

Item #3

**Sanitary District No. 5 of Marin County
Minutes of a Special Board Meeting
at Tiburon Fire Protection District Meeting Room
1679 Tiburon Blvd., Tiburon, California
Thursday, December 27, 2012, 12:00 p.m.**

CALL TO ORDER by Pres. Benediktsson at 12:28 p.m.

ROLL CALL:

Directors present:	Catharine Benediktsson, President Richard Snyder, Vice President Roy Fedotoff, Secretary Maureen Johnson Michael Lasky
Staff present:	Samantha Miller, District Manager Lynn Henriksen, Administrative Assistant
Consultants present:	Riley F. Hurd, District Legal Counsel

PUBLIC OPEN TIME: No public comments were made.

CLOSED SESSION at 12:30 p.m.

PUBLIC EMPLOYMENT
Title: Interim District Manager

OPEN SESSION at 2:02 p.m.

Pres. Benediktsson announced that no reportable action was taken during Closed Session.

NEW BUSINESS

1. Consideration of Amendment to the Contract Between CalPERS and Sanitary District No. 5 of Marin County:
 - a. Consideration of Adopting Resolution No. 2012-16: Resolution Authorizing an Amendment to the Contract Between the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of Sanitary District No. 5 of Marin County to Provide Section 20475 (Different Level of Benefits), Section 21353 (2% @ 60

Supplemental formula) and Section 20037 (Three-Year Final Compensation) Providing a Second Tier of Different Level of Benefits for New Miscellaneous Members (Miller) – Action (attached)

Mgr. Miller reviewed the proposed CalPERS contract amendment with the Board, which was agreed upon during the recent MOU negotiations and included in the new MOU adopted December 18, 2012.

Motion (Snyder/Fedotoff) to adopt Resolution No. 2012-16: Resolution Authorizing an Amendment to the Contract Between the Board of Administration of the California Public Employees' Retirement System and the Board of Directors of Sanitary District No. 5 of Marin County to Provide Section 20475 (Different Level of Benefits), Section 21353 (2% @ 60 Supplemental formula) and Section 20037 (Three-Year Final Compensation) Providing a Second Tier of Different Level of Benefits for New Miscellaneous Members. Passed, all present.

- b. Consideration of Authorizing the Execution of Required CalPERS Certification:
 - i. Certification of Final Action of Governing Body – PERS-CON-5 (Miller) – Action (attached)

Mgr. Miller reviewed the enclosed CalPERS certification, which is required by CalPERS in order to make the proposed contract amendment.

Motion (Snyder/Fedotoff) to authorize the execution of the required CalPERS Certification: Certification of Final Action of Governing Body – PERS-CON-5. Passed, all present.

- 2. Consideration of Adopting Resolution No. 2012-17: A Resolution of the Board of Directors of Sanitary District No. 5 of Marin County Adjusting the District's Employer Contribution under the Public Employees' Medical and Hospital Care Act with Respect to Members of the Employees of Sanitary District No. 5 of Marin County Bargaining Unit (Miller) – Action

Mgr. Miller was recently informed by CalPERS that this resolution must be modified and also supplemented by an additional resolution in order to make the proposed health contract change. Therefore, this item was tabled to the January Board meeting.

- 3. Consideration of Adopting Position Classification and Salary Step Range Modifications:
 - a. Consideration of Adopting Pay Scale that Updates the Salary Step Numbers Corresponding with Monthly Salary Levels (Miller) – Action (see attached Notes of Explanation)
 - b. Consideration of Adopting "Administrative/Finance Specialist" Position Description and Salary Step Range, and Authorizing District Manager to Advertise Vacancy for this Position (Miller) – Action (see attached Notes of Explanation)
 - c. Consideration of Modifying the Classification Title of "Maintenance/Collection System Worker" to "Treatment Plant/Collection System Maintenance Worker," Modifying this Position Description, Adopting Updated Salary Step Range for this Position, and Authorizing District Manager to Advertise Vacancy for this Position (Miller) – Action (see attached Notes of Explanation)

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- d. Consideration of Adopting Updated Salary Step Range for “Wastewater Treatment Plant Operator-In-Training/Maintenance Worker Trainee” Position (Miller) – Action (see attached Notes of Explanation)
- e. Consideration of Modifying the Classification Title of “Office/Finance Manager II” to “Finance and Administrative Services Manager II” (Miller) – Action (see attached Notes of Explanation)
- f. Consideration of Modifying the Classification Title of “Administrative Assistant” to “Executive Assistant” (Miller) – Action (see attached Notes of Explanation)
- g. Consideration of Eliminating “Main Plant Rehabilitation Project Special Consultant” Position (Miller) – Action (see attached Notes of Explanation)

Mgr. Miller reviewed each of the seven position classification and salary step range modifications under consideration with the Board, noting that these proposed changes will bring the District more in line with similar districts throughout Marin and the Bay Area. A detailed explanation of each of the proposed changes is included in her staff report.

- a. Motion (Snyder/Fedotoff) to adopt a pay scale that updates the salary step numbers corresponding with monthly salary levels to begin with Step 1 as \$1,940.16/month, up to Step 47 as \$18,266.01/month, with a 5% differential between each step (and that any documents with reference to the steps in the pay scale be modified accordingly). Passed, all present.
- b. Motion (Snyder/Fedotoff) to adopt the “Administrative/Finance Specialist” position description with a salary step range of \$24.38/hour to \$36.03/hour, and authorize the District Manager to advertise vacancy for this position. Passed, all present.
- c. Motion (Snyder/Lasky) to modify the classification title of “Maintenance/Collection System Worker” to “Treatment Plant/Collection System Maintenance Worker” (and that any documents with reference to this classification title be modified accordingly), modify the position description with the attached proposed changes, adopt an updated salary step range for the position of \$3,650.87/month to \$6,556.45/month, and authorize the District Manager to advertise vacancy for the position. Passed, all present.
- d. Motion (Snyder/Johnson) to adopt an updated salary step range of \$2,724.34/month to \$3,477.02/month for the “Wastewater Treatment Plant Operator-In-Training/Maintenance Worker Trainee” position. Passed, all present.
- e. Motion (Fedotoff/Johnson) to modify the classification title of “Office/Finance Manager II” to “Finance and Administrative Services Manager II” (and that any documents with reference to this classification title be modified accordingly). Passed, all present.
- f. Motion (Snyder/Fedotoff) to modify the classification title of “Administrative Assistant” to “Executive Assistant” (and that any documents with reference to this classification title be modified accordingly). Passed, all present.

- g. Motion (Snyder/Johnson) to eliminate the “Main Plant Rehabilitation Project Special Consultant” position. Passed, all present.

ADJOURNMENT

The Board adjourned at 2:23 p.m. to a Regular Board Meeting on January 15, 2013, at 6:30 p.m. at the Tiburon Fire Protection District Meeting Room at 1679 Tiburon Blvd., Tiburon, California.

Approved:

Attest:

Catharine Benediktsson
President, Board of Directors

Roy Fedotoff
Secretary, Board of Directors