



District Attendees

Dave Underwood	Board President
Misha Sarkovich	Board Vice President
Michael McRae	Board Member – Personnel Committee Chair
Tom R. Gray	General Manager
Stacy Miller	HR Administrator/Executive Assistance

Other Attendees

Absent

AGENDA ITEMS

I. Call to Order

The meeting was called to order at 5:32 p.m.

II. Public Comment

None.

III. Discussion

1. Discussion on the Fair Oaks Water District’s Salary and Compensation Survey

- Chair McRae stated that President Underwood would fill in on the personnel committee in place of Tom Tafoya who resigned. During a personnel committee meeting last month President Underwood was brought up to date on a variety of issues.
- Chair McRae stated that the personnel committee, driven by staff, desires a compensation and salary survey for FOWD.
- At the June Board meeting, it was decided to move forward with the survey.
- Chair McRae wants to approach it in a way that will be successful on as many fronts as possible. He wants success from all viewpoints and doesn’t want the survey to have a preconceived goal. His expectation is to have it fair, reasonable and un-bias.

- President Underwood stated that he would like the survey to compare apples to apples. He feels it is important for staff to be fairly compensated and wants the survey to use similar references and have transparency.
- General Manager Gray stated that there is an FOWD salary policy that is not being followed. He suggested the Board pull this policy out at this time.
- Vice President Sarkovich stated that he agrees with Directors McRae and Underwood, he wants a fair survey that compares apples to apples. He wants to use comparisons of small districts and suggested using CHWD and CWD in the study, he stated that he doesn't want to use Roseville, San Juan Water or San Francisco.
- HR Administrator Miller stated that an independent company would use comparable size districts that are in our demographic and same industry. She stated that staff is working on updating all job description to assure classifications produce apple to apple comparisons. She suggested that we allow the survey to include SJWD using the retail portion for comparison and not the wholesale.
- General Manager Gray asked HR Administrator Miller if she desires an in-house survey or an independent study.
- HR Administrator Miller responded that she recommends an independent survey.
- Vice President Sarkovich asked how much it would cost.
- HR Administrator Miller explained that Bryce Consulting was recommended by ACWA/JPIA as a firm that conducts Compensation Surveys for many water districts in the area, most recently CHWD. HR Administrator Miller provided a written quote of \$11K that was prepared by Shellie Anderson of Bryce. She also stated that she contacted CPS Consulting as well and their quote was between \$13K-\$15K.
- Chair McRae asked if we could create our own parameters for the study. Vice President Sarkovich stated we may be able to negotiate a lower cost.
- Chair McRae asked if we wanted to do the study in-house or use an independent consultant
- General Manager Gray stated that an independent survey for FOWD had not been done since 2004.
- President Underwood stated he is leaning towards an independent survey. Chair McRae would like an independent survey with the Board able to request parameters. Vice President Sarkovich would like to know if we can negotiate the cost. HR Administrator Miller responded that we may be able to save money by lessening the 11 comps to a lower number.
- General Manager Gray recommended using an independent survey so that: 1). His fingerprints aren't on it; and 2). It helps HR/GM relationship so he doesn't have to judge HR Compensation. He stated everyone would benefit from using an independent consultant.
- General Manager Gray suggested having another personnel committee meeting and inviting Ms. Anderson from Bryce Consulting to attend so that the Board could negotiate price and discuss parameters. It was agreed to schedule a meeting after July 4, 2016.
- President Underwood asked if the Board wanted an RFQ; Directors McRae and Sarkovich stated the cost was under \$15K so it wasn't necessary.

- General Manager Gray stated that he and HR Administrator Miller would provide an agenda to keep us on task during the process of obtaining the Compensation and Salary survey. He stated that HR Administrator Miller will contact Ms. Anderson and work with the committee members on scheduling the next personnel meeting.

IV. Adjournment

With no further business to come before the Board, Chair McRae adjourned the meeting at 6:32 p.m.

The Board approved the preceding minutes on July 11, 2016

Tom R. Gray
General Manager/Board Secretary

Date