

**CERTIFICATION INCENTIVE PROGRAM – APPROVAL OF PROGRAM
REVISIONS**

BACKGROUND: The District enacted a Certification Incentive Program in 2001 through adoption of Resolution No. 822. The program is available to unrepresented employee classifications. The goal of the program is to provide monetary compensation for employees to obtain varied and higher levels of technical certification than their job requires. The program is structured so progressively higher levels of technical certifications are required for higher positions. The program also facilitates employee professional development by encouraging the learning of additional skills. The District benefits by having a more knowledgeable staff that can accomplish more diverse and complex work tasks.

In 2009 program changes were made through adoption of Resolution No. 913. The changes expanded the technical certifications covered under the program, assigned a 2.5 percent salary incentive for each certification and capped the total available incentive at ten percent, or a total of four technical certifications. Current employees were allowed to remain on the existing program or change to the new program. Therefore, two programs were in place.

Since 2009, the District staffing composition has changed and there is an opportunity to refine the Certification Incentive Program. The proposed program reflects the current job classification structure and will consolidate and supersede the two existing programs. Some minor adjustments to specific certification levels have been made, an electrical & instrumentation category included and a grace period has been added for time to obtain the required higher level incentive certification when being promoted. The incentive compensation levels stay the same as the 2009 program.

The program has been well received and has proven to be effective. Staff has successfully passed exams for seven technical certifications covered under the program. Several employees are scheduled to take additional technical certification exams in the near future.

RECOMMENDATION: Approve the revisions to the Certification Incentive Program

Attachment: Certification/Grade Level for which Additional Compensation is Provided – Unrepresented Employees

SAUSALITO- MARIN CITY SANITARY DISTRICT
CERTIFICATION/GRADE LEVEL FOR WHICH ADDITIONAL COMPENSATION IS PROVIDED⁵ - UNREPRESENTED EMPLOYEES
EFFECTIVE DATE: April 4, 2011

Classification	Mechanical Technologist	Laboratory Analyst	Laboratory Operator	Collections	Electrical & Instrumentation	Environmental Compliance	HR Certification ⁶	Microsoft Software Applications ⁷	Incentive ⁴ (% Per Cert.)
Lead Operator ¹	III	II	IV	II					2.5
Lab Director ²			II			II			2.5
Elect/Main Tech III ³	III				III				2.5
O&M Tech III ¹	III	II	IV	II					2.5
O&M Tech II ¹	II	I	III	I					2.5
O&M Tech I (OIT) ¹	I	I	II	I					2.5
Office Mgr/Admin Assist.							PHR	MCAS	2.5

¹ - Operators are required to have a minimum level of Wastewater Treatment Operator Certification issued by the State Water Resource Control Board equal to their O & M Tech level, I, II, or III or job description. This certification is not eligible for incentive pay.
² - The Laboratory Director is required to hold a Laboratory Analyst Grade III certificate issued by the California Water Environment Association. This certification is not eligible for incentive pay.
³ - The Electrical/Mechanical Maintenance Technician is required to hold a Grade II Electrical/Instrumentation Technician and Grade II Mechanical Maintenance Technologist certificate issued by the California Water Environment Association. This certification is not eligible for incentive pay.
⁴ - Incentive is in percent of monthly salary. 10 % total cap on combined incentives, as presented.
⁵ - Certification above stated levels not additionally compensated. Upon promotion to a higher level position, employees will be provided a six-month grace period to obtain the required higher level incentive certification. If after six-months the higher level certification is not obtained, the incentive will be removed until such time as the certification is obtained.
⁶ - Professional Human Resource Certification as administered by the HR Certification Institute.
⁷ - Microsoft Certified Application Specialist (MCAS) for Vista Business Worker, Word, Excel, PowerPoint, Access. Employee must demonstrate proficiency every four years by successfully passing Microsoft exams for each of the referenced applications in order to maintain the incentive.

**SODIUM BISULFITE BUILDING AND ADDITIONAL PLANT IMPROVEMENTS
PROJECT – INCREASE THE GENERAL MANAGER’S CHANGE ORDER
AUTHORIZATION APPROVAL LIMIT**

BACKGROUND: The Sodium Bisulfite Building and Additional Plant Improvements Project is essentially complete. Outstanding punch-list items primarily consist of painting issues. Due to cold and wet weather, recoating of the new storage building and consequent touch up painting is pending completion. It is anticipated that this work will be completed by May.

Executed Change Order #3 for swapping chemical between buildings accounted for 8% of the original contract price at \$53,046. This change was implemented to better align storage capacities for Sodium Hypochlorite and Sodium Bisulfite.

