



Hidden Valley Lake Community Services District

Special Board Meeting

DATE: February 23, 2016
TIME: 7:00 p.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's recruitment package/strategies for General Manager recruitment.

- 6) DISCUSSION AND POSSIBLE ACTION: Approval of CPS HR Consulting contract for General Manager Job Description salary review.

- 7) CLOSED SESSION:
(A) Government Code 54957 (b) Personnel Performance Evaluation – General Manager

- 8) PUBLIC COMMENT

- 9) BOARD MEMBER COMMENT

- 10) ADJOURNMENT

Public records are available upon request. Board Packets are posted on our website at 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: _____

HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT (HVLCS D)

GENERAL MANAGER

THE DISTRICT

The mission of the Hidden Valley Lake Community Services District is to provide, maintain and protect our community's water.

The Hidden Valley Lake Community Services District ("The District") provides water and sewer services to approximately 6,500 residents of the Hidden Valley Lake Community and operates a water reclamation facility providing recycled water for irrigation. The current annual budget is \$2.5 million with a full-time staff of 13.

The District has seven water storage tanks and four wells, which supply residential water requirements. The District also has an agriculture well that provides water to Putah Creek during the summer months to mimic the natural surface water flow to support environmental needs.

The District manages and operates seven wastewater zones throughout the Hidden Valley Lake community. The water reclamation plant, located on Grange Road, provides reclaimed water to the Hidden Valley Lake golf course. This high-quality tertiary treated recycled water is an important source of water and its use offsets potable water demands.

The Water Reclamation Plant produces an average of 320 AF of reclaimed water to irrigate the Hidden Valley Lake Golf Course annually and conserves over 30% of Hidden Valley Lake's domestic drinking water supply. In addition to the operations at the plant, the District completed a photovoltaic energy sustainability project. The project meets the power demands of the District's Water Reclamation Plant. A total of 1176 Sharp 240W solar panels, covering 35,000 square feet produce more than 420,000 kWh per year (enough power to run approximately 75 residential units).

The Hidden Valley Lake CSD was awarded an \$885,000 grant to complete this installation. This innovative project has enabled the District to meet increasing power demands and control costs.

THE COMMUNITY

Hidden Valley Lake is located in Northern California, nestled in the beautiful hills of historic Coyote Valley, 22 miles north of Calistoga. Residents enjoy the enviable rural resort lifestyle, yet are about two hours from San Francisco and Sacramento. Lake County has been nationally recognized as having the best air quality in the nation (American Lung Association State of the AIR 2014).

The gated community of Hidden Valley Lake features an 18-hole championship golf course, 102 acre lake, marina, beaches, stables, parks, tennis courts, beautiful homes for sale or rent and vacation rentals. Hot air balloons rising up into the clear blue skies are a typical sight during the warm spring and summer months.

Hidden Valley Lake and neighboring Middletown offer fresh air, open spaces and a rural essence, making them the perfect places for visitors and residents alike. Lake County boasts rich wine and pear industries and popular events are Middletown Days, complete with an old-fashioned parade right down the main street, horsemanship contests on Father's Day Weekend in June, concerts on the green, fishing derbies, sports camps, and Christmas in Middletown which is held the second Saturday in December.

Students from Hidden Valley Lake neighborhoods reach local schools (Middletown High School, Middletown Middle School) by Middletown School District bus service. Coyote Valley Elementary School is located in the Hidden Valley Lake neighborhood. There are several colleges within an hours' drive including Santa Rosa Junior College, Napa Valley College, Mendocino College, Solano Community College, Sonoma State University, and the University of California at Davis.

THE POSITION

Under the direction of a five-member Board of Directors, the General Manager serves as agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operations of the District including Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations; serves as chief executive officer of the District ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of District goals and objectives; and provides thorough administrative support to the Board of Directors.

THE IDEAL CANDIDATE

The ideal candidate will be a highly skilled individual with extensive management and administrative skills and expertise in water issues and organizational structure, regulatory compliance, practices and principles, the budget process, and administration. The ideal candidate is a strategic thinker, capable of implementation through teamwork and collaboration and able to communicate effectively with people from all walks of life, including community representatives, elected officials, Board members, executive team members, and internal staff. The General Manager must be willing and able to manage people and the creative process with inspiration, show capacity to multi-task and manage diversity of activity, programs and staff, while leading with diplomacy, inclusive communication, and positive motivational leadership.

