

Agenda
Rio Linda / Elverta Community Water District
Planning Committee

Sacramento Metro Fire Dept.
6609 Rio Linda Blvd.
Rio Linda, CA 95673

Friday, May 4, 2018
2:00 pm

Public documents relating to any open session items listed on this agenda that are distributed to the Committee members less than 72 hours before the meeting are available for public inspection on the counter of the District Office.

The public may address the Committee concerning any item of interest. Persons who wish to comment on either agenda or non-agenda items should fill out the Comment Card and give it to the General Manager. The Committee Chair will call for comments at the appropriate time. Comments will be subject to reasonable time limits (3 minutes).

In compliance with the Americans with Disabilities Act, if you have a disability, and you need a disability-related modification or accommodation to participate in this meeting, please contact the District office at (916) 991-1000. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Call to Order

Public Comment

This is an opportunity for the public to comment on non-agenda items with the subject matter jurisdiction of the Committee. Comments are limited to 2 minutes.

Items for Discussion and Action

- 1) Discuss the need and appropriateness of a policy to address infill projects within the District's service area.
- 2) Discuss next steps in acquiring the property for the Well #16 project.
- 3) Discuss the recently completed Compensation Study submitted by CPS HR.
- 4) Report from District Engineer on item(s) anticipated for Board action at the May 21st regular meeting.

Items Requested for Next Month's Committee Agenda

Adjournment

Next Scheduled Planning Committee Meeting: Friday, June 1, 2018



Planning Committee

Agenda Item: 1

Date: May 4, 2018

Subject: Discuss the need and appropriateness of adopting a policy to address infill projects within the District's service area boundary.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The Committee needs the need and appropriateness of a policy regarding infill projects within our service area which are within practical/feasible distance from RLECWD current infrastructure. Alternatively, these infill projects tend to elect drinking water service via private wells.

Current Background and Justification:

RLECWD has been contacted by an infill project seeking our concurrence to allow drinking water service via private wells. The project is within our service area boundary and there is existing RLECWD water mains within practical proximity to the project. Typically, the county planning process will seek our concurrence where a developer requests to drill new wells within our service area. The table below lists staff pros/cons for requiring hook up to our existing infrastructure:

Pros	Cons
Mitigates the trend by developers of circumventing eventual surface water service	May cost the developer more (short-term) compared to the cost of drilling multiple private wells.

Provides for better fire protection service via extended mains and appurtenant hydrants	
Precludes expansion of the ultimate problems we're experiencing with private well eventual failures and corresponding back flow prevention assembly requirements.	
Tends to encourage relatively larger projects (10 new homes instead of 3 new homes) due to economy of scale.	
Although the short term costs may be higher to the home builder, the long-term cost and property values are more favorable to the eventual home owner when drinking water is not provided via private well.	

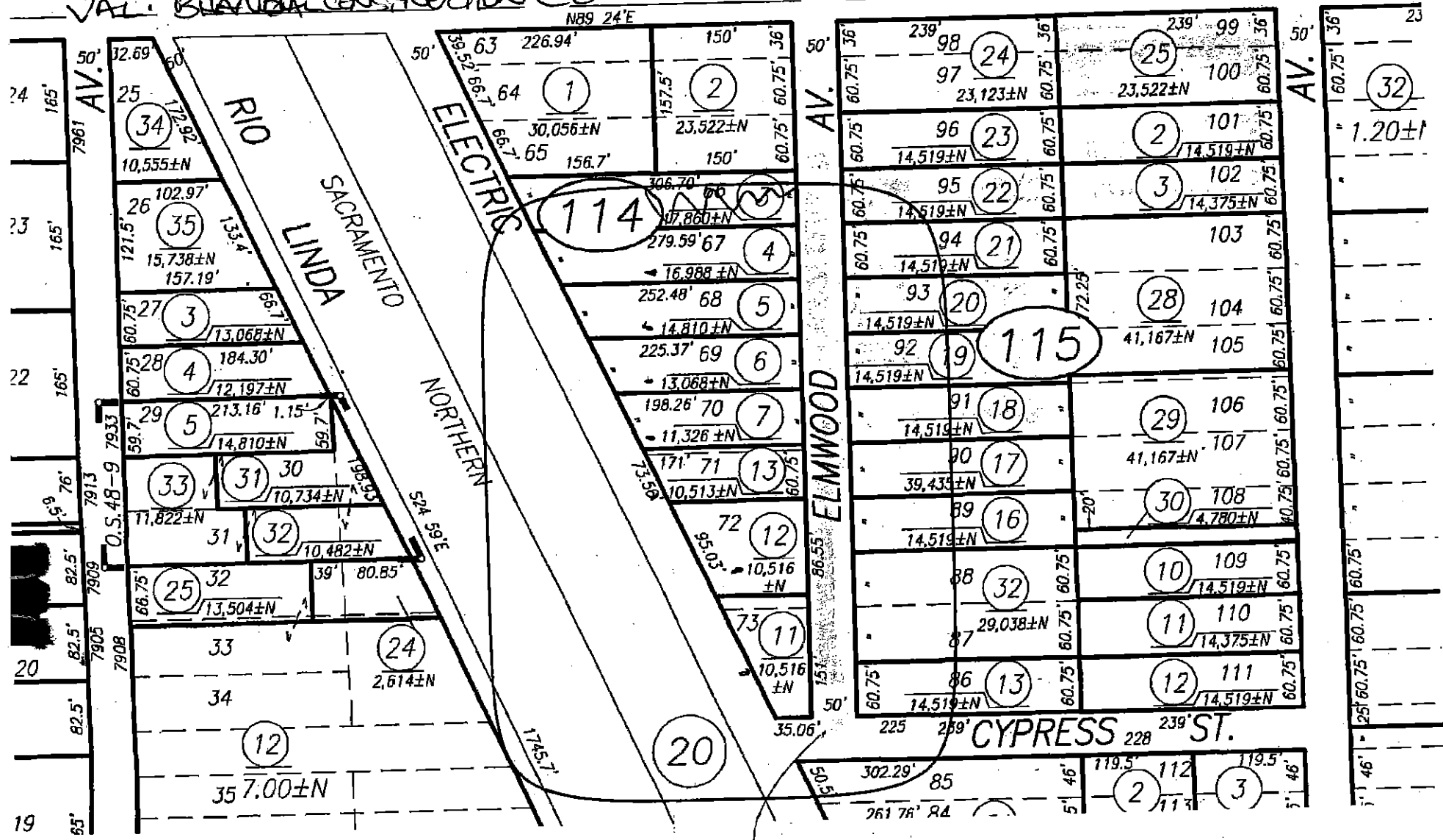
Staff recommendation:

I recommend the Planning Committee forward an item onto the May 21, 2018 agenda to consider adopting a policy or requiring connection to the Districts existing drinking water infrastructure where feasible and practical.

VAL DUSHAKOFF
PROJECT MGR
BLANDA CONSTRUCTION
916-802-5248
VAL.BLANDA.CONSTRUCTION@GMAIL.COM

RD-5 ZONE

48 Points
68 Year
Center
Along
checked




county road - not-maintained



CONSULTANT:
AFFINITY
 ENGINEERING
 3431 Mardi Gras Court, Rancho Conejo, CA, 92070
 www.affinityengineering.com

NO.	REVISION DESCRIPTION	BY	DATE

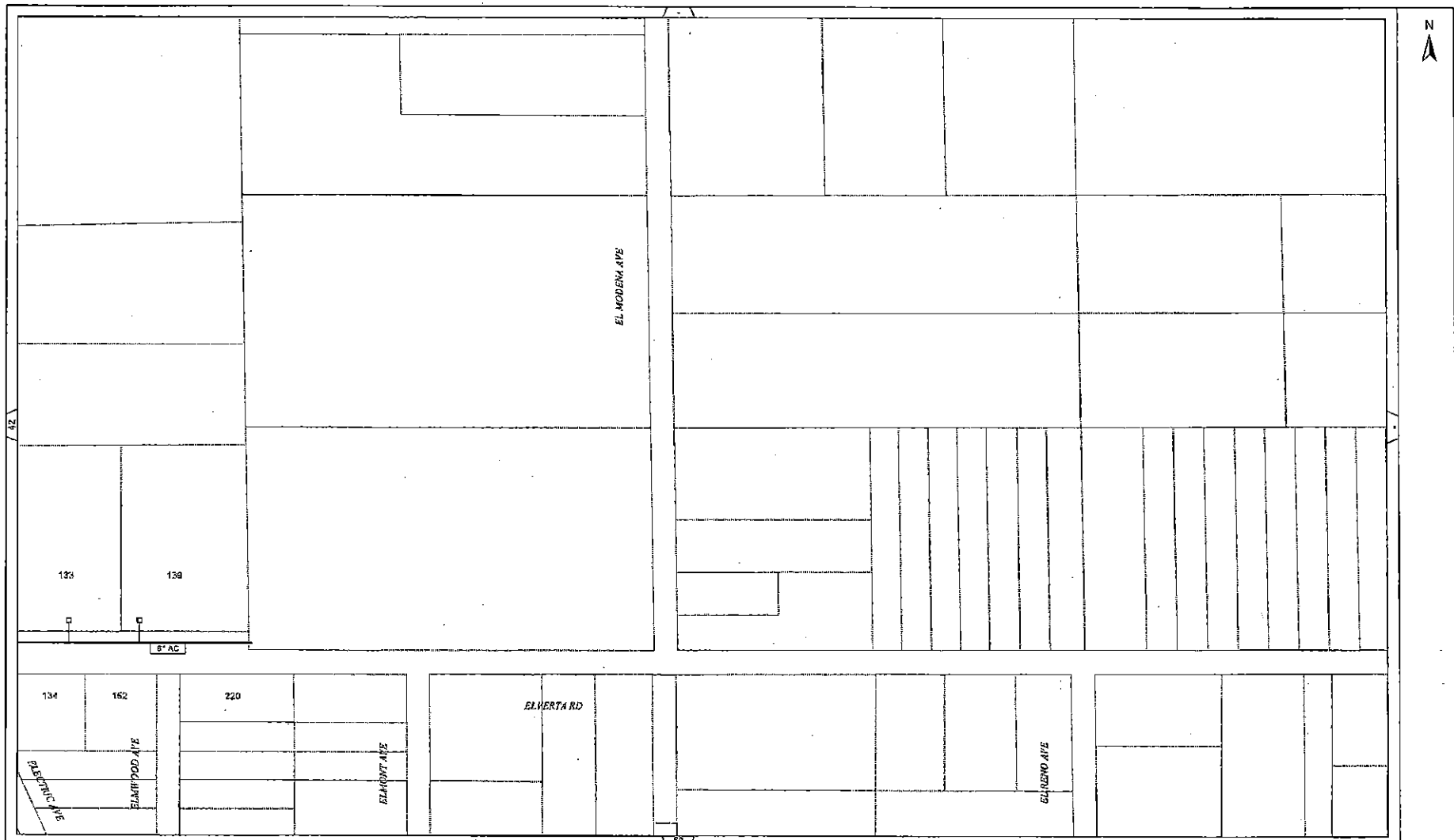
CLIENT:

Rio Linda/Elverta
Community Water District
 730 L Street
 Rio Linda, CA, 95673



PROJECT:
 Water Distribution
 System Map

SCALE:
 1" = 100'
ATTENTION
 LINE IS 2" AT FULL SIZE
 (SCALE ACCORDINGLY)

SHEET TITLE:
 MAP PAGE

PAGE:
53
 MAR 2011



CONSULTANT:  AFFINITY ENGINEERING <small>3433 Mainl Gate Court, Rancho Cordova, CA, 95619 www.aflin(yng)enrting.com</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="font-size: 8px;">NO.</th> <th style="font-size: 8px;">REVISION DESCRIPTION</th> <th style="font-size: 8px;">BY</th> <th style="font-size: 8px;">DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	NO.	REVISION DESCRIPTION	BY	DATE													CLIENT:  Rio Linda/Elverta Community Water District <small>700 L Street Rio Linda, CA 95673</small>	PROJECT: Water Distribution System Map	SCALE: 1" = 100' ATTENTION <small>LINE IS 2" AT FULL SIZE</small> <small>(SCALE ACCORDINGLY)</small>	SHEET TITLE: MAP PAGE	PAGE: <div style="text-align: center; font-size: 24px; font-weight: bold;">43</div> MAR 2011
NO.	REVISION DESCRIPTION	BY	DATE																			



Planning Committee

Agenda Item: 2

Date: May 4, 2018

Subject: Discuss next steps in acquiring the property for the Well #16 project.

