



**EXECUTIVE COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
ADMINISTRATIVE FACILITY  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
SEPTEMBER 9, 2024 AT 5:00 PM**

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**COMMITTEE MEMBERS**

Ed Mandich, Committee Chair  
Stephen Dopudja, Committee Member

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary

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**AGENDA NOTE:**

*Trabuco Canyon Water District (District) will make this meeting available by telephone audio as follows:*

***Telephone Audio: 1 (669) 900-6833***

***Access Code: 979 8688 5071***

*Persons desiring to monitor the Committee meeting agenda items may download the Executive Committee meeting agenda and documents on the internet at [www.tcwd.ca.gov](http://www.tcwd.ca.gov). You may submit public comments by email to the Committee at [mperea@tcwd.ca.gov](mailto:mperea@tcwd.ca.gov). In order to be part of the record, emailed comments on meeting agenda items must be received by the District, at the referenced e-mail address, not later than 10:00 a.m. (PDT) on the day of the meeting.*

**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

*Members of the public wishing to address the Committee regarding a particular item on the agenda are requested to complete a speaker card and submit it to staff. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decisions on matters. The Committee makes recommendations only to the Board of Directors. Members of the public will be given the opportunity to speak to the Committee prior to making a recommendation on the matter. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**ORAL COMMUNICATION**

*Members of the public who wish to make comment on matters not appearing on the agenda are invited to identify themselves and encouraged to make comment at this time. The Committee Chair will call on the visitor following the Committee's discussion about the matter. Committees do not constitute a quorum of the Board of Directors and Committee Members cannot make decision on matters. The Committee makes recommendations only to the Board of Directors. Under the requirements of State Law, Committee Members cannot take action on items not identified on the agenda and will not make decisions on such matters. The Committee Chair may direct District Staff to follow up on issues as may be deemed appropriate. For persons desiring to make verbal comments and utilizing a translator to present their comments into English reasonable time accommodations, consistent with State law, shall be provided. Please limit comments to three minutes.*

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING AGENDA | SEPTEMBER 9, 2024**

**ADMINISTRATIVE MATTERS**

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**ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

**RECOMMENDED ACTION:**

*Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):*

1. August 5, 2024

**DISCUSSION MATTERS**

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**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

**RECOMMENDED ACTION:**

*Receive information at the time of the meeting and take action(s) as deemed appropriate.*

**ITEM 3: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES**

**RECOMMENDED ACTION:**

*Receive information at the time of the meeting and take action(s) as deemed appropriate.*

**OTHER MATTERS**

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**ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

**RECOMMENDED ACTION:**

*Hear other matters from the General Manager and/or Staff.*

**ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

*Agenda exhibits and other writings that are disclosable public records distributed to all or a majority of the members of the Trabuco Canyon Water District Board of Directors in connection with a matter subject to discussion or consideration at an open meeting of the Board of Directors are available for public inspection at the District Administrative Facility, 32003 Dove Canyon Drive, Trabuco Canyon, California (District Facility). If such writings are distributed to members of the Board less than 72 hours prior to the meeting, they will be available in the lobby area of the District Facility at the same time as they are distributed, except that, if such writings are distributed immediately prior to or during the meeting, they will be available in the Boardroom at the District Facility.*

**COMPLIANCE WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 54954.2**

*In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277 at least 48 hours in advance of the scheduled meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.*

**[www.tcwd.ca.gov](http://www.tcwd.ca.gov)**



**TRABUCO CANYON WATER DISTRICT**  
**EXECUTIVE COMMITTEE MEETING | SEPTEMBER 9, 2024**

**ADMINISTRATIVE MATTERS**

**ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

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Information will be presented at the time of the meeting.

**RECOMMENDED ACTION:**

*Approve the following Executive Committee Meeting Recap and recommend that the Board receive and file the same (Consent Calendar):*

1. *August 5, 2024*

**CONTACTS (staff responsible): PALUDI/PEREA**



## **TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024**

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### **DIRECTORS PRESENT**

Vice President Ed Mandich, Committee Chair  
President Stephen Dopudja, Committee Member

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Roseann Lejsek, Executive Assistant

### **CONSULTANTS PRESENT**

Claire Collins, District General Legal Counsel – Handon Bridgett, LLC

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the August 5, 2024 Executive Committee Meeting to order at 5:00 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

None

### **REPORT FROM THE GENERAL MANAGER**

Mr. Paludi reported that a line break of the 16" transmission pipeline occurred last Friday in the City of Lake Forest near the Dimension Water Treatment Plant (DWTP). Mr. Paludi reported that the break erupted underneath the parking lot of a commercial center near an auto repair shop and Montessori School, and that the pressure caused water to enter the school grounds. Mr. Paludi reported that Ferreira Construction was on-site quickly and repaired the pipeline. Mr. Paludi commended Mr. Perea on his handling of the event on Friday, and he stated that both he and Mr. Perea have spoken with the Montessori School regarding minor property damage. Mr. Paludi added that he and Mr. Perea have an on-site visit scheduled at the school to assess the reported damage. Mr. Paludi noted that a possible reason for the break may be the aged pipeline coupled with starting up the DWTP the previous day. Discussion occurred regarding the possibility of utilizing alternative sources while easing into capacity.

Mr. Paludi reported that Heritage Lift Station has experienced a power connectivity issue and is currently running on generator power. Mr. Perea reported that during an ARC Flash inspection, Southern California Edison (SCE) assessed that possible underground tension on the station's cable connection to SCE's transformer caused disconnection from the station's junction box. Mr. Perea reported that upon this finding, SCE powered down the station and he reported that along with generator power, a bypass plan is ready if the generator goes down.

