

**ROSS VALLEY SANITARY DISTRICT
RESOLUTION NO. 25-1671**

**A RESOLUTION OF THE BOARD OF DIRECTORS
APPROVING A SALARY AND BENEFITS SCHEDULE
FOR UNREPRESENTED EMPLOYEES OF THE DISTRICT**

WHEREAS, the Board annually adopts by resolution the salary and benefits compensation for unrepresented employees; and

WHEREAS, the salary and benefits compensation contained in this Resolution shall apply, unless modified by further Board action, until June 30, 2026; and

WHEREAS, in the event of a conflict between this Resolution and the Board-adopted Administrative and Personnel Policy Book, the terms of this Resolution shall govern; and

WHEREAS, in the event of a conflict between this Resolution and Board-adopted employment contract, the terms of the individual employment contract shall govern.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Ross Valley Sanitary District hereby resolve as follows:

Unrepresented professional and administrative District staff listed in **Exhibit A** are subject to the following salary and benefits compensation, implementation and administration of which shall be carried out by the General Manager or designee on behalf of the District.

1. Salary

Effective the first full pay period after July 1, 2025, the District shall increase the schedule of base salaries by 5% to reflect a cost-of-living adjustment (COLA).

Exhibit B contains the Salary Schedule effective the first full pay period in July 2025.

2. Insurance Benefits

The following benefits shall be provided to employees listed in Exhibit A:

- a. Workers' Compensation Insurance as required by law; premiums paid entirely by the District.
- b. Unemployment Insurance as required by law; premiums paid entirely by the District.
- c. Medical Insurance shall be made available to each employee. The District contribution toward the health plan shall be as follows:

Subscriber Only – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee only.

Subscriber Plus One – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus one qualifying dependent.

Subscriber Plus Two or more – Maximum District contribution shall equal 100% of the premium for Kaiser Bay Area for employee plus two or more qualifying dependents.

The employee shall pay any difference between the District's maximum contribution toward medical insurance, if applicable, and the actual premium of medical insurance selected by the employee. In no event shall the District's contribution exceed the actual cost of the premium of the employee's selected medical insurance.

d. Minimum Employer Contribution

For qualifying regular full-time employees enrolled in a CalPERS medical plan, the District is obligated to pay the minimum employer contribution to qualifying employees pursuant to the Public Employees' Medical & Hospital Care Act (PEMHCA) and the District's CalPERS resolution. The District's medical contributions above include the minimum amount required under Government Code §22892.

e. Medical Insurance In-Lieu

An employee covered by this Resolution may apply in writing to the District for waiver of required participation in the District's medical insurance program and to receive a payment of \$200.00 per pay period in-lieu of medical insurance coverage. To opt-out of the District's medical insurance and receive a payment in-lieu, the employee must provide proof of alternative minimum essential medical coverage for the employee and the employee's tax family. Employees must provide proof of alternative minimum essential medical coverage each plan year during open enrollment. The payment-in-lieu of District medical insurance shall be paid as a taxable cash benefit and is not reportable to CalPERS as pensionable compensation. Employees enrolled in the District's medical insurance coverage will not receive any waiver payment.

f. Dental Insurance

The District shall provide dental insurance at no cost to the employee and his/her dependents. Dental Insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

g. Life Insurance

The District shall provide term life insurance at no cost to the employee. Life insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

h. Short-Term Disability Coverage

The District shall provide short-term disability insurance at no cost to the employee. Short-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

i. Long-Term Disability Insurance

The District shall provide long-term disability insurance at no cost to the employee. Long-term disability insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

j. Vision Insurance

The District shall provide vision insurance at no cost to the employee and his/her dependents. Vision insurance plan documents are on file with the District's Human Resources office and benefits levels are subject to change.

k. Paid Parental Leave

The District will provide paid parental leave insurance at no cost to the employee. Paid parental leave insurance plan documents are on file with the District's Human Resources office and benefit levels are subject to change.

3. Retirement Benefits

The District shall continue as an employer under the provisions of the California Public Employees Retirement System (CalPERS). As required by Government Code §7522.32, for the purposes of determining a retirement benefit, final compensation for employees shall be based on the highest average annual pensionable compensation earned by the member during the thirty-six (36) consecutive months immediately preceding his or her retirement.

a. New (PEPRA) CalPERS Members – Benefit Formula and Employee Contribution.