As outlined previously, a portion of this project was to rehabilitate the clarifier’s center platform frame. The original scope of work (excluding effluent box repairs) was to clean and paint the center platform frame and to install new grating. However, after closer investigation, it was determined that this frame and railing as well as the clarifier bridge required replacement as they were severely corroded and no longer safe for use in accessing the clarifier’s center. Associated work included repair of the clarifier’s curb to support the bridge, painting of the bridge and railing, replacement of the deteriorated scum box and associated piping modifications. Additional work was also required to support piping and conduits to the clarifier’s center while the new bridge was being fabricated. This work, performed on T&M and requiring the use of a crane, was completed for a total cost of \$22,090. This represents 3.3% of the original contract price.

During building construction, the National Park Service repaved East Road and constructed new gutters and walking paths. As existing pavement in front of our storage building was in very poor condition, additional paving was added to the project scope. As East Road paving was implemented, a significant parking and/or truck pull-out area was realized. To further expand this new parking area, the existing train car was demolished where above grade and the remainder abandoned in place by filling with cellular concrete. The existing 20,000 gallon underground tank was also abandoned in place by filling with cellular concrete. In addition, debris was cleared for aesthetics and to further improve the new parking area. Lastly, a sturdy redwood fence was constructed to prevent vehicles from rolling down the steep hillside, and to fit in with the park’s natural look. We have now more than doubled our existing parking area. An estimated 8 vehicles may now park while leaving the area in front of the storage building clear, or up to 12 vehicles may park on days were no chemical is to be delivered. These additional spaces will aid in future dewatering operations which will displace existing parking near the

main office. The total cost for clearing, tank abandonment, grading, paving and fencing was \$33,553 or 5.1% of the original contract price.

Recommendation: As this project fell well below engineering estimates, the associated change order allowance of 10% resulted in reduced funds available as well. The initial engineering estimate for the project was approximately \$1,200,000. Pacific Infrastructure's winning bid price of \$662,000 was only 55% of this estimate. The combined price of executed change orders and all work performed on time and materials is \$164,674, or 24.9% of the original contract price. Our current change order allowance is \$132,400, or 20%. It is recommended that the General Manager's change order execution authority be increased to \$165,500, or 25% of the original contract price. No additional change orders are anticipated for this project.

SELECTION OF SECRETARY OF THE DISTRICT

BACKGROUND: In January, the District selected officers and committees of the Board for 2011. Joyce Krueger, Office Manager, was appointed as the Secretary of the District on March 1, 2004. Ms. Krueger is on leave and may be on leave for an extended period of time. It is recommended that the Board temporarily assign the duties of the District secretary to another person until Joyce returns. Among the duties of the Secretary of the District are signing resolutions, ordinances, Board and committee meeting minutes, vendor checks and contracts.

RECOMMENDATION: Temporarily assign the duties of the Secretary of the District until Ms. Krueger returns.

SAUSALITO-MARIN CITY SANITARY DISTRICT

RESOLUTION No. 946

A RESOLUTION COMMENDING FRED ESMUNDO FOR DISTINGUISHED SERVICE TO THE SAUSALITO-MARIN CITY SANITARY DISTRICT

RESOLVED, by the Board of Sausalito-Marin City Sanitary District, Marin County, CA that

WHEREAS, Fred Esmundo began his career with the Sausalito-Marin City Sanitary District in 1992 as Maintenance Mechanic and is retiring in 2011, as Plant Maintenance Technician II. Mr. Esmundo served with distinction and his service to the District and devotion to duty were exemplary, and

WHEREAS, Mr. Esmundo received several employee excellence awards for his maintenance workmanship and contributions to District facilities. Most notable, was his work as a welder, fabricator, equipment mechanic and pump over hauler which modernized and kept the plant running efficiently. His knowledge of plant maintenance, commitment to duty, integrity, devotion are well-recognized and appreciated by the directors of the Board, and

WHEREAS, his fellow employees want to express their appreciation to Fred for his dedication and camaraderie over the years and wish him well in his retirement.

WHEREAS, it is fitting and proper that he be honored for his record of public service.

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Sausalito-Marin City Sanitary District, HEREBY ACKNOWLEDGES AND COMMENDS

Fred Esmundo

For nineteen years of diligent public service and many valuable contributions and accomplishments, and extends to Fred our very best wishes for continued happiness, success and fulfillment in all his future endeavors.

I certify that the foregoing Resolution was duly and regularly adopted by the Board of Directors of the Sausalito-Marin City Sanitary District, Marin County, California, at a meeting held on April 4, 2011, by the following vote.

AYES, and in favor thereof, Directors:

NOES, Directors:

ABSTAIN, Directors:

ABSENT, Directors:

Board Secretary
Sausalito-Marin City Sanitary District

APPROVED:

President