

RESOLUTION NO. 2021-2234

A RESOLUTION RATIFYING UNREPRESENTED EMPLOYEE AGREEMENTS AND ADOPTING A REVISED PAY SCHEDULE FOR BOTH UNREPRESENTED AND REPRESENTED EMPLOYEES OF THE DISTRICT

LAS GALLINAS VALLEY SANITARY DISTRICT

WHEREAS, the District adopted the Pay Schedule for represented employees, effective July 1, 2021, on August 19, 2021 while awaiting completion of management contracts; and

WHEREAS, the District approved employment agreements with management and unrepresented employees on December 2, 2021 requiring the Pay Schedule be updated; and

WHEREAS, the District wishes to have only one published Pay Schedule for management, represented, and unrepresented employees; and

WHEREAS, the Las Gallinas Valley Sanitary District ("District") has contracted with CalPERS to provide certain retirement benefits to its employees; and

WHEREAS, the governance of retirement benefits provided to public employees in the state of California is governed by California Government Code Title 2, Division 5, Part 3 Public Employees' Retirement System; and

WHEREAS, the Board of Administration of the Public Employees' Retirement System has promulgated regulations to implement requirements of the governing law; and

WHEREAS, the California Code of Regulations, Subchapter 1, Employees' Retirement System Regulations section 570.5 (2 CCR § 570.5) states that

"(a) For purposes of determining the amount of "compensation earnable" pursuant to Government Code Sections 20630, 20636, and 20636.1, payrate shall be limited to the amount listed on a pay schedule that meets all of the following requirements:

- (1) Has been duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meeting laws;
- (2) Identifies the position title for every employee position;
- (3) Shows the payrate for each identified position, which may be stated as a single amount or as multiple amounts within a range;
- (4) Indicates the time base, including, but not limited to, whether the time base is hourly, daily, bi-weekly, monthly, bi-monthly, or annually;
- (5) Is posted at the office of the employer or immediately accessible and available for public review from the employer during normal business hours or posted on the employer's internet website;

- (6) Indicates an effective date and date of any revisions;
- (7) Is retained by the employer and available for public inspection for not less than five years; and
- (8) Does not reference another document in lieu of disclosing the payrate”.

THEREFORE, BE IT RESOLVED that the Board of Directors of the Las Gallinas Valley Sanitary District does hereby ratify the Employment Agreements for its unrepresented employees, which list is attached as Exhibit A and is included by reference.

BE IT FUTHER RESOLVED that the Board of Directors of the Las Gallinas Valley Sanitary District does hereby adopt the revised Pay Schedule Effective July 1, 2021 for all employees, which is attached as Exhibit B and is included by reference, in accordance with the requirements of the California Code of Regulations, Subchapter 1, Employees’ Retirement System Regulations section 570.5 (2 CCR § 570.5).

BE IT FUTHER RESOLVED that the Board of Directors of the Las Gallinas Valley Sanitary does herby approve the Summary of Benefit Provisions for the Unrepresented Management and Employee Bargaining Group for the term July 1, 2021 to June 30, 2023, which is attached as Exhibit C and is included by reference.

* * * * *

I hereby certify that the forgoing is a full, true and correct copy of a resolution duly and regularly passed and adopted by the Sanitary Board of the Las Gallinas Valley Sanitary District, Marin County, California, at a regular meeting thereof held on December 16, 2021, by the following vote of the members thereof:

AYES, and in favor thereof, Members: *Clark, Murray, Schrieberman*
 NOES, Members: *Yezman.*
 ABSENT, Members: *None.*
 ABSTAIN, Members: *None.*

Teresa L. Lerch

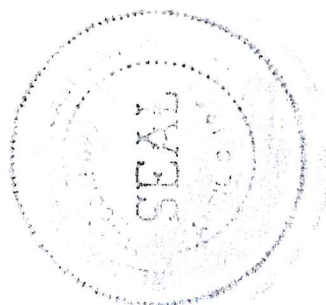
Teresa L. Lerch, District Secretary
 Las Gallinas Valley Sanitary District

APPROVED:

Crystal J. Yezman

 Crystal J. Yezman Board President

(seal)



List of Unpresented Management and Administrative Employment Contracts

Effective as of July 1, 2021

Approved December 2, 2021

Administrative/Financial Specialist Schultz

Administrative Services Manager McDonald

Collections/Safety/Maintenance Manager Pease

District Engineer Cortez

Plant Manager Liebmann

Notes on above Employment Agreements

Employment Agreements referenced in this resolution and presented to the Board are on file at the District office.

References to functions and duties Exhibit "A" under Section 1 of the employment agreements refers to classification descriptions previously approved by the Board of Directors. They are on file with the original employment agreements and are available at the District office.

