



**HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT  
FINANCE COMMITTEE REPORT  
MEETING DATE: April 20, 2020**

The Hidden Valley Lake Community Services District Finance Committee met at the District office located at 19400 Hartmann Road, in Hidden Valley Lake, California.  
Present Via Teleconference were:

Director Graves  
Interim General Manager, Paul Kelley  
Full Charge Bookkeeper, Trish Wilkinson  
Secretary to the Board / Administrative Assistant, Penny Cuadras

Others Present:  
Robert DeLoach, Robert DeLoach & Associates

**CALL TO ORDER**

The meeting was called to order at 2:02 pm by Director Graves.

**APPROVAL OF AGENDA**

Director Graves approved the agenda as written.

**REVIEW AND DISCUSS:**

**Compensation Study presented by Robert DeLoach, Robert DeLoach & Associates**

Mr. DeLoach provided a revised addendum based on the Personnel Committee recommendation to base the study on the true median. Mr. DeLoach reviewed each job classification, providing explanation of findings. The Committee reviewed the financial impact on the district based on the outcome of the study. Mr. DeLoach recommended that the Board consider adopting a process to review and modify as necessary employee compensation on an annual or bi-annual basis to eliminate large increases or decreases in employee wages in relation to the market. A "Median Wage Adjustment" program that automatically indexes employee wages to benchmark positions included in this Study would help the District manage future employee compensation expense. The concept to Lead, Lag or Match with an annual true-up based on a median wage was discussed.

The District provides a generous benefit package to its employees; however, the benefit survey indicates that it is not excessively so in relation to other survey agencies. Benefit comparisons and options related to employee contribution to benefits was discussed.

Committee recommends the Compensation Study go before the full Board for discussion and direction on moving forward. However, a fiscal impact and cost analysis is necessary for the Board to fully consider the implementation of the study.

**REVIEW AND DISCUSS:**

**Proposal from Robert DeLoach & Associates to Update District Job Descriptions**

Based on the results of the external survey and internal analysis of the position classifications, three of the current position classifications and position titles would need to be changed to align with classifications typically associated with industry standards and generally accepted utility practice.

1. Administrative Assistant/Secretary to the Board of Directors - Administrative Services Manager

DeLoach Recommendation: The Administrative Assistant position should be reclassified to reflect the actual scope of responsibilities and consideration given to a change in the position title. The survey of market agencies reflects a variety of position titles, however the title of Administrative Services Manager most closely aligns with the needs of the position.

2. Full Charge Bookkeeper – Accounting Supervisor

DeLoach Recommendation: The current organizational structure indicates that the Senior Account Representative reports directly to the General Manager, although in practice the Bookkeeper supervises the activities of both the Senior Accounts Representative and the Accounts Representative. Consideration should be given to reclassifying and retitling the Bookkeeper position to Accounting Supervisor and creating a job family or series with the Senior Accounts and Accounts Representative positions reporting to the Accounting Supervisor.

3. Utility Supervisor – Operations Manager

Consideration should be given to reclassifying the position to Operations Manager to reflect the senior management responsibilities inherent in the position and provide greater support for all aspects of District operations. To provide for greater continuity of leadership of the District, the reclassification of the position would include the additional responsibility of serving in a temporary capacity in the absence of the General Manager.

**REVIEW AND DISCUSS:**

**Proposal from Robert DeLoach & Associates for Recruitment Services**

The Committee reviewed the proposal and discussed the process of moving forward. The committee recommend the proposal go before the board for approval.

**REVIEW AND DISCUSS:**

**March 4, 2020 Finance Committee Recommendations**

The Committee discussed recommendations made during the March 4, 2020 Finance Meeting. Recommendations will be discussed during the Board Meeting for further discussion.

**REVIEW AND DISCUSS:**

**Preliminary Budget / CIP / Rate Study**

A preliminary budget will be completed and brought before the committee in May. Staff provided a detailed report on the updated CIP and how that will affect the outcome of the rate study.

**PUBLIC COMMENT**

No public present.

**COMMITTEE MEMBER COMMENT**

Mountain Meadow North Project is on schedule, water service has been switched over to the new pipe. Terracon will continue to monitor the pipe over the next 24 hours before closing up the trench and repaving the road at the work site.

**ADJOURNMENT**

The meeting was adjourned at 3:19 p.m.