



# Hidden Valley Lake Community Services District

## Finance Committee Meeting

### AGENDA

DATE: February 12, 2020

TIME: 12:30 pm

PLACE: Hidden Valley Lake CSD  
Administration Office, GM Office  
19400 Hartmann Road  
Hidden Valley Lake, CA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. DISCUSS: Financial Reports
6. DISCUSS: Project update
7. DISCUSS: ACWA Legislative Symposium, Wastewater Training Workshop
8. DISCUSS AND RECOMMEND: Telstar Proposal – Supply and Install New Chlorine Leak Detector
9. DISCUSS AND RECOMMEND: Smith & Newell Contract
10. DISCUSS AD RECOMMEND: Salary / Comp Study
11. DISCUSS AND RECOMMEND: Interim GM
12. PUBLIC COMMENT
13. COMMITTEE MEMBER COMMENT
14. ITEMS FOR NEXT AGENDA
15. ADJOURN

Public records are available upon request. Board Packets are posted on our website at [www.hvlcsd.org/Meetings](http://www.hvlcsd.org/Meetings).

In compliance to the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting please contact the District Office at (707)987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

120-SEWER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,765,252.36</u>	<u>122,218.08</u>	<u>2,077,356.90</u>	<u>687,895.46</u>	<u>75.12</u>
TOTAL REVENUES	<u>2,765,252.36</u>	<u>122,218.08</u>	<u>2,077,356.90</u>	<u>687,895.46</u>	<u>75.12</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	654,560.00	91,041.54	553,643.09	100,916.91	84.58
ADMINISTRATION	443,138.00	39,572.07	288,719.69	154,418.31	65.15
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	338,928.00	33,393.76	180,701.11	158,226.89	53.32
DIRECTORS	49,730.00	5,345.35	21,360.00	28,370.00	42.95
SPECIAL PROJECTS	657,757.22	0.00	657,757.22	0.00	100.00
CAPITAL PROJECTS & EQUIP	<u>201,000.00</u>	<u>0.00</u>	<u>200,160.19</u>	<u>839.81</u>	<u>99.58</u>
TOTAL EXPENDITURES	<u>2,345,113.22</u>	<u>169,352.72</u>	<u>1,902,341.30</u>	<u>442,771.92</u>	<u>81.12</u>
REVENUES OVER/(UNDER) EXPENDITURES	420,139.14	( 47,134.64)	175,015.60	245,123.54	41.66

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

120-SEWER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-4020 INSPECTION FEES	500.00	0.00	300.00	200.00	60.00
120-4036 DEVELOPER SEWER FEES	15,200.00	0.00	0.00	15,200.00	0.00
120-4040 LIEN RECORDING FEES	0.00	0.00	0.00	0.00	0.00
120-4045 AVAILABILITY FEES	5,000.00	0.00	360.00	4,640.00	7.20
120-4050 SALES OF RECLAIMED WATER	118,000.00	452.87	83,999.34	34,000.66	71.19
120-4111 COMM SEWER USE	36,959.00	2,961.46	20,963.22	15,995.78	56.72
120-4112 GOV'T SEWER USE	855.00	71.21	498.47	356.53	58.30
120-4116 SEWER USE CHARGES	1,167,934.00	98,309.00	688,938.44	478,995.56	58.99
120-4210 LATE FEE	20,000.00	1,851.98	13,357.29	6,642.71	66.79
120-4300 MISC INCOME	1,500.00	26.12	5,304.29 (	3,804.29)	353.62
120-4310 OTHER INCOME	200.00	0.00	0.00	200.00	0.00
120-4320 FEMA/CalOES Grants	1,083,419.00	0.00	948,419.00	135,000.00	87.54
120-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
120-4550 INTEREST INCOME	1,500.00	0.00	1,031.49	468.51	68.77
120-4580 TRANSFERS IN	314,185.36	18,545.44	314,185.36	0.00	100.00
120-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
120-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>2,765,252.36</b>	<b>122,218.08</b>	<b>2,077,356.90</b>	<b>687,895.46</b>	<b>75.12</b>
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## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: JANUARY 31ST, 2020

## 120-SEWER ENTERPRISE FUND

## NON-DEPARTMENTAL

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-00-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
120-5-00-5024 WORKERS' COMP INSURANCE	11,770.00	0.00	13,925.92 (	2,155.92)	118.32
120-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	1,763.32	4,812.34	18,027.66	21.07
120-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
120-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
120-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
120-5-00-5060 GASOLINE, OIL & FUEL	12,000.00	1,054.34	13,773.98 (	1,773.98)	114.78
120-5-00-5061 VEHICLE MAINT	15,000.00	11,479.30	16,578.82 (	1,578.82)	110.53
120-5-00-5062 TAXES & LIC	800.00	25.02	25.02	774.98	3.13
120-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (	8,055.52)	129.84
120-5-00-5075 BANK FEES	21,000.00	1,760.56	11,393.75	9,606.25	54.26
120-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	7,500.00	55.00	5,469.00	2,031.00	72.92
120-5-00-5092 POSTAGE & SHIPPING	7,000.00	521.65	3,779.48	3,220.52	53.99
120-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
120-5-00-5121 LEGAL SERVICES	5,000.00	558.50	6,757.20 (	1,757.20)	135.14
120-5-00-5122 ENGINEERING SERVICES	27,000.00	1,423.00	9,847.50	17,152.50	36.47
120-5-00-5123 OTHER PROFESSIONAL SERVICE	30,000.00	12,928.39	61,700.13 (	31,700.13)	205.67
120-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
120-5-00-5130 PRINTING & PUBLICATION	5,000.00	259.63	2,162.09	2,837.91	43.24
120-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
120-5-00-5140 RENTS & LEASES	0.00 (	215.00) (	215.00)	215.00	0.00
120-5-00-5145 EQUIPMENT RENTAL	5,000.00	1,037.73	2,332.56	2,667.44	46.65
120-5-00-5148 OPERATING SUPPLIES	40,000.00	4,969.07	35,122.63	4,877.37	87.81
120-5-00-5150 REPAIR & REPLACE	142,000.00	24,480.24	98,305.30	43,694.70	69.23
120-5-00-5155 MAINT BLDG & GROUNDS	5,500.00	202.50	6,965.81 (	1,465.81)	126.65
120-5-00-5156 CUSTODIAL SERVICES	16,500.00	2,525.00	8,800.00	7,700.00	53.33
120-5-00-5157 SECURITY	5,000.00	47.16	311.16	4,688.84	6.22
120-5-00-5160 SLUDGE DISPOSAL	45,000.00	0.00	36,222.02	8,777.98	80.49
120-5-00-5165 TERTIARY POND MAINTENANCE	35,000.00	0.00	35,000.00	0.00	100.00
120-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	182.43 (	182.43)	0.00
120-5-00-5191 TELEPHONE	9,500.00	1,142.56	5,963.48	3,536.52	62.77
120-5-00-5192 ELECTRICITY	60,000.00	18,027.19	41,702.48	18,297.52	69.50
120-5-00-5193 OTHER UTILITIES	2,600.00	241.91	1,452.48	1,147.52	55.86
120-5-00-5194 IT SERVICES	45,000.00	3,015.99	29,164.22	15,835.78	64.81
120-5-00-5195 ENV/MONITORING	32,000.00	3,302.00	19,302.00	12,698.00	60.32
120-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
120-5-00-5198 ANNUAL OPERATING FEES	2,000.00	0.00	1,822.00	178.00	91.10
120-5-00-5310 EQUIPMENT - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5311 EQUIPMENT - OFFICE	1,300.00	428.98	536.23	763.77	41.25
120-5-00-5312 TOOLS - FIELD	1,500.00	0.00	0.00	1,500.00	0.00
120-5-00-5315 SAFETY EQUIPMENT	3,500.00	0.00	120.04	3,379.96	3.43
120-5-00-5510 SEWER OUTREACH	0.00	0.00	0.00	0.00	0.00
120-5-00-5545 RECORDING FEES	250.00	7.50	128.50	121.50	51.40
120-5-00-5580 TRANSFERS OUT	0.00	0.00	45,144.00 (	45,144.00)	0.00
120-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
120-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
120-5-00-5600 CONTINGENCY	5,000.00	0.00	0.00	5,000.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

120-SEWER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00
120-5-00-5700 OVER / SHORT	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENTAL	654,560.00	91,041.54	553,643.09	100,916.91	84.58

AS OF: JANUARY 31ST, 2020

## 120-SEWER ENTERPRISE FUND

## ADMINISTRATION

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-10-5010 SALARIES & WAGES	281,602.00	25,906.06	211,427.01	70,174.99	75.08
120-5-10-5020 EMPLOYEE BENEFITS	93,979.00	8,716.45	39,539.43	54,439.57	42.07
120-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,589.14	32,997.68	24,509.32	57.38
120-5-10-5063 CERTIFICATIONS	500.00	0.00	0.00	500.00	0.00
120-5-10-5090 OFFICE SUPPLIES	4,000.00	311.19	1,748.50	2,251.50	43.71
120-5-10-5170 TRAVEL MILEAGE	1,200.00	49.23	712.26	487.74	59.36
120-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,294.81	1,705.19	57.37
120-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
TOTAL ADMINISTRATION	443,138.00	39,572.07	288,719.69	154,418.31	65.15

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

120-SEWER ENTERPRISE FUND  
OFFICE  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
120-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

## 120-SEWER ENTERPRISE FUND

## FIELD

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-30-5010 SALARIES & WAGES	215,150.00	21,093.86	114,502.17	100,647.83	53.22
120-5-30-5020 EMPLOYEE BENEFITS	68,254.00	7,201.02	34,926.81	33,327.19	51.17
120-5-30-5021 RETIREMENT BENEFITS	46,724.00	4,784.70	29,408.78	17,315.22	62.94
120-5-30-5022 CLOTHING ALLOWANCE	1,800.00	250.00	1,349.50	450.50	74.97
120-5-30-5063 CERTIFICATIONS	1,500.00	0.00	90.00	1,410.00	6.00
120-5-30-5090 OFFICE SUPPLIES	1,000.00	64.18	393.07	606.93	39.31
120-5-30-5170 TRAVEL MILEAGE	500.00	0.00	30.78	469.22	6.16
120-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
<b>TOTAL FIELD</b>	<b>338,928.00</b>	<b>33,393.76</b>	<b>180,701.11</b>	<b>158,226.89</b>	<b>53.32</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

## 120-SEWER ENTERPRISE FUND

## DIRECTORS

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-40-5010 DIRECTORS COMPENSATION	3,000.00	258.37	1,684.76	1,315.24	56.16
120-5-40-5020 DIRECTOR BENEFITS	90.00	11.06	73.25	16.75	81.39
120-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	5,075.92	19,275.26	22,064.74	46.63
120-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
120-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
120-5-40-5176 DIRECTOR TRAINING	3,600.00	0.00	326.73	3,273.27	9.08
<b>TOTAL DIRECTORS</b>	<b>49,730.00</b>	<b>5,345.35</b>	<b>21,360.00</b>	<b>28,370.00</b>	<b>42.95</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

120-SEWER ENTERPRISE FUND  
 SPECIAL PROJECTS  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-60-6001 PW LKHVA01	0.00	0.00	0.00	0.00	0.00
120-5-60-6002 PW LKHVB02	0.00	0.00	0.00	0.00	0.00
120-5-60-6003 PW LKHVA81	0.00	0.00	0.00	0.00	0.00
120-5-60-6004 PW LKHVB82	0.00	0.00	0.00	0.00	0.00
120-5-60-6005 PW LKHVF84	0.00	0.00	0.00	0.00	0.00
120-5-60-6006 PW LKHVF83	0.00	0.00	0.00	0.00	0.00
120-5-60-6007 RAINS 2019	657,757.22	0.00	657,757.22	0.00	100.00
<b>TOTAL SPECIAL PROJECTS</b>	<b>657,757.22</b>	<b>0.00</b>	<b>657,757.22</b>	<b>0.00</b>	<b>100.00</b>

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

120-SEWER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
120-5-70-7101 VAC TRUCK	201,000.00	0.00	200,125.92	874.08	99.57
120-5-70-7201 I & I	0.00	0.00	34.27 (	34.27)	0.00
120-5-70-7203 HEADWORKS RAKE	0.00	0.00	0.00	0.00	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>201,000.00</b>	<b>0.00</b>	<b>200,160.19</b>	<b>839.81</b>	<b>99.58</b>
<b>TOTAL EXPENDITURES</b>	<b>2,345,113.22</b>	<b>169,352.72</b>	<b>1,902,341.30</b>	<b>442,771.92</b>	<b>81.12</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>420,139.14 (</b>	<b>47,134.64)</b>	<b>175,015.60</b>	<b>245,123.54</b>	<b>41.66</b>

\*\*\* END OF REPORT \*\*\*

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

130-WATER ENTERPRISE FUND  
 FINANCIAL SUMMARY

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>REVENUE SUMMARY</u>					
ALL REVENUE	<u>2,256,021.80</u>	<u>146,122.23</u>	<u>1,374,040.97</u>	<u>881,980.83</u>	<u>60.91</u>
TOTAL REVENUES	<u>2,256,021.80</u>	<u>146,122.23</u>	<u>1,374,040.97</u>	<u>881,980.83</u>	<u>60.91</u>
<u>EXPENDITURE SUMMARY</u>					
NON-DEPARTMENTAL	873,602.00	59,480.86	522,908.93	350,693.07	59.86
ADMINISTRATION	443,438.00	39,657.09	288,845.45	154,592.55	65.14
OFFICE	0.00	0.00	0.00	0.00	0.00
FIELD	339,528.00	39,075.84	217,035.10	122,492.90	63.92
DIRECTORS	54,530.00	5,367.46	21,550.21	32,979.79	39.52
CAPITAL PROJECTS & EQUIP	<u>158,988.00</u>	<u>3,600.00</u>	<u>161,738.12</u>	<u>(2,750.12)</u>	<u>101.73</u>
TOTAL EXPENDITURES	<u>1,870,086.00</u>	<u>147,181.25</u>	<u>1,212,077.81</u>	<u>658,008.19</u>	<u>64.81</u>
REVENUES OVER/(UNDER) EXPENDITURES	385,935.80	(1,059.02)	161,963.16	223,972.64	41.97

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

130-WATER ENTERPRISE FUND

REVENUES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-4035 RECONNECT FEE	12,000.00	1,575.00	11,795.00	205.00	98.29
130-4038 COMM WATER METER INSTALL	0.00	0.00	0.00	0.00	0.00
130-4039 WATER METER INST	1,000.00	0.00	340.00	660.00	34.00
130-4040 LIEN RECORDING FEES	500.00	0.00	962.90 (	462.90)	192.58
130-4045 AVAILABILITY FEES	25,000.00	0.00	900.00	24,100.00	3.60
130-4110 COMM WATER USE	104,000.00	5,914.73	61,593.81	42,406.19	59.22
130-4112 GOV'T WATER USE	6,000.00	426.69	3,361.55	2,638.45	56.03
130-4115 WATER USE	1,940,435.00	135,305.85	1,131,330.40	809,104.60	58.30
130-4117 WATER OVERAGE FEE	0.00	0.00	0.00	0.00	0.00
130-4118 WATER OVERAGE COMM	0.00	0.00	0.00	0.00	0.00
130-4119 WATER OVERAGE GOV	0.00	0.00	0.00	0.00	0.00
130-4210 LATE FEE	25,000.00	2,693.84	21,697.52	3,302.48	86.79
130-4215 RETURNED CHECK FEE	1,000.00	50.00	900.00	100.00	90.00
130-4300 MISC INCOME	2,000.00	156.12	2,295.74 (	295.74)	114.79
130-4310 OTHER INCOME	100.00	0.00	0.00	100.00	0.00
130-4505 LEASE INCOME	0.00	0.00	0.00	0.00	0.00
130-4550 INTEREST INCOME	2,000.00	0.00	1,877.25	122.75	93.86
130-4580 TRANSFER IN	136,986.80	0.00	136,986.80	0.00	100.00
130-4591 INCOME APPLICABLE TO PRIOR YRS	0.00	0.00	0.00	0.00	0.00
130-4955 Gain/Loss	0.00	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b>2,256,021.80</b>	<b>146,122.23</b>	<b>1,374,040.97</b>	<b>881,980.83</b>	<b>60.91</b>
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## REVENUE &amp; EXPENSE REPORT (UNAUDITED)