References to Salary Schedule Exhibit "B" under Section 3 of the employment agreements refers to the revised Pay Schedule Effective July 1, 2021 for all employees, which is attached as Exhibit B of this resolution.

References to Benefits Exhibit "C" under Section 5 of the employment agreements refers to the Summary of Benefit Provisions for the Unrepresented Management and Employee Bargaining Group for the term July 1, 2021 to June 30, 2023, which is attached as Exhibit C of this resolution.



Las Gallinas Valley Sanitary District
Salary Pay Schedule as of July 1, 2021

EXHIBIT B

Full Time Positions	Monthly Salary							
	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity 3% ⁽²⁾	Longevity 3% ⁽³⁾	Longevity 2% ⁽⁴⁾
Administrative Assistant	5,895	6,190	6,499	6,824	7,165	7,523	7,749	N/A
Administrative/Financial Specialist	8,126	8,532	8,959	9,407	9,877	N/A	N/A	N/A
Administrative Services Manager	14,339	15,056	15,809	16,600	17,429	N/A	N/A	N/A
Assistant Engineer	8,970	9,418	9,889	10,383	10,903	11,448	11,791	N/A
Associate Engineer	10,929	11,475	12,049	12,651	13,284	13,948	14,366	N/A
Civil Engineering Technician	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A
Collection System/Maintenance/Safety Manager	13,990	14,689	15,423	16,195	17,004	17,855	18,390	18,758
Collection System Operator ⁽¹⁾	5,611	5,891	6,186	6,495	6,820	N/A	N/A	N/A
Collection System Operator I ⁽¹⁾	5,895	6,190	6,499	6,824	7,165	N/A	N/A	N/A
Collection System Operator II	6,193	6,503	6,828	7,169	7,528	7,904	8,141	N/A
Collection System Operator III	6,669	7,003	7,353	7,721	8,107	8,512	8,767	N/A
Collection System Operator Lead	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A
CMMS Technician	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A
District Engineer	14,698	15,433	16,204	17,014	17,865	18,758	19,321	19,708
District Secretary	7,734	8,121	8,527	8,954	9,401	9,871	10,168	N/A
Electrical Instrumentation Technician	7,734	8,121	8,527	8,954	9,401	9,871	10,168	N/A
Environmental Services Director	9,901	10,396	10,916	11,461	12,034	12,636	13,015	N/A
Laboratory Analyst-in-Training ⁽¹⁾	6,836	7,178	7,537	7,914	8,309	N/A	N/A	N/A
Laboratory Analyst I ⁽¹⁾	7,182	7,541	7,918	8,314	8,730	N/A	N/A	N/A
Laboratory Analyst II	7,928	8,324	8,740	9,177	9,636	10,118	10,422	N/A
Laboratory Analyst III	9,194	9,654	10,136	10,643	11,175	11,734	12,086	N/A
Maintenance Supervisor	10,402	10,922	11,468	12,042	12,644	13,276	13,674	N/A
Plant Manager	14,339	15,056	15,809	16,600	17,429	18,301	18,850	19,227
Plant Operator-in-Training ⁽¹⁾	6,193	6,503	6,828	7,169	7,528	N/A	N/A	N/A
Plant Operator I ⁽¹⁾	6,507	6,832	7,174	7,532	7,909	N/A	N/A	N/A
Plant Operator II	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A
Plant Operator III	7,928	8,324	8,740	9,177	9,636	10,118	10,422	N/A
Plant Operator Lead	8,537	8,964	9,412	9,883	10,377	10,896	11,223	N/A
Plant Operations Supervisor	10,402	10,922	11,468	12,042	12,644	13,276	13,674	N/A
Skilled Maintenance Worker I ⁽¹⁾	6,193	6,503	6,828	7,169	7,528	N/A	N/A	N/A
Skilled Maintenance Worker II	7,182	7,541	7,918	8,314	8,730	9,167	9,442	N/A
General Manager *	21,094							

*The General Manager position is a contract position. The salary was last established by the District Board of Directors on 1/21/2021. Position is currently vacant.

How to Use this Pay Scale: Steps 1 through 5 are the regular levels for all positions.

- (1) Represented employees in entry level classifications and unrepresented employees hired after 7/1/2016 are not eligible for longevity pay.
- (2) Longevity Pay equal to 5% of salary is given beginning on the 7th year of employment, longevity shown is for employees at top regular step 5.
- (3) Additional Longevity Pay equal to 3% of salary is given beginning on the 11th year of employment, longevity shown is for employees at top regular step 5.
- (4) Additional Longevity Pay equal to 2% of salary is given beginning on the 16th year of employment for management hired prior to 7/1/2016.

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Adopted _____