

MINUTES OF THE PERSONNEL COMMITTEE
OF MT. VIEW SANITARY DISTRICT
October 1, 2018

The Personnel Committee of the Mt. View Sanitary District convened a duly Noticed Committee Meeting at the Mt. View Sanitary District Conference Room, 3800 Arthur Road, Martinez, County of Contra Costa, State of California on October 1, 2018 at 1:01 p.m.

1. ROLL CALL OF DIRECTORS

PRESENT: Director Elmer "Al" J. Schaal, Chair Gregory T. Pyka

ABSENT: None

Also Present: STAFF – District Manager Neal B. Allen and Assistant District Manager Lilia M. Corona

PUBLIC: None

2. PUBLIC COMMENT

None

3. NEW BUSINESS

A. SUCCESSION PLANNING

1. RECEIVE REPORT FROM STAFF

Assistant District Manager Corona presented the staff report, providing information on the updated Succession Plan. Two sequential organization charts were provided in response to recent and forthcoming retirements.

2. GENERAL DISCUSSION

Discussion ensued.

3. PROVIDE DIRECTION

Direction was provided to present the succession plan to the Board.

B. DISTRICT APPROVED POSTIONS

1. RECEIVE REPORT FROM STAFF

Assistant District Manager Corona presented the staff report, proposing a new position, Administrative Services Manager to be filled and train in parallel with the Office Administrator.

Discussion ensued.

2. PROVIDE DIRECTION

Direction was provided to present the position and job description to the Board for approval.

3. ADJOURNMENT – THE NEXT SCHEDULED BOARD MEETING IS A REGULAR BOARD MEETING ON OCTOBER 11, AT 6:30 P.M.

Business concluded; the meeting was adjourned by Chair Pyka at 2:45 p.m.



Lilia M. Corona, Assistant District Manager