

MINUTES OF THE BOARD OF DIRECTORS
ZONE 7
ALAMEDA COUNTY FLOOD CONTROL AND WATER CONSERVATION DISTRICT

SPECIAL MEETING
October 26, 2009

President Quigley called the special meeting to order at 6:00 p.m. The following were present:

DIRECTORS: SANDY FIGUERS
STEVE KALTHOFF
CHRISTOPHER MOORE
SARAH PALMER
DICK QUIGLEY
BILL STEVENS

DIRECTORS ABSENT: JOHN GRECI

ZONE 7 STAFF: JILL DUERIG, GENERAL MANAGER
ROGER PETERS, BEST BEST & KRIEGER, SPECIAL COUNSEL
KURT ARENDS, ASSISTANT GENERAL MANAGER, ENGINEERING
BARBARA MORSE, BOARD SECRETARY

Item 3—Citizens Forum

There were no public comments at this time.

Item 4—Voluntary Resignation Program

General Manager Jill Duerig briefed the Board on a proposed Voluntary Resignation Program.

- On July 15, 2009, as a result of preliminary feedback from the Strategic Planning interviews, the Board endorsed conducting a review of current staffing levels to provide data to assist management in making staffing decisions. Phases I and II of the study were performed by A.H. Pruitt Tully and consisted of interviews to solicit input from senior staff, an on-line survey of other agencies, and a comparison of staffing levels of other agencies to benchmark supervisory staffing levels.
- Using established methods, Mr. Tully identified areas in which the numbers of supervisors could ultimately be adjusted for a more economical, efficient organization. Tully made very few recommendations affecting non-supervisory positions.
- It is recommended that staffing reductions be achieved through attrition and voluntary programs. Thus, we recommend offering a Voluntary Resignation Program to all employees to achieve this goal. The program would offer a severance package to employees who choose to voluntarily resign, and management reserves the right to place a limit on the total number of positions that would be eligible and to deny requests if business needs so dictate.

- Upon receipt of authorization from the Board, staff will take the necessary steps to implement the program, which include establishing the amount of the severance package, eligibility criteria, and preparation of necessary documentation. Staff expects this work to be done in less than two weeks.
- It is recommended that the Board of Directors authorize the General Manager to create and implement a Voluntary Resignation Program to be offered in the current fiscal year and direct the General Manager to report the results of that Program to the Board on an ongoing basis.

In response to questions, Ms. Duerig provided the following additional information:

- This item was approved at a special meeting in order to meet the target date of January 23, 2010. Some of the factors in that decision included, allowing adequate time for employee planning, tax issues, and the desire for funding to come from this fiscal year's budget.
- Employees who take advantage of this program will be able to take advantage of up to three counseling sessions with Dr. Bill Mathis to discuss career counseling and/or retirement.
- Not everyone who applies is guaranteed approval for the program. All classifications are eligible but management has the discretion to deny requests that do not make financial sense for Zone 7.
- The Zone 7 program would be fashioned after the DSRSD program. When DSRSD offered the program three employees took advantage of it.

Director Palmer noted that offering these types of programs is a common practice.

Director Moore added that this is an opportunity for employees to retire or move on and give them a benefit to do so. He supported the program.

There were no further questions.

Director Figuers moved for the adoption of Resolution No. 10-3351 authorizing the creation and implementation of a Voluntary Resignation Program to be offered in the current fiscal year. The motion was seconded by Director Palmer and passed by a roll call vote of 6-0.

Item 5—Upcoming Board Schedule

(All meeting locations are 100 North Canyons Parkway, Livermore, unless otherwise noted)

- a) Finance Committee Meeting: November 17, 2009, 3:00 p.m.
- b) Regular Board Meeting: November 18, 2009, 7:00 p.m.

There was no further business, and the meeting was adjourned at approximately 6:15 p.m.