



**Hidden Valley Lake Community Services District
Personnel Committee Meeting
April 13, 2022 - 8:30 a.m.
19400 Hartmann Road, Hidden Valley Lake, Ca.**

Attend in Person or Join by Teleconference

To join the meeting by Teleconference, go to www.hvlcsd.org select the April 13, 2022, Personnel Committee Meeting and select the Microsoft TEAMS link select Open Microsoft Teams select Join Now.

This meeting is being recorded for live streaming and broadcasting purposes.

- 1) **CALL TO ORDER**
- 2) **PLEDGE OF ALLEGIANCE**
- 3) **ROLL CALL**
- 4) **APPROVAL OF AGENDA**
- 5) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Resolution 2022-xx Modifying Health Benefits For District Retirees For New Employees
- 6) **DISCUSSION AND POSSIBLE RECOMMENDATION:** Project Manager Job Description
- 7) **PUBLIC COMMENT**
- 8) **BOARD MEMBER COMMENT**
- 9) **ADJOURN**

Public records are available upon request. Board Packets are posted on our website at 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 987-9201 at least 48 hours prior to the scheduled meeting.

Members of the 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.

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

DATE: April 13, 2022

AGENDA ITEM: Resolution 2022-xx Modifying Health Benefits For District Retirees For New Employees

RECOMMENDATIONS: Review and Discuss

FINANCIAL IMPACT: There is no financial impact at this time

BACKGROUND: In 2021 the Committee began looking into options to reduce the District's OPEB liability. PARS and CalPERS have both presented the Section 115 Trust as an option. A final report of comparisons will be brought to the committee for recommendation in May.

The attached resolution defines the guidelines and funding of the Trust as advised by legal counsel.

RESOLUTION 2022-xx

RESOLUTION OF THE BOARD OF DIRECTORS OF THE HIDDEN VALLEY LAKE COMMUNITY SERVICES DISTRICT, COUNTY OF LAKE, STATE OF CALIFORNIA, MODIFYING HEALTH BENEFITS FOR DISTRICT RETIREES FOR NEW EMPLOYEES

WHEREAS, the Hidden Valley Lake Community Services District (District) provides medical benefits for retirees pursuant to Resolution 2007-13;

WHEREAS, the District wishes to modify its retiree medical benefits for employees hired after the date of this resolution;

WHEREAS, in order to be eligible for the District's retiree medical benefits, a new employee must retire from the District with at least 15 years of consecutive service instead of just 5 years of consecutive service;

WHEREAS, the new employees will make contributions towards the cost of the retiree medical benefits during their active employment rather than just during their retirement;

WHEREAS, the District will also make contributions towards the cost of the retiree medical benefits for the new employees during their active employment rather than just during their retirement; and

WHEREAS, the retiree medical benefits will be for the new employee only and not for any of the new employee's family members;

NOW, THEREFORE, BE IT RESOLVED, in order to be eligible for the District's retiree medical benefits, an employee hired after the date of this resolution must retire [What does this mean? Start to receive a pension benefit? Or just terminate employment?] from the District after either (i) having been an employee of the District for at least 15 consecutive years and having attained age 55 or (ii) having retired from the District because of the employee's disability [How is this term defined? Any minimum years of service if the employee becomes disabled?];

BE IT FURTHER RESOLVED, the employee contributions towards such retiree medical benefits by each such new employee shall be bi-weekly in the amount of 5% of the employee's base salary;

BE IT FURTHER RESOLVED, such employee contributions shall be (i) mandatory (i.e., a new employee cannot opt out of such contributions), (ii) taken out of each new employee's compensation on a pre-tax basis, and (iii) contributed to an Internal Revenue Code section 115 tax-exempt trust maintained by the District (or a third party on behalf of the District);

BE IT FURTHER RESOLVED, the District shall make an initial contribution to the trust in the amount of \$100,000 within a reasonable amount of time after the date of this resolution and

then a bi-weekly contribution to the trust in the amount of 5% of each new employee's base salary;

BE IT FURTHER RESOLVED, the retiree medical benefits for each new employee shall be for the new employee only and not for any of the new employee's family members;

BE IT FURTHER RESOLVED, each such retiree must enroll in Medicare Part A and Part B coverage at the retiree's own expense when the retiree attains age 65 in order to continue the retiree's medical benefits coverage through the District;

