



Hidden Valley Lake Community Services District

19400 Hartmann Road
Hidden Valley Lake, CA 95467
707.987.9201
707.987.3237 fax
www.hvlcsd.org

Hidden Valley Lake Community Services District Finance Committee Meeting

DATE: February 23, 2018

TIME: 12:00 noon

PLACE: Hidden Valley Lake CSD
Administration Office, Boardroom
19400 Hartmann Road
Hidden Valley Lake, CA

- 1) CALL TO ORDER
- 2) PLEDGE OF ALLEGIANCE
- 3) ROLL CALL
- 4) APPROVAL OF AGENDA
- 5) DISCUSS FINANCE COMMITTEE CHARTER
- 6) DISCUSS MID-YEAR BUDGET
- 7) DISCUSS CPS HR CONSULTING DRAFT BASE SALARY REPORT
- 8) PUBLIC COMMENT
- 9) AJOURNEMENT

Public records are available upon request. Board packets are posted on our website at www.hvlcsd.org

In compliance with the Americans with Disabilities Act, if you need special accommodations to participate in or attend the meeting, please contact the District Office at 707-987-9201 at least 48 hours prior to the scheduled meeting.

Public shall be given the opportunity to comment on each agenda item before the Governing Board acts on that item, G.C. 54953.3. All other comments will be taken under Public Comment.



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Finance & Audit Committee

Mission Statement & Charter

Effective: March 21, 2018

Revised:

Status: Standing Committee

Meeting Times: Varies, as required

Staff Contact: Board Secretary

Mission Statement:

Finance

To provide an oversight function and an avenue of communication between District finance staff and the Board of Directors regarding all District financial matters.

To review and recommend policies and procedures covering District capital structure, debt financing, cash management, investments, capital assets, reserve position, and financial risk management.

To submit an annual capital and operating budget to the Board of Directors for consideration and approval.

To review and recommend policies and procedures covering directors', officers', and employee expense accounts, perquisites, and use of District assets.

To monitor and recommend changes to the District Ethics Policy covering all Directors and District personnel.

Audit

To provide an open avenue of communication among the District finance staff, auditors, and Board of Directors.

To recommend the engagement of outside independent auditors and internal auditors.

To review external audit reports and periodic financial statements.

To review legal, regulatory and other matters that may have a material effect on the District's financial position, compliance policies and/or programs and to recommend actions concerning these matters to the full Board.



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Charter

Purpose and Authority

The Finance and Audit Committee (Committee) is established to assist the Board of Directors in fulfilling its oversight responsibilities in all areas of District financial responsibilities including capital structure, debt financing, capital expenditures, cash management, banking activities and relationships, investments, annual budgets, integrity of the District's financial reporting process, system of internal controls over financial reporting, audit process, process for monitoring compliance with financially-related laws and regulations, and the District's Ethics Policy. The Committee provides an open avenue of communication between financial management, internal auditors (if any), external auditors and the Board.

The Committee, in its discretion, may submit any financial matter, along with its recommendation with respect thereto, to the full Board of Directors for consideration and approval.

In its discretion and at any time, the full Board of Directors may direct the Committee to bring certain matters delegated to the Committee to the full Board for consideration and approval or delegate any new power or duty.

Composition

The Committee will consist of at least two members of the Board of Directors. Committee members are appointed by and serve at the discretion of the President of the Board of Directors.

Meetings

The Committee will meet as required, with special meetings as the Committee Chair or President of the Board of Directors may direct. The Committee may invite members of management, auditors or others to attend meetings and provide pertinent information. The Committee meetings are open to the public and the public may comment on any specific item discussed by the Committee.

