

**REGIONAL WATER AUTHORITY
EXECUTIVE COMMITTEE AGENDA
January 26, 2022; 8:30 a.m.**

AGENDA

The public shall have the opportunity to directly address the Board on any item of interest before or during the Board's consideration of that item. Public comment on items within the jurisdiction of the Board is welcomed, subject to reasonable time limitations for each speaker. Public documents relating to any open session item listed on this agenda that are distributed to all or a majority of the members of the Board of Directors less than 72 hours before the meeting are available for public inspection in the customer service area of the Authority's Administrative Office at the address listed above. In compliance with the Americans with Disabilities Act, if you have a disability and need a disability-related modification or accommodation to participate in this meeting, please contact the Executive Director of the Authority at (916) 847-7589. Requests must be made as early as possible, and at least one full business day before the start of the meeting. The Executive Committee may consider any agenda item at any time during the meeting.

Meeting Information:

RWA Executive Committee meeting
Wed, Jan 26, 2022 8:30 AM - 10:30 AM (PST)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/469596405>

You can also dial in using your phone.
United States: [+1 \(408\) 650-3123](tel:+14086503123)

Access Code: 469-596-405

- 1. CALL TO ORDER AND ROLL CALL**
- 2. PUBLIC COMMENT:** Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.
- 3. CONSENT CALENDAR**
 - 3a. Authorize a Teleconference Meeting
 - 3b. Minutes of the December 13, 2021, Executive Committee Meeting**Action: Approve Consent Calendar**
- 4. STANDING AND AD HOC COMMITTEES**

Discussion: Dan York, Chair
- 5. STRATEGIC PLAN REVIEW**

Discussion: Jim Peifer, Executive Director
- 6. EMPLOYEE COMPENSATION STUDY AND POSITION RECLASSIFICATIONS**

Discussion: Jim Peifer, Executive Director

Action: Direct Executive Director to: 1) Undertake Compensation Survey; 2) develop position classifications for Government Relations Manager, Finance and Administration Manager II, and Program Analyst; and 3) include new position classifications in the Compensation Survey

7. LEGISLATIVE/REGULATORY UPDATE

Discussion: Ryan Ojakian, Legislative and Regulatory Affairs Manager

Action: Take Positions on Legislation

8. EXECUTIVE DIRECTOR'S REPORT

9. DIRECTORS' COMMENTS

ADJOURNMENT

Upcoming meetings:

Executive Committee Meeting: Wednesday, February 23, 2022 commencing 8:30 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

Regular Board Meeting: Thursday, March 10, 2022 commencing 9:00 a.m. at the RWA Office, the location is subject to change depending on the COVID-19 emergency.

The RWA Board Meeting electronic packet is available on the RWA website at <https://rwah2o.org/meetings/board-meetings/> to access and print the packet.

RWA Board of Directors
2022 Chair: Dan York
2022 Vice Chair: Tony Firenzi

S. Audie Foster, General Manager, California American Water

Evan Jacobs, Operations Manager, California American Water

Ron Greenwood, Board Member, Carmichael Water District

Cathy Lee, General Manager, Carmichael Water District

Caryl Sheehan, Director, Citrus Heights Water District

Hilary Straus, General Manager, Citrus Heights Water District

Raymond Riehle, Director, Citrus Heights Water District (alternate)

Rebecca Scott, Principal Operations Specialist (alternate)

Kerri Howell, Councilmember, City of Folsom

Marcus Yasutake, Environmental/Water Resources Director, City of Folsom

William Lauritsen, Councilmember, City of Lincoln

Angela Frost, Senior Administrative Analyst, City of Lincoln

Bruce Houdesheldt, Councilmember, City of Roseville

Sean Bigley, Assistant Environment Utilities Director, City of Roseville

Rich Plecker, Director of Utilities, City of Roseville (alternate)

Trevor Joseph, Hydrogeologist, City of Roseville (alternate)

Pauline Roccucci, Councilmember, City of Roseville (alternate)

Jeff S. Harris, Councilmember, City of Sacramento

Brett Ewart, Senior Engineer, City of Sacramento

Michelle Carrey, Supervising Engineer, City of Sacramento (alternate)

Bill Busath, Director of Utilities, City of Sacramento (alternate)

Anne Sanger, Policy and Legislative Specialist, City of Sacramento (alternate)

Martha Guerrero, Council Member, City of West Sacramento

Bill Roberts, Director of Public Works and Operations, City of West Sacramento

Grace Espindola, Councilmember, City of Yuba City

Diana Langley, Public Works Director/City Manager, City of Yuba City

Ryan Saunders, Board Member, Del Paso Manor Water District

Alan Gardner, General Manager, Del Paso Manor Water District

Pat Dwyer, Director/Board President, El Dorado Irrigation District

Jim Abercrombie, General Manager, El Dorado Irrigation District

Brian Mueller, Engineering Director, El Dorado Irrigation District (alternate)

* Names highlighted in red are Executive Committee members

<i>Sophia Scherman</i> , Board Chair, Elk Grove Water District <i>Bruce Kamilos</i> , General Manager, Elk Grove Water District <i>Elliot Mulberg</i> , Director, Elk Grove Water District (alternate)
<i>Randy Marx</i> , Board Member, Fair Oaks Water District <i>Tom Gray</i> , General Manager, Fair Oaks Water District
<i>Paul Schubert</i> , General Manager, Golden State Water Company <i>Ernie Gisler</i> , Capital Program Manager, Golden State Water Company
<i>Robert Hunter</i> , Board Member, Orange Vale Water Company <i>Joe Duran</i> , General Manager, Orange Vale Water Company
<i>Robert Dugan</i> , Board Member, Placer County Water Agency <i>Tony Firenzi</i> , Director of Strategic Affairs, Placer County Water Agency, Vice Chair <i>Andy Fecko</i> , General Manager, Placer County Water Agency (alternate) <i>Mike Lee</i> , Board Member, Placer County Water Agency (alternate)
<i>Les Clark</i> , Director, Rancho Murieta Community Services District <i>Tom Hennig</i> , Interim General Manager, Rancho Murieta Community Services District
<i>Patrick Kennedy</i> , Supervisor, Sacramento County Water Agency <i>Kerry Schmitz</i> , Division Chief, Water Supply, Sacramento County Water Agency
<i>Dave Jones</i> , Board Member, Sacramento Suburban Water District <i>Dan York</i> , General Manager, Sacramento Suburban Water District, Chair <i>Kevin Thomas</i> , Board Member, Sacramento Suburban Water District (alternate)
<i>Dan Rich</i> , Director, San Juan Water District <i>Greg Zlotnick</i> , Water Resources and Strategic Affairs, San Juan Water District <i>Ted Costa</i> , Board President, San Juan Water District (alternate)

* Names highlighted in red are Executive Committee members

RWA ASSOCIATES	
Organization	Representatives
El Dorado County Water Agency	<i>Lori Parlin</i> , Chair <i>Ken Payne</i> , General Manager (alternate)
Placer County	<i>Ken Grehm</i> , Director Public Works and Facilities <i>Jared Deck</i> , Manager Environmental Engineering
Sacramento Municipal Utility District (SMUD)	<i>Arlen Orchard</i> , General Manager/CEO <i>Christopher Cole</i> , Strategic Account Advisor <i>Ansel Lundberg</i> , Energy Commodity Contracts Specialist
Sacramento Regional County Sanitation District (SRCSD)	<i>Christoph Dobson</i> , Director Policy and Planning <i>Terrie Mitchell</i> , Manager Legislative and Regulatory Affairs <i>Jose Ramirez</i> , Policy and Planning <i>David Ocenosak</i> , Principal Engineer
Sacramento Area Flood Control Agency (SAFCA)	<i>Richard Johnson</i> , Executive Director

* Names highlighted in red are Executive Committee members

RWA AFFILIATE MEMBERS	
Organization	Representatives
Brown & Caldwell	<i>Paul Selsky</i> , Water Supply Planning, Vice president <i>LaSandra Edwards</i> , Civil Engineer <i>May Huang</i> , Engineer <i>David Zuber</i> , Vice President
Cosumnes CSD	<i>Steve Sims</i> , Park Superintendent
GEI Consultants	<i>John Woodling</i> , Vice President, Branch Manager <i>Chris Petersen</i> , Principal Hydrogeologist <i>Richard Shatz</i> , Principal Hydrogeologist
HDR, Inc.	<i>Jafar Faghieh</i> , Water Resources Engineer <i>Ed Winkler</i> , Client Development Lead
Sacramento Association of Realtors	<i>David Tanner</i> , Chief Executive Officer <i>Christopher Ly</i> , Chief Operations Officer
Stantec	<i>Kari Shively</i> , Vice President <i>Vanessa Nishikawa</i> , Principal Water Resources Engineer <i>Yung-Hsin Sun</i> , Principal Engineer <i>Rebecca Guo</i> , Senior Associate Water Resources Engineer <i>Kirsten Pringle</i> , Associate Public Affairs Specialist <i>Ibrahim Khadam</i> , Principal Engineer
West Yost Associates	<i>Charles Duncan</i> , President <i>Abigail Madrone</i> , Business Development Director <i>Kelye McKinney</i> , Engineering Manager I <i>Jim Mulligan</i> , Principal Engineer
Woodard & Curran (formerly RMC Water and Environment)	<i>Ali Taghavi</i> , Principal <i>Jim Graydon</i> , Senior Client Service Manager

* Names highlighted in red are Executive Committee members

AGENDA ITEM 2: PUBLIC COMMENT

Members of the public who wish to address the committee may do so at this time.
Please keep your comments to less than three minutes.

