

## OJAI VALLEY SANITARY DISTRICT

A Public Agency

1072 Tico Road, Ojai, California 93023

(805) 646-5548 • FAX (805) 640-0842

[www.ojaisan.org](http://www.ojaisan.org)

### NOTICE TO THE OJAI VALLEY SANITARY DISTRICT BOARD OF DIRECTORS AND GENERAL PUBLIC

### MARCH 16, 2021 PERSONNEL COMMITTEE MEETING AGENDA NOTICE ADDENDUM

The Ojai Valley Sanitary District Board of Directors will hold a Meeting of the Personnel Committee Tuesday, **March 16, 2021 at 4:30pm, via Teleconference/Web Meeting attendance.**

**IN RESPONSE TO THE DECLARED STATE AND LOCAL EMERGENCIES DUE TO THE NOVEL CORONAVIRUS, AND IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S RECENT ORDER TO LIMIT INDOOR OPERATIONS AS A PRECAUTIONARY MEASURE TO HELP SLOW THE SPREAD OF COVID-19, THE OVSD HEADQUARTERS FACILITY ON TICO ROAD IS CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE REFER TO PAGE 2 OF THIS AGENDA**

**When it's time, join your Webex meeting here.**

[Join meeting](#)

**More ways to join:**

**Join from the meeting link**

<https://ojaisan.webex.com/ojaisan/j.php?MTID=mf7c4f205c22c131e3acfb4f495fd4a75>

**Join by meeting number**

Meeting number (access code): 187 529 0018

Meeting password: Ea492AqJqRi

**Tap to join from a mobile device (attendees only)**

[1-844-992-4726](tel:1-844-992-4726), [1875290018##](tel:1875290018) United States Toll Free

[+1-408-418-9388](tel:+1-408-418-9388), [1875290018##](tel:1875290018) United States Toll

**Join by phone**

1-844-992-4726 United States Toll Free

+1-408-418-9388 United States Toll

[Global call-in numbers](#) | [Toll-free calling restrictions](#)

**Join from a video system or application**

Dial [1875290018@ojaisan.webex.com](tel:1875290018)

You can also dial 173.243.2.68 and enter your meeting number.

**Join using Microsoft Lync or Microsoft Skype for Business**

Dial [1875290018.ojaisan@lync.webex.com](tel:1875290018)



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### **MEETING OF THE BOARD OF DIRECTORS' PERSONNEL COMMITTEE**

**Date & Time:**

March 16, 2021

Tuesday, 4:30 p.m.

**Location:**

Webex

**Members**

John (Randy) Burg

William Stone

William Ulrich

### **A G E N D A**

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

### **FOR DISCUSSION & RECOMMENDATION**

3. **[COVID Supplemental Pay and Leave Modification](#)**
4. **[Position Reclassification](#)**

### **FOR DISCUSSION & REVIEW**

5. **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 Alison Young (646-5548).

ATTEST TO POSTING:

**Alison Young, Clerk of The Board**


**March 12, 2021 9:00 a.m.**

**Date & Time Posted At District Office**

Memorandum

**Ojai Valley Sanitary District**

March 12, 2021

To: Personnel Committee – Bill Stone, Bill Ulrich and Randy Burg  
From: Jeff Palmer – General Manager   
Subject: COVID Supplemental Pay and Leave Modification

Since March 2020 and the outbreak of the COVID pandemic, OVSD has continued to fully complete our essential functions. Staff has worked through challenging and changing circumstances to meet our regulatory and customer service functions. This has required staff to work in split shifts, on call, remotely and under difficult conditions. We have managed multiple construction and upgrade projects and continue to delivery full services. This has taken some on call and weekend work to facilitate the projects and customers, however, the remote nature of interactions with our customers necessitated the modified work schedules.

During this time, our employees have taken reduced vacations and travel. Some employees have not taken a day off for vacation in a year. Many others have taken a day or two here or there. As result, in some cases employees are nearing their maximum accrual of vacation and risk losing vacation allocations.

Under these circumstances, there are two items for consideration:

1. OVSD bi-weekly payroll amounts to approximately \$55,000 every two weeks. In response to the work and effort, a one-time COVID supplemental payment to all employees except the General Manager is proposed.
2. OVSD currently allows for up to 80 hours of leave to be cashed out in any one calendar year. In response to the vacation and leave restrictions, and to alleviate potential leave accrual maximums, a one-time additional 80 hours of leave cash out is proposed for 2021.

These two items will address the difficult and impactful working conditions that have occurred under COVID. It will allow for employees to meet the needs of their families and avoid losing vacation leave due to the pandemic restrictions.


Memorandum

**Ojai Valley Sanitary District**

March 12, 2021

To: Personnel Committee – Bill Stone, Bill Ulrich and Randy Burg

From: Jeff Palmer – General Manager

Subject: Position Reclassification 

OVSD staff have provided exceptional performance this past year. Working and managing projects and meeting the changing needs of our customers under difficult and changing times has required our staff to find different ways to do our work. Innovative ways to stay in contact with each other, our customers, our vendors, and regulators have required us to constantly be in front of issues and communication.

Two of our staff have had a significant role in making sure this has all happened. OVSD Admin Officer Alison Young started here just one year ago, at the beginning of the COVID crisis. She has done an excellent job integrating in our organization and has been critical in keeping OVSD in motion for the past year. She has handled the COVID challenges, while learning all the aspects of the OVSD with a positive can-do attitude. She has also brought her knowledge and experience to our processes and made changes and improvements where need.

When Alison was hired, we lowered the pay grade category from grade #223 to #216. I believe that Alison has shown her skills, knowledge, and exceptional attitude to be a valuable part of our organization. I am recommending that the Admin Officer grade # be returned to grade #223.

Jan Steenberg has worked tirelessly the past year keeping our IT and communication processes going. He handled a cyberhack a year ago and rebuilt our entire IT infrastructure. We were not locked out of our data in the cyberhack, and our IT system software programs and data were not compromised. None of our critical data, customer service records or financial data were hacked or lost. Jan has also been instrumental in our overall communication and data integration. Our GIS system, Collection System maintenance records, Treatment Plant maintenance records and SCADA system has functioned flawlessly and improved reliability and ease of use. This has been critical over the past year as employees have had to work social distanced and sometimes in remote settings. Jan has also been instrumental in the upgrading and improvements of our Pre-treatment Program and Industrial Permitting program.

Jan has been invaluable. He has worked endless hours, and unselfishly puts in long hours when needed to keep our organization running smoothly. In addition, his long experience with OVSD, including his time managing the Collection System has been a tremendous resource for me and behind the scenes in many aspects.

I am recommending that Jan Steenberg's position be reclassified from grade #233 to grade #240, a 7.5% increase in pay.