



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

MONDAY, JANUARY 13, 2025
10:00 A.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

THIS MEETING WILL BE HELD AT THE ABOVE DATE, TIME, AND LOCATION AND MEMBERS OF THE PUBLIC MAY ATTEND IN PERSON AT THE DISTRICT OFFICE LOCATED AT 990 E. MISSION RD., FALLBROOK, CA 92028. FOR THE CONVENIENCE OF MEMBERS OF THE PUBLIC WHO DO NOT WISH TO ATTEND IN PERSON, FALLBROOK PUBLIC UTILITY DISTRICT PROVIDES A MEANS TO OBSERVE AND PROVIDE PUBLIC COMMENTS AT THE MEETING VIA WEB CONFERENCE USING THE BELOW CALL-IN AND WEBLINK INFORMATION. PLEASE NOTE THAT IN THE EVENT OF TECHNICAL ISSUES THAT DISRUPT THE ABILITY OF MEMBERS OF THE PUBLIC TO VIEW THE MEETING OR PROVIDE PUBLIC COMMENTS THROUGH THE WEB CONFERENCE OPTION, THE MEETING WILL CONTINUE.

Join Zoom Meeting

<https://us06web.zoom.us/j/81993983680?pwd=XkaiSp8fNejjUB8O46sxeyqcRwaB61.1>

MEETING ID: 819 9398 3680

AUDIO PASSCODE: 409322

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PUBLIC COMMENTS: Members of the public may submit public comments and comments on agenda items in one of the following ways:

SUBMIT COMMENTS BEFORE THE MEETING:

- By emailing to our Board Secretary at leckert@fpud.com
- By mailing to the District Offices at 990 E. Mission Rd., Fallbrook, CA 92028
- By depositing them in the District's Payment Drop Box located at 990 E. Mission Rd., Fallbrook, CA 92028

All comments submitted before the meeting by whatever means must be received at least 1 hour in advance of the meeting. All comments will be read to the Board during the appropriate portion of the meeting. Please keep any written comments to 3 minutes.

REMOTELY MAKE COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to Board discussion if there are any comments from the public on each item.

- Via Zoom Webinar go to the "Participants List," hover over your name and click on "raise hand." This will notify the moderator that you wish to speak during oral communication or during a specific item on the agenda.
- Via phone, you can raise your hand by pressing *9 to notify the moderator that you wish to speak during the current item.

MAKE IN-PERSON COMMENTS DURING THE MEETING: The Committee Chair will inquire prior to discussion if there are any comments from the public on each item, at which time members of the public attending in person may make comments.

THESE PUBLIC COMMENT PROCEDURES SUPERSEDE THE DISTRICT'S STANDARD PUBLIC COMMENT POLICIES AND PROCEDURES TO THE CONTRARY.

If you have a disability and need an accommodation to participate in the meeting, please call the Board Secretary at (760) 999-2704 for assistance.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT

II. ACTION/DISCUSSION----- (ITEMS A-B)

A. ASSOCIATE ENGINEER POSITION

B. ESTABLISHMENT OF A REGIONAL LEADERSHIP DEVELOPMENT PROGRAM FOR ORANGE, SAN DIEGO, AND RIVERSIDE COUNTIES

III. ADJOURNMENT OF MEETING

* * * * *

DECLARATION OF POSTING

I, Lauren Eckert, Executive Assistant/Board Secretary of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 72 hours prior to the meeting in accordance with Government Code § 54954.2(a).

I, Lauren Eckert, further declare under penalty of perjury and under the laws of the State of California that the foregoing is true and correct.

January 9, 2025
Dated / Fallbrook, CA

/s/ Lauren Eckert
Executive Assistant/Board Secretary

MEMO

TO: Personnel Committee
FROM: John Marchetta, Human Resources Manager
DATE: January 13, 2025
SUBJECT: Associate Engineer Position

Purpose

To obtain approval for the creation of a new Associate Engineer position to replace an existing vacant Engineering Technician position, and the related update to the organizational chart.

Summary

The recent retirement of our current Engineering Technician III on January 2, 2025, provides the District with an opportunity to re-evaluate its long-term engineering needs and goals.

As the District’s need for engineering support continues to grow to support the increase in pipeline replacement projects, this new position will provide much-needed professional level support for assignments related to internal and external engineering projects.

Budgetary Impact

Our recent Engineering Technician III salary range was 27, or \$9,542 monthly or \$114,504.00 annually. An analysis of similar Associate Engineer roles at neighboring Districts was performed to determine a competitive salary range for this new position (see attached).

Minimum Monthly Salary				
FPUD	Market Average	% above or below	Market Median	% above or below
\$ 7,833	\$ 10,022	-27.9%	\$ 10,748	-37.2%

The proposed new Associate Engineer position has been included in the 70 total budgeted positions for the FY 2024-25 budget. It is suggested that the position will be filled at the entry level, salary range 26, which is currently \$7,833 monthly or \$93,995.20 annually. The annual salary impact from the proposed change in this position is - (\$1,709.00) monthly or - (\$20,508.80) annually.

Recommended Action

That the Personnel Committee approve the new position to replace the existing vacant Engineering Technician position and the resulting organizational chart change and recommend approval of the same to the Board.

Associate Engineer					
Rank	Comparator Agency	Class Title	Certifications	Monthly Salary	
1	Rancho California Water District	Associate Engineer	Professional Engineer	\$ 10,707	\$ 14,133
2	Eastern Municipal Water District	Associate Engineer I	PE License	\$ 11,092	\$ 13,804
3	Elsinore Valley Municipal Water District	Associate Engineer	EIT Certification	\$ 10,790	\$ 14,155
4	Fallbrook Public Utility District	Associate Engineer	EIT, D2,T2	\$ 7,833	\$ 10,532
5	Rainbow Municipal Water District	Associate Engineer	PE, D2&T2 (preferred)	\$ 7,498	\$ 10,870
Market Results				Monthly Salary-	Monthly Salary
				Base	+ Incentive Pay
		Average of Comparators		\$10,022	\$13,241
		% Fallbrook PUD Above/Below		-27.9%	-25.7%
		Median of Comparators		\$10,748	\$13,969
		% Fallbrook PUD Above/Below		-37.2%	-32.6%
NOTE: All calculations exclude FPUD					

*Please note- while the salary range is below average, it is similar to Associate Engineer positions at agencies of similar size (see Rainbow Municipal Water District), and the required experience and certifications are not as advanced as those at the larger agencies.