AGENDA ITEM 3: CONSENT CALENDAR

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration. The items to be considered and approved include:

- a)** Authorize a Teleconference Meeting by Passing a Motion by a majority vote under Gov. Code, § 54953, subd. (e)(1)(B) that as a result of the COVID-19 emergency: (i) meeting in person would present imminent risks to the health or safety of attendees; and (ii) the meeting is authorized to be held by teleconference pursuant to Gov. Code, § 54953, subd. (e)(1)(C).
- b)** Approve the minutes of the December 13, 2021 Executive Committee Meeting

Action: Approve Consent Calendar Items

ATTACHMENTS:

3b. Minutes of the December 13, 2021 Executive Committee Meeting

AGENDA ITEM 3a.: Authorize a Teleconference Meeting

BACKGROUND:

In light of the Governor's declaration that a state of emergency exists due to the incidence and spread of the novel corona virus, and the pandemic caused by the resulting disease COVID-19, the Committee should consider whether meeting in person would present imminent risks to the health or safety of meeting attendees.

The Centers for Disease Control indicates that COVID-19 is a highly transmissible virus that is spread when an infected person breathes out droplets and very small particles that contain the virus, and such droplets and particles are breathed in by other people. Conducting meetings by teleconference would directly reduce the risk of transmission among meeting attendees, including members of the public and agency staff, which has the ancillary effect of reducing risk of serious illness and death as well as reducing community spread of the virus. On Tuesday, January 4th, the United States reported a pandemic record of more than 1 million new infections according to data compiled by John Hopkins University. The omicron variant now represents nearly every COVID case sequenced by the Centers for Disease Control and Prevention.

If the authorization to meet by teleconference is not approved by a majority vote, then the meeting will adjourn after this item and the remaining agenda items will be rescheduled to a future in-person meeting.

AGENDA ITEM 3b.: Minutes of the December 13, 2021 Executive Committee Meeting

ATTACHMENT:

December 13, 2021 Draft Minutes



**Regional Water Authority
Executive Committee Meeting
Draft Minutes
December 13, 2021**

1. CALL TO ORDER

Chair Bigley called the meeting of the Executive Committee to order at 8:30 a.m. as a teleconference meeting. Individuals in attendance are listed below:

Executive Committee Members

Ron Greenwood, Carmichael Water District
Sean Bigley, City of Roseville
Bill Roberts, City of West Sacramento
Paul Schubert, Golden State Water Company
Tony Firenzi, Placer County Water Agency
Kerry Schmitz, Sacramento County Water Agency
Dan York, Sacramento Suburban Water District
Dan Rich, San Juan Water District

Staff Members

Jim Peifer, Ryan Ojakian, Rob Swartz, Ryan Ojakian, Michelle Banonis,
Josette Reina-Luken, Monica Garcia, Cecilia Partridge and Andrew
Ramos, legal counsel

Others in Attendance

Brian Sanders, Bob Reisig, Cathy Lee, Paul Helliker, Greg Zlotnick and
Peggy Vande Vooren

- 2. PUBLIC COMMENT** - Members of the public who wish to address the committee may do so at this time. Please keep your comments to less than three minutes.

None

3. CONSENT CALENDAR

3a. Authorize a Teleconference Meeting

3b. Minutes of the October 27, 2021, Executive Committee meeting

Motion/Second/Carried (M/S/C) Mr. Schubert moved, with a second by Mr. York to approve the consent calendar items. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Paul Schubert, Golden State Water Company, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water

Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes.

4. 2021 AUDIT REPORT

Ms. Vande Vooren reported that there are two documents issued by Gilbert Associates for the 2021 RWA audit, a financial statement, and required communications. She gave a brief overview of the audit with a clean opinion report this year. Management provided all documents requested, there were no new accounting policies adopted, no audit adjustments and no findings to report. The Management's Discussion and Analysis gives an overview of any changes that occurred during the year and provides future forecasting explanations of why items went up and down. She gave highlights of the Financial Statements, Pension Liability, the Statement of Revenues and Expenses and the Cash Flow Statement.

M/S/C Mr. Greenwood moved, with a second by Mr. Roberts to recommend RWA Board acceptance of the 2021 RWA Financial Audit Report. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Paul Schubert, Golden State Water Company, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes.

5. ANNUAL REVIEW OF RWA INVESTMENT POLICY 500.2 AND OTHER POST EMPLOYMENT BENEFITS (OPEB)

Mr. Peifer said that accounting standards require investment policies and associated investment's selections be reviewed annually. There are no recommended changes to the policy.

Ms. Reina-Luken said that this review is in accordance with our annual audit. She provided information on our current investment strategies and how they are managed.

M/S/C Mr. Firenzi moved, with a second by Mr. Roberts to recommend no changes to Policy 500.2 and/or OPEB investment portfolio to the RWA Board of Directors. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Paul Schubert, Golden State Water Company, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes.

6. BUREAU OF RECLAMATION MEMORANDUM OF AGREEMENT (MOA)

Ms. Banonis said that the proposed Memorandum of Agreement (MOA) is for the completion of the Sacramento Regional Water Bank project with shared costs between Reclamation and RWA members that are participating in the subscription program. The document envisions moving toward completion of feasibility, analysis

and environmental compliance activities for the water bank and outlines the steps to take. After Reclamation recommends a project for approval to the Commissioner's Office, it is then sent to the Office of Management and Budget, and then goes to Congress to set an appropriations limit on the project. The MOA calls for the joint development of a federally acknowledged water bank for water supply reliability and defines the roles and responsibilities of the parties and how to track costs. Technical modeling work that was done by RWA will be put up as a cost share component. The MOA is part of an administrative process to move the contributed funds agreement process forward. RWA will be serving in the capacity of representative for participating agencies. A draft project management plan may be available to provide additional information before the January RWA Board meeting.

M/S/C Mr. Schubert moved, with a second by Mr. York to recommend approval of the Bureau of Reclamation MOA to the RWA Board of Directors. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Paul Schubert, Golden State Water Company, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes.

7. REGIONAL EMERGENCY PREPAREDNESS PROGRAM

Mr. Peifer said that some RWA members have expressed an interest in sharing the costs of a Regional Emergency Preparedness Program (REPP) to support improved coordination and develop an approach that accounts for risks and responses at a regional scale. There is member interest to engage the services of a consultant to help guide us through the process to provide recommendations to those interested RWA members on how to integrate and coordinate member capabilities, alleviate risks and limitations, and create a unified incident response command. This is proposed as a subscription program.

Ms. Banonis explained that this would be a process where a more regional approach can be taken to planning and evaluating risks to evaluate resource sharing in the event of an emergency. The first effort would be to gather information and conduct a facilitated seminar to assess coordinating member capabilities and finding areas for improvement. From the information, a recommendation for further action would be created. The proposed draft REPP Subscription Program Agreement is for discussion and approval.

M/S/C Mr. Schubert moved, with a second by Mr. York to recommend to approve the Regional Emergency Preparedness Program Agreement. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Paul Schubert, Golden State Water Company, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency and Dan York, Sacramento Suburban Water District voted yes. Dan Rich, San Juan Water District abstained.

8. STATE WATER BOARD EMERGENCY RULEMAKING: WASTEFUL WATER USE

Mr. Ojakian reported that the State Water Resources Control Board (SWB) has initiated the process under emergency rule making to prohibit certain wasteful water uses. The wasteful water uses include but are not limited to irrigating after a measurable rain event, using water in a non-recycling water fountain, washing cars without a shutoff on the hose, hosing down sidewalks and hardscapes. Additionally, the rule making would limit the ability of homeowners' associations (and similar organizations) from requiring certain landscape maintenance as well as cities and counties from issuing fines for not maintaining certain outdoor landscape. One of the additional benefits that the notice highlights is "increased drought awareness and shared sense of responsibility among urban water users." He said that we are already doing these things under Water Efficiency and suggested the RWA Executive Committee take a support position, with a recommendation that the rule making be adjusted to avoid adverse impacts of urban trees.

M/S/C Mr. Roberts moved, with a second by Ms. Schmitz to take a position of support on the State Water Board Emergency Rulemaking. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Paul Schubert, Golden State Water Company, Tony Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes.

9. LEGISLATIVE/REGULATORY UPDATE

Mr. Ojakian reported that bills related to indoor water use efficiency standards are expected to be heard in the Assembly in January. It is possible that bills will be introduced related to turf prohibitions and water energy nexus. There is a projected budget surplus in the coming budget year (2022-2023), and there is reason to believe that individual members will have an ability to advocate for specific funding in their respective districts. He is working to get a portion of the budget surplus for water resilient infrastructure, specifically infrastructure necessary for implementation of the water bank.

A Special Board meeting is expected to be scheduled in January to update the RWA Board on water use legislation and the regulatory/rulemaking process.

10. WATER QUALITY AD HOC COMMITTEE

Chair Bigley will appoint members to a Water Quality Ad Hoc Committee.

11. JANUARY 13, 2022 RWA BOARD MEETING AGENDA

M/S/C Ms. Schmitz moved, with a second by Mr. Roberts to approve the January 13, 2022 proposed RWA Board Meeting agenda. Ron Greenwood, Carmichael Water District, Sean Bigley, City of Roseville, Bill Roberts, City of West Sacramento, Paul Schubert, Golden State Water Company, Tony

Firenzi, Placer County Water Agency, Kerry Schmitz, Sacramento County Water Agency, Dan York, Sacramento Suburban Water District and Dan Rich, San Juan Water District voted yes.

12. EXECUTIVE DIRECTOR'S REPORT

Mr. Peifer asked for feedback from the Executive Committee on in-person meetings versus teleconference meetings. Facilitating integrated meetings that include in-person and teleconference participation are challenging and require additional audio and visual resources. It was noted that some agencies are restricting employees from attending in-person meetings at this time.

RWA staff attended the ACWA Fall Conference in-person and met with representatives of other agencies, including the Metropolitan Water District. Staff will be attending the ACWA Spring Conference, 2022 Cap-to-Cap in Washington, DC, and Bureau of Reclamation Water Users Conference in January.

At the December SGA Board meeting, the vote was affirmative to support the recommendation from the RWA Executive Committee to amend the Executive Director's employment agreement.

The staff cost of living allowances (COLA) will run 6.9% this year and will be a shared expense with SGA. This is higher than typically budgeted for COLA and may affect the next budget.

13. DIRECTORS' COMMENTS

Mr. Greenwood reported that Carmichael Water District is going through a 2 x 2 committee study for feasibility of a merger with Sacramento Suburban Water District. He said that the district is constructing a new storage tank.

Mr. Roberts said that the City of West Sacramento is discussing alternative water supplies with the City of Sacramento. They will be moving into a new Corporation Yard next spring.

Mr. Firenzi said that Brent Smith retired a week ago and Jeremy Shepherd has been named as the Director of Technical Services for Placer County Water Agency.

Ms. Schmitz said that tomorrow Sacramento County will take action on three GSPs.

Mr. York reported that a Sacramento Suburban Water District board member resigned November 15th. Several qualified candidates have applied for the position.

Chair Bigley said that it has been his pleasure to serve as 2021 Executive Committee Chair.

ADJOURNMENT

Chair Bigley adjourned the meeting at 10:18 a.m.

By:

Chairperson

Attest:

Board Secretary

AGENDA ITEM 4: STANDING AND AD HOC COMMITTEES

BACKGROUND:

The RWA has six Ad Hoc Committees and one standing committee. The Federal Affairs committee is a standing committee created in 2020. Ad hoc committees include:

- 3x3 Committee – this committee was formed as part of adopting a Memorandum of Agreement with the Sacramento Groundwater Authority (SGA) and the Sacramento Central Groundwater Authority (SCGA). The purpose of the committee is to facilitate a resolution the staffing the SCGA and potential consolidation of the SGA and SCGA. The memo specifies that the Chair and Vice Chair are on the committee. Chair York will decide the additional participant. One member needs to be independent of SGA and SCGA.
- Revisions to RWA Policy 400.4 Ad Hoc Committee – this committee was appointed by Chair Bigley in the fall of 2021 to revise the policy that prescribes how the Executive Director's annual review process is conducted, and how adjustments in the Executive Director's compensation are made. As part of the employment agreement between the RWA and the Executive Director, this policy must be revised. The policy must be revised quickly in order for the RWA to meet its obligations under the agreement. The appointed members to the committee will be discussed at the Executive Committee meeting.
- Space Planning Ad Hoc Committee – this committee was appointed by Chair Bigley in early 2021. The committee was formed to oversee the potential office space for the additional staff of the RWA and SGA. The committee has been dormant since early 2021, but staff recommends re-engaging this committee by mid-year. The lease at the Birdcage Street office ends in August 2023 and the RWA will need to consider how it will meet its office space needs. Appointed members in 2021 include R. Greenwood, T. Firenzi, D. York, S. Bigley.
- Purchasing Ad Hoc Committee – This committee oversaw a potential joint purchasing program. Appointed members in 2021 include D. York, B. Smith, M. Carrey, T. Barela, T. Eising.
- Water Quality Committee – Chair Bigley created a new Water Quality Committee in early January 2022 to facilitate information sharing and related activities between the RWA member agency staff. The committee membership largely consists of operators and related agency staff that engage in water treatment. Mark Severeid from the City of Sacramento has been appointed Chair.
- Awards Committee – The Awards Committee forms in the fall to evaluate RWA awards presented at the annual holiday social. Appointed members in 2021 included K. Schmitz, P. Schubert, and P. Selsky.

RWA Policy 100.1 (RWA JPA), section 10, subsection b, provides the following guidance on the formation of Ad hoc and Standing committees:

Ad hoc and Standing Committees. *From time to time, specific issues may arise that may require, in the view of the Chairman of the Board, specialized or detailed efforts outside the routine activities of the Board of Directors meetings or Executive Committee meetings. At such times, the Board Chairman may establish an ad hoc or standing committee to address those issues, appoint representatives to that committee and provide that committee with a specific mission or charter. Such committees shall meet as necessary at locations and times determined by their membership.*

Chair York will need to reappoint members to ad hoc and standing committees.

Discussion: Dan York, Chair

AGENDA ITEM 5: STRATEGIC PLAN PROGRESS DISCUSSION

BACKGROUND:

RWA adopted its *Strategic Plan 2020-2025+* in the fall of 2020. The Executive Director will discuss the progress with the Executive Committee. The prioritization and resourcing of the strategic plan is a key step in the development of the fiscal year 2022-2023 budget.

Discussion: Jim Peifer, Executive Director

Attachment:

Strategic Plan Objectives Prioritization Document

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

Legend:

- Proceeding well:



- Proceeding slower:



- Not moving forward:



- Deferred:








- Sub = Subscription Program

Strategic Plan Objectives Prioritization

Version 1/20/2022~~3/14/21~~

PLANNING GOAL:

Continuously improve regional water management planning that is comprehensive in scope and contributes to more effective regional water resources management.




Objective A. Complete development of the Sacramento Regional Water Bank to improve water supply reliability and resilience.	Status	Member Vol. Labor	Core or Sub.	Proposed Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Establish a funding program to complete work to establish the Regional Water Bank.			Sub.	High	Yes	Complete
2) Engage with state, federal, and local stakeholders to gain Regional Water Bank acceptance, approval, and support.			Sub.	High	Yes	<u>Late 2021 to 2023</u>
3) Engage with potential Regional Water Bank partners.			Sub.	Med.	Yes	
4) Establish governance to manage the Regional Water Bank.			Sub.	High	Yes	<u>2022 to 2023</u>
5) Complete an environmental analysis to support Regional Water Bank operations.			Sub.	High	Yes	Calendar Year 202 3 ²

Strategic Plan Objectives Prioritization

Version [1/20/20223/14/21](#)

PLANNING GOAL:

Continuously improve regional water management planning that is comprehensive in scope and contributes to more effective regional water resources management.





Objective B. Evaluate and respond to impacts on the region's water suppliers and operations.	Status	Member Vol. Labor	Core or Sub.	Proposed Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Continue to evaluate and plan for adapting to climate change.			Both	Med.	Yes	
2) Promote the application of forecast informed reservoir operations that enhance water supplies while maintaining flood protection.			Core	Low	No	Related to Communications: Op Ed being prepared
3) Maintain a regional integrated groundwater/surface water model, in coordination with groundwater sustainability agencies, to support regional planning and groundwater management.			Sub.	Med.	Yes	<u>Ongoing (model completed)</u>

Strategic Plan Objectives Prioritization

Version 1/20/2022~~3/14/21~~

PLANNING GOAL:

Continuously improve regional water management planning that is comprehensive in scope and contributes to more effective regional water resources management.



Objective C. Lead and support planning efforts that benefit water agencies.	Status	Member Vol. Labor	Core or Sub.	Proposed Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Evaluate opportunities to provide coordinated responses for sections of Urban Water Management Plans on behalf of agencies.			Core	High <u>Low</u>	Maybe	Currently being performed <u>Completed in 2021</u>
2) Track next generation of regional planning requirements (e.g. Integrated Regional Water Management Plan or other requirements that may result from the Governor's Water Resilience Portfolio) and respond as necessary.			Core	Med	Maybe	Move forward when next bond is developed
3) Participate with other regional organizations (Sacramento Area Council of Governments (SACOG), Capital Region Climate Readiness Collaborative, etc.) on planning for and responding to climate change.			Core	Med.	No	
4) Participate with the Water Forum on efforts that improve water supply reliability and ecosystem health.			Core	High	Maybe	Currently being performed (WF 2.0 Negotiations)

Strategic Plan Objectives Prioritization

Version ~~1/20/2022~~3/14/21

PLANNING GOAL:

Continuously improve regional water management planning that is comprehensive in scope and contributes to more effective regional water resources management.






Objective D. Plan for the sustainability of RWA and its members.	Status	Member Vol. Labor	Core or Sub.	Proposed Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Evaluate RWA staffing, operations, and financing models for opportunities to improve long-term organizational sustainability.			Sub.	High	Yes	Needs More Discussion
2) Develop a Young Professionals Program.		Yes	Core	Low	No	<u>Discussion needed - Consider removing from Strategic Plan</u>

Strategic Plan Objectives Prioritization

Version 1/20/2022~~3/14/21~~

IMPLEMENTATION GOAL:

Lead successful water management strategies, as well as develop and undertake related beneficial programs on behalf of the region.






Objective A. Support the securing of funding and assist in resourcing projects and programs that are regional priorities.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Position, secure and manage funding for the Regional Water Reliability Plan (RWRP), Integrated Regional Water Management (IRWM) Plan, Water Bank, and Water Efficiency Programs and Projects.			Sub.	High	Yes	<u>Ongoing</u>
2) Support and pursue funding opportunities for members and partner agencies that benefit the region.			Sub.	High	Yes	
3) Support programs that benefit from economies of scale in the areas of research, studies, planning, implementation, purchasing and resource sharing (e.g. Regional Aquifer Storage and Recovery (ASR) Information Study, Meter Asset Management and Chemical Purchasing Program).			Sub.	High	Yes – More discussion is necessary	
4) Administer funding and financing for major endeavors such as the Water Quality Control Plan, Delta Initiatives and Water Bank.			Sub.	Low		
5) Advocate for and support the financing of regional infrastructure to improve water reliability and resilience.			Core/ Sub.	High	No	

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

IMPLEMENTATION GOAL:

Lead successful water management strategies, as well as develop and undertake related beneficial programs on behalf of the region.






Objective B. Support members' efforts to improve water reliability and resilience.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Continue to partner with the Water Forum to ensure the health of the Lower American River as a critical component to improving water supply reliability.			Core	High	No	
2) Maintain the Regional Water Reliability Plan (RWRP) database and update the RWRP as needed.			Core	High	Yes	
3) Maintain the American River Basin Integrated Regional Water Management Plan (IRWMP) database and update the IRWMP as needed.			Core	High	Yes	
4) Support intra- and interregional water transfers.			Sub.	High		
5) Evaluate combining the American River Basin IRWM with appropriate portions of the Cosumnes, American, Bear, and Yuba (CABY) IRWM.		Yes	Sub.	Med.	Yes	Next planning study for an IRWM funding round (post 2021)

Strategic Plan Objectives Prioritization

Version 1/20/2022~~3/14/21~~

IMPLEMENTATION GOAL:

Lead successful water management strategies, as well as develop and undertake related beneficial programs on behalf of the region.




Objective B. Support members' efforts to improve water reliability and resilience.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
6) Support the region's efforts on Delta initiatives and water supply regulatory initiatives such as the Water Quality Control Plan, Voluntary Agreements and the Biological Opinions of the Central Valley Project and State Water Project.		Yes	Sub.	High	?	
7) Support compliance with the Sustainable Groundwater Management Act (SGMA) within the Region.						
a. Provide services and support, as needed, for planning and implementation.			Core	High	Likely Yes	<u>NASb GSP Completed</u>
b. Facilitate collaboration between subbasins.			Core	High	No	
c. Align interests with RWA, Sacramento Groundwater Authority, Sacramento Central Groundwater Authority and others as appropriate.			Core	High	?	Governance: 2022?
8) Support the planning and construction of regional infrastructure to improve water reliability and resilience.		Yes	Core	High	Likely no for FY 202 21 ²² - 23 ²²	

IMPLEMENTATION GOAL:

Lead successful water management strategies, as well as develop and undertake related beneficial programs on behalf of the region.

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~







Objective C. Support members' water use efficiency efforts to comply with applicable state and local requirements.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Continue to implement a regional water efficiency program that supports member agencies' compliance with state and local water efficiency and water loss requirements through cost-effective efforts/programs/initiatives.			Sub.	High	Yes	
2) Participate in statewide efforts related to water efficiency legislation and regulatory requirements to maintain a positive perception of the region and protect member agency interests.			Core	High	Yes	
3) Track individual member agency water use and related metrics to communicate regional water efficiency progress to the state, other regions and interested stakeholders.			Core	Med.	No	

Strategic Plan Objectives Prioritization

Version 1/20/2022~~3/14/21~~

COMMUNICATIONS GOAL:

Based on shared values, communicate with one voice on issues of regional significance to strengthen relationships, elevate regional visibility and influence, and advance the collective interests of the region.





Objective A. Provide a forum for education, discussion and outreach on water issues affecting the region.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Assess modes for preferred internal member communication such as meetings, in-person presentations, email updates, newsletters, blogs, social media, etc.			Core	High	Yes	Completed
2) Distribute relevant information to members.			Core	High	Yes	
3) Create a venue for members to regularly brief each other on current and emerging issues, planned messages and responses, and coordinate on topics and issues of regional significance.		Yes	Core	Med.	Yes	<u>Needs Discussion</u>
4) Provide educational opportunities for members through speakers and experts.		Yes	Core	Med.	Yes	<u>Needs Discussion</u>
5) Update members regularly on the status and progress of RWA's services and programs.			Core	High	Yes	
6) Educate legislators, policy makers, and the public on the challenges to and benefits of uninterrupted high-quality water services and investments necessary for its continued delivery.			Core	High	Yes	

Strategic Plan Objectives Prioritization

Version [1/20/20223/14/21](#)


COMMUNICATIONS GOAL:

Based on shared values, communicate with one voice on issues of regional significance to strengthen relationships, elevate regional visibility and influence, and advance the collective interests of the region.

Objective B. With one voice, raise RWA's profile and credibility through outreach efforts to targeted audiences.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Be a champion for the Region by being a single, coordinated voice on regional matters.		Yes	Core	High	Yes	
2) Identify and cultivate RWA ambassadors/spokespersons to communicate significant topics and policy issues.		Yes	Core	Med.	Yes	
3) Inform key interested parties such as the media, federal, state and local officials, and the public about water management successes (e.g. Water reliability and resilience improvements) and key issues (e.g. regulatory, water accessibility, safety and affordability).			Core/ Sub.	High	Yes	
4) Foster consistent and cohesive regional messaging including:						
a) Prioritizing anticipated issues and opportunities for target audiences, along with tools, materials and activities to help RWA members communicate with a consistent voice.			Core	High	Yes	

Strategic Plan Objectives Prioritization

Version ~~1/20/2022~~3/14/21




b) Developing talking points, position papers and outreach materials on key issues.			Core	High	Yes	
---	---	--	------	------	-----	--

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

COMMUNICATIONS GOAL:

Based on shared values, communicate with one voice on issues of regional significance to strengthen relationships, elevate regional visibility and influence, and advance the collective interests of the region.





Objective C. Cultivate relationships to advance RWA members' interests.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Work with other organizations with water interests (e.g. Northern California Water Association, Association of California Water Agencies, Sacramento Area Council of Governments, Sacramento Area Flood Control Agency and land use agencies).		Yes	Core	Med.	Yes	
2) Coordinate and partner with water suppliers and other stakeholders to further leverage advocacy, research initiatives and/or economies of scale related to water management.		Yes	Core	High	Yes	
3) Work with business organizations (e.g. Metro Chamber and local chambers.)			Core	Low	Yes	

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

COMMUNICATIONS GOAL:

Based on shared values, communicate with one voice on issues of regional significance to strengthen relationships, elevate regional visibility and influence, and advance the collective interests of the region.





Objective C. Cultivate relationships to advance RWA members' interests.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
4) Work with state and federal agencies that influence or manage resources related to regional water reliability and resilience (e.g. United States Bureau of Reclamation, California Department of Water Resources, State Water Resource Control Board, and other resource agencies.)		Yes	Core/ Sub.	High	No	Major Projects Management Subscription Program recently staffed. Expect to see status go to green in near future.
5) Work with the Water Forum Successor Effort on behalf of the member agencies that are signatory to the Water Forum Agreement. Support includes:						
a) Ensuring RWA member interests are represented in the re-negotiation process including governance and succession planning.		Yes	Core	High	Likely No	Ongoing through 2022 or 2023, perhaps beyond
b) Ensuring RWA member interests are represented in the Water Forum Successor Effort.		Yes	Core	High	No	
c) Participating in the Coordinating Committee and Water Caucus.		Yes	Core	High	No	

Strategic Plan Objectives Prioritization

Version 1/20/2022~~3/14/21~~

ADVOCACY GOAL:

Advocate for members and the region's needs and interests to positively influence legislative and regulatory policies and actions.



Objective A. Engage relevant local, state and federal representatives, to seek support for RWA's legislative agenda to further the region's collective goals and objectives.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Annually update RWA policy principles and federal legislative platforms to effectively advocate for the region.		Yes	Core	High	Yes	Completed <u>for 2022</u>
2) Maintain and track significant water-related state and federal legislation on important policies and funding opportunities and make the information regularly and readily available electronically to members.			Core	High	Yes	
3) Advocate for positions on state and federal legislation and programs consistent with the adopted RWA policy principles and platforms.			Core	High	Yes	
4) Monitor and actively engage on actions of the Association of California Water Agencies (ACWA) State Legislative and Federal Affairs Committees and coordinate with other organizations.		Yes	Core	Med.	No	

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

ADVOCACY GOAL:

Advocate for members and the region's needs and interests to positively influence legislative and regulatory policies and actions.




Objective A. Engage relevant local, state and federal representatives, to seek support for RWA's legislative agenda to further the region's collective goals and objectives.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
5) Protect member agencies' interests and work with state and federal organizations on the development of policies related to the equitable access to water.			Core	Med.	No	
6) Coordinate with external organizations, as appropriate, including but not limited to, American Water Works Association (AWWA), Association of California Water Agencies (ACWA), California Special Districts Association (CSDA), Northern California Water Association (NCWA), National Water Resources Association (NWRA), California Water Foundation, California Municipal Utilities Association (CMUA), and the Metro Chamber, and California Water Association (CWA).		Yes	Core	High	No	

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

ADVOCACY GOAL:

Advocate for members and the region's needs and interests to positively influence legislative and regulatory policies and actions.



Objective A. Engage relevant local, state and federal representatives, to seek support for RWA's legislative agenda to further the region's collective goals and objectives.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
7) Coordinate and partner with environmental non-governmental organizations (NGOs) and environmental justice NGOs throughout the state to advance RWA's interests.			Core	Med.	No	
8) Present regular updates from RWA lobbyist efforts and recalibrate priorities as necessary.			Core	Med.	No	
9) Maintain a volunteer standing committee as a forum for coordination, collaboration, education and vetting on federal policy areas of regional interest and evaluate the effectiveness of the standing committee in FY2021/2022.		Yes	Core	High	Yes	<u>Evaluate in early 2022</u>

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

ADVOCACY GOAL:

Advocate for members and the region's needs and interests to positively influence legislative and regulatory policies and actions.






Objective B. Evaluate, comment and advocate on state and federal water regulatory issues that may impact the region and its water reliability and resilience (e.g. WQCP, PFAS, Chrome VI).	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Track, evaluate and respond to water quality, water conservation and efficiency, water affordability, resilience, SGMA and other regulatory issues that may affect members.			Core	High	Yes	
2) Lead and participate in efforts with other organizations aligned with RWA positions and interests as appropriate.		Yes	Core	High	No	

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

ADVOCACY GOAL:

Advocate for members and the region's needs and interests to positively influence legislative and regulatory policies and actions.



Objective C. Assist in the preservation of water rights and entitlements of RWA members, maintain area of origin protections, and protect and ensure water reliability and resilience.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
1) Educate the public and decision makers and promote our region's contribution to the Delta.			Core	Med.	Yes	
2) Advocate to maintain the water rights priority system.			Core	High	No	
3) Continue to support efforts for expanding conjunctive use operations as a means of protecting water rights (e.g., exercising more surface water rights and contracts in wetter years).			Core	Med.	No	
4) Support a Water Forum lower American River Modified Flow Management Standard that is consistent with the Water Forum co-equal goals.			Core	High	No	
5) Leverage proximity to the Capitol to engage and be a resource to legislators on issues important to the region and promote RWA's reliability and resilience successes.			Core	High	No	

Strategic Plan Objectives Prioritization

Version [1/20/2022](#)~~3/14/21~~

ADVOCACY GOAL:

Advocate for members and the region's needs and interests to positively influence legislative and regulatory policies and actions.

Objective C. Assist in the preservation of water rights and entitlements of RWA members, maintain area of origin protections, and protect and ensure water reliability and resilience.	Status	Member Volunteer Labor	Core or Sub.	Priority	Consultant and Other Resources	Timing of Major Initiatives
6) Work with the State to help implement the portions of the Governor's Water Resilience Portfolio where it aligns with and benefits our region's interest.			Core	Med.	No	
7) Promote the region's collaborative efforts to comprehensively manage its water resources through an innovative <i>Supershed</i> approach to be resilient to fire, flood, and drought, and which serves our region and creates value to the state.			Core	Med.	No	

AGENDA ITEM 6: COMPENSATION SURVEY AND POSITION CLASSIFICATIONS/ RECLASSIFICATIONS

BACKGROUND:

Compensation Survey

RWA Policy 400.2, Employee Compensation Policy, states,

The Executive Committee will generally conduct a compensation survey at least every five years to ensure that the total compensation offered by the Authority (salaries, wages, and benefits) is consistent with this Policy; provided, however that a compensation survey may be commissioned at any time if directed by the Executive Committee or if recommended by the Executive Director and approved by the Executive Committee. The Executive Committee may also use its discretion to waive or vary the five-year commitment.

The last RWA compensation survey was completed in 2017.

The Executive Director's employment agreement with the RWA requires the RWA to prepare a one-time labor market study regarding Executive Director's total compensation and consider whether any adjustment to Executive Directors total compensation is appropriate. The compensation survey should include information to meet this need.

Position Reclassifications

The Executive Director recommends the Executive Committee consider additional position classifications to align the work that certain staff perform with other agencies. The position classifications will aid in staff retention or future recruitments. Specifically, classifications for Government Relations Manager, Finance and Administration Manager II, and Program Analyst should be considered and potentially authorized.

The Legislative and Regulatory Affairs Manager (Leg Manager) is classified in the Principal Project Manager (Government Affairs) range. The compensation and duties of the Leg Manager appear to be inconsistent with professionals that perform the similar activities in other organizations. Attached are job descriptions for different agencies for similar work that the Leg Manager performs. The job description for Principal Project Manager (Government Affairs) is attached.

In 2017, the Executive Committee considered a position for Finance and Administration Manager II, but the position was not implemented. The current Finance and Administration Manager performs at a high level and has taken on many activities that were performed in the past by a contract accountant. The Executive Director recommends this position be reconsidered, without the requirement to have a CPA designation. The job description for Finance and Administration Manager is attached.

The Project Research Assistant (PRA) performs at a level higher than envisioned for that position. The PRA performs work activities that would be normally assigned to a program analyst in other agencies. The Executive Director recommends the committee consider the inclusion of an administrative analyst position. A sample administrative analyst job description has been attached as well as Project Research Assistant.

STAFF RECOMMENDATION:

Action: Direct Executive Director to: 1) Undertake Compensation Survey; 2) develop position classifications for Government Relations Manager, Finance and Administration Manager II, and Program Analyst; and 3) include new position classifications in the Compensation Survey

Discussion: Jim Peifer, Executive Director

Attachments:

1. 2017 Compensation Study
2. Yuba Water Agency Government Relations Manager Job Description
3. Principal Project Manager (Government Affairs)
4. RWA Finance and Administration Manager I/II Job Description
5. City of Sacramento Administrative Analyst Job Description
6. Project Research Assistant Job Description

BRYCE
CONSULTING

REGIONAL WATER AUTHORITY
2017 COMPENSATION STUDY



TABLE OF CONTENTS

Section I	Project Overview	3
<hr/>		
Section II	Compensation Survey Parameters	4
<hr/>		
Section III	Compensation Survey Results	8
<hr/>		
Section IV	Salary Recommendations	15
<hr/>		
Appendix A	Compensation Survey Data Sheets	A
<hr/>		
Appendix B	Miscellaneous Benefit Data	B
<hr/>		
Appendix C	Executive Director Data	C

SECTION I - PROJECT OVERVIEW

Bryce Consulting was retained by Regional Water Authority (RWA) to update and revise job descriptions and to conduct a comprehensive compensation study for Authority classifications. This report presents the compensation survey results and salary recommendations and includes:

- Section I Project Overview
- Section II Compensation Survey Parameters
- Section III Compensation Survey Results
- Section IV Salary Recommendations

STUDY OBJECTIVES

The study consisted of the following objectives:

- Collect and analyze base salary and benefit data for the survey classes from the survey agencies identified in 2012.
- Develop a salary plan for all classes in the Authority using market data and internal relationships to ensure parity to the labor market and internal equity within the organization.

The Authority last conducted a total compensation study in 2012.

SECTION II – COMPENSATION SURVEY PARAMETERS

This section of the report presents the compensation survey parameters and includes:

- Selection of labor market employers and survey classes
- Survey scope
- Survey methodology

SURVEY EMPLOYERS

The overall objective in selecting survey employers is to define as accurately as possible the Authority's "Labor Market." A labor market consists of those employers with whom the Authority would compete for employees. The criteria typically utilized in identifying those employers includes the following:

- **EMPLOYER SIZE** - As a general rule, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to Regional Water Authority are likely to have departmental structures and organization of positions more similar to the Authority than organizations that are significantly larger or smaller in size.
- **GEOGRAPHIC PROXIMITY** - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers that the Authority would most likely compete with to recruit and retain quality staff.
- **NATURE OF SERVICES PROVIDED** - As a general rule similar organizations are selected as survey employers, because they provide similar services. This is important for the following reasons:
 - Employers who provide similar services are most likely to compete with one another for employees.
 - These employers are most likely to have comparable jobs.
 - These employers are most likely to have similar organizational characteristics.

While some survey agencies may not meet all of the criteria, it is important to have a balanced labor market. Given the unique services provided by RWA the labor market consists of more survey agencies than would normally be included with the goal of collecting enough data for meaningful analysis and recommendations. Additionally, the survey agencies with operations were not compared to RWA's Executive Director. Therefore, the table below indicates whether the survey agencies were compared to all RWA classifications or staff only. Data for the Executive Director can be found in Appendix C.

RECOMMENDED LABOR MARKET

Table 1 displays the survey agencies, based on the above considerations. These agencies are primarily geographically proximate, are competitors for staff, and/or provide similar services.

Table 1 Survey Agencies	
<i>Survey Agencies</i>	<i>Classifications Surveyed</i>
Association of California Water Agencies	All Classes
Association of California Water Agencies - Joint Powers Insurance Authority	All Classes
Bay Area Water Supply and Conservation Agency	All Classes
California Municipal Utilities Association	All Classes (<i>declined to participate</i>)
California Special Districts Association	All Classes
Chino Basin Watermaster	All Classes
Citrus Heights Water District	Staff Classes
City of Folsom	Staff Classes
City of Roseville	Staff Classes
City of Sacramento	Staff Classes
City of West Sacramento	Staff Classes
El Dorado Irrigation District	Staff Classes
Fair Oaks Water District	Staff Classes
Monterey Peninsula Water Management District	All Classes
Northern California Water Association	All Classes (<i>declined to participate</i>)
Placer County Transportation Planning Agency	All Classes
Placer County Water Agency	Staff Classes
Sacramento Area Council of Governments	All Classes
Sacramento Area Flood Control Agency	All Classes
Sacramento County	Staff Classes
Sacramento Suburban Water District	Staff Classes
San Juan Water District	Staff Classes
State and Federal Water Contractors Agency	All Classes
State of California	Staff Classes
State Water Contractors	All Classes

SURVEY CLASSES

The number of classifications selected to survey is somewhat dependent on the number of classifications a particular agency has within their classification plan. For instance, a smaller agency, such as RWA, may have all or nearly all of their classifications selected as survey classes while a larger organization may have only one-third to one-half of the classifications within their organization surveyed, as larger organizations often have stronger internal relationships between classifications. A smaller organization may face challenges in developing internal ties due to the limited number of similar classifications so more classifications may be surveyed. It should be noted that as a result of the job description review and update, a Finance and Administrative Services Manager I/II has been recommended to provide flexibility to the Authority in hiring and to provide succession planning. The list of survey classifications are displayed in **Table 2**.

Table 2 Survey Classifications
Associate Project Manager (Government Relations)
Associate Project Manager (Water Management)
Executive Assistant
Finance and Administrative Services Manager II
Manager of Technical Services
Principal Project Manager (Government Relations)
Principal Project Manager (Water Management)
Project Research Assistant
Senior Project Manager (Government Relations)
Senior Project Manager (Water Management)

SURVEY SCOPE

The scope of the survey included the labor market agencies presented in this report. The data collected for each survey class included:

- Title of each comparable class
- Entry and top step monthly salary

- Cash add-ons to base salary including:
 - Deferred compensation contribution made by the employer
 - Employer pick-up of the employee contribution for retirement (PERS pick-up for the latest Classic tier)
 - Longevity pay at year 10
- Employer contributions for insurances (cafeteria, health, dental, vision)
- Employer's Portion of Retirement paid by Employee (Cost Sharing)
- Cost of living information including date and amount next increase
- Retirement practices including employer's share, benefit, formula and plan
- Retiree health benefits
- Paid leave benefits
- Paid leave cash out during active employment
- Cash in lieu of medical insurance

SURVEY METHODOLOGY

The survey methodology utilized by Bryce Consulting included:

- The agencies' websites were utilized to collect salary and benefit data and to compare job descriptions, where available.
- Follow up with the survey agencies to gain additional information and clarification. survey questions were sent to each labor market employers when needed.

In addition to the collection of base salary and benefit information, careful efforts were made to document the full-range of duties and requirements of all job classes as comparable to the Authority's corresponding survey classes. This included the collection of:

- Reporting relationships
- Functional areas of responsibility
- The class's relationship to other classes in the series

Both the labor market mean and 62.5th percentile (the middle of the third quartile) were calculated for maximum base salary, total cash and total compensation.

SECTION III – COMPENSATION SURVEY RESULTS

This section of the report presents the compensation survey findings including base salary, total cash and total compensation. In addition, miscellaneous benefit data is presented including cost of living information, retirement practices, retiree health benefits and leave benefits.

As indicated in the previous section, the survey involved the collection of compensation information for each of the survey classes from the labor market employers identified. **Table 3** displays the comparability for each survey classification.

Table 3 Comparability	
Survey Classification	Number of Comparable Matches
Associate Project Manager (Government Relations)	6
Associate Project Manager (Water Management)	6
Executive Assistant	22
Finance and Administrative Services Manager II	21
Manager of Technical Services	13
Principal Project Manager (Government Relations)	4
Principal Project Manager (Water Management)	10
Project Research Assistant	5
Senior Project Manager (Government Relations)	5
Senior Project Manager (Water Management)	12

BASE SALARY SURVEY RESULTS

The data has been organized into a series of tables that summarize the Authority's relationship to the labor market for each class. The compensation survey data sheets are presented in **Appendix A** of this report. **Table 4** summarizes, for each classification, how the Authority's base salaries compare to the labor market. The following data is presented:

- Title of the Authority's classification
- The Authority's current maximum monthly base salary for each classification
- The mean and 62.5th percentile of the labor market for maximum monthly base salary
- Percentage the Authority's maximum base salary is above or below the mean and 62.5th percentile of the labor market

Table 4
Maximum Base Salary

Survey Classification	RWA Maximum Base Salary	Labor Market Mean Base Salary	% RWA Is Above or Below Labor Market Mean	62.5th Percentile	% RWA Is Above or Below 62.5th Percentile
Associate Project Manager (Government Relations)	\$7,798	\$7,179	7.94%	\$7,547	3.22%
Associate Project Manager (Water Management)	\$7,798	\$7,594	2.62%	\$7,678	1.54%
Executive Assistant	\$5,378	\$6,167	-14.67%	\$6,490	-20.67%
Finance and Administrative Services Manager II	\$7,840	\$10,974	-39.98%	\$10,781	-37.52%
Manager of Technical Services	\$12,906	\$14,232	-10.27%	\$15,304	-18.58%
Principal Project Manager (Government Relations)	\$11,732	\$10,920	6.92%	\$11,950	-1.86%
Principal Project Manager (Water Management)	\$11,732	\$12,011	-2.38%	\$11,958	-1.92%
Project Research Assistant	\$5,259	\$5,722	-8.81%	\$5,938	-12.91%
Senior Project Manager (Government Relations)	\$9,864	\$8,775	11.04%	\$9,212	6.61%
Senior Project Manager (Water Management)	\$9,864	\$10,568	-7.14%	\$11,203	-13.57%

TOTAL CASH SURVEY RESULTS

Total cash represents the maximum base salary plus the employee's share of retirement paid by the Authority, the Authority's contribution towards deferred compensation, and longevity pay at year 10. **Table 5** displays, for each classification, how the Authority compares to the labor market with respect to total cash. The following data is presented:

- Title of the Authority's classification
- The Authority's current total cash for each classification
- The mean and 62.5th percentile of the labor market for total cash
- Percentage the Authority's total cash is above or below the mean and 62.5th percentile of the labor market

Table 5 Total Cash					
Survey Classification	RWA Total Cash	Labor Market Mean Total Cash	% RWA Is Above or Below Labor Market Mean	62.5 th Percentile	% RWA Is Above or Below 62.5 th Percentile
Associate Project Manager (Government Relations)	\$7,876	\$7,328	6.96%	\$7,723	1.94%
Associate Project Manager (Water Management)	\$7,876	\$7,782	1.19%	\$7,946	-0.89%
Executive Assistant	\$5,432	\$6,415	-18.11%	\$6,555	-20.68%
Finance and Administrative Services Manager II	\$7,918	\$11,386	-43.80%	\$11,594	-46.41%
Manager of Technical Services	\$13,035	\$14,781	-13.40%	\$15,892	-21.92%
Principal Project Manager (Government Relations)	\$11,849	\$11,140	5.98%	\$12,151	-2.55%
Principal Project Manager (Water Management)	\$11,849	\$12,380	-4.47%	\$12,595	-6.29%
Project Research Assistant	\$5,312	\$5,940	-11.84%	\$6,332	-19.21%
Senior Project Manager (Government Relations)	\$9,963	\$9,079	8.87%	\$9,650	3.14%
Senior Project Manager (Water Management)	\$9,963	\$10,740	-7.80%	\$11,245	-12.88%

TOTAL COMPENSATION SURVEY RESULTS

Total compensation represents the elements of total cash plus the Authority's contribution towards cafeteria, health, dental and vision insurance less the employer's share of retirement paid by the employee. **Table 6** displays, for each classification, how the Authority compares to the labor market with respect to total compensation. The following data is presented:

- Title of the Authority's classification
- The Authority's current total compensation for each classification
- The mean and 62.5th percentile of the labor market for total compensation
- Percentage the Authority's total compensation is above or below the 62.5th percentile of the labor market

Table 6 Total Compensation					
Survey Classification	RWA Total Compensation	Labor Market Mean Total Compensation	% RWA Is Above or Below Labor Market Mean	62.5 th Percentile	% RWA Is Above or Below 62.5 th Percentile
Associate Project Manager (Government Relations)	\$10,355	\$9,027	12.82%	\$9,122	11.91%
Associate Project Manager (Water Management)	\$10,355	\$9,509	8.17%	\$9,263	10.54%
Executive Assistant	\$7,911	\$8,229	-4.03%	\$8,415	-6.38%
Finance and Administrative Services Manager II	\$10,397	\$13,130	-26.28%	\$13,371	-28.60%
Manager of Technical Services	\$15,514	\$16,391	-5.65%	\$17,808	-14.79%
Principal Project Manager (Government Relations)	\$14,328	\$12,533	12.53%	\$13,203	7.86%
Principal Project Manager (Water Management)	\$14,328	\$13,749	4.05%	\$13,555	5.39%
Project Research Assistant	\$7,791	\$7,229	7.21%	\$7,560	2.96%
Senior Project Manager (Government Relations)	\$12,442	\$10,789	13.29%	\$11,381	8.52%
Senior Project Manager (Water Management)	\$12,442	\$12,347	0.76%	\$12,636	-1.56%

On average, the Authority is 5.47% behind market for base salary when compared to the labor market mean, 7.64% behind market for total cash, and 2.29% above market for total compensation. When compared to the 62.5th percentile, on average, the Authority is 9.57% behind market for base salary, 12.57% behind market for total cash and 0.41% behind the market for total compensation.

MISCELLANEOUS BENEFIT DATA

Appendix B presents the miscellaneous benefit data that was collected including cost of living information, retirement practices, leave benefits, and retiree health benefits.

COST OF LIVING INCREASE – APPENDIX B – TABLE 1

Regional Water Authority will receive a cost of living increase in January of 2018 based on the CPI. Of the responding agencies, sixteen have a future increase scheduled; however, only seven of the sixteen have identified a specific percentage increase (1% - 4%). Seven of the sixteen agencies with a cost of living increase scheduled have yet to determine the amount of the increase and two of the sixteen agencies have identified a minimum to maximum range based on the CPI. Five of the agencies do not have a cost of living increase scheduled and two of the agencies do not provide cost of living increases.

RETIREMENT PRACTICES – APPENDIX B – TABLE 2

The Regional Water Authority participates in the CalPERS retirement plan with a benefit of 2%@55 and a formula of Three Highest Years. The Authority pays 1% of the employee's 7% share.

Twenty-two of the responding agencies also participate in the CalPERS retirement plan and one of the responding agencies participates in Sacramento County Employees Retirement System. Thirteen have a retirement benefit of 2%@55, two have a benefit of 2.5%@55, two have a benefit of 2.7%@55, four have a benefit of 2%@60, one has a benefit of 1.92%@60, and one has a benefit of 3%@60.

Twelve of the responding agencies have a formula of Average of the Three Highest Years; nine have the Single Highest Year formula; and two have a formula of One Year Final Compensation. Six of the responding agencies pay 100% of the employee's share of retirement; four of the responding agencies pay some of the employee's portion; and thirteen do not pay any of the employee's share of retirement.

RETIREE HEALTH BENEFITS – APPENDIX B – TABLE 3

The Regional Water Authority contributes to retiree health with 50% of the cost paid by the Authority with 10 years of service, with an additional 5% contributed for each year up to a maximum of 100% at year 20.

Three of the responding agencies do not contribute to retiree health. Of those that do contribute, ten have a similar benefit where the amount contributed is dependent on year of service.

LEAVE BENEFITS – APPENDIX B – TABLE 4 - 7

While Regional Water Authority provides the same level of leave benefits to all employees, other agencies provide differing levels depending on bargaining unit; therefore, the leave benefits are divided into three categories, management employees, professional employees and general employees.

Regional Water Authority provides 96 hours of vacation at year 1; 136 hours at year 6; 176 hours at year 11; and 200 hours at year 16. The Authority also provides 96 hours of sick leave with a maximum accrual of 480 hours and 11 holidays plus two floating holidays for a total of 13. The Authority does not provide administrative or management leave.

MANAGEMENT

Four of the responding agencies have annual leave, which combines vacation and sick leave. Of those responding agencies that have separate vacation leave and sick leave the labor market average for vacation is 96 hours at year 1; 127 hours at year 6; 151 hours at year 11; and 174 hours at year 16.

PROFESSIONAL

Four of the responding agencies have annual leave. Of those responding agencies that have separate vacation leave and sick leave the labor market average for vacation is 90 hours at year 1; 123 hours at year 6; 146 hours at year 11; and 170 hours at year 16.

