



# ROSS VALLEY SANITARY DISTRICT

Serving the Greater Ross Valley Area for Over 100 Years

2960 Kerner Boulevard, San Rafael, Ca 94901

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Directors: Michael Boorstein, Thomas Gaffney, Doug Kelly, Pamela Meigs, Mary Sylla

## REGULAR HR COMMITTEE MEETING AGENDA

**Monday, January 14, 2019 – 11:00 a.m.**

ROSS VALLEY SANITARY DISTRICT – CONFERENCE ROOM

2960 Kerner Blvd., San Rafael, CA

**Meetings of this Standing Committee will follow the same Rules of Decorum that govern RVSD Board Meetings.**

*The RVSD Board of Directors welcomes members of the public at its meetings and encourages citizen participation and input. The Board takes seriously its responsibility to be a model of civility and to safeguard the public ability to directly address the Board by providing the appropriate Board Meetings Decorum in accordance with Resolution No. 10-1378, which is posted at every Board meeting. Thank you.*

***The Senior Board Member serving on the Standing Committee will call agenda items, ask for the Staff Report, hear questions or initial concerns from Board Members, open the item for public comment and return to the Board for additional comments and direction. The public may speak for up to three minutes, as time allows, on agenda items.***

***Pursuant to Government Code § 54952.2(c)(6) Board members who are not members of the standing committee may attend only as observers and may not comment or otherwise participate.***

1. Call Meeting to Order
2. Approval of Agenda
3. Approval of the December 17, 2018, Human Resources Committee Meeting Notes
4. Review of the January 16, 2019, Agenda Item 11: Consideration of Approving Manager Contracts Effective January 16, 2019
5. Review of the January 16, 2019, Agenda Item 13.c.: Report on Human Resource Activities for the Second Quarter of Fiscal Year (FY) 2018/19

### ***Adjourn***

Any person with a disability covered under the Americans with Disabilities Act (ADA) may receive a copy of the agenda or a copy of all the documents constituting the agenda packet prepared by the local agency or other interested person for this meeting upon request in an appropriate alternative format. Requests for mailed copies of agendas or agenda packets are valid for the calendar year in which requests are made and must be renewed annually after January 1. Any person with a disability covered under the ADA may also request a disability-related modification or accommodation, including auxiliary aids or services in order to participate in a public meeting. Please contact the office at 415.259.2949 at least ten (10) working days prior to the meeting and provide information on the assistance required.

Copies of all staff reports and documents subject to disclosure that relate to each item of business referred to on the agenda are available for public inspection at least 72 hours before each regularly scheduled Board meeting at the District Office, located at 2960 Kerner Boulevard, San Rafael, CA. Any documents subject to disclosure that are provided to all, or a majority of all, of the members of the Board regarding any item on this agenda after the agenda has been distributed will also be made available for inspection at the District Office during regular business hours.

**ROSS VALLEY SANITARY DISTRICT  
HUMAN RESOURCES COMMITTEE SPECIAL MEETING  
NOTES**

Monday, December 17, 2018  
11:00 a.m.

2960 Kerner Blvd.  
San Rafael, CA

Members Present: Michael Boorstein  
Mary Sylla

Members Absent:

Staff Present: Steve Moore, General Manager  
Felicia Newhouse, Business and Administrative Services Manager  
Julia McEntee, Clerk of the Board

Public Present: None

**Item # 1 – Call Meeting to Order** The meeting was called to order by Director Boorstein at 11:06 a.m.

**Item # 2 - Approval of Agenda** The agenda was approved.

**Item # 3— Approval of the October 15, 2018, Human Resources Committee Meeting Notes**

The Committee approved the Human Resources Committee notes of October 15, 2018.

**Item # 4 – Review of the December 19, 2018, Agenda Item 10.d.: Approve a Ross Valley Sanitary District Annual Meeting and Event Calendar for 2019**

The Committee reviewed the meeting and event calendar and thanked staff for making the year easy to schedule.

**Item # 5 – Review of the December 19, 2018, Agenda Item 12: Consideration of Accepting the Classification and Compensation Study Prepared by Bryce Consulting Dated December 2018**

GM Moore introduced this item by reminding the Committee that the Board approved the comparator agencies that the November 2018 Board meeting. This is a report for the classification and compensation of unrepresented employees. He also told the Committee that staff plans to bring recommendations for action to the January 2019 meeting, and the conversation today is more intended to receive feedback on the report compiled by Bryce Consulting.

The Committee discussed changes to specific classification titles and results of the classification and compensation study. Director Boorstein acknowledged that this required a lot of work and coordination and looked forward to being able to speak directly with the consultant at the regular Board meeting. Director Sylla asked staff for a graphical analysis when they bring the recommendations to the Board.

**Adjourn:** The Committee moved to adjourn the meeting at 11:44 a.m.