

**Oro Loma Sanitary District  
MEMORANDUM**

**TO:** Board of Directors

**FROM:** Personnel/Safety/Public Information Committee  
Directors Duncan and Walters

**DATE:** May 19, 2017

**SUBJECT: MINUTES FROM MAY 19, 2017 MEETING**

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The Personnel/Safety/Public Information Committee, consisting of Directors Duncan and Walters, met on Friday, May 19, 2017. Chair Duncan called the meeting to order at 9:00 A.M. Also in attendance were General Manager Jason Warner and Administrative Services Manager Andreea Simion. There were no members of the public present. Items discussed included the following:

- **PUBLIC COMMENTS**

None.

- **REQUEST RECOMMENDATION FOR APPROVAL OF UPDATED JOB DESCRIPTION FOR SENIOR PROJECT ENGINEER AND TRANSFER POSITION INTO THE MANAGEMENT & CONFIDENTIAL EMPLOYEES GROUP**

Staff presented information on the proposed changes to the Senior Project Engineer job description, specifically the addition of supervisory responsibilities. Also discussed was the proposed transfer of the position into the Management & Confidential Employees Group. The updated job duties and the position transfer would not trigger a salary adjustment; however, the position would be covered by the terms and conditions of the management resolution.

**The Committee recommended Board approval to update the job description for Senior Project Engineer and transfer the position into the Management & Confidential Employees Group.**

- **EXPAND LIFE INSURANCE BENEFIT AT LOWER PREMIUMS**

Staff explained that due to a legacy labor contract provision, two retirees are still covered under the District's group life insurance policy. Staff priced options to exclude the two retirees and pay the benefits directly. Several alternatives were discussed with paybacks of between 3-6 years (Savings of \$3,000 to \$7,000/yr). The Committee noted another option would be to wait and renegotiate the rates after the claims are paid. The Committee authorized staff to either wait until both claims are made or secure new rates based upon the benefit levels in the existing labor agreements.

**The Committee asked staff to pursue a new life insurance policy at the same benefit level and reduced premiums, while removing retirees from the policy and taking on the liability.**

- **REQUEST RECOMMENDATION FOR BOARD APPROVAL OF OUT-OF-STATE CONFERENCE ATTENDANCE – JASON WARNER, GENERAL MANAGER**

Staff asked the Committee to consider recommending Board approval for General Manager Warner to attend the Intensification of Resource Recovery Forum 2017 on August 10-12, 2017, in New York City. Jason was invited to present alongside Microvi at the conference organized by the Water Environment Federation. The Committee said that the invitation is a compliment to Jason and the District, and that it would be great if he would represent Oro Loma on a national stage. The conference includes a review of multiple process enhancement technologies – well aligned with the District’s future needs to treat nutrients.

**The Committee recommended Board approval for General Manager Warner to attend the Intensification of Resource Recovery Forum 2017 on August 10-12, 2017 in New York City.**

- **DIRECTOR COMMENTS**

Director Walters commented on the nice event the Board attended to receive the Bay Hero Award for the horizontal levee project. Chair Duncan added that she was impressed by how complex the project was, and by the number of individuals and organizations involved in its successful completion.

- **ADJOURNMENT**

There being no further business to come before the Committee, Chair Duncan adjourned the meeting at 9:27 A.M.