



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: Human Resources  
Department No.: 064  
For Agenda Of: November 5, 2024  
Placement: Administrative  
Estimated Time: N/A  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors

**FROM:** Department Kristy Schmidt, Human Resources Director  
Director(s) 805-568-2800  
Chris Sneddon, Public Works Director  
805-568-3010  
Contact Info: Yvonne Torres, Assistant Human Resources Director, 805-568-3075

**SUBJECT:** Establish Job Classification of Laguna County Sanitation District Manager

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form:

**Recommended Actions:**

That the Board of Supervisors:

- A. Adopt changes to the salary resolution (Attachment A) to establish the at-will job classification of Laguna County Sanitation District Manager (Class 008139, Range 8139, \$80.536 to \$102.784 per hour) as well as reclassify one (1) 1.0 FTE legal position in the Public Works Department to this new job classification.
- B. Determine that the above actions are exempt from California Environmental Quality Act (CEQA) review per CEQA Guidelines Section 15378(b)(4) since the recommended actions are government funding mechanisms or other government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

The recommended action would establish the at-will job classification of Laguna County Sanitation District Manager. This single-position classification will be used in the Public Works Department to carry out the statutory responsibilities of the Laguna County Sanitation District (LCSD) and the administration of other County Service Areas. The proposed Laguna County Sanitation District Manager classification will report directly to the Public Works Director, to allow solid waste and wastewater leadership within the Department to better focus on these respective sections in order to manage risk and maintain stewardship of critical public infrastructure. A standalone classification will be commensurate with

wastewater industry standards for similar operational responsibilities and complexities, and put the County in a better position to attract and retain highly qualified experts in the field.

**Background:**

The Public Works Department is comprised of five divisions, one of which is the Resource Recovery and Waste Management Division (RRWMD). RRWMD is comprised of two separate sections, Solid Waste and the LCSD. Solid Waste is responsible for operating the County landfill, ReSource Center, transfer stations, closed landfill, and other related solid waste functions, whereas the LCSD is a dependent special district responsible for overseeing the wastewater collection system and treatment plant in the unincorporated Orcutt area. The LCSD is overseen by one manager, currently classified as an Engineering Manager III, and reports to the Deputy Director of RRWMD. However, this position has historically functioned relatively independently within RRWMD, as there is little overlap between solid waste and wastewater industries and regulations. The LCSD Manager position is highly technical, requiring that the incumbent have an expert skillset and knowledge specific to the wastewater industry.

Both Solid Waste and the LCSD have seen significant increases in responsibilities over the last several years with the construction of the \$150 million Resource Center and \$55 million LCSD plant upgrade projects, respectively. Both of these projects resulted in increased compliance requirements. Furthermore, additional complexities in Solid Waste include the expansion of the Tajiguas landfill to include the ReSource center, with a Materials Separation Facility, Anaerobic Digester, Compost Management Unit, and advanced landfill gas treatment and utilization systems. Similarly, LCSD has now operates a highly complex treatment plant, with advanced treatment systems, over 160 miles of sewer system, a solar array, and a growing portfolio of recycled water distribution systems, as well as research and development into groundwater recharge and other potable water reuse projects.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

There is an anticipated cost increase of \$7,300 for the remainder of fiscal year 2024-25, to be funded by the Laguna County Sanitation District Enterprise Fund. It is anticipated that salary savings in this fund will be sufficient to cover the cost of this increase.

**Key Contract Risks:**

N/A

**Staffing Impacts:**

N/A

**Legal Positions:**

No change

**FTEs:**

No change

There is no staffing impact associated with adding the classification or by reclassifying the position. A regular position is included in the FY 2024-25 budget and this action completes the classification process for this position.

**Special Instructions:**

Please email one (1) copy of the minute order and fully-executed Salary Resolution to Stefan Brewer, Senior Workforce Planning Analyst, Human Resources Department at [SBrewer@countyofsb.org](mailto:SBrewer@countyofsb.org) and [HRBLCoordinator@countyofsb.org](mailto:HRBLCoordinator@countyofsb.org).

**Attachments:**

Attachment A: Salary Resolution

Attachment B: Proposed Class Specification for Laguna County Sanitation District Manager

**Authored by:** Andrea Geis, Public Works Fiscal & HR Manager

**cc:** Mona Miyasato, County Executive Officer  
Wade Horton, Assistant County Executive Officer  
Rachel Van Mullem, County Counsel  
Betsy Schaffer, Auditor-Controller