AS OF: JANUARY 31ST, 2020

## 130-WATER ENTERPRISE FUND

## NON-DEPARTMENTAL

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-00-5010 SALARY & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-00-5020 EMPLOYEE BENEFITS	0.00	388.67	482.31 (	482.31)	0.00
130-5-00-5021 RETIREMENT BENEFITS	0.00	0.00	0.00	0.00	0.00
130-5-00-5024 WORKERS' COMP INSURANCE	11,770.00	0.00	13,925.92 (	2,155.92)	118.32
130-5-00-5025 RETIREE HEALTH BENEFITS	22,840.00	1,763.33	4,812.38	18,027.62	21.07
130-5-00-5026 COBRA Health & Dental	0.00	0.00	0.00	0.00	0.00
130-5-00-5040 ELECTION EXPENSE	0.00	0.00	0.00	0.00	0.00
130-5-00-5050 DEPRECIATION	0.00	0.00	0.00	0.00	0.00
130-5-00-5060 GASOLINE, OIL & FUEL	11,000.00	1,054.33	11,910.67 (	910.67)	108.28
130-5-00-5061 VEHICLE MAINT	24,292.00	580.17	5,679.61	18,612.39	23.38
130-5-00-5062 TAXES & LIC	1,200.00	25.02	25.02	1,174.98	2.09
130-5-00-5074 INSURANCE	27,000.00	0.00	35,055.52 (	8,055.52)	129.84
130-5-00-5075 BANK FEES	21,000.00	1,760.55	11,071.22	9,928.78	52.72
130-5-00-5080 MEMBERSHIP & SUBSCRIPTIONS	24,000.00	55.00	20,209.00	3,791.00	84.20
130-5-00-5092 POSTAGE & SHIPPING	6,000.00	521.65	3,779.43	2,220.57	62.99
130-5-00-5110 CONTRACTUAL SERVICES	0.00	0.00	0.00	0.00	0.00
130-5-00-5121 LEGAL SERVICES	10,000.00	558.50	6,329.70	3,670.30	63.30
130-5-00-5122 ENGINEERING SERVICES	60,000.00	240.00	290.00	59,710.00	0.48
130-5-00-5123 OTHER PROFESSIONAL SERVICE	40,000.00	8,292.02	38,972.87	1,027.13	97.43
130-5-00-5124 WATER RIGHTS	70,000.00	536.93	3,835.49	66,164.51	5.48
130-5-00-5126 AUDIT SERVICES	4,000.00	0.00	0.00	4,000.00	0.00
130-5-00-5130 PRINTING & PUBLICATION	7,500.00	259.63	2,162.06	5,337.94	28.83
130-5-00-5135 NEWSLETTER	500.00	0.00	0.00	500.00	0.00
130-5-00-5140 RENT & LEASES	0.00	0.00	0.00	0.00	0.00
130-5-00-5145 EQUIPMENT RENTAL	35,000.00	1,037.70	3,907.74	31,092.26	11.16
130-5-00-5148 OPERATING SUPPLIES	5,000.00	1,741.36	3,526.86	1,473.14	70.54
130-5-00-5150 REPAIR & REPLACE	185,000.00	5,730.40	45,798.35	139,201.65	24.76
130-5-00-5155 MAINT BLDG & GROUNDS	12,000.00	202.50	5,689.45	6,310.55	47.41
130-5-00-5156 CUSTODIAL SERVICES	4,200.00	625.00	2,150.00	2,050.00	51.19
130-5-00-5157 SECURITY	5,000.00	47.15	311.15	4,688.85	6.22
130-5-00-5180 UNCOLLECTABLE ACCOUNTS	0.00	0.00	227.51 (	227.51)	0.00
130-5-00-5191 TELEPHONE	9,500.00	1,160.55	5,985.38	3,514.62	63.00
130-5-00-5192 ELECTRICITY	150,000.00	28,597.16	94,054.93	55,945.07	62.70
130-5-00-5193 OTHER UTILITIES	2,200.00	241.90	1,452.42	747.58	66.02
130-5-00-5194 IT SERVICES	40,000.00	2,520.97	31,018.16	8,981.84	77.55
130-5-00-5195 ENV/MONITORING	20,000.00	1,372.00	9,282.00	10,718.00	46.41
130-5-00-5196 RISK MANAGEMENT	0.00	0.00	0.00	0.00	0.00
130-5-00-5198 ANNUAL OPERATING FEES	30,000.00	0.00	30,103.15 (	103.15)	100.34
130-5-00-5310 EQUIPMENT - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5311 EQUIPMENT - OFFICE	1,000.00	160.87	268.11	731.89	26.81
130-5-00-5312 TOOLS - FIELD	1,000.00	0.00	0.00	1,000.00	0.00
130-5-00-5315 SAFETY EQUIPMENT	2,500.00	0.00	120.02	2,379.98	4.80
130-5-00-5505 WATER CONSERVATION	9,000.00	0.00	3,450.00	5,550.00	38.33
130-5-00-5545 RECORDING FEES	100.00	7.50	128.50 (	28.50)	128.50
130-5-00-5580 TRANSFERS OUT	0.00	0.00	126,894.00 (	126,894.00)	0.00
130-5-00-5590 NON-OPERATING OTHER	0.00	0.00	0.00	0.00	0.00
130-5-00-5591 EXPENSES APPLICABLE TO PRI	0.00	0.00	0.00	0.00	0.00
130-5-00-5600 CONTINGENCY	20,000.00	0.00	0.00	20,000.00	0.00
130-5-00-5650 OPERATING RESERVES	0.00	0.00	0.00	0.00	0.00

HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

130-WATER ENTERPRISE FUND  
NON-DEPARTMENTAL  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL NON-DEPARTMENTAL	873,602.00	59,480.86	522,908.93	350,693.07	59.86

AS OF: JANUARY 31ST, 2020

## 130-WATER ENTERPRISE FUND

## ADMINISTRATION

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-10-5010 SALARIES & WAGES	281,602.00	25,906.37	211,086.67	70,515.33	74.96
130-5-10-5020 EMPLOYEE BENEFITS	93,979.00	8,716.37	39,539.18	54,439.82	42.07
130-5-10-5021 RETIREMENT BENEFITS	57,507.00	4,589.14	32,958.77	24,548.23	57.31
130-5-10-5063 CERTIFICATIONS	0.00	0.00	0.00	0.00	0.00
130-5-10-5090 OFFICE SUPPLIES	4,000.00	311.20	1,748.36	2,251.64	43.71
130-5-10-5170 TRAVEL MILEAGE	2,000.00	134.01	1,217.67	782.33	60.88
130-5-10-5175 EDUCATION / SEMINARS	4,000.00	0.00	2,294.80	1,705.20	57.37
130-5-10-5179 ADM MISC EXPENSES	350.00	0.00	0.00	350.00	0.00
130-5-10-5505 WATER CONSERVATION	0.00	0.00	0.00	0.00	0.00
<b>TOTAL ADMINISTRATION</b>	<b>443,438.00</b>	<b>39,657.09</b>	<b>288,845.45</b>	<b>154,592.55</b>	<b>65.14</b>



HIDDEN VALLEY LAKE CSD  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JANUARY 31ST, 2020

130-WATER ENTERPRISE FUND  
OFFICE  
EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-20-5010 SALARIES & WAGES	0.00	0.00	0.00	0.00	0.00
130-5-20-5020 EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00
TOTAL OFFICE	0.00	0.00	0.00	0.00	0.00

AS OF: JANUARY 31ST, 2020

## 130-WATER ENTERPRISE FUND

## FIELD

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-30-5010 SALARIES & WAGES	215,150.00	26,460.07	147,199.96	67,950.04	68.42
130-5-30-5020 EMPLOYEE BENEFITS	68,254.00	6,929.97	34,562.05	33,691.95	50.64
130-5-30-5021 RETIREMENT BENEFITS	46,724.00	5,371.62	33,312.99	13,411.01	71.30
130-5-30-5022 CLOTHING ALLOWANCE	1,800.00	250.00	1,349.48	450.52	74.97
130-5-30-5063 CERTIFICATIONS	600.00	0.00	190.00	410.00	31.67
130-5-30-5090 OFFICE SUPPLIES	1,000.00	64.18	393.04	606.96	39.30
130-5-30-5170 TRAVEL MILEAGE	2,000.00	0.00	27.58	1,972.42	1.38
130-5-30-5175 EDUCATION / SEMINARS	4,000.00	0.00	0.00	4,000.00	0.00
TOTAL FIELD	339,528.00	39,075.84	217,035.10	122,492.90	63.92

AS OF: JANUARY 31ST, 2020

## 130-WATER ENTERPRISE FUND

## DIRECTORS

## EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-40-5010 DIRECTORS COMPENSATION	3,000.00	279.88	1,867.69	1,132.31	62.26
130-5-40-5020 DIRECTOR BENEFITS	90.00	11.94	80.85	9.15	89.83
130-5-40-5030 DIRECTOR HEALTH BENEFITS	41,340.00	5,075.64	19,274.94	22,065.06	46.63
130-5-40-5080 MEMBERSHIP & SUBSCRIPTION	0.00	0.00	0.00	0.00	0.00
130-5-40-5170 TRAVEL MILEAGE	200.00	0.00	0.00	200.00	0.00
130-5-40-5175 EDUCATION / SEMINARS	1,500.00	0.00	0.00	1,500.00	0.00
130-5-40-5176 DIRECTOR TRAINING	8,400.00	0.00	326.73	8,073.27	3.89
TOTAL DIRECTORS	54,530.00	5,367.46	21,550.21	32,979.79	39.52

HIDDEN VALLEY LAKE CSD  
 REVENUE & EXPENSE REPORT (UNAUDITED)  
 AS OF: JANUARY 31ST, 2020

130-WATER ENTERPRISE FUND  
 CAPITAL PROJECTS & EQUIP  
 EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	BUDGET BALANCE	% OF BUDGET
130-5-70-7101 VAC TRUCK	134,000.00	0.00	133,417.28	582.72	99.57
130-5-70-7202 GENERATORS	24,988.00	0.00	16,953.39	8,034.61	67.85
130-5-70-7204 TANK 9	0.00	0.00	1,860.00 (	1,860.00)	0.00
130-5-70-7205 MMN WTR MAIN	0.00	3,600.00	9,507.45 (	9,507.45)	0.00
<b>TOTAL CAPITAL PROJECTS &amp; EQUIP</b>	<b>158,988.00</b>	<b>3,600.00</b>	<b>161,738.12 (</b>	<b>2,750.12)</b>	<b>101.73</b>
<b>TOTAL EXPENDITURES</b>	<b>1,870,086.00</b>	<b>147,181.25</b>	<b>1,212,077.81</b>	<b>658,008.19</b>	<b>64.81</b>
<b>REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>385,935.80 (</b>	<b>1,059.02)</b>	<b>161,963.16</b>	<b>223,972.64</b>	<b>41.97</b>

\*\*\* END OF REPORT \*\*\*



**Hidden Valley Lake Community Services District  
Financial Activity, Cash and Investment Summary  
As of January 31, 2020  
(Rounded and Unaudited)**

	<b>Operating Checking</b>	<b>Money Market</b>	<b>LAIF</b>	<b>Bond Trustee</b>	<b>Total All Cash/Investment Accounts</b>
	<b>West America Bank 1010</b>	<b>West America Bank 1130</b>	<b>State Treasurer 1133</b>	<b>US Bank 1200</b>	
<b>Financial Activity of Cash/Investment Accounts in General Ledger [1]</b>					
<b>Beginning Balances</b>	<b>\$ 680,842.88</b>	<b>\$ 484,131.66</b>	<b>\$ 615,424.57</b>	<b>\$ 179,107.65</b>	<b>\$ 1,959,506.76</b>
<b>Cash Receipts</b>					
Utility Billing Deposits	307,360.50	-	-	-	
Electronic Fund Deposits	-	-	-	-	
Other Deposits	-	28.68	3,535.44	163.04	
<b>Total Cash Receipts</b>	<b>\$ 307,360.50</b>	<b>\$ 28.68</b>	<b>\$ 3,535.44</b>	<b>\$ 179,270.69</b>	
<b>Cash Disbursements</b>					
Accounts Payable Checks issued	387,076.90	-	-	-	
Electronic Fund/Bank Draft Disbursements	48,182.75	-	-	-	
Payroll Checks issued - net	72,021.85	-	-	-	
Bank Fees	3,521.11	-	-	-	
Other Disbursements	-	-	-	3,270.10	
<b>Total Disbursements</b>	<b>\$ 510,802.61</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,270.10</b>	
<b>Transfers Between Accounts</b>					
Transfers In	52,002.98	-	-	-	
Transfers Out	-	50,218.14	-	-	
<b>Total Transfers Between Accounts</b>	<b>\$ 52,002.98</b>	<b>\$ 50,218.14</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Ending Balances in General Ledger</b>	<b>\$ 477,400.77</b>	<b>\$ 433,942.20</b>	<b>\$ 618,960.01</b>	<b>\$ 176,000.59</b>	<b>\$ 1,706,303.57</b>
<b>Reconciling Adjustments to Financial Institutions [2]</b>					
<b>Financial Institution Ending Balances</b>	<b>\$ 567,708.89</b>	<b>\$ 433,942.20</b>	<b>\$ 618,960.01</b>	<b>\$ 176,000.59</b>	<b>\$ 1,796,611.69</b>

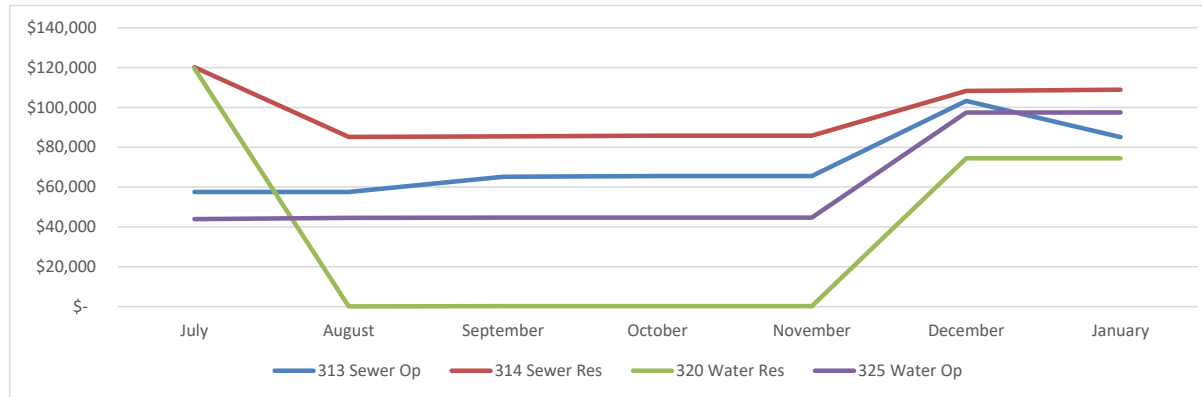
**Ending Balances General Ledger Distribution by District Funds**

<b>100</b> Operating	-	-	-	-	-
<b>120</b> Wastewater Operating	145,701.68	62,001.07	71,496.00	-	<b>279,198.75</b>
<b>130</b> Water Operating	156,216.17	165,153.07	106,549.33	-	<b>427,918.57</b>
<b>140</b> Flood Enterprise	102.47	-	-	-	<b>102.47</b>
<b>215</b> 2016 Sewer Refinancing Bond	-	72,989.42	93,504.36	176,000.59	<b>342,494.37</b>
<b>218</b> 2002 CIEDB Loan	(23,112.68)	-	12,232.46	-	<b>(10,880.22)</b>
<b>219</b> 2012 USDA Solar COP	0.23	22,496.27	870.54	-	<b>23,367.04</b>
<b>313</b> Wastewater Operating Reserve	4,026.56	22,802.83	58,239.60	-	<b>85,068.99</b>
<b>314</b> Wastewater CIP	22,572.00	(7,858.78)	94,167.54	-	<b>108,880.76</b>
<b>319</b> 2012 USDA Solar COP Reserve	-	31,294.04	-	-	<b>31,294.04</b>
<b>320</b> Water CIP	74,424.49	3.07	-	-	<b>74,427.56</b>
<b>325</b> Water Operating Reserve	97,469.85	-	-	-	<b>97,469.85</b>
<b>350</b> 2002 CIEDB Loan Reserve	-	-	181,900.18	-	<b>181,900.18</b>
<b>711</b> 2016 Bond Administration	-	-	-	-	<b>-</b>
<b>712</b> Bond Revolving	-	65,061.21	-	-	<b>65,061.21</b>
<b>Total Ending Balances in General Ledger</b>	<b>\$ 477,400.77</b>	<b>\$ 433,942.20</b>	<b>\$ 618,960.01</b>	<b>\$ 176,000.59</b>	<b>\$ 1,706,303.57</b>

[1] From General Ledger activity by Financial Institution accounts with District Fund accounts consolidated. Checking and Money Market accounts are with West America Bank, Local Agency Investment Account (LAIF) is held by the State Treasurer on behalf of the District and US Bank is the Bond Trustee for the the 2016 Refunding >>>>>>. All cash accounts have been reconciled to the ending Financial Institution statements.