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The committee will consider forwarding an item onto the May 21, 2018 agenda to accept the dedication of property associated with the Well #16 project.

Current Background and Justification:

As discussed in the April 16th Board meeting, it is imperative to formally acquire the Well #16 property before continuing forward with the Well #16 project. The necessary documents have been prepared for the Board's consideration of accepting the offer of property dedication.

Staff recommendation:

I recommend the committee review the documents associated with the Well #16 property dedication and forward the item to the May 21st agenda.

RESOLUTION NO. 2018-05

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE RIO LINDA/ ELVERTA
COMMUNITY WATER DISTRICT ACCEPTING AN IRREVOCABLE OFFER OF
DEDICATION OF WELL 16 SITE**

WHEREAS, Elverta Associates, LLC, a California limited liability corporation, owns an approximately 1.11 acre well site located in Sacramento County, commonly known as Well 16 site ("Property") which is more fully described in the Irrevocable Offer of Dedication and Grant Deed ("Offer of Dedication and Deed"), attached as Exhibit A; and

WHEREAS, California Government Code 27281 requires the legislative body of the Rio Linda Elverta Community Water District ("District") to authorize acceptance of an irrevocable offer of dedication by execution of a certificate of acceptance; and

WHEREAS, the District has reviewed the Offer of Dedication and Deed and determined it is satisfactory and ready for acceptance; and

WHEREAS, the District desires to accept the Offer of Dedication and Deed in order to confirm the use of the of the Property as a well site.

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Rio Linda/Elverta Community Water District as follows:

1. The Board of Directors hereby finds and determines that the recitals above are true and correct and are hereby incorporated into this Resolution as though fully set forth herein.
2. The Board of Directors accepts Elverta Associates, LLC's Irrevocable Offer of Dedication and Grant Deed, attached as Exhibit A hereto, and incorporated by this reference.
3. The Board of Directors hereby authorizes the General Manager to execute the Certificate of Acceptance attached to the Irrevocable Offer of Dedication and Grant Deed on behalf of the Rio Linda/Elverta Community Water District.
4. Upon General Manager's execution of the Certificate of Acceptance, the Board of Directors directs the General Manager to cause recordation of this Resolution, the Irrevocable Offer of Dedication and Grant Deed, and any such other documents and instruments as may be necessary or convenient to accept the Irrevocable Offer and Grant Deed, with the Office of the Clerk-Recorder of the County of Sacramento.

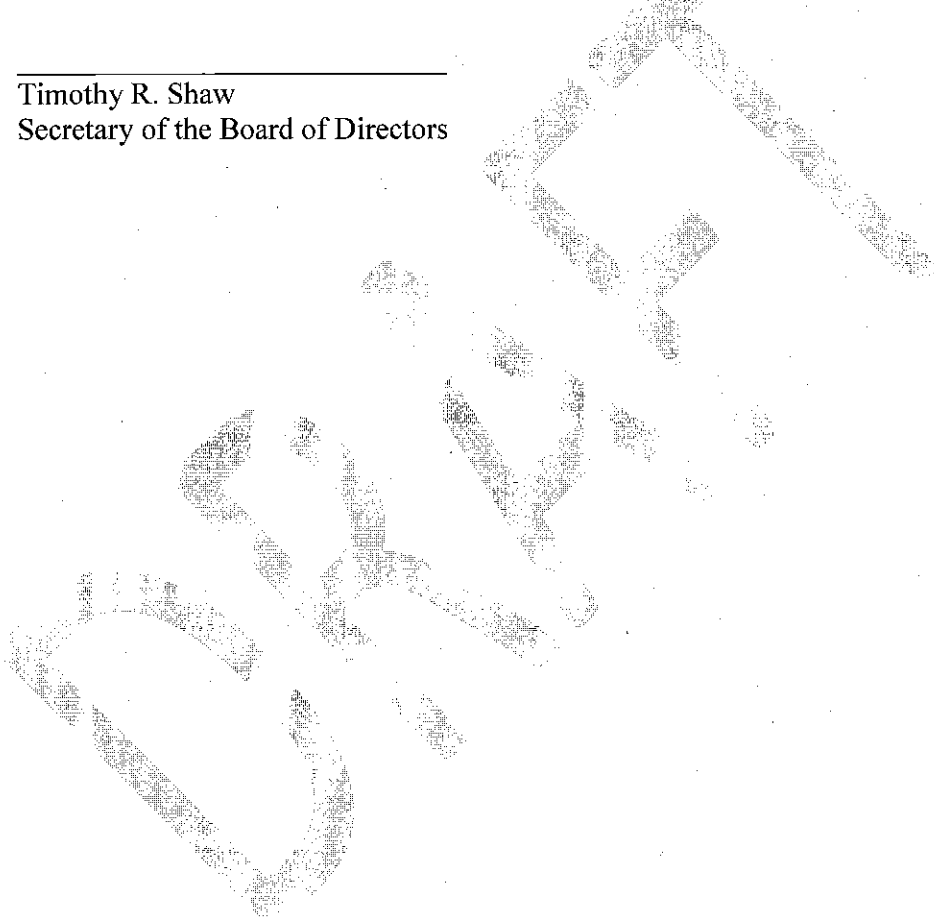
APPROVED AND ADOPTED by the Board of Directors of the Rio Linda / Elverta Community Water District on this 21st day of May 2018. By the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Mary R. Harris
President, Board of Directors

Timothy R. Shaw
Secretary of the Board of Directors



Agenda Item 2

Recording requested by and when recorded
return to:

Rio Linda Elverta Community Water District
730 L Street
Rio Linda, CA 95673

Exempt from recording fees (Gov. Code §§ 6103, 27383)

Space above this line for recorder's use only

IRREVOCABLE OFFER OF DEDICATION AND GRANT DEED

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Elverta Associates, LLC ("Grantor") does hereby make an irrevocable offer of dedication and grants to the Rio Linda Elverta Community Water District, a California county water district ("District"), that certain real property situated in said District as more particularly described on EXHIBIT A attached hereto and incorporated herein by the reference (the "Property") together with all improvements thereon.

This Offer of Dedication shall be irrevocable and shall be binding on the Grantor, its heirs, executors, administrators, successors and assigns.

Executed this ___ day of _____, 20__

GRANTOR: _____

By: _____

Name: _____

Title: _____

CERTIFICATE OF ACCEPTANCE

This is to certify that the Rio Linda Elverta Community Water District, a California county water district, hereby accepts the Property as defined in the Irrevocable Offer of Dedication and Grant Deed to which this Certificate of Acceptance is attached. This acceptance is made pursuant to the authority conferred by Resolution No. _____ of the Board of Directors adopted on _____, 2018, and the Grantee consents to the recordation of the Irrevocable Offer of Dedication and Grant Deed to which this Certificate of Acceptance is attached by its duly authorized officer.

By: _____
Timothy R. Shaw, Secretary of the Board of Directors

Date: _____

Agenda Item 2

04/24/2018

7483.100

dwk

EXHIBIT "A"

DESCRIPTION OF

WELL SITE

A portion of that real property situated in the County of Sacramento, State of California, being a portion of Section 16, Township 10 North, Range 5 East, Mount Diablo Meridian and being a portion of the Lands of Elverta Associates, LLC a California Limited Liability Company as described in that certain Grant Deed recorded November 4, 2004, in Book 20041104, at Page 2355, Official Records of Sacramento County, described as follows:

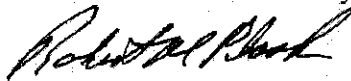
Beginning at a point from which the southeast corner of said real property as described in that certain Grant Deed recorded November 4, 2004, in Book 20041104, at Page 2355, Official Records of Sacramento County bears the following three (3) courses:

1. South 00°05'59" West a distance of 5.05 feet;
2. South 89°53'57" East a distance of 445.17 feet;
3. South 89°54'28" East a distance of 1320.47 feet;

Thence from said **True Point of Beginning** North 89°56'42" West a distance of 364.76 feet; thence North 00°05'55" East a distance of 133.32 feet; thence South 89°42'00" East a distance of 364.76 feet; thence South 00°05'59" West a distance of 132.04 feet; to the Point of Beginning

Containing 1.11 acres, more or less.

This legal description was prepared by me or under my supervision pursuant to Section 8729 (2) of the Professional Land Surveyors Act



Robert M. Plank, PLS 5760

License Expiration Date: 06-30-2018



Date: 04/24/18

Description prepared by:

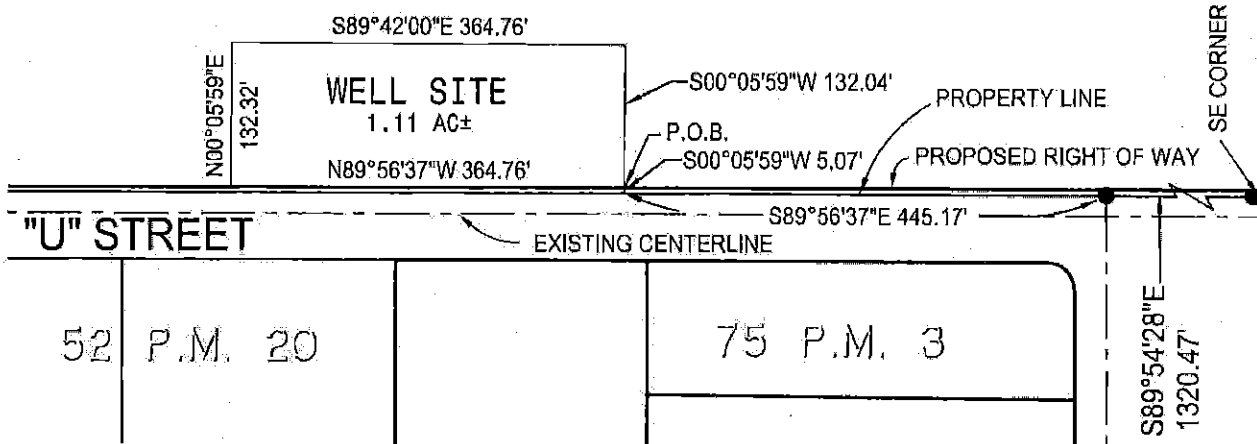
MACKAY & SOMPS CIVIL ENGINEERS, INC.

1552 Eureka Road, Suite 100, Roseville, CA 95661

P:\7483\survey-MS\mapping\desc\WELL SITE\WELL SITE.docx

Agenda Item 2

LANDS OF
 ELVERTA ASSOCIATES, LLC
 200441104 O.R. 2355



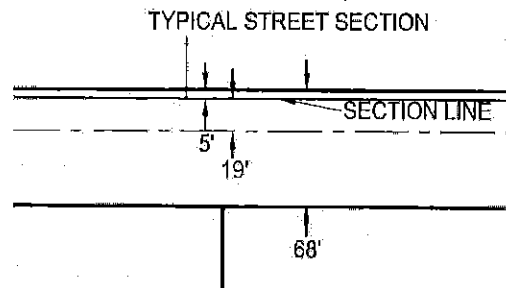
"U" STREET

52 P.M. 20

75 P.M. 3

LEGEND

- P.O.B POINT OF BEGINNING
- FOUND
- P.M. PARCEL MAP
- O.R. OFFICIAL RECORDS OF SACRAMENTO COUNTY



SHEET 1 OF 1



EXHIBIT "A-1"
 WELL SITE
 ELVERTA ASSOCIATES, LLC
 SECTION 21, T. 10 N. R. 5 E., M.D.M.
 COUNTY OF SACRAMENTO STATE OF CALIFORNIA

MACKAY & SOMPS
 ENGINEERS PLANNERS SURVEYORS
 1552 Eureka Road, Suite 100, Roseville, CA 95661 (916) 773-1199

DWK	1" = 160'	04/19/2018	7483.100
DRAWN BY	SCALE	DATE	JOB NO.

