



## PERSONNEL & BENEFITS COMMITTEE

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Monday July 24, 2017 @ 7:30 A.M.

### Memorandum

Present: Committee Chair Barbara Lamb, Committee Member Chuck Ford and Utility Director Drew Williams.

Absent: Michael Shaver

Ms. Lamb called the meeting to order at 7:30 a.m.

Public Comments - There were no public comments.

Safety Report - Mr. Williams indicated the District continues the streak of no lost time injuries and there have not even been any reportable accidents. Weekly tailgate sessions continue to be held. Mr. Ford stated that the District's focus on safety has made it clear to the employees that management is serious about keeping employees safe. Mr. Williams added that the Board has always been supportive of the safety program. He added that having the ability to purchase the proper equipment has kept employees safe from improvising with the incorrect tools.

Compensation Study/Staffing – Mr. Williams reported that a meeting was held last week with Mr. Kent Irwin. Mr. Irwin shared the Factor Evaluation System (FES) that will be used to complete the compensation study. Mr. Irwin commented that the District's job descriptions were some of the best he has come across. Mr. Williams said part of the compensation study will be used to establish a compensation policy. Part of this policy would describe what the District is targeting for its place in the local market. Mr. Williams explained that 13 years ago the District decided to pay at 75% of the range in order to stop the high turnover rate. However, when they moved all employees to 75% overnight, it caused another equity problem when some employees had more training and multiple years of experience, yet were being paid the same as someone with no experience. Implementation of the policy will be critical to its success.

Ms. Lamb indicated that it is important not to try and cherry pick only the best policies when looking at benefits from surrounding utilities. This type of approach becomes cost prohibitive. The benefit package must be looked at as a whole.

Other Business – Mr. Ford is working on legislation at the state level to encourage more focus on skilled trades in high school and asked Mr. Williams what would motivate a utility to work with schools on such a program. Mr. Williams indicated that

an apprenticeship program for Wastewater Operator Certification would be beneficial for both utilities and students.

The meeting was adjourned at 8:20 a.m.

The next meeting is scheduled for Monday August 28, 2017

Respectfully submitted,

A handwritten signature in black ink that reads "Andrew Williams". The signature is written in a cursive, flowing style.

Andrew Williams  
Utility Director