All employees hired on or after January 1, 2013 will be provided CalPERS retirement benefits in compliance with the 2012 Public Employees' Pension Reform Act (PEPRA). Employees classified as "New" under PEPRA will be covered by the CalPERS 2% at 62 retirement formula. Employees shall contribute at least fifty percent (50%) of the Normal Cost of their Plan as calculated annually by CalPERS.

b. Classic CalPERS Members – Benefit Formula and Employee Contribution

Employees hired prior to January 1, 2013 or "Classic" CalPERS members hired subsequently shall be provided the 2.7% at 55 retirement formula. Effective July 1, 2015, employees shall contribute 100% of the required member contribution.

4. Medical Insurance after Retirement – Basic Plan

a. Minimum Employer Contribution.

All eligible retirees shall be entitled to the required minimum employer contribution upon retirement, pursuant to the District's CalPERS PEMHCA resolution.

b. Basic Retiree Medical Plan

The District provides an additional contribution on a reimbursement basis above the minimum employer contribution required under PEMHCA for eligible retirees. The District contribution will be forty percent (40%) of the employee-only premium for the least expensive PERS Medical insurance available, to the retiree, each year and will be made only until the retiree reaches Medicare-eligible age. This contribution is inclusive of the PEMHCA minimum. The retiree shall pay the balance of the premium. Once an employee reaches the age for Medicare eligibility, the District's additional contribution towards retiree medical insurance shall cease. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

c. Eligibility

Employees must be age fifty-five (55) or older and have twenty (20) years of District or comparable public sector service. Employees must retire from the District to receive the benefit in accordance with the following schedule.

| BASIC RETIREE MEDICAL PLAN | |
|---|--|
| Years of Service | District Contribution |
| Retired at age 55 or older with at least 5 years of District service and with 20 or more years of District or comparable public sector service. | 40% of employee only premium, based on lowest cost PERS medical plan available, to the retiree, until Medicare eligible. |

d. Funding

The District shall bear 100% of the cost for the Basic Retiree Medical Plan. The cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years.

5. Medical Insurance after Retirement – Enhanced Plan

a. All employees shall contribute to the Enhanced Retiree Medical Plan.

b. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least ten (10) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be fifty percent (50%) of the employee-only premium of the least expensive PERS Medical Insurance available, to the retiree, each year, for life. The retiree shall pay any difference between the District’s contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree’s selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

c. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of at least fifteen (15) years of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be seventy five percent (75%) of the employee-only premium of the least expensive PERS Medical Insurance available each year, to the retiree, for life. The retiree shall pay any difference between the District’s contribution toward medical insurance and the actual premium of medical insurance selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree’s selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

d. Employees who at the time of retirement are age fifty-five (55) or older with at least five (5) years of District service and a total of twenty (20) years or more of District or comparable public sector service, the District provides an additional contribution on a reimbursement basis to augment the required PEMHCA retiree medical contribution. The total District contribution shall be one hundred percent (100%) of the employee-only premium of the least expensive PERS Medical Insurance available each year, to the retiree, for life. The retiree shall pay any difference between the District’s contribution toward medical insurance and the actual premium of medical insurance

selected by the retiree. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance. For the purposes of this section, comparable public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity.

- e. In no event shall the District's contribution exceed the actual cost of the premium of the retiree's selected medical insurance.
- f. Employees enrolled in the Enhanced Retiree Medical Plan that retire directly from District service on or after January 1, 2020, and who have contributed to the plan funding, will be eligible for plan benefits in accordance with the following schedule:

| ENHANCED RETIREE MEDICAL PLAN | |
|---|--|
| Years of Service | District Contribution |
| Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 10 years of District or comparable public sector service | 50% of employee only premium, based on lowest cost PERS medical plan available in the North Bay, for life. |
| Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 15 years of District or comparable public sector service. | 75% of employee only premium, based on lowest cost PERS medical plan available in the North Bay, for life. |
| Retired at age 55 or older with a minimum of 5 years of District service AND a minimum of 20 years of District or comparable public sector service. | 100% of employee only premium, based on lowest cost PERS medical plan available in the North Bay for life. |

- g. Funding

Employees shall bear 100% of the cost difference between the Basic Retiree Medical Plan and the Enhanced Retiree Medical Plan. Employees shall make required contributions via payroll deduction. The employee cost is determined in accordance with the Governmental Accounting Standard Board guidelines and shall be updated in accordance with CalPERS CERBT requirements, every two years. The District shall provide sixty (60) days' notice of any changes in the required employee contribution.