Proposed Job Description

ASSOCIATE ENGINEER

DEFINITION

Under the direction of the Engineering Manager, performs a variety of professional engineering assignments related to internal and external engineering projects related to the design, construction and maintenance of water and wastewater distribution, collection and treatment systems. Creates, checks, and approves project plans; obtains easements and permits; and coordinates with District staff, contractors, and other agencies. Incumbents at this level perform routine tasks of professional-level engineering duties.

CLASS CHARACTERISTICS

Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgement. Positions in this classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness and conformity to policy and requirements.

This class is distinguished from the Engineering Manager in that the latter performs more complex work such as ongoing project management responsibilities and providing technical and functional direction over lower-level staff and consultants.

EXAMPLES OF DUTIES

- Prepares and drafts project-related construction documents, technical specifications, design drawings, and special provisions. Review material submittals/shop drawings to ensure conformance with project-specific requirements during construction.
- Communicates, corresponds, and meets with consultants, District staff and external stakeholders to manage CIP and other projects related to the design, construction, maintenance, repair, and replacement of the District's water distribution system, wastewater collection system, and all District grounds, buildings, and other facilities.
- Reviews public and private project plans and submittals for conformance with the District's Standards, operational requirements, long-term maintenance and operational needs, conformance with the American Water Works Association, State Division of Drinking Water, and other federal, state and local standards.
- Develops, reviews, and updates various elements of the District's Master Plans and/or related planning studies.
- Oversees and coordinates the overall project implementation process from design, advertisement, construction, and project close-out, including preparation of contract documents (e.g., the Requests for Proposals (RFPs) and bid documents(s) to ensure advertisements and award processes comply with the Administrative Code and public contracting laws.
- Coordinates and approves project schedules with District staff, contractors, developers, owners, and other public agencies; monitors progress to ensure schedules are followed.
- Monitors project progress to ensure compliance with legal requirements, District policy, and project plans.
- Prepares Board and Engineering and Operations Committee memorandums.

ASSOCIATE ENGINEER

- Oversees project construction, coordinates work with the department manager or internal stakeholders; oversees contractors; monitors project progress to ensure compliance with federal, state, and local requirements, District policy, and project plans; and coordinates change orders as needed.
- Prepares/reviews evaluations of project alternatives considering financial, operational, maintenance, property/right-of-way, and constructability factors; and develop/communicate appropriate recommendations(s).
- Prepares, organizes, protects, maintains, completes, and creates/retrieves a variety of documents, records, and reports including easement records, maintenance schedules, work orders and maintenance requests, and daily time using the District's GIS System, Enterprise Asset Management (EAM) System, and financial system.
- Serve as the project engineer for various engineering projects and/or planning studies involving water, wastewater and recycled water facilities.
- Develop, review, and update various elements of the District's Master Plans and/or related planning studies.
- Prepare/review evaluations of project alternatives considering financial, operational, maintenance, property/right-of-way, and constructability factors; and develop/communicate appropriate recommendation(s)
- Establish project-specific scope(s)-of-work, and coordinate engineering and planning projects with other District departments/divisions and outside agencies.
- Perform routine to complex engineering calculations encompassing surveying, hydraulics, electrical, mechanical, and/or structural disciplines.
- Prepare, or coordinate preparation by consulting engineers, plans and/or specifications for the construction of a variety of water and wastewater facility improvements.
- Review and evaluate consultant-prepared water, wastewater, and recycled water facility plans and specifications for conformance with applicable project parameters and requirements.
- Serve as the liaison between the District and contractors, consultants, and other agencies.
- Prepare, review, and/or coordinate project-related studies and documentation required by the California Environmental Quality Act (CEQA).
- Prepare and/or review easement and right-of-way documentation for acquisition or quitclaim action.
- Apply for and coordinate required permits and utility service arrangements.
- Review and implement permit requirements affecting District operations and/or project-specific facility design and construction.
- Review and evaluate construction projects planned by outside agencies for potential impact to District facilities and/or operations.
- Prepare regular updates to project schedule, budget, cash flow projections, and other project documentation, as necessary.
- Prepare and review a wide array of technical correspondence and documentation, such as reports, letter correspondence, request for proposals, Board memorandums, agreements, cost estimates, legal advertisements, graphic displays etc.
- Prepare and/or review project-related construction contract documents, technical specifications, and special provisions review material submittals/shop drawings to ensure conformance with project-specific requirements during construction.
- Monitor construction progress and perform on-site investigations.

ASSOCIATE ENGINEER

- Review and provide engineering support for contractor requests for clarification and/or construction change orders.
- Review and modify, as necessary, design standards, specifications and related technical documents to keep pace with changes having legal and/or general industry significance.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Proficiency in AutoCAD, GIS, Microsoft Word, Excel, PowerPoint, and Outlook.
- Strong understanding of water and wastewater distribution and collection construction practices; strong understanding of hydraulics.
- Familiarity with relevant Federal, State, and Local regulations including CEQA and California Department of Public Health regulations; ability to interpret and apply laws, codes, and procedures.
- Familiarity with surveying and mapping principles.
- Familiarity with project management tasks including cost estimation and contract administration.
- Excellent verbal communications and customer service skills in English; strong professional/business writing skills in English including excellent grammar and punctuation (bilingual in Spanish is a plus).
- Strong organizational, time management, prioritization, and multi-tasking skills.
- Strong reasoning, analytical thinking, and problem-solving skills.
- Ability to perform technical engineering work including preparing, reading, and interpreting technical documents and reports including easement documents and contracts.
- Ability to analyze data, evaluate multiple options, and make recommendations regarding design, compliance/liability, cost effectiveness, reasonableness of requests, etc.
- Ability to work independently with little to no supervision in a fast-paced environment.
- Ability to work with a diverse population including customers and members of the public; District staff and Board of Directors; vendors; and outside consultants.
- Ability to form strong professional relationships with District staff and customers.

Ability to:

- Draft details of facilities from oral or written instructions;
- Operate AutoCAD and GIS programs;
- Compose documents in Word and create spreadsheets in Excel;
- Make neat and accurate drawings;
- Transpose accurate drawings and diagrams from data;
- Read, understand and apply moderately difficult materials;
- Maintain detailed engineering records;
- Make accurate mathematical calculations;
- Read, maps, plans and legal descriptions;
- Maintain accurate engineering and financial records;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions;

ASSOCIATE ENGINEER

- Establish and maintain effective relationships with those contacted in the course of work.

