

HUMAN RESOURCES/RISK MANAGEMENT COMMITTEE NOTES

June 3, 2021

Attendees:

Committee members: James V. Curatalo (Chair) and Mark Gibboney

Staff members: John Bosler, Taya Victorino, Chad Brantley, and Roberta M. Perez.

Members of the Public: None.

Call to Order: 11:00 a.m.

Public Comment: None

Additions/Deletions to Agenda: None

Introductory Remarks by Chair Curatalo

Chair Curatalo announced for the record that this meeting was conducted by teleconference pursuant to the Brown Act waivers provided for under the Governor's Executive Orders in response to the COVID-19 State of Emergency. Further, the agenda stated that there was no public location for attending this meeting in person. The agenda stated that the public may listen and provide comment telephonically by calling the number listed on the agenda. Chair Curatalo took a roll call of Committee members and staff present on the call, as listed above.

I. FY2022 Wages & Benefits (CHAD)

- Staff performed an analysis on the annual wage adjustment and recommended the District apply an annual cost of living increase (COLA). No additional position headcount requests are recommended at this time.
- The most recent Consumer Price Index (CPI) data for the Los Angeles County area is for April 2021 and indicates an annual increase of 3.5%, while San Bernardino/Riverside indicates an annual increase of 3.6% for March 2021. Based on this market information, staff proposed a COLA of 3%. This coincides with the budget placeholder of 3% in the FY2022 Operating Budget. The cost of a 3% COLA and other staffing plan amendments represents a net savings of \$147,841 compared to the original FY2022 Wage and Benefits Budget.
- A detailed comparison of the proposed changes in the different components of wages and benefits highlighted the savings in regular wages as well as the savings in pension costs due to the CalPERS advance payment program.

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- The Committee supported the proposed COLA and recommended forwarding this item to the Finance Committee on June 9, 2021 for review and consideration.

2. Staffing Plan Amendments

- Staff presented the Committee with a review of the proposed amendments to Employee Policy No. 2.2, Compensation and Pay Regulations. The amendments impact the Executive, Operations, and Engineering Departments, streamlining the reporting structures and help ensure the District is well situated now and into the future.
- The Committee reviewed the following proposed staffing changes/ranges:
 - Change job description of Assistant General Manager (AGM) (no salary change in compensation schedule)
 - Delete the title of Director of Engineering Services from the compensation schedule
 - Change title of Human Resources Manager to Director of Human Resources and Risk Management at compensation schedule range 83
 - Create a new title of Automation & Controls Supervisor at compensation schedule range 62
 - Delete the title of Capital Projects Coordinator from the compensation schedule
 - Change title and job description of Water Production & Controls Supervisor to Water Production Supervisor (no salary change in compensation schedule)
- The combined amendments reduce the current total employee count of 128.25 to 128 (includes full-time, part-time, and intern positions).
- The Committee supported the proposed staffing plan and recommended forwarding this item to the Board of Directors for consideration.

3. Risk Assessment and Emergency Response Plan Services Contract Extension

- Staff requested the Committee authorize the General Manager/CEO to execute a one-year contract extension with Emergency Planning Consultants for the America's Water Infrastructure Act of 2018- Risk and Resilience Assessment/Emergency Response Plan project.
- Emergency Planning Consultants (EPC) was awarded the contract to complete America's Water Infrastructure Act (AWIA) requirements of 2018 on November 27, 2019. AWIA required community water systems that serve a population of 100,000 or more to complete a Risk and Resilience Assessment (RRA) and provide the Environmental Protection Agency (EPA) a completion certification by March 31, 2020.

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- During the process of updating the critical components of the District's emergency response plan, EPC was working with staff to revise and improve the format of the updated ERP and develop an emergency operations plan (EOP) as an additional tool to simplify emergency response. Due to staffs' other duties that developed in response to the Coronavirus Pandemic, the ERP improvements and EOP development were delayed. The balance remaining for this project \$45,000 will be carried over to the 2021/2022 fiscal year budget.
- The Committee authorized the General Manager/CEO to executive a one-year extension of the professional services agreement with Emergency Planning Consultants for America's Water Infrastructure Act of 2018- Risk and Resilience Assessment/Emergency Response Plan project.

Meeting adjourned in honor and memory of Mr. Don Galleano at 11:44 am.