



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

June 8, 2021

The meeting was called to order at 3:02 p.m. by Board President Patricia Hale. The meeting was held in a hybrid format. Commissioners and staff had the option to attend in person or by call in. Members of the public were invited to attend via conference call.

Commissioners Participating

Commissioner Patricia Hale, President
Commissioner Ron Ricker, Vice President
Commissioner Charlotte Haines, Secretary

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Asst.
Joe Bennett, District Attorney

PUBLIC COMMENT

Members of the public were invited to participate by telephone conference call. The dial-in number was posted at the drive-up window at the District administrative offices and posted with the agenda on the District website. No members of the public were present on the call.

NEW BUSINESS

a. Salary and Benefits Survey Results Presentation

Rick Haynes from Trupp HR joined the meeting virtually via MS Teams to present the results of the District's Salary and Benefits Survey. The survey results showed that North City Water District provides employees with a benefit package similar to that offered by the surveyed providers. Though specific benefits varied slightly by category, the overall benefit value was very similar. With regard to salaries, the survey found that North City Water District jobs are paid within the high and low range of other utilities. Generally, NCWD starting salaries are higher than most comparable employers, but the maximum salaries are lower leading to less growth opportunity within a particular job category. Of note, was that NCWD was significantly lower than comparable employers for the Director of Finance and Operation positions. The gap was smaller for non-director staff positions. Mr. Haynes ended his presentation with some recommendations for pay adjustments to ensure a competitive compensation range in comparison to the survey benchmark rates. He recommended a slightly larger adjustment for the director roles to address the larger reported pay gap. Mr. Hayes responded to questions from the Board and staff and left the meeting at 4:04 p.m.

Commissioner and staff discussed the survey results and recommendations. Ms. Pottinger provided the Board with budget projections that incorporated potential pay adjustment scenarios. The Board directed Ms. Pottinger to bring to the next meeting a detailed breakdown of costs for implementing the recommended pay adjustment for staff and management.

b. Finance Manager Job Description Review and Approval

District Manager Diane Pottinger shared a draft of the job description for the open Finance Director position. The Board reviewed and provided feedback. They then directed the District Manager to incorporate the changes discussed and advertise the position immediately. Applications will be due by July 2 and the review process will begin the following week.

Commissioner Hale concluded the meeting at 5:14 p.m.

The next regular meeting of the Board will be on Tuesday, June 15, 2021, at 3:00 p.m. in a hybrid remote/in-person format.

Patricia M. Hale

Ron Ricker

Charlotte Haines