**TRABUCO CANYON WATER DISTRICT**  
**EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024**

Mr. Paludi reported that the next Chat with TCWD community forum is scheduled for September 5<sup>th</sup> from 6:30 p.m. to 8:30 p.m., and he requested the Committee's input for topics of discussion.

**ADMINISTRATIVE MATTERS**

**ITEM 1: APPROVAL OF EXECUTIVE COMMITTEE MEETING RECAP**

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Mr. Paludi presented the Executive Committee Meeting Recap(s) for Committee consideration in accordance with the agenda.

**MOTION:** Approve the Executive Committee Meeting Recap(s) and recommend the Board of Directors receive and file the same (Consent Calendar) – Director Dopudja

**SECOND:** Director Mandich

**AYES:** Directors Mandich & Dopudja

**NOES:** None

**ABSTAIN:** None

**MOTION PASSED/FAILED:** Passed 2 – 0

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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Mr. Paludi provided a handout that included the following agenda planning items for Committee review and consideration:

**August 2024**

Regular Board Meeting – 8/15

- Update on HR & Benefits Administrator Support Services Providers (Exec)
- TCWD Response to 2023-24 OC Grand Jury Report (Exec)
- Authorize Amendment to JIG Agreement for Blower Room Improvements (E/O)
- Execute Grants of Easement for Barneburg Sewer Lift Station and Bell Canyon Sewer Lift Station (E/O)
- Authorize Purchase of Business System Replacement Server (E/O & F/A)
- Approve Employer Health Benefit Contribution for 2025 (F/A)
- Approval of District's Sponsorship of 2024 OC Water Summit (F/A)
- **Closed Session:**
  - Rutter Development Settlement Update (tent)
  - GM Performance Evaluation

**September 2024**

Regular Board Meeting – 9/19

- Biennial Review of District's Conflict of Interest Code (Exec)
- Award Recycled Water P.S. Improvements Design Contract (E/O)
- Authorize Agreement with Myers Marine for Trabuco Dam Outlet Repair (E/O)
- General Manager's Employment Contract

**October 2024**

Regular Board Meeting – 10/17

- Quarterly CIP Update – Information Only (E/O)

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024**

**Other Potential Future Board Items**

- Accept Saddle Crest Facilities (E/O)
- Award Design of RW Pump Station Improvements (E/O)
- Award Design of Dove & Tick Creek Pump Station Improvements

Mr. Perea reported that the State of California has released Cybersecurity Grant Program funding, and he stated that staff has started a dialogue with Soto Resources to explore possible grant funding opportunities to offset the cost of the District's Business System Server Replacement project.

**MOTION:** None – Informational item only.

**ITEM 3: TCWD RESPONSE TO 2023-24 ORANGE COUNTY GRAND JURY REPORT**

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Mr. Paludi presented this matter for Committee consideration, and he reported that the 2023-24 Orange County Grand Jury has requested the District's response to certain findings and recommendations in the report. Mr. Paludi provided a draft response letter for Committee review. Discussion occurred regarding the District's proposed responses, specifically in highlighting regional collaboration. Mr. Paludi noted that the District's response is due September 18<sup>th</sup>, and he stated that he would incorporate the Committee's recommendations and bring an updated draft response letter to the August Regular Board Meeting.

**MOTION:** None – Informational item only.

**ITEM 4: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES**

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Mr. Perea presented this matter for Committee consideration, and he reported that the District issued a request for qualifications (RFQ) to six firms for human resources and benefits administration services. Mr. Perea reported that the District received three responses and that District Staff met with CPS HR Consulting and Keenan & Associates to discuss the proposed scope of work. Discussion occurred regarding bifurcating the human resources and benefits administration services and contracting with each firm. The Committee reviewed both proposals and requested that an hourly rate breakdown from Keenan & Associates be brought to the August Regular Board Meeting.

**MOTION:** None – Informational item only.

**ITEM 5: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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**Saddle Crest**

Mr. Paludi reported that the District has communicated its position to Rutter Development and has not received a response as of yet.

**Groundwater Treatment Facility**

Mr. Paludi reported that the wells have gone offline for the season, and he reported that the wells produced a total of 450-acre feet this season. Director Mandich requested that staff calculate the monetary value of the water supply from the wells in comparison to purchasing treated water from Irvine Ranch Water District (IRWD).

**Lead and Copper Rule Revisions (LCRR)**

Mr. Paludi reported that the District has completed its required Lead and Copper sampling and he was happy to report that there were zero lead lines found. Mr. Paludi also reported that the District opted to do the field testing in-house with District staff at a cost of \$8,000. Mr. Paludi noted that completing the testing in-house resulted in cost savings to the District of approximately \$78,000.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | AUGUST 5, 2024**

Ms. Collins left the meeting at 5:43 pm.

Mr. Perea reported that Water System Operator Brent Monson took his Water Distribution Grade 5 certification test and passed.

Mr. Perea reported that Customer Service Field Technician Jimmy Montero completed his Cross Connection Control class and passed his American Water Works Association (AWWA) certification test.

**ADJOURNMENT**

Vice President Mandich adjourned the August 5, 2024 Executive Committee Meeting at 5:48 p.m.

DRAFT

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | SEPTEMBER 9, 2024**

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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Information will be presented at the time of the meeting.

