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## **STANDING PERSONNEL COMMITTEE MEETING**

### **AGENDA**

**MARCH 11, 2022 – 10:00 A.M.**

#### **Teleconference/Public Participation Information**

This meeting will be held *exclusively* via teleconference participation of a quorum of Board members in locations not open to the public in compliance with the Governor's Executive Order N-25-20 (March 12, 2020) as superseded by Order N-29-20 (March 17, 2020), allowing for deviation of teleconference and physical location meeting rules otherwise required by the Ralph M. Brown Act. The purpose of the orders is to provide the safest environment for staff and the public consistent with Contra Costa County Health Services' current public health recommendations, while allowing the public to observe and address the Board.

For this meeting, there will be no physical location from which members of the public may observe the meeting. Instead:

- Members of the public are welcome to submit written comments via email to the Board Secretary at [Authority@RecycleSmart.org](mailto:Authority@RecycleSmart.org) prior or during the time for public comment at the meeting. The Board Secretary will share all comments with the Board at the meeting and make them part of the public record.
- Members of the public are also welcome to observe and address the Board telephonically, at the appropriate time for public comment during the meeting, following these instructions:

**Link to join Webinar: <https://us02web.zoom.us/j/89868828708>**

**Or iPhone one-tap: 1-669-900-6833 or 1-408-638-0968**

**Webinar ID: 898 6882 8708**

During the meeting, the Chair will call for public comment. If you wish to address the Committee, please indicate at that time and the Chair will add you to the speaker list and call your name when it is your turn.

**Note: To improve everyone's opportunity to participate, please mute your computer or phone until you are called to speak.**

In accordance with the Americans with Disabilities Act, California Law, and the Governor's Executive Orders, it is the policy of the Central Contra Costa Solid Waste Authority to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. Any individual with a disability may request reasonable modifications or accommodations so that they may observe and address the Board at this teleconference meeting. If you are disabled and require special accommodations to participate, please contact the Board Secretary at least 48 hours in advance of the meeting at [Authority@RecycleSmart.org](mailto:Authority@RecycleSmart.org) with the following information: name, phone number, email, and type of assistance requested.

**1. CALL TO ORDER AND ROLL CALL**

**2. PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA**

When addressing the Committee, please state your name, company and/or address for the record. There is a three-minute limit to present your information. (The Committee Chair may direct questions to any member of the audience as appropriate at any time during the meeting.)

**3. CONSENT ITEMS**

All items listed in the Consent Calendar may be acted upon in one motion. However, any item may be removed from the Consent Calendar by request by a member of the Committee, public, or staff, and considered separately.

- a. Approve Minutes of the Standing Personnel Committee meeting on February 10, 2022\*

**4. ACTION ITEMS**

- a. Fiscal Year 2022-2023 Annual Review of Salary Schedule\*

Review information provided by Staff and provide a recommendation to the Finance and Administration Committee to be included in the fiscal year 2022-23 draft budget.

**5. CLOSED SESSION**

- a. Conference with Labor Negotiators

Pursuant to Government Code 54957.6

Agency's designated representative: Amy Worth

Unrepresented employees: Executive Director, Executive Assistant/Secretary to the Board, Finance Manager/Controller, Waste Prevention and Recycling Manager II, Waste Prevention and Recycling Manager III, Contract Compliance Specialist

**6. COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS**

**7. ADJOURNMENT**

**ADDRESSING THE COMMITTEE ON AN ITEM ON THE AGENDA**

Persons wishing to speak on PUBLIC HEARINGS and OTHER MATTERS listed on the agenda will be heard when the Chair calls for comments from the audience, except on public hearing items previously heard and closed to public comment. The Chair may specify the number of minutes each person will be permitted to speak based on the number of persons wishing to speak and the time available. After the public has commented, the item is closed to further public comment and brought to the Board for discussion and action. There is no further comment permitted from the audience unless invited by the Board.

**ADDRESSING THE COMMITTEE ON AN ITEM NOT ON THE AGENDA**

In accordance with State law, the Committee is prohibited from discussing items not calendared on the agenda. For that reason, members of the public wishing to discuss or present a matter to the Committee other than a matter which is on the Agenda are requested to present the matter in writing to RecycleSmart Board Secretary at least one week prior to a regularly scheduled Board meeting date. If you are unable to do this, you may make an announcement to the Committee of your concern under PUBLIC COMMENTS. Matters brought up which are not on the agenda may be referred to staff for action or calendared on a future agenda.

**AMERICANS WITH DISABILITIES ACT**

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the Central Contra Costa Solid Waste Authority dba RecycleSmart to offer its public meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require special accommodations to participate, please contact RecycleSmart Board Secretary at least 48 hours in advance of the meeting at (925) 906-1801.

**DRAFT MINUTES OF THE  
STANDING PERSONNEL COMMITTEE MEETING  
OF THE CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY  
HELD ON FEBRUARY 10, 2022**

The meeting of the Standing Personnel Committee of the Central Contra Costa Solid Waste Authority (CCCSWA) convened exclusively via teleconference participation of a quorum of Committee members in locations not open to the public in compliance with Assembly Bill (“AB”) 361 (Rivas, Chapter 165, Statutes of 2021) and its amendments to California Public Resources Code Section 54953(e), allowing for deviation of teleconference and physical location meeting rules otherwise required by the Ralph M. Brown Act. The meeting was being held during a proclaimed state of emergency, and state and local officials had imposed or recommended measures to promote social distancing, while allowing the public to observe and address the Board after submitting written comments via email to the Board Secretary at [Authority@RecycleSmart.org](mailto:Authority@RecycleSmart.org) prior to or during the time for public comment at the meeting.

Chair Amy Worth called the meeting to order at 9:00 A.M. on February 10, 2022.

**1. CALL TO ORDER, ROLL CALL**

PRESENT:   Committee Members:           Matt Francois  
  Teresa Geringer  
  Renee Morgan  
  Renata Sos  
  Amy Worth, Chair

ABSENT:    Committee Member:           Karen Mitchoff

**Staff members present:** Ken Etherington, Executive Director; Janna McKay, Executive Assistant/Secretary to the Board; and Wendy Nelson, Finance Manager/Controller.

**2. PUBLIC COMMENT ON ITEMS NOT ON THIS AGENDA**

No written comments were submitted, or oral comments made, by any member of the public.

**3. CONSENT ITEM**

- a.   Approve Minutes of the Standing Personnel Committee meeting on February 25, 2021

MOTION by Committee Member Geringer to approve the minutes of the Personnel Committee meeting on February 25, 2021, as submitted.  
SECOND by Committee Member Sos.

MOTION PASSED unanimously by a Roll Call vote.

#### 4. ACTION ITEM

##### a. Fiscal Year 2022-2023 Annual Review of Salary Schedule

Review CCCSWA salary schedule and COLA/salary range adjustment information provided by staff and provide a recommendation to the Finance and Administration Committee to be included in the fiscal year 2022-23 draft budget.

Executive Director Ken Etherington advised that the guiding document for the information presented was the recently-adopted Employee Compensation Policy. He also reported that the Chair had requested additional information yesterday which would be provided to the Committee as soon as all was available, although the first item requested was available at this time.

Wendy Nelson, Finance Manager/Controller explained as had been done in the past she had surveyed the member agencies to see what Cost of Living Adjustment (COLA) or salary range adjustments had been made for the upcoming fiscal year. She noted that the Town of Danville does not do COLAs but had done an average salary range adjustment of 3 percent for this fiscal year. The City of Lafayette did a salary survey of the same cities every year and adjusted their salary ranges accordingly, and for the years where a salary survey had not been done the City pursued the Bay Area Consumer Price Index (CPI), capped at 2.5 percent. The other member agencies generally had Memorandums of Understanding (MOUs) or bargaining agreements. The CPI (December over December) identified a 4.2 percent increase as reported by the Bureau of Labor and Statistics.

Ms. Nelson identified the five items that Chair Worth had requested.

1. CCCSWA COLA adjustments in each of the last five years.
2. CCCSWA salary expenses, meaning aggregate amount for all positions in each of the last five years. If there is a significant difference in a given year; example due to losing or gaining a staff position or a vacancy.
3. The portion of year-over-year increase in salary expenses that is attributable to the COLA adjustment versus other reasons; for example merit increases, advancement in salary schedule or change due to an updated salary study.
4. The CCCSWA salary expenses as a percent of the annual operating budget in each of the last five years.
5. If a 4.2 percent adjustment were made to the current salaries what would that equal in nominal dollars for FY 2022-23? What would such adjusted salaries be in terms of the current operating budget?

Chair Worth noted that the Personnel Committee made recommendations for salary increases and the revised Employee Compensation Policy had just been approved by the Board of Directors. Any merit increases would be determined by the Executive Director. It was the role of the Personnel Committee to determine a COLA recommendation to the Finance and Administration Committee, which would then make a recommendation to the full Board of Directors. She noted that a follow-up Personnel Committee meeting would be scheduled after receipt of the five items she had requested. She also noted there would be an Executive Director review in March. It was clarified that merit increases, if granted, were granted during the employee's anniversary date and COLA increases were typically effective on July 1 at the beginning of the fiscal year. Budget approval would be in April or May.

No written comments were submitted, or oral comments made, by any member of the public.

Committee Member Francois noted that the COLA average for the six member agencies was 3.08 percent.

Committee Members Gerring and Morgan requested the average member agency COLAs under current data and the last 4-5 year COLA increases for the member agencies to identify a trend.

Chair Worth also requested a sense of the anticipated numbers from the member agencies for the upcoming fiscal year, if available.

Committee Member Sos requested the history of COLA for the CCCSWA on the same spreadsheet of the five-year history for the member agencies.

Mr. Etherington stated he would reach out when the information had been assembled to schedule another meeting of the Personnel Committee.

The Personnel Committee moved into closed session at approximately 9:22 A.M.

**5. CLOSED SESSION**

- a. Conference with Labor Negotiators  
Pursuant to Government Code 54957.6  
Agency's designated representative: Amy Worth  
Unrepresented employees: Executive Director, Executive Assistant/Secretary to the Board, Finance Manager/Controller, Waste Prevention and Recycling Manager II, Waste Prevention and Recycling Manager III, Contract Compliance Specialist

The Personnel Committee reconvened in open session at 9:45 A.M. and Chair Worth reported that the Board had given direction to the designated representative and there was no reportable action.

**6. COMMITTEE COMMUNICATIONS AND ANNOUNCEMENTS**

There were no Committee communications or announcements.

**7. ADJOURNMENT**

There being no further business to come before the Committee, Chair Worth adjourned the meeting to the next meeting to be determined.

Respectfully submitted by:

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Janna McKay, Executive Assistant/  
Secretary to the Board of the  
Central Contra Costa Solid Waste Authority,  
County of Contra Costa, State of California



Central Contra Costa Solid Waste Authority

# Agenda Report

**TO:** CCCSWA PERSONNEL COMMITTEE  
**FROM:** KEN ETHERINGTON, EXECUTIVE DIRECTOR  
 WENDY NELSON, FINANCE MANAGER/CONTROLLER  
**DATE:** MARCH 11, 2022

**SUBJECT: FISCAL YEAR 2022-23 ANNUAL REVIEW OF SALARY SCHEDULE**

## SUMMARY

The Personnel Committee met on February 10, 2022 and agreed to continue the discussion at a future meeting. The Board adopted a new Employee Compensation Policy (Policy). The Policy states that recommendations for changes will be based on factors such as: changes in cost of living, adjustments to salary rates being made by member agencies, and CCCSWA's financial condition and policies. Per the Policy, Staff is providing a Cost of Living Adjustment (COLA)/salary range data to the Committee.

