



Midpeninsula Regional
Open Space District

R-18-156
Meeting 18-42
December 12, 2018

AGENDA ITEM 7

AGENDA ITEM

Approval of Salary Adjustments and Revised Employment Agreement for Board Appointee:
District Controller

BOARD APPOINTEE EVALUATION COMMITTEE'S RECOMMENDATIONS

Following the Board's evaluation of the performance of the Board Appointees for Fiscal Year 2017-18, the Board Appointee Evaluation Committee recommends the following compensation adjustments for the District Controller for Fiscal Year 2018-19: Increase the District Controller's base salary by 3% to \$45,512, plus a one-time merit pay bonus of \$2,275.

The Board Appointee Evaluation Committee recommends the adoption of a resolution approving the salary adjustments and authorizing the Board President to execute a revised Board Appointee Employment Agreement.

DISCUSSION

The Board Appointee Evaluation (BAE) Committee was established to conduct the evaluation process for its Appointees. The BAE Committee serves as the Midpeninsula Regional Open Space District's (District) negotiator and meets with the Board Appointees to discuss their performance and compensation. The Board has three appointees: General Manager, Controller, and General Counsel. The Board, working through the BAE Committee, implemented this process and completed an evaluation of the performance of the Controller for Fiscal Year 2017-18 in November, 2018. Due to the recent appointments of the General Manager and the General Counsel, only the Controller's performance was evaluated at this time.

The Board feels that the District's Controller consistently exceeded expectations during this review period. He met or exceeded all of his performance objectives in addition to several unplanned accomplishments that developed during the year. He continued to provide his incredibly valuable long-term financial guidance that has served the District so well for 40 years. He has continued to provide thoughtful and pragmatic advice and support to the Board while helping to grow the effectiveness of the District's financial strategy and operation. His guidance with the District's multiple successful bond sales has been instrumental in providing the financial basis for the District's ongoing accomplishments of its Measure AA goals.

The District is extremely fortunate to have such a valuable employee who has consistently provided sound advice to the Board and to the staff during his long tenure as our Controller.

BOARD COMMITTEE REVIEW

The recommended performance review and salary adjustments were thoroughly reviewed by the Board Appointee Evaluation Committee, prior to review by the Board.

FISCAL IMPACT

For the District Controller: total annual salary = \$45,512 with a one-time merit pay bonus of \$2,275. The current Fiscal Year budget includes sufficient funds to cover the merit pay bonus and salary adjustment through June 30. The upcoming Fiscal Year Budget will include sufficient funds to reflect the new adjusted annual salary.

PUBLIC NOTICE

All public noticing requirements of the Brown Act have been met. No additional notice is necessary.

CEQA COMPLIANCE

This item is not subject to the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved, the compensation adjustments and merit bonus will be implemented as set out in the Resolution attached, and the employment agreement will go into effect immediately.

Attachments:

1. Resolution Approving Salary Adjustment and Revised Employment Agreement for the Controller
2. Revised Classification and Compensation Plan

Submitted by:

Board Appointee Evaluation Committee
Director Siemens
Director Cyr
Director Riffle, Chair

Staff Contact:

Candice Basnight, Human Resources Manager
Alicia Gonzales, Human Resources Supervisor

RESOLUTION NO. 18-__

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MIDPENINSULA REGIONAL OPEN SPACE DISTRICT APPROVING
AN AMENDED EMPLOYMENT AGREEMENT AND ONE-TIME MERIT
PAY BONUS FOR THE DISTRICT CONTROLLER**

WHEREAS, effective July 8, 2009, the Board of Directors of the Midpeninsula Regional Open Space District entered into a new District Controller Employment Agreement (“Agreement”) with Michael L. Foster, employing him as the District Controller for the Midpeninsula Regional Open Space District; and

WHEREAS, the Agreement provides for an annual review of the District Controller’s performance and determination of meritorious pay, which the Board has completed; and

