



SAN MIGUEL COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS  
DECEMBER 1, 2016 SPECIAL MEETING MINUTES

MEETING HELD AT DISTRICT OFFICES  
1150 MISSION STREET  
SAN MIGUEL, CA 93451

**I. Call to Order:**

Meeting called to order by President Green at 6:00 PM

**II. Pledge of Allegiance:**

Director Green lead the Pledge of Allegiance.

**III. Roll Call:** Directors Present: Buckman, Dawes, Green and Reuck. Absent: Kalvans

District Staff Attending: General Manager Gentry and District General Counsel Schweikert (attended via Skype video conferencing)

Others in Attendance: Director-Elect Parent

**IV. Adoption of Special Meeting Agenda**

Director Reuck made a motion to adopt Special Meeting Agenda as presented, Seconded by Director Buckman. Motion was approved by voice vote of 4 AYES, 1 ABSENT and 0 NOES.

**V. Public Comment and Communications (for items not on the agenda):**

There were no public requests or persons wishing to speak to the Board.

President Green announced that now is the time for any person to address the Board on any item on the Agenda or ask the Board any questions.

**VI. Public Comment and Communications:**

There were no public requests or persons wishing to speak to the Board.

**VII. BOARD ACTION ITEMS:**

4. Review and Discuss of Job Opening Recruitments in Utility Services Department per Chapter 2, Subsection 2.2 District Personnel Guidelines.

President Green asked General Manager Gentry to introduce the Board report and Staff Recommendation on this action item. General Manager briefly reviewed the submitted

written report regarding authorizing the recruitment of 2 open job positions in the Utility Services Department. General Manager indicated that one recruitment is a new position that was budgeted in current Operations & Maintenance budget. The second recruitment is to replace an open position created by the departure of the Utility Operator 2 person.

General Manager also advised the Board that the eventual hiring of the two positions will also allow the District to examine and establish the use of an alternative work week schedule capable of providing week end coverage by Utility Services personnel.

The immediate recruitment and hiring is essential to keep potential overtime costs from being incurred due to a single, available staff person on duty. A temporary hire for a credential operator could also be used as a relief during this time of recruitment processing, otherwise, overtime costs are inevitable.

General Manager also recommended that recruitment be done for Utility Worker and Utility Operator 1 positions could be evaluated for possible 32 hours per week, part time with work week and weekend coverage being required. General Manager is recommending the recruitment of a Utility Operator 1 position and Utility Worker. The required certifications for each position were reviewed with Board.

General Manager provided an initial rationale for 2 part-time positions (Utility Worker – 32 hours and Utility Operator 1 –32 hours) and the compensation levels for each position as detailed in written report to the Board. He requested that Board authorize these requested recruitments pursuant to Board policy.

President Green asked if there were any Board questions of General Manager. Board indicated that they would like to first hear from the public in attendance.

President Green asked if there were any requests by the public to speak on this item.

**Richard Smithens**, past Board member and resident, made comments about the bureaucratic nature of this current recruitment process when time was essential to getting adequate Utility Services personnel in place. He stated that he did not understand or agree with the rationale or practice of having these types of administrative functions having to be brought before the Board. He questioned why the General Manager cannot be delegated certain authority when it comes to recruitment of personnel. He believed that what the Board has done with the current policy is “hamstring” the General Manager and not utilizing his responsibilities as General Manager for the District.

There was Board comments by Director Buckman to Mr. Smithens commenting about the past history and problems that were created in the way the District Board currently monitors recruitment. Director Green spoke about this current policy being a means to provide monitoring by the Board and GM Gentry presented the situation in a timely manner for immediate action.

**Director-Elect Joe Parent** addressed the Board as an incoming Board member and made comments about the impracticality of using part-time operators, especially if public health could be jeopardized or threaten. He spoke passionately about the real need to strengthen the Utility Services crew in terms of numbers but failed to see the reality of using part-time positions to do so. He believed that such an effort was doomed to fail and encouraged the Board to reconsider or cause the General Manager to fill the Operator position as a full time recruitment, not part-time as presented as an option in the report.

He concurred with previous speaker that this process of getting Board authorization is at best cumbersome and overly bureaucratic. He closed his remarks by stating that he believes there is a need to making some changes and looks forward to being in place in January 2017.

President Green thanked both speakers and asked if the Board had asked if there were any questions of the speakers, noting that Mr. Parent had left the Meeting Room before there was a chance to ask any questions or make comments about remarks given. There were no questions by Board members of the remaining public speaker.

President Green brought discussion back to the Board Members.

Director Buckman commented about the past history and problems involving recruitments, hiring and salary compensation increases that lead to the current policies. He stated his comments about the loss of the Operator 2 person due to “slowness” in review process and how a few more dollars could have kept the person here.

Director Reuck commented that he too hated to see the loss of the Operator 2 person who he believed had done a terrific job for the District. He expressed some concern about pay levels in general and how it might be difficult in recruiting and hiring.

Director Kalvans commented that he also agreed with comments about Operator 2 person but wanted to know about how successful this recruitment might be. GM Gentry replied that there are certified persons available but salary level may be a problem in getting enough interested applicants. GM stated that as advised in previous Board discussions, the District pay levels are either the lowest or one of the lowest in the region, especially for water and wastewater personnel. This existing pay makes it non-competitive within this industry.

He also commented about Director-Elect Parent remarks about the practical reasons for part-time personnel, instead of full-time. GM replied that the option of using 2 part-time persons was a response to a question about what is the impact of this course of action. The initial evaluation shows that there are potential cost-savings, especially with the use of an alternative work week schedule for the weekend coverage. GM also indicated that there is

a slight reduction in cost with hiring of Operator 1 instead of an Operator 2 position, even using person as full-time due to salary level difference.

Director Kalvans stated that he supported using a full-time and a part-time person as originally discussed in budget review.

Director Dawes commented that the budget was set with the new position of Utility Worker so he can support that recruitment and knows the need is immediate. The replacement recruitment, while unfortunate, he does not believe that the District should overreact to greater compensation levels at other public agencies. The upcoming Prop 218 process should enable the District to identify whether or not its costs, including salaries, are competitive enough to bring qualified personnel to do the jobs needed. He asked both GM Gentry and General Counsel Schweikert to comment on this statement. GM and General Counsel responded that yes, a Prop 218 rate study evaluation will assess whether or not rates are adequate to cover all costs, including maintaining competitive salary levels for key job functions, especially water and wastewater treatment.

Director Dawes stated his support for allowing the recruitment process to include both part-time and full-time with the final decision being made by GM for presentation to the Board for the job offering to a selected person.

Director Green asked about whether or not the District could do temporary hires as a means of determining qualified persons for permanent hiring. He also stated that he could support the approach of evaluating both part-time and full time for Operator 1 position with the final decision being made prior to a job offer being extended. GM stated that prior to a job offer being given to a selected candidate, the Board must review and confirm the appointment as recommended by GM.

There was Board discussion about whether or not this request needed a Board motion and vote. Board determined to concur with recruitment process beginning and provided further direction to GM about part-time versus full-time for Operator 1 position.

#### **VIII. BOARD COMMENT:**

President Green asked if there were any Board comments. He also commented that there are interesting days ahead for the Board given the remarks received tonight.

There were no further Board comments.

#### **IX. ADJOURNMENT:**

President Green adjourned the meeting at 6:56 PM.

###