BE IT FURTHER RESOLVED, the District reserves the right to charge such a retiree an additional amount(s) during the retiree's retirement if the District determines, in its sole and absolute discretion, that such an additional amount(s) is necessary or appropriate for the proper funding of these retiree medical benefits, in which event the District will invoice the retiree per month the balance owed and the retiree will pay upon receipt to the District or may set up auto payment;

BE IT FURTHER RESOLVED, the District shall have no further obligation towards these retiree medical benefits other than the District's initial contribution and the matching 5% for each new employee; and

BE IT FURTHER RESOLVED, the District reserves the right to modify or terminate these retiree medical benefits, in its sole and absolute discretion, even after a new employee has retired from the District, and that this resolution creates no vested right to any retiree medical benefits for these new employees.

This resolution shall be effective immediately upon adoption and shall remain in effect until such time as modified, repealed, or superseded by further resolution of the Board.

PASSED AND ADOPTED on _____, 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Dennis White, General Manager
Secretary to the Board



Project Manager

Hidden Valley Lake Community Services District

This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include** all duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

SALARY RANGE

Reports to: General	Hourly Salary				
Status: Exempt	Step A	Step B	Step C	Step D	Step E
Current: Approved 12/2020	\$34.28	\$36.00	\$37.80	\$39.69	\$41.67

DEFINITION:

The Project Manager develops, plans, organizes, coordinates, and administers assigned projects for the District and performs administrative and budgeting duties.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the General Manager.

ESSENTIAL FUNCTIONS: *(but are not limited to the following)*

Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.

- Collects, compiles, analyzes, and reports statistical information relating to programs and administrative matters.
- Develops budgets and provides operational and budgetary oversight of the District Capital Improvement Plan and other specified programs. Develops reporting requirements and associated documents.
- Performs community outreach, liaisons and develops partnerships with community groups, businesses, governmental agencies and other community organizations such as, but not limited to, IRWM, DWR, DDW, RCAC, ACWA, CRWA, CWA.
- Develops grant applications and program proposals to obtain state and federal funding. Administers and oversees specially funded programs(s) and/or functions(s).
- Reviews program proposals/plans such as, but not limited to, Local Hazard Mitigation Plan, Strategic Plan to determine timeframes, funding limitations. Develops recommendations for accomplishing program objectives, outcome indicators, performance measures, staffing requirements and allotment of funds to various program components.
- Negotiates with service providers such as, but not limited to GHD, Coastland, regarding procedures, costs, and other contract matters. Oversees and monitors contracts

- Represents the District before the Board of Directors, District Committees, in public meetings, and to other government agencies in specific areas of assignment. Serves on and/or is the staff person assigned to committees and groups involved in specific program assignments.
- Coordinates the provision of services with other program elements.
- Evaluates program needs and ensures effective program delivery.
- May supervise an administrative and/or program staff directly or through subordinate supervisors.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS:

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Three years of increasing responsibility at the professional level, with public or private sector administrative experience involving fiscal, operational, and/or legislative analysis.

Bachelor's degree is required from an accredited college or university, preferably in Business Administration, Public Administration, Economics, Political Science, Environmental Science, or closely related field.

Licenses/Certificates:

A Project Manager Professional (PMP) certification is desirable.

KNOWLEDGE/SKILLS/ABILITIES:

The following are a representative sample of the KSA's necessary to perform essential duties of the position.

Knowledge of:

- Supervisory principles and practices including work planning, assignment, work review, employee development and evaluation.
- Administrative principles and practices including basic budgeting, program planning, development and evaluation of grants, contracted services and funding report requirements.
- Analytical techniques including data collection and presentation methods.
- Principles, practices, procedures, laws, and regulations related to the assigned project/department.

Ability to:

- Plan, and conduct analytical studies related to specific assignments.
- Review and install changes in work methods, systems, and procedures, understand, interpret and explain laws, regulations and policies governing program operations. Organize complex information into manageable parts.
- Communicate effectively both verbally and in writing to individuals and clearly and effectively in public speaking. Prepare spreadsheets and documents.
- Understand program objectives in relation to departmental goals and procedures.
- Prepare funding proposals and narrative and statistical reports.

- Secure cooperation and teamwork among a variety of groups and individuals within and outside the District.
- Organize and prioritize work assignments.
- Research regulations, procedures and/or technical reference materials.
- Interpret political and administrative direction and incorporate into District policy and procedures.

Other Duties:

Perform other related duties as requested by the General Manager.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Employer Signature

Date