



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

AD HOC HR COMMITTEE MEETING AGENDA

Tuesday, May 16, 2023 – 12p.m.

2960 Kerner Blvd. San Rafael, 94901 – Crew Room

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 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 19, 2022, Ad Hoc Human Resources Committee Meeting Notes
4. Review of May 17, 2023, Agenda Item 11: [Consideration of Replacing the Existing Budgeted Position of Associate Engineer with a Second O&M Superintendent Position and Updating the Title of the Clerk of the Board Position to Board Clerk/Management Analyst](#)

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.

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**ROSS VALLEY SANITARY DISTRICT
AD HOC HUMAN RESOURCES COMMITTEE
MEETING NOTES**

Monday, December 19, 2022
10:00 a.m.

via Zoom

Committee

Members Present: Michael Boorstein
Mary Sylla

Committee

Members Absent: None

Staff Present:

Steve Moore, General Manager
Felicia Newhouse, Assistant General Manager
Julia Cooper, Clerk of the Board
Christina Winnicki, Accountant II

Public Present:

None

Item # 1 – Call Meeting to Order The meeting was called to order by Director Sylla at 10:01 a.m.

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

Item # 3— Approval of the April 18, 2022, Ad Hoc Human Resources Committee Meeting Notes

The Committee approved the April 18, 2022, Ad Hoc Human Resources Committee Meeting Notes.

Item # 4 – Review of December 21, 2022, Agenda Item 12: Consideration of Adopting Resolution No. 22-1639 Establishing Policy and Procedures for the Administration of Employer-Employee Relations

AGM Newhouse reviewed the proposed resolution to recognize the current District bargaining unit and the establish policies and procedures for relating with bargaining groups. She informed the Committee that management met with union representatives before presenting it to the Board for adoption. The Committee reviewed the scope of the governing law that sets precedent and the rationale for this resolution before the next negotiation cycle. Director Sylla asked specific questions regarding the administration of this program.

Adjourn: The Committee adjourned the meeting at 10:23 a.m.