

**SQUAW VALLEY PUBLIC SERVICE DISTRICT
PERSONNEL COMMITTEE MEETING
DATE: April 26, 2019**

Directors Present: Directors Fred Ilfeld and Bill Hudson

Attendees: Jessica Asher, Board Secretary; Mike Geary, General Manager; and Danielle Grindle, Finance & Administration Manager.

- A. Call to order at 3:28 P.M.
- B. Public comment – none

C. Personnel Policies and Procedures Manual (PP&PM) Revisions and Update.

Mr. Geary explained that the PP&PM was removed from the District Code such that the policies can be more easily updated. Currently, various documents include personnel policies; staff is working to consolidate these policies into the PP&PM and update the policies to be compliant with current programs and laws. No substantive changes are expected. The District plans to enter into an agreement with CPS HR Consultants for \$8,225 to ensure the PP&PM is compliant with applicable programs and state laws and does not contradict the Memorandums of Understanding with labor unions. Mr. Geary added that the PP&PM will be reviewed with the labor unions when complete, and then the PP&PM will be brought to the Board for review. Director Hudson asked which departments are covered in the PP&PM. Geary responded that PP&PM covers all Departments.

D. FY 2019-2020 Budget – Salaries and Wages.

As a requirement of the PP&PM, the General Manager is required to review salaries annually. The Operations Department Memorandum of Understanding (MOU) requires application of the Cost of Living Adjustment (COLA), which is typically also applied to the Administrative Department. The COLA is determined by averaging the nationwide and San Francisco consumer price indices from the Bureau of Labor Statistics. The COLA for the FY 2019-2020 Budget is 2.31%. The Fire Department MOU requires an annual salary survey. This year, a salary survey will also be performed for the Administrative Department, which was last done in 2014. Ms. Grindle explained that in the past the 75th percentile has been used as the benchmark. Preliminary results show that some staff will be above and some below the 75th percentile. Director Ilfeld asked which Districts are used in the Salary Survey. Mr. Geary responded that we use regional agencies as listed in the MOU including North Tahoe Public Utility District, Tahoe Truckee Sanitation Agency and Tahoe Truckee Sierra Disposal.

The committee adjourned to closed session. Ms. Grindle and Ms. Asher left the room.

E. Closed Session – District Labor Negotiations and Performance Evaluation of General Manager.

The Committee met in Closed Session pursuant to Government Code 54957 et al regarding the performance evaluation and employment contract of the General Manager.

/JA