

**RESOLUTION NO. 2022-2286**

**A RESOLUTION ADOPTING THE SALARY PAY SCHEDULE FOR  
ALL EMPLOYEES OF THE DISTRICT**

**LAS GALLINAS VALLEY SANITARY DISTRICT**

**WHEREAS**, the Las Gallinas Valley Sanitary District (“District”) adopted a Salary Pay Schedule for all employees on September 15, 2022; and

**WHEREAS**, the District has completed an organizational review and converted the District Secretary classification to Executive Assistant / Board Secretary; and

**WHEREAS**, a salary survey conducted as part of the development of the Executive Assistant / Board Secretary classification found that an adjustment to the salary range is justified; and

**WHEREAS**, the 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"; and

**WHEREAS**, no employee payrate other than the converted Executive Assistant / Board Secretary position requires a revision; and

**WHEREAS**, the District wishes to list all employee positions on one Salary Pay Schedule.

**THEREFORE, BE IT RESOLVED** that the Board of Directors of the Las Gallinas Valley Sanitary District does hereby adopt the revised Salary Pay Schedule effective October 31, 2022 for all employees, which is attached as Exhibit A 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).

\* \* \* \* \*

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 October 20, 2022, by the following vote of the members thereof:

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



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

APPROVED:



Crystal J. Yezman, Vice-President

(seal)





**Las Gallinas Valley Sanitary District**  
**Salary Pay Schedule as of October 31, 2022**

EXHIBIT A

Full Time Positions	Monthly Salary							
	Step 1	Step 2	Step 3	Step 4	Step 5	Longevity 5% <sup>(2)</sup>	Longevity 3% <sup>(3)</sup>	Longevity 2% <sup>(4)</sup>
Administrative Assistant	6,057	6,360	6,678	7,012	7,362	7,730	7,962	N/A
Administrative/Financial Specialist	8,349	8,767	9,205	9,666	10,149	N/A	N/A	N/A
Administrative Services Manager	14,734	15,470	16,244	17,056	17,909	N/A	N/A	N/A
Assistant Engineer	9,216	9,677	10,161	10,669	11,202	11,763	12,115	N/A
Associate Engineer	11,229	11,791	12,380	12,999	13,649	14,332	14,761	N/A
Civil Engineering Technician	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
Collection System/Maintenance/Safety Manager	14,374	15,093	15,848	16,640	17,472	18,346	18,896	19,274
Collection System Operator <sup>(1)</sup>	5,765	6,053	6,356	6,674	7,007	N/A	N/A	N/A
Collection System Operator I <sup>(1)</sup>	6,057	6,360	6,678	7,012	7,362	N/A	N/A	N/A
Collection System Operator II	6,364	6,682	7,016	7,367	7,735	8,122	8,365	N/A
Collection System Operator III	6,853	7,195	7,555	7,933	8,330	8,746	9,009	N/A
Collection System Operator Lead	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
CMMS Technician	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
District Engineer	15,102	15,857	16,650	17,482	18,357	19,274	19,853	20,250
Executive Assistant / Board Secretary	12,479	13,103	13,758	14,446	15,168	15,927	16,405	N/A
Electrical Instrumentation Technician	8,772	9,211	9,671	10,155	10,663	11,196	11,532	N/A
Environmental Services Supervisor	10,688	11,222	11,784	12,373	12,991	13,641	14,050	N/A
Laboratory Analyst-in-Training <sup>(1)</sup>	7,024	7,375	7,744	8,131	8,538	N/A	N/A	N/A
Laboratory Analyst I <sup>(1)</sup>	7,380	7,749	8,136	8,543	8,970	N/A	N/A	N/A
Laboratory Analyst II	8,146	8,553	8,981	9,430	9,901	10,396	10,708	N/A
Laboratory Analyst III	9,447	9,919	10,415	10,936	11,483	12,057	12,418	N/A
Maintenance Supervisor	10,688	11,222	11,784	12,373	12,991	13,641	14,050	N/A
Plant Manager	14,734	15,470	16,244	17,056	17,909	18,804	19,368	19,756
Plant Operator-in-Training <sup>(1)</sup>	6,364	6,682	7,016	7,367	7,735	N/A	N/A	N/A
Plant Operator I <sup>(1)</sup>	6,686	7,020	7,371	7,740	8,126	N/A	N/A	N/A
Plant Operator II	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
Plant Operator III	8,146	8,553	8,981	9,430	9,901	10,396	10,708	N/A
Plant Operator Lead	8,772	9,211	9,671	10,155	10,663	11,196	11,532	N/A
Plant Operations Supervisor	10,688	11,222	11,784	12,373	12,991	13,641	14,050	N/A
Skilled Maintenance Worker I <sup>(1)</sup>	6,364	6,682	7,016	7,367	7,735	N/A	N/A	N/A
Skilled Maintenance Worker II	7,380	7,749	8,136	8,543	8,970	9,419	9,701	N/A
General Manager <sup>(5)</sup>	23,333							

**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.
- (5) The General Manager position is a contract position. New GM contract start date is 8-8-2022, salary effective 8-8-2022.

Resolution No. 2022-2286  
 Revised / Adopted 10/20/2022