## RECOMMENDED ACTION

1. Review information provided by Staff and provide a recommendation to the Finance and Administration Committee to be included in the fiscal year 2022-23 draft budget.

## DISCUSSION

As part of the annual review of the CCCSWA salary schedule, changes in cost of living may be considered. Staff has compiled the following Member Agency COLA or salary range adjustments for fiscal year 2021-22 as follows: County 3%, City of Lafayette<sup>1</sup> 4.5%, Town of Moraga 2.5%, City of Orinda 3%, City of Walnut Creek 2.5%, Town of Danville reported an average salary range increase of 3%.

Additionally, according to the U.S Bureau of Labor Statistics, the December 2021 12-month percent change in the San Francisco-Oakland-Hayward, all urban consumer, CPI-U is 4.2%.

## ATTACHMENTS

- A. Employee Compensation Policy
- B. CCCSWA Salary Schedule – Effective 07/01/2021
- C. History of CCCSWA COLA Increases
- D. Salary Expense as a Percentage of Annual Operating Budget
- E. Year to Year Changes in Salary Expense
- F. Changes in Salaries Expense
- G. Average of Member Agency COLAs
- H. Member Agency and CCCSWA COLAs
- I. 2020 Executive Director Salary Survey

***CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY***

**POLICY TITLE: Employee Compensation Policy**

**A. Purpose**

The policy addresses compensation for the employees of the Central Contra Costa Solid Waste Authority ("CCCSWA"). The policy goals include: ensuring the agency attracts and retains highly qualified and skilled employees; providing an equitable and transparent compensation system for agency employees; and ensuring fiscal responsibility of the agency and appropriate oversight by the Board of Directors ("Board"). This policy does not create any contract of employment, express or implied, or any rights in the nature of a contract.

**B. Policy**

**1. Compensation Based on Salary Schedule**

The Board adopts a salary schedule for the agency. The salary schedule describes the range of salary rates based on a five-step system (Step A through E) for each employment classification/title/position within the agency. The Board may periodically update the salary schedule; all changes to the salary schedule must be approved by the Board. The salary schedule will be posted on the agency's website.

Each employee is appointed to an employment classification/title/position, as well as a step within the salary range for that classification. Employees are compensated based on their employment classification and step within the salary range for that classification, in conformance with the Board-approved salary schedule.

**2. Annual Review of Salary Schedule**

The Executive Director will annually review the salary schedule with the Personnel Committee and make recommendations for any changes. Annual changes are not automatic. Recommendations for changes will be based on factors such as:

- Changes in costs of living;
- Adjustments to salary rates being made by the member agencies; and
- CCCSWA's financial conditions and policies.

The Personnel Committee will consider and make recommendations to the Finance Committee regarding any changes to the salary schedule. The Finance Committee will consider the recommendations in the context of the agency's overall budget and make recommendations to the Board regarding any changes to the salary schedule. The Board will consider and may approve any changes to the salary schedule in its discretion. Any



Board-approved changes to the salary schedule shall occur in advance of (or concurrent with) the Agency's budget setting process for the following fiscal year, and are expected to be effective July 1 (the start of the fiscal year).

**3. Advancement Within a Salary Range**

At the time of hiring, employees are appointed by the Executive Director to a step within the salary range for the employment classification. Initial employment will normally be at the first step in the salary range for the position. Initial employment may be at a higher step in the salary range when necessary to recruit a qualified applicant or based on superior qualifications, experience, and education, at the discretion of the Executive Director.