6. 457 Deferred Compensation Plan

Effective the first full pay period of July 2024, the District will match employee contributions to the 457 Plan, up to \$100.00 per pay period.

7. Physical Wellness Reimbursement Program

The District offers a voluntary wellness reimbursement program consisting of an annual reimbursement of up to five hundred dollars (\$500.00) per fiscal year for an employee's wellness-related expenditures. Reimbursement may be made for a range of programs and/or purchases intended to improve and promote employee health and fitness, including gym memberships, smoking cessation, diabetes management, weight loss programs, healthy meal plan programs, home gym equipment, and personal fitness equipment including wearable fitness trackers.

Employees must submit all requests for reimbursement no later than July 31 of each calendar year for expenses incurred during the preceding fiscal year (July 1 through June 30). Employees may also be required to submit supporting information demonstrating that the purchase and/or program promotes health and/or

reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

8. Preventive Healthcare Incentive Program

The District offers its employees a preventive healthcare incentive program which provides a payment of fifty dollars (\$50.00) for each preventive healthcare activity, up to two hundred and fifty dollars (\$250.00) per fiscal year. Preventative healthcare activities such as receiving a flu or Covid vaccine, getting an eye exam, mammogram, or colonoscopy, and/or an annual physical, are eligible for the preventive healthcare incentive pay. Making a blood donation also qualifies for the preventive healthcare incentive pay.

Evidence of participation in a preventive healthcare activity is required to receive the incentive payment. Employees must submit all requests for payment no later than July 31 of each calendar year for preventative healthcare activities taking place during the preceding fiscal year (July 1 through June 30). Employees may also be required to submit supporting information demonstrating that the preventative healthcare activity promotes health and/or reduces risks of chronic disease or injury. The General Manager's approval or denial of any reimbursement request will be made in writing and is final.

9. Holidays

Employees will be entitled to the following holidays with pay:

- First day of January, known as New Year's Day
- Third Monday in January, known as Dr. M. L. King Jr. Day
- Third Monday in February, known as Presidents' Day
- Last Monday in May, known as Memorial Day
- Nineteenth (19th) day of June, known as Juneteenth
- Fourth (4th) of July, known as Independence Day
- First Monday in September, known as Labor Day
- Eleventh (11th) day of November, known as Veterans' Day
- Fourth Thursday in November, known as Thanksgiving Day
- The Friday immediately following Thanksgiving Day
- December twenty-fourth (24th), known as Christmas Eve
- December twenty-fifth (25th), known as Christmas Day

Also, at the District's discretion, every day appointed by the President of the United States or the Governor of the State of California for a public fast, thanksgiving or holiday.

10. Floating Holiday

Each employee accrues four (4) floating holidays per year, which are posted to the employee's leave account quarterly. A request to take a floating holiday(s) requires the approval of the supervisor. Unused floating holidays will be cashed out annually on the last pay period of the year.

11. Vacation

Employees shall be entitled to annual vacation accrual based on CalPERS service credit in accordance with the adopted Administrative and Personnel Policy Book and the following schedule:

| | |
|---------------------------|-----------------------------|
| 0-3 years of service | 10 working days (80 hours) |
| 3-10 years of service | 15 working days (120 hours) |
| 10-15 years of service | 20 working days (160 hours) |
| 15-20 years of service | 22 working days (176 hours) |
| After 20 years of service | 25 working days (200 hours) |

For the purposes of this section, public sector service means service with a CalPERS agency or an agency with CalPERS reciprocity. Newly hired employees have thirty (30) days from the date of hire to provide the District with their detailed public sector service history.

12. Administrative Leave Benefits

In lieu of overtime, the following FLSA exempt classifications shall be eligible for up to ten days [eighty (80) hours] of administrative leave benefits per calendar year. The procedure for requesting approval to use administrative leave is the same as that required to schedule vacation time.