Responsibilities

The Committee will formulate policy, review with District staff and recommend for approval existing or proposed policies and actions to the full Board of Directors, any and all strategies, plans, policies and actions related to District finance. The matters within the scope of the Committee's authority will include but are not limited to the following:



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Financial

1. Recommending policies and actions concerning District capital structure, debt financings, capital expenditures, reserve balances and requirements, investments, and cash management, including the establishment and maintenance of bank, investment and brokerage accounts.
2. Reviewing an annual capital and operating budget and providing feedback to staff.
3. Considering and recommending methods of acquiring or holding interests in District property, fixed assets or contributed capital. Inquiry will be sought into any unusual methods of acquiring title to or holding such property.

External Audit

1. Reviewing the annual audited financial statements with the external auditors and management, including inquiring about major issues regarding accounting and auditing principles and practices, and the adequacy of internal controls that could significantly affect the District's financial statements. All external audit reports shall be presented to the full Board of Directors.
2. Reviewing critical accounting policies and any major changes to accounting policies.
3. Reviewing with management, and the external auditors if necessary, any District newsletter or press release regarding District financial information before such materials are filed.
4. Reviewing with management and/or the external auditors the effect of regulatory and accounting initiatives, as well as reviewing and approving any off-balance sheet structures on the District's financial statements.
5. Reviewing with management and the external auditors significant financial reporting issues and judgments made in connection with the District's financial statements, including the effect of alternative GAAP methods on the District's financial statements.

Internal Controls

1. Considering and reviewing with management and the external auditors the effectiveness of the District's internal controls over annual and interim financial reporting, including information technology security and control. These controls will provide reasonable assurance of the integrity of the financial information and assurance that the District's reported financial results are presented fairly in conformity with GAAP.
2. Understanding the scope of the external auditors' review of internal controls over financial reporting and obtaining reports on significant findings and recommendations together with management's responses.



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Internal Audit

1. Reviewing significant internal audit findings reported during the period and their respective impact on internal controls, the control environment and the overall effectiveness and efficiency of the District's operations.

External Audit

1. Reviewing the external auditors' proposed audit scope and approach, including coordination of external audit effort with staff.
2. Recommending to the full Board the appointment or discharge of external auditors.
3. Reviewing the experience and qualifications of the primary partners and staff on the external audit team and the quality control procedures of the firm.
4. Reviewing the external auditors' Management Letter, recommendations, and management's response.
5. With direction from the Board, reviewing and approving the annual budget for all audit and non-audit services from the external auditor, and approving in advance any other fees for non-audit services provided by the external auditor.
6. Reviewing and confirming the independence of the external auditors, including obtaining statements from the external auditor regarding its independence. Discussing relationships between the external auditors and the District with the auditors and considering whether the provision of non-audit services is compatible with maintaining the external auditor's independence.
7. Reviewing and concurring with the General Manager's hiring as an employee or engagement as a contractor any employee of an external auditor who was engaged on the District account in the most recent two years.

Ethics Policy

1. District staff will monitor compliance with the District Ethics Policy to which all Directors and employees will attest. At least annually, the Committee will receive a report from District staff indicating compliance with the District Ethics Policy.

Compliance

1. Reviewing the effectiveness of the accounting system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up (including disciplinary action) of any instances of noncompliance.



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2. Reviewing with management and the external auditors any correspondence with regulators or governmental agencies and any employee complaints or published reports, which raise material issues regarding the District's financial statements, accounting policies or internal controls, and making recommendations concerning these matters to the full Board.
3. Reviewing the process for communicating the District's Ethics Policy with District staff, for reporting incidents and for monitoring compliance annually.
4. Obtaining regular updates from management and the District's legal counsel regarding legal matters which may have a material impact on the financial statements, including any related-party transactions, and any material reports or inquiries received from regulators or governmental agencies.
5. Conducting or authorizing investigations into any matters within the Committee's charter. With the full Board's concurrence, the Committee is empowered to: (i) retain outside counsel, accountants, or others to advise or assist the Committee in the conduct of an investigation; (ii) seek any information it requires from external parties or the General Manager; (iii) meet with management, external auditors, or outside counsel, as necessary; and (iv) meet with the District's financial advisors, if any.