IF A DISCREPANCY EXISTS BETWEEN THIS EXHIBIT AND THE ASSOCIATED DESCRIPTION, THE DESCRIPTION HOLDS. THIS EXHIBIT IS FOR GRAPHIC PURPOSES ONLY.

Agenda Item 2

California All-Purpose Acknowledgment

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
)
County of _____)

On _____, before me _____, a Notary Public, personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

(Signature)

(Seal)



Planning Committee

Agenda Item: 3

Date: May 4, 2018

Subject: Discuss the recently completed Compensation Study by CPS HR

Staff Contact: Timothy R. Shaw, General Manager

Recommended Committee Action:

The committee will review the compensation study prepared by CPS HR (consultant) and consider forwarding the item onto the May 21, 2018 agenda to allow for discussion of the study by the full Board.

Current Background and Justification:

The District engaged the consultant to perform the study in the fall of 2017. The compensation study is now complete and has been distributed to staff and all Directors. The study is quite comprehensive and will likely inspire questions and healthy dialog, which should take place at a Board meeting to allow all Directors to benefit from the Q&A.

Staff recommendation:

I recommend the Planning Committee review the study, discuss its contents and criteria, then forward the item onto the May 21, 2018 agenda.

Private and Confidential

Final Report
Rio Linda/Elverta
Community Water District
Total Compensation Report

SUBMITTED BY:

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Project Consultant
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CPS HR Consulting
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Tax ID: 68-0067209
www.cpshr.us

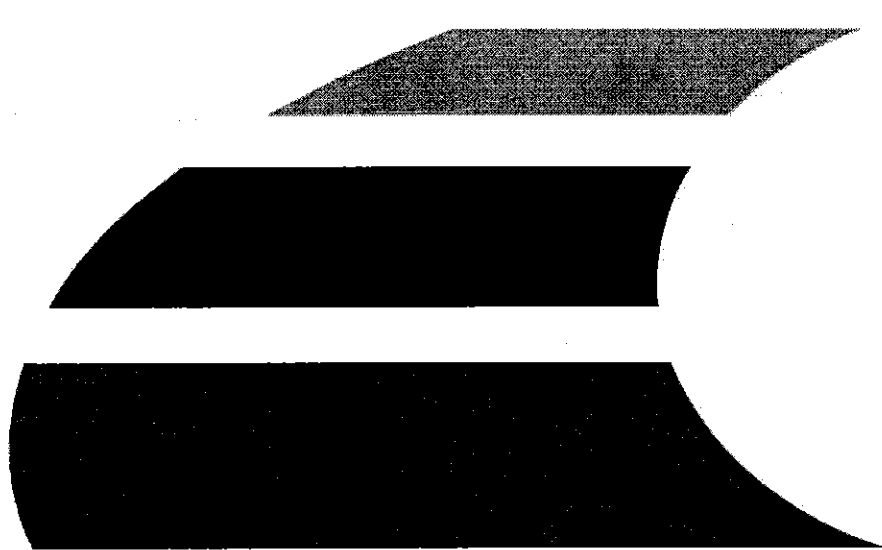


Table of Contents

I. Introduction	2
II. Project Scope and Work Plan.....	2
III. Compensation Study Parameters	3
IV. Survey Results.....	6
V. Benefit Summary Tables Overview.....	10
VI. Limitations.....	12
VII. Summary	12
Appendix A – Data Sheets	13
Appendix B – Benefit Summary Tables	22
Appendix C – Survey Instrument.....	39

I. Introduction

CPS HR Consulting (CPS HR) was retained by Rio Linda/Elverta Community Water District (RLECWD) to conduct a total compensation survey for eight classifications. The goal of the study was to determine how competitive RLECWD is within a determined labor market. This was accomplished by collecting and analyzing base salary and total compensation data obtained from 12 labor market agencies.

To assess competitiveness within the market, the study focuses on compensable factors that are modifiable and available to all, or a majority, of the employee population. These factors include: maximum monthly base salary, employer paid contributions to health benefits (i.e., medical, dental, and vision insurance plans), employer contributions to deferred compensation plans, and social security contributions.

Benefits that are only available to a subset of employees or are limited in how they can be modified were also collected to provide additional context on compensable benefit offerings within the local labor market. Appendix B outlines these paid benefits which include longevity practices, long term disability, retiree health care contributions, contributions to defined benefit plans (Classic and PEPRA rates), cash allowances, paid time off, sick leave, and overtime practices.

This Final Total Compensation Report contains the total compensation results for all survey classifications, outlines the project scope and work plan, describes the methodologies utilized in data collection and analysis, and provides an overview of the study results. The data for this report is effective as of January 1, 2018.

II. Project Scope and Work Plan

In order to complete the study, the CPS HR completed the following tasks:

- Discussed and clarified the scope of work with RLECWD.
- Reviewed RLECWD background materials including classification specifications, salary schedules, position control documents, organization charts, and internal alignment documentation.
- Received feedback and confirmation from RLECWD Board in December 2018 regarding the labor market agencies and benchmark classifications to be surveyed.
- Developed salary and benefits survey instruments utilized to research and collect salary and benefits data from the labor market agencies including salary schedules, classification specifications, benefits summaries, MOUs, and position control documents, where available. CPS HR first researched agency websites and collected

data ahead of contacting agencies to validate data collected and provide missing information.

- Provided RLECWD a list of comparable classes and job descriptions (where available) from each labor market agency.
- Prepared draft total compensation report for client review and comment.
- Discussed the report with RLECWD to ensure results are understood.
- Prepared this final report.

III. Compensation Study Parameters

The first step in conducting a compensation survey is to determine the basic parameters for the survey. These parameters included:

- Confirmation of RLECWD's labor market position
- Labor market agencies
- Survey classifications
- Scope of the survey

Labor Market Position

CPS HR has provided a labor market data analysis based on the median of the market. The labor market median, which is described as the "middle" of the market, is the data point at which half of the complete range of data (excluding RLECWD's data) is higher, and half of the complete range of data (excluding RLECWD's data) is lower. The median is a common market position, particularly in smaller data sets, because the data is less likely to be skewed by high and low payers in the market.

Labor Market Agencies

Twelve labor market agencies were surveyed for all eight classifications; surveyed agencies are listed below in Table 1.

Table 1 Total Compensation Survey RLECWD Labor Market Agencies
Carmichael Water District
Citrus Heights Water District
City of Roseville
County of Sacramento

Table 1 Total Compensation Survey RLECWD Labor Market Agencies
Del Paso Manor Water District
Elk Grove Water District
Fair Oaks Water District
Linda County Water District
Meadow Vista County Water District
Olivehurst Public Utility District
Placer County Water Agency
San Juan Water District

Survey Classifications

The survey classifications for the study are presented in Table 2, in alphabetical order.

Table 2 Total Compensation Survey RLECWD Survey Classifications
Accountant
Administrative Assistant
Administrative Manager
Conservation Coordinator
Customer Service Technician II
Distribution System Operator III
General Manager
Operations Superintendent

Survey Data Collection Scope

The data collected from each agency included a number of base salary and total compensation elements. When measuring the labor market, the goal is to identify an agency's competitive position in order to attract and retain talent in addition to promoting internal equity. This is

done by measuring those benefits that new employees would receive upon their date of hire. The specific data collected for the study is outlined below.

- Title of each comparable classification
- Minimum and maximum monthly salaries for each comparable classification¹
- Health Contributions:
 - Medical plan – For standards purposes, the family rate for the most costly plan is measured in the labor market². In some agencies, a flat employer contribution rate is utilized, regardless of the plan selected by employees.
 - Dental plan – For standards purposes, the family rate for the most costly plan is measured in the market. If no amount is entered in the datasheets, the cost may be included in the medical plan costs or the agency does not offer or contribute towards a dental benefit (the benefits summary tables will provide more detail on this).
 - Vision plan – For standards purposes, the family rate for the most costly plan is measured in the market. If no amount is entered in the datasheets, the cost may be included in the medical plan costs or the agency does not offer or contribute to a vision benefit (the benefits summary tables will provide more detail on this).
 - Life insurance – If a plan exists, does the employer or employee pay the premium.
 - Long term disability – If a plan exists, does the employer or employee pay the premium.
- Retirement Contributions:
 - Deferred Compensation – Any agency contributions, both direct and matching, to deferred compensation plans.
 - Social Security (Medicare and FICA) – If the agency participates, these amounts reflect the cost of the employer’s contributions to Medicare (1.45%) and FICA (6.2%).

¹ Salary data effective as of January 1, 2018 with the exception of the Office Manager/Human Resources Coordinator and Operations Superintendent classifications at Olivehurst Public Utilities District (OPUD). OPUD did not respond to requests for confirmation of current salary ranges for these classifications. Per the request of RLECWD, CPS HR recorded the latest data available which was from 2016.

² San Juan Water District is an exception which offers a higher contribution for employees based in the Bay Area. Because the majority of employees are based in the Sacramento area, CPS HR used the lower Sacramento area contribution rate.

- Retirement plan – These costs reflect the employer’s contribution into mandated retirement plans, such as CalPERS or a 37 Act plan. Prior to January 1, 2013, agencies contracted with CalPERS had the ability to modify benefit plan features. Changes in plan features (often being enhancements) had monetary impacts to the contribution rates as detailed in actuarial valuations. Additionally, employee and employer rates were subject to variations determined in the contract negotiations process, most often resulting in the employer paying for a part or all of the EPMC. This allowed agencies to adjust their mix of total compensation based on the market or for business reasons. With the implementation of PEPR on January 1, 2013, employer retirement contribution rates, as determined by CalPERS, are a part of cost-sharing with the employee and EPMC has been eliminated.
- Retiree medical – Any agency contributions toward medical benefits for retirees.
- Leave practices:
 - Reflect vacation accrual rates and maximum carry over hours at various years of employment as well as annual cash out policies.
 - Sick leave accrual rates and maximum carry over hours as well as cash out/conversion policies.
 - Holiday hours
- Longevity pay policy
- Cash allowance pay practices
- Overtime pay policy
- Standby pay policy

IV. Survey Results

As indicated in the previous section, the survey involved the collection of total compensation data for RLECWD’s survey classifications from each of the selected labor market agencies, and detailed results of the analyses were prepared. These results are presented as follows:

- **Appendix A** presents all study classifications with base and total compensation results for each classification organized in alphabetical order.
- **Appendix B** presents the collected benefit information for the surveyed classifications.
- **Appendix C** presents the survey instrument used to collect information from the surveyed agencies.

When conducting a salary survey, the intent is to provide general market trends by comparing the span of control, duties and responsibilities, and knowledge/skill/ability requirements of

labor market classifications to determine whether labor market agency classifications are comparable enough to RLECWD's classifications to utilize as a match. With a balanced labor market and the use of whole job analysis, it is reasonable to assume that while some matches will have slightly higher responsibilities and some matches will have slightly lower responsibilities, the overall scope of duties and responsibilities of the combined matches will be balanced.

