



BOARD MEETING AGENDA SUBMITTAL

TO: GCSO Board of Directors

FROM: Pete Kampa, General Manager

DATE: February 9, 2021

SUBJECT: Agenda Item 6F: Adoption of a Resolution Modifying the District Organizational Chart to Add One Full Time Collection/Distribution System Operator I/II/III Position and Related Personnel Budget Amendment

RECOMMENDED ACTION:

Staff recommends the following action:

I move to approve Resolution 08-2021 modifying the District Organizational Chart to add one full time Collections/Distribution System Operator I/II/III Position and related Personnel Budget Amendment in the amount of \$50,000 for the remainder of the 2020/21 fiscal year.

BACKGROUND:

Due to the fact that the District staff has done a fantastic job in maintaining continuity of our services over the past several years, has been making constant system improvements and reducing the number of system failures significantly; Management has been hesitant to increase staffing in the Operations and Maintenance Departments. It was management's intent to maintain staffing levels until the Supervisor position was created and fully integrated into the workflow, new procedures and technologies were implemented to increase and sustain efficiencies, and our relatively inexperienced crew of new employees were able to achieve the certification and experience to achieve proficiency at their job duties.

The new supervisor was hired and has nearly completed implementation of new technology and procedures, but unfortunately we have seen continued turnover of staff Collections/Distribution System Operators as well as one Maintenance Mechanic. We advertise widely for these positions, however with our employment package on-par with our local and regional competitors, it is difficult to attract experienced talent that is required to be on call and available after hours, living close to Groveland where there are virtually no rentals and the housing market is out of reach for the wage earned. We have an excellent crew growing skills quickly, but have clearly seen with the COVID-19 Pandemic and an employee recently out on injury leave, that we are understaffed to ensure continuity of services.

An internal staffing evaluation was completed and at the current staffing level, we are one injury or illness away from operating at a critical level where employee safety is compromised, little to no maintenance is performed and training time is unavailable. We are now required to develop a Continuity Plan for our essential services that identifies the means and methods to continue services should multiple employees contract COVID. Additional maintenance staffing is needed

so that sick employees can stay home and we can continue to train and implement our plans for constant system and service improvement.

ATTACHMENTS:

1. Resolution 08-2021
2. Proposed revised Organizational Chart

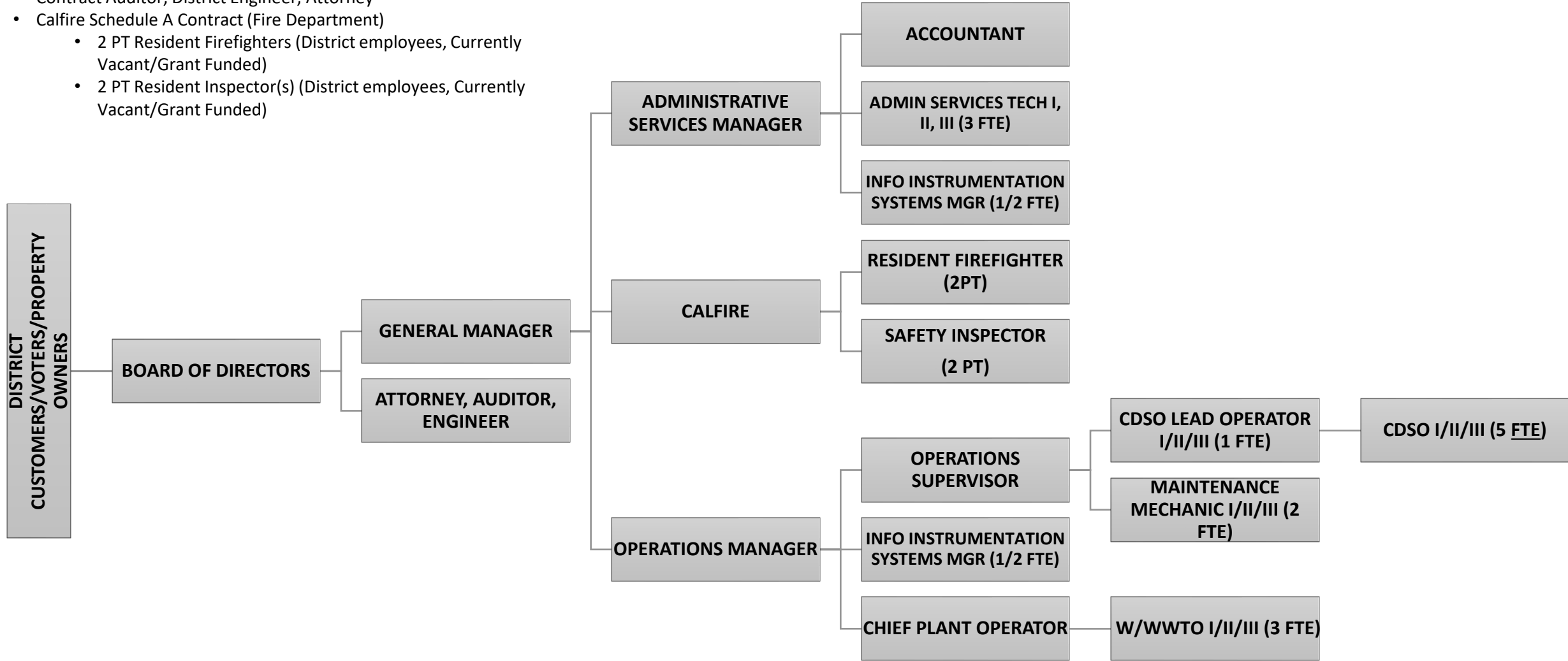
FINANCIAL IMPACT:

The total annual cost of a new CDSO is between \$70,000 and \$90,000 depending upon the level in which they are placed and cost of benefits. The impact for the remainder of this fiscal year will not exceed \$50,000 through June 30, 2021.

GCSD Organizational Chart- Proposed Amendment 2-09-2021

APPROVED HEADCOUNT 2019/20:

- 20 FTE – **Proposed 21 FTE effective 3-1-2021**
- Contract Auditor, District Engineer, Attorney
- Calfire Schedule A Contract (Fire Department)
 - 2 PT Resident Firefighters (District employees, Currently Vacant/Grant Funded)
 - 2 PT Resident Inspector(s) (District employees, Currently Vacant/Grant Funded)



CDSO = Collection and Distribution System Operator **W/WWTO** = Water/Wastewater Treatment Operator

RESOLUTION 08-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND
COMMUNITY SERVICES DISTRICT MODIFYING THE DISTRICT
ORGANIZATIONAL CHART TO ADD ONE FULL TIME
COLLECTION/DISTRIBUTION SYSTEM OPERATOR I/II/III POSITION AND
RELATED PERSONNEL BUDGET AMENDMENT**

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District is required to comply with various practices, procedures and regulatory requirements to protect the health and safety of our customers and to provide reliable and sustainable public services; and

WHEREAS, the District is also required to develop an Essential Services Continuity Plan as a result of the COVID-19 Pandemic, to ensure that adequate certified, qualified personnel and procedures are in place and available to ensure that our critical public services will continue to be provided in compliance with law and regulations in the event of a COVID-19 illness or related isolation or quarantine of employees; and

WHEREAS, on evaluation of staffing levels in the various departments of the District, it has been determined that additional personnel is needed in the Maintenance Department to ensure continuity of service and to implement the personnel and operational goals of the District.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby adopt Resolution 08-2021 modifying the District Organizational Chart to add one full time Collections/Distribution System Operator I/II/III Position and related Personnel Budget Amendment in the amount of \$50,000 for the remainder of the 2020/21 Fiscal Year.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on February 9, 2021 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Rachel Pearlman, Board Secretary

Janice Kwiatkowski, President - Board of Directors

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on February 9, 2021.

DATED: _____