LICENSES AND CERTIFICATIONS

- Possession of a valid and appropriate California driver's license.
- Possession of an Engineer in Training (EIT) Certificate issued by the State of California Board for Professional and Land Surveyors.
- Possession of a Water Distribution Operator Grade II (D2) and Water Treatment Operator Grade I (T2) is desirable.

EDUCATION, TRAINING AND EXPERIENCE

Education: A Bachelor's or Master's Degree in Civil Engineering (preferred), or Mechanical Engineering with coursework related to water distribution systems.

Training & Experience: One to Three years of experience as an engineer, or engineering intern, preferably within the water/wastewater distribution industry.

PHYSICAL DEMANDS

Walking:	Moves about on foot often through uneven terrain.
Carrying:	Transports objects by holding them in hands or arms.
Hands/Arms:	Signals for surveying duties, operates survey equipment, drafting instruments, computer and calculator.
Handling:	Seizes, holds or works with hands.
Reaching:	Extends hand and arms in any direction.
Lifting:	Raises or lowers surveying equipment and map books.
Stooping:	Bends body downward and forward by bending at knees or waist often while operating surveying equipment.
Climbing:	In and out of trenches; ascends and descends ladders up to 50 feet in height; ascends and descends slope of dam up to 100 feet.
Vision:	Reads written and video messages, specifically work tickets, legal descriptions, maps, distance and azimuth and operates District vehicles.
Talking:	Communicates by radio, telephone and in person.
Hearing:	Hears well enough for safety in and around construction sites and to receive communication by radio, telephone and in person.
Sitting:	Remains seated at computer desk for up to 9 hours per day; rides in District vehicles over rough terrain.

ASSOCIATE ENGINEER

Standing: Surveys and provides customer service for up to 9 hours per day.

PHYSICAL STRENGTH

Lifting: Up to 50 pounds daily; frequent exertion.

ENVIRONMENTAL CONDITIONS

Noise: Works in conditions with constant or intermittent noise.

Temperature/Weather: Works outside with variations of temperature and weather.

This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.

PROTECTIVE DEVICES REQUIRED

Hard hat, gloves, safety shoes, vest, hearing protection and seat belt.

SALARY RANGE

26 = Possession of a California Engineer-In-Training (EIT) Certification.

29 = Possession of a Water Distribution Operator (D2) Certification and Water Treatment Operator (T2) Certification.

