

Board Agenda

Special Meeting

Thursday, January 21, 2021

Camrosa Board Room

5:00 P.M.

TO BE HELD REMOTELY

In light of public health responses to the threat of COVID-19 and Governor Newsom's Executive Order N-25-20, the Camrosa office is still closed to the public. Board meetings are accessible to the public only via web-based teleconference, as described below.

To participate via the web to see the board meeting presentation, click <https://us02web.zoom.us/j/9235309144> on your computer, tablet, or smartphone. You'll need to download and install the zoom app before logging on.

If you'd like to make a comment, you'll have to log in via the app so we can identify you and invite you to participate.

To listen in via phone, call **(669) 900-6833**; when prompted, enter the meeting ID: **923 530 9144**.

Call to Order

Public Comments

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5-minute time limit.

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

Primary Agenda

1. Classification and Compensation Study

Objective: Review the Classification and Compensation Study.

Action Required: No action necessary; for information only.

2. Strategic Plan

Objective: Review top strategic initiatives identified by the Board.

Action Required: No action necessary; for information only.

Closed Session: The Board may enter into a closed session to confidentially discuss personnel matters as authorized by Government 54957.

3. Closed Session Conference with Legal Counsel – Personnel Matters

Objective: To confer with and receive advice from counsel regarding personnel matters.

Action Required: No action necessary; for information only.

Comments by General Manager; Comments by Directors; Adjournment

PLEASE NOTE: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Codes. Any of the items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

Note: ** indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. Copies of the full agenda are available for review at the District Office and on our website at www.camrosa.com.

**January 21, 2021
Special Meeting**

**Board of
Directors
Agenda Packet**

Board Memorandum

January 21, 2021

To: Board of Directors
From: General Manager
Subject: Classification and Compensation Study

Objective: Review the Classification and Compensation Study.

Action Required: No action necessary; for information only.

Discussion: On January 9, 2020, the Board authorized the General Manager to enter into an agreement with Koff & Associates (Koff) to conduct a Classification and Compensation Study to provide an objective analysis of the District's current classification and compensation practices compared to other agencies.

The study is complete. The study was conducted in two phases. Phase 1 was to develop a well-structured, legally compliant classification system, including descriptions and required qualifications for all positions. Phase 2 was to review the District's compensation structure and conduct a total compensation survey of comparator agencies.

The Koff study also proposes a new salary schedule for the District. Of the 19 positions benchmarked, two District positions are being paid more than the proposed maximum range for their position and four positions are below the proposed minimum range. The other 13 positions fall within their respective proposed ranges with one of those being at the top of the range. It is important to note that in most other public sector agencies it is expected that an employee will reach the top of their salary range in five years. If that were the comparison, there would be 13 District employees with at least five years of experience that would be below the comparative median.

Next, staff compared District positions to similar positions in the private sector. Staff used a subscription service provided by the Economic Research Institute (ERI) to benchmark salaries across all industries based on job title, job description, number years of experience, and location. The private sector data only included salary information, and not benefits. Since this data was based on years of experience, the data is presented as the median salary for a particular position with a specific number of years of experience. Of the 15 positions compared, six District positions are above the median and nine positions are below.

The Board requested that we also look at the salary survey data from the American Water Works Association (AWWA). AWWA released their 2020 Compensation Survey in late November 2020. Because of AWWA's desire to provide anonymity to participating agencies, and the fact that California and Nevada agencies are grouped in a single AWWA Section, the survey was not useful for salary comparison or benchmarking. There were 566 organizations that participated in the survey with 241 of those agencies falling into the Medium-Sized Utility, serving a population between 10,000 and 99,999.

Camrosa is a Medium-Sized Agency. There were 69 jobs included in the survey and the data for each job was summarized into three categories: All Participants, Water-Only Participants, and Water and Wastewater Participants. The problem with this survey is the participants remained anonymous and not all agencies participated in each position survey. The number of position survey participants was identified only by their AWWA Section, not by agency. And in the case of California, it was grouped with Nevada agencies as part of the California-Nevada Section.

