

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
AUGUST 12, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, August 12, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pffingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Suzanne Mason, Director of Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the minutes of the regular meeting of August 5, 2009, be approved as prepared. The motion carried by a unanimous roll call vote. Commissioners Haubert and Saafir abstained from voting as they were not present.

**BRIEFING ON CITY ADDRESSING EMPLOYEES' CONCERNS REGARDING POTENTIAL WORKFORCE REDUCTIONS** The Secretary informed the Commission that Suzanne Mason, Director of Human Resources, at the Commission's request, will brief the Commission on what is being done to address employees' concerns regarding potential layoffs. Ms. Mason briefed the Commission, stating that the City is facing many challenges regarding the budget for FY 2010. She indicated that the City Manager has been very good about keeping employees informed. She also stated that Ken Walker, Manager, Personnel Services Bureau, Human Resources, has led in the coordinated approach of conducting workshops, with participation representatives from Civil Service, Employee Assistant Program, Workforce Development, impacted departments and union representatives to keep employees informed, address their concerns and answer any questions they may have. She also stated that the City would be conducting a job fair for

City employees in September to make employees aware of positions in the City to possibly find alternative employment. On behalf of the Commission, President Islas thanked Ms. Mason for addressing the Commission.

**REQUEST TO EXTEND  
PROVISIONAL APPOINTMENT:**

**ROGELIO ALVAREZ/PARKING METER TECHNICIAN  
PUBLIC WORKS**

The Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst, requesting Commission approval to extend the provisional appointment for Rogelio Alvarez, Parking Meter Technician, 150 days, or until an eligible list is established. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the request to extend the provisional appointment for Rogelio Alvarez be approved in accordance with Section 49 of the Civil Service Rules and Regulations. The motion carried unanimously.

**CHANGE IN EXAM PLAN:**

**MECHANICAL SUPERVISOR**

The Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst, requesting that the examination plan for Mechanical Supervisor be changed from the Oral Examination weighted 100%, to a qualifying application and supplemental application. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Infelise and carried that the change in examination plan be approved. The motion carried by a unanimous roll call vote.

**COMMUNICATION:**

The Secretary presented a communication from Janet Schabow, Business Representative, IAMAW DL 947, requesting the Commission review the seniority of two Maintenance Assistants. The Secretary briefed the Commission regarding this request, stating that these two employees believe that they were not the most junior Maintenance Assistants in their department and should not have been transferred. Ms. Schabow also answered Commission questions regarding this request. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried to refer the matter to staff to research and report back to the Commission. The motion carried by a unanimous roll call vote.

**ORDER OF LAYOFF:**

The Secretary presented a communication from Patrick H. West, City Manager, requesting an Order of Layoff. The Secretary informed the Commission that at their direction staff would prepare the Order of Layoff. The Secretary also stated that there are approximately 106 positions, 30 classifications on the Order of Layoff, which will require additional time to complete. He also informed the Commission the Harbor Department expressed a desire to help out in placing employees in open requisitions for its department. Suzanne Mason, Director of Human Resources, stated that her staff is available to assist as needed. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried to refer the Order of Layoff to staff to prepare the Order of Layoff. The motion carried by a unanimous roll call vote.

**BULLETINS:**

Commissioner Saafir requested that something to the effect of via FAX or E-mail be added to the Job Opportunity Bulletins when stating that ... "must be received in the Civil Service Department by 11:59 p.m." The Secretary informed the Commission that staff would begin adding it to future Job Opportunity Bulletins. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the following Job Opportunity Bulletins be approved. The motion carried by a unanimous roll call vote.

Ambulance Operator  
Parking Meter Technician

**EXAMINATION RESULTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Mechanical Supervisor – 8 Applied, 6 Qualified  
Personnel Analyst – 41 Applied, 1 Qualified

**RETIREMENTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Diane Thomas/Library Clerk I/Library  
Stephen Laffoon/Senior Combination Building Inspector  
Development Services

**MANAGERS' REPORT:**

Diane Dzodin, Administrative Officer, thanked her staff for the great job they did in Certification during her absence.

The Secretary informed the Commission that the Civil Service Department might present its proposed budget to the City Council on September 1, 2009.

**ADJOURNMENT:**

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh

**LONG BEACH CIVIL SERVICE COMMISSION  
MARY ISLAS, PRESIDENT  
AUGUST 19, 2009**

The regular meeting of the Civil Service Commission was held at 8:00 a.m., Wednesday, August 19, 2009, in the Board Room of the Commission, 333 West Ocean Boulevard, Seventh Floor, Long Beach, California.

