



OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

www.ojaisan.org

MEETING OF THE BOARD OF DIRECTORS' PERSONNEL COMMITTEE

Date & Time:

Feb. 6, 2020

Thursday, 5:00 p.m.

Location:

OVSD Board Room

1072 Tico Road, Ojai

Members:

Steve Quilici

William M. Stone

William Ulrich

A G E N D A

1. **Call the Meeting to Order**
2. **Select Chairman For The Committee**
3. **Public Comment - (Items not on the agenda - 3-minute limit)**

FOR DISCUSSION & RECOMMENDATION

4. **[Human Resource Policy Updates](#)**
5. **[Administrative Officer Salary Grade Adjustment](#)**
6. **[Post Retirement Employment](#)**

FOR DISCUSSION & REVIEW

7. **Reports**
 - a. Committee Members pursuant to Government Code §54954.2
 - b. General Manager on District Activities related to this Board Committee.

A staff report providing more detailed information is available for most agenda items, and may be reviewed in the District office during regular business hours. Copies of individual reports may be requested from Brenda Krout (646-5548).

ATTEST TO POSTING:

Brenda Krout, Clerk of The Board

Feb. 3, 2020 3:30 p.m


Date & Time Posted At District Office

ITEM #4

Memorandum

Ojai Valley Sanitary District

February 3, 2020

To: Personnel Committee – Bill Stone, Steve Quilici & Bill Ulrich
From: Jeff Palmer – General Manager 
Subject: Human Resources Policy Updates

The Board of Directors establishes rules and regulations governing employee hiring, acceptable behaviors, benefits, etc. through the adoption of a Human Resource Policy; the current HR Policy was adopted by the Board in September 2018.

Periodically, new employment related laws are passed by the State and/or Federal government requiring changes to our HR Policy and sometimes within the District a unique employment situation arises that warrants a change to our Policy. Filling of the Administrative Officer's position due to the retirement of long-time employee, Brenda Krout, is such a situation.

As you all know, the District has a very close knit "family" style working culture. The Administrative Officer position has had an important role in developing and maintaining that culture and character. Working with staff, benefit coordination, event coordination and planning, working and assisting Board Members and other employee engagement efforts have been a cornerstone of the District and this position. While technical qualifications are an important part of this position, the ability to fill the character and culture roles are equally important.

Staff believes that an individual qualified in all these areas will be a person coming from another public agency where they have established longevity in regard to benefits such as vacation accrual and eligibility to receive post-employment (retirement) health benefits (OPEB) from that agency. The District's HR Policy allocates vacation accrual strictly based on years of employment with the District and eligible for OPEB benefits requires completion of 10 years of uninterrupted employment with the District.

Length of Service In Years	Annual Maximum Accrual (hours)	Maximum Accrual (hours)
Less than 5	88	308
5 but less than 10	128	448
10 but less than 15	168	588
15 but less than 20	192	672
20 & over	216	756

These two benefit areas can be important tools for recruiting employees with more years of experience in specialized areas such as human resources.

It is proposed that the HR Policy be modified by reducing the eligibility requirement for OPEB benefits to 7 years of uninterrupted District employment. It is also proposed that the General Manager have discretion to start the new Administrative Officer at a higher vacation accrual rate than the "Less than 5 hrs".

Neither of these changes would not have a significant financial impact to the District. Staff checked with the actuary who performs the required OPEB actuarial reports for the District, the actuary confirmed that reducing the eligible from 10 years to 7 years would not negatively affect the District's OPEB liability.

If the Committee supports these changes to the District's Human Resource Policy, staff will draft a revised policy to be presented to the Board at their February 24, 2020 meeting.


If you have any questions or need additional information please contact me at 805-646-5548.

ITEM #5

Memorandum

Ojai Valley Sanitary District

February 3, 2020

To: Personnel Committee – Bill Stone, Steve Quilici & Bill Ulrich
From: Jeff Palmer – General Manager 
Subject: Administrative Officer Salary Grade Adjustment

The salary grade for all District positions are established through the Board's adoption of a Salary Schedule; the current Salary Schedule was adopted by the Board on October 28, 2019. Copy attached.

As you know, long-time District employee Brenda Krout has announced that she will be retiring in a few months. Consequently, we have started recruitment for Brenda's position of Administrative Officer.

As a long-time District employee, with the extensive experience and institutional knowledge Brenda has, the salary for the Administrative Officer position is at a level that would not be appropriate for a new person coming into this position.

Consequently, staff recommends that the Salary Grade for the Administrative Officer position be set at Grade 216 on the attached Salary Schedule. This adjusted salary grade will apply to the individual replacing Brenda, it will not adjust Brenda's current salary.


If the Committee supports this adjustment to the Administrative Officer's salary grade, a new Salary Schedule reflecting this change will be presented to the Board at their February 24, 2020 meeting.

ITEM #6

Memorandum

Ojai Valley Sanitary District

February 3, 2020

To: Personnel Committee – Bill Stone, Steve Quilici & Bill Ulrich
From: Jeff Palmer – General Manager 
Subject: Post Retirement Employment – Brenda Krout

As you are all aware, Brenda will be retiring from District employment in April; we are currently recruiting for her replacement. We plan on having the replacement hired by the middle of March, so Brenda will be here a couple of weeks to work with that person.

However, I am proposing that we hire Brenda as a retired annuitant, on a limited duration, so that she is available to assist the new hire after her retirement; this additional assistance will provide a smoother transition.

A draft staff report regarding Post Retirement Employment of Brenda, proposed for the Board's February 24, 2020 meeting, is attached for your review.



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February 13, 2020

DRAFT

Board of Directors
Ojai Valley Sanitary District
Ojai, California 93023

RESOLUTION NO. 2020-03 – DECLARING AN EXCEPTION TO THE 180-DAY WAIT PERIOD FOR HIRING A RETIRED EMPLOYEE IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 7522.56 AND 21224, APPOINTING AND PROVIDING FOR THE EMPLOYMENT OF BRENDA D. KROUT AS A RETIRED ANNUITANT IN THE POSITION OF ANNUITANT ADMINISTRATION-HUMAN RESOURCES CONSULTANT AND APPROVING AN EMPLOYMENT AGREEMENT THERETO

On February 2, 2020, Brenda Krout marked her 36th anniversary of District employment. Brenda recently announced that she will be retiring effective April 4, 2020. Staff proposes hiring Brenda as a retired annuitant, on a limited duration, to fill a critical need of the District to utilize her experience and knowledge.

Brenda began her District employment with the former Meiners Oaks Sanitary District as the Administrative Officer, continuing on in this position for the consolidated Ojai Valley Sanitary District. After 36 years of consecutive involvement in the District's administration and human resources, Brenda has developed a unique experience and knowledge of the laws and regulations that apply to the District's operation; in the immediate future it is critical to the District's operation to tap into Brenda's experience and knowledge to provide a smooth transition following her retirement.

The District contracts with CalPERS Retirement System to provide retirement benefits to District employees. CalPERS has regulations governing the hiring of a retired annuitant which includes limiting the annuitant's employment to 960 hours per fiscal year and a 180-day waiting period. Staff estimates that Brenda's post-retirement employment will consist of approximately 8 hours per week, estimated 400 hours per fiscal year. An exception for the 180-day waiting period can be obtained by the Board declaring the employment of the annuitant is critical to the District's operations. The adoption of a resolution acknowledging this critical need is required.

Resolution No. 2020-03, Declaring An Exception To the 180-day Wait Period For Hiring A Retired Employee In Accordance With Government Code Sections 7522.56 and 21224, Appointing and Providing For The Employment of Brenda D. Krout As A Retired Annuitant In the Position of Annuitant Administration-Human Resources Consultant and Approving an Employment Agreement Thereto, is presented for your consideration and adoption.

Also, presented for your approval is an Employment Agreement between Brenda and the District, acknowledging the parameters of her employment as a retired annuitant.

If you have any questions or need additional information please call me at 646-5548.

RECOMMENDATION

DRAFT

It is recommended the Board:

- a. Adopt Resolution No. 2020-03, Declaring An Exception To the 180-day Wait Period For Hiring A Retired Employee In Accordance With Government Code Sections 7522.56 and 21224, Appointing and Providing For The Employment of Brenda D. Krout As A Retired Annuitant In the Position of Annuitant Administration-Human Resources Consultant and Approving an Employment Agreement Thereto; and
- b. Approve and authorize the General Manager to execute the Employment Agreement between Brenda D. Krout and the Ojai Valley Sanitary District.