Reporting

The Committee's reporting responsibilities will include oral and written reports to the Board of Directors regarding Committee activities, issues and related recommendations and actions. At each regularly scheduled meeting of the Board of Directors, the Chair of the Committee will provide the Board of Directors with a report of the Committee's activities and proceedings.

Committee Charter

The Committee also will perform other activities related to this Charter, including: (i) a review and assessment of the adequacy of the charter at least annually and request Board approval of any proposed changes; (ii) annual confirmation that the responsibilities outlined in this charter have been carried out; and (iii) ensuring that this charter is posted on the District's website.

February 12, 2018

Hidden Valley Lake Community Services District

DRAFT Base Salary Report

Submitted By:
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I. Introduction

CPS HR Consulting (CPS HR) was retained by the Hidden Valley Lake Community Services District (HVLCSO) to conduct a base salary study of nine (9) benchmark classifications within their established labor market of eleven (11) public sector agencies.

The objective of the study was to determine how competitive HVLCSO is within its labor market by collecting and analyzing maximum monthly base salary data. This Draft Base Salary Report outlines the project scope, the methodologies utilized in data collection and analysis, and presentation of the results of the survey.

This report presents the salary data collected from HVLCSO established labor market with an effective date October 1, 2017.

II. Project Scope and Work Plan

To-date, the following tasks have been completed:

1. Review and finalization of the project scope including the determination of survey classes and the labor market agencies to be surveyed.
2. Development of the compensation survey parameters and data collection instrument, and collection of the survey data across HVLCSO's labor market agencies.
3. CPS HR consultants collected base salary data and contacted each labor market agency requesting clarification on any issues to ensure data was accurate.
4. Review of all comparable classifications with HVLCSO to ensure appropriate job matches.
5. Preparation and delivery of this Draft Base Salary Report for HVLCSO's review and comments.

The following tasks will be completed upon receiving HVLCSO's review and comments on the draft report:

6. Review of HVLCSO's comments and/or questions with the draft report, and if necessary, discussion with HVLCSO for any changes and/or recommendations to the report.
7. Preparation and delivery of the Final Base Salary Report.

III. Compensation Study Parameters

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

- The agency's compensation policy
- Labor market agencies
- Survey classifications

HVLCSD's Compensation Policy

A compensation policy defines the agency's goals and objectives in recruiting and retaining qualified staff to manage and perform the functions necessary to conduct business. The selection of labor market agencies and the labor market position (the point in the labor market at which the agency wishes to set its salaries, e.g., market median¹, mean, or another percentile) are two important policy decisions when conducting a base salary study.

The labor market analysis for this report has been performed relative to the mean which is HVLCSD's established practice. The data sheets presented in Appendix A provide comparison to the labor market mean and median; CPS HR includes the comparison to median of the market for additional reference.

Labor Market Agencies

HVLCSD has an established labor market that provides an appropriate reflection of comparable classes among other similar public agencies in which it competes for labor.

¹ The labor market **median**, or 50th percentile, is the data point at which half of the complete range of data (excluding HVLCSD's data) is higher, and half of the complete range of data (excluding HVLCSDs data) is lower.

The eleven (11) public sector agencies that comprise the labor market are listed below.

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

Survey Classifications

Base salary data was collected for the following nine (9) benchmark classifications listed below.

- Administrative Assistant
- Full Charge Bookkeeper
- General Manager
- Senior Accounts Representative
- Utility Operator I
- Utility Operator II
- Utility Supervisor
- Utility Technician
- Water Resources Specialist

Comparable Classification Methodology

When conducting a salary survey, the intent is to provide general market trends for the survey classifications by comparing the span of control, duties and responsibilities, and knowledge, skill, and ability requirements to determine whether these are comparable enough 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.

In most studies, it is common to have some benchmark classifications for which limited market data exists. There are many reasons a classification 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 service

CPS HR's best practice is that survey classifications have a minimum of four (4) comparable classifications to be analyzed. All classifications included in this report had at least nine (9) or more matches in the labor market with the exception of the Water Resources Specialist classification which had only three (3) matches. 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 classification does not mean that no salary recommendation can be developed, since many salary recommendations are ultimately based upon internal equity with other classes.

