



Human Relations Committee  
(Chair—Sewell, Member—Martin)  
**MEETING NOTICE AND AGENDA**  
Thursday, April 20, 2023 — 8:00 AM

NOTICE IS HEREBY GIVEN THAT THE HUMAN RELATIONS COMMITTEE OF MISSION SPRINGS WATER DISTRICT WILL HOLD A SPECIAL MEETING(S) ON THE DATE LISTED ABOVE. THE COMMITTEE WILL MEET IN PERSON AT 66575 2ND STREET, DESERT HOT SPRINGS.

THE PUBLIC IS PERMITTED TO ATTEND THIS MEETING IN PERSON OR VIRTUALLY USING THE ZOOM LINK BELOW.

JOIN ZOOM MEETING:

<https://us02web.zoom.us/j/8220655340?from=addon>

DIAL BY PHONE:

+1 (408) 638-0968

Meeting ID: 822 065 5340

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**CALL TO ORDER**

**ANNOUNCEMENT AND VERIFICATION OF REMOTE MEETING PARTICIPATION PURSUANT TO AB 2449 OR GC 54953(B)**

**ROLL CALL**

**PUBLIC INPUT**

*This is the opportunity for members of the public to address the Committee on matters within the Committee's jurisdiction. **Please limit comments to three (3) minutes or less.** State law prohibits the Committee from discussing or taking action on any item not listed on the agenda.*

**ITEMS FOR DISCUSSION**

**REVIEW EMPLOYEE REQUESTS FOR FY 2023-2024**

**DIRECTORS' COMMENTS**

**ADJOURN**

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*If you need special assistance to participate in this meeting, please contact the Executive Assistant at (760) 660-4403 at least 24 working hours prior to the meeting.*

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**ANY DISCLOSABLE PUBLIC RECORDS RELATED TO AN OPEN SESSION ITEM ON A SPECIAL MEETING AGENDA AND DISTRIBUTED BY MISSION SPRINGS WATER DISTRICT TO ALL OR A MAJORITY OF THE BOARD OF DIRECTORS AFTER THE TIME OF POSTING OF THAT MEETING ARE AVAILABLE FOR PUBLIC INSPECTION AT THE DISTRICT OFFICE, 66575 2ND ST., DESERT HOT SPRINGS, CALIFORNIA DURING NORMAL BUSINESS HOURS**

**CERTIFICATION OF POSTING**

I certify that on or before April 19, 2023, a copy of the foregoing notice was posted near the regular meeting place of the Board of Directors of Mission Springs Water District at least 24 hours in advance of the meeting (Government Code Section 54954.2).



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Arden Wallum  
Secretary of the Board of Directors



# Employee Requests Human Relations Committee

April 20, 2023

# History/Process

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- MSWD employees are **NOT** represented by a union
- As part of the budget process, MSWD staff reviews and assesses all costs and increases including labor costs (wages and benefits)
- This process is not new. Process has been followed for 20+ years. Process includes:
  - Employee Request Meeting - March 2<sup>nd</sup>
  - Evaluation of Requests – March 13<sup>th</sup> and April 5<sup>th</sup>
  - Human Relations Committee – April 20<sup>th</sup>
  - Board of Directors Meeting – ~~May 11<sup>th</sup>~~ and May 15<sup>th</sup>

# Employee Requests – March 2, 2023

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- Some requests were the same as previous years
  - 4/10 work weeks
  - Full medical retirement at 55 or a graduated scale
  - Certification pay for any industry-related certifications
  - Pre-tax FSA
  - Sick leave time donation program
  - Fatigue pay
- Other requests
  - Medical stipend in lieu of medical coverage
  - Bilingual pay
  - Perfect attendance incentive
  - Additional steps to top step of pay range
- Items at Administrative level (already in progress, safety...etc.)
  - Boot allowance -eligible reimbursements
  - More restroom facilities at the yard
  - Uniforms

# Evaluation of Requests

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- Evaluation of Requests is completed by MSWD Senior Management Staff and the Human Resources Manager based on:
  - Past Board feedback
  - legal guidance
  - labor market conditions
  - Items that can be done administratively (already planned, safety, etc.)



# Committee Discussion Items

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- Cost of Living Adjustment
  - 2023 = 4.2%
  - Fiscal impact \$214,569
- Medical stipend for Employees not enrolling in the District's medical insurance plans.
  - \$500/month stipend in lieu
  - 4 employees taking the stipend will allow us to break even.
- Bilingual Pay
  - \$25/pay period
  - Fiscal impact \$15,000



**THANK YOU**