[2] See Reconciliation Detail Summary for details

	July	August	September	October	November	December	January
<b>313 Sewer Op</b>	\$ 57,553	\$ 57,553	\$ 65,153	\$ 65,508	\$ 65,508	\$ 103,281	\$ 85,069
<b>314 Sewer Res</b>	\$ 120,197	\$ 85,198	\$ 85,498	\$ 85,771	\$ 85,771	\$ 108,343	\$ 108,881
<b>320 Water Res</b>	\$ 119,601	\$ 101	\$ 240	\$ 266	\$ 266	\$ 74,410	\$ 74,428
<b>325 Water Op</b>	\$ 43,928	\$ 44,587	\$ 44,658	\$ 44,672	\$ 44,673	\$ 97,464	\$ 97,470



Activity	July	August	September	October	November	December	January
313 Sewer Op Transfer In						\$22,752 1 & 2 Qtr	
313 Sewer Op Transfer Out							\$18,545 Civic Sparks Sept - Dec
314 Sewer Res Transfer In						\$22,572 1 & 2 Qtr	
314 Sewer Res Transfer Out		\$ 5,693 HeadRake \$35,000 AquaHarvest					
320 Water Res Transfer In						\$74,118 1 & 2 Qtr	
320 Water Res Transfer Out	\$ 16,386 Coastland	\$133,417 Vac Truck					
325 Water Op Transfer In						\$52,776 1 & 2 Qtr	
325 Water Op Transfer Out							



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**CAPITAL EXPENDITURES**

2019 - 2020

JANUARY

<b>SEWER CIP/OP EXPENSES</b>	<b>FUND</b>	<b>Budget</b>	<b>Year to Date Actual</b>
I & I Study (Intern/Fellowship)	313	60,000	-
IT Upgrades	313	5,000	4,160
Vac Truck (60%)	712	201,000	200,126
I & I Repair	314	100,000	-
Chlorine tank auto shutoff	314	32,000	-
SCADA	712	30,000	-
Chlorine Disinfection Facility	314	45,000	-
Aquatic Harvesting	314	35,000	35,000
<b>Total</b>		<b>\$ 508,000</b>	<b>\$ 239,286</b>

<b>SEWER CIP/OP REVENUE TRANSFERS</b>	<b>FUND</b>	<b>Budgeted Transfers In</b>	<b>Year to Date Transfer In</b>
Sewer Op Reserve (3%)	313	45,147	22,572
FEMA/CalOES	313		-
Sewer CIP (3%)	314	45,147	22,572
FEMA/CalOES	314		-
<b>Total</b>		<b>\$ 90,294</b>	<b>\$ 45,144.00</b>

<b>WATER CIP/OP EXPENSES</b>	<b>FUND</b>	<b>Budget</b>	<b>Year to Date Actual</b>
Unit 9 Tank Replacement 1,700,000 (*1)	320/325/130	220,000	-
AMI	320/325/130	100,000	-
Vac Truck (40%)	320	134,000	133,417
Repair Water Main Line	320	200,000	2,712
IT Upgrades	320	5,000	4,160
<b>Total</b>		<b>\$ 659,000</b>	<b>\$ -</b>

<b>WATER CIP/OP REVENUE TRANSFERS</b>	<b>FUND</b>	<b>Budgeted Transfer In</b>	<b>Yr to Date Transfer In</b>
Water CIP (8%)	320	148,243	74,118
Water OP Reserve Fund (5%)	325	105,548	52,776
<b>Total</b>		<b>\$ 253,792</b>	<b>\$ 126,894</b>



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**2019 - 2020 BUDGET**

January 2020

<b>DEBT SERVICE REVENUE</b>		<b>FUND</b>	<b>BUDGET AMOUNT</b>	
1)	1995-2 BOND - TAX ASSESSMENT	215	\$	298,541
2)	CIEDB LOAN - FUND 130	218		171,064
3)	USDA RUS LOAN (SOLAR) - FUND 120	219		32,258
<b>TOTAL REVENUE</b>			\$	<b>501,862</b>

<b>DEBT SERVICE EXPENDITURE</b>			<b>BUDGET AMOUNT</b>	<b>PAID TO DATE</b>
1)	1995-2 BOND REDEMPTION (PRINCIPAL)	215	\$ 179,000	179,000
	1995-2 BOND REDEMPTION (INTEREST)	215	105,272	105,272
	BOND ADMINISTRATION (ANNUAL FEE)	215	6,585	2,810
	COUNTY COLLECTION FEES	215	3,414	4,040
	CSD ADMIN COSTS	215	4,270	4,270
			\$ 298,541	\$ 295,393
2)	CIEDB (PRINCIPAL)	218	106,363	106,363
	CIEDB (INTEREST)	218	59,566	59,567
	CIEDB (ANNUAL FEE)	218	5,135	5,135
			171,064	171,065
3)	USDA RUS LOAN (PRINCIPAL)	219	\$ 16,500	16,500
	USDA RUS LOAN (INTEREST)	219	15,758	15,758
			\$ 32,258	\$ 32,258
<b>TOTAL DEBT SERVICE</b>			<b>501,862</b>	<b>498,716</b>



**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** 2/12/20

**AGENDA ITEM:** Project Update

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**RECOMMENDATIONS:** None

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**FINANCIAL IMPACT:** Projects spreadsheet and Grantee Portal are attached

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**BACKGROUND/SUMMARY:**

LHMP - Moving forward, on-schedule. Since the obligation date of 6/3/2019, there have been no reimbursements. Requests were made for expenses incurred from 7/1/18 – 6/3/19, 6/30/19 – 9/30/19, and 10/1/19 – 12/31/19, totaling \$51,321.61 (See attached email dated 2-5-20).

Tank 9 – Request for Information (RFI) issued on 12/5/19 and responded by 12/5/19. Expenses to date include application preparation and preliminary engineering, totaling \$44,672.00.

I&I – IRWM application submitted 12/6/19. Latest clarification request 1/29/20 and responded by 1/29/20. Meadow View easement is targeted for repairs, using funding from 19/20 CIP budget. Funding for application development, quarterly report to CVRWQCB, manhole lid repairs, flow monitor management and LHMP inclusion is in-kind services.

AMI – No activity

Generators – No activity

SCADA – No activity

MMN Water Main – Board president signed on 1/22/20. Total costs including construction, and construction management = \$195,614.00. Expenses to date = \$26,096.42

Reclamation Pond – Work completed by Smith Construction, AHI, and in-kind services totaling \$41,635.00. Reimbursement status “pending PDMG review”.

Access Road – Project downgraded from Hazard Mitigation (\$684,000.00) to Repair (\$178,782.00). Reimbursement status “pending PDMG review”.

Basin Repair – Work completed by Parkson corporation, US Rentals, and in-kind services totaling \$35,542.60. Reimbursement status “Applicant signed project”

Basin Repair (4308) – Work complete. Reimbursement remaining, \$131,141.00

Outstanding Projects														
Funding type	Project name	Project number	Total Project Cost	FEMA Submittal	FEMA Match	State submittal	State Match	CSD Responsibility	Time to complete (months)	Obligation date	Expenses to date	Reimbursement requests	Revenue	Comments
Hazard Mitigation	Local Hazard Mitigation	4344-512	\$ 150,000.00	9/4/2018	\$ 112,500.00	N/A	N/A	\$ 37,500.00	8	6/5/2019	\$ 51,321.61	6/3/19 \$5304.66 9/30/19 \$6215.68 12/31/20 \$39801.27	0.00	1/22/20 Received "Notification of Payment" for \$5304.67
Hazard Mitigation, IRWM	Tank 9	4382-112	\$ 1,800,000.00	4/18/2019	\$ 1,350,000.00	12/4/2019	\$ 225,000.00	\$ 225,000.00	31					
IRWM	I & I		\$ 375,000.00			12/6/2019		\$187,500	30		\$272.60		N/A	Further amendments, 1/29/20
	AMI													
	Generators													
	SCADA		\$ 330,000.00											
CSD funded	MMN Water Main		\$ 195,614.00					\$ 195,614.00	1					Contract signed by both parties, winter suspension amendments to be drafted.
Disaster	Reclamation Pond	4434-126	\$ 41,000.00	9/18/2019	\$ 30,750.00		\$ 7,687.50	\$ 2,562.50	complete					
Disaster	Access Road	4434-138	\$ 178,782.00	1/15/2020	\$ 134,086.50		\$ 33,521.63	\$ 11,173.88	2					
Disaster	Basin Repair	4434-1502	\$ 35,542.60	12/3/2019	\$ 26,656.95		\$ 6,664.24	\$ 2,221.41	complete					
Disaster	Basin Repair	4308-LKHVF83	\$ 608,938.00	10/2/2018	\$ 456,704.00		\$ 114,176.00	\$ 38,058.00	complete					Remaining revenue \$131,141.00
<b>Totals</b>			<b>\$ 3,714,876.60</b>		<b>\$ 2,110,697.45</b>		<b>\$ 387,049.36</b>	<b>\$ 699,629.79</b>						

## Alyssa Gordon

**From:** Brake, Andrew@CalOES <Andrew.Brake@CalOES.ca.gov>  
**Sent:** Wednesday, February 5, 2020 3:51 PM  
**To:** Alyssa Gordon  
**Cc:** Kirk Cloyd; Chavez, Concepcion@CalOES; Asghari, Maurine@CalOES; Shepard, Robin@CalOES; TryTouch, Pouv@CalOES; CalOES HM Grants Payments  
**Subject:** DR4344-PL0512 Hidden Valley Lake Community Services District 033-91015: Payment Inquiry

Hi Alyssa,

Thank you for your inquiry regarding the District's reimbursement payments. Two payments (for \$3,480 and \$4,296) were processed by the Grants Processing Unit (GPU) on January 22 (please see screenshot below) and are now with the Accounting Unit for additional processing. After the Accounting Unit completes its procedures, the payment transmittals will be sent to the State Controller's Office where the checks are actually created and mailed out. This process takes up to a few weeks – if the District doesn't receive its checks by the first week of March, let me know, and I'll look into their status.

The District's third payment (for \$26,683) is currently with the GPU awaiting managerial review and signature. The GPU will mail a Notification of Payment letter to the District once we've completed our processing. If I can offer additional assistance with this matter, please don't hesitate to ask.

Date	Entry Type	OES Proj. #	Sup. #	OES 400 ID	Oblig. FEMA Amt.	Deoblig. FEMA Amt.	Admin. Cost	Full Oblig. Amt.	Payment Amt.	Trans. ID	Claim Sched.
06/12/2019	SUPPLEM	L 512	L 13	L	112,542.00		.00	112,542.00	.00		
01/22/2020	400 PAYM	L 512	L	L 21217					3,480.00	99288	
01/22/2020	400 PAYM	L 512	L	L 21218					4,296.00	99295	
01/28/2020	400 PAYM	L 512	L	L 21222					26,683.00	99387	

Thank you,  
Andrew Brake  
Staff Services Analyst  
Recovery Infrastructure Branch - Grants Processing Unit  
California Governor's Office of Emergency Services  
3650 Schriever Avenue, Mather, CA 95655  
Office: (916) 845-8110  
Direct: (916) 845-8402  
Email: [andrew.brake@caloes.ca.gov](mailto:andrew.brake@caloes.ca.gov)

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**From:** Chavez, Concepcion@CalOES <Concepcion.Chavez@CalOES.ca.gov>  
**Sent:** Wednesday, February 5, 2020 2:08 PM  
**To:** Brake, Andrew@CalOES <Andrew.Brake@CalOES.ca.gov>  
**Subject:** FW: 4344-512

Hello Andrew,

Can you please assist with Hidden Valley Lake CSD's question below?

**Concepcion Chavez**, Hazard Mitigation Grants Specialist  
Coastal Unit  
Recovery - Hazard Mitigation Assistance Branch  
California Governor's Office of Emergency Services



Office: (916) 845-8854  
Cell: (916) 767-4715  
[www.caloes.ca.gov/HMGP](http://www.caloes.ca.gov/HMGP)

---

**From:** Alyssa Gordon <[agordon@hvlcsd.org](mailto:agordon@hvlcsd.org)>  
**Sent:** Wednesday, February 5, 2020 11:14 AM  
**To:** Chavez, Concepcion@CalOES <[Concepcion.Chavez@CalOES.ca.gov](mailto:Concepcion.Chavez@CalOES.ca.gov)>  
**Subject:** 4344-512

Hi Conchi,

On 1/22/20, CalOES mailed us a Notification of Payments, stamped by the Grants Processing Unit (692275) on 1/21/20. What is the status of the expenses we incurred in 2018-2019?

Thanks,  
Alyssa

## My Projects

Filters >

My Projects Active for PA

Search...

SHOW/HIDE COLUMNS

Project #	Category	Title	Type	Process Step	Activity Completion Deadline	# Damages	Best Available Cost	Best Available Federal Share Cost
100126	A - Debris Removal	WW Treatment Plant Sewer Overflow and Equalization	Work Completed / Fully Documented	Pending PDMG Project Review	11/18/2019	2	\$41,635.00	\$31,226.25
100118	F - Utilities	Sewer Pump Failure Fix	Work Completed / Fully Documented	Obligated	11/18/2020	1	\$13,975.16	\$10,481.37
104163	Z - Management Costs	Hidden Valley Lake	Management Costs	Pending Formulation Completion	05/18/2023	1	\$0.00	\$0.00
100063	B - Emergency Protective Measures	Community Wide EPM	Work Completed / Fully Documented	Obligated	11/18/2019	1	\$977,838.20	\$733,378.65
100138	C - Roads and Bridges	Access Road to WW Treatment Plant	Standard	Pending PDMG Project Review	11/18/2020	1	\$178,782.00	\$134,086.50
101502	F - Utilities	2 Wastewater Treatment Plant Basin Damages	Standard	Applicant Signed Project	11/18/2020	1	\$35,542.60	\$26,656.95

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** 2/12/20

**AGENDA ITEM:** Project Update

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**RECOMMENDATIONS:** None

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**FINANCIAL IMPACT:** Projects spreadsheet and Grantee Portal are attached

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**BACKGROUND/SUMMARY:**

LHMP - Moving forward, on-schedule. Since the obligation date of 6/3/2019, there have been no reimbursements. Requests were made for expenses incurred from 7/1/18 – 6/3/19, 6/30/19 – 9/30/19, and 10/1/19 – 12/31/19, totaling \$51,321.61 (See attached email dated 2-5-20).

Tank 9 – Request for Information (RFI) issued on 12/5/19 and responded by 12/5/19. Expenses to date include application preparation and preliminary engineering, totaling \$44,672.00.

I&I – IRWM application submitted 12/6/19. Latest clarification request 1/29/20 and responded by 1/29/20. Meadow View easement is targeted for repairs, using funding from 19/20 CIP budget. Funding for application development, quarterly report to CVRWQCB, manhole lid repairs, flow monitor management and LHMP inclusion is in-kind services.

AMI – No activity

Generators – No activity

SCADA – No activity

MMN Water Main – Board president signed on 1/22/20. Total costs including construction, and construction management = \$195,614.00. Expenses to date = \$26,096.42

Reclamation Pond – Work completed by Smith Construction, AHI, and in-kind services totaling \$41,635.00. Reimbursement status “pending PDMG review”.

Access Road – Project downgraded from Hazard Mitigation (\$684,000.00) to Repair (\$178,782.00). Reimbursement status “pending PDMG review”.

Basin Repair – Work completed by Parkson corporation, US Rentals, and in-kind services totaling \$35,542.60. Reimbursement status “Applicant signed project”

Basin Repair (4308) – Work complete. Reimbursement remaining, \$131,141.00

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** 2/12/20

**AGENDA ITEM:** ACWA Legislative Symposium, Wastewater Training Workshop

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**RECOMMENDATIONS:** Recommend approval

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ACWA Legislative Symposium

**FINANCIAL IMPACT:** \$290.00

**FUND/AMT:** 120/130

**DEPARTMENT/AMT:** 10

**ACCOUNT/AMT:** 5175

Wastewater Treatment Exam Math Preparation

**FINANCIAL IMPACT:** \$100

**FUND/AMT:** 120

**DEPARTMENT/AMT:** 10

**ACCOUNT/AMT:** 5063

---

**BACKGROUND:**

HVLCSD is a voting member of the ACWA SLC. The Legislative Symposium is an opportunity to meet with legislators, administration officials, and other water leaders. Key topics include wildfire, PSPS, and moratorium.

Becoming certificated in Wastewater Treatment would better serve Field Operations and the District as a whole. Regulatory compliance, grant administration and project management are tasks that would benefit from the knowledge gained from this certification process.



# ACWA LEGISLATIVE SYMPOSIUM

MARCH 12, 2020 • SUTTER CLUB, SACRAMENTO 2020

ACWA's one-day legislative symposium is an annual event engaging water district directors, general managers, attorneys, and staff from across California with up-to-date information on critical water policy issues.

Register Online at [www.acwa.com](http://www.acwa.com) by March 6, 2020

## ADVANTAGE PRICING\*

Regular: \$290 | Onsite: \$310

## STANDARD PRICING

Regular: \$435 | Onsite: \$455

Continental breakfast, lunch, and program materials are included.

*\*To be eligible for 'Advantage Pricing', you MUST be an ACWA Public Agency Member, Associate, or Affiliate*

## WHAT CAN YOU EXPECT?

With the release of the Governor's Draft Water Resilience Portfolio, three pending climate resiliency bond measures, and the challenges of public safety power shutoff and wildfire threats, the State Legislature will clearly be focused on climate change resiliency in 2020. Join other water leaders from around the state to hear from Legislators, Administration officials, and other influential voices on these pressing issues.

## OUTREACH OPPORTUNITY

With the convenience of Legislators' Sacramento offices nearby in the capitol, this is the perfect time to meet your local legislators, introduce yourself and provide some basic information about your organization and the issues that are important to you.

ACWA has tools and resources available in ACWA's 2019 Legislative Outreach Toolkit. See [www.acwa.com](http://www.acwa.com) for information.

## QUESTIONS?

Please contact ACWA's Business Development and Events Department at [events@acwa.com](mailto:events@acwa.com) or (916) 441-4545.