**RECOMMENDED ACTIONS:**

*Receive information at the time of the meeting and take action(s) as deemed appropriate.*

**CONTACTS (staff responsible): PALUDI/PEREA**

**TRABUCO CANYON WATER DISTRICT**  
**EXECUTIVE COMMITTEE MEETING | SEPTEMBER 9, 2024**

**DISCUSSION MATTERS**

**ITEM 3: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES**

Trabuco Canyon Water District (TCWD or District) has issued a request for qualifications (RFQ) for the purpose of contracting with a third-party administrator (TPA) for human resources and benefits administration services. District staff met with special legal counsel representatives with Liebert Cassidy Whitmore (LCW) to discuss the development of a scope of work that meets the District’s needs to provide adequate services to staff. Based on these discussions, District staff identified a short list of six firms that provide TPA services and submitted the RFQ, including:

- MRG
- CPS HR Consulting
- Keenan & Associates
- Alliant Employee Benefits
- Burnham Benefits
- USI Insurance Services

Of the six firms identified, three firms responded to the RFQ, and two firms met with District staff to discuss the proposed SOW and provided responsive proposals (CPS HR Consulting and Keenan and Associates). The standard practice for the services of both firms is to invoice clients after services are rendered as indicated in the proposals. District staff have identified several areas of focus in the SOW but will work with the respective TPA on a planned phase approach to address these needs, and a summary of the proposals and District proposed costs based on professional services budget is below:

Third-Party Administrator	Year 1 Proposed Costs
CPS HR Consulting - Human Resources Support	\$ 80,000
Keenan & Associates- Benefits Support	\$ 13,995
	<b>\$ 93,995</b>

At the August 15, 2024, Regular Board Meeting, District staff presented this information to the Board for their consideration and received feedback related to the proposed TPA services to benchmark the certain rate schedule costs with other firms. More information will be provided at the time of the meeting.

**FUNDING SOURCE:**

FY 2024/25 General Fund, Professional Services Budget

**FISCAL IMPACT**

Proposed \$80,000

**RECOMMENDED ACTIONS:**

*Receive information at the time of the meeting and take action(s) as deemed appropriate.*

**EXHIBIT(S):**

1. CPS HR Consulting Proposal
2. Keenan & Associates Proposal

**CONTACTS (staff responsible): PALUDI/PEREA**

PROPOSAL

# Trabuco Canyon Water District

## HR Consulting Services

June 31, 2024

SUBMITTED BY:

CHRISTINA BATORSKI PEACOCK

*Manager, Talent Acquisition & HR Services*

CPS HR Consulting

2450 Del Paso Road, Suite 220

Sacramento, CA 95834

P: 916-471-3426

cbpeacock@cpshr.us

Tax ID: 68-0067209

[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

June 31, 2024

Michael Perea, Assistant General Manager  
Trabuco Canyon Water District  
32003 Dove Canyon Drive  
Trabuco Canyon, CA 92679

***Submitted via email to: MPerea@tcwd.ca.gov***

**Subject: HR and Employee Benefits Support Services RFQ**

Dear Michael,

CPS HR Consulting ("CPS HR") is pleased to have the opportunity to submit a proposal to assist the Trabuco Canyon Water District ("District") with HR Consulting Services provide support for your agency's HR needs. We are uniquely qualified to undertake this effort as we have vast experience in assisting public agencies as necessary.

We can assist with any of your Human Resources functions as well as providing strategic HR consultation to support the day-to-day HR function as needed and on-demand. With a rich history of assisting government agencies with a full range of human resources services, we at CPS HR are confident that together we can provide expert solutions to meet your needs in a cost-effective manner.

We have a deep bench of experts in a broad array of human resources disciplines, long-term experience providing services within the public sector, and an emphasis on quality and value that can be confirmed by our current and past clients.

CPS HR also delivers personalized results-oriented service, utilizing best practice methods and strategies from our team of experts. You will find that:

- ***We are practiced at providing exemplary and responsive service for a variety of HR services.*** CPS HR has held many contracts with local government agencies, so we know how to be responsive to your unique needs. We have the staff, expertise, and resources to provide top-notch professional audit and review services and we are also full-service HR practitioners.
- ***We bring in-depth understanding of all local government operations, programs, and services.*** CPS HR has been helping public agencies meet their human resource needs ***for 35 years.*** Our team of experts includes a variety of professionals with the credentials and direct public agency experience necessary to deliver technically accurate content in an innovative and engaging manner.

- ***We have local presence and commitment to maintaining open communications with the District.*** Our project team will focus on integrating with your team and maintaining open communication with your staff to ensure that every activity is completed in a quality manner and adheres to the timeline and budget.

Thank you for the opportunity to be considered for this assignment. Should you have questions or comments about the information presented in this proposal, **please contact me at [cbpeacock@cpsshr.us](mailto:cbpeacock@cpsshr.us) or (916) 471-3426.**

Sincerely,



Christina Batorski Peacock  
Manager, Talent Acquisition & HR Services

## About CPS HR Consulting

ORGANIZATION IDENTIFICATION INFORMATION	
Legal Name and DBA	Cooperative Personnel Services dba CPS HR Consulting
Headquarters	<b>Physical:</b> 2450 Del Paso Road, Suite 220, Sacramento, CA 95834 <b>Mailing:</b> 2450 Del Paso Road, Suite 160, Sacramento, CA 95834
Main Phone	(800) 822-4277
Regional Offices	20211 Guadalupe Street, Suite 260, Austin, TX 78705 9233 Park Meadows Dr #139, Lone Tree, CO 80124 1968 S. Coast Hwy # 961, Laguna Beach, CA 92651
Year Established	1985
# of FTEs	110
Type of Organization	Joint Powers Authority
Website	<a href="http://www.cpshr.us">www.cpshr.us</a>

CPS HR is a client-centric human resources and management consulting firm specializing in addressing the unique challenges and complexities encountered by government and non-profit organizations. With a history dating back to 1985, **we have consistently served as a trusted advisor to our clients**, understanding their specific needs as self-supporting public agencies.

