



# Santa Clara Valley Water District

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**File No.:** 20-0608

**Agenda Date:** 7/28/2020

**Item No.:** 4.4.

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## BOARD AGENDA MEMORANDUM

### **SUBJECT:**

Adopt Resolution Providing for the Compensation of the Clerk of the Board, a Board Appointed Officer of the Santa Clara Valley Water District.

### **RECOMMENDATION:**

- A. Consider and determine compensation adjustments, if any, for the Clerk of the Board; and
- B. Adopt the Resolution PROVIDING FOR THE COMPENSATION OF THE CLERK OF THE BOARD, BOARD APPOINTED OFFICER OF THE SANTA CLARA VALLEY WATER DISTRICT, and approve the Amendment to the Employment Agreement Between the Santa Clara Valley Water District and Michele L. King, consistent with Board-approved compensation adjustments.

### **SUMMARY:**

In accordance with the Employment Agreement between the Santa Clara Valley Water District and Michele L. King, Clerk of the Board, and the Board Appointed Officer (BAO) Performance Evaluation Procedure, the Board conducts performance evaluations on at least a semiannual basis. After the completion of the annual evaluations, the Board determines the BAOs' annual compensation adjustments, if necessary.

The Board may, by resolution approving an amendment to the employment agreement, increase the BAO's salary based on merit and/or market factors. The Board may also consider the following data in adjusting the BAO's compensation:

1. Individual BAO annual performance records;
2. Current year Consumer Price Index (CPI);
3. Compensation data of comparative public or private organizations;
4. Salary compaction with direct reports; and
5. Board-adopted employee salary schedules.

This item allows the Board to discuss, consider and determine compensation adjustments, if any for Ms. King. It also allows the Board to adopt a resolution providing for a compensation adjustment and approve an amendment to the Employment Agreement, reflecting any such adjustment. After conducting an evaluation of the Clerk of the Board, the Board is proposing a 4% annual compensation increase (to \$284,648.00).

Attachment 1 is a Resolution and Employment Agreement Amendment approving the compensation adjustment proposed by the Board. An updated Unclassified Benefit Summary is included as an attachment to the Employment Agreement Amendment.

**FINANCIAL IMPACT:**

The FY21 budget includes a 4% salary increase for Board Appointed Officers.

**CEQA:**

The recommended action does not constitute a project under CEQA because it does not have potential for resulting in direct or reasonably foreseeable indirect physical changes in the environment.

**ATTACHMENTS:**

Attachment 1: Resolution and Employment Agreement Amendment

**UNCLASSIFIED MANAGER:**

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