

AGENDA NO. 5B
DATE 3/15/06

CAYUCOS SANITARY DISTRICT
200 Ash Ave. (P.O. Box 333)
Cayucos, CA 93430-0333
805-995-3290

GOVERNING BOARD
R. Enns, Pres.
B. Gibeaut, Vice-Pres.
C. P. Bell, Jr.
H. Fones
N. Raimondo

Personnel Committee Meeting Minutes
Wednesday, February 8, 2006 at 9:30 a.m.

Personnel Committee Members Present:
Robert Enns, President
Craig Bell, Jr. Director

Staff Members Present:
Bonnie Connelly, District Manager
Bill Callahan, Supervisor, O&M

OPEN SESSION:

The committee meeting was opened at 9:30 a.m. There was no one from the public present and no public comments were received.

CONSIDERATION OF STAFFING OF A NEW FULL-TIME M&O POSITION:

Referring to the staff report, there was discussion of the request for new position allocation. President Enns clarified that the position was not being sought because of a workload crunch because there were other alternatives for dealing with a short-term problems and demands. Director Bell suggested that staff might explore internship possibilities with Cal Poly. Staff stressed that the work envisioned an ongoing, full-time commitment but certainly as programs, processes and procedure are written and developed, there might be opportunity for an internship for facilitation and implementation—perhaps with the WEB-GIS data capture, Collection System Management Plan, safety program, etc. Staff stressed that there was work which was characterized on the "Schedule of Projects Pending and to be Undertaken" that accompanied the staff report that shows sustaining work effort and special projects.

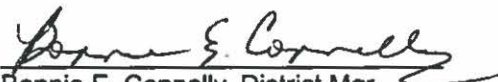
The new position allocation was discussed in light of the need to maintain skill-based competency in light of normal attrition and the fact that the District retains a small workforce. There was discussion about the blended nature of the position in that the ideal candidate would have to have technical knowledge and experience in wastewater operations (or comparable industrial maintenance) and at the same time have some competency in program development and special projects requiring good verbal, written and communications skills. President Enns commented that if the expectation were to develop, participate and evaluate programs and processes then perhaps the District should increase the educational requirement to reflect a Bachelor's degree in a related field or discipline. Manager Connelly cautioned that while that was probably a good idea, but she felt the District should retain the ability to look at a combination of education and experience that would be deemed comparable.

The salary requirements were addressed and the general feeling was that the suggested salary placement was workable and there was flexibility within the salary range for an individual possessing advanced qualifications and experience. There was consensus of the Personnel Committee to accept the staff recommendation for staffing of a newly created full-time Wastewater Collection System Maintenance Technician at the recommended salary range of \$36,504 - \$46,738 annually.

ADJOURNMENT:

The meeting was adjourned at 11:15 a.m.

Minutes Recorded By:


Bonnie E. Connelly, District Mgr.