

# PERSONNEL COMMITTEE MEETING

*of the Crockett Community Services District*

## **AGENDA FOR TUESDAY, AUGUST 13, 2024**

TIME: 4:00 PM – Regular Meeting

LOCATION: Crockett Community Center, 850 Pomona Street, Crockett, CA

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*The Personnel Committee is an agent of the Crockett Community Services District.*

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
*(The Committee is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)*
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
  - a. Approve Approve Minutes of July 9, 2024.
5. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Discuss General Manager position.
  - c. Discuss Recreation Department Manager position.
  - d. Review and recommend approval of salary schedule.
6. REPORTS FROM BOARD COMMITTEE MEMBERS:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
7. FUTURE AGENDA ITEMS
  - a. Discuss the District's needs to support Human Resources / Administrative Services Manager.
  - b. Review the onboarding template.
  - c. Key policy
  - d. Personnel record policy.
  - e. List of mandatory training for non-employees.
  - f. Update list of agencies/vendors/etc. to reflect access of current staff.
  - g. Air Quality and the economic impacts on the pool and recreational uses.
8. ADJOURNMENT: until September 10, 2024.

# BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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## For Review

### MINUTES OF REGULAR MEETING, JULY 9, 2024.

1. CALL TO ORDER: The meeting was called to order at 4:03 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Spinner, and Wais. Staff present were District Secretary (DS) Rivas and Administrative Services Manager Goodman.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Item 5c was moved to after 5g.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: The Crockett Community Foundation has provided grant funds to convert the multi-purpose room into a fully audio-digital meeting space. Staff will follow up with the Foundation for the status of funds.
4. CONSENT CALENDAR: Minutes for May 14, 2024, were approved as presented. (Spinner 1<sup>st</sup>, Matinez 2<sup>nd</sup>, 4/0). There was no June meeting.
5. ADMINISTRATION:
  - a. REPORT ON ACTIONS BY THE BOARD: The Board approved changing the district secretary's role from part-time to full-time.
  - b. UPDATE ON CALPERS MINIMUM QUALIFICATION HOURS: There was some confusion at a previous meeting on whether CalPERS require 32 or 34 hours per week to qualify for retirement benefits. Both part-time and full-time permanent employees qualify for CalPERS after a certain number of hours. The rate at which is paid into the retirement can vary depending on the part-time or full-time status of the employee. The District Code currently lists 34 hours and needs to be corrected to 32. For medical benefits, the employee must work an average of 30 hours.
  - c. REVIEW ONBOARDING TEMPLATE: This discussion was parked for a future agenda.
  - d. DISCUSS GENERAL MANAGER POSITION: The Board intends to hire a new full-time general manager (GM). The Committee discussed wording for the general manager job posting and supplemental questions. Other special districts were considered as a basis and guide to determine job duties and salary range. The Committee discussed highly desired skills and values. The job is anticipated to be posted on several job posting sites. Supplemental questions were discussed in detail and were narrowed down to five. It was suggested that the job posting include a desire of experience with sewer systems and or recreation. It was noted that the budget has not been approved and funds have not been allocated for a new GM.

The discussion of responsibilities led to a discussion regarding maintenance. A formal maintenance department does not exist. A combination of the Crockett Improvement Association and the Crockett Public

Service (CPS) groups have handled maintenance issues. CPS has announced a pending closure of the organization. The Sanitary Department does not anticipate a full-time replacement. Measure L funds managed under the Lighting & Landscape Commission, will likely use contractors but the sanitary department still needs someone to oversee the contractors. Filling the position is important but requires more discussion. Hiring support staff for sanitary is more pressing.

- e. DISCUSS RECREATION DEPARTMENT MANAGER POSITION: This item was not officially discussed separately. The following is an excerpt from the discussion under the topic of the general manager. Since the District's inception, the recreation department has managed its maintenance needs. The Commission envisions maintenance would be removed from recreation to the general manager so that the recreation manager can focus on creating recreation programs and generating revenue. The height of the recreation season is winding down and replacing the Recreation Department Manager is not urgent. Both the CSD Board and Personnel Committee want input from the Recreation Commission on their vision of the new hire and the department. The Recreation Commission does not meet in August, but a special meeting may be considered. This item will be discussed at a future meeting.
  - f. DISCUSS STAFFING NEEDS FOR THE SANITARY DEPARTMENT: The district engineer's last day is August 1st which will create a gap in personnel that needs to be filled as quickly as possible. The Sanitary Department Manager (SDM) is stepping up as project manager to oversee outstanding projects and cover both Crockett and Port Costa. Technical engineering needs will be outsourced to the District's consulting engineer as needed. The standing wastewater committee is responsible for overseeing construction operations, regulatory planning, and budgeting. A six-month overlap between the current district engineer and the new hire work would have been ideal to get the new hire up to speed to handle operations for the sanitary system. Hiring outside consultants for short-term contracts or as needed may be considered. The ASM provided a summary of the state of the sanitary department and how the staff is working and strategizing how the office is working together to address issues. All agreed that a support person needs to be hired to assist the SDM as soon as possible. The District has a job description for the sanitary support person, but the position has never been filled. Staff has met with a current contracted vendor who may be able to fill in on a limited contract or as needed. This is a time when our volunteers, commissioners, and staff will need to work together to fill in the gaps in Recreation and Sanitary due to the recent loss of key staff.
  - g. DISCUSS DISTRICT NEEDS TO SUPPORT HUMAN RESOURCES / ADMINISTRATIVE SERVICES MANAGER: The Personnel Committee created a reference book referred to as the Red Book that contains job descriptions, job postings, and District Code language regarding hiring practices for the general manager and district secretary. The Committee will work on incorporating all positions and include a salary schedule. This Red Book will serve as a foundation for a human resources handbook. The ASM suggested that these updates could help guide the hiring and salary discussion for the general and recreation managers. Two commissioners have offered to provide support to the ASM with human resources needs. The salary schedule needs to be reassessed, consolidated, and simplified.
6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: It was suggested that the next Personnel Ad Hoc Committee be canceled and instead have a Personnel Committee special meeting to wrap up the job

descriptions for the general manager, recreation manager, and sanitary support position. The ASM noted that due to staff loads, meeting with budget & finance committees and finalizing the budget is the District's priority now. Staff may not be able to provide the necessary documents in time for the following week.

Commissioners were made aware that new hires are to be added to CalPERS after 60 days of employment. This was not done for two positions and a fine has been imposed. The District Code states that a person cannot be on probation longer than one year. The District has four positions that will need reviews. It was suggested that in lieu of a policy on reviews, the general manager can determine if a review is required. There was consensus that many District policies and procedures have been ignored since the loss of the general manager in 2020. The meeting ended with a discussion on the intended purpose of the Personnel Ad Hoc Committee.

7. FUTURE AGENDA ITEMS:

- a. Onboarding forms.
- b. Probationary periods and reviews.
- c. Key policy for personnel records.
- d. Personnel record policy.
- e. List of mandatory training for non-employees.
- f. Update list of agencies/vendors and access:
- g. Air Quality and the economic impacts on the pool and recreational uses.

8. ADJOURNMENT: The meeting was adjourned at 7:00 PM until July 9, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary