

***Mendocino County Russian River Flood Control &  
Water Conservation Improvement District***

**STAFF REPORT**

To: Board of Trustees  
From: E. Salomone, General Manager  
Meeting: Monday, March 6, 2023  
RE: Agenda Item 7: District Personnel and Organization

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The Strategic Plan relevant priority is **Administration** through (1) effective systems and human resources to execute the Strategic Plan; (2) sound management of District resources.

**GM Salomone Vacation:**

Background

In the AMENDED AND RESTATED EMPLOYMENT AGREEMENT for General Manager Elizabeth Salomone, effective February 7, 2022, and the Addendum dated August 8, 2022, are the following terms regarding paid vacation leave:

Vacation Leave. Vacation leave will accrue at a rate of ten (10) hours per month of employment with the first year's total being One Hundred Twenty (120) hours. Each year thereafter, the monthly vacation accrual shall increase by one (1) hour per month in addition to the original Ten (10) hours per month base. Vacation time can be accrued up to a maximum of Three Hundred Twenty (320) hours. Once the Three Hundred Twenty (320) hour cap is reached, Employee will no longer continue to accrue vacation time until they use enough of it to lower their accrual beneath the cap. The Board of Trustees may, in its sole and absolute discretion, authorize additional accrual of vacation hours in situations where vacation time cannot be authorized due to work demands. Vacation leave may be taken as it accrues. Accrued vacation time may be used, at a minimum, in blocks of four hours or more. The dates of vacation may be requested by Employee, but shall be subject to approval by the Board, who shall consider the wishes of Employee and the needs of the District. Vacation leave payout at time of employment termination is no more than 320 hours.

Salomone currently accrues 13 hours of vacation per month and has been using vacation hours periodically to keep below the cap.

Discussion

Salomone requests the Board approve a one-time vacation payout of 156 hours. Salomone's ability to use vacation hours will be addressed by improving District Staffing, addressed in section below.

**District Staffing:**

Background

In June 2014, the District engaged Salomone for part time administrative support. In June 2019, Salomone was appointed to the General Manager position. Since that time, the part time administrative support position has remained unfilled. Leap Solutions has been engaged to lead the recruitment of a part time employee to provide office administration. The job description, salary analysis, and interview questions are being finalized.

Discussion

An adjustment to the Fiscal Year 2022-2023 budget may be necessary to move forward with the engagement of a new employee.

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**District Consultants:**

Background

Several independent consultants are engaged to support the implementation of the District's Strategic Plan and basic operations. GM Salomone coordinates and oversees the consultants' contracts, work plan, work progress, work products, and accounts payable. Current consultant services provided:

- Legal Counsel
- Accounting
- CPA
- Funding Analysis and Grant Writing
- Engineering
- Human Resources and Strategic Planning
- Meter reading and maintenance
- IT Support

Discussion

The Fiscal Year 2023-2024 proposed budget will show an increase in funds toward consultant services.

Recommended Board Action:

- Move to approve a one-time vacation payout to GM Elizabeth Salomone of 156 hours.