

**HUMAN RESOURCES COMMITTEE  
MINUTES  
March 7, 2019**

A meeting of the Human Resources (HR) Committee was held on Thursday, March 07, 2019 at 1:33 p.m. at the Southeastern Colorado Water Conservancy District office.

Chairman Alan Hamel announced a quorum was present.

**COMMITTEE MEMBERS PRESENT:**

Alan Hamel- Chairman, Ann Nichols-Vice Chairwoman, Tom Goodwin, Dallas May, and James Broderick.

**COMMITTEE MEMBER(S) ABSENT AND EXCUSED:**

Patrick Garcia

**OTHERS PRESENT:**

Bill Long, District Board President; and Toni Gonzales, District staff.

**APPROVAL OF MINUTES:**

Chairman Hamel confirmed that members of the Committee received their copy of the November 15, 2018 minutes, and if there were any corrections or additions. Hearing none, Mr. Goodwin moved, seconded by Mr. May, to approve the minutes. Motion unanimously carried.

**PRESENTATIONS:**

**COMPENSATION REVIEW RECOMMENDATIONS**

Mr. Broderick reported District staff had compiled information from salary surveys that were provided to the District for being a participants in their surveys.

Mr. Broderick reviewed the document titled, *2018 Compensation Review FINAL*. The purpose of the compensation review is to determine how closely the District salary ranges align with its competitive pay target, setting salary range midpoints at approximately the 70<sup>th</sup> percentile of prevailing average base salaries.

The compensation review covers 11 District positions assigned to salary ranges. Position summaries were created for and included in the custom survey of water resource organizations. Published survey information was identified and included to calculate competitive salary ranges using the estimated 70<sup>th</sup> percentile for the midpoints.

The District's practice of conducting a market study of prevailing salaries every three years and making structure adjustments annually in between studies has kept its compensation range structures closely in line with the targeted 70<sup>th</sup> percentile of market.

Of the 11 positions with assigned ranges 8 have range midpoints considered in line with prevailing rates. Three positions range midpoints fall below the 90 guideline when compared

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with the estimated 70<sup>th</sup> percentile. These three positions should be adjusted to better align with the external market.

During the review it was discovered that the 2018 salary ranges were set at a 26 percent spread. The salary ranges were corrected to incorporate a 30 percent spread.

The Committee were provided charts showing the salary ranges with a 30 percent spread and a 40 percent spread. Then a chart was provided to illustrate the annual aging adjustment of 2.2 percent increase to the 40 percent spread.

**ACTION ITEMS:****COMPENSATION REVIEW RECOMMENDATIONS**

After review of the 2018 Compensation Review FINAL document, it was recommended by the Committee to recommend to the Board approval of the 40 percent spread with the 2.2 percent increase for the 2019-2021 time period, and to maintain competitive ranges, the District would age the salary ranges annually. Mr. Goodwin moved, seconded by Mr. May to approve taking the recommendation to the Board for approval. Motion unanimously carried.

Position Title	Salary Range 2019-21 Staff Recommendation w/ 2.2%					% difference minimum to maximum
	Minimum	Midpoint	70%	75%	Maximum	
Executive Director	\$150,951	\$188,689	\$203,784	\$207,558	\$226,427	40%
General Counsel*	\$102,750	\$128,438	\$138,713	\$141,282	\$154,125	40%
Administrator of Finance and Administrative Services	\$130,742	\$163,427	\$176,501	\$179,770	\$196,112	40%
Principal Engineer	\$102,750	\$128,438	\$138,713	\$141,282	\$154,125	40%
Water Resources Engineer	\$78,828	\$98,535	\$106,418	\$108,389	\$118,242	40%
Senior Policy and Issues Manager	\$96,724	\$120,905	\$130,577	\$132,995	\$145,086	40%
Administrative Manager	\$65,625	\$82,032	\$88,594	\$90,235	\$98,438	40%
Finance Manager	\$65,625	\$82,032	\$88,594	\$90,235	\$98,438	40%
Accountant	\$51,906	\$64,883	\$70,073	\$71,371	\$77,859	40%
Administrative Support Specialist	\$43,830	\$54,787	\$59,170	\$60,266	\$65,745	40%
Administrative Support Associate	\$31,944	\$39,931	\$43,125	\$43,924	\$47,917	40%

**INFORMATION ITEMS:**

None

**EXECUTIVE SESSION:**

Chairman Hamel read the script to enter into Executive Session.

A request has been made by the Human Resources Committee to enter into Executive Session for the purpose of:

Conducting an annual review of the Executive Director.

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Pursuant to:

Colo. Rev. Stat. §24-6-402(4)(f)(I) (personnel matters)

The presence of the following persons is requested at this Executive Session:

1. Non-Excused Human Resources Committee members
2. President of the Board

Minutes will be electronically recorded as required by the Colorado Open Meeting Act.

Ms. Nichols moved, seconded by Mr. Goodwin, to enter into Executive Session. Motion unanimously carried. At this time the Human Resources Committee will enter into Executive Session.

The regular meeting was recessed at 2:27 p.m. and reconvened at 3:00 p.m.

**REPORT OUT OF EXECUTIVE SESSION:**

Mr. Goodwin moved, seconded by Mr. May, to recommend to the Board a 5 percent increase for Mr. Broderick to be retroactive to January 1, 2019. Motion unanimously carried.

President Long will meet with Mr. Broderick to review the evaluations collected from the Committee members.

**OTHER BUSINESS:**

None

**NEXT MEETING:**

The next meeting will tentatively be scheduled for May 16, 2019 to discuss work force planning for the total organization.

**ADJOURN**

Chairman Hamel adjourned the meeting at 3:07 p.m.

Respectfully submitted,

Toni Gonzales  
Administrative Manager