Considerations

When reviewing the data it is important that RLECWD be aware of the following:

- CPS HR has included salary information as of January 1, 2018. Salary increases scheduled for future dates are captured in the benefit information provided in Appendix B.
- When obtaining data from labor market agencies, position control documents (where available) were used to specifically identify which classification and level of classification performed the duties of RLECWD's benchmark classifications. This is particularly relevant to non-supervisory, non-management classifications where there are multi-level classifications within a series matched from the other agencies. This level of analysis is important because classification specifications may describe a certain level of work as step one in the series (for example, as the journey level) when the use of the classification series demonstrates that the majority of positions are assigned to a higher step (such as the advanced or senior level). In addition, block budgeting or other fiscal tools facilitating series progression through multiple levels may provide greater flexibility in the use of the classification structure than is evident in the content of the classification specification. To the extent possible, CPS HR has identified the operational use of a classification irrespective of how it is defined in the classification specification in the determination as to whether or not it is a comparable job match.
- If an agency reported no comparable class, or if a review of the duties and responsibilities assigned to the reported class indicated that it was not comparable, or if the duties were significantly split among more than a single classification, CPS HR determined that there was not a comparable classification within the labor market agency and the designation of "No Comparable Class" was utilized.
- If CPS HR was unable to obtain enough information from a labor market agency in order to effectively identify a comparable classification, the designation of "Data Not Available" was utilized.
- Within the benefits tables, the designation of "DNA" (data not available) is used when the particular survey element is not provided by that agency.
- In most studies, it is common to have some classes for which limited market data exists. Because a compensation plan is developed through the analysis of external market data and internal relationships, the absence of sufficient labor market data for a particular class does not mean that no salary recommendation can be developed since many salary recommendations are ultimately based upon internal equity with other classes.

There are many reasons a benchmark class may not have enough comparable data including:

- Differences in the delivery of services
 - Differences in span of control
 - Differences in organizational structure
 - Differences in operational size
 - The classification is not commonly found in other agencies
 - Agency does not provide that particular service
- Any classification with fewer than four matches was not considered for analysis as best practice market comparisons require a minimum of four comparable classifications to conduct such an analysis. All classifications in this study had at least four matches.

Some specific comments with respect to the job matching strategy and/or results for classifications are presented below:

- **Accountant** – Matches reflect advanced journey-level professional accounting classifications.
- **Administrative Assistant** – Matches reflect advanced journey-level administrative/clerical classifications.
- **Administrative Manager** – Matches reflect management-level classifications with oversight of finance, human resources, and customer service functions.
- **Conservation Coordinator** – Matches reflect journey- or advanced journey-level classifications; the higher level was matched when there was not a journey-level classification allocated and the work was being performed by an advanced journey-level classification.
- **Customer Service Technician II** – Matches reflect journey-level classifications performing customer service duties.
- **Distribution System Operator III** – Matches reflect journey-level classifications performing water distribution duties; several comparable classifications were responsible for both water and wastewater duties. Most comparable classifications required Water Distribution Operator II or higher certification. Where the comparable classification required a lower-level certification, it was still matched if it was the classification performing the actual duties.
- **General Manager** – Matches reflect the highest administrative/executive classification in an agency.
- **Operations Superintendent** – Matches reflect supervisory-level classifications with oversight of maintenance duties.

Results

In order to provide RLECWD with a summary of study results, Table 3 presents both base salary and total compensation results by classification. The table presents the following for each benchmark classification:

- Classification title
- Number of comparable classifications identified
- Classification maximum monthly salaries (base and total compensation)
- The labor market median monthly maximum salaries (either base or total compensation) – this calculation is based upon the maximum monthly salary for each of the comparable classifications.
- The percentage RLECWD’s maximum monthly salary for the survey classification is above or below the median of the labor market; this number indicates what percentage of RLECWD’s salary is required to move it up or down to the market median.

Analysis of the base salary compensation data indicates that, overall, RLECWD is **28.54% below the labor market median**. Analysis of the total compensation data indicates that, overall, RLECWD is **22.37% below the labor market median**.

Classification	# of Matches	Base Salary			Total Compensation		
		RLECWD's Max Salary	Market Median	% Above or Below Median	RLECWD's Max	Market Median	% Above or Below Median
Accountant	6	\$5,346	\$6,288	-17.61%	\$7,485	\$8,825	-17.90%
Administrative Assistant	7	\$4,677	\$5,888	-25.89%	\$6,745	\$7,831	-16.10%
Administrative Manager	5	--	\$6,667	--	--	\$9,472	--
Conservation Coordinator	7	\$4,009	\$6,620	-65.13%	\$6,006	\$8,835	-47.10%
Customer Service Technician II	12	\$4,231	\$5,016	-18.55%	\$6,252	\$7,100	-13.58%
Distribution System Operator	11	\$5,124	\$5,921	-15.55%	\$7,240	\$8,324	-14.97%
General Manager	10	\$9,013	\$13,914	-54.37%	\$11,543	\$17,234	-49.31%
Operations Superintendent	10	\$7,796	\$8,002	-2.64%	\$10,196	\$9,953	2.38%
		Average %		-28.54%	Average %		-22.37%

V. Benefit Summary Tables Overview

In addition to the base salary and total compensation data presented in the datasheets provided within Appendix A, CPS HR collected additional benefit information for all surveyed employee classifications displayed in table format and presented in Appendix B.

A summary overview of each table is provided below:

■ Appendix B-1 - General Information

- Six of the labor market agencies, including RLECWD, have annual salary increases determined by the Consumer Price Index.

■ Appendix B-2 - Retirement Practices

- Ten agencies, including RLECWD, have CalPERS retirement; one has a 37 Act Defined Contribution Plan; one provides a deferred compensation contribution only; and one gives most employees the option of a contribution to a deferred compensation plan or a Pension Trust Fund.
- Agency contributions to CalPERS were collected from CalPERS directly and reflect both the Classic the PEPRAs miscellaneous rates. Reported agency contributions do not include any potential one-time payments by an individual agency to reduce its unfunded liability.
- Employer-Paid Member Contribution (EPMC) rates for Classic members are not included and vary by each CalPERS agency.

■ Appendix B-3 - Deferred Compensation

- Four agencies contribute to an employee's deferred compensation plan; one agency contributes to a SEP IRA; and eight agencies do not contribute to deferred compensation. Per the request of RLECWD, the agency's 3% contribution to deferred compensation that went into effect April 3, 2018, has been included in the total compensation calculations in this study.

■ Appendix B-4 - Employer Contributions to Medical, Dental and Vision Insurance and Retiree Health

- Monthly employer contributions to medical insurance only plans range from \$1453 to \$2617. Cafeteria plan contributions range from \$1489 to \$2000. RLECWD contributes \$1570 monthly to a cafeteria plan.
- Nine agencies contribute to a standalone dental insurance plan; all cafeteria plans have dental insurance available.
- Seven agencies contribute to a standalone vision insurance plan; all cafeteria plans have vision insurance available.

- Eight agencies, including RLECWD, reported making a contribution to retiree health premiums.
- **Appendix B-5 - Vacation Accrual Rates and Annual Cash Out Policies**
 - Vacation accrual rates for years 1, 10, and the year of highest accrual are displayed as well as accrual caps.
 - Four agencies allow employees to cash out accrued and unused vacation annually; RLECWD does not.
- **Appendix B-6 - Sick Leave, Holidays, and Cash Out/Conversion Policies**
 - The most common sick leave accrual is 96 hours per year; the majority of agencies do not impose a limit on sick leave accrual. RLECWD provides an annual accrual of 48 hours with a maximum accrual of 240 hours.
 - All agencies provide paid holidays between 9 and 15 days annually (this includes any floating holidays). RLECWD provides 12 days of holiday time.
 - With the exception of RLECWD, all agencies in the labor market have a cash-out or conversion policy for sick time at termination and/or retirement.
- **Appendix B-7 – Overtime, Standby Pay, and Longevity Pay Policies**
 - The majority of agencies pay overtime in cash (or compensatory time) per the Fair Labor Standards Act.
 - Twelve agencies provide standby pay to employees (policies vary widely).
 - Seven agencies, including RLECWD, do not provide a pay incentive for longevity. *(Data not available for San Juan Water District.)*
- **Appendix B-8 - Allowance Pay Practices**
 - Seven agencies, including RLECWD, provide a cash allowance for safety shoes. Other allowances include clothing and telephone. *(Allowance data not available for Fair Oaks Water District.)*
 - Three agencies provide a monthly cash allowance for personal vehicle use for the General Manager, while two agencies provide the General Manager access to a vehicle. *(Vehicle allowance/provision data not available for Meadow Vista Water District and San Juan Water District.)*
- **Appendix B-9 – Life Insurance and Long Term Disability**
 - Of the ten labor market agencies that sponsor a life insurance plan for employees, nine pay the premium for the plan. RLECWD does not sponsor a life insurance plan.
 - Of the nine labor market agencies, including RLECWD, that sponsor a Long Term Disability plan for employees, eight pay the premium for the plan.

VI. Limitations

As often occurs, it can be difficult to collect total compensation data from smaller agencies. Due to bandwidth limitations, smaller agencies typically do not have comprehensive – or sometimes basic – human resources information available online and lack staffing to provide detailed information upon request. This was the case with many of the labor market agencies in this study, and CPS HR was not able to collect all of the data requested by RLECWD. Job descriptions in particular were difficult to obtain, and some classifications did not have job descriptions at all. Where job descriptions were not provided by the labor market agency, each classification match in this study was confirmed verbally or in writing with the agency based on duties, hierarchy, and minimum qualifications³. Where “data not available” or “DNA” appears in this report, numerous attempts were made to collect the requested data without agency response.

VII. Summary

Should you require any further information on the content of this report, please do not hesitate to contact Justin Tucker at (916) 471-3385 or via email at jtucker@cpsr.us, or Ariele Rodriguez at (916) 505-0979 or via email at arodriguez@cpsr.us.

³ Olivehurst Public Utility District (OPUD) is an exception as administrative staff declined to confirm or provide assistance with job matching. OPUD’s job matches were based on the website published organization chart and the classification specifications provided by the agency.

Appendix A – Data Sheets

Rio Linda/Elverta Community Water District
Final Total Compensation Report
Private and Confidential

CPS HR CONSULTING		Accountant								
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Social Security	Monthly Total Compensation
Rio Linda/Elverta Community Water District	Bookkeeper	\$4,394	\$5,346	\$160	\$1,570				\$409	\$7,485
Carmichael Water District	Staff Accountant	\$5,152	\$6,263			\$2,079	\$115	\$29	\$479	\$8,965
Citrus Heights Water District	Senior Accountant/Assessor/Collector	\$6,435	\$8,686			\$1,800	\$143	\$31	\$664	\$11,324
City of Roseville	No Comparable Class									
County of Sacramento	Accountant	\$5,110	\$6,212			\$1,453	\$125		\$475	\$8,265
Del Paso Manor Water District	No Comparable Class									
Elk Grove Water District	No Comparable Class									
Fair Oaks Water District	No Comparable Class									
Linda County Water District	No Comparable Class									
Meadow Vista County Water District	No Comparable Class									
Olivehurst Public Utility District	Accounting Specialist	\$4,082	\$4,961	\$645		\$2,000			\$380	\$7,985
Placer County Water Agency	Accountant	\$4,946	\$6,312			\$1,814	\$58	\$18	\$483	\$8,685
San Juan Water District	Accountant	\$6,385	\$7,663			\$2,097	\$149	\$19	\$586	\$10,514
	Base Salary Median		\$6,288						Total Compensation Median	\$8,825
	Base Salary Mean		\$6,683						Total Compensation Mean	\$9,290
	Percentage Above or Below Median		-17.61%						Percentage Above or Below Median	-17.90%
	Percentage Above or Below Mean		-25.01%						Percentage Above or Below Mean	-24.11%

Rio Linda/Elverta Community Water District
Final Total Compensation Report
Private and Confidential