***Our mission is to advance excellence in human resources within the public sector, and our vision is to empower individuals to fulfill the ideals of public service.*** CPS HR's core competency lies in our in-depth knowledge and expertise in the public sector landscape. Being a public agency ourselves, we possess a deep understanding of the intricacies and issues faced by our client base.

For nearly four decades, CPS HR has been delivering ongoing HR consultation services to a wide spectrum of clients, ranging from state, federal, and local governments to special districts and non-profit organizations. CPS HR is headquartered in Sacramento, California with regional offices in Texas, Colorado and Southern California. Our extensive experience includes numerous projects with agencies of similar size and scope.

### Core Services

CPS HR believes in an integrated, systems-based approach to talent management and provides consulting in all the key areas listed below.

# CPS HR CONSULTING CORE SERVICES



**Comprehensive HR solutions  
for advanced organizational  
performance.**



## CLASSIFICATION & COMPENSATION

- Classification
- Compensation



## DIVERSITY, EQUITY & INCLUSION (DEI)

- DEI Strategic Planning
- DEI Training



## HR CONSULTING

- Audit & Compliance
- HR Outsourcing
- HR Membership
- Complaint Investigations



## LICENSING & CERTIFICATION

- Accreditation
- Candidate Management
- Program Management
- Testing Services



## ORGANIZATIONAL STRATEGY

- Organizational Assessment
- Change Management
- Employee Engagement
- Performance Management
- Succession Planning
- Workforce Planning



## RECRUITMENT & SELECTION

- Executive Search
- Mid-Management and Specialized Recruitment
- General Recruitment
- Employer Branding



## TESTING

- Assessment Center
- Job Analysis
- Test Rental
- Test Administration
- Selection Tools Development



## TRAINING & DEVELOPMENT

- Executive Coaching
- Training Center
- Open Enrollment Training
- On-Site Training

## CORE MARKETS



Federal



State



Local



Special Districts



Education



Non-Profit Organizations

## Joint Powers Authority

Cooperative Personnel Services, doing business as CPS HR Consulting, is a national firm and is a governmental Joint Powers Authority (JPA) of the State of California. A JPA is a public agency created pursuant to the Joint Exercise of Powers Act (Government Code 6500 et seq). This Act allows two or more government agencies to establish a new public entity authorized to exercise those powers jointly held. A JPA is an instrumentality of a state or a political subdivision of a state and is not a registered corporation of any state. Cooperative Personnel Services was established under a “Joint Powers Agreement” by the State Personnel Board of the State of California, the counties of Sacramento and Sonoma, the Hayward Unified School District, the City of Anaheim, and the East Bay Municipal Utility District, and its purpose is to provide the opportunity for the joint powers “to discuss, study and solve common or similar problems with respect to modern human resource and related management processes.”

Our Chief Executive Officer (CEO) reports to a Board of Directors representing diverse public sector agencies across the nation. Our Board members are listed in the chart on the next page.



## CPS HR BOARD OF DIRECTORS

1. Linda Andal, HR Director, City of Anaheim (CA)
2. Vincent Zamora, HR Director, City of Las Vegas (NV)
3. Fernando Yañez, Exec Director of Classified HR, Hayward Unified School District (CA)
4. Vacant, Pinellas County (FL)
5. Kimberly Crum, Director of HR, County of Mecklenburg (NC)
6. LaShon Ross, HR Director/Risk Management, City of Plano (TX)
7. Joseph Hsieh, Personnel Services Manager, County of Sacramento (CA)

### Approach to Providing Outstanding Customer Service

CPS HR uses a comprehensive approach for planning, organizing, directing, and controlling consulting engagements. **At CPS HR Consulting, our philosophy for delivering outstanding customer service is deeply rooted in our commitment to client satisfaction and success.** We understand that every client is unique, and we tailor our approach to meet their specific needs and objectives. Our core principles for exceptional customer service include:

- **Client-Centric Approach:** We prioritize the client's goals and vision, ensuring that our solutions align with their objectives. By actively listening and engaging with our clients, we develop a comprehensive understanding of their challenges, allowing us to provide tailored and effective solutions.
- **Open Communication:** We believe in transparent and open communication throughout the project lifecycle. Our dedicated project managers maintain regular contact with clients, providing updates, addressing concerns, and seeking feedback to ensure alignment and satisfaction.
- **Responsive and Accessible:** Our team is readily available to address client inquiries and concerns promptly. Whether through scheduled meetings, e-mail, or phone calls, we maintain accessibility to support our clients whenever needed.
- **Expertise and Innovation:** Our consultants bring a wealth of knowledge and experience to each project. We stay current with industry best practices and innovative approaches to deliver solutions that drive success.

# HR Consultation

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## Our Understanding of the Scope of Work

We understand that the District is currently looking for a professional consulting firm to provide an human resources consultant to perform human resources services in the absence of having an in-house HR staff, to support your District's ongoing HR needs. We are committed to provide the District with public sector HR Consultants that are significantly experienced and able to meet the level of effort to respond and satisfy the needs and requirements of your District. We are committed to respond in a timely manner to all requests within a 24-hour period and if necessary to be available on an occasional evening or weekend when required. We can attest we are able to meet all contractual requirements listed in the RFQ with the exception that we do not own any vehicles.

