

**MINUTES OF THE SPECIAL MEETING OF THE  
FLORIN RESOURCE CONSERVATION DISTRICT  
BOARD OF DIRECTORS**

**Tuesday, June 1, 2021**

The special meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:00 p.m. by Sophia Scherman, Chair, by zoom conference.

**Call to Order, Roll Call, and Pledge of Allegiance.**

Directors Present: Bob Gray, Tom Nelson, Elliot Mulberg, Lisa Medina, Sophia Scherman  
Directors Absent: None  
Staff Present: Bruce Kamilos, General Manager; Patrick Lee, Treasurer; Stefani Phillips, Board Secretary  
Staff Absent: Donella Murillo, Finance Supervisor; Travis Franklin, Program Manager; Amber Kavert, Administrative Assistant II (Confidential)  
Associate Directors Present: Paul Lindsay  
Associate Directors Absent: None  
General Counsel Present: Ren Nosky, JRG Attorneys at Law  
Consultants Present: Shellie Anderson, Bryce Consulting

**Public Comment**

Nothing to report.

**1. Florin Resource Conservation District/Elk Grove Water District Engineer Series Classification and Compensation Study**

Human Resources Administrator Stefani Phillips introduced the item to the Florin Resource Conservation District (FRCD) Board of Directors (Board). She provided background on the item before introducing Shellie Anderson from Bryce Consulting to explain the findings from the Engineer Series Classification and Compensation study (Study).

In summary, the FRCD/Elk Grove Water District (District) retained Bryce Consulting to develop the Study under project management of the Human Resources Administrator. The purpose of the Study was to create an Engineer Series Classification that would create depth within the Technical Services Division and provide room for growth within the classification, as well as to enable the District the ability to retain an engineer at a senior level. Bryce Consulting completed the Study and concluded that the compensation for the Engineer Series Classification should be based on the Associate Engineer and Associate Civil Engineer classifications, as the two (2) classifications resulted in the most stable and consistent market data. Furthermore, it recommended that the Senior Civil Engineer be set utilizing an internal relationship of 15% above the Associate Civil Engineer. Typically, advanced journey level classifications are 10% to 15% above the journey level, depending on level of supervision exercised. By setting the salary 15% above the Associate Civil Engineer level, it recognized the increase in responsibilities and complexity of duties. The recommendation for setting the compensation is consistent with the market and industry standards.

MSC (Medina/Nelson) to Adopt Resolution No. 06.01.21.01: 1. Accepting the Engineer Series Classification and Compensation Study; 2. Authorizing the creation of the classifications, Associate Engineer and Senior Civil Engineer, contained in the Engineer Series Classification; and 3. Approving the recommended salary grades for the Associate Engineer and Senior Civil Engineer classifications to be incorporated into the proposed Salary Schedule. Ayes: 5/0: Gray, Medina, Mulberg, Nelson, and Scherman.

## 2. **Draft Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2021-22 Operating Budget**

General Manager Bruce Kamilos stated that staff will bring back an agenda item to discuss the District's reserves in the upcoming fiscal year and would not be addressed during the current meeting.

Finance Manager Patrick Lee explained the three (3) changes made from the May regular board meeting requested by the Board.

In summary, at the May regular board meeting, staff received comments and recommendations from the Board on the proposed FY 2021-22 Operating Budget. Those comments included: 1. grammatical corrections on various sections of the budget document; 2. the addition of percentage change on the schedule on page 20 of the budget document; and 3. the increase of on-call pay from \$75 per shift to \$85 per shift, resulting in an increase of \$3,650 to salaries and benefits. Including the changes discussed above, the draft District FY 2021-22 Proposed Operating Budget projects total revenues of \$15.716 million and total expenditures of \$19.749 million. The expenditures in excess of revenues of \$4.033 million will be funded from operating reserves carried over from prior years.

Adjourn to Regular Board Meeting on June 15, 2021 at 6:00 p.m.

Respectfully submitted,

*Stefani Phillips*

Stefani Phillips, Board Secretary  
AK/SP