CPS HR CONSULTING		Administrative Assistant								
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Social Security	Monthly Total Compensation
Rio Linda/Elverta Community Water District	Administrative Assistant	\$3,843	\$4,677	\$140	\$1,570				\$158	\$6,745
Carmichael Water District	No Comparable Class									
Citrus Heights Water District	No Comparable Class									
City of Roseville	Administrative Assistant	\$4,413	\$5,914		\$1,489				\$86	\$7,489
County of Sacramento	Executive Secretary	\$4,220	\$5,128			\$1,453	\$125		\$392	\$7,098
Del Paso Manor Water District	No Comparable Class									
Elk Grove Water District	Administrative Assistant II	\$3,817	\$4,640			\$2,264	\$128	\$23	\$67	\$7,122
Fair Oaks Water District	Finance and Management Assistant	\$4,361	\$5,888			\$2,617	\$128	\$24	\$450	\$9,107
Linda County Water District	No Comparable Class									
Meadow Vista County Water District	No Comparable Class									
Olivehurst Public Utility District	District Clerk/Executive Assistant	\$3,976	\$4,833	\$628		\$2,000			\$370	\$7,831
Placer County Water Agency	Agency Secretary/Clerk to the Board	\$5,320	\$6,790			\$1,814	\$58	\$18	\$519	\$9,199
San Juan Water District	Administrative Assistant/Board Secretary	\$5,516	\$6,620			\$2,097	\$149	\$19	\$506	\$9,391
	Base Salary Median		\$5,888						Total Compensation Median	\$7,831
	Base Salary Mean		\$5,688						Total Compensation Mean	\$8,177
	Percentage Above or Below Median		-25.89%						Percentage Above or Below Median	-16.10%
	Percentage Above or Below Mean		-21.61%						Percentage Above or Below Mean	-21.23%

Rio Linda/Elverta Community Water District
Final Total Compensation Report
Private and Confidential

CPS HR CONSULTING		Administrative Manager									
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp	Cafeteria Plan	Health	Denta'	Vision	Social Security	Monthly Total Compensation	
Rio Linda/Elverta Community Water District	No Comparable Class										
Carmichael Water District	No Comparable Class										
Citrus Heights Water District	Administrative Services Manager	\$10,266	\$13,860			\$1,800	\$143	\$31	\$813	\$16,647	
City of Roseville	No Comparable Class										
County of Sacramento	Administrative Services Officer II	\$6,128	\$7,449			\$1,453	\$125		\$570	\$9,597	
Del Paso Manor Water District	No Comparable Class										
Elk Grove Water District	No Comparable Class										
Fair Oaks Water District	No Comparable Class										
Linda County Water District	District Secretary/Office Manager	\$5,833	\$6,667		\$1,890				\$510	\$9,067	
Meadow Vista County Water District	Office Manager	\$4,200	\$6,667	\$533		\$1,650	\$112		\$510	\$9,472	
Olivehurst Public Utility District	Office Manager/Human Resource Coordinator	\$5,272	\$5,293	\$688		\$2,000			\$405	\$8,386	
Placer County Water Agency	No Comparable Class										
San Juan Water District	No Comparable Class										
	Base Salary Median		\$6,667						Total Compensation Median	\$9,472	
	Base Salary Mean		\$7,987						Total Compensation Mean	\$10,634	

Rio Linda/Elverta Community Water District
Final Total Compensation Report
Private and Confidential

CPS HR CONSULTING		Conservation Coordinator								
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Social Security	Monthly Total Compensation
Rio Linda/Elverta Community Water District	Conservation Coordinator	\$3,295	\$4,009	\$120	\$1,570				\$307	\$6,006
Carmichael Water District	Water Efficiency Specialist	\$3,229	\$3,926			\$2,079	\$115	\$29	\$300	\$6,449
Citrus Heights Water District	Senior Water Efficiency Specialist	\$5,303	\$7,160			\$1,800	\$143	\$31	\$548	\$9,682
City of Roseville	Water Conservation Specialist	\$4,727	\$6,651	\$100	\$1,489				\$96	\$8,336
County of Sacramento	Environmental Specialist II	\$5,547	\$6,741			\$1,453	\$125		\$516	\$8,835
Del Paso Manor Water District	No Comparable Class									
Elk Grove Water District	No Comparable Class									
Fair Oaks Water District	Water Efficiency Specialist	\$4,265	\$5,757			\$2,617	\$128	\$24	\$440	\$8,966
Linda County Water District	No Comparable Class									
Meadow Vista County Water District	No Comparable Class									
Olivehurst Public Utility District	No Comparable Class									
Placer County Water Agency	Water Efficiency Specialist II	\$3,970	\$5,066			\$1,814	\$58	\$18	\$388	\$7,344
San Juan Water District	Conservation Lead	\$5,516	\$6,620			\$2,097	\$149	\$19	\$506	\$9,391
	Base Salary Median		\$6,620						Total Compensation Median	\$8,835
	Base Salary Mean		\$5,989						Total Compensation Mean	\$8,429
	Percentage Above or Below Median		-65.13%						Percentage Above or Below Median	-47.10%
	Percentage Above or Below Mean		-49.38%						Percentage Above or Below Mean	-40.35%

Rio Linda/Elverta Community Water District
Final Total Compensation Report
Private and Confidential

CPS HR CONSULTING		Customer Service Technician II								
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Social Security	Monthly Total Compensation
Rio Linda/Elverta Community Water District	Customer Service Technician II	\$3,447	\$4,231	\$127	\$1,570				\$324	\$6,252
Carmichael Water District	Billing Specialist 2	\$3,640	\$4,425			\$2,079	\$115	\$29	\$339	\$6,987
Citrus Heights Water District	Customer Services Technician II	\$4,598	\$6,206			\$1,800	\$143	\$31	\$475	\$8,655
City of Roseville	Finance Technician II	\$3,615	\$5,086		\$1,489				\$74	\$6,649
County of Sacramento	Utility Billing Services Representative II	\$3,275	\$3,981			\$1,453	\$125		\$305	\$5,864
Del Paso Manor Water District	Office Assistant	\$3,120	\$3,990			\$2,150	\$164	\$24	\$305	\$6,633
Elk Grove Water District	Utility Billing Specialist	\$4,314	\$5,243			\$2,264	\$128	\$23	\$76	\$7,734
Fair Oaks Water District	Customer Service Representative II	\$3,822	\$5,160			\$2,617	\$128	\$24	\$395	\$8,324
Linda County Water District	Account Clerk 2	\$3,285	\$4,415		\$1,890				\$338	\$6,643
Meadow Vista County Water District	Customer Service Manager	\$3,771	\$5,833	\$467		\$1,650	\$112		\$446	\$8,508
Olivehurst Public Utility District	Account Clerk II	\$3,137	\$3,813	\$496		\$2,000			\$292	\$6,600
Placer County Water Agency	Customer Services Representative	\$3,875	\$4,946			\$1,814	\$58	\$18	\$378	\$7,214
San Juan Water District	Customer Service Technician III	\$4,649	\$5,578			\$2,097	\$149	\$19	\$427	\$8,270
	Base Salary Median		\$5,016						Total Compensation Median	\$7,100
	Base Salary Mean		\$4,890						Total Compensation Mean	\$7,340
	Percentage Above or Below Median		-18.55%						Percentage Above or Below Median	-13.58%
	Percentage Above or Below Mean		-15.57%						Percentage Above or Below Mean	-17.41%

Rio Linda/Elverta Community Water District
Final Total Compensation Report
Private and Confidential



Distribution System Operator

Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp.	Cafeteria Plan	Health	Dental	Vision	Social Security	Monthly Total Compensation
Rio Linda/Elverta Community Water District	Distribution System Operator	\$4,212	\$5,124	\$154	\$1,570				\$392	\$7,240
Carmichael Water District	Distribution Operator 2	\$4,068	\$4,944			\$2,079	\$115	\$29	\$378	\$7,545
Citrus Heights Water District	Water Distribution Operator I	\$4,785	\$6,458			\$1,800	\$143	\$31	\$494	\$8,926
City of Roseville	Water Distribution Worker II	\$4,288	\$6,033	\$100	\$1,489				\$87	\$7,709
County of Sacramento	Water System Operator	\$4,830	\$5,873			\$1,453	\$125		\$449	\$7,900
Del Paso Manor Water District	Operations and Maintenance Technician II/Construction Coordinator	\$4,819	\$6,167			\$2,150	\$164	\$24	\$472	\$8,977
Elk Grove Water District	Water Distribution Operator II	\$4,872	\$5,921			\$2,264	\$128	\$23	\$86	\$8,422
Fair Oaks Water District	Distribution System Operator II	\$3,822	\$5,160			\$2,617	\$128	\$24	\$395	\$8,324
Linda County Water District	No Comparable Class									
Meadow Vista County Water District	Utility Operator	\$2,917	\$5,417	\$433		\$1,650	\$112		\$414	\$8,027
Olivehurst Public Utility District	Utility Operator II	\$3,682	\$4,475	\$582		\$2,000			\$342	\$7,399
Placer County Water Agency	Distribution Operator II	\$4,710	\$6,012			\$1,814	\$58	\$18	\$460	\$8,362
San Juan Water District	Distribution Operator IV	\$5,933	\$7,120			\$2,097	\$149	\$19	\$545	\$9,930
	Base Salary Median		\$5,921						Total Compensation Median	\$8,324
	Base Salary Mean		\$5,780						Total Compensation Mean	\$8,320
	Percentage Above or Below Median		-15.55%						Percentage Above or Below Median	-14.97%
	Percentage Above or Below Mean		-12.80%						Percentage Above or Below Mean	-14.92%

Rio Linda/Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

CPS HR CONSULTING		General Manager									
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Social Security	Monthly Total Compensation	
Rio Linda/Elverta Community Water District	General Manager	\$9,013	\$9,013	\$270	\$1,570				\$689	\$11,543	
Carmichael Water District	General Manager	\$13,910	\$13,910	\$22		\$2,079	\$115	\$29	\$814	\$16,969	
Citrus Heights Water District	General Manager	\$13,485	\$18,206			\$1,800	\$143	\$31	\$876	\$21,056	
City of Roseville	No Comparable Class										
County of Sacramento	No Comparable Class										
Del Paso Manor Water District	General Manager	\$8,835	\$11,953			\$2,150	\$164	\$24	\$786	\$15,077	
Elk Grove Water District	General Manager	\$16,043	\$16,043			\$2,264	\$128	\$23	\$233	\$18,691	
Fair Oaks Water District	General Manager	\$13,917	\$13,917			\$2,617	\$128	\$24	\$814	\$17,500	
Linda County Water District	General Manager	\$11,500	\$11,972		\$1,890				\$786	\$14,648	
Meadow Vista County Water District	General Manager	\$6,678	\$9,583	\$767		\$1,650	\$112		\$733	\$12,845	
Olvehurst Public Utility District	General Manager	\$9,833	\$9,833	\$1,278		\$600			\$752	\$12,464	
Placer County Water Agency	General Manager	\$20,676	\$20,676			\$1,814	\$58	\$18	\$912	\$23,478	
San Juan Water District	General Manager	\$14,750	\$14,750			\$2,097	\$149	\$19	\$826	\$17,841	
	Base Salary Median		\$13,914						Total Compensation Median	\$17,234	
	Base Salary Mean		\$14,084						Total Compensation Mean	\$17,057	
	Percentage Above or Below Median		-54.37%						Percentage Above or Below Median	-49.31%	
	Percentage Above or Below Mean		-56.27%						Percentage Above or Below Mean	-47.77%	

Rio Linda/Elverta Community Water District
Final Total Compensation Report
Private and Confidential