Our HR Consulting services include but are not limited to supporting all the areas requested in your RFQ on the topic of Employee Recruitment, Selection, and Retention Services, Classification and Compensation, Employee Benefits Administration, Employee Benefits Administration, Employee Relations Services, Coordination with District Legal Counsel General Staff Support & Program Administration as defined by the District.

Although we propose providing virtual HR support during the term of the agreement, we can provide ½ day in-person support during open enrollment periods when necessary.

Our standard HR Consulting Services does provide for single classification and base pay compensation studies. In the event the District seeks a complete comprehensive total compensation and review of all job classifications, for comparison to market, we would be happy to provide a separate cost letter.

## Value Added Service

### VALUE PROPOSITION

We deliver comprehensive HR solutions built on unparalleled government expertise to meet our clients' unique needs. Our experienced HR advisors bring an unmatched perspective.

#### We help clients succeed by:

- **Understanding Their Goals:** We listen to your needs, understand your business, and focus on achieving your desired outcomes.
- **Unlocking New Perspectives:** Together we explore new ideas, expand possibilities, and consider the broader impact on those you serve.
- **Bringing Solutions to Life:** We put plans into action, making strategies operational and effective.

- **Empowering Their Growth:** Provide you with the tools and knowledge to elevate performance and expand capabilities for your organization and those you serve.

## **HR Consulting Services**

Our standard approach includes providing human resources expertise, advice, and consultation to ensure appropriate research, analysis, and professional HR guidance are utilized for all assigned duties and responsibilities. These duties would include delivery of HR services as well as providing best practice recommendations and assistance with implementation in the requested service areas.

CPS HR staff assigned would work remotely and can assist with a specific project or provide operational or strategic HR consultation to support the day-to-day HR function as needed and on-demand. We will comply with any confidentiality and system requirements the District has determined are necessary to maintain the integrity and confidentiality of its data.

**HR Support and Consultation:** In addition to the items you have specified in the RFQ, CPS HR can provide the District with virtual HR consultation in the areas requested by the District, and we also provide support in these primary areas below. Some typical tasks listed below:

### **HR Administrative Services (administration, policy development and review, compliance audits, etc.)**

- Assist with the review and interpretation of current, revised, and/or new HR-related laws, policies, and/or procedures
- Write new policies, as needed, or requested
- Periodically audit HR records and practices for compliance
- Recommend best practices for ongoing compliance
- Leave management administration

### **Recruitment, Examination, and Selection**

- Work with hiring managers to develop job postings and ideal candidate profiles
- Devise a recruitment strategy and timeline
- Develop recruitment flyers or brochures, if needed
- Create and post advertising in appropriate channels
- Perform outreach to build awareness of the position and attract diverse candidate pools
- Review application materials
- Conduct scoring and screening processes
- Conduct reference and background checks, if requested (background checks incur a cost per candidate)

***Benefit Administration***

- Field employee questions
- Process benefit enrollments, changes, and terminations
- Work with third party providers
- Assist with open enrollment activities

***Employee Relations (investigations, mediation, etc.)***

- Provide advice, counsel, recommendations, and training to ensure a positive and productive work environment
- Provide direction for employee related matters such as time-off, medical leave, formal and informal employee complaints, discipline, termination of employees, and unemployment
- Prepare and implement strategies to prevent and resolve employee problems or disputes
- Provide mediation or investigative services if needed (and at an additional cost/higher pay rate)

***Labor Relations***

- Ensure compliance with MOUs or other bargaining agreements
- Policy creation relative to MOUs
- Respond to grievances
- Union communications

***Classification and Compensation Studies***

- Draft or revise job descriptions
- Perform single classification studies
- Conduct market rate base salary compensation studies

***Performance Management***

- Review performance management processes, procedures, tools, and resources and updated, if needed.
- Ensure performance management schedule is updated and communicated to employees and supervisors.
- Facilitate training of performance management process with new employees and supervisors.
- Ensure all required documentation is submitted for the employee's personnel file at the completion of the performance period.

## Human Resources Consulting Experience

CPS HR frequently works with government organizations to assist with day-to-day human resources activities which include but are not limited to recruitment and selection, policy review or development, employee relations and performance evaluations, progressive discipline, and PIPs, processing new hires and personnel record administration, classification/compensation, and providing analysis and consultation and correspondence on a variety of human resource related policies and procedures. Some examples include:

- City of Hawaiian Gardens, CA
- City of Oakland, CA
- City of Ontario, CA
- City of Rialto, CA
- City of Salinas, CA
- City of Santa Rosa, CA
- City of Turlock, CA
- Contra Costa Youth Services Board, CA
- Contra Costa Community College District, CA
- City of Moreno Valley, CA
- City of Cathedral City
- Las Gallinas Valley Sanitation District, CA
- San Bernardino Valley Municipal Water District, CA
- San Bernardino Valley Water Conservation District, CA
- Ventura County Transportation Commission, CA
- Jurupa Area Recreation and Parks District, CA
- Riverside Community College District, CA
- City of Sheridan, CO
- Park County, CO
- Town of Eaton, CO

## **Examples of Similar Work**

### **City of Santa Rosa, CA**

In Santa Rosa, we placed a principal consultant to work 20 hours a week onsite to handle specific human resources related activities which include but are not limited to general human resource administration, recruitment and selection efforts including public safety, classification and compensation studies, review and/or development of desk manuals related to recruitment and selection processes, review of City's current recruitment and selection processes to include recommendations of best practices.

