SWEETWATER SPRINGS WATER DISTRICT

TO: Board of Directors **AGENDA NO. III-D**

FROM: Steve Mack, General Manager

Meeting Date : February 3, 2011

SUBJECT: APPROVAL OF NONREPRESENTED EMPLOYEES CONTRACTS

RECOMMENDED ACTION: Approve Resolution 11-03 which authorizes the General Manager to sign updated employment contracts with District nonrepresented employees, Kevin Gilman, Julie Kenny, Jack Bushgen, and Keith McDonald.

FISCAL IMPACT: Approximately $80,000 through FY 2015**.**

DISCUSSION:

With the September 2, 2010 adoption of the Memorandum of Understanding (MOU) with the International Union of Operating Engineers, Stationary Local 39 (Union), which represents 5 District employees, including Maintenance Workers, Office Receptionist, and Water System Operators, the employment contracts of the nonrepresented District employees, Kevin Gilman, Field Manager, Julie Kenny, current Office Manager/Administrative Assistant, and the two Senior Crew Supervisors, Jack Bushgen and Keith McDonald, need to be updated to be made consistent with the MOU and with each other. The General Manager has discussed contract changes with the affected staff who are in agreement with and have signed their respective contracts. These negotiations have been completed with the following major changes:

- The nonrepresented employees receive salary and benefits consistent with the MOU
- The contracts specifically run through June 2015 (approximately four and one half years) and automatically stay consistent with the Union MOU when it gets revised, unless either party wants to open up negotiations for revisions.
- The District will change the retirement formula from the current 2%@60 formula to 2%@55.
- The contracts have been made similar with similar provisions and references to the MOU to the extent possible.
- A small change is that all nonrepresented employees can earn up to 40 hours per year of vacation time in compensation for overtime. Previously, that was a benefit only available to the Office Manager/Administrative Assistant.
- The Office Manager/Administrative Assistant position title is changed to Administrative Manager, the job description has been updated to reflect what this position does for the District, and the salary range has been increased to be equal to that of the Field Manager by FY 2013.

Resolution 11-03 (attached) approves the contracts, authorizes the Office Manager/Administrative Assistant position name change (with the updated job

description), and authorizes the General to sign the contracts. These contracts were negotiated in good faith with affected employees. The contracts specifically run through the end of FY 2015 with automatic extensions, work well for the affected employees and the District, and are consistent with the MOU negotiated for Union represented employees. I recommend approval.

RESOLUTION 11-03

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SWEETWATER SPRINGS WATER DISTRICT APPROVING CONTRACTS WITH FOUR NONREPRESENTED EMPLOYEES, CHANGING THE JOB TITLE OF OFFICE MANAGER/ADMINISTRATIVE ASSISTANT TO ADMINISTRATIVE MANAGER AND AUTHORIZING THE GENERAL MANAGER TO SIGN SAID CONTRACTS

WHEREAS, the Sweetwater Springs Water District (District) has four (4) nonrepresented employees (Employees) whose conditions of employment are defined by contracts which contracts are out of date; and

WHEREAS, these positions are:

- Field Manager, occupied by Kevin Gilman
- Office Manager/Administrative Assistant, occupied by Julie Kenny
- Senior Crew Supervisors (2), occupied by Jack Bushgen and Keith McDonald; and

WHEREAS, the District General Manager and the Employees have met to update their respective contracts to conform to recent changes in the Memorandum of Understanding (MOU) with the International Union of Operating Engineers, Stationary Local 39 (Union) which was approved on September 2, 2010; and

WHEREAS, the proposed contracts have salary provisions that are consistent with the salary schedules agreed to in the approval of the Union MOU: and

WHEREAS, the Office Manager/Administrative Assistant job description has been updated to better reflect the actual duties of this position and has been renamed Administrative Manager and the salary is increased to become equal to that of the Field Manager by FY 2013; and

WHEREAS, the District Board of Directors finds that approving the proposed contracts is in the best interest of the District, its customers and its employees.

NOW, THEREFORE, BE IT RESOLVED, that:

The attached contracts for Field Manager, Kevin Gilman; Administrative Manager, Julie Kenny; and Senior Crew Supervisors, Jack Bushgen and Keith McDonald, are hereby approved and the provisions of the new contracts shall be effective as of February 3, 2011.

BE IT FURTHER RESOLVED, that the Office Manager/Administrative Assistant position is hereby renamed Administrative Manager with the job description attached to said contract.

BE IT FURTHER RESOLVED, that the General Manager is hereby authorized to sign the contracts on behalf of the District

BE IT FURTHER RESOLVED, that the General Manager is authorized to take such actions as are necessary to implement the provisions of this resolution.

I hereby certify that the foregoing is a full, true, and correct copy of a Resolution duly and regularly adopted and passed by the Board of Directors of the SWEETWATER SPRINGS WATER DISTRICT, Sonoma County, California, at a meeting held on February 3, 2011, by the following vote.

Director	Aye	No
Sukey Robb-Wilder	_____	_____
Jim Quigley	_____	_____
Wanda Smith	_____	_____
Gaylord Schaap	_____	_____
Victoria Wikle	_____	_____

_____
Jim Quigley
President of the Board of Directors

_____
Attest: Julie A. Kenny
Clerk of the Board of Directors