Jeff Palmer
General Manager

RESOLUTION NO. 2020-03

DRAFT

RESOLUTION OF THE BOARD OF DIRECTORS
OF THE OJAI VALLEY SANITARY DISTRICT
DECLARING AN EXCEPTION TO THE 180-DAY WAIT PERIOD FOR HIRING A RETIRED
EMPLOYEE IN ACCORDANCE WITH GOVERNMENT CODE SECTIONS 7522.56 AND
21224, APPOINTING AND PROVIDING FOR THE EMPLOYMENT OF BRENDA D. KROUT
AS A RETIRED ANNUITANT IN THE POSITION OF ANNUITANT ADMINISTRATION-
HUMAN RESOURCES CONSULTANT, AND APPROVING AN EMPLOYMENT AGREEMENT
THERETO

WHEREAS, in compliance with Government Code section 7522.56 the Ojai Valley Sanitary District must provide CalPERS this certification resolution when hiring a retiree before 180 days has passed since his or her retirement date; and

WHEREAS, Brenda D. Krout, CalPERS ID 5705140234, will retire from Ojai Valley Sanitary District in the position of Administrative Officer, effective April 4, 2020; and

WHEREAS, Brenda D. Krout has the skills needed to perform work of limited duration on behalf of the Ojai Valley Sanitary District, and her employment as Administration-Human Resources Consultant is necessary to fill a critically needed position of the District; and

WHEREAS, section 7522.56 requires that post-retirement employment commence no earlier than 180 days after the retirement date, which is October 1, 2020, without this certification resolution; and

WHEREAS, section 7522.56 provides that this exception to the 180 day wait period shall not apply if the retiree accepts any retirement-related incentive; and

WHEREAS, the Ojai Valley Sanitary District Board of Directors, the Ojai Valley Sanitary District and Brenda D. Krout certify that Brenda D. Krout has not and will not receive a Golden handshake or any other retirement-related incentive; and

WHEREAS, the Ojai Valley Sanitary District Board of Directors hereby appoints Brenda D. Krout as an extra help retired annuitant to perform the duties of the Annuitant Administration-Human Resources Consultant for the Ojai Valley Sanitary District under Government Code section 21224, effective April 6, 2020; and

WHEREAS, the entire employment agreement, contract or appointment document between Brenda D. Krout and the Ojai Valley Sanitary District has been reviewed by this body and is attached herein; and

WHEREAS, no matter, issues, terms or conditions related to this appointment and employment have been or will be placed on a Board of Directors' consent calendar; and

WHEREAS, the employment shall be limited to 960 hours per fiscal year; and

WHEREAS, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

WHEREAS, the maximum hourly rate for this position is \$68.60 and the minimum hourly rate for this position is \$56.44; and

WHEREAS, the hourly rate paid to Brenda D. Krout will be \$68.60; and

DRAFT

WHEREAS, Brenda D. Krout has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other form of compensation in addition to this hourly pay rate; and

NOW, THEREFORE, BE IT RESOLVED, based on the foregoing Recitals which are incorporated herein, that the: Ojai Valley Sanitary District Board of Directors hereby:

(1) certifies the nature of the appointment of Brenda D. Krout as described herein and as detailed in the attached employment agreement;

(2) finds and declares as follows: (a) that Mrs. Krout's appointment is necessary to fill the critically needed position of Annuitant Administration-Human Resources Consultant for the Ojai Valley Sanitary District by April 6, 2020; (b) that Mrs. Krout has unique experience and knowledge of the laws and regulations that apply to the Ojai Valley Sanitary District's Administration and Human Resources; and (c) that no other outside consultant or part-time employee could perform the required duties, at the currently prescribed level of District need, as efficiently or capably as Mrs. Krout given her thirty plus years of consecutive involvement in these functions.

(3) appoints Mrs. Krout as the District's Annuitant Administration-Human Resources Consultant; and approves the Employment Agreement with Brenda D. Krout.

PASSED AND ADOPTED by the Governing Board of the Ojai Valley Sanitary District on the 24th day of February 2020 by the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

John R. Burg, Chairman

ATTEST:

William Ulrich, Secretary