### **City of Sheridan CO**

In Sheridan, we have placed a consultant to work 30 hours a week both onsite and remote to handle all of the day-to day human resources activities which include, but are not limited to, general human resources administration and records management; manage hiring, onboarding, promotion and separation of employees; handle employee relations and conflict resolution; review compensation and benefits package; administer leave policies; performance management; administer worker's compensation; ensure employee handbook is current; and administer and interpret personnel policies. This engagement is current and has been in place since 2018.

### **City of Turlock, CA**

In Turlock, we have placed a senior consultant and administrative technician to work a combined 30 hours a week both remote and onsite to handle all recruitment and selection activities for the City. This engagement is current.

### **San Bernardino Valley Municipal Water District**

At San Bernardino, we provided remote human resources support up to 20 hours a week on an as needed basis. A senior consultant provided support in the areas of recruitment and selection, policy and procedure review, handbook update, employee relations, and recommendations for best practices. CPS HR also conducted an assessment of the human resource functions and determined the City needed a designated HR Manager and presented this recommendation to the District's Board for approval. CPS HR assisted with the recruitment and selection for this newly added position.

## **Similar Work References**

### **Reference #1**

Agency:	Ventura County Transportation Commission
Type of Agency:	Public Sector – Local Government
Size of Agency:	20 employees
Contact Person/Info:	Sally DeGeorge, Finance Director; (805) 642-1591; ssellers@goventura.org
Description of Services:	Assigned a consultant to work 20 hours a week remotely to provide HR support, as needed including: general human resources administration and records management; manage hiring, onboarding, promotion and separation of employees; handle employee relations and conflict resolution; review compensation and benefits package; administer leave policies; performance management; and administer and interpret personnel policies. (September 2022 to present)

### **Reference #2**

Agency:	City of Turlock, CA
Type of Agency:	Public Sector – Local Government
Size of Agency:	530 employees
Contact Person/Info:	Jessie Dhami; (209) 668-5810; JDhami@Turlock.ca.us
Description of Services:	We have placed a senior human resource consultant and administrative technician for a combined 30 hours a week both onsite and remote to assist with the City's recruitment and selection needs. (March 2021 to January 2023)

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## Pricing Structure

In response to the needs described, CPS HR will assign a highly skilled and fully knowledgeable Human Resource Consultant who will be available to provide **virtual** ongoing HR support to the District for up to 10 hours per week from contract execution (expected to begin July 29, 2024 through August 1, 2025 (approximately 52 weeks x 10 hours/week = 520 hours) at which times the agency may extend the agreement for a second year for continued services based upon the set hourly rates for 2025. In the event the District no longer needs HR Consulting Services, there is no obligation to expend the NTE amount set forth in the Agreement. CPS HR will invoice the District on a monthly basis for the hours expended.

CPS HR proposes a time and materials contract with a **not-to-exceed amount of \$80,000** for the first year for all labor and expenses related to HR Consulting services. At any time by mutual agreement the District may extend the NTE amount for ongoing HR Consulting services if needed.

Project Team Roles and Hourly Rate	
CPS HR Staff Classification	Hourly Rate
Project Manager	\$180/hour
Principal Consultant/Technical Expert	\$150/hour
Senior Consultant	\$130/hour
HR Consultant	\$120/hour
Administrative Support	\$100/hour

It is assumed the scope of services will be performed remotely. If onsite meetings are requested, travel time will be billed at 50% of the hourly rate and travel expenses will be billed at the standard IRS rates. Actual out- of-pocket reimbursable expenses for such items as advertising for a recruitment, printing/copying, postage/delivery charges, and related fees, if paid by CPS HR, will be billed directly to the City for actual expenses incurred. The District will have final approval on any expenses utilized for each recruitment effort. CPS HR is open to discussing alternative work plans which may alter the cost of the project.

# Project Team

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## Key Personnel

### *Project Manager*

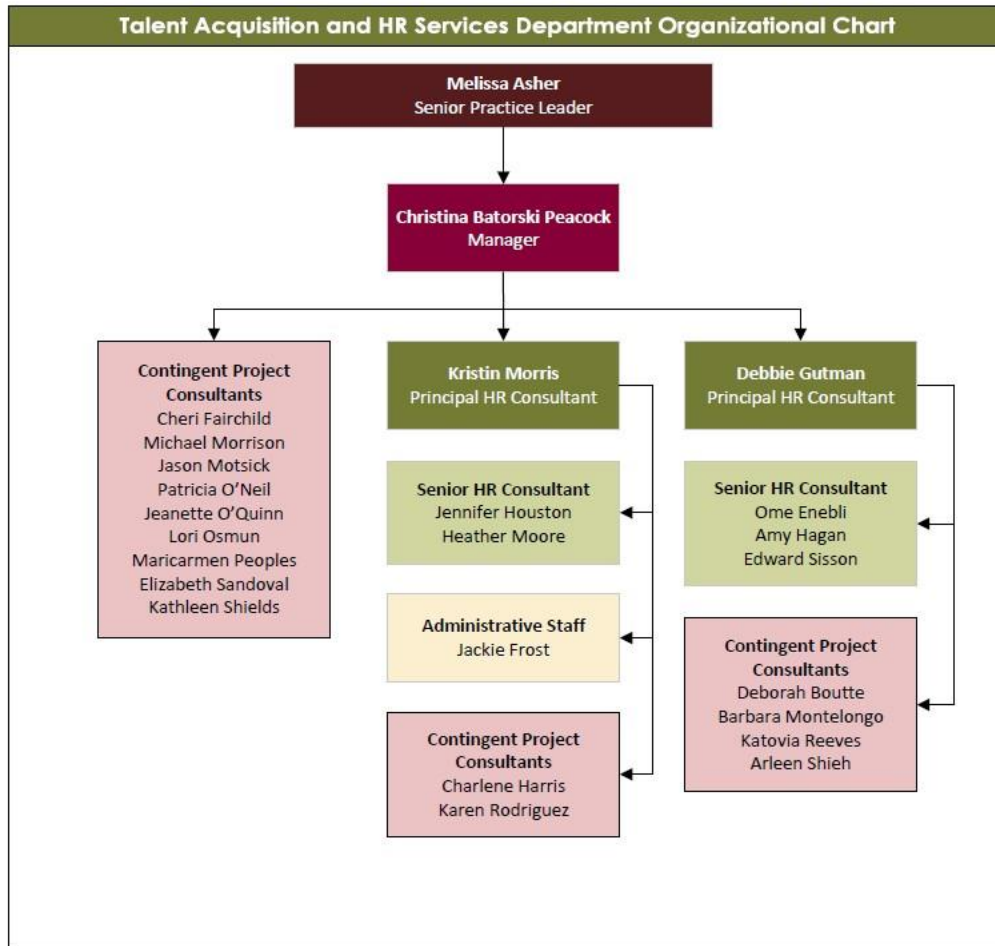
We have assembled a strong project team, with each member selected for their specific expertise, experience working in the public sector, and professionalism. We have selected **Ms. Debbie Gutman M.A., SPHR, PHR-CA** to be the Project Manager for this assignment because of her strong project management skills. She will serve as the main point of contact for the District coordinating all aspects of the project including the project staff, finalizing project plans and deliverables, organizing and securing resources, managing communications, monitoring project progress, resolving any problems, and ensure timely and successful completion of the engagement.