Over time, employees are eligible for advancement within a salary range at the discretion of the Executive Director (e.g., moving from Step B to C) until they reach the highest salary rate within the range (Step E), at which time the employee is no longer eligible for step advancements within the classification. Advancements are not automatic.

Employees are expected to be reviewed by the Executive Director for potential advancement within the salary range every 12 months until they reach the highest salary rate within the range (Step E) for their classification.

**4. Appointment to a Different Employment Classification**

Employees may be eligible for appointment to a different employment classification/title/position within the agency at the discretion of the Executive Director (e.g., promotion from Waste Prevention & Recycling Manager II to III). The Executive Director's determination shall be based on factors such as:

- Significant changes in the scope of duties, functions, and responsibilities;
- Significant changes in the complexity of duties, functions, and responsibilities;
- Increased supervisory responsibilities; and
- The needs of the agency.

Promotions will normally be at the lowest step in the salary range for the new classification that provides an increase over the salary rate received by the employee immediately prior to promotion.

**5. Salary Survey**

Periodically, the Executive Director may prepare a salary survey. The purpose of the survey is to provide information about how the agency's salary schedule compares to the comparable market for public agencies of similar size and scale, and to the member agencies. The salary survey shall be based on comparable positions (which may or may not have the same job title). Comparability shall be based on factors such as:

- Typical or required education, training, and qualifications for the position;
- Scope and complexity of duties, functions, and responsibilities; and
- Supervisory responsibilities (e.g., number of direct reports).

The Executive Director will review the salary survey with the Personnel Committee and recommend any changes to the salary schedule. Changes to the salary schedule based on the results of a salary survey are not automatic. Recommendations for change will be based on factors such as:

- Material deviation in the Agency's salary rates and total compensation compared to comparable market;
- Challenges attracting and retaining employees as a result of a materially below-market salary schedule and total compensation; and
- CCCSWA's financial conditions and policies.

The Personnel Committee will consider and make recommendations to the Finance and Administrative Committee regarding any changes to the salary schedule. The Finance and Administrative Committee will consider the recommendations in the context of the Agency's overall budget and make recommendations to the Board regarding any changes to the salary schedule. The Board will consider and may approve any changes to the salary schedule in its discretion.

## **6. Periodic Organizational Review**

At the time a staff vacancy occurs, and more frequently as deemed appropriate, the Executive Director will review the agency's organizational structure and staffing plan with the Personnel Committee.

## **7. Other**

- A. Any changes to the salary schedule based on annual review or as a result of a salary survey, and any advancement within a classification or appointment to a new classification, must be consistent with the Board-approved budget.
- B. The Executive Director's compensation is at the discretion of the Board, subject to the terms of the negotiated employment contract and state law. The Executive Director's compensation will be included on the Agency's salary schedule.
- C. This policy supersedes and replaces the Annual COLA and Salary Step Increase Policy (adopted September 22, 2016).