OPPORTUNITIES AND PRIORITIES

- Work with the Board to assess and prepare the organization to advance water rights and increase HVLCSD's sphere of influence, and update the strategic plan.
- Address moratorium on new water hook-ups and critical issues such as compliance with the recent Hexavalent Chromium MCL and rate changes
- Address infrastructure needs and priorities such as erosion, creek issues, NCL chlorine challenges
- Create and maintain positive business and public relations with community, business leaders and stakeholders.
- Work within a limited budget

DUTIES AND RESPONSIBILITIES

Typical duties of the General Manager include, but are not limited to:

- Assume full management responsibility for all District operations, services, and activities including Administration, Engineering, Finance, Operations, Human Resources, Customer Service and Community Relations.
- Facilitate the development, implementation, and administration of District goals and objectives.

- Direct and participate in the development and administration of the District's budget; prepare long-term plans of capital improvements and repair and replacement of District facilities, including financial plans; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures and allocate resources accordingly
- Enhance organizational development to most effectively meet changing District needs
- Ensure that the Board of Directors is informed of activities of the District and the extent to which objectives are being met. Maintain positive and effective communication with Board members.
- Encourage cooperative efforts of staff; develop subordinates through delegation of authority, monitoring performance and providing feedback and counseling to key personnel.
- Select, or review the selection of consultants; approve capital expenditures within established authorization limits.
- Represent the District in meetings and discussions with employees, customers, the public, government officials, regulators, attorneys, and contractors in order to promote the District's goals and objectives and resolve issues.
- Communicate and interface with general managers in other districts; negotiate agreements with other districts at the local, regional or state level.
- Provide for an effective community image through presentation to community groups and membership in local and civic organizations; maintain contacts with the media and community leaders.

KEY ATTRIBUTES AND COMPETENCIES

The successful candidate will be:

- A solid leader and role model with a positive presence who demonstrates initiative, is action-oriented, exercises good judgment, treats others with respect, and is open and approachable.
- An active problem solver who anticipates and responds to problems in a timely manner, develops alternative solutions, and is able to bring resolution to issues quickly, involving others as needed.
- A relationship builder who cultivates productive partnerships with staff, management, external agencies and stakeholders.
- Able to wisely, effectively, and sensitively address personnel issues including performance evaluations, discipline, grievances, interpretation of personnel policies and procedures, labor contracts, and related matters.
- An outstanding manager of people who provides guidance and professional support to staff, offers regular feedback to employees, and serves as a mentor in providing training and growth opportunities.
- Excellent at writing clear, concise staff and other reports for presentation in oral or written format to the Board or other elected bodies.
- Service-oriented with a track record of providing outstanding service to internal and external customers.

- A leader who is collaborative and supportive in working with executive leadership, ensuring the organization works toward a common goal.
- A person with the highest ethical standards who is willing to make difficult decisions based on what is right, enforces not just the letter of the law, but the spirit of the law.
- A superior communicator willing to listen and able to build trust.

COMPENSATION AND BENEFITS

A current salary study is in process and will be approved by the Board of Directors.

- 100% family medical, dental, and vision coverage.
- 6.15 accrued vacation hours/pay period (20 vacation days/yr.)
- 12.5 paid holidays.
- 3.69 accrued sick hours/pay period (12 sick days/yr.)
- CalPERS retirement plan (2% at 62).
- 457(b) tax-deferred retirement plans.

ELIGIBILITY

The successful candidate will have:

- Bachelor's degree in Public Administration, Engineering or a closely related field from an accredited college or university. Work experience may be substituted for educational requirement at the discretion of the Board.
- Extensive public agency management experience preferably with water and sewer systems and facilities.
- A broad understanding of public agency issues including ordinances, resolutions, policies of public boards, public works contracts, public agency budgets and finance, public entity organization and issues as they relate to California Special Districts.
- A general understanding of sanitary sewer collections, treatment and disposal facilities; and of the domestic water treatment, storage and distribution facilities.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date for this position is **Monday, March 28, 2016**. To be considered, please submit your cover letter with current salary, résumé, and list of six professional references (who will **not** be contacted in the early stages of the recruitment) to: resumes@cpsr.us. Résumés should reflect years **and** months of positions held.

Frank Rojas

CPS HR CONSULTING

916.471.3111 tel · 916.561.7205 fax

E-mail: resumes@cpsr.us

Website: www.cpsr.us/search

Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the District. The District will then select candidates to be invited to participate in **panel interviews on April 19**. A final interview may be scheduled the week of April 25 for finalist(s), along with extensive reference and background checks. For additional information about this position please contact Frank Rojas.