## HOTEL

A hotel room block is not available for this workshop. Nearby hotel recommendations are available on the event page [www.acwa.com/events/legsypm2020](http://www.acwa.com/events/legsypm2020)



## SPONSORSHIP

This annual symposium covers statewide water policy issues and legislation. Typical attendance ranges from 100-175 attendees. Opportunity includes:

- Recognition as event sponsor in promotion emails to ACWA members, on ACWA's website with logo and link to your company's website, and on symposium program signage and during luncheon.
- One table to display promotional materials during the symposium
- One complimentary registration for the symposium

**Advantage: \$1,500 Standard: \$2,250**

Please contact Stacey Siqueiros at (916) 441-4545 or [staceys@acwa.com](mailto:staceys@acwa.com).



*Attendance at this event by a public official will constitute acceptance of a reportable gift.*



# Wastewater Treatment Exam Math Preparation

April 3, 2020 Clearlake, CA

Instructor – John Hamner

Attending this workshop will prepare operators for the math portion of the State Water Resources Control Board Wastewater Treatment exam grade levels 1, 2, 3

Operators will learn how to calculate wastewater math problems, including;

- Volume & flow
- Chemical dosage
- Detention time
- Hydraulic loading & organic loading
- F/M ratios, sludge age, sludge wasting & MCRT's (mean cell retention time)



Attendees of this workshop will receive point eight (.8) CEU's and a booklet with practice test material

**Registration:** Registration is 7:30 to 8:00 & class is 8:00 to 4:30 (Coffee & donuts provided)

**Cost:** The fee for this workshop is **\$100** per person, cash or check made out to John Hamner

**CLASS LOCATION:** Woodland College, 15880 Dam Rd. Ext, Room 603, Clearlake, CA 95452  
(NOTE – Parking permits are required to park on campus, which will be provided by the instructor)

Registrant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

**Applications may be mailed to 5028 Wintun Way, Kelseyville, CA 95451 or e-mailed to the address below**

**For additional information:** John Hamner - 707-355-0420 or [h2oham@yahoo.com](mailto:h2oham@yahoo.com)

**ACTION OF  
HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

**DATE:** 2/12/20

**AGENDA ITEM:** Telstar Proposal – Supply and Install New Chlorine Leak Detector

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**RECOMMENDATIONS:** Recommendation to the Board to accept the following proposal for a New Chlorine Leak Detector

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**FINANCIAL IMPACT:** \$11,972.00

**FUND/AMT:** 130-5150

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**BACKGROUND/SUMMARY:**

In 2018 the District Risk Management Plan (RMP) was accepted by the County Environmental Health Services Department. As indicated in section 2.6 #8, this RMP has identified chlorine leak detector installations as a planned change to improve safety. We remain committed to moving forward with improvements identified in this 5 year document.



Contractor License #422364  
Contractor DIR #100000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES  
SCADA/AUTOMATION • PLC/HMI • ELECTRICAL • CALIBRATION • MAINTENANCE**

November 14, 2019

Hidden Valley Lake CSD  
18896 Grange Road  
Middletown, CA 95461

Sent via Email: dwhite@hvlcsd.org

Attn: Dennis White  
Subject: Hidden Valley Lake CSD Chlorine Leak Detector – Provide and Install  
Reference: SR 35867

Drawings: N/A  
Specifications: N/A

Dear Dennis,

Telstar Instruments ("Telstar") is pleased to provide a quote for the referenced project to the above identified purchaser ("Customer"). Hidden Valley Lake CSD- Provide and Install New DeNora 1620B Chlorine Leak Detector

**By accepting this proposal from Telstar you agree to treat this as confidential information.**

**SCOPE OF SUPPLY and SERVICES**

- 1. Qty-1 DeNora 1620B Multi-point Gas Leak Detector
  - 2- Chlorine Sensors, 0-10 ppm, Indicator
  - 1- Nema 4X Enclosure w/ Window
- 2. Qty-1 Day Installation- Mount Unit, Wire to Customers Existing power, Wire Outputs to Customer's existing SCADA, Start-up and Calibrate New Unit
- 3. Qty-1 Day SCADA Integration for Leak Detector

**Lump Sum Price for this Scope.....\$11,972.00**

Shipping and Handling for Telstar Supplied Materials IS INCLUDED

Sales Tax IS INCLUDED

This quotation is based on Customer's representation that this IS a prevailing wage project.



Contractor License #422364  
Contractor DIR #100000899

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**CLARIFICATIONS, EXCEPTIONS, AND EXCLUSIONS**

- a. This quotation is based on the inclusion of Telstar's standard Terms and Conditions as part of any purchase order, contract or other agreement.
- b. Telstar's quotation includes only those items listed above. Requests for additions/deletions from our scope will require a change in the quoted price.
- c. Telstar assumes no responsibility for performance, applicability, compatibility, start-up, testing, or acceptance of any equipment not furnished by Telstar under this proposal.
- d. Telstar is supplying only equipment specified and noted above.
- e. Please reference the above stated quote number in all correspondence and purchase orders.

**TERMS AND CONDITIONS**

**Base Terms:** Quotation is valid for 30 days from the date of Telstar's quotation. Payment is due and payable 30 days from date of invoice. If payment is not received by the 30th day, a .05% daily service charge (18-3/4% per annum) will be charged on all accounts past due. In the event of a dispute concerning payment, attorney's fees, court costs and costs of collection will be paid to the prevailing party. The cost for permits and bonding are excluded unless expressly referenced in Telstar's quotation. Our standard insurance applies unless agreed to in writing by Telstar. Telstar's standard one year parts only warranty applies to this quotation. All other warranties, express or implied, or referenced elsewhere in contract documents are excluded, including but not limited to implied warranties of merchantability or fitness for purpose. Unless expressly stated in Telstar's estimate, this quote is based on standard straight time hours and does not include any prevailing wage rates. The price quoted herein is for the labor and materials specifically listed within the body of this quote. Service calls are charged at a 4-hour minimum per person, excluding travel time. Unless expressly stated in the quotation, training, operation and maintenance manuals, and preparation of as built drawings are excluded from Telstar's scope of work.

**Limitation of Liability:** (a) In no event shall Telstar, its suppliers or subcontractors be liable for special, indirect, incidental or consequential damages, whether in contract, warranty, tort, negligence, strict liability or otherwise, including, but not limited to, loss of profits or revenue, loss of use of the Equipment or any associated equipment, cost of capital, cost of substitute equipment, facilities or services, downtime costs, delays, and claims of customers of Customer, its officers, directors, members employees or any third parties for any damages. Telstar's liability for any claim whether in contract, warranty, tort, negligence, strict liability, or otherwise for any loss or damage arising out of, connected with, or resulting from this Agreement or the performance or breach thereof, or from the design, manufacture, sale, delivery, resale, repair, replacement, installation, technical direction of installation, inspection, operation or use of any equipment covered by or furnished under this Agreement, or from any services rendered in connection therewith, shall in no case exceed twenty-five percent (25%) of the purchase price allocable to the Equipment, part or Services that is the subject of the claim. (b) All causes of action against Telstar Instruments arising out of or relating to this Agreement or the performance or breach hereof shall be deemed barred unless brought within one year from the date of discovery or other accrual. (c) In no event, regardless of cause, shall Telstar Instruments be liable for liquidated damages, offsets or penalties of any kind or to indemnify, defend or hold harmless Customer, its officers, directors, members, employees or any third party, arising from or related to the Equipment and/or Services provided by Telstar.

**Force Majeure:** Telstar shall neither be liable for loss, damage, detention or delay nor be deemed to be in default for failure to perform when prevented from doing so by causes beyond its reasonable control including but not limited to acts of war (declared or undeclared), Acts of God, fire, strike, labor difficulties, acts or omissions of any governmental authority or of Customer, compliance with government regulations, insurrection or riot, embargo, delays or shortages in transportation or inability to obtain necessary labor, materials, or manufacturing facilities



Contractor License #422364  
Contractor DIR #100000899

**CONTROL SYSTEM INTEGRATION • INSTRUMENTATION SERVICES  
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from usual sources or from defects or delays in the performance of its suppliers or subcontractors due to any of the foregoing enumerated causes. In the event of delay due to any such cause, the date of delivery will be extended by period equal to the delay plus a reasonable time to resume production, and the price will be adjusted to compensate Telstar Instruments for such delay.

**Cancellation:** In the event of cancellation by Customer, Customer agrees to fully reimburse and compensate Telstar for all costs associated with this Quotation or subsequent order, including but not limited to engineering, labor, materials, quote and estimating time, and product return fees, plus a ten percent (10%) markup to compensate for disruption in scheduling, planned production, indirect costs and profit. Payment for cancellation shall be due within ten (10) days from the date of submission of charges by Telstar.

**Entire Agreement:** This Quotation constitutes the entire agreement between Telstar and Customer. There are no agreements, understandings, restrictions, warranties, or representations between Telstar and Customer other than those set forth herein or herein provided. This Quotation may only be amended, changed or revised by a written amendment signed by an authorized representative of Telstar. No oral or implied agreements shall be of any force or affect.

**Precedence:** In the event Telstar is issued an authorization for work, Purchase Order, Contract or similar Agreement with conflicting Terms and Conditions than those set forth herein, these Terms and Conditions will shall take precedence and shall supersede any and all other conflicting Terms and Conditions.

**Submittals:** In the event Telstar receives a Notice to Proceed or a written statement to proceed with submittals, Telstar will be entitled to compensation based on percent of completion of submittal cost to Customer. Telstar will prepare only one set of submittals, and any resubmittals shall be subject to an additional charge for engineering time and other costs in preparing re-submittals.

**Prevailing Wages:** Telstar relies upon Customer's representations as to whether this Project requires payment of prevailing wages. Customer agrees to defend, indemnify and hold Telstar harmless from and against any and all claims, actions and demands, including but not limited to payment of legal fees, fines, back pay, and any penalties or interest, associated with Customer's inaccurate representation of whether prevailing wages are required to be paid.

**Bonding:** Cost of Bonding is not included. Contact Telstar for a quote if bonding is required.

We look forward to working with you on this project. If you have any questions, please contact me at the phone number below.

Sincerely,

*Kevin Ward*

Kevin Ward  
Chemical Feed Sales and Service  
Telstar Instruments  
(925) 671-2888  
kward@telstarinc.com

RECEIVED

FEB 06 2020

February 3, 2020

Hidden Valley Lake CSD  
19400 Hartmann Rd  
Hidden Valley Lake, CA 95467

RE: Audit Proposal for June 30, 2019, 2020 and 2021

Board of Directors,

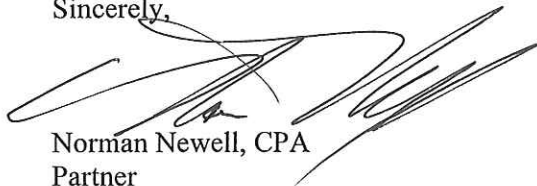
I want to thank the District for allowing us to audit the District's financial statements.

We have discovered that our proposal to provide audit services for the years ending June 30, 2019, 2020 and 2021, included the fee for services for another smaller special district. We did not realize the error until recently. We fully intend to honor our proposal, but would like to propose that the fees be adjusted to the fee billed on the June 30, 2018 with no increase for the June 30, 2019, 2020 and 2021 audits.

The District has always been very professional to work with and we do not want to jeopardize our relationship in any way.

We appreciate your consideration.

Sincerely,



Norman Newell, CPA  
Partner

February 3, 2020

Hidden Valley Lake Community Services District  
19400 Hartmann Road  
Hidden Valley Lake, CA 95467

AUDIT OF FINANCIAL STATEMENTS FOR THE YEARS ENDED JUNE 30, 2019, 2020 AND 2021

We are pleased to submit our proposal to audit the financial statements of Hidden Valley Lake Community Services District for the years ended June 30, 2019, 2020 and 2021.

### **Scope of Audit**

We will conduct our audit in accordance with generally accepted auditing standards, Government Auditing Standards issued by the comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements. Our audit will include examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. Our audit will also include assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatements, we will select the necessary procedures to test compliance and to disclose noncompliance with specific laws, regulations and contracts. We will consider the District's internal control structure in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements.

Our engagement will also include preparation of a Letter of Recommendations to management with suggestions to assist them in improving controls, efficiency and operations. It is our belief that relevant and timely management letters are an important and basic product of our audit procedures.

Our policy with respect to management letters is a "no-surprises" approach. We will clear the facts involved on each point with the person most directly involved with the point and their immediate supervisor.



- Understanding all major systems thoroughly, including computerized elements, allowing us to focus effort on risk in the most significant areas.
- Controlling audit costs and minimizing District staff time by eliminating unnecessary or redundant procedures.
- Using specialized software programs to aid in working trial balance preparation, journal entry posting and combining schedule consolidations.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and will include tests of the accounting records of Hidden Valley Lake Community Services District and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by Government Auditing Standards. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that Hidden Valley Lake Community Services District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in Government Auditing Standards may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Management Responsibilities**

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-



for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about the financial statements and related matters.

### **Audit Procedures - Internal Controls**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal

### **Independent Contractors**

We are independent contractors and are not subject to the direction and control of the District except as to the final result. We shall be solely liable and responsible to pay all required taxes and other obligations, including, but not limited to, withholding and social security and workers' compensation. Auditors shall indemnify and hold the District harmless from any liability which it may incur to the federal and state government as a consequence of this contract. It is specifically understood and agreed that in the making and performance of this contract, Smith & Newell, CPA's is an independent contractor and is not an employee, agent, or servant of the District.

### **Termination**

The District shall have the right at any time to terminate this Agreement by giving to the Auditors thirty (30) days written notice of its intent to terminate this Agreement, and in the event the District elects at any time to terminate this Agreement, or any portion thereof, the District shall be obligated to pay the Auditors for all services rendered by the Auditors to the date of termination. This contract may be terminated before the automatic termination date set forth above as follows:

- a. By mutual consent of the parties;
- b. At any time on a material breach of any of the provisions hereof; or,
- c. By the District on delivery of written notice thereof to Auditors for any or no reason, whatsoever, including, but not limited to, the failure by the Board to appropriate funds for this contract.

### **Assignment**

We shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the District, except that claims for money due or to become due the Auditors from the District under this contract may be assigned by the Auditors to a bank, trust company, or other financial institution without such approval. Written notice of any such transfer shall be furnished promptly to the District. Any attempt at assignment of rights under this contract, except for those specifically consented to by both parties or as stated above, shall be void.

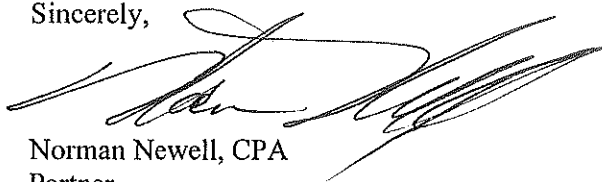
### **Modifications**

This agreement may only be modified by a written amendment hereto, executed by both parties.

### **Non-Discrimination**

In the performance of the work authorized under this agreement, we shall not discriminate against any worker because of race, creed, color, ancestry, religion, marital status, age (over 40), veteran or non-veteran status, sex, or national origin.

Sincerely,



Norman Newell, CPA  
Partner

This letter correctly sets forth the understanding of Hidden Valley Lake Community Services District.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_



www.CoughlanNapaCPACo.com  
Company@CoughlanNapaCPACo.com

## Report on the Firm's System of Quality Control

November 28, 2018

To Smith & Newell and the  
Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Smith & Newell (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

January 13, 2020

# Hidden Valley Lake CSD

## Cost Estimate for Classification and Total Compensation Study

SUBMITTED BY:

**VICKI QUINTERO BRASHEAR**

*Director of Products and Services*

CPS HR Consulting  
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vbrashear@cps hr.us  
Tax ID: 68-0067209

[www.cps hr.us](http://www.cps hr.us)



Your Path to Performance

January 13, 2020

Penny Cuadras  
Admin Assistant to the G.M.  
Hidden Valley Lake CSD  
[pcuadras@hvlcsd.org](mailto:pcuadras@hvlcsd.org)

**Re. Cost Estimate for Classification and Total Compensation Study**

Sent via email to: [pcuadras@hvlcsd.org](mailto:pcuadras@hvlcsd.org)

CPS HR Consulting (CPS HR) is pleased to submit this quote in response to your request for a classification and total compensation study. We have outlined our understanding of the scope of work, work plan, timeline, and cost.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this quote, please contact Kelly Gonzales at [kgonzales@cps hr.us](mailto:kgonzales@cps hr.us) or (916) 471-3334.

Sincerely,



Vicki Quintero Brashear  
CPS HR Consulting  
Director of Products and Services

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## About CPS HR Consulting

CPS HR Consulting (CPS HR) is an innovative, client-centered human resources and management consulting firm specializing in solving the unique problems and challenges faced by government and non-profit agencies. As a self-supporting public agency, we understand the needs of public sector clients and have served as a trusted advisor to our clients for over 30 years. The distinctive mission of CPS HR is to promote human resource excellence in the public sector.

CPS HR occupies a unique position among its competitors in the field of government consulting; as a Joint Powers Authority, whose charter mandates that we serve only public sector clients, we actively serve all government sectors including Federal, State, Local, Special Districts, Education, and Non-Profit Organizations. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to their communities. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

Our experience makes us uniquely qualified for your requested services for a classification and compensation study. Our team members specialize in providing human resources consulting services to the education industry throughout the State, and have considerable experience conducting classification and salary studies.