**Central Contra Costa Solid Waste Authority  
July 1, 2021 Salary Schedule**

**Agenda Item No. 4a  
Attachment B**

Class Title	Class Code	Salary Rate	Step A	Step B	Step C	Step D	Step E
<b>Administrative Assistant</b>	C185	Monthly	\$4,535.18	\$4,891.18	\$5,247.18	\$5,631.49	\$6,015.81
		Bi-Weekly	\$2,093.16	\$2,257.47	\$2,421.78	\$2,599.15	\$2,776.53
		Hourly	\$26.16	\$28.22	\$30.27	\$32.49	\$34.71
		Annually	\$54,422.18	\$58,694.19	\$62,966.19	\$67,577.94	\$72,189.68
<b>Executive Assistant / Secretary to the Board</b>	C180	Monthly	\$9,193.38	\$9,377.25	\$9,564.80	\$9,756.09	\$9,898.47
		Bi-Weekly	\$4,243.10	\$4,327.96	\$4,414.52	\$4,502.81	\$4,568.52
		Hourly	\$53.04	\$54.10	\$55.18	\$56.29	\$57.11
		Annually	\$110,320.59	\$112,527.00	\$114,777.54	\$117,073.09	\$118,781.59
<b>Executive Director</b>	E205	Monthly					\$19,893.75
		Bi-Weekly					\$9,181.73
		Hourly					\$114.77
		Annually					\$238,724.94
<b>Finance Manager/Controller</b>	G108	Monthly	\$12,783.42	\$13,294.75	\$13,826.54	\$14,379.60	\$14,888.71
		Bi-Weekly	\$5,900.04	\$6,136.04	\$6,381.48	\$6,636.74	\$6,871.71
		Hourly	\$73.75	\$76.70	\$79.77	\$82.96	\$85.90
		Annually	\$153,400.99	\$159,537.03	\$165,918.51	\$172,555.25	\$178,664.56
<b>Waste Prevention &amp; Recycling Manager I, Associate</b>	G160	Monthly	\$6,137.18	\$6,516.51	\$6,895.84	\$7,279.67	\$7,663.49
		Bi-Weekly	\$2,832.55	\$3,007.62	\$3,182.69	\$3,359.85	\$3,537.00
		Hourly	\$35.41	\$37.60	\$39.78	\$42.00	\$44.21
		Annually	\$73,646.20	\$78,198.13	\$82,750.06	\$87,355.99	\$91,961.93
<b>Waste Prevention &amp; Recycling Manager II, Journey</b>	G180	Monthly	\$7,182.73	\$8,119.38	\$9,056.04	\$10,133.72	\$11,211.40
		Bi-Weekly	\$3,315.11	\$3,747.41	\$4,179.71	\$4,677.10	\$5,174.49
		Hourly	\$41.44	\$46.84	\$52.25	\$58.46	\$64.68
		Annually	\$86,192.75	\$97,432.61	\$108,672.46	\$121,604.63	\$134,536.79
<b>Waste Prevention &amp; Recycling Manager III, Senior</b>	G185	Monthly	\$9,539.61	\$9,795.58	\$10,051.54	\$10,935.93	\$11,820.32
		Bi-Weekly	\$4,402.90	\$4,521.04	\$4,639.17	\$5,047.35	\$5,455.53
		Hourly	\$55.04	\$56.51	\$57.99	\$63.09	\$68.19
		Annually	\$114,475.33	\$117,546.92	\$120,618.51	\$131,231.16	\$141,843.80
<b>Contract Compliance Specialist</b>	G180	Monthly	\$7,182.73	\$8,119.38	\$9,056.04	\$10,133.72	\$11,211.40
		Bi-Weekly	\$3,315.11	\$3,747.41	\$4,179.71	\$4,677.10	\$5,174.49
		Hourly	\$41.44	\$46.84	\$52.25	\$58.46	\$64.68
		Annually	\$86,192.75	\$97,432.61	\$108,672.46	\$121,604.63	\$134,536.79

**Note:** Schedule includes no COLA increase effective 7/1/21 & ED merit increase effective 4/1/21.

**CCCSWA Personnel Committee**  
**History of CCCSWA COLA Increases for the Past Five Years**

<b>Fiscal Year</b>	<b>Approved COLA</b>
FY 2017-18	3.0%
FY 2018-19	2.9%
FY 2019-20	3.5%
FY 2020-21	3.2%
FY 2021-22	0.0%