**MEMBERS PRESENT:** Mary Islas, F. Phil Infelise, Ahmed Saafir, Jeanne Karatsu, Douglas Haubert

**MEMBER EXCUSED:**

**OTHERS PRESENT:** Mario R. Beas, Executive Director & Secretary  
Diane Dzodin, Administrative Officer  
Marilyn Hall, Executive Assistant  
Salvador Ambriz, Personnel Analyst  
Debbie McCluster, Personnel Analyst  
Caprice McDonald, Personnel Analyst  
Robert Pfingsthorn, Personnel Analyst  
Lourdes Ferrer, Personnel Analyst  
Donna de Araujo, Assistant Administrative Analyst  
Ken Walker, Personnel Operations Manager, Human Resources

**President Mary Islas presided.**

**MINUTES:** It was moved by Commissioner Saafir seconded by Commissioner Haubert and carried that the minutes of the regular meeting of August 12, 2009, be approved as prepared. The motion carried by a unanimous roll call vote.

**PROVISIONAL APPOINTMENT:** The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor, requesting Commission authorization to appoint Dona Blazis, to the classification of Port Risk Manager on a provisional basis. In addition, the Secretary presented a staff report prepared by Lourdes Ferrer, Personnel Analyst. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**PROVISIONAL APPOINTMENTS:**

The Secretary presented a communication from Lisa Marin, Director of Human Resources, Harbor, requesting Commission authorization to appoint Colleen Pickens and Kjell Stava, to the classification of Port Risk Assistants on a provisional basis. In addition, the Secretary presented a staff report prepared by Deborah McCluster, Personnel Analyst. Stacey Lewis, Assistant Director of Human Resources, Harbor, answered Commission questions regarding this request. After discussion, it was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the request be granted in accordance with Civil Service Commission Policy 1.02 and Section 43 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR SELECTIVE CERTIFICATION:**

The Secretary presented a communication prepared by him, requesting Commission authorization for the selective certification for individuals with skills of human resources and database/systems administration from the Administrative Aide eligible list. The Secretary briefed the Commission regarding this request. Rob Pflingsthorn, Personnel Analyst, also answered Commission questions regarding the request. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Infelise and carried that the request be approved, pursuant to Section 28 of the Civil Service Rules and Regulations. The motion carried by a unanimous roll call vote.

**REQUEST FOR EXCEPTION TO CIVIL SERVICE RULES AND REGULATIONS SECTION 115(3):**

**TRAFFIC PAINTER**

The Secretary presented a staff report, prepared by him, requesting Commission approval to an exception to Article IV, Section 7 of the Civil Service Rules and Regulations – Qualifications and Requirements, in accordance with Article VIII, Section 115(3) of the Civil Service Rules and Regulations, to approve the upcoming selection process for Traffic Painter as an open-competitive examination, but limit the candidate pool to current City employees. The Secretary, briefed the Commission regarding the request to conduct the examination open-competitive to City employees rather than open competitive. After discussion, it was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried to approve the Exception to Civil Service Rules and Regulations Section 115(3), Article IV, Section 7 – Qualification and Requirements. Commissioner Saafir amended the motion to state the purpose of the request is to provide the Department of

Public Works with an eligible list of qualified City employees to fill a vacancy in the Traffic Painter classification while meeting the City Manager's restrictions to select City employees to fill impacted vacancies. The amended motion was seconded by Commissioner Karatsu. The motion carried by a unanimous roll call vote.

**REQUEST TO REINSTATE  
ELIGIBLE LIST:**

**SENIOR CIVIL ENGINEER**

The Secretary presented a communication prepared by Diane Dzodin, Administrative Officer requesting Commission approval to reinstate the eligible lists for Senior Civil Engineer, retroactive to its expiration dates of January 29, 2009 and July 29, 2009, and extend the eligible list to January 29, 2010. Ms. Dzodin briefed the Commission regarding this request. After discussion, it was moved by Commissioner Saafir, seconded by Commissioner Haubert and carried that the request to reinstate the eligible list be approved in accordance with Section 26 of the Civil Service Rules and Regulations. The motion carried unanimously.