WHEREAS, the Board, based on its annual review of the District Controller’s performance, desires to grant him an adjustment to his base salary to \$45,512 per year, with a one-time merit pay bonus of \$2,275, in recognition of his performance during Fiscal Year 2017-2018;

The Board feels that the District’s Controller consistently exceeded expectations during this review period. He met or exceeded all of his performance objectives in addition to several unplanned accomplishments that developed during the year. He continued to provide his incredibly valuable long-term financial guidance that has served the District so well for over 40 years.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Midpeninsula Regional Open Space District does grant the District Controller by adoption of this resolution to adjust his annual salary to \$45,512 per year, retroactive to July 1, 2018 for Fiscal Year 2018-19, authorizes the President of the Board of Directors or other authorized Board Officer to execute an Amendment to the District Controller Employment Agreement reflecting that adjustment, and further grants a one-time merit pay bonus of \$2,275.

* * * * *

PASSED AND ADOPTED by the Board of Directors of the Midpeninsula Regional Open Space District on December 12, 2018, at a regular meeting thereof, by the following vote:

- AYES:**
- NOES:**
- ABSTAIN:**
- ABSENT:**

ATTEST:

APPROVED:

Secretary
Board of Directors

President
Board of Directors

APPROVED AS TO FORM:

General Counsel

I, the District Clerk of the Midpeninsula Regional Open Space District, hereby certify that the above is a true and correct copy of a resolution duly adopted by the Board of Directors of the Midpeninsula Regional Open Space District by the above vote at a meeting thereof duly held and called on the above day.

District Clerk

Midpeninsula Regional Open Space District - CLASSIFICATION & COMPENSATION PLAN

Fiscal Year 2018/2019 - Effective 12/12/2018 (Pay Period 18-26)

Last revised: 12/12/2018, 11/19/2018, 10/10/2018, 9/26/18, 8/8/18, 6/13/2018, 1/24/2018, 12/13/2017, 7/1/17, 5/10/17

Classification Title	Step Range #	Hourly Range \$		Monthly Range \$		Annual Range \$		Full/PT Time
		Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	
Seasonal Open Space Technician	6	20.7030	25.8490	3,589	4,481	43,062	53,766	PT
Seasonal Ranger Aide	6	20.7030	25.8490	3,589	4,481	43,062	53,766	PT
Seasonal Ranger	16	26.4254	32.9917	4,580	5,719	54,965	68,623	PT
Administrative Assistant	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Farm Maintenance Worker	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Open Space Technician*	20	29.1351	36.3669	5,050	6,304	60,601	75,643	FT
Accounting Technician	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
Human Resources Technician	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
Information Technology Technician I	22	30.5791	38.1853	5,300	6,619	63,605	79,425	FT
GIS Technician	23	31.3516	39.1479	5,434	6,786	65,211	81,428	FT
Facilities Maintenance Specialist	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Lead Open Space Technician*	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Risk Management Coordinator	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Senior Administrative Assistant	24	32.1063	40.1046	5,565	6,951	66,781	83,418	FT
Public Affairs Program Coordinator	25	32.9144	41.1029	5,705	7,125	68,462	85,494	FT
Volunteer Program Lead	25	32.9144	41.1029	5,705	7,125	68,462	85,494	FT
Ranger	26	33.7107	42.1013	5,843	7,298	70,118	87,571	FT
Senior Finance & Accounting Technician	26	33.7107	42.1013	5,843	7,298	70,118	87,571	FT
Executive Assistant	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Information Technology Technician II	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Public Affairs Specialist I	27	34.5545	43.1590	5,989	7,481	71,873	89,771	FT
Equipment Mechanic/Operator	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Lead Ranger	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Property Management Specialist I	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Real Property Specialist I	28	35.4043	44.2048	6,137	7,662	73,641	91,946	FT
Executive Assistant/Deputy District Clerk	29	36.2897	45.3101	6,290	7,854	75,483	94,245	FT
Planner I	29	36.2897	45.3101	6,290	7,854	75,483	94,245	FT
Data Analyst I	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Resource Management Specialist I	30	37.1751	46.4213	6,444	8,046	77,324	96,556	FT
Accountant	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Capital Project Manager II	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Planner II	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Management Analyst I	31	38.1021	47.5741	6,604	8,246	79,252	98,954	FT
Data Analyst II	34	40.9782	51.1811	7,103	8,871	85,235	106,457	FT
Resource Management Specialist II	34	40.9782	51.1811	7,103	8,871	85,235	106,457	FT
Docent Program Manager	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Grants Specialist	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Maintenance, Construction & Resource Supv.	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Management Analyst II	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Procurement & Contracting Agent/Specialist	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Property Management Specialist II	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Real Property Specialist II	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Supervising Ranger	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Training & Safety Specialist	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Volunteer Program Manager	35	42.0002	52.4528	7,280	9,092	87,360	109,102	FT
Applications Engineer	36	43.0342	53.7363	7,459	9,314	89,511	111,771	FT
Public Affairs Specialist II	36	43.0342	53.7363	7,459	9,314	89,511	111,771	FT

