



District Attendees

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

Other Attendees

Shellie Anderson, Bryce Consulting

Absent

AGENDA ITEMS

I. Call to Order

The meeting was called to order at 5:39 p.m.

II. Public Comment

None.

III. Discussion

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

- Chair McRae provided an overview to Ms. Shellie Anderson of Bryce Consulting of what the FOWD Board would expect the scope of conducting an independent compensation survey to be; un-bias, reasonable and fair to all parties, realistic and a win-win for employees and ratepayers.
- Chair McRae stated that if the survey were to come back stating that we pay our employees too much, we would not lower their pay, but at the same time, if the salary came back unrealistic stating that everyone should get a million dollar raise we would not do that either. He expects the outcome to be a win-win for both employees and ratepayers.
- Chair McRae stated that Board Vice President Sarkovich wants the survey to include Water Districts of a similar size. Chair McRae would also like Districts with similar costs for water.
- President Underwood stated that he would like a comparison between Districts with similar distribution systems and operator structures; apples to apples.
- Ms. Anderson stated that typically, comparison consideration is given to District size and budget as these factors can affect the class and organizational structure.

Additionally, consideration would be given to geographic proximity to assure cost of living similarities and local job market competition.

- Ms. Anderson stated that you will never have another District exactly like FOWD. She stated ultimately we want to present a balanced study that meets the needs of all stakeholders; not too bias on the Board side or too bias on the employee side, a study you can explain to your ratepayers.
- President Underwood asked Ms. Anderson if the study would include total compensation. She suggested that due to the cost of benefits the study should include total compensation and not just base pay.
- Ms. Anderson stated she would provide data comparison sheets and recommendations and asked if the survey data will be reviewed at the committee level. Chair McRae stated it would and that all Board members would be included. Recommendations would then go to executive staff to implement.
- General Manager Gray stated that the last outside salary survey for FOWD was conducted in 2004. Ms. Anderson stated that having a survey every 5-years would be her recommendation.
- Chair McRae asked Ms. Anderson to select comparable Districts as data points to the study and bring her recommendations to the next meeting. Ms. Anderson stated that she would bring a recommendation of 10 comparable water districts. President Underwood asked if she could bring more and she stated she would, however she would explain the reasoning for her selection if changes were requested.
- General Manager Gray requested Ms. Anderson present a letter of proposal which will then be attached to our contract and executed at the next meeting.
- Chair McRae discussed a time frame for moving forward with the total compensation survey. It was agreed the committee would meet with Ms. Anderson prior to Labor Day to determine data points and execute contract. Ms. Anderson will compile data and report back in approximately 2-months from meeting.
- General Manager Gray suggested the Board consider revising the FOWD Employee Compensation policy #4070 upon completion of the compensation survey; possibly with input from Ms. Anderson which she agreed to.

IV. Adjournment

With no further business to come before the Board, Chair McRae adjourned the meeting at 6:52 p.m.

The Board approved the preceding minutes on September 12, 2016

Tom R. Gray
General Manager/Board Secretary

Date