Proposed Salary Schedule

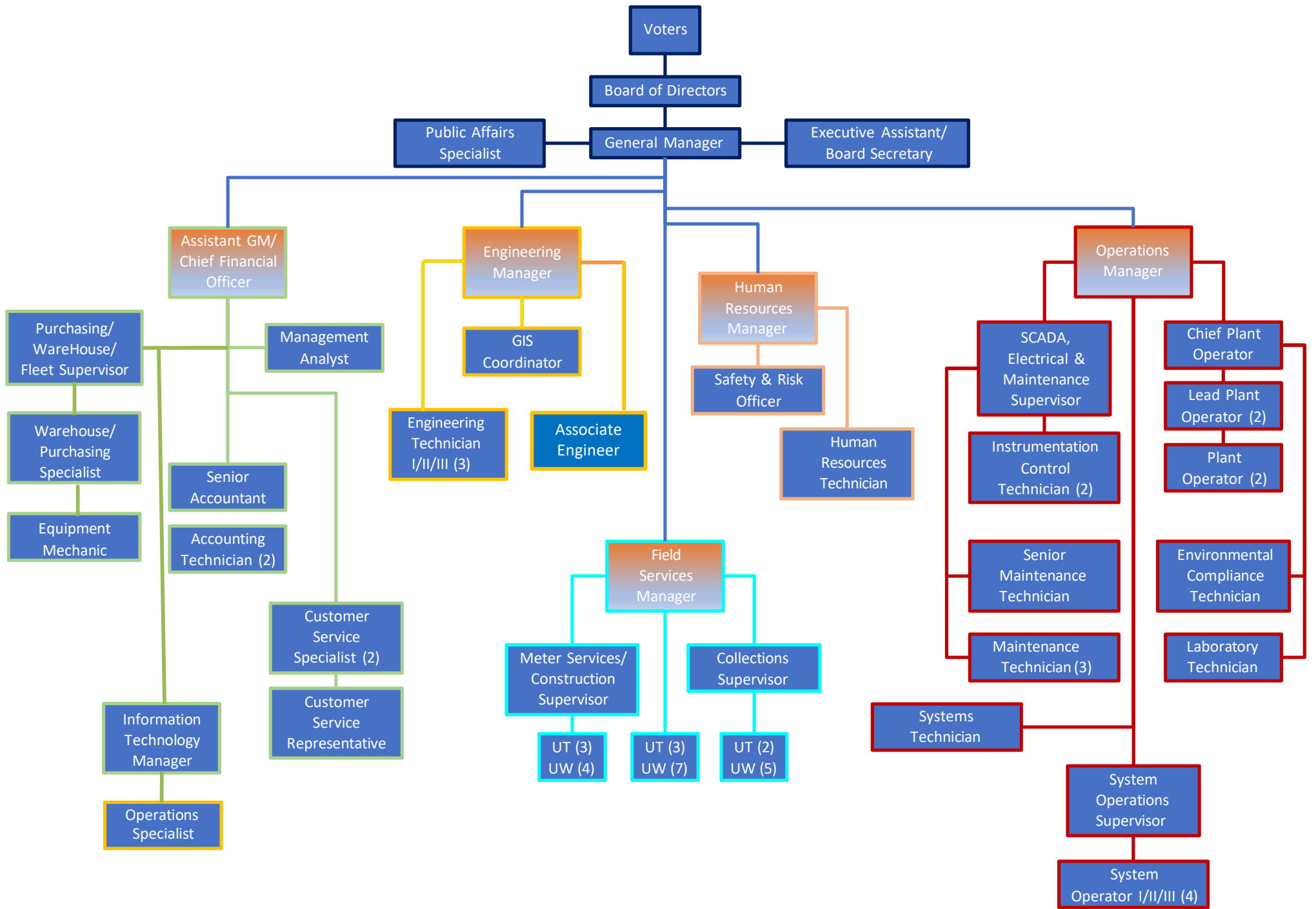
SALARY SCHEDULE
Effective July 1, 2024

Classification	Positions	Salary Range
Accounting Technician I & II	2	12 / 16
Associate Engineer	1	26-29
Collection Supervisor	1	30 & 32
Construction Supervisor	1	32
Customer Service Representative I & II	1	7 / 11
Customer Service Specialist	2	17
Engineering Technician I, II & III	4	16-17 / 20-21 / 26-27
Environmental Compliance Technician	1	26 / 28
Equipment Mechanic	1	18
Executive Assistant/ Board Secretary	1	34
Geographical Information Systems (GIS) Coordinator	1	27
Human Resources Technician	1	16
Instrumentation, Electrical & Controls Technician I/II	2	20-21 / 25-28
Laboratory Technician I & II	1	20-21 / 24-25
Lead Plant Operator	2	27-28
Maintenance Technician I/II	1	18-20 / 21-24
Management Analyst	1	26
Operations Specialist	1	16-17
Plant Operator (I-T), I, II	2	11-12 / 17-18 / 21-22
Public Information Officer	1	25
Purchasing/Warehouse/Fleet Supervisor	1	34-35
Safety & Risk Officer	1	36-38
Senior Maintenance Technician	1	29-32
System Services Supervisor	1	32
System Operations Supervisor	1	35
Systems Operator I, II, III	4	18 / 22 / 26
Crew Leader (Water and Wastewater)	5	23-25
Utility Worker I, II, III (Water and Wastewater)	18	10-11 / 14-15 / 18-19
Warehouse/Purchasing Specialist	1	15-16
Water/Wastewater Operator I/II/III	1	12/19/26
<u>Management (Exempt)</u>		
General Manager	1	\$276,551
Assistant General Manager/CFO	1	60
Chief Plant Operator	1	35-36
Engineering Manager	1	54
Field Services Manager	1	49 & 51
Human Resources Manager	1	47
Information Technology Manager	1	36-37
Operations Manager	1	53
SCADA, Electrical & Maintenance Supervisor	1	34-35
Supervising Accountant	1	35-36
Systems Technician	1	29