Data Administrator	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Governmental Affairs Specialist	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Senior Technologist	38	45.1794	56.4341	7,831	9,782	93,973	117,383	FT
Facilities Maintenance Supervisor	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Capital Projects Field Manager	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Capital Project Manager III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Planner III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Public Affairs Specialist III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Resource Management Specialist III	39	46.3084	57.8246	8,027	10,023	96,321	120,275	FT
Special Projects Manager	40	47.4434	59.2448	8,224	10,269	98,682	123,229	FT
Senior Accountant	41	48.6200	60.7304	8,427	10,527	101,130	126,319	FT
Senior Management Analyst	41	48.6200	60.7304	8,427	10,527	101,130	126,319	FT
Area Manager	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Area Superintendent	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
District Clerk/Assistant to General Manager	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
GIS Program Administrator	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Information Technology Program Administrator	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Human Resources Supervisor	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Capital Project Manager	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Planner	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Property Management Specialist	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Real Property Specialist	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Senior Resource Management Specialist	43	51.0563	63.7669	8,850	11,053	106,197	132,635	FT
Budget & Analysis Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Finance Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Human Resources Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Information Systems & Technology Manager	48	57.6642	72.0148	9,995	12,483	119,941	149,791	FT
Engineering & Construction Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Land & Facilities Services Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Natural Resources Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Operations Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Planning Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Public Affairs Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Real Property Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Visitor Services Manager	51	62.0555	77.5055	10,756	13,434	129,075	161,211	FT
Assistant General Counsel I	53	65.1574	81.3799	11,294	14,106	135,527	169,270	FT
Assistant General Counsel II	55	68.4197	85.4504	11,859	14,811	142,313	177,737	FT
Assistant General Manager	59	75.4376	94.2093	13,076	16,330	156,910	195,955	FT
Chief Financial Officer/Director Administrative Services	59	75.4376	94.2093	13,076	16,330	156,910	195,955	FT

* OST will receive an additional 1% stipend for Class A or B license; Lead OST 1% for Class A.

Board Appointee Group Compensation	Hourly	Monthly	Annual	Effective	Last Revised
General Manager	\$108.1731	\$18,750	\$225,000	6/13/2018	12/13/2017
Controller - <i>Part-time position</i>	\$87.5243	\$3,792	\$45,512	12/12/2018	12/13/2017
General Counsel	\$98.5577	\$17,083	\$205,000	7/11/2018	12/13/2017
Elected Officials Compensation	Per Meeting		Monthly Maximum	Effective Date	
Board Director	\$100.00		\$500.00	1/1/2006	

The District's Personnel Policies and Procedures provide that the compensation for an employee's temporary out-of-class / Acting Assignment shall be at least 5% but not more than 10% more than her/his current salary. Pursuant to Government Code 20480, out of class appointments shall not exceed a total of 960 hours in each fiscal year.