CPS HR CONSULTING		Operations Superintendent									
Surveyed Agency	Classification Title	Monthly Min.	Monthly Max.	Deferred Comp	Cafeteria Plan	Health	Dental	Vision	Social Security	Monthly Total Compensation	
Rio Linda/Elverta Community Water District	Operations Superintendent	\$6,408	\$7,796	\$234	\$1,570				\$596	\$10,196	
Carmichael Water District	Field Superintendent	\$6,282	\$9,060			\$2,079	\$115	\$29	\$693	\$11,976	
Citrus Heights Water District	Assistant Water Distribution Supervisor	\$6,657	\$8,986			\$1,800	\$143	\$31	\$687	\$11,647	
City of Roseville	No Comparable Class										
County of Sacramento	Water Distribution Supervisor	\$6,010	\$7,305			\$1,453	\$125		\$559	\$9,442	
Del Paso Manor Water District	Field Manager	\$7,276	\$8,627			\$2,150	\$164	\$24	\$660	\$11,625	
Elk Grove Water District	Water Distribution Supervisor	\$6,070	\$7,377			\$2,264	\$128	\$23	\$107	\$9,899	
Fair Oaks Water District	Operations Superintendent	\$6,929	\$9,354			\$2,617	\$128	\$24	\$716	\$12,839	
Linda County Water District	No Comparable Class				\$1,890					\$1,890	
Meadow Vista County Water District	Treatment Plant Superintendent	\$5,000	\$7,083	\$567		\$1,650	\$112		\$542	\$9,953	
Olivehurst Public Utility District	Operations Manager	\$6,177	\$6,202	\$806		\$2,000			\$474	\$9,483	
Placer County Water Agency	Field Maintenance Supervisor	\$5,725	\$7,307			\$1,814	\$58	\$18	\$559	\$9,756	
San Juan Water District	Maintenance Chief	\$7,951	\$9,541			\$2,097	\$149	\$19	\$730	\$12,536	
	Base Salary Median		\$8,002						Total Compensation Median	\$9,953	
	Base Salary Mean		\$8,084						Total Compensation Mean	\$10,095	
	Percentage Above or Below Median		-2.64%						Percentage Above or Below Median	2.38%	
	Percentage Above or Below Mean		-3.70%						Percentage Above or Below Mean	0.99%	

Appendix B – Benefit Summary Tables

Table B-1: General Information

Agency	Number of FTE	Salary Plan	# of Steps	Date of Next COLA	Amount of Next Increase	Salary Progression Policy
Rio Linda/Elverta Community Water District	10	Step	6	Annually	Based on CPI	Annual step increase
Carmichael Water District	28	Step for non-exempt Open range for exempt	5	None currently scheduled	--	Non-exempt annual step increase Exempt annual merit increase
Citrus Heights Water District	34	Open range	--	January 1 annually	Based on CPI	Annual merit increase based on performance
City of Roseville Water Utility Division	48.75 ⁴	Step	Varies by class	None currently scheduled	--	Annual merit step increase
County of Sacramento Water Resources Division	257.6	Step	5	None currently scheduled	--	Annual step increase
Del Paso Manor Water District	5	Open range	--	None currently scheduled	--	Uses steps as a guideline, but gives varying increases based on merit
Elk Grove Water District	31	Step	5	July 1, 2018	Based on CPI	Annual step increase
Fair Oaks Water District	30	Open range	--	None currently scheduled	--	Annual merit increase based on performance
Linda County Water District	17	Step	11	Will be determined in April	--	Annual step increase
Meadow Vista Water District	7	Open range	--	Annually	2% CPI increase	Annual merit increase based on performance

⁴ Environmental Utilities Dept 223.75 FTEs

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Agency	Number of FTE	Salary Plan	# of Steps	Date of Next COLA	Amount of Next Increase	Salary Progression Policy
Olivehurst Public Utility District ⁵	26	Step	5	Business Unit July 1, 2018 July 1, 2019	0-3% based on CPI 0-3% based on CPI	Annual step increase
				MPEA and Exec March 15, 2018 July 1, 2018 March 15, 2019 July 1, 2019 March 15, 2020	4% 0-3% based on CPI 1% 0-3% based on CPI 1%	
				Utility Unit	None Scheduled	
Placer County Water District	225	Step	6	IUOE and CONF Jan 1, 2019 Jan 1, 2020	2-6% based on CPI 2-6% based on CPI	Employees hired at step A are eligible for a step increase at six months and then annually thereafter; employees hired at step B or higher are eligible annually
San Juan Water District	47	Open range	--	None currently scheduled	--	Annual merit increase 0-10%

⁵ FTEs from the December 2017 org chart excluding intermittent/seasonal employees and those allocated to the Fire Department

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Table B-2: Retirement Contribution Practices

Agency	Retirement Type	Agency Retirement Rate ⁶ (MISC)	Retirement Benefit	PEPRA Retirement Formula	Unfunded Accrued Liability	Social Security
Rio Linda/Elverta Community Water District	CalPERS	Classic 8.418% PEPRA 6.533%	Classic 2%@55 PEPRA 2%@62	36-month average	Classic \$69,739 PEPRA \$89	Medicare & FICA
Carmichael Water District	CalPERS	Classic 9.887% PEPRA 7.045%	Classic 2%@55 PEPRA 2%@62	36-month average	Classic \$70,476 PEPRA \$22	Medicare & FICA
Citrus Heights Water District	CalPERS	Classic Tier I 8.921% Classic Tier II 8.418% PEPRA 9.887%	Classic 2%@55 PEPRA 2%@62	36-month average	Classic Tier I \$360,286 Classic Tier II \$204 PEPRA \$70,476	Medicare & FICA
City of Roseville	CalPERS	Normal Cost 9.999%	Classic 2.7%@55 PEPRA 2%@62	36-month average	\$12,112,439	Medicare
County of Sacramento	37ACT	Tier 1 16.33% Tier 2 14.45% Tier 3 16.69% Tier 4 15.01% Tier 5 14.44%	Age/Service Factor	Age at retirement rate (varies) x years of service x final comp (3 year period)	All combined \$1,199,688	Medicare & FICA
Del Paso Manor Water District	CalPERS	Classic 8.921% No PEPRA eligible employees	Classic 2%@55	36-month average	Classic \$29,346	Medicare & FICA
Elk Grove Water District	CalPERS	Classic 8.418% PEPRA 6.533%	Classic 2%@55 PEPRA 2%@62	36-month average	Classic \$136,504 PEPRA \$34	Medicare
Fair Oaks Water District	CalPERS	Classic 8.418% PEPRA 6.533%	Classic 2%@55 PEPRA 2%@62	36-month average	Classic \$78,369 PEPRA \$82	Medicare & FICA
Linda County Water District	CalPERS	Classic 12.036% PEPRA 6.533%	Classic 3%@60 PEPRA 2%@62	36-month average	Classic \$208,450 PEPRA \$5	Medicare & FICA
Meadow Vista Water District	Contribution to deferred compensation plan only					Medicare & FICA
Olivehurst Public Utility District	Exec contribution to deferred compensation plan only					Medicare & FICA ⁷
	Employees may apportion 12% direct contribution among Pension Trust Fund or deferred compensation plan ⁸					

⁶ Employer-Paid Member Contribution (EPMC) rates for Classic members are not included and vary by each CalPERS agency.

⁷ OPUD did not respond to inquiries regarding rate; Medicare & FICA rate used for total compensation calculations.

⁸ For the purposes of this study, OPUD's 12% direct contribution has been apportioned in its entirety to deferred compensation.

*Rio Linda Elverta Community Water District
Final Total Compensation Report
Private and Confidential*

Agency	Retirement Type	Agency Retirement Rate (MISC)	Retirement Benefit	PEPRA Retirement Formula	Unfunded Accrued Liability	Social Security
Placer County Water District	CalPERS	Normal Cost 10.241%	Classic 2.7%@55 PEPRA 2%@62	36-month average	\$2,267,730	Medicare & FICA
San Juan Water District	CalPERS	Classic Tier I 12.698% Classic Tier II 12.036% PEPRA 6.533%	Classic 3%@60 PEPRA 2%@62	36-month average	Classic Tier I \$402,292 Classic Tier II \$595 PEPRA \$168	Medicare & FICA ⁹

⁹ SJWD did not respond to inquiries regarding reported rate clarification "Full/Modified"; Medicare & FICA rate used for total compensation calculations.

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Table B-3: Deferred Compensation

Agency	Deferred Compensation Plan Type	Deferred Compensation Contribution
Rio Linda/Elverta Community Water District	457	3% for PEPRA employee only (does not include GM) ¹⁰
Carmichael Water District	457	GM only receives matching contribution based on years of service (\$10/biweekly per year of service up to \$433/month at 20 years of service)
Citrus Heights Water District	457	None
City of Roseville		
	<i>IUOE & CONF</i> 457	3% direct contribution after 5 years
	<i>IBEW</i> 457	\$100/mo to be used for deferred comp or healthcare; 3% direct contribution after 5 years
County of Sacramento	457	None
Del Paso Manor Water District	None	--
Elk Grove Water District	457	None
Fair Oaks Water District	457	None
Linda County Water District	None	--
Meadow Vista Water District	SEP IRA	8% direct contribution
Olivehurst Public Utility District	457	12% direct contribution, 1% matching ¹¹
Placer County Water District	457	None
San Juan Water District	457	None

¹⁰ Effective April 3, 2018; negotiated after study effective date of January 1, 2018 and included in the total compensation calculations per direction of RLECWD

¹¹ Effective March 15, 2018, matching contribution for MPEA unit only is 2.5%

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Table B-4: Employer Contribution to Medical, Dental, Vision, Retiree Health Insurance

Agency	Medical Employer Contribution	Dental Employer Contribution	Vision Employer Contribution	Retiree Health Employer Contribution
Rio Linda/Elverta Community Water District	\$1,570 to Cafeteria Plan for medical, dental, and vision			50% with 10 years of service, an annual 5% increase with each additional year up to 100% at 20 years
Carmichael Water District	\$2,079	\$115	\$29	\$1766
Citrus Heights Water District	\$1,800	\$143	\$31	Per CalPERS medical benefits vesting schedule
City of Roseville	\$1,489 to Cafeteria Plan for medical, dental, vision, and LTD			Tier 1 \$1498 Tier 2 50%@10 years - to 100%@20 years Tier 3 none
County of Sacramento	\$1,453	\$125	None	None
Del Paso Manor Water District	\$2,150	\$164	\$24	CalPERS – Employees hired before 8/1/2005, same as active employees and based on years of service. Employees hired after 8/1/2005 100% weighted average of health premiums for employee plus 90% of weighted average of additional premiums and based on years of service.
Elk Grove Water District	\$ 2,264	\$128	\$23	Family \$2,264 Two-Party \$1,633 Single \$823

Agenda Item 3

*Rio Linda Elverta Community Water District
Final Total Compensation Report
Private and Confidential*

Agency	Medical	Dental	Vision	Retiree Health
Fair Oaks Water District	\$2,617	\$128	\$24	None
Linda County Water District	\$1,890 to Cafeteria Plan for medical, dental, and vision			None
Meadow Vista Water District	\$1,650	\$112	None	None
Olivehurst Public Utility District <i>MPEA, Utilities, and Business</i>	\$2000 to Cafeteria Plan for medical, dental, and vision			None
<i>Exec</i>	100% of the cost, actual cost DNA; GM receives \$600 cash in lieu of benefits			
Placer County Water District	\$1,814	\$58	\$18	50% with 10 years of service, an annual 5% increase with each additional year up to 100% at 20 years
San Juan Water District	\$2,097	\$149	\$19	50% with 10 years of service, an annual 5% increase with each additional year up to 100% at 20 years