The information presented in this report was based on an effective date of October 1, 2017.

IV. Survey Results

As indicated in the previous section, the survey involved the collection of base salary data for HVLCSD's survey classifications from each of the labor market agencies. Detailed results for each classification are presented in Appendix A which is organized alphabetically by survey classification title. If an agency did not have a comparable classification, the designation of "No Comparable Class" was utilized.

A summary of base salary data for each classification, and HVLCSD's standing overall, is presented in Table 1. Table 1 includes the following for each classification:

- The title of HVLCSD's survey classification
- HVLCSD's current maximum hourly salary for the survey classification
- The number of comparable classes identified within the analysis
- Base Salary Labor Market Median and Market Position
 - Base Salary Labor Market Mean – This calculation is based upon the maximum monthly base salary for each of the comparable classes (excluding HVLCSD's data).
 - Base Salary Labor Market Median – This calculation is based upon the maximum monthly base salary for each of the comparable classes (excluding HVLCSD's data).
 - Market Position (% Above or Below Labor Market Mean and Median) – The percentage HVLCSD's maximum monthly base salary for the survey classification is above (shown as a positive percentage) or below (shown as a negative percentage) the mean and the median of the labor market; this number indicates what percentage of HVLCSD's salary is required to move it up or down to match the market median.

Table 1: 2017 Base Salary Results

Salary data effective as of October 1, 2017 (hourly compensation based on 2080 hours worked annually)

Classification	# of Matches	HVLCSD Maximum Hourly Base Salary	Labor Market Hourly Mean	HVLCSD % Above/Below Labor Market Hourly Mean	Labor Market Hourly Median	HVLCSD % Above/Below Labor Market Hourly Median
Administrative Assistant	9	\$31.16	\$33.00	-5.89%	\$31.21	-0.16%
Full Charge Bookkeeper	8	\$36.00	\$38.41	-6.70%	\$37.98	-5.49%
General Manager	10	\$69.71	\$86.09	-23.50%	\$92.79	-33.10%
Senior Accounts Representative	9	\$29.15	\$28.42	2.50%	\$29.72	-1.96%
Utility Operator I	9	\$26.25	\$28.11	-7.07%	\$28.14	-7.20%
Utility Operator II	11	\$31.16	\$34.91	-12.05%	\$36.17	-16.08%
Utility Supervisor	11	n/a	\$44.96	N/A	\$42.92	N/A
Utility Technician	9	n/a	\$25.61	N/A	\$28.34	N/A
Water Resources Specialist	3	\$36.00	Insufficient number of matches	N/A	N/A	N/A
			<i>Average</i>	<i>-8.79%</i>	<i>Average</i>	<i>-10.66%</i>

Analysis of the market data presented in Table 1 indicates that, on average, for all surveyed classifications HVLCSD is **8.79% below** the labor market *mean* base salary. There is no current salary data from HVLCSD for the Utility Supervisor and Utility Technician classifications as these are newly created classifications.

Notes on Comparable Classifications

Classification matches from each labor market agency for each of HVLCSD's classifications were sent to HVLCSD on 12/5/2017 for review. HVLCSD reviewed the matches internally and provided feedback to CPS HR on the appropriateness of the matches on 1/12/2018. HVLCSD requested CPS HR re-evaluate job matches for the Utility Operator I/II and Water Resources Specialist classifications.

Evaluation of Utility Operator I/II job matches

The Utility Operator I and II classifications at HVLCSD perform both water and wastewater duties. The combination of these duties can vary from agency to agency. That is, agencies may choose to have two (2) (or more) classifications that perform water and wastewater duties separately, while other agencies will have a single classification that is responsible for performing duties in both areas. HVLCSD wanted to ensure that the comparable classifications for Utility Operator I and II in this study performed both water and wastewater duties. The Utility Operator I and II job matches are all responsible for water and waste water duties except for the Town of Windsor where the duties are split. For the Town of Windsor, it was agreed to match to the Wastewater System Operator classification as is it compensated at a higher rate than the Water System Operator classification.

Evaluation of Water Resources Specialist job matches

Only three (3) job matches were identified for the Water Resources Specialist classification. Three (3) matches is below the minimum number of matches needed to determine a reliable estimate for a market rate. Furthermore, after discussion with HVLCSD's General Manger, CPS HR was informed that this classification has changed significantly over time to include less water conservation duties and broader project management responsibilities. Currently, the Water Resources classification is compensated at the same level as the Full Charge Bookkeeper. For purposes of maintaining internal equity, CPS HR recommends using the Full Charge Bookkeeper benchmark to determine pay adjustments to the Water Resources Specialist classification. That is, Water Resources Specialist pay should be adjusted by the same amount that Full Charge Bookkeeper is adjusted. Going forward, CPS HR recommends a review of the Water Resources Specialist classification and updates to the classification specification so HVLCSD has an accurate representation of what the classification's duties and responsibilities are. This will provide a better opportunity for HVLCSD to find appropriate job matches for this classification in future

salary studies.

Salary Recommendations

Based on the labor market means shown in Table 1, Table 2 presents salary recommendations for each of HVLCSD’s classifications. CPS HR used the labor market mean to set the hourly maximum and maintained HVLCSD’s average range width of 22% to determine the hourly minimum. That is, the percent difference from the minimum to the maximum for each classification is 22%. Except for General Manager, which has no range. CPS HR also maintained HVLCSD’s 5% increase between steps. Classifications are listed based on their hourly maximum from highest to lowest.

Table 2: HVLCSD Salary Recommendations

(Hourly compensation based on 2080 hours worked annually)

Classification	Step A	Step B	Step C	Step D	Step E
General Manager	\$86.09	N/A	N/A	N/A	\$86.09
Utility Supervisor	\$36.85	\$38.70	\$40.63	\$42.66	\$44.96
Full Charge Bookkeeper	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41
Water Resources Specialist	\$31.48	\$33.06	\$34.71	\$36.45	\$38.41
Utility Operator II	\$28.61	\$30.05	\$31.55	\$33.13	\$34.91
Administrative Assistant	\$27.05	\$28.40	\$29.82	\$31.31	\$33.00
Senior Accounts Representative	\$23.30	\$24.46	\$25.68	\$26.97	\$28.42
Utility Operator I	\$23.04	\$24.19	\$25.40	\$26.67	\$28.11
Utility Technician	\$20.99	\$22.04	\$23.14	\$24.30	\$25.61

Scheduled Salary Increases

In addition to base salary data, CPS HR collected data related to scheduled salary increases. Agencies were asked to for the date and the amount of their next scheduled increase for each comparable classification. Table 3, on the following page, presents the responses of the agencies that provided that data. Five (5) of the labor market agencies did not provide any data and are listed below.

Agencies that did not provide data on scheduled increases:

1. City of Lakeport
2. City of Santa Rosa
3. City of Sonoma
4. Clearlake Oaks County Water District
5. Valley of the Moon Water District

Table 3: Scheduled Salary Increases

Classification	City of Calistoga	City of Healdsburg	City of Napa	County of Lake	North Marin Water District	Town of Windsor
Administrative Assistant	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Full Charge Bookkeeper	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	Date not determined At least 3%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
General Manager	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Senior Accounts Representative	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	No scheduled increase	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Operator I	1/1/2018 3%	No Comparable Class	1/1/2018 3.5%	In negotiations 5%	No Comparable Class	7/1/2018 Between 2.70% and 2.75%
Utility Operator II	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	In negotiations 5%	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Supervisor	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	Date not determined At least 3%	In negotiations 5%	10/1/2018 COLA but did not provide amount	7/1/2018 Between 2.70% and 2.75%
Utility Technician	1/1/2018 3%	7/1/2018 3-4% (Depending on CPI)	1/1/2018 3.5%	In negotiations 5%	No Comparable Class	7/1/2018 Between 2.70% and 2.75%
Water Resources Specialist	1/1/2018 3%	No Comparable Class	1/1/2018 3.5%	No scheduled increase	No Comparable Class	No Comparable Class

Summary

This Draft Base Salary Report provides detailed information concerning the scope of the project, the methodology used to complete the base salary study, and the results of the study which show where HVLCSD stands in comparison to their selected labor market. Should you require any further information or have questions and comments with respect to this draft report, please contact Justin Tucker at 916-471-3385 or via email at jtucker@csphr.us.

Appendix A –Base Salary Data Sheets

Hidden Valley Lake Community Services District
DRAFT Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Administrative Assistant	\$25.64	\$31.16
City of Calistoga	Administrative Assistant	\$25.10	\$30.50
City of Healdsburg	Administrative Specialist	\$31.88	\$38.89
City of Lakeport	Administrative Specialist II	\$17.74	\$22.48
City of Napa	Administrative Secretary	\$30.51	\$36.84
City of Santa Rosa	Administrative Secretary	\$25.73	\$31.21
City of Sonoma	Administrative Assistant	\$25.58	\$31.10
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	Administrative Assistant	\$17.98	\$21.85
North Marin Water District	District Secretary	\$42.30	\$52.88
Town of Windsor	Administrative Assistant	\$24.99	\$31.21
Valley of the Moon Water District	No Response from Agency		
		Base Salary Median	\$31.21
		Base Salary Mean	\$33.00
		Percentage Above or Below Median	-0.16%
		Percentage Above or Below Mean	-5.89%
		Base Salary 25th Percentile	\$30.50
		Base Salary 75th Percentile	\$36.84
		Percentage Above or Below 25th Percentile	2.12%
		Percentage Above or Below 75th Percentile	-18.23%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Full Charge Bookkeeper	\$29.32	\$36.00
City of Calistoga	Accountant	\$27.00	\$32.82
City of Healdsburg	Accounting Supervisor	\$38.89	\$47.46
City of Lakeport	No Comparable Class		
City of Napa	Accountant	\$35.26	\$42.60
City of Santa Rosa	Accounting Technician	\$26.94	\$32.70
City of Sonoma	Accountant	\$32.01	\$38.91
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	Accountant II	\$20.81	\$25.30
North Marin Water District	Senior Accountant	\$42.91	\$50.48
Town of Windsor	Accounting Technician	\$29.65	\$37.04
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$38
Base Salary Mean			\$38
Percentage Above or Below Median			-5.49%
Percentage Above or Below Mean			-6.70%
Base Salary 25th Percentile			\$33
Base Salary 75th Percentile			\$44
Percentage Above or Below 25th Percentile			8.92%
Percentage Above or Below 75th Percentile			-21.71%