Ms. Gutman has over 25 years of comprehensive experience in Human Resources, including both public and private sector. She has a knowledge and understanding of federal and state labor laws, full-cycle recruiting, employee relations, compensation, training, budget administration, and policy development.

### *Project Team*

The specific project team will be based on team member availability and expertise at the time of contract execution. We have included an organizational chart of the team that will be supporting this scope of work.

All our project staff have extensive experience working with public agencies and are skilled in using programs in the Microsoft Office Suite.



## Employee Benefits Broker Proposal for Trabuco Canyon Water District

### *Scope of Services*

Keenan shall provide the following Services:

1. Plan Review – Keenan shall review applicable benefit plan(s) and provide information and recommendations regarding insured and/or self-insured options, as requested by Client.
2. Insurance Needs Assessment – Keenan shall work with Client to determine Client's insurance needs.
3. Insurance Marketing Plan – Review, evaluate and negotiate insurance renewals on Client's behalf. Keenan shall prepare and present to Client its plan for marketing Client to various carriers and/or Coverage providers. In furtherance of its plan, Keenan shall contact those markets that it has determined most likely to meet Client's needs, as made known to Keenan, but shall not necessarily contact every available market for the particular Coverage being sought. In so far as practical, Keenan shall honor Client's timely and reasonable requests to contact specific markets, but Keenan shall not be obligated to present Client to any carrier or Coverage provider which Keenan has determined would not be willing to quote Client's business or would not give a competitive quote.
4. Insurance Marketing Results – Keenan shall present to the client, in summary format, information concerning all markets and carriers approached. The summary shall include, as applicable: name of carrier and Coverage providers approached, limits, premium, and deductible. The summary shall also include the names of any carriers or Coverage providers who declined to provide a quote.
5. Review of Insurance Options – Keenan shall present, along with the Marketing Results, a comparison summary highlighting the significant terms and/or differences among the various Coverages quoted. This summary is provided for Client's convenience only. It is Client's responsibility to ask questions and to request any additional information that it deems necessary for it to make an informed decision regarding its insurance or self-insurance program.
6. Obtain Coverage – Once the Client has made its decision, Keenan shall take all steps necessary to communicate Client's decision to the carrier selected and to have the carrier or other Coverage provider bind Coverage on behalf of the Client.
7. Implementation – Keenan shall assist Client in the preparation and distribution of materials relating to the implementation of its coverage, for which client shall give final approval.
8. Ongoing Service -- Keenan will provide the following Client support services:
  - Continued analysis of benefit plan design and performance noting available alternatives as appropriate;

- Direction and support with claims resolution and other related issues;
- Review of claims experience and trends;
- Support with billing/eligibility concerns;
- Acting as a liaison between Client and carriers and vendors and serving as a proactive Client advocate;
- Responding to day-to-day benefit questions from Client;
- Assisting Client with governmental reporting and filings (e.g., 5500's and Summary Annual Reports), as applicable;
- Providing information concerning current developments and trends in employee benefits and new legislation that may affect Client's plans;
- Assisting in drafting, review and/or amendment of benefit plan and related documents. Any document drafted or reviewed by Keenan and approved by Client under this Agreement shall apply solely to the plan year for which the Service was provided. They are not intended for use beyond the plan year for which they were created, reviewed or revised. Keenan shall not be held liable for any direct, punitive, special, consequential or incidental damages, loss of profit or revenue, loss of business, loss or inaccuracy of data or scope of insurance resulting from the continued use of such plan documents or SPD beyond the dates for which they were intended;
- Notwithstanding the foregoing, benefit guides shall not be part of the services contemplated herein, unless Keenan has explicitly agreed in writing to include them pursuant to the current agreement;
- Assisting in the coordination and preparation of open enrollment, orientation, health fairs, and/or question and answer meetings for Client's employees.