- Assistant/Associate Engineer
- Administrative Services Manager
- Finance Officer
- Operations & Maintenance Manager
- Operations & Maintenance Superintendent
- Senior Business Systems Analyst
- Senior Board Clerk/Management Analyst
- Senior Engineer

Administrative leave shall accrue as follows:

- First pay period that includes January 1: 20 Hours
- First pay period that includes April 1: 20 Hours
- First pay period that includes July 1: 20 Hours
- First pay period that includes October 1: 20 Hours

There is no limit to the number of administrative hours that can accrue. However, employees are limited to a carryover of forty (40) hours from one calendar year to the next. Any unused accrued administrative leave in excess of forty (40) hours as of December 31 on any given year shall be cashed out automatically and paid the first pay period that includes January 1 of the subsequent year.

13. Technology Stipend

District employees who do not have a District-issued cell phone may be eligible to receive a reimbursement of up to fifty dollars (\$50.00) per month for the reasonable cost of using a personal mobile phone for District-related business. Each fiscal year, the requested technology stipend is reviewed for approval by the Administrative Services Manager. Approved stipends are paid semi-annually to the employee.

14. Take Home Vehicle

The Operations and Maintenance Superintendent may be assigned a take home vehicle to minimize response times during District emergencies. The Superintendent shall remain within fifty-five (55) driving miles of the District office when assigned a take home vehicle.

Take home use of the District vehicle is limited to commute and incidental usage between the District and employee's home and any necessary emergency response during off-duty hours, nights and weekends. Use of the District take home vehicle is subject to the District's vehicle use policies and are a taxable benefit pursuant to IRS fringe benefit policies.

15. Cash Loan Program

The District's Cash Loan Program provides for an employee to receive a cash loan in an amount not to exceed three thousand dollars (\$3,000). Cash loans will be at an annual interest rate based off the current three-year U.S. Treasury rate plus 0.5% per annum (fixed). Interest rates will remain at that rate throughout the two-year term of the loan. The loan amount will be repaid with interest by payroll deduction over the next fifty-two (52) pay periods or the balance paid in full upon separation. The District retains the right to modify, change or cancel said program with thirty (30) day notice to employees.

16. General Provisions

It is hereby understood that federal law, state law, and the District's adopted Administrative Personnel Policies determine procedures and policies relating to the terms and conditions of employment, except as otherwise provided by this Resolution. Any and all prior provisions applicable to the positions covered under this Resolution that are contained in any but the aforementioned sources and in this Resolution are hereby declared null and void.

17. Duration

Upon adoption, this Resolution shall be effective June 18, 2025 and shall terminate June 30, 2026.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Ross Valley Sanitary District at a meeting thereof on the 18th day of June 2025, by the following vote:

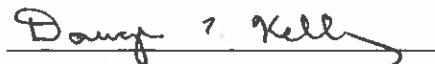
AYES: Boorstein, Kelly, Gaffney, Meigs, Sylla

NOES:

ABSENT:

ABSTAIN:

Attest:



Douglas T. Kelly
Secretary of the Board



Mary Sylla
President of the Board

Exhibit A

List of Unrepresented Professional & Administrative Job Classifications

As of June 18, 2025

Accountant
Accounting Technician
Administrative Coordinator I/II
Assistant/Associate Engineer
Assistant General Manager (contract position)
Business Systems Analyst I/II
Board Clerk/Management Analyst I/II
Finance Officer
Administrative Services Manager (contract position)
General Manager (contract position)
Management Analyst I/II
Operations & Maintenance Manager (contract position)
Operations & Maintenance Superintendent
Senior Accountant
Senior Administrative Coordinator
Senior Business Systems Analyst
Senior Board Clerk/Management Analyst
Senior Engineer