**REVISED ORDER OF LAYOFF:**

The Secretary presented a communication from Patrick H. West, City Manager, with revisions to the August 12, 2009 order of layoff. Diane Dzodin, Administrative Officer, briefed the Commission regarding the deletions and additions to the order of layoff. Ken Walker, Manager, Personnel Operations – Human Resources, also briefed the Commission regarding the revisions to the order of layoff, and informed the Commission that as departments continue to work on their budgets, further revisions to the order of layoff will be necessary. Commissioner Haubert questioned the addition of Traffic Painter to the order of layoff, being that the Job Opportunity Bulletin is on today's agenda. Cynthia Stafford explained the reason it was originally placed on the order of layoff, but stated that it would be removed. After discussion, it was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried to approve the revised order of layoff with the deletion of Traffic Painter. The motion carried by a unanimous roll call vote

**BULLETIN:**

**TRAFFIC PAINTER**

It was moved by Commissioner Haubert, seconded by Commissioner Karatsu and carried that the subject Job Opportunity Bulletin be approved. The motion carried by a unanimous roll call vote.

**EXAMINATION RESULTS:**

It was moved by Commissioner Saafir, seconded by Commissioner Karatsu and carried that the following examination results be approved. The motion carried by a unanimous roll call vote.

Civil Engineering Assistant – 63 Applied, 63 Qualified  
Equipment Mechanic – 60 Applied, 16 Qualified  
Environmental Specialist Associate – 25 Applied, 4 Qualified  
Microbiologist – 32 Applied, 2 Qualified

**EXTENSION OF EXPIRING ELIGIBLE LISTS:**

It was moved by Commissioner Karatsu, seconded by Commissioner Infelise and carried that the following eligible lists be extended for an additional six months. The motion carried by a unanimous roll call vote.

Animal Health Technician  
Building Maintenance Engineer  
Special Services Officer

**RETIREMENTS:**

It was moved by Commissioner Infelise, seconded by Commissioner Karatsu and carried that the following retirements be received and filed. The motion carried by a unanimous roll call vote.

Glen Danielsen/Special Services Officer III/Police  
Frank Torres/Police Officer/Police  
Edward Mealey/Maintenance Supervisor/Water

**DISABILITY RETIREMENT:**

**ROY WADE, JR/POLICE OFFICER/POLICE**

It was moved by Commissioner Haubert, seconded by Commissioner Saafir and carried that the subject disability retirement be received and filed. The motion carried by a unanimous roll call vote.

**TRANSFER:**

**MIGUEL VARGAS/MAINTENANCE ASSISTANT I/PUBLIC WORKS TO MAINTENANCE ASSISTANT I/AIRPORT**

It was moved by Commissioner Infelise, seconded by Commissioner Saafir and carried that the subject transfer between departments be approved. The motion carried by a unanimous roll call vote.

**MANAGERS' REPORT:**

Caprice McDonald, Personnel Analyst, informed the Commission that over 500 applications had been received for Public Safety Dispatcher of which 94% were online filers. She also stated that Lourdes Ferrer, Personnel Analyst,



conducted two Public Safety Dispatcher workshops with 81 attendees. She also stated that Sal Ambriz, Personnel Analyst would be conducting Equipment Operator, which is the first examination only opened to City employees.

Diane Dzodin, Administrative Officer, stated that our youth workers' time has been extended through early September, and that they are doing an excellent job.

The Secretary thanked Stacey Lewis, Assistant Director of Human Resources for making arrangements for the Commission to hold its regular meeting of October 7, 2009, at the Harbor Department in the Board Room, and afterward, a tour of the Communications Center.

**ADJOURNMENT:**

There being no further business before the Commission, President Islas adjourned the meeting.



MARIO R. BEAS  
Secretary

MRB:meh

MINUTES  
 REGULAR MEETING OF THE BOARD OF WATER COMMISSIONERS  
 LONG BEACH, CALIFORNIA  
 AUGUST 6, 2009

The Board of Water Commissioners of the City of Long Beach met in the Board Room of the Administration Building, 1800 E. Wardlow Road, Long Beach, California, on August 6, 2009.

The meeting was called to order at 9:02 a.m. by President Allen.

PRESENT:	John Allen	Commissioner
	Paul Blanco	Commissioner
	Frank Clarke	Commissioner
	Suzanne Dallman	Commissioner
	William B. Townsend	Commissioner
	Charles Parkin	Principal Deputy City Attorney
	Kevin L. Wattier	General Manager
	Sandra L. Fox	Secretary to the Board of Water Commissioners
	Robert C. Cheng	Deputy General Manager – Operations
	B. Anatole Falagan	Deputy General Manager – Business
	Matthew P. Lyons	Director, Planning & Conservation
	Isaac C. Pai	Director of Engineering
	Eric Leung	Director of Water Resources
	Matthew Veeh	Special Projects Officer
	Monya Hawkins	Manager Information Technology
	Robert Verceles	Division Engineer
	Melissa L. Keyes	Administrative Analyst III/Special Projects Coordinator
	Dynna Long	Office Administrator
	Terry McAlpine	Administrative Analyst III
	Jessica Stoudenmire	Administrative Analyst III
	Guests	Southern California Labor/Management Operating Engineers Contract Compliance
	Guests	Center for Contract Compliance

ABSENT: NONE

**1. PLEDGE OF ALLEGIANCE**

Kevin Wattier led the Board and audience in the Pledge of Allegiance.