## Scope of Work and Consulting Approach

CPS HR understands that the District is seeking a consulting firm to conduct a classification and total compensation study for 10 classifications with 12 incumbents.

CPS HR has provided pricing for the Classification and Total Compensation Study, as well as the following Optional Services:

- American Disability Act (ADA) Analysis
- Fair Labor Standards Act (FLSA) Analysis
- Employee Appeals Process

## Work Plan - Classification Study

The classification work plan outlined in this section defines tasks within a comprehensive classification study, from employee orientation sessions to final reports and the deliverables associated with each task. CPS HR provides information on three optional classification services and provides those prices separately.

**Task 1 – Receive and Review Background Materials.** Upon contract execution, CPS HR will gather background information including the following materials:

• Organization Charts	• Classification Specifications
-----------------------	---------------------------------



<ul style="list-style-type: none"> <li>● Budgets</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant Policies and Procedures</li> </ul>
<ul style="list-style-type: none"> <li>● Memorandums of Understanding</li> </ul>	<ul style="list-style-type: none"> <li>● Salary Resolutions and Schedules</li> </ul>
<ul style="list-style-type: none"> <li>● Past Classification and Compensation Studies</li> </ul>	<ul style="list-style-type: none"> <li>● Mission, Vision, and Values of the Organization</li> </ul>

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- The client must upload electronic copies of all documents to a shared online site within **five (5) business days** of request.

**Task 2 – Initial Project Meeting.** The CPS HR Project Manager will meet with the District’s Internal Project Manager, HR Staff, and designated key stakeholders to initiate the project by confirming study goals, objectives, tasks to be performed, and methodologies. During this kick off meeting, CPS HR and the District will also discuss and agree upon a communication plan for this study, since open and consistent communication is a key element in project acceptance and success.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR has budgeted for the kick off meeting to be held onsite with the Proposed Project Manager in attendance.

**Task 3 – Develop Job Evaluation Tool.** CPS HR will use an online survey tool to ensure valid information is gathered, analyzed, and documented consistently from incumbents regarding their current classifications. This activity includes finalizing a Position Description Questionnaire for approval by the District and electronic distribution of the PDQ to study participants. The PDQ is designed to capture specific information about the tasks being conducted by the incumbent and can be used in studies with multiple analytical goals such as position allocation and classification specification development/revisions.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- For purposes of creating a cost-effective response, our pricing assumes the District will utilize CPS HR’s PDQ with minor (2-3) edits. Additional hours spent on the task will be contracted separately.
- The PDQ will be provided in English in an online survey format. All surveys must be completed online.

**Task 4 – Conduct Orientation.** The CPS HR Project Manager will draft a communication to be sent via e-mail (by District staff) to all employees included in the study to invite them to attend an orientation session. For purposes of this scope of work, we have planned for **one (1) in-person, one-hour orientation session** to be conducted on the same day. A Frequently Asked Questions (FAQ) document will be compiled after all of the sessions and provided to District staff within three (3) business days of the session.

The purpose of the orientation session is to (i) communicate study goals, methodology, and processes; (ii) demonstrate the PDQ and explain to employees how the document should be completed; (iii) explain

the role of employees, supervisors, and managers in the study; and (iv) respond to employee questions regarding the study process.

These tasks and processes are critical in gaining employee understanding, trust, and acceptance of the study. Where possible, we encourage executives, managers, supervisors, employee bargaining unit representatives, and human resources staff to attend the meeting(s) to familiarize themselves with employee questions and the responses to those questions.

**Task 5 – PDQ Completion.** All study employees in single position classifications and a representative sample of employees in multiple position classifications will have the opportunity to provide information on the duties and responsibilities as it relates to job specifications, duties not covered in the job specification, minimum qualifications, and physical demands. Each incumbent’s supervisor will then review the collected data to ensure that the incumbent has accurately and sufficiently captured all pertinent information on job context and work output. A third level review may be added to include manager review.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- All surveys must be completed online, including supervisor and manager comments/approval.
- Links to surveys will be sent via e-mail by CPS HR. A complete roster, including employee name and e-mail address (among other data points), must be uploaded to the shared online site by District staff using a Microsoft Excel template provided by CPS HR. Upload by the client must occur **at least five (5) days** before distribution of links is planned.
- **Responsiveness of study participants is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the online PDQ completion date is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

**Task 6 – Receive and Review PDQs/Prepare for Job Evaluation Interviews.** The CPS HR Project Team will thoroughly review each PDQ to obtain an understanding of the duties and responsibilities assigned to each position. Job evaluation interview questions for study employees will be developed based upon the results of the documentation review.

CPS HR Project Team members will develop an interview schedule and will coordinate the schedule with the District’s designated staff member.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Our pricing assumes that:
  - 100% of incumbents will provide completed PDQs
  - project staff will create interview questions for all respondents

**Task 7 – Conduct Job Evaluation Interviews, Focus Groups, follow up Supervisor/Manager Interviews.** In addition to the PDQs, job evaluation interviews will be conducted with employees in single position classifications and a representative sampling of employees in multiple position classifications to ensure

the CPS HR Project Team has a complete understanding of the duties and responsibilities assigned to each position. CPS HR will utilize a combination of interviews and focus groups to meet with identified incumbents. Interviews with supervisors or managers may also be held to further clarify information documented on their subordinate employees' PDQs. For planning purposes, each individual interview is 30 minutes and focus groups one hour; supervisor or manager interviews range from 45 minutes to one hour.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Our pricing assumes that:
  - 100% of incumbents will be interviewed in person
  - Where applicable, some of those incumbents will participate in a focus group in person (for multiple position classifications)
  - Up to 20% of supervisors/managers will have follow-up one-on-one interviews which will be held by teleconference

Discussion Type	# Needed	# of Days Needed for Consultant to Carry Out
One-on-one interviews (in person)	12	2
Supervisor one-on-one interviews (teleconference)	6	1

- CPS HR will identify all meeting participants with input from the District. Each participant will be required to schedule his/her interview day/time using an online scheduling system, to which a link will be sent by CPS HR to each participant. Links will be sent at least seven (7) calendar days before the first day of discussions. NOTE: If individuals are unable to access the online scheduling system because of their field activities, District staff will be provided access to the online scheduling system to reserve slots and will be responsible for informing each participant of his/her interview day/time.
- Discussions will take place over three sequential business days (i.e., Day 1 through 2: one-on-one interviews; Day 3: supervisor one-on-one interviews via teleconference).
- The District will arrange for needed rooms for in-person activities at a single location at District offices. All discussions will take place between the hours of 8:00 am and 5:00 pm Local Time.
- Reschedules have not been planned or costed for this project.

**Task 8 – FLSA Analysis (Optional).** The CPS HR Project Team will analyze the duties and responsibilities of each position and provide recommendations to ensure compliance with the Fair Labor Standards Act (FLSA) exempt/non-exempt designations. Each position will be thoroughly reviewed based on the duties, responsibilities, scope of authority, and span of control for purposes of determining whether it is exempt

or non-exempt under FLSA. We will provide a brief write-up on any positions that we find are not properly designated and summarize all other positions. The CPS HR Project Team will prepare a summary report in a table format presenting the following information: (i) Employee name; (ii) Current classification; (iii) Current FLSA status; (iv) Recommended FLSA status; (v) Exemption type (if applicable); and (vi) Summary on the rationale for the exemption (if applicable).

**Task 9 – ADA Analysis (Optional).** The CPS HR Project Team will assess each position’s essential functions. CPS HR will prepare a questionnaire as part of the data collection effort to gather information about the physical demands and environmental conditions. In addition, the CPS HR Project Team will capture data through the PDQs about essential functions. These essential functions will be verified through discussions with incumbents and supervisors.

**Task 10 – Analyze Classification Data.** The Project Team will analyze all information collected from the incumbents and their supervisor/manager, and any job evaluation interviews to identify the job level, scope, typical duties, requisite knowledge, skills, abilities, and other job-related characteristics of each position. This analysis will be used to develop recommendations regarding classification concepts and a classification structure that aligns with current business needs, and to evaluate the proper classification allocation for study employees.

Classification concepts serve as the foundation for a classification plan by identifying the nature and level of jobs, with clear definitions of the differences between them. Classification concepts will also provide the framework for the consolidation of existing classifications, the elimination of classifications and/or the creation of new classifications where appropriate, and the revision and development of classification specifications to ensure they properly identify scope and level of District relative to other classifications and to ensure that there is consistent titling within the classification plan.

- Classification concepts include:
  - Definition of classification levels, such as entry, journey, advanced journey, and supervisory
  - Definition of nature of work such as clerical, technical, professional, supervisory, and management
  - Titling protocols and standards within the classification structure
  - Flexible staffing, where applicable
  - The use and application of common classification allocation factors such as decision-making, scope and complexity, contact with others, supervision received and exercised, and knowledge, skills, and abilities
- Classification Structure – Development of a recommended classification structure for the District, with a crosswalk of any changes from the current structure.

An accurate and up-to-date classification system provides an organization with the necessary tools to make administrative, fiscal, and human resources decisions. Further, accurate and current classification specifications provide the fundamental and essential building blocks for successful administration of recruitment, performance management, compensation, retention

and succession planning programs. Identifying positions based on a well-defined and orderly classification system supports organizational planning, budget analysis and preparation, and various other administrative functions.

To create a valid classification system, CPS HR consultants will rely upon sound principles of job evaluation. Using these principles, CPS HR will develop a classification structure for the District that is designed to reflect distinct differences in the levels and types of work being performed based on established classification factors and concepts.

- Analysis of classifications against comparable positions in the established labor market. While this is accomplished as a typical step within a compensation project, CPS HR recommends that this be done for only special circumstances for this classification project. In cases of highly specialized or technical positions or situations when specific aspects need to be validated, comparisons to other classifications in other agencies may be a sound course of action. However, we do not recommend conducting this for every position, and our price estimate reflects doing this for a small percentage of the total classifications.
- Placement of individual positions into the recommended classification structure (incumbent allocations).

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- CPS HR will provide a classification specification template via the shared online site if the District does not already have one that must be utilized.

**Task 11 – Prepare, Submit, and Present Draft Classification Report.** The Project Team will prepare a Draft Classification Report which will include the methodology, findings, and recommended changes to the classification structure and allocation recommendations.

CPS HR will facilitate a meeting with the representatives of District management and affected employee bargaining units to discuss the classification findings.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume one virtual meeting, for up to two hours, with primary District Project Manager/HR staff to discuss the Draft Classification Report.
- As the District conducts its review of the Draft Report and Draft Structure, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will provide all comments or requests for change to the Draft Report/Structure within two business weeks of receipt.

**Task 12 – Revise/Create Classification Specifications.** Once the District has approved the classification study findings, the classification specifications will be revised/created accordingly. The format for classification specification revisions will be submitted to the District for approval. Our methodology for this task will result in:

- Accurately identifying the specific essential duties and responsibilities; required knowledge, skills, and abilities; minimum education and experience requirements; and minimum special qualifications for each position in the study.
- Reviewing, revising, editing, and developing written classification specifications for each study classification that clearly specify and describe a general statement of duties; any distinguishing features of the class; essential duties, knowledge, skills, and abilities; acceptable minimum education and experience; and required special training and certifications.
- Describing the typical work environment for the classification.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Classification specifications will be uploaded to the shared online site. Documents will be marked “Draft” and provided in Microsoft Word with several views – “with mark-up” and “without mark-up.” This will allow the District to easily view tracked changes. Edits and comments made by both parties will be captured in these online shared documents. CPS HR will post finalized versions of classification specifications in both Microsoft Word and Adobe PDF marked “Final.”
- As the District conducts its review of the Draft Classification Specifications, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will provide all comments or requests for change to the Draft Classification Specifications within two business weeks of receipt.

**Task 13 – Incumbent Allocation and Appeals Process (Optional).** Following the acceptance of the updated classification structure and allocation recommendations made in the draft report, as well as revised job descriptions, CPS HR can provide the District with an allocation list of all employees under study. to each individually within a period mutually-agreed upon by CPS HR and the District.

**Task 14 – Prepare, Submit, and Present Final Classification Report.** CPS HR’s reporting will include a discussion of our methodology and a narrative summary to support our recommendations in the Draft Classification Report submitted to the District for feedback. CPS HR will research any comments and issues raised during the review of the Draft Classification Report. Once these have been resolved, CPS HR will prepare and present the Final Classification Report to the District’s primary stakeholders. The District will be responsible for approving and implementing classification specification content changes through their standard process, including any necessary notifications to employees, employee representatives, or the Department of Human Resources.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume one in-person meeting for up to two hours, with primary District stakeholders to present the Final Classification Report.

## Project Timeline

- **CPS HR estimates 23 weeks to complete the classification study.** An example timeline is presented on the following page and the CPS HR Internal Project Manager and the District can discuss varying approaches to customize the timeline. *Our timeline presents the general amount of time for each step without accounting for variables that would cause delay or prolong task time.*
- It is important for projects of this size and duration to keep in mind holiday schedules, planned breaks/closures, the District’s internal operational needs, workload fluctuations, board/council dates, and other variables that may impact deadlines. CPS HR recommends a timeline that can be flexible to accommodate varying factors in achieving set milestones.

Classification Study - Estimated Timeline	Week Number(s)
Receive and Review Background Materials	1 to 2
Initial Project Meeting	3
Develop Job Evaluation Tool; Obtain Approval from Client	4
Conduct Orientation with Participants; Submit FAQ document to Client	5
PDQ Completion	6 to 7
Receive and Review PDQs/Prepare for Job Evaluation Interviews	8 to 9
Send Link to Study Participants for Interview/Focus Group Scheduling	10
Conduct Job Evaluation Interviews and Focus Groups	11
Analyze Classification Data	12 to 13
Prepare, Submit, and Present Draft Classification Report	14 to 15
Client Review of Draft Classification Report/Structure; Client Provides Feedback	16 to 17
Revise/Create Classifications Specifications and Classification Report/Structure	18 to 19
Incumbent Allocations	20
Prepare, Submit, and Present Final Classification Report and Any Outstanding Documents <i>(if minor edits are needed, timeline can be accelerated)</i>	21 to 23



## Work Plan - Compensation Study

The compensation work plan outlined in this section is intended to define all tasks within a compensation study from labor market selection to final reports, and the types of deliverables associated with the task. **Please note that work on the compensation portion will begin after all work has been completed and accepted on the classification portion of the project.**

**Task 2.1 – Review the District’s Background Materials.** Upon contract execution, CPS HR will request background information from the District to ensure our Project Manager and the CPS HR Project Team is prepared for initial meetings.

- Compensation philosophy and strategy
- Salary schedules
- Benefits summaries
- Budget Information
- Memorandums of Understanding (MOUs)
- Compensation policies and procedures
- Other documents relevant to the study

The CPS HR Project Manager will coordinate activities through and report to the District’s Internal Project Manager and other designated key stakeholders.

### Client Responsibilities and/or Pricing Assumptions Associated with Task:

- The client must upload electronic copies of all documents to a shared online site within **five (5) business days** of request.

**Task 2.2 – Initial Project Meeting/Labor Market Agency and Benchmark Selection Discussions.** The CPS HR Project Manager will meet with the District’s Internal Project Manager and any other designated stakeholders to discuss the study methodologies, deliverables, timelines, communication, and data collection methods. The CPS HR Project Manager will work to understand the District’s compensation philosophy in this meeting to obtain direction and consensus. Additionally, the CPS HR Project Manager will be available to discuss the following elements of compensation policy:

- Labor Market Agency Selection - This section of the workshop focuses on the typical labor market selection criteria and the process by which CPS HR will evaluate and prepare recommendations for the District’s labor market agencies; such selection criteria typically includes: (i) Geographic Proximity, (ii) Services provided, (iii) Past labor market agency practices, (iv) Cost of Living/Cost of Wages, and (v) Size of the organization (measures may include number of employees or population)

Additional workshop topics are

- Labor market position (i.e., median, mean, or other percentile)

- Benchmark classifications to be selected based on the following criteria:
  - They should be classifications for which counterparts can readily be found in surveyed employers so that sufficient compensation data can be gathered. Classifications which have a large number of comparables from other agencies are generally selected as benchmark classifications.
  - Benchmark classifications should have significant relationships to other classifications in their occupational group. This ensures that they will make good reference points in relating and establishing salaries for other classifications within their occupational groups. Use of private sector data or other data sources

Using the selection criteria established in the initial project meetings, the CPS HR Project Team will conduct research on potential labor market agencies and will provide the District with recommendations concerning the survey agencies and benchmark classifications to be used in the study.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- It is assumed that no more than 10 benchmark classifications will be identified for the study.
- It is assumed that no more than 11 labor market agencies will be selected for comparison by the District.

**Task 2.3 – Design, Develop, and Distribute the Survey Instrument.** The CPS HR Project Team will develop a comprehensive survey instrument to ensure the effective collection of compensation data from each of the survey agencies.

The survey instrument will include a brief description of each of the survey classifications with a request for the minimum and maximum monthly salary for each. CPS HR’s survey instrument is designed to be completed electronically. For a total compensation study, the following elements of total compensation and the benefits practices are often collected: (i) Cash add-ons premium pays such as: Longevity pay and deferred compensation; (ii) Agency contribution to medical, dental, and vision programs; (iii) Agency contributions to defined-benefit retirement programs and Social Security practices; and (iv) Paid time off practices such as: Holiday leave, vacation and sick leave, administrative leave.

**Task 2.4 – Review, Analyze, and Validate Labor Market Survey Data.** CPS HR begins labor market data collection by researching available information online to make preliminary classification matches and obtain benefits data. The CPS HR Project Team will reach out to labor market agencies to confirm and/or complete survey data after completing as much pre-work as possible. We find that this initial collection effort results in greater participation from the labor market agencies. Once CPS HR has completed their survey analysis tasks, the CPS HR Project Manager will audit the final data as part of our quality review process.

Classification matching includes reviewing agency background materials such as copies of classification specifications, organization charts, staffing information, and other useful materials to substantiate the accuracy of the comparability of the matches. To determine whether a match from a labor market agency is comparable to the District’s benchmark, CPS HR utilizes a whole job analysis methodology; this commonly used methodology analyzes the job as a whole, rather than by individual factors, by evaluating

the core duties and responsibilities, the nature and level of work performed, and the minimum qualifications to determine whether the classification is comparable enough to be utilized as a match. The methodology recognizes slight differences in duties assigned to matches from other labor market agencies which do not impact the type, nature, and level of work performed. Matches should not be so broad that they include classifications performing dissimilar work, or work done at a higher or lower level, but they also should not be so narrow that they exclude matches doing comparable work, with slight differences in work that do not change the level and nature of work.

#### **Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Should any labor market agencies be non-responsive to requests for information, we will provide the District with contact information and request that they use their professional contacts to follow up on CPS HR's behalf. We have found this approach to be beneficial.
- The District may add additional labor market agencies should any in the initial selection be non-responsive or not provide sufficient matches at an additional cost.
- **Responsiveness of labor market agencies is absolutely critical to maintaining the agreed timeline.** An amended timeline will be provided by the CPS HR Project Manager if the data collection period is pushed out. Any contract amendment needed due to timeline shift will be discussed with the District at the appropriate point.

**Task 2.5 – Design and Develop Data Spreadsheets.** CPS HR will develop an individual data sheet for each survey classification that presents the comparable classification used in each agency with the relevant data associated with that classification, such as the position ranking within the labor market and salary range minimum and maximum.

The labor market data analyses will be conducted based upon the labor market position affirmed within the District's compensation philosophy (e.g., median, mean, or other percentile). Each comparable match for each survey classification is reported in the relevant data sheet for full disclosure and review by others. We find this level of transparency in matching provides for a better understanding and acceptance of study results.

**Task 2.6 – Conduct Benefits Analysis.** The benefits data submitted from the labor market agencies will be incorporated into the base salary data sheets to provide a total compensation analysis. This quantitative analysis of program costs will provide the District with an understanding of how the study classes compare against their market when the costs of benefits programs are taken into consideration. Within these data sheets, four (4) different analyses can be conducted based on how the District wishes to view the data:

1. An analysis of where the survey classification falls within the labor market for base salary
2. An analysis of where the survey classification falls within the labor market when the cost of cash add-ons is taken into consideration (total cash)
3. An analysis of where the survey classification falls within the labor market when the cost of cash add-ons and health programs are taken into consideration

4. An analysis of where the survey classification falls within the labor market when the cost of cash add-ons, health program costs and retirement contributions are taken into consideration (total compensation)

**Task 2.7 – Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations.** A comprehensive and balanced pay program is the result of the analysis of external labor market data, combined with an analysis of important internal relationships that reflect the District’s value system of jobs. With the whole job methodology, the internal pay relationship analysis for non-benchmark classifications will involve a number of steps to arrive at sound and equitable relationships. Among others, the most important of these will include:

- Analysis of existing and historical pay relationships;
- Analysis of base compensation within the organizational hierarchy to establish consistent classification and job series pay parameters within departments and laterally agency-wide;
- Development of consistent, uniform, and realistic guidelines for determining internal relationships including span of control, nature and level of work performed and related components; and
- Recommendation of equitable and appropriate internal relationship differentials based on the above.

Provided is the methodology CPS HR utilizes for establishing salary levels for benchmark and non-benchmark classifications in our compensation studies. This methodology would be applied to all of the District’s study classifications.

1. Conduct a comprehensive understanding of the District’s approach to identify the benchmark classifications to be used in the salary setting process.
2. Establish salary recommendations for these benchmark classifications by setting the salary level based on the market data.
3. Conduct a comprehensive review of the District’s current internal alignment differentials to determine what their practices are, and if they should be adjusted.
4. Apply recommended internal differentials within job families to build the salary recommendations for classifications which have significant relationships to each other because they are in the same job series or family.
5. Determine what classifications remain that are not benchmark classifications, or classes that minimal comparable data was available for, and are also not part of a job series or family. These classifications are then reviewed to determine which classifications are the subject classifications currently internally aligned with and whether that relationship should be changed. Evaluation factors include the nature and level of work performed, as well as the minimum qualifications.

The salary recommendations for each study classification will display the following information:

- Classification title

- Current monthly range maximum
- Recommended monthly range maximum
- The percentage difference and/or dollar amount difference between the current and recommended monthly range maximum

This information will provide the District with the percentage and dollar amount of any increase on a classification-by-classification basis.

**Task 2.8 – Prepare and Present Draft Compensation Report.** The CPS HR Project Team will develop a Draft Compensation Report detailing the results of the labor market survey and a suggested implementation plan to address salary range changes. This draft report will comprise the following:

- Scope of the study
- Labor market agencies, including the comparable characteristics (e.g., size, scope of services, number of employees, etc.)
- Study benchmarks, including methodology utilized to identify benchmarks
- Labor market data analysis/methodologies
- Results of the base salary survey
- Salary recommendations for all classifications

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume one virtual meeting, for up to two hours, with primary District Project Manager/HR staff to discuss the Draft Compensation Report and accompanying data.
- As the District conducts its review of the Draft Report, client comments and questions will be captured in a single document provided on the online shared drive. We are unable to accept commentary via e-mail.
- Timeline assumes the District will respond to the Draft Report within two business weeks of receipt.

**Task 2.9 – Research and Resolve Issues/Prepare and Present the Final Compensation Report.** Based upon the District’s review of the Draft Compensation Report, the CPS HR Project Team will follow-up and resolve any outstanding compensation issues. CPS HR will present the findings to designated key stakeholders and respond to any questions about the outcome of the study or the methodology during that meeting.

**Client Responsibilities and/or Pricing Assumptions Associated with Task:**

- Costs assume one in-person meeting, for up to two hours, with primary District stakeholders to present the Final Compensation Report.

## Project Timeline

**CPS HR estimates 22 weeks to complete the compensation study.** An example timeline is presented on the following page and the CPS HR Internal Project Manager and the District can discuss varying approaches to customize the timeline. *Our timeline presents the general amount of time for each step without accounting for variables that would cause delay or prolong task time.*

<b>Compensation Study - Estimated Timeline</b>	<b>Week Number(s)</b>
<i>Compensation study will begin after all activities associated with the Classification Study have been completed.</i>	
Review the District’s Background Materials; Preliminary Discussion with District to Discuss Possible Labor Market Agency Pool and Benchmark Selection; Conduct Research	1 to 2
Initial Project Meeting, Including Labor Market Agency and Benchmark Selection	3
Design, Develop, and Distribute Survey Instrument	4
Review, Analyze, and Validate Labor Market Survey Data	5 to 8
Design and Develop Data Spreadsheets	9 to 11
Conduct Benefits Analysis	12 to 13
Meeting and Client Review of Preliminary Data and Matches	14
Conduct Internal Equity Analysis/Prepare Draft Salary Recommendations	15 to 16
Prepare Draft Compensation Report	17 to 18
Client Review of Draft Compensation Report/Provides Feedback	19 to 20
Research and Resolve Issues/Prepare and Present the Final Compensation Report	21 to 22

## Start Date

CPS HR would be able to commence work after March 1, 2020. We request a minimum two-week lead time between full contract execution and initial project meeting. We require that contracts be executed prior to scheduling the initial project meeting.

## Professional Fixed Fee

CPS HR has prepared the following **professional fixed fees** based on the scope of work discussed and further detailed below.

Travel expenses will be billed as a direct pass-through with no markup.

Classification Study	Professional Fixed Fee*
Classification Study	\$ 36,995
Total Compensation Study	\$ 15,299
Expenses (not-to-exceed)	\$ 1,500
<b>Not-To-Exceed Contract Amount:</b>	<b>\$ 53,794</b>
<i>Optional Classification Services (not included in NTE)</i>	
FLSA Analysis	\$80 per incumbent
ADA Analysis	\$80 per classification

## Pricing Assumptions

General Scope	
Number of Classifications	Up to 10
Number of Incumbents	Up to 12
Number of Benchmarks	Up to 10
Number of Labor Markets	Up to 11
<b>Not included in the fixed fee:</b>	
Materials Production	CPS HR provides all documents electronically, including Draft Reports, data sheets, classification specifications, and Final Reports. Hard copy printing of documents for this engagement will be the responsibility of the District.

## Billing Terms

CPS HR will bill in four equal installments. The milestones for billing are:

- Completion of Job Evaluation Interviews
- Submission of Draft Classification Report
- Submission of Final Classification Report
- Submission of Final Compensation Report

Expenses will be billed within the time incurred.

CPS HR may request amendment to the funds should work be requested outside of the scope and terms of this proposal.

### **Pricing Philosophy**

CPS HR is flexible with the proposed work plan; alternate approaches may be discussed with the District which may in turn change the proposed cost of the project. As described in this proposal, the methods, approach, timelines, as well as the proposed fee, have been prepared as accurately as possible based upon the services requested and study objectives described in the information provided to CPS HR. The proposed professional fees reflect the steps and time necessary to conduct the study in a sound, thorough, and sustainable manner, including important input and review by the District's Internal Project Manager and designated stakeholders to accomplish the study objectives. If changes or additional services are required, we will be happy to discuss changes to the project activities, schedule, and/or fee proposal.





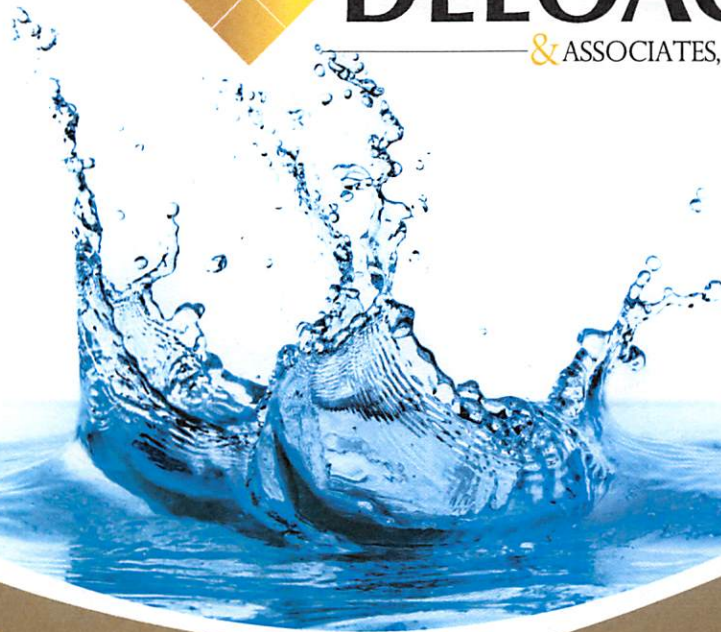
# Proposal to Conduct a Compensation Study

January 2020

Submitted by



**DELOACH**  
— & ASSOCIATES, INC —





**DELOACH**  
— & ASSOCIATES, INC —

**Proposal to Conduct a  
Compensation Study for the Hidden  
Valley Lake Community Services  
District**

Submitted by:

**DELOACH & Associates, Inc.**  
Rancho Cucamonga, CA.

Robert A. DeLoach  
President

## **COVER LETTER – LETTER OF TRANSMITTAL**

January 8, 2020

Ms. Penny Cuadras  
Administrative Assistant  
**Hidden Valley Lake Community Services District**  
19400 Hartmann Rd.  
Hidden Valley Lake, CA. 95467

**Subject: PROPOSAL TO CONDUCT A COMPENSATION STUDY FOR THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT**

Dear Ms. Cuadras;

Congratulations to the Hidden Valley Lake Community Services District for your recent award recognizing your Regional Outreach efforts presented by the Association of California Water Agencies at their fall conference in San Diego. We appreciate the opportunity to submit our proposal to conduct the Compensation Study (“Study”) for the Hidden Valley Lake Community Services District (“District”). At the direction of the District’s Board of Directors, the District is undertaking this effort to evaluate compensation levels for its employees within a defined labor market.

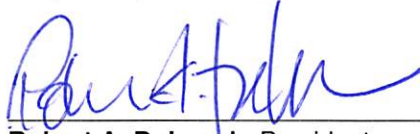
DELOACH & Associates, Inc. (“Consultant”) is uniquely qualified to provide value to your organization based on our experience working with water and wastewater utilities throughout California. This effort includes assignments for city, county, special districts as well as for for-profit and non-profit clients. Our extensive experience assessing and maximizing organizational performance including employee compensation methodologies has guided our approach to this project. Our goals for this effort are established in our understanding of the challenges confronting the water and wastewater industry and our demonstrated expertise in developing long-term strategies that maintain and build operational efficiency.

As President of DELOACH & Associates, Inc., I am authorized to negotiate terms and conditions as well as obligate Consultant at all times during the duration of this project. I will assume the lead role and responsibility as Project Director and will be responsible for the successful completion of the project. Our company is dedicated to each of our client’s projects and commits the necessary resources to achieve the highest levels of quality control, and commitment to meeting project timelines and budget to ensure the highest quality work product.

Thank you for considering DELOACH & Associates, Inc. for your Compensation Study. Please contact us if you have any questions regarding our proposal or need additional information about our company. We look forward to working with the Hidden Valley Lake Community Services District.



Respectfully submitted,



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**Robert A. DeLoach**, President  
DELOACH & Associates, Inc.  
8780 19<sup>th</sup> Street, Suite 402  
Rancho Cucamonga, CA. 91701  
Office: (909) 758-0273  
Mobile: (951) 206-5886  
[Robertadeloach1@gmail.com](mailto:Robertadeloach1@gmail.com)  
[www.deloachassociates.com](http://www.deloachassociates.com)

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## **FIRM EXPERIENCE AND QUALIFICATIONS**

**DELOACH & Associates, Inc.** is a full-service management consulting firm focused on municipal and private utility management and utility asset management. With over 25 years of municipal and private utility experience Mr. DeLoach is a recognized leader, innovator and facilitator creating value for his clients.

We are a private California Corporation (S-Corporation) located in Rancho Cucamonga, CA. and have worked extensively throughout the State of California as well as completed several projects in Arizona and Nevada. We have extensive experience working with public sector organizations including both union and non-union work environments, City Councils, Special District Board of Directors, LAFCO's and Joint Power Authorities.

Our firm's areas of expertise include organizational development and staffing assessments, employee compensation and classification studies, operational performance assessments, strategic planning, employee and board development, executive recruitment services and executive management performance appraisals. Our dedicated team of professionals is uniquely qualified based on our combined years of utility management experience allowing us to respond to our client needs as demonstrated by our record of successfully completed projects.

## **Representative Experience and References**

### **Valley Center Municipal Water District ("VCMWD")**

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Project title: Classification and Compensation Study  
Contact: Gary Arant, General Manager  
[garant@vcmwd.org](mailto:garant@vcmwd.org)

VCMWD retained DELOACH & Associates, Inc. to complete a classification and compensation study that would be competitive within the San Diego County labor market and provided VCMWD the ability to attract, retain and motivate employees. The labor market for VCMWD was established on two primary factors. The first being the geographic location of the agency and the reasonable expectation of commute times for employees. The second factor related to unique and specific aspects of individual position classifications that may not be readily identified within the geographic labor market. The effort resulted in development of revised position classifications and a total compensation analysis and comparison to agencies within their prescribed labor market.

### **Mission Springs Water District ("MSWD")**

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Project title: Update of Employee Classification and Compensation Schedule  
Contact: Matt McCue, Director of Finance and Administration  
(760) 329-6448  
[mmccue@mswd.org](mailto:mmccue@mswd.org)

MSWD had experienced significant organizational change resulting in a 33% reduction in staffing levels. There were two primary objectives of this project with the first being a review of the organizational structure and operational performance in relation to the existing staffing allocation plan. The findings and recommendations indicated that the organizational structure would need to be revised and additional resources allocated to adequately meet required performance

objectives. The second objective was to review, update and modify position classifications and conduct a salary study consistent with the revised staffing plan.

### **Sonoma County Water Agency – County of Sonoma**

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Project title: Staffing Allocation Plan and Employee Classification and Compensation Review  
Contact: Grant Davis, General Manager  
(707) 526 – 5370  
[grant.davis@scwa.ca.gov](mailto:grant.davis@scwa.ca.gov)

The Sonoma County Water Agency retained our firm to conduct a Staffing Allocation Plan. Integrated into this effort was the requirement to conduct an employee classification and compensation review of agencies within the Sonoma, Napa, Marin, Lake, Solano and Contra Costa county labor market. The project was undertaken to assess the current allocation of staffing across all functional areas of agency operations in relation to key performance indicators. A review of employee compensation, position classifications including qualifications was key to assessing staffing needs within existing budgetary constraints established by the County Board of Supervisors. The report findings provided Agency management with the tools and information needed to modify the current organizational structure including adjusting as warranted employee classifications and compensation.

### **City of Pasadena Water & Power (“PWP”)**

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Project title: Organizational Performance Assessment – Water Operations  
Contact: Gurcharan Bawa, Director of Public Works  
(626) 744-4478  
[gbawa@cityofpasadena.net](mailto:gbawa@cityofpasadena.net)

The objective of the Organizational Performance Assessment (“OPA”) was to assist PWP leadership including the City Council in assessing its current operational performance, organizational structure and employee position classifications in relation to its compensation plan. The OPA was used to evaluate staffing levels consistent with operational needs including an evaluation of its programs and services and realigning position classifications and supervisory span of control. A comparative review of agencies of similar size and scope was undertaken to ‘benchmark’ operational performance.

### **City of Pomona Water & Wastewater Utility Department**

---

Project title: Water and Wastewater Department Staffing Study  
Contact: Darron Poulsen, Manager of Utility Operations  
(760) 246 - 2896  
[dpoulsen@vwvra.com](mailto:dpoulsen@vwvra.com)

DELOACH & Associates, Inc. was a sub-consultant to Woodard and Curran and was tasked with conducting a Staffing Study (“Study”) as part of a larger strategic planning effort for the City’s Water and Wastewater Department. The Study included an assessment of current utility operations, allocation of staffing resources, and development of comparative data from other



utilities of similar size and scope to support recommended staffing levels needed in the future. We were also tasked with conducting a benchmark position compensation review to be used in determining if a larger classification and compensation study would be warranted.

### **Association of California Water Agencies**

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Project title: Organizational Performance Assessment (“OPA”)  
Contact: Tim Quinn, Executive Director (Retired)  
Cindy Tuck, Deputy Executive Director  
[timq@acwa.com](mailto:timq@acwa.com)  
[cindyt@acwa.com](mailto:cindyt@acwa.com)

The Association of California Water Agencies (“ACWA”) Board of Directors and Executive Director initiated the development of an Organizational Performance Assessment to evaluate the performance effectiveness of the State’s largest non-profit member organization. The objective was to identify strengths and weaknesses of the current organizational structure and allocation of staffing in relation to service delivery and performance effectiveness. A review of executive leadership needs within the organization was also conducted.

Other representative experience including compensation studies (references upon request):

- Scotts Valley Water District
- San Lorenzo Valley Water District
- Pajaro – Sunny Mesa CSD
- Indio Water Authority
- San Geronio Water Agency
- Victor Valley Wastewater Reclamation Authority
- Elsinore Valley Municipal Water District
- East Valley Water District
- Cucamonga Valley Water District

### **FIRM ORGANIZATION AND KEY PERSONNEL**

We have a dedicated team of professionals that will be committed to this Compensation Study effort. Each member of our team has worked on a variety of water and wastewater utility projects and is intimately familiar with the issues and challenges facing public utility sector organizations today. We are experienced with the time demands and service delivery expectations associated with projects and assignments such as the Compensation Study for the District.

The team of professionals assigned to this project is noted below:

#### **Robert A. DeLoach** **Project Director**

Mr. DeLoach is President and founder of DELOACH & Associates Inc., a full service management consulting practice focused on public and private sector utility management.

After completing his education at the California State University Pomona in 1975, Mr. DeLoach obtained his C-27 State Contractors license and successfully operated a landscape and irrigation construction business. In 1983 he transitioned into the public sector and became the Director of Public Works and Engineering for the City of Azusa and then in 1990 with the City of Pomona



where he managed municipal public works, engineering, water, sewer and storm water systems. In 1997, he assumed the executive leadership role as General Manager and CEO for the Cucamonga Valley Water District and President of Fontana Union Water Company. The vision to develop his current consulting business was driven by the need for focused utility management experience in the private sector consulting arena. In 2010 he established DELOACH & Associates, Inc. and has successfully worked with public and private water and wastewater agencies in California and Arizona as well as many of the firms that support the utility industry.

In addition to the background and experience noted above, Mr. DeLoach is currently a Project Director for The Pacific Institute based in Seattle, WA, and since 2017, served as President and CEO of Integrated Stormwater Resources, a private storm water utility focusing on infrastructure financing.

Mr. DeLoach will serve as the Project Director for the Compensation Study for the District and will coordinate all of the firm's efforts and will be responsible for all work products and deliverables.

**JoLynne Russo-Pereyra**  
**Technical Consultant/Survey Analytics**

Ms. Pereyra will serve as the Technical Consultant for this project and will be responsible for survey analytics and technical report writing and graphics development of the final work product. Ms. Pereyra has over 25 years of municipal water and wastewater experience serving in various capacities for both city and special district government. She has served as an instructor with the University of California in Riverside where she taught strategic and organizational leadership. As a consultant member of our team Ms. Pererya has been engaged in numerous consulting assignments related to organizational and professional development, and employee training. Additionally, Ms. Pereyra has served as the Assistant General Manager for the Cucamonga Valley Water District. She obtained her Bachelors degree in Political Science from the University of California, Santa Barbara and her MPA from Columbia University in New York.

**Beth Barry**  
**Administrative Coordinator**

Ms. Barry has worked for DELOACH & Associates, Inc. since 2014 and will serve as the Administrative Coordinator for this project. In this capacity she will be responsible for providing administrative support and coordination for all aspects of the project. Ms. Barry will also serve as the primary liaison with the District and will be continuously available to District staff as needed. Since joining our team Ms. Barry has worked on a number of classification, compensation and organizational assessment projects for cities, counties and special districts. Prior to joining our firm Ms. Barry had over 15 years of administrative experience and worked extensively in the areas of executive administration and customer service support both in the private and public sector.

**SCOPE OF INVOLVEMENT OF DISTRICT STAFF AND BOARD OF DIRECTORS**

During the course of project it will be important to maintain a high level of communication between the District and Consultant. We are proposing the establishment of a project team consisting of individuals from both the District and the Consultant with a designated 'point-of-contact' for each party. In-person meetings will be carefully coordinated to ensure the project progresses efficiently through the final report completion date developed as part of this Proposal. Flexibility and

availability are key to utilizing the time and involvement of District staff efficiently to minimize disruptions in their routine work

Each member of our team will be continuously available to the District with email and telephonic communication used extensively to efficiently maintain active participation and communication for the duration of the project. A project schedule will be developed with identified milestones and deliverables to guide progress. We anticipate a number of designated points of interaction with the District as outlined below and referenced in our detailed Scope of Work:

1. Initial project orientation with project team
2. Distribute Position Description Questionnaire (“PDQ”) to designated employees selected by the District and Consultant.
3. Review results of PDQ position classification analysis and compensation survey with Project Team.
4. Prepare and review draft compensation survey data and initial recommendations with Project Team.
5. Presentation of Compensation Study report to Project Team

### **PROPOSED SCOPE OF WORK**

The Hidden Valley Lake Community Services District is seeking a Compensation Study to evaluate compensation levels of District employees in relation to public agencies of comparable size and scope, (labor market). Located in Lake County the District provides water and wastewater service to a service area population of approximately 7,300 with approximately 2,500 metered water service connections. The District employee’s 12 authorized full-time employees assigned to various administrative and operational functions. The Compensation Study will include survey data from comparable agencies developed from a defined Labor Market within Lake County and surrounding areas from which it would be reasonable to expect that prospective candidates would be willing to commute to work.

Conducting a Compensation Study will provide the District with an assessment of their competitive position in the labor market and assist with making decisions consistent with the organizations compensation philosophy. This information will be useful in evaluating the District’s ability to attract, retain and motivate employees to ensure a competent and motivated workforce.

The cost of employee compensation and benefits on the overall cost of conducting business has increasingly become an obstacle to improving operational performance. Our experience in linking the organizational structure with its performance effectiveness is a key component of our strategy in creating the optimum compensation plan for the District. Understanding the performance capacity of the current organizational structure is integral to our critical path process of initiating a compensation study.

Our proposal will include the tasks on the following pages:

**Task 1 – Conduct project orientation with District representatives, establish the Project Team, initial documentation review, and compensation survey methodology.**

---

The objective of Task 1 is for District and the Consultant is to introduce their respective project team members, review the Professional Service Agreement and related contract documents, review project scope of work, deliverables and schedule.

1. Conduct project orientation meeting, identify District and Consultant Project Team members and shared contact information.
2. Review project scope of work, project objectives, project deliverable schedule, and review Consultant work plan and schedule.
3. Identify comparable agencies to be included in the labor market survey.
4. Review benchmark survey methodology and survey components (Wages: Hourly, monthly and annual salary data. Benefits: To be provided by the District if included in a total compensation review).
5. Review Position Description Questionnaire (“PDQ”) and methodology for disseminating and collecting completed PDQ’s.

**Task 2 – Assessment of the current compensation philosophy, identify current recruitment and retention issues related to compensation and identify position classifications to serve as labor market benchmark positions.**

---

The objective of Task 2 is to understand the functionality of the current compensation plan and the issues impacting employee attraction and retention within the current labor market including the operational, budgetary and political drivers.

1. Identify issues and constraints within the current plan to include salary compaction, overlap and District’s competitive position of “lead, match or lag” within the current labor market.
2. Review current employee position classifications, personnel rules and regulations, approved resolutions and related documents impacting employee compensation.
3. Analyze and understand compensation trends and issues over the past 10 years and the increase or decrease in employee related expenses.
4. Review employee recruitment and retention issues (if any) related to the current compensation plan.
5. Identify position classifications to serve as labor market benchmark positions and internal relationships.

**Task 3 – Evaluate the performance effectiveness of the current staffing plan and how employee compensation strategies impact operational effectiveness and service levels.**

---

The objective of Task 3 is to analyze how the current organizational structure functions, its ability to accommodate growth, and analyze organizational trends related to competitive compensation strategies.

1. Identify internal Key Performance Indicator (“KPI”) and potential impacts to the current compensation plan.
2. Conduct interviews with select District staff responsible for key operational and administrative performance.
3. Identify operational best practices that can be leveraged to improve effectiveness of the compensation plan.

4. Prepare a summary report of Task 3.

**Task 4 – Conduct compensation comparison survey and collect organizational benchmark data.**

---

This objective of Task 4 is to provide the District with a comparison of its compensation plan within the current labor market.

1. Contact survey agencies to obtain support for compensation survey support and identify key contact person.
2. Collect salary and benefit data from agencies identified in the labor market survey. Salary and benefit data included in the survey shall consist of employee wages and benefits for the current fiscal year 2019-2020 budget and will be used as the survey benchmark.
3. Conduct follow-up discussions with survey agencies as necessary to clarify information.
4. Identify emerging trends in management of employee compensation and benefits including employee pension programs.
5. Prepare a summary report of employee benefit data collected through the labor market survey.
6. Prepare a summary report of employee compensation (salary) indicating the District's current position in relation to the labor market average for each classification.

**Task 5 – Conduct employee position classification review, identifying specific position duties and responsibilities and evaluate existing career ladders within job families.**

---

The objective of Task 5 is to provide the District with an evaluation of the existing position classifications and their impact on compensation strategies and provide recommendations for modifying current position classifications where needed.

1. Consultant interview with District employees to review Position Description Questionnaire ("PDQ") and to verify work requirements and the nature of supervision provided or exercised.
2. Where necessary conduct meetings with employees of similar or identical position classifications to clarify specific position requirements or issues related to job responsibilities and function.
3. Review completed employee PDQ's with employee's supervisor or manager.
4. Conduct a "Job Match" survey to determine if position classifications appropriately align with current job responsibilities, skills and qualifications. Identify distinguishing characteristics within the position classification including compensation alignment within the labor market.
5. Analyze current position classifications for internal equity and external compensation competitiveness.
6. Develop new or revised position classifications as needed.
7. Prepare a summary report of Task 5.

**Task 6 - Preparation of a final Compensation Study Report. Presentation of final report and recommendations to District including the Board of Directors.**

---

The objective of Task 6 is to prepare the final Compensation Study Report incorporating the various task summary reports and findings, collected survey data, trend analysis and presentation of final report.

1. Prepare Compensation Study report
2. Presentation to District Board of Directors and employees.
3. Provide seven (7) physical copies and one electronic copy of the final study.

**Notes to Proposed Scope of Work:**

1. Task 3 and Task 5 reflect efforts intended to identify and demonstrate internal and external issues impacting employee compensation that should be taken into consideration in a review of employee compensation. Organization effectiveness and employee position classifications are key to the overall success of the District. The job descriptions may be designed to reflect the specific needs of the organization and may not accurately reflect data collected within the intended labor market that drive individual compensation levels.



**PROJECT SCHEDULE**

Consultant will commit the resources necessary to complete the Compensation Study within a timeframe mutually developed by the District and Consultant consistent with our proposed Scope of Work. (Consultant understands that initiation of this effort may be delayed until such time as the District selects a new General Manager. For purposes of demonstrating a proposed project schedule a March 1, 2020 start date has been used in our proposed schedule). Tasks identified in our Scope of Work will run concurrently.

Task	March	April	May	June
Task 1	-----			
Task 2	-----			
Task 3	-----	-----X		
Task 4	-----	----- X		
Task 5	-----	-----	----- X	
Task 6	-----	-----	-----	--- X

**Notes to Project Schedule:**

1. Schedule shown is consistent with Scope of Work as proposed. Schedule can be modified to reflect additions or deletions to individual components of Scope of work.
2. Scheduled as proposed reflects benefit data collection for purposes of agency-to-agency comparative review.
3. Completion of salary and benefits survey may be impacted by the responsiveness of survey agencies.
4. Refer to "Scope of Involvement of District Staff" for anticipated scheduled meetings with Project Team.
5. Consultant will coordinate with the District to develop anticipated target dates for submittal and presentation of summary reports. Reports will be submitted in electronic format.
6. Approximate dates of summary reports submittals - (X).
7. Based on scheduling needs Consultant will be available for presentations to the Board of Directors and staff beyond the anticipated completion date.



## **FEE PROPOSAL**

Our fee to conduct the compensation study for the Hidden Valley Lake Community Services District reflects our understanding of the District's requirements and as outlined in our proposed Scope of Work. The total fee based on the proposed Scope of Work is: **\$14,812.00**.

### **Notes to Fee Proposal:**

1. Fee proposal as represented is a total fee and inclusive of anticipated consultant expenses.
2. A breakdown of our proposed fee by individual Task can be prepared if requested.
3. Additional work requested of the District shall be negotiated by both parties. Consultant shall not proceed with additional work unless directed to do so by the District in writing.
4. Consultant shall invoice District monthly during the duration of the project. Invoices shall identify work performed during the invoicing period including any approved expenses.



## **FEE PROPOSAL**

Our fee to conduct the compensation study for the Hidden Valley Lake Community Services District reflects our understanding of the District's requirements and as outlined in our proposed Scope of Work. The total fee based on the proposed Scope of Work is: **\$14,812.00**.

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## *SALARY & COMPENSATION STUDY FOR...*



11/14/2019

WBCP, Inc.

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Exhibit A – Sample reports	

## Project Scope

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- I. **Conduct comprehensive salary and benefits study for various positions, for the following 10 titles:**
  1. General Manager
  2. Administrative Assistant
  3. Senior Accountants representative
  4. Accounts Representative Entry Level
  5. Full Charge Bookkeeper
  6. Water Resources Specialist I-II Flex
  7. Utility Supervisor
  8. Utility Operator II
  9. Utility Operator I
  10. Utility Technician
  
- II. **Salary and benefits information to be collected included:** salary range (low to high), and other benefits information to be determined not to exceed 13 points of information (benefits, insurance, differentials, etc.). This information could also include information about flexible work schedules or other options such as telecommute, etc.
  
- III. **WBCP did not receive a list of comparator names, or the preferred number of comparators, therefore providing the suggestion below.**
  1. Compare against eight other comparable organizations. At the kick off meeting, we will identify the special districts/organizations we will be selecting; our proposal is based on this number and will increase or decrease based on the number of comparing organizations selected.

### **SALARY SURVEY - Project Approach**

Working closely with the Hidden Valley Lake Community Services District, or identified representatives, WBCP will collect desired salary and benefits information using the following approach:

- Hidden Valley Lake approves WBCP's spreadsheet design and confirms what information WBCP will be collecting from comparator organizations.
- Hidden Valley Lake will provide and populate the spreadsheet with the District's data for their positions. It is important that the information populated be current and accurate.
- WBCP will collect identified information described in Project Scope for other comparator organizations using website, phone calls, facsimile and other communications to collect and/or confirm information.
- **Process:** Once an agreement is signed, we will set up a kick-off meeting date where we will review your needs including identifying up to 13 points of information (benefits, insurance, differentials, etc.) and use the sample spreadsheets in this proposal as a point of reference. We will also identify how information will be displayed in the spreadsheet (i.e., how much detail will be captured and how it will be communicated in the documentation). After the kickoff meeting, we will secure a timeline, followed by an approval of the spreadsheet content.

### **Outcomes and Deliverables**

#### **1. Reports will include:**

- Anomalies and other details by comparator organizations.
- Salary and benefit data findings above and over median.
- If there is not an exact, or close to exact, job classifications match with comparing organizations, report will reflect a title that is a closely matched whenever possible and list these anomalies in the final report to review; final report will also identify where there are no matches.
- Compensation and benefit information where drastic differences exist will be highlighted.
- Where available, data spreadsheet report will include job description hyperlinks and hyperlinks to bargaining unit details (if applicable).

#### **2. Print one copy and bind classification and compensation spreadsheet and summary report, and provide electronic reports.**

## **Project Team**

### **WENDI BROWN – *President***

Wendi is President of WBCP, an executive search, communications and strategy firm, serving clients in Oregon, California and Texas, since 2004. WBCP's team is passionate about helping organizations improve their recruitment services, place great talent, redesign antiquated processes, and execute communication campaigns. Formerly, Wendi was an internal Human Resources Consultant for the County of Orange, California, providing countywide communications, human resources, executive search and recruiter training services to the Chief Executive/Human Resources Office and, at that time, 25 decentralized departments, with 17,000 employees, serving a community of 300,000. Wendi has a Bachelor's of Science in Business Administration with an emphasis in Marketing from Colorado Technical University; earned several certificates in Project Management, Global Business, Marketing and Human Resources; and is working towards a Master's in Management from Southern Oregon University. Wendi will provide client relations, oversight of the classification and compensation study, manage staff collecting the data, and review and edit final report content and formatting.

### **HEATHER JACK – *WBCP Executive Search Associate***

Heather has been working for WBCP since 2015. Heather supports all recruitments that we manage at WBCP, in addition to working on other projects in human resources, employee engagement, salary and benchmark studies, and other human resource related projects with several municipalities in Oregon and California. Heather has a Bachelor's of Science degree in Anthropology and a double minor in Environmental Studies and French from Southern Oregon University.

### **Maggie Alexandre – *WBCP Executive Search and Class and Compensation Associate***

Maggie Alexandre is a Human Resources professional with over 30 years of experience, mainly in the financial services industry and has managed teams up to 80 human resource personnel. She began her career in HR at Robertson, Stephens & Company, a boutique investment bank in San Francisco, CA and continued in the HR Director role at other investment banks and private equity firms in San Francisco until 2016. Maggie has worked in all areas of HR as a generalist with a focus in Employee Relations. She moved to Oregon from the Bay Area in 2016 and has been working as an Executive Search Associate for WBCP since 2018. She studied Anthropology at California State University, Long Beach and received her Human Resources Management Certificate from California State University, San Francisco.

**ADDITIONAL SUPPORT CONSULTANTS/STAFF**

WBCP will use additional administrative consultants to provide other support for data research, collection and review process.

**Professional Fees & Expenses**

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The total fee for professional consulting for this project is \$4,000. This includes all work outlined in this proposal’s scope of work, not including expenses. Expenses are not to exceed \$300.00 and will include shipping, print and binding costs for reports. Consulting fees will be billed 50% upon securing our services and 50% upon project completion. Invoices are to be paid within 30 days and payment delays will delay the project until bills are paid in full. Work on the project will begin on *(this date will be populated at a later time – within two weeks of agreement)*, and we will coordinate our timeline to meet the needs of the Client.

**CLIENT APPROVAL**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

## EXHIBIT A – Sample Data Spreadsheet

Snipping Tool  
File Edit Tools Help

New [Icons]

### Data Comparison by Grants Pass Job Position

Accounting Technician								
City	Job Title**	Annual Salary (per 1.0 FTE)		Benefits & Insurance				Comments
		Min	Max	VEBA Yes/No	Medical Employer Contribution	PERS Retirement P/U EE 6%	Deferred Compensation Contribution Plan Y/N	
Albany	Accounting Specialist	\$ 35,748	\$ 45,564	N	97%	Y	Y	
Ashland	Financial Clerk II	\$ 34,492	\$ 43,134	Y	95%	Y*	Y	*PERS + 6% ee pick-up; also provide a minimal deferred comp match of \$40/month for all.
Keizer	Accounting Technician	\$ 38,583	\$ 50,294	N	90%*	Y	Y	non-exempt/unrep; all ees exempt from SocSec; *\$1,699.70/mo ee/family top plan
Klamath Falls	Accounting Technician	\$ 42,420	\$ 47,064	Y	90%	N	Y - 401 / 457	AFSCME
Lake Oswego	Accounting Specialist I	\$ 35,672	\$ 45,552	Y-\$900/yr	91%	Y	Y	AFSCME/LOMEA
McMinnville	Accountant I	\$ 39,456	\$ 50,352	N	84%	Y	N	
Redmond	Accountant III	\$ 45,696	\$ 56,184	Y	93% - 95%*	Y - PERS non-rep and Police only; no pick-up AFSCME ees	Y	*Depending on the medical plan; the % of employer contribution varies. -EE only 93% -EE plus one 95% -EE plus family 94%
Roseburg	Accounting Clerk I & II	\$ 31,680	\$ 44,604	Y	95%	Y	N	
Tigard	Accounting Assistant I	\$ 31,884	\$ 42,756	Y	90%	N	Y	
Woodburn	no like position							
	<b>Average</b>	\$ 37,292	\$ 47,278					
	<b>Median</b>	\$ 35,748	\$ 45,564					
<b>Grants Pass</b>	<b>Accounting Technician</b>	\$ 28,680	\$ 38,712					***See Appendix B
	<b>% difference from average</b>	-23.09%	-18.12%					
	<b>% difference from median</b>	-19.77%	-15.04%					



## EXHIBIT A – Sample Data Spreadsheet

2019 Compensation Study

Class: Risk Manager  
Unit: FAME

AGENCY	TITLE	Monthly Salary & Wages					Monthly Employer Paid Benefits Allowance					TOTAL ANNUAL BENEFITS	ANNUAL TOTAL COMP	Contract Date	Bargaining Unit	Notes
		MAXIMUM BASE PAY	EPMC	EE Contrib to ER Rate (- value)	ER Paid DEFCMP	TOTAL ANNUAL SALARY	MEDICAL	VISION	DENTAL	LIFE INS	LTD					
Berkeley	<a href="#">Director of Human Resources<sup>1</sup></a>	\$18,233.11	\$1,458.65	-\$1,458.65	\$180.90	\$220,968.12	\$2,065.58	\$0.00	\$170.32	\$4.70	\$31.54	\$27,265.72	\$248,233.84		<a href="#">Unrepresented</a>	
Concord	<a href="#">Senior Human Resources Analyst<sup>2</sup></a>	\$11,313.00	N/A	N/A	\$506.06	\$141,828.68	\$1,789.21	\$0.00	\$132.30	\$27.15	\$13.50	\$23,545.93	\$165,374.62		<a href="#">Management</a>	
Hayward	<a href="#">Assistant City Attorney</a>	\$13,792.13	N/A	N/A	N/A	\$165,505.56	\$1,797.71	\$14.35	\$148.08	\$9.62	\$14.48	\$23,810.90	\$189,316.46	6/26/2018	<a href="#">Unrepresented</a>	Next Increase 7/1/19
Milpitas	<a href="#">Assistant Director of Finance<sup>3</sup></a>	\$10,169.68	N/A	N/A	\$75.00	\$122,936.16	\$2,027.64	\$17.05	\$220.17	\$7.00	\$7.13	\$27,347.88	\$150,284.04	1/1/2019	<a href="#">Unrepresented</a>	
Oakland	<a href="#">Manager, Claims and Risk</a>	\$13,971.69	N/A	N/A	N/A	\$167,660.28	\$2,027.64	\$21.53	\$106.38	\$1.08	\$8.69	\$25,983.73	\$193,644.01		<a href="#">UK2 - Sr Mgmt EEs, Unrepresented</a>	
San Jose	<a href="#">Risk Manager</a>	\$11,999.88	N/A	N/A	N/A	\$143,998.56	\$1,644.96	\$16.00	\$149.84	\$1.61	N/A	\$21,748.90	\$165,747.46	7/1/18 - 6/30/21	<a href="#">Exec Mgmt &amp; Prof. EEs Union 99</a>	Next Increase 6/30/2019 (3%)
Santa Clara	<a href="#">Risk Manager</a>	\$16,038.00	N/A	N/A	N/A	\$192,456.00	\$970.02	\$9.02	\$22.22	\$14.00	\$22.13	\$12,448.71	\$204,904.71	12/17/17 - 12/14/19	<a href="#">Unclassified Mgmt Unit 9</a>	Next Increase 12/17/19 (4%)
Sunnyvale	<a href="#">Risk Manager</a>	\$12,143.00	\$485.72	N/A	\$242.86	\$154,458.96	\$2,011.50	\$17.60	\$130.30	\$12.24	\$68.85	\$26,885.91	\$181,344.87		<a href="#">Confidential Mgmt EEs</a>	
Palo Alto	<a href="#">Director of Human Resources &amp; Chief People Officer<sup>1</sup></a>	\$19,555.47	N/A	N/A	N/A	\$234,665.64	\$2,172.00	\$15.00	\$189.96	\$2.54	\$17.50	\$28,764.03	\$263,429.67		<a href="#">Management &amp; Professional</a>	

Fremont	<a href="#">Risk Manager</a>	\$13,813.62	\$0.00	\$0.00	\$276.27	\$169,078.71	\$2,230.13	\$0.00	\$0.00	\$11.30	\$76.11	\$27,810.52	\$196,889.23		<a href="#">FAME</a>	
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**Comparators plus Palo Alto**

Median: \$165,505.56  
Fremont vs. Median: 2.113%

Median: \$25,983.73  
Fremont vs. Median: 6.569%

\$189,316.46  
3.846%

**Current MOU Comparators (excludes Palo Alto)**

Median less Palo Alto w/ Milpitas: \$159,982.26  
Fremont vs. Median: 5.380%

Median: \$24,897.32  
Fremont vs. Median: 10.475%

\$185,330.67  
5.871%

**Comparators less Milpitas plus Palo Alto**

Median less Milpitas w/ Palo Alto: \$166,582.92  
Fremont vs. Median: 1.476%

Median: \$24,897.32  
Fremont vs. Median: 10.475%

\$191,480.24  
2.747%

# EXHIBIT A – Sample Data Spreadsheet

## County of Mariposa Example

### Account Clerk II

County	Job Title	MOU	Monthly Rate		Annual Rate		Medical & Dental Insurance, Retirement, and Other							Monthly		Total Annual Rate		Differentials				
			Min	Max	Min	Max	Medical Emp Contribution	Dental Emp Contribution	Vision Emp Contribution	Retirement Offset/ Ploakup	Flexible Benefit Allowance (can be used for medical offset; 457 plan; or take cash)	Life Inc	Social Security	TOTAL EMPLOYER CONTRIBUTION	Min	Max	Education Incentive	Longevity	On-Call	Uniform	Vacation Cash-Out	
Amador	<a href="#">Finance Assistant II</a>	<a href="#">SEIU</a>	\$2,996.93	\$3,643.47	\$35,963.16	\$43,721.64	\$1,707.12	\$85.02	\$13.11	N/A	N/A	\$2.32	\$225.90	\$2,045.67	\$60,511.14	\$68,269.62		2.5% @ each of 10, 15, 20 years	\$4/hr			
Calaveras	No Match		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
Colusa	<a href="#">Account Clerk II</a>	<a href="#">MSC</a>	\$2,456.00	\$3,150.00	\$29,472.00	\$37,800.00	\$1,330.00	\$45.00	\$12.91	Y	\$136.00	\$4.30	\$195.30	\$1,723.71	\$50,156.52	\$58,484.52	up to 9 mos education leave w/o pay w/approval	2.5% eligible every 2 yrs thru step 15		up to \$300/biennial if required		
Glenn	<a href="#">Account Clerk II</a>	<a href="#">UPFC</a>	\$2,409.33	\$2,929.33	\$28,912.00	\$35,152.00	\$1,629.90	N/A	\$7.98	N/A	N/A	\$0.42	\$181.62	\$1,819.92	\$50,751.05	\$56,991.05		<a href="#">See Data Notes</a>	\$3/hr	\$200 every 2 yrs if req	Paid in excess of 2x accrual rate	
Madera	<a href="#">Account Clerk II</a>	<a href="#">Clerical</a>	\$2,708.29	\$3,291.94	\$32,499.48	\$39,503.28	\$1,227.41	N/A	N/A	N/A	N/A	\$0.73	\$204.10	\$1,432.24	\$49,686.41	\$56,690.21		5% after 10 yrs 2.5% after 15 yrs 2.5% after 20 yrs	\$1.20/hr		80 hrs/yr w/balance of 100 hrs	
Merced	<a href="#">Account Clerk II</a>	<a href="#">UPE Local 1</a>	\$2,671.07	\$3,251.73	\$32,052.84	\$39,020.76	\$715.00	\$40.91	\$8.06	N/A	N/A	\$0.40	\$201.61	\$963.98	\$43,644.57	\$50,612.49	Tuition/books for related training	<a href="#">See Data Notes</a>	\$3/hr		20 hrs/yr	
Plumas	No Match		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A						
Tuolumne	<a href="#">Account Clerk II</a>	<a href="#">UEN</a>	\$2,551.47	\$3,114.80	\$30,617.60	\$37,377.60	\$1,869.00	N/A	N/A	N/A	N/A	\$0.30	\$193.12	\$2,062.62	\$55,368.99	\$62,128.99	50% tuition/books for job related	<a href="#">See Data Notes</a>	<a href="#">See Data Notes</a>			
Average			\$2,632.18	\$3,230.21										Average	\$51,686.40	\$58,862.81						
Median			\$2,611.27	\$3,200.87										Median	\$50,453.78	\$57,737.78						
Mariposa	<a href="#">Account Clerk II</a>	<a href="#">SEIU</a>	\$2,679.51	\$3,257.56	\$32,154.12	\$39,090.72	\$500.00	\$47.30	\$8.60	21.0% Safety/11.0% Non-Safety Emp's/10	\$696.01	\$0.62	\$201.97	\$1,454.30	\$49,608.12	\$56,544.72	\$200/semester tuition reimbursement	\$500/yr 10 yrs; \$750/yr 15 yrs; \$1K/yr 20 yrs	1.90/hr		80 hrs/yr w/min of 240 hrs	
% difference from average			1.77%	0.84%										% difference from average		-4.19%	-4.10%					
% difference from median			2.55%	1.74%										% difference from median		-1.70%	-2.11%					



## EXHIBIT A – Data Anomalies Example

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### 4. GLENN

#### GLENN ANOMALIES – N/A

#### GLENN DATA NOTES

##### *Longevity pay (UPEC/MMA/POA):*

- 5% after 10 years
- 6% after 15 years
- 7% after 20 years
- 8% after 25 years
- 9% after 30 years

##### *Educational Incentive (DSA):*

- 5% for Intermediate POST or BA/BS
  - 10% for Advanced POST or M/MS or BA 30 + units
  - 15% for Supervisory POST or PhD or M/MS + 30 units
- 

### 5. MADERA

#### MADERA ANOMALIES

- **Assistant Auditor/Controller** - certification as a Certified Public Accountant is desirable.
- **Geographical Information System Manager (GIS Specialist)** - responsible for managing the County's GIS function and is expected to provide specialized support, coordination and direction of GIS services within various County departments and for the general public.

#### MADERA DATA NOTES

##### *Educational Incentive (PO/DPO):*

- 5% Intermediate POST Certificate
  - 2.5% Advanced POST Certificate
  - 2.5% Supervisory POST Certificate
-

## EXHIBIT A – Data Irregularities Example

### 4. Job Classification Match Irregularities

Comparing classifications will have some variations due to job responsibilities and minimum qualifications. Best matches were made based on the closest match to the job description considering level in the organization and what department they were in, duties and responsibilities, required knowledge, skills and abilities.

Of the 84 Mariposa County job classifications, 15 jobs resulted in 50 percent or less matching in the counties surveyed (4 or fewer of the 8 counties had matching or similar job classifications). One job, Plant Operator II had no similar positions in any of the 8 counties surveyed. The table below highlights those jobs.



Mariposa Job Classification	Number of Matches	Counties with Similar or Matching Job Classifications
Administrative Technician	3	Amador, Glenn, Tuolumne
Assessment/Recording Office Manager	4	Amador, Merced, Plumas Tuolumne
Development Services Technician	2	Amador, Calaveras
Deputy Treasurer	0	
Division Director of Human Services	1	Merced
Fleet Manager	4	Calaveras, Glenn, Merced, Tuolumne
Mental Health Assistant II	4	Amador, Glenn, Madera, Merced
Office Technician	4	Amador, Calaveras, Glenn, Plumas
Plant Operator II	0	
Public Works Superintendent	2	Amador, Colusa
Recreation Supervisor	2	Merced, Tuolumne
Solid Waste and Recycling Manager	4	Amador, Calaveras, Plumas, Tuolumne
Staff Development Coordinator – HSD	2	Glenn, Tuolumne
Technical Services Manager	2	Madera, Merced
Transit System Bus Driver	2	Colusa, Tuolumne
Utilities Manager	1	Madera