Exhibit B - Salary Schedule
Salary Ranges for Unrepresented Job Classifications
Effective the first full pay period in July 2025

| UNREPRESENTED POSITIONS - Monthly Base Salary | | | | | | | |
|---|-------|--------------|--------------|--------------|--------------|--------------|--------------|
| JOB CLASSIFICATION | RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 |
| Administrative Coordinator I | 37 | \$ 6,529.26 | \$ 6,855.73 | \$ 7,198.51 | \$ 7,558.44 | \$ 7,936.36 | \$ 8,333.18 |
| Administrative Coordinator II | 41 | \$ 7,207.09 | \$ 7,567.44 | \$ 7,945.81 | \$ 8,343.10 | \$ 8,760.26 | \$ 9,198.27 |
| Senior Administrative Coordinator | 45 | \$ 7,955.27 | \$ 8,353.04 | \$ 8,770.69 | \$ 9,209.22 | \$ 9,669.69 | \$ 10,153.17 |
| Management Analyst I | 50 | \$ 9,000.66 | \$ 9,450.70 | \$ 9,923.23 | \$ 10,419.39 | \$ 10,940.36 | \$ 11,487.38 |
| Management Analyst II | 54 | \$ 9,935.05 | \$ 10,431.80 | \$ 10,953.39 | \$ 11,501.06 | \$ 12,076.11 | \$ 12,679.92 |
| Accounting Technician | 37 | \$ 6,529.26 | \$ 6,855.73 | \$ 7,198.51 | \$ 7,558.44 | \$ 7,936.36 | \$ 8,333.18 |
| Accountant | 53 | \$ 9,692.73 | \$ 10,177.37 | \$ 10,686.23 | \$ 11,220.55 | \$ 11,781.57 | \$ 12,370.65 |
| Senior Accountant | 57 | \$ 10,698.96 | \$ 11,233.91 | \$ 11,795.60 | \$ 12,385.38 | \$ 13,004.65 | \$ 13,654.89 |
| Board Clerk/Mgmt Analyst I | 58 | \$ 10,966.43 | \$ 11,514.76 | \$ 12,090.49 | \$ 12,695.02 | \$ 13,329.77 | \$ 13,996.26 |
| Board Clerk/Mgmt Analyst II | 62 | \$ 12,104.89 | \$ 12,710.14 | \$ 13,345.64 | \$ 14,012.92 | \$ 14,713.57 | \$ 15,449.25 |
| Senior Board Clerk/Mgmt Analyst | 66 | \$ 13,361.54 | \$ 14,029.61 | \$ 14,731.09 | \$ 15,467.65 | \$ 16,241.03 | \$ 17,053.08 |
| Business Systems Analyst I | 54 | \$ 9,935.05 | \$ 10,431.80 | \$ 10,953.39 | \$ 11,501.06 | \$ 12,076.11 | \$ 12,679.92 |
| Business Systems Analyst II | 58 | \$ 10,966.43 | \$ 11,514.76 | \$ 12,090.49 | \$ 12,695.02 | \$ 13,329.77 | \$ 13,996.26 |
| Senior Business Systems Analyst | 62 | \$ 12,104.89 | \$ 12,710.14 | \$ 13,345.64 | \$ 14,012.92 | \$ 14,713.57 | \$ 15,449.25 |
| Finance Officer | 70 | \$ 14,748.63 | \$ 15,486.07 | \$ 16,260.37 | \$ 17,073.39 | \$ 17,927.06 | \$ 18,823.41 |
| O & M Superintendent | 66 | \$ 13,361.54 | \$ 14,029.61 | \$ 14,731.09 | \$ 15,467.65 | \$ 16,241.03 | \$ 17,053.08 |
| Assistant Engineer | 58 | \$ 10,966.43 | \$ 11,514.76 | \$ 12,090.49 | \$ 12,695.02 | \$ 13,329.77 | \$ 13,996.26 |
| Associate Engineer | 64 | \$ 12,717.70 | \$ 13,353.59 | \$ 14,021.27 | \$ 14,722.33 | \$ 15,458.45 | \$ 16,231.37 |
| Senior Engineer | 70 | \$ 14,748.63 | \$ 15,486.07 | \$ 16,260.37 | \$ 17,073.39 | \$ 17,927.06 | \$ 18,823.41 |
| O & M Manager | N/A | \$ 15,707.67 | \$ 16,493.05 | \$ 17,317.71 | \$ 18,183.59 | \$ 19,092.77 | \$ 20,047.41 |
| Assistant General Manager | N/A | \$ 19,168.72 | \$ 20,274.86 | \$ 21,341.84 | \$ 22,466.25 | \$ 23,647.95 | \$ 24,830.36 |
| General Manager | N/A | | | | | | \$ 26,967.00 |