government Code §54954.2

None

b. General Manager on District Activities related to this Board Committee.

None

The Personnel Committee Meeting adjourned at 6:48 p.m.

Minutes submitted by Brenda Krout, Clerk of the Board.