

PERSONNEL COMMITTEE MEETING

of the Crockett Community Services District

AGENDA FOR TUESDAY, SEPTEMBER 10, 2024

TIME: 4:00 PM – Regular Meeting

LOCATION: Crockett Community Center, 850 Pomona Street, Crockett, CA

The Personnel Committee is an agent of the Crockett Community Services District.

1. CALL TO ORDER - ROLL CALL
2. SEATING OF NEW MEMBER: IRIS WESSELMANN
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS
(The Committee is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
5. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Approve Minutes of August 13, 2024.
6. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Discuss Staff Review Process.
 - c. Discuss hiring process and next steps for the General Manager position.
 - d. Discuss Recreation Department Manager job description.
 - e. Updates to Red Book.
7. REPORTS/COMMENTS FROM COMMITTEE MEMBERS AND STAFF:
(These items are typically for the exchange of information only. No action will be taken at this time.)
8. FUTURE AGENDA ITEMS
 - a. Review the onboarding and offboarding documents.
 - b. Discuss salary schedule policy.
 - c. Air Quality and the economic impacts on the pool and recreational uses.
9. ADJOURNMENT: until October 8, 2024.

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or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at districtsecretary@town.crockett.ca.us. Notification at least 48 hours before the meeting or when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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For Review

MINUTES OF REGULAR MEETING, AUGUST 13, 2024.

1. CALL TO ORDER: The meeting was called to order at 4:02 pm by Chair Cusack. Present were Commissioners Cusack, Spinner, and Wais. Member Martinez arrived at 4:11 pm. Staff present were District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: A job description was presented for the Sanitary Field Assistant position to add to the Personnel Red Book. The Interim General Manager has approved the document and is ready to post.
4. CONSENT CALENDAR: Minutes for July 9, 2024, were approved with corrections. (Spinner 1st, Wais 2nd, 3/0, 1 absent).
5. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: The Board approved the Sewer Use Charge (SUC) Method of Collection and the Budget for FY 24/25. Iris Wesselmann was appointed to fill the Personnel Committee vacancy.
 - b. DISCUSS GENERAL MANAGER POSITION: The Interim General Manager is researching hiring a Joint Power's Authority company to take the lead in hiring a general manager. The company has the resources to create the marketing campaign, widen the geographic range, and generate more interest in the job posting. Ideally, the candidate lives in or close to Crockett and/or is a retired city manager who wishes to work part-time. Hiring a general manager is a high priority. An important quality is their seamless integration with the community.
 - c. DISCUSS RECREATION DEPARTMENT MANAGER POSITION: The recreation department manager position will be discussed at the next Recreation Commission meeting scheduled for September 9th since September 2nd is a holiday. A preliminary and position discussion was had at the July meeting.
 - d. REVIEW AND RECOMMEND APPROVAL OF SALARY SCHEDULE: An extensive discussion was had on a proposed salary schedule. The documents differentiated between Recreation, Sanitary, and Administration staff; it was noted that the District Engineer role was removed from the salary schedule. The general manager's salary is based on a recent CASA (California Association of Sanitation Agencies) salary survey. The schedule includes COLA adjustments and step increases are in increments of 5% for administration positions. The schedule was adjusted to reflect hourly wages instead of wages based on 40 hours for full-

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time positions. A level V was added to the District Secretary and Administrative Services Manager positions. For accounting purposes, it was noted that administration staff uses set allocation percentages to split labor costs between the various departments.

The Recreation schedule was approved by the Board in January. The recreation manager role was updated to reflect a full-time position. The salary was extrapolated from the former recreation manager's half-time salary and converted to an hourly rate. East Bay Parks District's salary schedule was used as a guide to determine the top step for a recreation manager. The aquatics manager is a recent hire with a wage below the suggested probationary wage. It was suggested that the wage be increased to the appropriate level.

The Sanitary salary schedule added a new position of Sanitary Field Assistant and listed as a full-time hour, non-exempt position. A motion was made to approve the salary schedule with changes as discussed. (Spinner 1st, Wais 2nd, 4/0)

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: This item will be modified to allow Staff comments.
7. FUTURE AGENDA ITEMS:
 - a. Seat new member Iris Wesselmann.
 - b. Discuss the District's needs to support Human Resources / Administrative Services Manager. This item was discussed at a previous meeting and will be removed.
 - c. Review the onboarding template.
 - d. Key policy: This task will be for the general manager.
 - e. Personnel record policy: This item will be tasked to the ASM and DS.
 - f. List of mandatory training for non-employees: This item will be tasked to the DS.
 - g. Update list of agencies/vendors/etc. to reflect access of current staff: This item will be tasked to the ASM and DS.
 - h. Air Quality and the economic impacts on the pool and recreational uses.
8. ADJOURNMENT: The meeting was adjourned at 5:32 PM until September 10, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary