



# Hidden Valley Lake Community Services District

## Special Board Meeting

DATE: Friday March 4, 2016  
TIME: 8:30 a.m.  
PLACE: Hidden Valley Lake CSD  
Administration Office, Boardroom  
19400 Hartmann Road  
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
  
- 5) DISCUSSION AND POSSIBLE ACTION: Approval of CPS HR Consulting contract for General Manager Job Description salary review.
  
- 6) PUBLIC COMMENT
  
- 7) BOARD MEMBER COMMENT
  
- 8) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at [www.hiddenvalleylakecsd.com](http://www.hiddenvalleylakecsd.com). Click on the "Board Packet" link on the Agenda tab.

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 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.

**STATEMENT OF WORK NO. 3**

**General Manager Base Salary Study**

This Statement of Work ("SOW"), effective February 1, 2016 ("Effective Date") is issued under and subject to all of the terms and conditions of the Master Consulting Services Agreement, (the "Agreement"), dated as of September 1, 2011 by and between Cooperative Personnel Services, dba **CPS HR Consulting** a California Joint Powers Authority ("CPS") with offices at 241 Lathrop Way, Sacramento, CA 95815 and **Hidden Valley Lake Community Services District** ("Client") with offices at 19420 Hartmann Road, Hidden Valley Lake, CA 95467.

Any modifications specified in this SOW shall be applicable only to the parties hereto and shall not affect the Agreement or any other agreement. All changes to this SOW must be mutually agreed to and executed in writing by duly authorized representatives of both parties as an amendment to this SOW.

Capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

1. **SERVICES:** CPS HR will provide the Client with a base salary study for the General Manager classification within eleven (11) labor market agencies.

Proposed Labor Market Agencies:

- Clearlake Oaks Community Water District
- City of Calistoga
- City of Healdsburg
- City of Lakeport
- City of Napa
- City of Santa Rosa
- City of Sonoma
- Lake County
- North Marin Water District
- Town of Windsor
- Valley of the Moon Water District

2. **CLIENT RESPONSIBILITIES:**

- a. Client must timely perform all those Client roles and responsibilities set forth in this SOW. Successful completion of this project within the time specified depends largely upon an effective working relationship between Client and CPS project staff. Client's Project Representative will be responsible for the following activities:
  1. Coordinating all meeting schedules, conference calls, facilities and equipment needs
  2. Coordinating facilities and distributing project update information
  3. Identifying and providing current classification and compensation information (i.e. current job specifications, salary structure, benchmark positions, and organizations, etc.), personnel policies and procedures, etc. as needed.
- b. Any work products developed during the activities described above will be submitted to Client's Project Representative for review, comment and/or approval. This is a critical step to ensure accurate, reliable, and valid products.

3. **START DATE:** February 2, 2016

4. **COMPLETION DATE:** March 8, 2016

5. CPS PROJECT MANAGER: Tameka Usher Phone Number: (916) 471-3483
6. CLIENT MANAGER: Coleen Blakey Phone Number: (707) 987-3237
7. SERVICE FEES: \$1,500.00
  - a. All Services provided to Client by CPS HR hereunder are priced on a FIXED PRICE basis. All amounts are based upon the following assumptions. Any deviations from the following assumptions may result in an increase in the Fees: (i) Client will timely perform its responsibilities as set forth in this SOW; and (ii) Services will normally be performed during normal business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m., excluding CPS HR holidays ("Normal Business Hours").
  - b. CPS HR will invoice Client at the fixed fee rate of \$1,500.00, plus expenses billed upon project completion. Client will pay CPS HR within thirty (30) calendar days following receipt of invoice.
8. In the event the project is terminated early, CPS will be paid such amount as is due for professional services performed and out-of-pocket expenses incurred up to and including the effective date of termination.
9. This SOW covers work requested and performed prior to the commencement of this SOW.

**EACH PARTY ACKNOWLEDGES THAT IT HAS READ THIS SOW, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.**

**Cooperative Personnel Services dba  
CPS HR Consulting**

**Hidden Valley Lake Community Services District**

By:   
Authorized Signature

Name: Victoria D. Brashear

Title: Director, Products & Services

By: \_\_\_\_\_  
Authorized Signature

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

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