Although the AWWA survey did not provide valuable salary information, it did provide information on practices and strategies other agencies were considering or implementing regarding compensation. Some of those included Salary Increase Practices, Salary Structure/Range Movement, Organization Staffing Levels, and Cost-Control Initiatives.

To gather more useful compensation data from the AWWA survey, staff reached out to the firm that compiled the AWWA data, the Newport Group. Since Koff had already completed a salary survey of twelve agencies selected by the Board and staff, staff requested that the Newport Group compile the salary data from all twenty Medium-Sized California Agencies that had participated in the AWWA survey. For salary data to be provided for a specific job classification, at least five of the twenty agencies had to provide information. The Selective Analysis Report only provided data for five comparative positions.

Staff will brief the Board on the three data sets.

Board Memorandum

January 21, 2021

To: Board of Directors

From: General Manager

Subject: Strategic Plan

Objective: Review top strategic initiatives identified by the Board.

Action Required: No action necessary; for information only.

Discussion: In preparation for the development of a Strategic Plan and the Strategic Plan Workshop, the Directors provided individual strategies to be considered. The consolidated ranking of these strategies will be discussed at the meeting.

Board Memorandum

January 21, 2021

To: Board of Directors

From: General Manager

Subject: Closed Session Conference with Legal Counsel – Personnel Matters

Objective: To confer with and receive advice from counsel regarding personnel matters.

Action Required: No action necessary; for information only.

Discussion: Personnel matters may be discussed in closed session pursuant to Government Code section 54957.

The following material is provided to members of the Board for information only and is not formally a part of the published agenda.

- a. 2021 Board Calendar

2021 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2021 Observed Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 1 st - New Year's Day						
					1	2		1	2	3	4	5	6		1	2	3	4	5	6	February 15 th - President's Day						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	May 31 st - Memorial Day						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	July 5 th - Independence Day (Observed)						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	September 6 th - Labor Day						
24	25	26	27	28	29	30	28							28	29	30	31				November 11 th - Veteran's Day						
31																					November 25 th & 26 th - Thanksgiving						
																					December 23 rd & 24 th - Christmas						
																					December 31 st - New Year's Eve						
APRIL							MAY							JUNE							2021 Conferences						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	CASA Winter Conf. (**Virtual Event**) - Jan. 27 th - 28 th						
				1	2	3							1	6	7	8	9	10	11	12	ACWA Spring Conf. (Monterey) - May 4 th - 7 th						
4	5	6	7	8	9	10	2	3	4	5	6	7	8	13	9	10	11	12	13	14	CASA 66th Annual Conf. (San Diego) - Aug. 11 th - 13 th						
11	12	13	14	15	16	17	9	10	11	12	13	14	15	20	13	14	15	16	17	18	19	ACWA Fall Conf. (Pasadena) - Nov. 30 th - Dec. 3 rd					
18	19	20	21	22	23	24	16	17	18	19	20	21	22	27	20	21	22	23	24	25	26						
25	26	27	28	29	30		23	24	25	26	27	28	29		27	28	29	30									
							30	31																			
JULY							AUGUST							SEPTEMBER							2021 AWA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	"Water Issues" 3rd Tuesday (except Apr., Aug., Dec.)						
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	Waterwise Breakfast (See yellow on calendar)						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	AWA Board Meetings (See orange on calendar)						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	April 15 th - Annual Symposium						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	August - DARK (No Meetings or Events)						
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			September 16 th - Reagan Library Reception						
																					December 16 th - Holiday Mixer						
OCTOBER							NOVEMBER							DECEMBER							2021 VCSDA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 2 nd - Annual Dinner						
					1	2		1	2	3	4	5	6				1	2	3	4	April 6 th						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	June 1 st						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	August 3 rd						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	October 5 th						
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		December 7 th						
31																											
Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93012							Note: Board of Directors meetings are highlighted in RED . Board Meetings are held on the 2nd & 4th Thursday of each month at 5pm unless indicated.																				