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Table B-5: Vacation

Agency	Year 1		Year 10		Year 20 and/or Max Accrual		Annual Cash Out Policy
	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	
Rio Linda/Elverta Community Water District	40	240	160	240	160 @ 10 years	240	None
Carmichael Water District	96	240	144	240	200 @ 21 years	240	None
Citrus Heights Water District	96	300	144	300	216 @ 20 years	300	Any hours in excess of 300 are cashed out annually in November; Additionally EEs may annually cash out up to 80 hours when 240 hours total leave (including sick) remain banked
City of Roseville							None
<i>IUOE & IBEW</i>	96	240	128	320	160 @ 20 years	400	
<i>CONF</i>	96	192	135	272	160 @ 20 years	336	
County of Sacramento	80	240	160	400	200 @ 15 years	400	None
Del Paso Manor Water District	80	400	120	400	168 @ 16 years	400	None
Elk Grove Water District	40	320	160	320	208 @ 20 years	320	None
Fair Oaks Water District	80	160	160	320	160 @ 6 years	320	None
Linda County Water District	80	280	120	280	160 @ 15 years	280	None

Agenda Item 3

*Rio Linda Elverta Community Water District
Final Total Compensation Report
Private and Confidential*

Agency	Year 1		Year 10		Year 20 and/or Max Accrual		Annual Cash Out Policy
	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	Annual Accrual	Max Accrual	
Meadow Vista Water District	80	600	120	600	200 @ 21 years	600	None
Olivehurst Public Utility District <i>Exec</i>	160	400	160	400	160 @ 1 year	400	Up to 40 hours with 180 hours accrued
<i>MPEA, Utilities Unit</i>	80	280	136	280	160 @ 21 years	280	
<i>Business Unit</i>	80	280	136	280	168 @ 25 years	280	
Placer County Water District	80	320	160	320	200 @ 20 years	400	Cash out up to 40 hours at GM's discretion with 200 hours accrued
San Juan Water District	96	240	144	240	240 @ 26 years	240	Each June, hours in excess of 240 are cashed; additionally EEs may cash out with management approval

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Table B-6: Sick Leave, Holidays, Cash Out/Conversion Policy

Agency	Sick Leave Annual Accrual	Sick Leave Maximum Accrual	Holidays (Days)	Cash Out/Conversion Policy
Rio Linda/Elverta Community Water District	48	240	Holiday: 10 days Floating: 2 days	None
Carmichael Water District	96	No Maximum	Holiday: 11 days Floating: 1 day	Service credit upon retirement
Citrus Heights Water District	96	No Maximum	Holiday: 9 days Floating: 0 days	Cash-Out upon retirement
City of Roseville <i>IUOE & IBEW</i>	96	No Maximum	Holiday: 11 days Floating: 1 day Personal Leave: 45 hours	Sick cash out and service credit upon retirement Personal leave cash out 1:1 at any time
<i>CONF</i>			Holiday: 11 days Floating: 2 days Personal Leave : 40 hours	Sick cash out and service credit upon retirement Personal leave cash out 0-70% based on accumulation
County of Sacramento	120	No Maximum	Holiday: 13.5 days Floating: 0 days	Service credit upon retirement
Del Paso Manor Water District	96	48	Holiday: 15 days Floating: 0 days	Service credit upon retirement
Elk Grove Water District	96	320	Holiday: 11 days Floating: 1 day	Cash out upon termination or retirement; time may also be applied to 457 plan
Fair Oaks Water District	80	No Maximum	Holiday: 10 days Floating: 1 day	Service credit upon retirement
Linda County Water District	96	No Maximum	Holiday: 11 days Floating: 2 days	15% of monetary value upon retirement, layoff, or death
Meadow Vista Water District	96	400	Holiday: 10 days Floating: 1 day	25% when leave employment
Olivehurst Public Utility District <i>Exec</i>	96	1000	Holiday: 13 days Floating: 0 days	Cash out at termination or retirement 25% up to 31.25 days
<i>All others</i>	96	1000	Holiday: 11 days Floating: 2 days	Cash out at retirement 25% if at least 53 years old with 15 years of continuous service

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Agency	Sick Leave Annual Accrual	Sick Leave Maximum Accrual	Holidays (Days)	Cash Out/Conversion Policy
Placer County Water District <i>IUOE</i>	96	No Maximum	Holiday: 10 days Floating: 3 days	50% up to 6000 at term; may be applied toward early retirement and/or to retiree health and accident insurance
<i>CONF, GMU</i>				With 0-5 years of service, EEs receive 50% of the value of their sick time. Percentage will increase 3.33% annually for service over 5 years with max payout 100%; may be applied toward early retirement and/or to retiree health and accident insurance
San Juan Water District	96	480	Holiday: 11 days Floating: 1 days	Each June, hours in excess of 480 are cashed. Upon retirement, EEs are paid 10% of sick time for each year of service

Table B-7: Overtime Policy, Standby Pay Policy, Longevity Pay Policy

Agency	Overtime Pay	Standby Pay	Longevity Pay
Rio Linda/Elverta Community Water District	FLSA compliant	\$50/day	None
Carmichael Water District	Hours in excess of regular schedule are paid at 1.5x	\$60/day \$420/week	None
Citrus Heights Water District	FLSA compliant as cash or CTO	Regular Work Days \$30/day Friday \$75/day Saturday \$75/day Sunday \$75/day District Holidays \$ 30/day	None
City of Roseville	FLSA compliant	Mon-Fri 1.5x straight time rate/day Sat, Sun, holiday 3 hours straight time/day Weekly standby 13.5 hours straight time/week	IBEW for EEs hired before 05/05/12 2.5%@10 years 5%@15 years IUOE 2.5%@10 years 5%@15 years CONF 2.5%@10 years

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Agency	Overtime Pay	Standby Pay	Longevity Pay
County of Sacramento <i>Accountants BU (010)</i>	5/40 FLSA compliant; 9/80 straight-time overtime earned when the employee works beyond scheduled shift	None	
<i>Environmental Management Specialists BU (014)</i>	FLSA compliant; Exempt EEs earn CTO at 1:1 for time worked in excess of 8 hours/day	1 hour pay for 4 hour standby shift; 2 hours pay for 8 hour standby shift	
<i>Water Quality/Stationary Engineering BU (017)</i>	5/40 FLSA compliant OR option of CTO at 1.5X; 9/80 straight-time overtime earned when the employee works beyond scheduled shift	2 hours pay for 8 hour standby shift	
<i>Unrepresented Employees (080)</i>	5/40 FLSA compliant OR option of CTO at 1.5X If the department is unable to schedule and grant time off within one year from the date the overtime was performed, cash payment shall be made in lieu of compensating time.	2 hours pay for 8 hour standby shift	None
<i>Administrative Professionals BU (034)</i>	Hours in excess of regular schedule are paid at either straight time or CTO (department's discretion)	Administrative Professionals BU 2 hours pay for 8 hour standby shift	
<i>General Supervisory BU (001)</i>	Hours in excess of 8/day or 40/week receive 1.5x over time OR 1.5x CTO	2 hours pay for 8 hour standby shift	
<i>Office-Technical BU (005)</i>	Hours in excess of regular schedule are paid at 1.5x OT or CTO upon request and with dept approval	1 hour pay for 4 hour standby shift; 2 hours pay for 8 hour standby shift	
Del Paso Manor Water District	FLSA compliant	None	None

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Elk Grove Water District	FLSA compliant	\$50/day	.5%@6 years 1%@7 years 1.5%@8 years 2%@9 years 2.5%@10 years 3%@11 years 3.5%@12 years 4%@13 years 4.5%@14 years 5%@15 years
Fair Oaks Water District	Hours in excess of regular schedule are paid at 1.5x or double time for a 12 hour shift	No classes in this study are eligible for standby pay	None
Linda County Water District	FLSA compliant as cash or CTO	\$30/day \$210/7-day week	2%@7.5 years 4%@10 years 6%@15 years 9%@20 years 12%@25 years 15%@30 years
Meadow Vista Water District	Hours in excess of regular schedule are paid at 1.5x	On call pay if worked: Weekday 2x regular salary Weekend 3x regular salary Holiday 4x regular salary	None
Olivehurst Public Utility District	Nonexempt 1.5x cash or CTO per EE choice	Utility Unit \$45/day \$315/7-day week	2%@5 years 4%@10 years 6%@15 years 8%@20 years 10%@25 years
Placer County Water District	IUOE hours in excess of regular schedule are paid at 1.5x cash or CTO CONF/GMU hours in excess of regular schedule are paid at 1.5x cash or CTO	IUOE \$65/weekday \$80/weekends and holidays	2.5%@10 years 5@15 years
San Juan Water District	FLSA compliant	2 hours pay for weekdays 4 hours pay for weekends 8 hours added to vacation accruals for holiday standby	DNA

Rio Linda Elverta Community Water District
 Final Total Compensation Report
 Private and Confidential

Table B-8: Cash Allowance Pay Practices and GM Vehicle Benefit

Agency	Position	Cash Allowance Benefit	General Manager Vehicle
Rio Linda/Elverta Community Water District	Operations Superintendent, Distribution Sys Operator	\$150 safety boots	None
	CalPERS Classic EEs	\$406.12 uniform	
Carmichael Water District	Distribution Operator, Treatment Operator	\$225 safety boots \$350 jeans	None
	Water Efficiency Specialist	\$225 safety boots	
Citrus Heights Water District	Management	\$30/mo cell phone	Vehicle provided
	Asst Water Dist Supervisor, Water Distribution Operator I	\$500 safety boots	
City of Roseville	Water Conservation Specialist Water Distribution Worker II	\$235 annual jean allowance OR 11 pairs of pants provided by City \$250 safety boots as required \$400 climbing boots as required	Not applicable as there is not a GM match due to size/structure of agency
County of Sacramento	ASO II	\$250 safety boots	Not applicable as there is not a GM match due to size/structure of agency
	Environmental Specialist	\$200 safety boots	
	Water Dist Supervisor	\$300 uniform \$250 safety boots	
	Utility Billing Services Rep	\$200 uniform	
	Water System Operator	\$250 safety boots	
Del Paso Manor Water District	General Manager, Field Manager, and Ops and Maint Tech II/Const Coord	\$200 safety boots	None
Elk Grove Water District	General Manager	\$65 phone	\$500/mo cash allowance for use of personal vehicle
	Water Dist Supervisor	\$50 phone \$500 clothing	
	Water Dist Operator II	\$500 clothing	
Fair Oaks Water District	None	--	None
Linda County Water District	None	--	Vehicle provided
Meadow Vista Water District	None	--	DNA
Olivehurst Public Utility District	None	\$190 annual allowance for protective footwear	\$400/mo cash allowance for use of personal vehicle
Placer County Water District	Field Maintenance Supervisor Distribution Operator	\$250 safety boots	\$575/mo stipend for use of personal vehicle
	General Manager	Option of \$50 phone or District-provided cell	
San Juan Water District	DNA	DNA	DNA

Table B-9: Life Insurance, Long Term Disability

Agency	Life Insurance	Long Term Disability
Rio Linda/Elverta Community Water District	Not offered	Employer paid
Carmichael Water District	Employer paid	Employer paid
Citrus Heights Water District	Employer paid	Employer paid
City of Roseville	Employer paid	Employer paid as part of cafeteria plan
County of Sacramento	Employer paid	Not offered
Del Paso Manor Water District	Not offered	Not offered
Elk Grove Water District	Employer paid	Employer paid
Fair Oaks Water District	Employer paid	Employer paid
Linda County Water District	Sponsored, employee paid	Sponsored, employee paid
Meadow Vista Water District	Not offered	Not offered
Olivehurst Public Utility District	Employer paid	Not offered
Placer County Water District	Employer paid	Employer paid
San Juan Water District	Employer paid	Employer paid

Appendix C – Survey Instrument

Rio Linda/Elverta Community Water District

Total Compensation Survey

This salary and benefits survey comprises three sections as follows:

Section 1: General Information – Your Agency

The first section asks for general information with respect to the agency's size, salary plan structure, and any scheduled pay increases or decreases.

Section 2: Compensation Survey

This section comprises the compensation survey and asks for salary data for the survey class descriptions. A summary description for each survey classification has been provided.

The following pieces of information are needed for each classification.

