



# Santa Clara Valley Water District

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**File No.:** 19-0612

**Agenda Date:** 6/25/2019

**Item No.:** 4.3.

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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 will determine 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.

Attachment 1 is a sample Resolution and Employment Agreement Amendment template that contains

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general information and language, and after Board action, can be finalized to reflect compensation adjustments approved by the Board.

**FINANCIAL IMPACT:**

If there is a FY 19 cost impact, staff anticipates that it will be offset by salary savings, as actual salary savings are typically higher than budgeted. The FY20 budget includes a 4% salary increase for Board Appointed Officers. Staff anticipates that any cost impact above a 4% increase would be offset by salary savings in FY 20.

**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

**UNCLASSIFIED MANAGER:**

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