**Agenda Item No. 4a**  
**Attachment D**

<b>CCCSWA Personnel Committee</b>						
<b>Salary Expense as a Percentage of Annual Operating Budget</b>						
<b>Fiscal Years 2016-17 through 2020-21</b>						
	<u>2020/21</u>	<u>2019/20</u>	<u>2018/19</u>	<u>2017/18</u>	<u>2016/17</u>	
CCCSWA Salary Expense (aggregate amount for all positions)	\$ 890,276.12	\$ 845,717.15	\$ 802,153.93	\$ 710,911.61	\$ 697,676.56	
Percent Change in Salary Expense from Prior Year	5.3%	5.4%	12.8%	<sup>1</sup> 1.9%	<sup>2</sup> 6.4%	
Annual Expense Operating Budget	\$ 3,837,991.00	\$ 3,068,894.00	\$ 2,635,963.00	\$ 2,567,392.00	\$ 2,235,081.00	
Salary Expense as a % of the Annual Operating Budget	23% <sup>3</sup>	28%	30%	28%	31%	
	<sup>1</sup> Results of salary survey adjusted salary ranges of two positions (Finance Manager & Board Secretary).					
	<sup>2</sup> Finance Manager position was vacant for 3 months.					
	<sup>3</sup> Increase in annual expense operating budget due primarily to the first year of Recycling Processing Expense.					

CCCSWA Personnel Committee  
Year of Year Changes in Salary Expense

Fiscal Year	Salaries Expense	Percent Change from		COLA Impact	Other Impact
		Prior Year			
2016-17	\$697,677	6.41%		2.60%	3.81%
2017-18	\$710,912	1.90%		3.00%	-1.10%
2018-19	\$802,154	12.83%		2.90%	9.93%
2019-20	\$845,717	5.43%		3.50%	1.93%
2020-21	\$890,276	5.27%		3.20%	2.07%

<sup>1</sup> Finance Manager position was vacant for 3 months.

<sup>2</sup> Results of salary survey adjusted salary ranges of two positions (Finance Manager & Board Secretary)

CCCSWA Personnel Committee  
Change in Salaries Expense - 4.2% COLA

<u>Employee Classification</u>	<u>Salaries Expense 2021-22</u>	<u>Salaries Expense Including 4.2% COLA 2022-23</u>	<u>Annual Increase Salaries Expense Including 4.2% COLA for 2022-23</u>
Board Secretary	\$ 118,354.47	\$ 123,325.35	\$ 4,970.89
Program Manager, II	126,993.03	132,326.74	5,333.71
Contract Compliance Manager	134,536.79	140,187.34	5,650.55
Finance Manager	174,082.58	181,394.05	7,311.47
Executive Director	238,724.94	248,751.39	10,026.45
Program Manager, III	133,884.32	139,507.46	5,623.14
	<b>\$ 926,576.12</b>	<b>\$ 965,492.32</b>	<b>\$ 38,916.20</b>

**CCCSWA Personnel Committee  
Average of Member Agency COLAS - FY 2021-22**

County	3.0%
Lafayette	4.5%
Moraga	2.5%
Orinda	3.0%
Walnut Creek	2.5%
<b>Average</b>	<b><u>3.1%</u></b>



**CCCSWA Personnel Committee  
Member Agency and CCCSWA COLAS - FY 2019 - FY 2024**

<b>Fiscal Year</b>	<b>County</b>	<b>Danville</b>	<b>Lafayette</b>	<b>Moraga</b>	<b>Orinda</b>	<b>Walnut Creek</b>	<b>CCCSWA</b>
2018-19	3.0%	4.0%	6.2% <sup>1</sup>	2.0%	3.0%	3.0%	2.9%
2019-20	4.0%	4.0%	5.1%	3.0%	3.0%	3.0%	3.5%
2020-21	3.0%	0.0%	2.5%	2.5%	3.0%	3.0%	3.2%
2021-22	3.0%	4.0%	4.5%	2.5%	3.0%	2.5%	0.0%
2022-23	unknown	unknown	2.5%	unknown	unknown	3.0%	unknown
2023-24	unknown	unknown	unknown	unknown	unknown	2.5%	unknown
<b>Average</b>	3.3%	3.0%	3.7%	2.5%	3.0%	2.8%	2.4%

<sup>1</sup>Includes some promotions.