Labor Market Agency	Job Match (link to matching class spec if available)	Monthly Min	Monthly Max
Hidden Valley Lake	General Manager	\$12,083.33	\$12,083.33
City of Calistoga	City Manager	\$14,166.66	\$14,166.66
City of Healdsburg	City Manager	\$14,798.61	\$17,987.46
City of Lakeport	City Manager	\$9,583.33	\$9,583.33
City of Napa	City Manager	\$15,298.16	\$18,483.58
City of Santa Rosa	City Manager	\$18,342.00	\$18,342.00
City of Sonoma	City Manager	\$15,500.00	\$15,500.00
Clearlake Oaks County Water District	General Manager	\$6,666.67	\$10,000.00
County of Lake	County Administrative Officer	\$9,339.00	\$11,352.00
North Marin Water District	General Manager	\$16,666.00	\$16,666.00
Town of Windsor	Town Manager	\$17,149.01	\$17,149.01
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$16,083
Base Salary Mean			\$14,923
Percentage Above or Below Median			-33.10%
Percentage Above or Below Mean			-23.50%
Base Salary 25th Percentile			\$12,056
Base Salary 75th Percentile			\$17,778
Percentage Above or Below 25th Percentile			0.23%
Percentage Above or Below 75th Percentile			-47.13%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Senior Accounts Representative	\$23.98	\$29.15
City of Calistoga	Accounting Assistant	\$23.32	\$28.34
City of Healdsburg	Accounting Clerk II	\$24.86	\$30.33
City of Lakeport	No Comparable Class		
City of Napa	Account Clerk II	\$24.09	\$29.10
City of Santa Rosa	Accounting Assistant	\$24.49	\$29.72
City of Sonoma	Accounting Technician	\$27.97	\$33.99
Clearlake Oaks County Water District	Customer Service Rep III	\$21.05	\$26.59
County of Lake	Accounting Technician	\$14.43	\$17.54
North Marin Water District	Account Credit Clerk	\$25.67	\$29.72
Town of Windsor	Administrative Operation Assistant II	\$23.80	\$30.47
Valley of the Moon Water District	No Response from Agency		
Base Salary Median			\$30
Base Salary Mean			\$28
Percentage Above or Below Median			-1.96%
Percentage Above or Below Mean			2.50%
Base Salary 25th Percentile			\$28
Base Salary 75th Percentile			\$30
Percentage Above or Below 25th Percentile			2.78%
Percentage Above or Below 75th Percentile			-4.05%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Operator I	\$21.60	\$26.25
City of Calistoga	Plant Operator I	\$26.35	\$32.03
City of Healdsburg	No Comparable Class		
City of Lakeport	Utility Operator II	\$15.08	\$19.08
City of Napa	Water Treatment Facility Operator Trainee	\$31.11	\$37.57
City of Santa Rosa	Utilities Systems Operator I	\$23.12	\$28.14
City of Sonoma	Maintenance Worker I (Water)	\$23.14	\$28.13
Clearlake Oaks County Water District	Operator I	\$14.53	\$18.94
County of Lake	Water-Wastewater Treatment Plant Operator I	\$17.98	\$21.85
North Marin Water District	No Comparable Class		
Town of Windsor	Wastewater System Operator I	\$27.56	\$34.42
Valley of the Moon Water District	Water Distribution System Operator II	\$27.00	\$32.80
Base Salary Median			\$28.14
Base Salary Mean			\$28.11
Percentage Above or Below Median			-7.20%
Percentage Above or Below Mean			-7.07%
Base Salary 25th Percentile			\$22
Base Salary 75th Percentile			\$33
Percentage Above or Below 25th Percentile			16.76%
Percentage Above or Below 75th Percentile			-24.95%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Operator II	\$25.64	\$31.16
City of Calistoga	Plant Operator II	\$29.76	\$36.17
City of Healdsburg	Utility Operator	\$39.29	\$47.94
City of Lakeport	Utility Operator III	\$18.51	\$23.45
City of Napa	Water Treatment Facility Operator	\$36.94	\$44.63
City of Santa Rosa	Utility Systems Operator II	\$26.29	\$31.97
City of Sonoma	Maintenance Worker II (Water)	\$25.50	\$30.99
Clearlake Oaks County Water District	Operator II	\$18.02	\$26.04
County of Lake	Water-Wastewater Treatment Plant Operator II	\$19.82	\$24.09
North Marin Water District	Water Distribution and Treatment Plant Operator	\$36.05	\$41.73
Town of Windsor	Wastewater System Operator II	\$31.14	\$38.89
Valley of the Moon Water District	Water Distribution System Operator III	\$31.39	\$38.16
Base Salary Median			\$36
Base Salary Mean			\$35
Percentage Above or Below Median			-16.08%
Percentage Above or Below Mean			-12.05%
Base Salary 25th Percentile			\$29
Base Salary 75th Percentile			\$40
Percentage Above or Below 25th Percentile			8.49%
Percentage Above or Below 75th Percentile			-29.36%

