

**SANITARY DISTRICT NO. 5 OF MARIN COUNTY
2001 Paradise Drive
Tiburon, California 94920**

**AGENDA
Personnel Committee Special Meeting
Tuesday, November 9, 2021, 3:00 p.m.**

CORONA VIRUS (COVID-19) ADVISORY NOTICE

Consistent with Executive Orders No. N-25-20 and No. N-29-20 from the Executive Department of the State of California, the Meeting will not be physically open to the public and all Board Members and Staff will be teleconferencing into the meeting.

How to Submit Public Comments:

Comments submitted prior to the commencement of the meeting will be presented to the Board and included in the public record for the meeting.

Public Comments are to be submitted via email to rdohrmann@sani5.org.

In addition, members of the public who are calling in, will have the opportunity to provide public comments by following the steps below:

How to Participate in the Meeting:

Join Zoom Meeting by clicking on the following link:

<https://us02web.zoom.us/j/6230620778>

Meeting ID: 623 062 0778

or join by phone:

Call in number: (669) 900-9128 Participant Code: 623 062 0778

- I. Roll Call**
- II. Public Comments**
- III. New Business**
 - 1. Review and discuss new items re the FY2022-2026 SD5 Memorandum of Understanding**
 - 2. Review FY2021-2022 District Manager evaluation**
 - 3. Verbal update re SD5 Operator recruitment**
 - 4. Verbal discussion re SD5 administrative / scanning workload**
- IV. Adjournment**

This Committee may be attended by Board Members who do not serve on this committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment. **Accessible public meetings:** Any member of the public who needs accommodations should email the Office Manager, at rdohrmann@sani5.org, who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.

DISTRICT MANAGER - ANNUAL PERFORMANCE EVALUATION

Evaluator: _____

This was the Goal Statement presented to the Board of Directors by the District Manager:

1. Create a Responsive Organization

Sanitary District No.5 of Marin County must:

- comply with all current and anticipated regulations regarding employee training (CalOsha), wastewater collection system and treatment plant regulations, financial audits and reporting, CalPERS, and all other regulatory agencies (SWRCB, RWQCB, BAAQMD, State of California, Marin County, Town of Tiburon, City of Belvedere, Tiburon Fire Protection District etc.)
- comply with all RWQCB, SWRCB, CalOSHA, CalPERS, BAAQMD, County of Marin, MMWD, State of California reporting requirements, and
- build constituencies at all levels of government that support the Sanitary District No.5 of Marin County organization and programs.

2. Create an Efficient and Effective Organization:

Sanitary District No.5 of Marin County must:

- operate and manage a safe, efficient and effective wastewater collection and treatment plant system for the residents of the City of Belvedere and the Town of Tiburon,
- provide an organizational environment which encourages safety, cooperation, rewards excellence, and develops a team of highly motivated staff, and
- implement and maintain precise internal control systems to ensure a safe and reliable operation.

3. Create a Prepared Organization:

Sanitary District No.5 of Marin County must:

be poised to respond efficiently and effectively to the change in our community, be able to respond to the changing demands of operating a public agency in the changing funding and technological environment, and be able to maintain and enhance the current wastewater collection and treatment plant systems for continued safe and reliable use of our rate payers.

4. Create a Safe Working Environment

Sanitary District No.5 of Marin County must:

- ensure that all safety requirement and procedures are followed and are up to date with OSHA and District requirements
- encourage safe working practices and educate staff on the importance of safety in the workplace
- continue to update and ensure safety and emergency plans are up to date with local, state and federal requirements
- ensure that staff is trained properly on all emergency response procedures.

GOALS

The progress of each FY 2020-2021 goal, set and approved by the Board of Directors, is listed in the following chart. Please rate each goal using the following scale:

- 5= Outstanding performance; far exceeds overall expectations.
- 4= Highly Effective performance; exceeds overall expectations.
- 3= Good Competent performance; meets overall expectations.
- 2= Needs Slight Improvements to meet overall expectations.
- 1= Needs Much Improvement to meet overall expectations.

Priority

The priority of Each goal/task shall be ranked by level of importance, in the opinion of each individual board member.

- 1= Urgent- Must be accomplished by the dates requested to ensure a safe and reliable operation
- 2= High Priority- Tasks should be completed in a timely manner to assist in the efficient operation of the District
- 3= Medium- Tasks that are important and would aid the District in its operation.
- 4= Low- Tasks that can be investigated time and budget permitting and not critical to the day to day operation
- 5= Future- Goals -budget permitting would be great additions to the District but not essential to the operation

OVERALL PERFORMANCE DESCRIPTION

Check the description that best matches your judgment of the District Manager’s overall performance.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding performance; far exceeds overall standards for this job	Highly Effective performance; exceeds overall standards for this job.	Good Competent performance; meets overall standards for this job	Needs Slight Improvements to meet overall standards for this job	Needs Much Improvement to meet overall standards for this job

Regional Governmental Services Salary Compensation & Gap Analysis Results

Las Gallinas Valley Sanitation District
Base Rate of Pay as of 2021-Oct

Agency	Monthly Salary	Last Increase	Highest Paid Subordinate (HPS)	Top Monthly Salary	Percentage HPS Salary is below GM
Sausalito/Marin City Sanitation District	\$24,455	7/1/2021	Operations Superintendent	\$14,961	-38.82%
Central Marin Sanitation District (JPA)	\$24,375	7/1/2021	Technical Services Manager	\$19,221	-21.14%
West County Wastewater District	\$23,630	6/30/2021	Deputy General Manager	\$21,036	-10.98%
Novato Sanitation District	\$23,086	7/1/2021	Deputy General Manager	\$18,161	-21.33%
Ross Valley Sanitation District	\$22,540	1/1/2021	Finance & Admin Svcs Mgr/Asst GM	\$20,530	-8.92%
Belvedere/Tiburon Sanitation 5	\$16,786	⁴ 1/1/2016	Operations Superintendent	\$12,526	-25.38%
Sewerage Agency of Southern Marin	⁵ NCC		-	-	-

Las Gallinas Valley Sanitation District	\$21,694	7/1/2021	District Engineer	\$18,755	-13.55%
Median of Comparator Agencies ⁴	\$23,630				
% Above/Below Median	-8.19%				
Average of Comparator Agencies ⁴	\$23,617				
% Above/Below Average	-8.14%				

¹CMSA - After each annual evaluation, GM is eligible to receive performance pay of up to 5% of base pay.

²WCWD - The original employment contract allows performance pay at the end of each fiscal year not to exceed 10% of base pay. A contract amendment was approved in 2020 stipulating this pay would only apply to FY 2020. No further amendments have been approved.

³RVSD - GM received performance pay of 5% for the first time since hire (2018).

⁴Belvedere/Tiburon - GM has not received and increase to base pay since 1/1/2016, but has received bonuses each year (the amount determined by the Board each year) - excluded from Median of Comparator Agencies

⁵NCC - No Comparable Class - Class reports to the PW Director. Does not have the same span of control as GM classes