Agency	Position Title	Date of Last Adjustment	Annual Salary (Top Step)	Performance Bonus (One-time Payments)	Annual Car Allowance	Total Annual Cash Comp.	COLA	Retirement (Employer Pick-up of Employee Contribution)		Retirement Cost Share (Employee Payment of Employer Cost)		Deferred Compensation (Employer Contribution)		Total Annual Non-Cash Comp.	Total Annual Comp	Other	
Central Contra Costa Solid Waste Authority (RecycleSmart)	Executive Director		\$220,374.00		\$0.00	\$220,374.00		CalPERS	\$0.00			2.835% to 401(a)	\$6,247.60	\$6,247.60	\$226,621.60		
Walnut Creek	City Manager	Nov 2019	\$268,160.62	\$1,250.00	\$6,000.00	\$275,410.62	No	CalPERS	\$0.00			401(a)	\$2,600.00	\$2,600.00	\$278,010.62	One-time lump sum payments of \$1,250 on Nov 3, 2019 and Jan 12, 2020	
Orinda	City Manager	Jan 2020	\$249,600.00		\$9,600.00	\$259,200.00	No	401(a) - 13% plus 3% match	\$39,936.00			No employer contribution	\$0.00	\$39,936.00	\$299,136.00	Current employee at .9 FTE with salary of \$238,320. Employee must contribute 3% to 401(a) plan	
Alameda County Waste Management Authority (StopWaste)	Executive Director	July 2019	\$264,194.00		\$4,800.00	\$268,994.00	No	CalPERS	\$0.00			457 Plan (Employer match up to \$3,572/year)	\$3,572.00	\$3,572.00	\$272,566.00		
Lafayette	City Manager	Aug 2019	\$237,500.00		\$5,400.00	\$242,900.00	No	401(a) - 10% plus 5% match	\$35,625.00			15% for medical/dental with unused portion to 457 account	\$0.00	\$35,625.00	\$278,525.00		
Oro Loma Sanitary District	General Manager	Sept 2019	\$250,920.00	\$24,315.00	\$0.00	\$275,235.00	No	CalPERS (8% EPMC)	\$20,073.60			Employer contribution of 5.32% to 457(b) plan ; 6.0% to 401(a) plan plus 50% match up to \$750/year	\$29,154.14	\$49,227.74	\$324,462.74	10% Performance Bonus awarded by Board of Directors on Sept 3, 2019	
Castro Valley Sanitary District	General Manager	April 2019	\$234,202.61		\$5,400.00	\$239,602.61	Yes	CalPERS (8% EPMC)	\$18,736.21			457 plan match up to \$10,000/year	\$10,000.00	\$28,736.21	\$268,338.82	Longevity Incentive of \$50 per year of service up to max of \$1,000 paid on Dec 1 of each year	
Danville	Town Manager	Oct 2019	\$243,602.52		\$5,400.00	\$249,002.52	No	401(a) - 35%	\$85,260.88			No employer contribution	\$0.00	\$85,260.88	\$334,263.40		
Moraga	Town Manager	Jan 2020	\$234,905.40		\$6,000.00	\$240,905.40	Yes	CalPERS	\$0.00	4%	(\$9,396.22)	0	\$0.00	-\$9,396.22	\$222,112.97	2.5% COLA Jan 1, 2020	
South Bay Waste Management Authority (Rethink Waste)	Executive Director	Feb 2020	\$213,000.00	\$10,000.00	\$4,800.00	\$227,800.00	No	401(a) - 10%	\$21,300.00			2% match to 457b plan	\$4,260.00	\$25,560.00	\$253,360.00	One-time merit-bonus of \$10,000 awarded on February 27, 2020 (included in annual salary figure)	
						\$253,227.79	All Agency Average - Excluding RecycleSmart									\$281,197.28	
						\$220,374.00	RecycleSmart									\$226,621.60	
						-13.0%	RecycleSmart Variance									-19.4%	