Board Approved. Effective July 1, 2024

Range #	FY 24-25 Hourly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$24.37	\$24.98	\$25.61	\$26.25	\$26.90	\$27.58	\$28.26	\$28.97	\$29.70	\$30.44
2	\$24.98	\$25.61	\$26.25	\$26.90	\$27.58	\$28.26	\$28.97	\$29.70	\$30.44	\$31.19
3	\$25.61	\$26.25	\$26.90	\$27.58	\$28.26	\$28.97	\$29.70	\$30.44	\$31.19	\$31.98
4	\$26.25	\$26.90	\$27.58	\$28.26	\$28.97	\$29.70	\$30.44	\$31.19	\$31.98	\$32.78
5	\$26.90	\$27.58	\$28.26	\$28.97	\$29.70	\$30.44	\$31.19	\$31.98	\$32.78	\$33.60
6	\$27.58	\$28.26	\$28.97	\$29.70	\$30.44	\$31.19	\$31.98	\$32.78	\$33.60	\$34.44
7	\$28.26	\$28.97	\$29.70	\$30.44	\$31.19	\$31.98	\$32.78	\$33.60	\$34.44	\$35.30
8	\$28.97	\$29.70	\$30.44	\$31.19	\$31.98	\$32.78	\$33.60	\$34.44	\$35.30	\$36.18
9	\$29.70	\$30.44	\$31.19	\$31.98	\$32.78	\$33.60	\$34.44	\$35.30	\$36.18	\$37.08
10	\$30.44	\$31.19	\$31.98	\$32.78	\$33.60	\$34.44	\$35.30	\$36.18	\$37.08	\$38.01
11	\$31.19	\$31.98	\$32.78	\$33.60	\$34.44	\$35.30	\$36.18	\$37.08	\$38.01	\$38.96
12	\$31.98	\$32.78	\$33.60	\$34.44	\$35.30	\$36.18	\$37.08	\$38.01	\$38.96	\$39.94
13	\$32.78	\$33.60	\$34.44	\$35.30	\$36.18	\$37.08	\$38.01	\$38.96	\$39.94	\$40.93
14	\$33.60	\$34.44	\$35.30	\$36.18	\$37.08	\$38.01	\$38.96	\$39.94	\$40.93	\$41.96
15	\$34.44	\$35.30	\$36.18	\$37.08	\$38.01	\$38.96	\$39.94	\$40.93	\$41.96	\$43.01
16	\$35.30	\$36.18	\$37.08	\$38.01	\$38.96	\$39.94	\$40.93	\$41.96	\$43.01	\$44.08
17	\$36.18	\$37.08	\$38.01	\$38.96	\$39.94	\$40.93	\$41.96	\$43.01	\$44.08	\$45.19
18	\$37.08	\$38.01	\$38.96	\$39.94	\$40.93	\$41.96	\$43.01	\$44.08	\$45.19	\$46.32
19	\$38.01	\$38.96	\$39.94	\$40.93	\$41.96	\$43.01	\$44.08	\$45.19	\$46.32	\$47.47
20	\$38.96	\$39.94	\$40.93	\$41.96	\$43.01	\$44.08	\$45.19	\$46.32	\$47.47	\$48.66
21	\$39.94	\$40.93	\$41.96	\$43.01	\$44.08	\$45.19	\$46.32	\$47.47	\$48.66	\$49.87
22	\$40.93	\$41.96	\$43.01	\$44.08	\$45.19	\$46.32	\$47.47	\$48.66	\$49.87	\$51.13
23	\$41.96	\$43.01	\$44.08	\$45.19	\$46.32	\$47.47	\$48.66	\$49.87	\$51.13	\$52.40
24	\$43.01	\$44.08	\$45.19	\$46.32	\$47.47	\$48.66	\$49.87	\$51.13	\$52.40	\$53.71
25	\$44.08	\$45.19	\$46.32	\$47.47	\$48.66	\$49.87	\$51.13	\$52.40	\$53.71	\$55.05
26	\$45.19	\$46.32	\$47.47	\$48.66	\$49.87	\$51.13	\$52.40	\$53.71	\$55.05	\$56.42
27	\$46.32	\$47.47	\$48.66	\$49.87	\$51.13	\$52.40	\$53.71	\$55.05	\$56.42	\$57.84
28	\$47.47	\$48.66	\$49.87	\$51.13	\$52.40	\$53.71	\$55.05	\$56.42	\$57.84	\$59.29
29	\$48.66	\$49.87	\$51.13	\$52.40	\$53.71	\$55.05	\$56.42	\$57.84	\$59.29	\$60.76
30	\$49.87	\$51.13	\$52.40	\$53.71	\$55.05	\$56.42	\$57.84	\$59.29	\$60.76	\$62.28
31	\$51.13	\$52.40	\$53.71	\$55.05	\$56.42	\$57.84	\$59.29	\$60.76	\$62.28	\$63.84
32	\$52.40	\$53.71	\$55.05	\$56.42	\$57.84	\$59.29	\$60.76	\$62.28	\$63.84	\$65.44
33	\$53.71	\$55.05	\$56.42	\$57.84	\$59.29	\$60.76	\$62.28	\$63.84	\$65.44	\$67.07
34	\$55.05	\$56.42	\$57.84	\$59.29	\$60.76	\$62.28	\$63.84	\$65.44	\$67.07	\$68.75
35	\$56.42	\$57.84	\$59.29	\$60.76	\$62.28	\$63.84	\$65.44	\$67.07	\$68.75	\$70.47
36	\$57.84	\$59.29	\$60.76	\$62.28	\$63.84	\$65.44	\$67.07	\$68.75	\$70.47	\$72.23
37	\$59.29	\$60.76	\$62.28	\$63.84	\$65.44	\$67.07	\$68.75	\$70.47	\$72.23	\$74.03
38	\$60.76	\$62.28	\$63.84	\$65.44	\$67.07	\$68.75	\$70.47	\$72.23	\$74.03	\$75.90
39	\$62.28	\$63.84	\$65.44	\$67.07	\$68.75	\$70.47	\$72.23	\$74.03	\$75.90	\$77.79
40	\$63.84	\$65.44	\$67.07	\$68.75	\$70.47	\$72.23	\$74.03	\$75.90	\$77.79	\$79.74
41	\$65.44	\$67.07	\$68.75	\$70.47	\$72.23	\$74.03	\$75.90	\$77.79	\$79.74	\$81.73
42	\$67.07	\$68.75	\$70.47	\$72.23	\$74.03	\$75.90	\$77.79	\$79.74	\$81.73	\$83.77
43	\$68.75	\$70.47	\$72.23	\$74.03	\$75.90	\$77.79	\$79.74	\$81.73	\$83.77	\$85.86
44	\$70.47	\$72.23	\$74.03	\$75.90	\$77.79	\$79.74	\$81.73	\$83.77	\$85.86	\$88.02
45	\$72.23	\$74.03	\$75.90	\$77.79	\$79.74	\$81.73	\$83.77	\$85.86	\$88.02	\$90.21
46	\$74.03	\$75.90	\$77.79	\$79.74	\$81.73	\$83.77	\$85.86	\$88.02	\$90.21	\$92.46
47	\$75.90	\$77.79	\$79.74	\$81.73	\$83.77	\$85.86	\$88.02	\$90.21	\$92.46	\$94.78
48	\$77.79	\$79.74	\$81.73	\$83.77	\$85.86	\$88.02	\$90.21	\$92.46	\$94.78	\$97.16
49	\$79.74	\$81.73	\$83.77	\$85.86	\$88.02	\$90.21	\$92.46	\$94.78	\$97.16	\$99.58
50	\$81.73	\$83.77	\$85.86	\$88.02	\$90.21	\$92.46	\$94.78	\$97.16	\$99.58	\$102.07
51	\$83.77	\$85.86	\$88.02	\$90.21	\$92.46	\$94.78	\$97.16	\$99.58	\$102.07	\$104.62
52	\$85.86	\$88.02	\$90.21	\$92.46	\$94.78	\$97.16	\$99.58	\$102.07	\$104.62	\$107.24
53	\$88.02	\$90.21	\$92.46	\$94.78	\$97.16	\$99.58	\$102.07	\$104.62	\$107.24	\$109.91
54	\$90.21	\$92.46	\$94.78	\$97.16	\$99.58	\$102.07	\$104.62	\$107.24	\$109.91	\$112.67
55	\$92.46	\$94.78	\$97.16	\$99.58	\$102.07	\$104.62	\$107.24	\$109.91	\$112.67	\$115.48
56	\$94.78	\$97.16	\$99.58	\$102.07	\$104.62	\$107.24	\$109.91	\$112.67	\$115.48	\$118.36
57	\$97.16	\$99.58	\$102.07	\$104.62	\$107.24	\$109.91	\$112.67	\$115.48	\$118.36	\$121.33
58	\$99.58	\$102.07	\$104.62	\$107.24	\$109.91	\$112.67	\$115.48	\$118.36	\$121.33	\$124.36
59	\$102.07	\$104.62	\$107.24	\$109.91	\$112.67	\$115.48	\$118.36	\$121.33	\$124.36	\$127.47
60	\$104.62	\$107.24	\$109.91	\$112.67	\$115.48	\$118.36	\$121.33	\$124.36	\$127.47	\$130.66
61	\$107.24	\$109.91	\$112.67	\$115.48	\$118.36	\$121.33	\$124.36	\$127.47	\$130.66	\$133.92
62	\$109.91	\$112.67	\$115.48	\$118.36	\$121.33	\$124.36	\$127.47	\$130.66	\$133.92	\$137.27
63	\$112.67	\$115.48	\$118.36	\$121.33	\$124.36	\$127.47	\$130.66	\$133.92	\$137.27	\$140.70
64	\$115.48	\$118.36	\$121.33	\$124.36	\$127.47	\$130.66	\$133.92	\$137.27	\$140.70	\$144.21
65	\$118.36	\$121.33	\$124.36	\$127.47	\$130.66	\$133.92	\$137.27	\$140.70	\$144.21	\$147.82
66	\$121.33	\$124.36	\$127.47	\$130.66	\$133.92	\$137.27	\$140.70	\$144.21	\$147.82	\$151.52
67	\$124.36	\$127.47	\$130.66	\$133.92	\$137.27	\$140.70	\$144.21	\$147.82	\$151.52	\$155.31
68	\$127.47	\$130.66	\$133.92	\$137.27	\$140.70	\$144.21	\$147.82	\$151.52	\$155.31	\$159.19
69	\$130.66	\$133.92	\$137.27	\$140.70	\$144.21	\$147.82	\$151.52	\$155.31	\$159.19	\$163.17
70	\$133.92	\$137.27	\$140.70	\$144.21	\$147.82	\$151.52	\$155.31	\$159.19	\$163.17	\$167.25
71	\$137.27	\$140.70	\$144.21	\$147.82	\$151.52	\$155.31	\$159.19	\$163.17	\$167.25	\$171.43
72	\$140.70	\$144.21	\$147.82	\$151.52	\$155.31	\$159.19	\$163.17	\$167.25	\$171.43	\$175.72
73	\$144.21	\$147.82	\$151.52	\$155.31	\$159.19	\$163.17	\$167.25	\$171.43	\$175.72	\$180.11
74	\$147.82	\$151.52	\$155.31	\$159.19	\$163.17	\$167.25	\$171.43	\$175.72	\$180.11	\$184.62
75	\$151.52	\$155.31	\$159.19	\$163.17	\$167.25	\$171.43	\$175.72	\$180.11	\$184.62	\$189.23