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Supervisor	n/a	n/a
City of Calistoga	Chief Water Plant Operator	\$35.31	\$42.92
City of Healdsburg	Water & Wastewater Operations Superintendent	\$47.46	\$57.91
City of Lakeport	Utilities Superintendent I	\$24.76	\$37.59
City of Napa	Water Treatment Manager	\$48.10	\$58.11
City of Santa Rosa	Utility System Supervisor	\$37.67	\$44.87
City of Sonoma	Water Supervisor	\$32.71	\$39.76
Clearlake Oaks County Water District	Chief Plant Operator/Supervisor	\$24.87	\$31.05
County of Lake	Utility Area Superintendent	\$26.56	\$32.29
North Marin Water District	Treatment and Distribution Plant Supervisor	\$48.54	\$59.00
Town of Windsor	Water System Supervisor	\$34.33	\$42.88
Valley of the Moon Water District	Operations and Maintenance Supervisor	\$39.63	\$48.17
Base Salary Median			\$43
Base Salary Mean			\$45
Percentage Above or Below Median			
Percentage Above or Below Mean			
Base Salary 25th Percentile			\$39
Base Salary 75th Percentile			\$53
Percentage Above or Below 25th Percentile			
Percentage Above or Below 75th Percentile			

Hidden Valley Lake Community Services District
DRAFT Base Salary Report

Labor Market Agency	Job Match (link to matching class spec if available)	Hourly Min	Hourly Max
Hidden Valley Lake	Utility Technician	n/a	n/a
City of Calistoga	Maintenance Technician I (Public Works)	\$23.32	\$28.34
City of Healdsburg	Utility Worker I	\$24.86	\$30.33
City of Lakeport	Utility Operator I	\$16.98	\$21.53
City of Napa	Water Facilities Worker I	\$23.52	\$28.41
City of Santa Rosa	Maintenance Worker	\$21.15	\$25.07
City of Sonoma	No Comparable Class		
Clearlake Oaks County Water District	Operator in Training	\$14.50	\$15.50
County of Lake	Water-Wastewater Treatment Plant Operator Trainee	\$15.53	\$18.88
North Marin Water District	No Comparable Class		
Town of Windsor	Utility Maintenance Worker I	\$24.39	\$33.60
Valley of the Moon Water District	Water Distribution System Operator I	\$23.72	\$28.83
Base Salary Median			\$28
Base Salary Mean			\$26
Percentage Above or Below Median			
Percentage Above or Below Mean			
Base Salary 25th Percentile			\$22
Base Salary 75th Percentile			\$29
Percentage Above or Below 25th Percentile			
Percentage Above or Below 75th Percentile			

Hidden Valley Lake Community Services District
DRAFT Base Salary Report

Labor Market Agency	Job Match	Hourly Min	Hourly Max
Hidden Valley Lake	Water Resources Specialist	\$29.32	\$36.00
City of Calistoga	<u>Water Conservation Specialist</u>	\$15.00	\$18.23
City of Healdsburg	No Comparable Class		
City of Lakeport	No Comparable Class		
City of Napa	<u>Water Conservation Specialist</u>	\$31.49	\$38.04
City of Santa Rosa	No Comparable Class		
City of Sonoma	No Comparable Class		
Clearlake Oaks County Water District	No Comparable Class		
County of Lake	<u>Water Resources Technician</u>	\$23.51	\$28.57
North Marin Water District	No Comparable Class		
Town of Windsor	No Comparable Class		
Valley of the Moon Water District	No Comparable Class		
Base Salary Median			\$29
Base Salary Mean			\$28
Percentage Above or Below Median			20.64%
Percentage Above or Below Mean			21.44%
Base Salary 25th Percentile			\$23
Base Salary 75th Percentile			\$33
Percentage Above or Below 25th Percentile			35.00%
Percentage Above or Below 75th Percentile			7.49%