GENERAL

Four of the responding agencies have annual leave. Of those responding agencies that have separate vacation leave and sick leave the labor market average for vacation is 90 hours at year 1; 122 hours at year 6; 147 hours at year 11; and 169 hours at year 16.

With respect to sick leave, of the responding agencies that provide a separate sick leave back,

fifteen of the responding agencies provide 96 hours of sick leave, the same as Regional Water Authority. However, seventeen provide an unlimited accrual. The labor market average for holiday accrual is 13 days. Six of the responding agencies do not provide administrative/management leave, while seventeen of the agencies provide administrative/management leave, ranging from 40 hours to 100, depending on the classification.

MISCELLANEOUS POLICIES

The survey agencies were also asked if they allow employees to cash out any unused portion of the health contribution or deposit it into a deferred compensation plan. The Authority does not allow this practice; however, fifteen of the responding agencies do with the amounts varying as displayed in Table 8 of Appendix B. In addition, the Authority does not allow employees to cash out unused leave; however, sixteen of the responding agencies do have a policy that allows either vacation, sick or administrative/management leave to be cashed out during active employment.

SECTION IV – SALARY RECOMMENDATIONS

This section of the report presents the salary recommendations for all Authority classes and includes the salary setting methodology and the salary range recommendations.

SALARY SETTING METHODOLOGY

In setting salaries, both market data and internal relationships are considered so that the Authority's compensation plan is both competitive with the market and internally balanced. The salary recommendations take into consideration both salary and benefits.

SALARY RECOMMENDATIONS

Using the above methodology, Bryce Consulting prepared salary recommendations for Authority classification. The recommended salary plan is presented on the following pages in **Tables 7**. As a general practice, if classifications are approximately 5% from market, no change has been recommended. The Authority has typically had one classification for Principal Project Manager, one classification for Senior Project Manager and one classification for Associate Project Manager. Through the job description review, separate job descriptions were created for each level to fully represent the Government Relations and Water Management assignments. However, each discipline for each classification level was surveyed to determine if there were significant differences in the market based on discipline and to determine which discipline would result in the best data. For internal consistency, Bryce has recommended that the disciplines be paid the same. While the Authority has multiple levels within the classification system for some classifications, given the Authority's small size, it is recommended that a pay-for-performance system be considered to ensure the retention of good employees.

Classification	RWA Current Maximum Base Salary	Recommended Range						Rationale
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Associate Project Manager (Government Relations)	\$7,798	\$5,598	\$5,822	\$6,046	\$6,269	\$6,493	\$6,717	Same as Associate Project Manager -Water Management
Associate Project Manager (Water Management)	\$7,798	\$5,598	\$5,822	\$6,046	\$6,269	\$6,493	\$6,717	Market
Executive Assistant	\$5,378	\$4,898	\$5,094	\$5,290	\$5,486	\$5,682	\$5,878	Market
Finance and Administrative Services Manager II	\$7,840	\$8,987	\$9,346	\$9,706	\$10,065	\$10,425	\$10,784	Market
Finance and Administrative Services Manager I	New Level	\$7,814	\$8,127	\$8,439	\$8,752	\$9,064	\$9,377	15% below Finance and Administrative Manager II
Manager of Technical Services	\$12,906	\$12,648	\$13,154	\$13,660	\$14,166	\$14,672	\$15,178	Market
Principal Project Manager (Government Relations)	\$11,732	\$9,777	\$10,168	\$10,559	\$10,950	\$11,341	\$11,732	Same as Principal Project Manager - Water Management (No Change)
Principal Project Manager (Water Management)	\$11,732	\$9,777	\$10,168	\$10,559	\$10,950	\$11,341	\$11,732	No Change (at market)
Project Research Assistant	\$5,259	\$4,383	\$4,558	\$4,733	\$4,909	\$5,084	\$5,259	No Change (at market)

Classification	RWA Current Maximum Base Salary	Recommended Range						Rationale
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Senior Project Manager (Government Relations)	\$9,864	\$8,220	\$8,549	\$8,878	\$9,206	\$9,535	\$9,864	Same as Senior Project Manager - Water Management (No Change)
Senior Project Manager (Water Management)	\$9,864	\$8,220	\$8,549	\$8,878	\$9,206	\$9,535	\$9,864	No Change (at market)

APPENDIX A
DATASHEETS

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Associate Project Manager (Government Relations)	\$6,495	\$7,798	1%	\$78	\$0	\$0	\$7,876	\$0	\$2,235	\$211	\$33	\$10,355	0%	\$0	\$10,355	BA plus 3 years experience
Association of California Water Agencies	State Relations Analyst II	\$5,280	\$6,864	0%	\$0	\$0	\$0	\$6,864	\$0	\$1,684	\$123	\$17	\$8,688	0%	\$0	\$8,688	
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																
Bay Area Water Supply and Conservation Agency	No Comparable Class																
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	Legislative Analyst	\$4,127	\$6,190	7%	\$433	\$0	\$0	\$6,623	\$0	\$1,499	\$116	\$23	\$8,261	0%	\$0	\$8,261	
Chino Basin Watermaster	No Comparable Class																
Citrus Heights Water District	No Comparable Class																
City of Folsom	No Comparable Class																
City of Roseville	No Comparable Class																
City of Sacramento	Program Analyst	\$5,814	\$7,628	0%	\$0	\$305	\$0	\$7,934	\$0	\$1,243	\$0	\$0	\$9,177	1%	\$76	\$9,100	Broad class but duties include program compliance with regulatory issues
City of West Sacramento	No Comparable Class																
El Dorado Irrigation District	No Comparable Class																
Fair Oaks Water District	No Comparable Class																
Monterey Peninsula Water Management District	No Comparable Class																
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	No Comparable Class																
Placer County Water Agency	No Comparable Class																
Sacramento Area Council of Governments	Associate Analyst	\$6,199	\$7,535	2.1%	\$158	\$0	\$0	\$7,693	\$0	\$1,444	\$125	\$8	\$9,271	0%	\$0	\$9,271	Legislative Affairs is assignment
Sacramento Area Flood Control Agency	No Comparable Class																
Sacramento County	No Comparable Class																
Sacramento Suburban Water District	No Comparable Class																
San Juan Water District	Water Resources Specialist	\$7,239	\$8,687	0%	\$0	\$0	\$0	\$8,687	\$0	\$2,239	\$161	\$19	\$11,107	0%	\$0	\$11,107	
State and Federal Water Contractors Agency	No Comparable Class																
State of California	Associate Governmental Programs Analyst	\$4,784	\$6,168	0%	\$0	\$0	\$0	\$6,168	\$0	\$1,462	\$98	\$9	\$7,737	0%	\$0	\$7,737	Broad class but includes policy analysis
State Water Contractors	No Comparable Class																
	Labor Market Mean	\$7,179		Labor Market Mean	\$7,328		Labor Market Mean	\$9,027									
	% RWA Above or Below Mean	7.94%		% RWA Above or Below Mean	6.96%		% RWA Above or Below Mean	12.82%									
	62.5 Percentile	\$7,547		62.5 Percentile	\$7,723		62.5 Percentile	\$9,122									
	% RWA Above or Below 62.5 Percentile	3.22%		% RWA Above or Below 62.5 Percentile	1.94%		% RWA Above or Below 62.5 Percentile	11.91%									
	# Of Comparable Matches	6															

CSDA- Employer contribution towards medical, dental and vision are 2016 rates; unable to obtain 2017 rates

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Associate Project Manager (Water Management)	\$6,495	\$7,798	1%	\$78	\$0	\$0	\$7,876	\$0	\$2,235	\$211	\$33	\$10,355	0%	\$0	\$10,355	BA plus 3 years experience
Association of California Water Agencies	No Comparable Class																
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																
Bay Area Water Supply and Conservation Agency	No Comparable Class																
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	No Comparable Class																
Chino Basin Watermaster	No Comparable Class																No longer has Environmental Specialist
Citrus Heights Water District	Water Efficiency Supervisor	\$5,951	\$8,032	0%	\$0	\$0	\$0	\$8,032	\$1,125	\$1,800	\$138	\$31	\$11,126	0%	\$0	\$11,126	
City of Folsom	Water Management Coordinator	\$4,745	\$7,242	0%	\$0	\$0	\$0	\$7,242	\$0	\$1,506	\$160	\$22	\$8,930	0%	\$0	\$8,930	
City of Roseville	No Comparable Class																
City of Sacramento	Program Analyst	\$5,814	\$7,628	0%	\$0	\$305	\$0	\$7,934	\$0	\$1,243	\$0	\$0	\$9,177	1%	\$76	\$9,100	
City of West Sacramento	No Comparable Class																
El Dorado Irrigation District	Water Use Efficiency Analyst	\$6,124	\$7,446	0%	\$0	\$0	\$0	\$7,446	\$0	\$1,630	\$138	\$19	\$9,232	0%	\$0	\$9,232	
Fair Oaks Water District	No Comparable Class																No BA required
Monterey Peninsula Water Management District	Conservation Analyst	\$6,601	\$8,024	4%	\$321	\$0	\$0	\$8,345	\$1,086	inc	inc	inc	\$9,431	3%	\$241	\$9,190	
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	No Comparable Class																
Placer County Water Agency	No Comparable Class																
Sacramento Area Council of Governments	No Comparable Class																
Sacramento Area Flood Control Agency	No Comparable Class																
Sacramento County	No Comparable Class																
Sacramento Suburban Water District	Water Conservation Supervisor	\$5,314	\$7,190	7%	\$503	\$0	\$0	\$7,693	\$0	\$1,596	\$170	\$20	\$9,478	0%	\$0	\$9,478	
San Juan Water District	No Comparable Class																
State and Federal Water Contractors Agency	No Comparable Class																
State of California	No Comparable Class																No longer have Associate Land and Water Use Scientist class
State Water Contractors	No Comparable Class																
	Labor Market Mean	\$7,594		Labor Market Mean	\$7,782								Labor Market Mean	\$9,509			
	% RWA Above or Below Mean	2.62%		% RWA Above or Below Mean	1.19%								% RWA Above or Below Mean	8.17%			
	62.5 Percentile	\$7,678		62.5 Percentile	\$7,946								62.5 Percentile	\$9,263			
	% RWA Above or Below 62.5 Percentile	1.54%		% RWA Above or Below 62.5 Percentile	-0.89%								% RWA Above or Below 62.5 Percentile	10.54%			
	# Of Comparable Matches	6															