- Current comparable class title.
- The monthly minimum and maximum salary for the comparable class.
- If the agency utilizes an open range pay structure with a control point, please provide the control or market point for that class.
- What bargaining unit (if represented by a union) the comparable class is assigned to.
- Please include copies of job descriptions, salary schedules, organization charts and a benefit summary if this information is not provided on your agency's website.
- Any additional relevant information on your comparable classification.

Section 3: Benefits Survey

This section asks for premium pay, pension practices, health, and leave practices data.

If you have any questions about the survey or data being requested, please contact Ariele Rodriguez by phone at (916) 505-0979, or email at arodriguez@cpsr.us.

Please send the completed survey and background information by 3/2/2018.

If you are unable to complete by that date, please let us know when you anticipate it would be possible to return or what we can help with. Please return the survey to Ariele Rodriguez by email at arodriguez@cpsr.us.

Participating Agency Information - REQUIRED

Please complete the following information so that we can track responses and follow-up with questions on the survey if necessary.

Agency Name		
Contact Name	Title	
Email	Phone	Fax

Please provide notes (date, time, method of communication with agency contact) - REQUIRED

--

GENERAL LANGUAGE IF SENDING TO AGENCY

<p>General Instructions:</p> <p>To participate in this study, please follow these instructions:</p> <ol style="list-style-type: none">1. Review class matches and benefits information, especially those highlighted or areas with comments. Please make any corrections or suggestions using the salary and benefit information for your staff positions that match the classifications listed.2. Please include copies of salary schedules, organization charts and the classification specifications for the comparable classes if this information is not provided on your agency's website.3. Please send the completed survey and background information by 3/2/2018 or at your earliest convenience, by email at arodriguez@cpsr.us.
--

Thank you in advance for your assistance.

Section 1: General Information - REQUIRED

What is the total number of FTE employees within your agency/organization?

Budgeted	Actual

Please provide details of your salary plan structure/administration. If your agency utilizes an open range plan, please provide the control point (e.g. mid-point, range maximum, or any other point within the range that is your agency's maximum market value for the classification).

■ Step plan (indicate number of steps):

--

■ Does your Step Plan depend on the classification YES NO

■ Open range (indicate control point):

--

Note: For control point we are looking for the point on the range that you look to manage your salaries to. With an open range, this is generally the mid-point or market point - the point that you use when comparing your salaries to market.

■ Provide a brief description of how employees progress through pay ranges (e.g. automatic increase on anniversary, tied to performance review, etc.). If progression through range varies by employee group, provide description for each employee group.

Employee Group	Progression Through Pay Ranges

■ What is the date/amount of the next cost of living increases or decreases for the matched positions?

Employee Group	Unknown	Date	Increase/Decrease	Amount
	<input type="checkbox"/>		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
	<input type="checkbox"/>		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	
	<input type="checkbox"/>		<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	

Agenda Item 3

*Rio Linda/Elverta Community Water District
Total Compensation Survey
Comparator Agency:*

CPS HR Consulting Staff Quality Control Checklist:

Data Collection by*:	
Data Audited by:	
CompCalc Entry by:	
CompCalc QC by:	

***CPS HR Documents Checklist**

- Class Specs (for ALL positions)
- All MOUs, Amendments or Salary Resolutions (for ALL applicable units)
- Salary Schedule(s)
- Financial Budget
- Allocation Documents
- Organizational and/or Departmental Chart(s)
- Benefits Summaries
- Personnel Rules
- Other:

Summary box to allow explanation of why required documents not found

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Agenda Item 3

*Rio Linda/Elverta Community Water District
Total Compensation Survey
Comparator Agency:*

#	Survey Class Title	Class Description				
1	Accountant	<p>Under supervision of the General Manager, performs routine and complex accounting, administrative, and data processing work in maintaining the fiscal records and systems of the District, and provides administrative support to the General Manager.</p> <p>Minimum Qualifications/Required Certifications: Five years' experience as an accountant with full responsibility for payables, receivables, payroll, and general ledger in a water utility or local governmental setting; equivalent of a bachelor's degree from an accredited college or university in accounting, finance, or a related field</p>				
Your Organization Class Title		No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
		Required Certifications:				
		If no match or unfunded, which position(s) performs these duties?				
		Notes:				

#	Survey Class Title	Class Description				
2	Administrative Assistant	<p>Under supervision of the General Manager, performs a variety of routine and complex clerical, secretarial, data processing, and administrative work associated with the operation of the District Office.</p> <p>Minimum Qualifications/Required Certifications: Graduation from an high school with specialized course work in general office practices such as typing, accounting, data processing (completion of community college or business school bookkeeping or data processing training may be substituted for one year of experience) and three years of experience in a responsible secretarial position with exposure to legal or governmental documents, or any equivalent combination of education and experience; possession of a valid California driver license.</p>				
Your Organization Class Title		No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
		Required Certifications:				
		If no match or unfunded, which position(s) performs these duties?				
		Notes:				

#	Survey Class Title	Class Description
		Under general/administrative direction from the General Manager, this management-level

Agenda Item 3

*Rio Linda/Elverta Community Water District
Total Compensation Survey
Comparator Agency:*

Manager	<p>position oversees the District's operations for human resources, procurement, customer service, billing and collections, and administrative functions. Oversees the District's administrative policies and procedures, and provides administrative guidance and support to the General Manager. Provides direct supervision of the customer service, conservation specialist, and administrative support personnel.</p> <p>Minimum Qualifications/Required Certifications: Equivalent to a Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Human Resources, Finance, or related field. Five (5) years of progressively responsible work experience performing business, human resources, or customer service functions, and two (2) years in a supervisory or lead capacity.</p>				
Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
	<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Required Certifications:					
If no match or unfunded, which position(s) performs these duties?					
Notes:					

#	Survey Class Title	Class Description				
4	Conservation Coordinator	<p>Under supervision of the General Manager, organizes and directs the District's conservation program. Carries out water audits on site; calculates water budgets for customers; assists customers in development of irrigation practices; maintains the District website; assists in the development of notices, flyers, brochures, newsletters, media releases, news articles, and other informational materials about programs and services; performs public relations work regarding water conservation including attending public meetings, fairs, and school functions; performs the duties of Customer Service Tech 1 as needed.</p> <p>Minimum Qualifications/Required Certifications: Possession of certification as a Water Conservation Practitioner from the American Water Works Association or the ability to obtain certification within one year of employment; possession of a valid California driver license.</p>				
	Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Required Certifications:						
If no match or unfunded, which position(s) performs these duties?						
Notes:						

Agenda Item 3

*Rio Linda/Elverta Community Water District
Total Compensation Survey
Comparator Agency:*

#	Survey Class Title	Class Description				
5	Customer Service Technician II	<p>Under supervision of the General Manager, performs a variety of routine and complex clerical, secretarial, data processing, accounts receivable, bookkeeping, reception and administrative work associated with the operation of the District Office. Assists Bookkeeper with administrative and accounting tasks; assists Operations Superintendent with administrative and reporting tasks; processes meter reading data; prepares and mails utility bills; maintains current customer account files; assists in reconciling utility billing activity with the general ledger; balances checks and credit cards daily against receipts; prepares and balances deposits; updates and maintains billing system; processes incoming and outgoing mail; maintains District filing system and filing indices.</p> <p>Minimum Qualifications/Required Certifications: Graduation from an high school with specialized course work in general office practices such as typing, accounting, data processing; and five years of increasingly responsible receivables related experience including collections (completion of community college or business school bookkeeping or data processing training may be substituted for one year of experience); or any equivalent combination of education and experience; possession of a valid California driver license.</p>				
Your Organization Class Title		No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Required Certifications:						
If no match or unfunded, which position(s) performs these duties?						
Notes:						

#	Survey Class Title	Class Description				
6	Distribution System Operator III	<p>Journey level classification under the general supervision of the Distribution System Operator III/Foreman or Operations Superintendent, operates and maintains the District water distribution system including the well, treatment storage, and distribution facilities; compiles data for reports for regulatory agencies; and performs chemical tests for water quality. Performs duties of Laborer, Utility Worker, and Distribution System Operator I as needed.</p> <p>Minimum Qualifications/Required Certifications: Two years' experience in the operation and maintenance of a water utility or four years' experience in pipeline or other underground construction; possession of a current State Water Resources Control Board Water Distribution Operator Grade II certificate; possession of a valid Class C California driver license; graduation from high school; or any equivalent combination of experience, training and certification.</p>				
Your Organization Class Title		No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Required Certifications:						

Agenda Item 3

Rio Linda/Elverta Community Water District
Total Compensation Survey
Comparator Agency:

If no match or unfunded, which position(s) performs these duties?	
Notes:	

#	Survey Class Title	Class Description				
7	General Manager	<p>As the statutory chief executive officer, performs high level administrative, technical and professional work in directing and supervising the administration and operations of the District.</p> <p>Minimum Qualifications/Required Certifications: Graduation from an accredited four-year college or university with a degree in public administration, political science, business management, or a closely related field; seven years' experience as a manager or assistant manager in a California governmental agency operating a water utility (a Master's degree or registration as a professional engineer may be substituted for two years of experience); possession of a current California Department of Health Water Treatment Operator Grade II (or higher) certificate or the ability to obtain one within one year of employment; possession of a valid Class C California driver license or the ability to obtain one within one month of employment.</p>				
	Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status
		<input type="checkbox"/> NCC <input type="checkbox"/> Unfunded <input type="checkbox"/> Contract/No Benefits				<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
	Required Certifications:					
	If no match or unfunded, which position(s) performs these duties?					
	Notes:					

#	Survey Class Title	Class Description				
8	Operations Superintendent	<p>Under the general direction of the General Manager, performs a variety of supervisory, construction, technical, operations, and maintenance work in the operation, repair, maintenance, replacement and construction of the District water system.</p> <p>Minimum Qualifications/Required Certifications: Seven years' experience in the operation and maintenance of a water utility at a responsible level; possession of a current State Water Resources Control Board Water Treatment Operator Grade II certificate and a State Water Resources Control Board Distribution Operator certificate Grade III; possession of a valid Class C California driver's license; graduation from high school; or any equivalent combination of experience, training and certification.</p>				
	Your Organization Class Title	No Comp/Unfunded?	Min Monthly Salary	Max Monthly Salary	Employee Group/Union	FLSA Status

Position Detail

Foreman

Special District: Linda County Water District

Department: Water

County: Yuba County

Year: **2016**

\$80,563 total wages

\$71,868 regular pay	\$8,695 overtime pay	\$0 lump-sum pay	\$0 other pay
\$53,477 – \$72,176 regular pay range for position			

\$30,249 total retirement & health cost

\$8,288 defined benefit plan contribution	\$5,749 employee's ret. cost covered	\$0 deferred compensation	\$16,212 health/dental/vision contribution
3%@60 applicable defined benefit pension formula			

Click a term for a definition

Position Detail

Operations Superintendent

Special District: Rio Linda-Elverta Community Water District

Department: Field

County: Sacramento County

Year: **2016**

\$90,331 total wages

\$90,331 regular pay	\$0 overtime pay	\$0 lump-sum pay	\$0 other pay
N/A – N/A regular pay range for position			

\$28,435 total retirement & health cost

\$10,590 defined benefit plan contribution	\$3,175 employee's ret. cost covered	\$0 deferred compensation	\$14,670 health/dental/vision contribution
2%@55 applicable defined benefit pension formula			

Click a term for a definition

Position Detail

Operations Manager

Special District: San Juan Suburban Water District

Department: Operations

County: Sacramento County

Year: **2016**

\$153,868 total wages

\$150,538 regular pay	\$0 overtime pay	\$2,370 lump-sum pay	\$960 other pay
\$141,510 – \$169,825 regular pay range for position			

\$46,860 total retirement & health cost

\$17,369 defined benefit plan contribution	\$0 employee's ret. cost covered	\$0 deferred compensation	\$29,491 health/dental/vision contribution
3%@60 applicable defined benefit pension formula			

Click a term for a definition