**NOTE: AGENDA ITEM 3 TAKEN OUT OF ORDER AT THIS POINT IN THE MEETING**

**3. PUBLIC COMMENT**

President Allen opened the public comment period. As there were no requests to address the Board on non-agenda items, the public comment period was closed.

**NOTE: AGENDA ITEM 2 TAKEN OUT OF ORDER AT THIS POINT IN THE MEETING**

**2. APPROVAL OF MINUTES**

July 23, 2009

Upon motion by Commissioner Blanco, seconded by Commissioner Townsend the minutes of the meeting of July 23, 2009 were unanimously approved.

**NOTE: AGENDA ITEM 3 CONSIDERED EARLIER IN THE MEETING**

**4. PRESIDENT'S REPORT**

- **John D. S. Allen, President, Board of Water Commissioners**

President Allen advised he had a recent conversation w/Curt Livesay, Legal Counsel for the City of Los Angeles. He noted they had spoken regarding water issues, and recommended that the LBWD work in tandem with the City of Los Angeles to solve water problems.

**5. GENERAL MANAGER'S REPORT**  
**Kevin L. Wattier, General Manager**

JULY 2009 WATER CONSERVATION

Mr. Wattier noted water conservation of 15.3% was achieved for July 2009. He reported this was slightly less than July of 2008, but noted this change could possibly be attributed to warmer temperatures this year. He advised conservation levels are still trending at 16.5% below historical levels for the fiscal year.

LA GATEWAY CITIES \$10 MILLION STIMULUS GRANT FUNDS

Mr. Wattier reported that the Los Angeles Gateway Region Integrated Regional Water Management Authority (LA Gateway Authority) had been awarded a \$10 million grant of stimulus funds to prevent trash from flowing into the Los Angeles River. He advised the group would be creating at least a hundred jobs in the gateway region over the next two years. In addition to creating jobs through this grant, the LA Gateway Authority will help to achieve significant improvement in the water quality of the Los Angeles River. He noted project construction is expected to commence in the fall of 2009, and be complete by the summer of 2011.

### CHANGE ORDER THRESHOLD LIMIT REPORT

Mr. Wattier advised that per Board Policy Statement 1994-23, that the change orders for the Pine Avenue/Locust Avenue project had exceeded the policy threshold limit by 15%. He advised this project had been awarded to Dominguez Engineering in December 2008.

### INTRODUCTION OF NEW EMPLOYEE

Mr. Falagan introduced Jessica Stoudenmire, Administrative Analyst III, a new employee assigned to the Administration Bureau. He advised she will be assisting Ken Bott with Human Resource issues.

## **6. CONSENT CALENDAR**

President Allen advised that the Consent Calendar items 6a. through 6d. would be reviewed and voted individually.

### **6a. Approval of Transfer of Funds by Journal Entry Dated August 6, 2009**

A communication was presented to the Board from Paul Fujita, which is on file at the Long Beach Water Department.

It was moved by Commissioner Blanco and seconded by Commissioner Townsend to approve Consent Calendar item 6a.

President Allen asked for public comment on Consent Calendar item 6a. Hearing none, he called for the question and the vote. Consent Calendar item 6a. was unanimously approved.

### **6b. Adopt Specifications WD-09-08 for the Broadway Trunk Sewer Replacement/ Rehabilitation Project – Phase III and Authorize the General Manager to Sign a Construction Contract with Charles King Company in the Amount of \$798,120**

A communication was presented to the Board from Isaac Pai, which is on file at the Long Beach Water Department.

President Allen asked for public comment on Consent Calendar item 6b.

Mr. Ralph Valenzuela, Labor Relations Representative from the Center for Contract Compliance, expressed his group's concerns regarding the awarding of the construction contract to Charles King Company since their bid was \$798,120, and the engineer's estimate was for \$2,080,000. He advised they were concerned with items

that might affect safety issues, and other items that might affect labor, such as payment of prevailing wages.