Keenan offers the following three compensation options for consideration:

**a. Flat Fee**

- i. Keenan's proposed fixed fee model for a five year (5) year an annual concierge retainer as follows:

Year 1 - \$13,995

Year 2 - \$14,275

Year 3 - \$14,560

Year 4 - \$14,852

Year 5 – \$15,149

Subsequent contract years subject to mutual agreement.

**b. Commission**

As compensation for its provision of the Services, Keenan shall receive commissions from insurance carriers and/or other vendors for the placement of insurance coverage. The District shall have no responsibility for the payment of any such commission to Keenan. The District acknowledges that commissions paid by insurers to Keenan that are directly related to the insurance coverage purchased by the District as part of the plans may impact the pricing that Keenan is able to obtain for the District for such coverage.

**c. Commission Not To Exceed**

Keenan shall receive commissions from insurance carriers and/or other vendors for the placement of insurance coverage pursuant to this Agreement. The District shall have no responsibility for the payment of any such commission to Keenan. The District acknowledges that commissions paid by insurance carriers and/or other vendors that are directly related to the coverage purchased by the District may impact the pricing that Keenan is able to obtain on behalf of the District for such coverage.

B. Once all fees and commissions payable above have been received, Keenan will perform a reconciliation of the total amount received. If the amount received is less than the flat fee stated in 'A' of this proposal, the District will be balance billed for the difference. If the amount received is over the flat fee stated in 'A' of this proposal, Keenan will return to the District the amount of the overage.

**d. Please also note the following for all three options above:**

- i. As it directly relates to the services provided under this agreement, there are no additional fees/compensation that would be built into applicable premium rates.
- ii. The commissions/fees in this proposal include the development of a digital Employee Benefit Guide at no additional cost. Guide Styles will include ADA, compressed PDF and Dynamic Flip book style. Printing and mailing (if applicable) will be additional cost at the current market pricing at the time of request.

- iii. Proprietary add on programs that the District may, from time to time, participate in are excluded from the above pricing. Examples of such proprietary programs include (but are not limited to): Futuris Care, RetireeFirst, KPPC, CompleteCare, and other proprietary programs not yet developed but that may result in savings to the District that are greater than the fee associated with the program.
- iv. Additionally, the cost (if any) of Benefits Administration System or Platform services, as applicable, would be separate from the above fees stated.
- v. Voluntary/Worksite programs/coverages are not included in the fees above and would be subject to standard carrier commissions.

# Employee Benefits Scope of Services

*Keenan*



## Brokerage

- Benchmarking
- Plan design
- Plan comparison
- Market opportunities
- Negotiate renewals
- Voluntary Benefits



## Consulting & Analytics

- Medical and Rx analysis
- Plan disruption analysis
- Forecasting and predictive modeling
- Plan design and funding analysis



## Communications

- Communications strategy
- Branded benefits guide, postcard, poster
- E-mail branded announcements



## Employee Advocacy

- Employee call center
- Escalated claims resolution
- Dedicated 800 number and email
- Liaison between employee and carrier
- Telephonic support for over 200 languages



## Compliance

- ERISA attorneys and compliance team
- Health care reform guidance
- Plan documents and SPDs
- Initial compliance audit
- Signature ready 5500s and SARs
- Notification of legislative changes



## Benefits Administration

- Online enrollment platform
- Eligibility and billing administration
- Consolidated billing
- FSA, COBRA, HRA administration
- Real-time administration panel, employee portal

# Employee Benefits Scope of Services

*Keenan*



## Pharmacy & Analytics

- Custom PBM and clinical programs
- Pharmacy coalition drug purchasing tool
- Clinical care management
- RFP / vendor selection
- Contract review and negotiation
- Market check analysis



## Executive Benefits

- Executive benefit plans to attract top talent
- Retirement plans
- Business succession planning
- Wealth preservation
- Life and disability plans
- Executive long-term care



## CompleteCare

- Creates savings and enhances coverage by transitioning employees, spouses and dependent children from your group medical plan to spouse's employer-sponsored plan
- Reimbursements for eligible out-of-pocket expenses: co-pays, deductibles, coinsurance, etc.
- Provides financial relief, especially for high utilizers
- Participation is voluntary



## Employee Health Management

- Health and wellness needs assessment
- Health management strategic planning
- Wellness program implementation, coordination, and evaluation
- Wellness service provider acquisition
- Wellness platform
- Wellness program compliance



## Additional Services

- COBRA, FSA, HSA management
- Stop Loss Coalition
- Medical TPA
- Translation services
- Mobile applications
- Printing, mailing and fulfillment

**Keenan & Associates****Classifications Hourly Rate Breakdown**

Classification	Hourly Rate
Practice Leader	\$450
Lead Consultant	\$300
Technical Consultant	\$300
Supporting Consultant	\$300
Service Consultant	\$250
Underwriting Consultant	\$400
Actuary	\$400
Underwriter	\$300
Wellness Consultant	\$225
Wellness Specialist	\$200
Technology Consultant	\$250
Communications Consultant	\$275
Legislative / Regulatory Consultant	\$250
Employee Benefit Attorney	\$250
Art Director	\$200
Videographer	\$200
Graphic Designer	\$175
Digital Marketing Specialist	\$175
Technical Writer	\$175
Clerical	\$125

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | SEPTEMBER 9, 2024**

**OTHER MATTERS**

**ITEM 4: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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Other matters may have arisen after the posting of the agenda and will be brought forward for discussion and/or information at the time of the Executive Committee.

**RECOMMENDED ACTION:**

*Hear other matters from the General Manager and/or Staff.*

**CONTACTS (staff responsible): PALUDI/PEREA**