

SANITARY DISTRICT NO. 5 OF MARIN COUNTY

**2001 Paradise Drive
Tiburon, California 94920**

AGENDA

**Personnel Committee Special Meeting
Monday, April 8th 2024, 1:00 p.m.**

Teleconference Location:
Director Richard Snyder
10 Pomander Walk
Belvedere CA 94920

PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL DUE TO DIRECTOR SNYDER TELECONFERENCE FROM 10 POMANDER WAY, BELVEDERE CA 94920

I. Roll Call

II. Public Comments

III. New Business

1. Draft Administrative Services Manager Job Description

2. Draft Administrative Assistant/Board Secretary Job Description

3. Review of updated draft “un-represented benefits plan”

4. Presentation of FY24/25 COLA Data for incorporation into Draft FY24/25 Budget

5. Review of Draft FY24/25 Salary Step Plan

6. Review of Draft FY24/25 Organization Chart

7. Review and discussion of Estimated Minimum Overtime Requirements for SD5 Operations for after hours coverage, storm coverage and special after hours maintenance activities.

IV. Adjournment

This Committee may be attended by Board Members who do not serve on this committee. In the event that a quorum of the entire Board is present, this Committee shall act as a Committee of the Whole. In either case, any item acted upon by the Committee or the Committee of the Whole will require consideration and action by the full Board of Directors as a prerequisite to its legal enactment.

Accessible public meetings: Any member of the public who needs accommodation should email the District Manager, at trubio@sani5.org, who will use her best efforts to provide as much accessibility as possible while also maintaining public safety.