Mr. Michael Potts, Compliance Representative from the Southern California Labor/Management Operating Engineers Contract Compliance, expressed his concerns that the low bid was 67% below the engineer's estimate. He noted experience with previous bid work in the district and reported that laws ensure that extremely low bids be deemed non-responsive, and the liability remains with the awarding agency.

President Allen requested Issac Pai to respond to the comments from the two public speakers. Mr. Pai advised that staff was aware of the latest bid environment in the water industry and was satisfied with the bid as entered by the Charles King Company. He noted it was not unusual to see bids submitted at 50% of the engineer's estimate. Mr. Pai did discuss safety issues related to this bid. He reported that the Charles King Company had responded that they were aware, and their bid meets those requirements, including labor and material bonds and a performance bond which was part of the bid process.

It was moved by Commissioner Townsend and seconded by Commissioner Blanco to approve Consent Calendar item 6b.

President Allen asked for additional public comment or comments from board members. Hearing none, he called for the question and a vote on Consent Calendar item 6b.

The item passed with the following vote: three yes votes (Allen; Townsend; Blanco); 1 no vote (Clarke); 1 abstention (Dallman)

After the vote on Consent Calendar item 6b., Commissioner Clarke asked for clarification from the Deputy City Attorney regarding action that could possibly be taken regarding the concerns expressed by the labor groups. The Deputy City Attorney advised there was always the possibility that litigation could be filed in the future.

Commissioner Dallman asked Mr. Pai why LBWD had only received two bids on this job. Mr. Pai advised that even during the pre-bid process only four contractors had responded to the walk-through.

- 6c. Adopt Specifications WD-12-08 and authorize the General Manager to execute an agreement with Climate Pro Mechanical (Climate Pro) to provide air conditioning systems maintenance in an amount not to exceed \$135,000 for a period of one year, and to exercise the option to renew during two additional one-year periods, limited to 3% increase for each renewal period**

A communication was presented to the Board from Robert Cheng, which is on file at the Long Beach Water Department.

It was moved by Commissioner Townsend and seconded by Commissioner Blanco to approve Consent Calendar item 6c.

President Allen asked for public comment on Consent Calendar item 6c. Hearing none, he called for the question and the vote. Consent Calendar item 6c. was unanimously approved.

**6d. Authorize the General Manager to Execute an Agreement with CH2M Hill Inc., to Provide Construction Management and Inspection Services for the Cast Iron Main Replacement – Artesia Boulevard – Phase II Project, in an amount not-to-exceed \$298,650 for the period ending December 31, 2010**

A communication was presented to the Board from Isaac Pai, which is on file at the Long Beach Water Department.

It was moved by Commissioner Blanco and seconded by Commissioner Dallman to approve Consent Calendar item 6d.

President Allen asked for public comment on Consent Calendar item 6d. Hearing none, he called for the question and the vote. Consent Calendar item 6d. was unanimously approved.

**7. LEGISLATIVE ISSUES/ACTIONS/BILLS**

• **Matthew Veeh, Special Projects Officer**

Mr. Veeh provided an updated status on the Federal FY 10 Appropriations for the two LBWD Title XVI projects - desalination and reuse. He noted what was in the President's Budget (Desalination - \$700K; Reuse - \$1.4MM), and explained how the stimulus funds (\$3 MM) and House Appropriations occurred at the same time, and how the House reduced the Appropriations to \$100K for each project. He advised this level of funding would be fine for recycling, but not for desalination, as LBWD would be in arrears for \$800,000. He advised staff had worked with their lobbyist and Senator Feinstein's office to get the Senate appropriations back up to the President's budget figures. He advised staff would continue to work to make sure the conference report figures match the funding LBWD required for these projects.

Mr. Wattier played a You Tube video from Representative Devin Nunes regarding his attempts to restore pumping of the State Water Project/Central Valley Project water to the central valley which has been affected by the environmental pumping restrictions set to meet endangered species act criteria.

**8. NEW BUSINESS**

President Allen called for a motion to excuse Commissioner Townsend from the August 20, 2009 meeting.

It was moved by Commissioner Dallman, seconded by Commissioner Blanco, and unanimously approved to excuse Commissioner Townsend from the August 20, 2009 board meeting.

**9. ADJOURNMENT**

There being no further business to come before the Board, President Allen adjourned the meeting at 9:39 a.m. to the next regular meeting of the Water Commission to be held August 20, 2009, in the Board Room of the Administration Building, 1800 E. Wardlow, in Long Beach, California.

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Frank Clarke, Secretary

Attest:

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John D. S. Allen President