Range #	FY 24-25 Bi-Weekly Salary Range									
	Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H	Step I	Step J
1	\$1,950	\$1,998	\$2,049	\$2,100	\$2,152	\$2,206	\$2,261	\$2,318	\$2,376	\$2,435
2	\$1,998	\$2,049	\$2,100	\$2,152	\$2,206	\$2,261	\$2,318	\$2,376	\$2,435	\$2,495
3	\$2,049	\$2,100	\$2,152	\$2,206	\$2,261	\$2,318	\$2,376	\$2,435	\$2,495	\$2,558
4	\$2,100	\$2,152	\$2,206	\$2,261	\$2,318	\$2,376	\$2,435	\$2,495	\$2,558	\$2,622
5	\$2,152	\$2,206	\$2,261	\$2,318	\$2,376	\$2,435	\$2,495	\$2,558	\$2,622	\$2,688
6	\$2,206	\$2,261	\$2,318	\$2,376	\$2,435	\$2,495	\$2,558	\$2,622	\$2,688	\$2,755
7	\$2,261	\$2,318	\$2,376	\$2,435	\$2,495	\$2,558	\$2,622	\$2,688	\$2,755	\$2,824
8	\$2,318	\$2,376	\$2,435	\$2,495	\$2,558	\$2,622	\$2,688	\$2,755	\$2,824	\$2,894
9	\$2,376	\$2,435	\$2,495	\$2,558	\$2,622	\$2,688	\$2,755	\$2,824	\$2,894	\$2,966
10	\$2,435	\$2,495	\$2,558	\$2,622	\$2,688	\$2,755	\$2,824	\$2,894	\$2,966	\$3,041
11	\$2,495	\$2,558	\$2,622	\$2,688	\$2,755	\$2,824	\$2,894	\$2,966	\$3,041	\$3,117
12	\$2,558	\$2,622	\$2,688	\$2,755	\$2,824	\$2,894	\$2,966	\$3,041	\$3,117	\$3,195
13	\$2,622	\$2,688	\$2,755	\$2,824	\$2,894	\$2,966	\$3,041	\$3,117	\$3,195	\$3,274
14	\$2,688	\$2,755	\$2,824	\$2,894	\$2,966	\$3,041	\$3,117	\$3,195	\$3,274	\$3,357
15	\$2,755	\$2,824	\$2,894	\$2,966	\$3,041	\$3,117	\$3,195	\$3,274	\$3,357	\$3,441
16	\$2,824	\$2,894	\$2,966	\$3,041	\$3,117	\$3,195	\$3,274	\$3,357	\$3,441	\$3,526
17	\$2,894	\$2,966	\$3,041	\$3,117	\$3,195	\$3,274	\$3,357	\$3,441	\$3,526	\$3,615
18	\$2,966	\$3,041	\$3,117	\$3,195	\$3,274	\$3,357	\$3,441	\$3,526	\$3,615	\$3,706
19	\$3,041	\$3,117	\$3,195	\$3,274	\$3,357	\$3,441	\$3,526	\$3,615	\$3,706	\$3,798
20	\$3,117	\$3,195	\$3,274	\$3,357	\$3,441	\$3,526	\$3,615	\$3,706	\$3,798	\$3,893
21	\$3,195	\$3,274	\$3,357	\$3,441	\$3,526	\$3,615	\$3,706	\$3,798	\$3,893	\$3,990
22	\$3,274	\$3,357	\$3,441	\$3,526	\$3,615	\$3,706	\$3,798	\$3,893	\$3,990	\$4,090
23	\$3,357	\$3,441	\$3,526	\$3,615	\$3,706	\$3,798	\$3,893	\$3,990	\$4,090	\$4,192
24	\$3,441	\$3,526	\$3,615	\$3,706	\$3,798	\$3,893	\$3,990	\$4,090	\$4,192	\$4,297
25	\$3,526	\$3,615	\$3,706	\$3,798	\$3,893	\$3,990	\$4,090	\$4,192	\$4,297	\$4,404
26	\$3,615	\$3,706	\$3,798	\$3,893	\$3,990	\$4,090	\$4,192	\$4,297	\$4,404	\$4,514
27	\$3,706	\$3,798	\$3,893	\$3,990	\$4,090	\$4,192	\$4,297	\$4,404	\$4,514	\$4,627
28	\$3,798	\$3,893	\$3,990	\$4,090	\$4,192	\$4,297	\$4,404	\$4,514	\$4,627	\$4,743
29	\$3,893	\$3,990	\$4,090	\$4,192	\$4,297	\$4,404	\$4,514	\$4,627	\$4,743	\$4,861
30	\$3,990	\$4,090	\$4,192	\$4,297	\$4,404	\$4,514	\$4,627	\$4,743	\$4,861	\$4,982
31	\$4,090	\$4,192	\$4,297	\$4,404	\$4,514	\$4,627	\$4,743	\$4,861	\$4,982	\$5,107
32	\$4,192	\$4,297	\$4,404	\$4,514	\$4,627	\$4,743	\$4,861	\$4,982	\$5,107	\$5,235
33	\$4,297	\$4,404	\$4,514	\$4,627	\$4,743	\$4,861	\$4,982	\$5,107	\$5,235	\$5,366
34	\$4,404	\$4,514	\$4,627	\$4,743	\$4,861	\$4,982	\$5,107	\$5,235	\$5,366	\$5,500
35	\$4,514	\$4,627	\$4,743	\$4,861	\$4,982	\$5,107	\$5,235	\$5,366	\$5,500	\$5,638
36	\$4,627	\$4,743	\$4,861	\$4,982	\$5,107	\$5,235	\$5,366	\$5,500	\$5,638	\$5,778
37	\$4,743	\$4,861	\$4,982	\$5,107	\$5,235	\$5,366	\$5,500	\$5,638	\$5,778	\$5,922
38	\$4,861	\$4,982	\$5,107	\$5,235	\$5,366	\$5,500	\$5,638	\$5,778	\$5,922	\$6,072
