

May 20, 2024
Special Meeting
5:00p.m.

The Board of Directors of the San Benito County Water District convened in special session on Monday, May 20, 2024 at 5:00 p.m. at the San Benito County Water District office at 30 Mansfield Road, Hollister, California. Members present were: President Andrew Shelton, Vice President Doug Williams and Directors Sonny Flores, Joe Tonascia and Mark Wright. Also present were District Counsel Jeremy T. Liem, Interim General Manager Jeff Cattaneo, Manager of Administration, Finance and Business Services Megan Holland, Senior Engineer David Macdonald, and members of the public were in attendance on zoom.

CALL TO ORDER

President Shelton called the meeting to order at 5:01p.m.

- a. Pledge of Allegiance to the Flag**
President Shelton led the Pledge of Allegiance.
- b. Roll Call**
Ms. Holland called roll; members present were: President Shelton, Vice President Williams and Directors Flores, Tonascia and Wright.
- c. Speakers will be limited to 5 minutes to address the Board**

AGENDA ITEMS:

- 1. Consider Approval of Revised District Job Descriptions for:**
 - a. General Manager**
 - b. District Engineer**
 - c. Electrical- Electronic Technician**
 - d. Water Conservation Program Manager**
 - e. Water Distribution/Maintenance I/II/III**

Ms. Holland reviewed this item with the Board. She reported that these job descriptions have been reviewed by the Personnel Committee, HR, Interim GM and herself and that the majority of the changes to the job descriptions were not significant and more technical in nature. Exception being that the lead duties were added to the Water Distribution/Maintenance II/III and that on-call responsibility and emergency management duties were added to the District Engineer Job Description and the General Manager had some title adjustments. Mr. Cattaneo added that the one with the most changes was the Electrical-Electronic Technician which Mr. Cattaneo brought up to current language and standards and appropriate job tasks. Mr. Cattaneo added that the on-call addition for the District Engineer allows for more people to carry on-call responsibilities.

With a motion by Director Flores and a second by Director Tonascia, the Board of Directors approved the revised job descriptions as presented for General Manager, District Engineer, Electrical-Electronic Technician, Water Conservation Program Manager and Water Distribution/Maintenance I/II/III with 5 affirmative votes, Shelton, Williams, Flores, Tonascia and Wright.

2. Consider Resolution for Salary and Compensation for the General Manager RES NO. 2024-18

Mr. Cattaneo presented this item. Staff and the Personnel Committee surveyed 8 or 9 different agencies that do the same type of activities the district is engaged in, some of them on the coast, some in the valley and some locally. And after Mr. Cattaneo had discussions with folks at conferences, and other activities, it became apparent that if the district wanted to attract talent especially outside the area, there may be a need to make some changes to the General Manager salary. In addition, any candidate coming from outside the PERS system, if they are not a classic employee, retirement is significantly different for new members (joining after 2013) are 2% at 62 for retirement, with a salary cap of \$135,000 which is much lower than the salary cap for classic members which is \$290,000-\$300,000 per year, a new person coming in would be limited to \$135,000 which makes a significant difference when attracting someone as your retirement is less than half. We reviewed all the districts, and the range was about \$205,000-\$305,000 salary, we did not consider districts like Westlands which has about a \$450,000 salary per year or Santa Clara that is significantly larger in size and nature. The Personnel Committee, after reviewing it, settled on a range of \$240,000-\$300,000 which gives the district flexibility if they find a well-qualified candidate with a lot of years doing that same type of work, if you find a candidate that is qualified without experience, they can come in at a lower range. It also gives the district some flexibility so if you find a candidate that also meets qualifications of the District Engineer.

With a motion by Vice President Doug Williams and a second by Director Wright, the Board of Directors approved Resolution #2024-19, *A Resolution for Salary and Compensation for the General Manager* with 5 affirmative votes, Shelton, Williams, Flores, Tonascia and Wright.

3. Consider Resolution Amending the District Policy for Travel and Expense Reimbursement RES NO. 2024-19

Ms. Holland reported that the Personnel Committee met over the last few months to discuss and recommend the revision of the per diem meal rate from \$58 per day to \$78 per day due to inflation. The recommendation also removes per meal cap and allows for individual choice on which meals are consumed within the day for Employee or Director when traveling for the business of the district. With the change in this policy, it will also require an amendment to the Personnel Policy which is next on the agenda.

With a motion by Director Tonascia and a second by Director Flores, the Board of Directors approved Resolution #2024-19, *A Resolution Amending the District Policy for Travel and Expense Reimbursement* with 5 affirmative votes, Shelton, Williams, Flores, Tonascia and Wright.

4. Consider Resolution Revising the Personnel Policy for the Travel Reimbursement Amount and the Jury Duty Compensation RES NO. 2024-20

Ms. Holland reported the recommendation to revise the Personnel Policy with the changes just discussed in the travel policy related to per diem meal rate and to revise Jury Duty compensation. In the past, the district would require employees to submit any Jury Duty compensation to the district, which are typically small checks, administratively it is more costly to the district to process small, typically \$15 checks, then to allow the

employee to keep the checks. Additionally, the policy further clarifies that the district only pays for the two weeks of jury duty and if the employee must stay longer than the two weeks, as legally required, they can use their accrued leave or do whatever they need to do to continue that service.

With a motion by Vice President Williams and a second by Director Wright, the Board of Directors approved Resolution #2024-20, *A Resolution Revising the Personnel Policy for the Travel Reimbursement Amount and the Jury Duty Compensation* with 5 affirmative votes, Shelton, Williams, Flores, Tonascia and Wright.

4. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 5:16 p.m.

Minutes were approved at the June 26, 2024 Board meeting and signed by the presiding board member.

/s/Andrew Shelton
Andrew Shelton, President

/s/Megan Holland
Megan Holland, Manager Administration, Finance
& Business Services