

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF PERSONNEL COMMITTEE MEETING FEBRUARY 18, 2020

CALL TO ORDER: The meeting was called to order at 5:03 PM by Director Barassi. Present were Director Sutton, Commissioner Bartlebaugh, Recreation Department Manager Wilson, and General Manager McDonald. Director Cusack was absent.

PUBLIC COMMENTS: None

1. PERSONNEL COMMITTEE MINUTES FROM DECEMBER 17, 2019: Minutes were received and confirmed with minor correction. They will be presented to the Board at their next meeting for acceptance.
2. ANNUAL EMPLOYEE EARNINGS SUMMARY FOR 2019: The annual employees earning summaries, showing year-over-year salary and benefits cost increases, was presented. Mr. McDonald said that total payroll expenses comprise 18.8% of the Districts operations and maintenance budget. Mr. Wilson said for comparison 57% of pool operating costs are related to staff payroll expenses. The earning summary report was received.
3. CSDA SALARY SURVEY RESULTS: Mr. McDonald provided a report showing actual District employee salary and benefits compared to similar positions for small agencies along with percentile benchmark results. Mr. McDonald noted that most of the smaller agencies in the survey are in the Sierra Nevada foothills and it is difficult to compare salaries from those agencies directly with our district which is in the greater Bay Area. A salary review table was provided to the commission with the actual salary of 4 key employees and comparable salaries adjusted to include a 25.49% locality adjustment based on living in Contra Costa/Solano county.
4. AQUATICS OFFICE MANAGER: The description of job duties for the Aquatics Office Manager, a pilot position started last year, has been developed and was presented to the committee. Mr. Wilson said that the position would be an opportunity for promotion for an employee who has worked hard over the last 4 to 5 years. Mr. McDonald said the position already exists on the Pay Scale of Wages. A motion to approve the Aquatics Office Manager job description carried unanimously (es/sb).
5. MANAGEMENT STRUCTURE AND EXISTING EMPLOYEE AGREEMENTS: Mr. McDonald presented a report which described the authority given the General Manager along with the hierarchy which establishes dual-reporting responsibilities for department managers. There was discussion on the how the District Code, District Policy, and contract law require the that the Board have final authority over the department manager positions. The commission was provided information on vacation and sick leave accrual for its three management positions. Two of the three management positions have sick leave accrual capped and none limit vacation accrual. It was the consensus of the commission to revisit management contracts as each term ends and consider caps on both vacation and sick leave accrual going forward.

6. CHANGES TO POLICY FOR EVALUATION OF GENERAL MANAGER: The committee reviewed the draft policy revisions. Ms. Sutton suggested that all direct report staff under the General Manger be able to contribute to the evaluation. She said that anyone that supervises staff should allow their staff to provide feedback. Mr. McDonald said language is in the draft policy allowing the Board to solicit information from department managers and he is not opposed to expanding that to include the feedback from key staff. He will revise the policy before submitting it to the Board. The committee choose to keep the policy limited to the General Manger and leave department manager evaluations reviews the same as they have been; performance evaluation by the General Manager, review by the Personnel Committee in closed session, and then presented to the Board in closed session. Ms. Sutton suggested getting feedback from pool employees at the end of the swim season which can be a helpful tool when performing the Recreation Department Manager's evaluation, maybe a 5-question survey. Mr. McDonald said there should be time to develop something before the end of this pool season.

7. GENERAL DISCUSSION OF EMPLOYMENT ISSUES: Mr. McDonald shared information about a Regional Leadership Academy, presented by RGS and hosted in Hayward, that is offering training for supervisors and managers for 3 days over 3 months starting on March 26. It is designed for both new or experienced leaders in local government and would best serve those supervising employees. He hasn't decided if he will attend, the tuition of \$850 is within the training budget, but will solicit information to see if training from RGS has been successful in the past for other agencies. He did say that training by CSDA, such as the Special District's Leadership Academy, has provided useful in the past.

ADJOURNMENT: The meeting was adjourned at 6:17 PM.

Respectfully submitted,

Dale McDonald  
February 19, 2020