39	\$4,982	\$5,107	\$5,235	\$5,366	\$5,500	\$5,638	\$5,778	\$5,922	\$6,072	\$6,223
40	\$5,107	\$5,235	\$5,366	\$5,500	\$5,638	\$5,778	\$5,922	\$6,072	\$6,223	\$6,379
41	\$5,235	\$5,366	\$5,500	\$5,638	\$5,778	\$5,922	\$6,072	\$6,223	\$6,379	\$6,538
42	\$5,366	\$5,500	\$5,638	\$5,778	\$5,922	\$6,072	\$6,223	\$6,379	\$6,538	\$6,702
43	\$5,500	\$5,638	\$5,778	\$5,922	\$6,072	\$6,223	\$6,379	\$6,538	\$6,702	\$6,869
44	\$5,638	\$5,778	\$5,922	\$6,072	\$6,223	\$6,379	\$6,538	\$6,702	\$6,869	\$7,042
45	\$5,778	\$5,922	\$6,072	\$6,223	\$6,379	\$6,538	\$6,702	\$6,869	\$7,042	\$7,217
46	\$5,922	\$6,072	\$6,223	\$6,379	\$6,538	\$6,702	\$6,869	\$7,042	\$7,217	\$7,397
47	\$6,072	\$6,223	\$6,379	\$6,538	\$6,702	\$6,869	\$7,042	\$7,217	\$7,397	\$7,582
48	\$6,223	\$6,379	\$6,538	\$6,702	\$6,869	\$7,042	\$7,217	\$7,397	\$7,582	\$7,773
49	\$6,379	\$6,538	\$6,702	\$6,869	\$7,042	\$7,217	\$7,397	\$7,582	\$7,773	\$7,966
50	\$6,538	\$6,702	\$6,869	\$7,042	\$7,217	\$7,397	\$7,582	\$7,773	\$7,966	\$8,166
51	\$6,702	\$6,869	\$7,042	\$7,217	\$7,397	\$7,582	\$7,773	\$7,966	\$8,166	\$8,370
52	\$6,869	\$7,042	\$7,217	\$7,397	\$7,582	\$7,773	\$7,966	\$8,166	\$8,370	\$8,579
53	\$7,042	\$7,217	\$7,397	\$7,582	\$7,773	\$7,966	\$8,166	\$8,370	\$8,579	\$8,793
54	\$7,217	\$7,397	\$7,582	\$7,773	\$7,966	\$8,166	\$8,370	\$8,579	\$8,793	\$9,014
55	\$7,397	\$7,582	\$7,773	\$7,966	\$8,166	\$8,370	\$8,579	\$8,793	\$9,014	\$9,238
56	\$7,582	\$7,773	\$7,966	\$8,166	\$8,370	\$8,579	\$8,793	\$9,014	\$9,238	\$9,469
57	\$7,773	\$7,966	\$8,166	\$8,370	\$8,579	\$8,793	\$9,014	\$9,238	\$9,469	\$9,706
58	\$7,966	\$8,166	\$8,370	\$8,579	\$8,793	\$9,014	\$9,238	\$9,469	\$9,706	\$9,949
59	\$8,166	\$8,370	\$8,579	\$8,793	\$9,014	\$9,238	\$9,469	\$9,706	\$9,949	\$10,198
60	\$8,370	\$8,579	\$8,793	\$9,014	\$9,238	\$9,469	\$9,706	\$9,949	\$10,198	\$10,453
61	\$8,579	\$8,793	\$9,014	\$9,238	\$9,469	\$9,706	\$9,949	\$10,198	\$10,453	\$10,714
62	\$8,793	\$9,014	\$9,238	\$9,469	\$9,706	\$9,949	\$10,198	\$10,453	\$10,714	\$10,982
63	\$9,014	\$9,238	\$9,469	\$9,706	\$9,949	\$10,198	\$10,453	\$10,714	\$10,982	\$11,256
64	\$9,238	\$9,469	\$9,706	\$9,949	\$10,198	\$10,453	\$10,714	\$10,982	\$11,256	\$11,537
65	\$9,469	\$9,706	\$9,949	\$10,198	\$10,453	\$10,714	\$10,982	\$11,256	\$11,537	\$11,826
66	\$9,706	\$9,949	\$10,198	\$10,453	\$10,714	\$10,982	\$11,256	\$11,537	\$11,826	\$12,122
67	\$9,949	\$10,198	\$10,453	\$10,714	\$10,982	\$11,256	\$11,537	\$11,826	\$12,122	\$12,425
68	\$10,198	\$10,453	\$10,714	\$10,982	\$11,256	\$11,537	\$11,826	\$12,122	\$12,425	\$12,735
69	\$10,453	\$10,714	\$10,982	\$11,256	\$11,537	\$11,826	\$12,122	\$12,425	\$12,735	\$13,054
70	\$10,714	\$10,982	\$11,256	\$11,537	\$11,826	\$12,122	\$12,425	\$12,735	\$13,054	\$13,380
71	\$10,982	\$11,256	\$11,537	\$11,826	\$12,122	\$12,425	\$12,735	\$13,054	\$13,380	\$13,714
72	\$11,256	\$11,537	\$11,826	\$12,122	\$12,425	\$12,735	\$13,054	\$13,380	\$13,714	\$14,058
73	\$11,537	\$11,826	\$12,122	\$12,425	\$12,735	\$13,054	\$13,380	\$13,714	\$14,058	\$14,409
74	\$11,826	\$12,122	\$12,425	\$12,735	\$13,054	\$13,380	\$13,714	\$14,058	\$14,409	\$14,770
75	\$12,122	\$12,425	\$12,735	\$13,054	\$13,380	\$13,714	\$14,058	\$14,409	\$14,770	\$15,138



M E M O

TO: Personnel Committee
FROM: Jack Bebee, General Manager
DATE: January 13, 2025
SUBJECT: Establishment of a Regional Leadership Development Program for Orange, San Diego, and Riverside Counties

Purpose

To enter into a Memorandum Understanding (MOU) for establishment of a Regional Leadership Development Program for Orange, San Diego, and Riverside Counties.

Summary

The District, in partnership with a number of agencies, is participating in the development of a multi-component leadership program that will serve the operational needs of several agencies across the Orange, San Diego, and Riverside counties. This initiative is an important step in enhancing the capacity of our employees and fostering collaboration across agencies. The program will be designed to provide both practical tools and valuable networking opportunities, equipping staff with leadership skills essential for success in their current roles and for future advancement.

The leadership program is a comprehensive leadership development track that will be open to staff members from multiple participating agencies across the region. The program will focus on developing general leadership skills such as strategic thinking, change management, and emotional intelligence. Additionally, the program will introduce a mentorship initiative, allowing participants to engage with peers from other agencies. This mentorship will facilitate cross-agency learning, sharing of best practices, and provide staff with access to diverse perspectives on leadership. Through this collaborative approach, we aim to build a strong regional leadership network. The program will be 6 months in duration and a new cohort will begin approximately every 6 months.

The Districts will leverage existing programs developed by Rancho California Water District and Elsinore Valley Municipal Water District in developing and administering this program. We will work closely with all participating agencies to ensure the curriculum meets the needs of all stakeholders and is scalable across multiple regions. The program will be managed collectively, with a shared commitment to supporting leadership growth and fostering a collaborative work environment.

Budgetary Impact

To formalize our commitment to this initiative, the District's General Manager will enter into a Memorandum of Understanding (MOU). This MOU will provide clear expectations and responsibilities, which will include shared costs that are within the General Manager's signing authority.

Recommended Action

This item is for information only.

Memorandum of Understanding (MOU) for Regional Employee Leadership Training and Mentorship

I. Introduction

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative partnership among the participating water agencies, collectively referred to as the "Regional Partners," to work collaboratively on employee leadership training and a mentorship program. By working together, the Regional Partners aim to leverage expertise within each organization that strengthen the skills and knowledge of their employees to benefit their ratepayers.

II. Parties to the MOU

This MOU is entered into on [Date] by and among the following water agencies, which constitute the Regional Partners for the program:

- a. Rancho California Water District
- b. Fallbrook Public Utility District
- c. Rainbow Municipal Water District
- d. Valley Center Municipal Water District (TBD)
- e. Yuima Municipal Water District (TBD)
- f. Elsinore Valley Municipal Water District
- g. Santa Margarita Water District
- h. Oceanside (TBD)

III. Background

The Regional Partners face several common workforce challenges with a new to ensure the next generation of leaders have the skills, knowledge and ability to fulfil the key supervisory and management roles at each agency. By collaborating as a region to develop a leadership and mentorship program and leveraging the knowledge within the employees resources at each agency then agencies will be able to deliver a more effective program for their employees.

IV. Program Description

The Regional Leadership Training and Mentorship Program (Program) will pool resources from each participating agency to work collaboratively towards achieving common employee training and support goals.

V. Funding and Resources

Each agency will be involved in helping develop and administer the program and allocate staff to help with administration, provide training and provide mentors. Where outside resources are used to help develop the program or provide trainings, the cost will be shared among the parties involved in those specific trainings. The allocation of costs for outside resources that will be

shared among the parties will be agreed among all the parties involved before the costs are incurred.

VI. Timeline

The initial term of this MOU will be three years, starting on January 1, 2024, and ending on January 30, 2027.

VII. Roles and Responsibilities

The Regional Partners will work together to develop a Regional Leadership Training and Mentorship Program that will include:

- i. Leadership Training Curriculum Modules for supervisors and managers.
 1. The modules will cover all key aspects of being a successful manager or supervisor including:
 - a. General Leadership Skills
 - b. Emotional Intelligence
 - c. Common organizational issues
 - d. Coaching and Mentoring
 - e. Human Resources
 - f. Finance
 - g. Communications
 - h. Ethics
 2. The regional partners will work to hold joint curriculum modules with different agencies within the regional program so a broader perspective can be achieved. For the majority of the modules it is anticipated that leadership from one of the other regional agencies will lead the program. For certain modules outside trainers or experts may be utilized as determined by the regional partners.
- ii. A regional mentorship program that will include:
 1. Approach to identify some of the key support needs of current and future supervisors and managers
 2. Identify key employees to serve in a mentorship role and identify key skills, abilities and experience
 3. Process to pair the employees and mentors based on best fit.
 4. Process to monitor and ensure outcomes from the Program.

VIII. Legal and Regulatory Compliance

All Regional Partners will individually adhere to applicable laws, regulations, and standards, including those specified in any grant agreements. Each Participant agrees to hold harmless and

indemnify the other Participants and the program against any claims, liabilities, losses, damages, costs, and expenses, including legal fees, arising out of or related to their actions or omissions in connection with the program, to the extent permitted by law. This provision shall survive the termination of this MOU.

IX. Termination and Amendment

- a. Notice of Termination: A Participant wishing to terminate their involvement in this MOU shall provide written notice to all other Regional Partners prior to May 30th to terminate participation in the Program for the upcoming fiscal year. The notice shall specify the reasons for termination, the intended termination date, and any proposed steps for consultation and resolution, if applicable.
- b. Termination: The termination will become effective at the start of the fiscal year, and the Participant requesting termination will be removed from the work plan.
- c. Amendment: If the activities required during the period of the work plan are significantly different than the adopted work plan, the parties shall work together to amend the work plan and associated cost allocation.

X. Signatures

- a. Rancho California Water District
- b. Fallbrook Public Utility District
- c. Rainbow Municipal Water District
- d. Valley Center Municipal Water District (TBD)
- e. Yuima Municipal Water District (TBD)
- f. Elsinore Valley Municipal Water District
- g. Santa Margarita Water District
- h. Oceanside (TBD)

XI. Attachments