Regional Water Authority July 2017 Compensation Study																			
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments		
Regional Water Authority	Executive Assistant	\$4,479	\$5,378	1%	\$54	\$0	\$0	\$5,432	\$0	\$2,235	\$211	\$33	\$7,911	0%	\$0	\$7,911			
Association of California Water Agencies	Executive Assistant	\$5,028	\$6,537	0%	\$0	\$0	\$0	\$6,537	\$0	\$1,684	\$123	\$17	\$8,361	0%	\$0	\$8,361	Separate Board Clerk classification		
Association of California Water Agencies - Joint Powers Insurance Authority	Executive Assistant to the CEO	\$4,380	\$6,899	7%	\$483	\$0	\$0	\$7,382	\$0	\$2,480	\$123	\$21	\$10,006	0%	\$0	\$10,006			
Bay Area Water Supply and Conservation Agency	Assistant to the CEO	\$6,971	\$8,714	0%	\$0	\$0	\$0	\$8,714	\$0	\$2,664	\$169	\$23	\$11,570	0%	\$0	\$11,570	No spec available; confirmed duties via phone		
California Municipal Utilities Association	Declined to Participate																		
California Special Districts Association	Executive Assistant	\$3,919	\$5,879	7%	\$412	\$0	\$0	\$6,290	\$0	\$1,499	\$116	\$23	\$7,928	0%	\$0	\$7,928			
Chino Basin Watermaster	Administrative Assistant	\$3,856	\$5,168	0%	\$0	\$0	\$0	\$5,168	\$1,432	inc	inc	inc	\$6,600	0%	\$0	\$6,600			
Citrus Heights Water District	No Comparable Class																Management Services Supervisor supervises and does HR related duties		
City of Folsom	Administrative Assistant	\$3,903	\$6,015	0%	\$0	\$0	\$0	\$6,015	\$0	\$1,506	\$160	\$22	\$7,704	0%	\$0	\$7,704			
City of Roseville	Administrative Assistant	\$4,327	\$5,798	6.197%	\$359	\$116	\$145	\$6,418	\$1,464	inc	inc	inc	\$7,882	6.197%	\$359	\$7,523			
City of Sacramento	Administrative Assistant	\$4,470	\$5,864	0%	\$0	\$117	\$0	\$5,981	\$0	\$1,243	\$0	\$0	\$7,224	1%	\$59	\$7,166			
City of West Sacramento	Secretary	\$3,661	\$4,450	0%	\$0	\$0	\$60	\$4,510	\$1,625	inc	inc	inc	\$6,135	0%	\$0	\$6,135			
El Dorado Irrigation District	Executive Assistant/Clerk to the Board	\$5,769	\$7,011	0%	\$0	\$0	\$0	\$7,011	\$0	\$1,630	\$138	\$19	\$8,797	0%	\$0	\$8,797			
Fair Oaks Water District	Finance and Management Assistant	\$4,247	\$5,733	0%	\$0	\$0	\$0	\$5,733	\$0	\$2,418	\$128	\$24	\$8,303	0%	\$0	\$8,303	Also assists with finance and community outreach activities		
Monterey Peninsula Water Management District	Executive Assistant	\$5,286	\$6,425	4%	\$257	\$0	\$0	\$6,682	\$1,086	inc	inc	inc	\$7,768	3%	\$193	\$7,575			
Northern California Water Association	Have Not Responded																		
Placer County Transportation Planning Agency	Executive Assistant	\$6,188	\$7,897	7%	\$553	\$553	\$395	\$9,398	\$0	\$2,123	\$112	\$7	\$11,640	0%	\$0	\$11,640			
Placer County Water Agency	Agency Secretary/Clerk to the Board	\$5,436	\$6,938	5%	\$347	\$0	\$173	\$7,458	\$0	\$1,814	\$61	\$18	\$9,351	0%	\$0	\$9,351	6% Confidential pay added to base salary		
Sacramento Area Council of Governments	Clerk of the Board/Executive Assistant	\$6,199	\$7,535	2.1%	\$158	\$0	\$0	\$7,693	\$0	\$1,444	\$125	\$8	\$9,270	0%	\$0	\$9,270			
Sacramento Area Flood Control Agency	Executive Secretary/Administrative Assistant/Clerk of Board	\$3,612	\$5,475	0%	\$0	\$110	\$0	\$5,585	\$0	\$1,200	\$52	\$0	\$6,837	0%	\$0	\$6,837			
Sacramento County	Executive Secretary	\$4,220	\$5,128	0%	\$0	\$0	\$0	\$5,128	\$0	\$1,418	\$125	\$0	\$6,671	8.68%	\$445	\$6,226			
Sacramento Suburban Water District	Executive Assistant to the General Manager	\$5,314	\$7,190	7%	\$503	\$0	\$0	\$7,693	\$0	\$1,596	\$170	\$20	\$9,478	0%	\$0	\$9,478			
San Juan Water District	Administrative Assistant/Board Secretary	\$5,402	\$6,483	0%	\$0	\$0	\$0	\$6,483	\$0	\$2,239	\$161	\$19	\$8,902	0%	\$0	\$8,902			
State and Federal Water Contractors Agency	Administrative Assistant	\$3,582	\$4,477	7%	\$313	\$0	\$0	\$4,791	\$0	\$2,676	\$187	\$17	\$7,671	0%	\$0	\$7,671			
State of California	Executive Secretary I	\$3,283	\$4,236	0%	\$0	\$0	\$0	\$4,236	\$0	\$1,462	\$98	\$9	\$5,804	0%	\$0	\$5,804			
State Water Contractors	Executive Assistant	\$4,793	\$5,826	7%	\$408	\$0	\$0	\$6,234	\$1,960	inc	inc	inc	\$8,194	0%	\$0	\$8,194	No job description but agency confirmed match		
	Labor Market Mean	\$6,167		Labor Market Mean	\$6,415								Labor Market Mean	\$8,229					
	% RWA Above or Below Mean	-14.67%		% RWA Above or Below Mean	-18.11%		% RWA Above or Below Mean	-4.03%											
	62.5 Percentile	\$6,490		62.5 Percentile	\$6,555		62.5 Percentile	\$8,415											
	% RWA Above or Below 62.5 Percentile	-20.67%		% RWA Above or Below 62.5 Percentile	-20.68%		% RWA Above or Below 62.5 Percentile	-6.38%											
	# Of Comparable Matches	22																	

ACWA-JPIA- PERS pick up is after 5 years of service.
City of Roseville- ER contribution towards deferred compensation requires 5 years
CSDA- Employer contribution towards medical, dental and vision are 2016 rates; unable to obtain 2017 rates

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Finance and Administrative Services Manager II	\$6,534	\$7,840	1%	\$78	\$0	\$0	\$7,918	\$0	\$2,235	\$211	\$33	\$10,397	0%	\$0	\$10,397	
Association of California Water Agencies	Finance Manager	\$7,800	\$10,141	0%	\$0	\$0	\$0	\$10,141	\$0	\$1,684	\$123	\$17	\$11,965	0%	\$0	\$11,965	
Association of California Water Agencies - Joint Powers Insurance Authority	Finance Manager	\$7,541	\$11,877	7%	\$831	\$0	\$0	\$12,709	\$0	\$2,480	\$123	\$21	\$15,332	0%	\$0	\$15,332	
Bay Area Water Supply and Conservation Agency	Office Manager	\$7,558	\$9,447	0%	\$0	\$0	\$0	\$9,447	\$0	\$2,664	\$169	\$23	\$12,304	0%	\$0	\$12,304	No spec available; confirmed duties via phone
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	Finance and Administration Director	\$6,754	\$10,132	7%	\$709	\$0	\$0	\$10,841	\$0	\$1,499	\$116	\$23	\$12,479	0%	\$0	\$12,479	
Chino Basin Watermaster	Chief Financial Officer	\$10,970	\$14,701	0%	\$0	\$588	\$0	\$15,289	\$1,432	inc	inc	\$0	\$16,721	0%	\$0	\$16,721	
Citrus Heights Water District	Finance Manager	\$10,015	\$13,522	0%	\$0	\$0	\$0	\$13,522	\$1,125	\$1,800	\$138	\$31	\$16,616	0%	\$0	\$16,616	
City of Folsom	Financial Services Manager	\$6,966	\$10,633	0%	\$0	\$275	\$0	\$10,908	\$0	\$1,506	\$160	\$22	\$12,597	0%	\$0	\$12,597	
City of Roseville	Finance Manager	\$7,757	\$10,395	6.197%	\$644	\$208	\$0	\$11,247	\$1,464	inc	inc	inc	\$12,711	6.197%	\$644	\$12,067	
City of Sacramento	Accounting Manager	\$7,727	\$10,138	0%	\$0	\$406	\$0	\$10,544	\$0	\$1,243	\$0	\$0	\$11,787	1%	\$101	\$11,685	
City of West Sacramento	Accounting Manager	\$7,578	\$9,210	0%	\$0	\$138	\$0	\$9,348	\$950	inc	inc	inc	\$10,298	0%	\$0	\$10,298	
El Dorado Irrigation District	Finance and Accounting Manager	\$8,856	\$10,764	0%	\$0	\$0	\$0	\$10,764	\$0	\$1,630	\$138	\$19	\$12,550	0%	\$0	\$12,550	
Fair Oaks Water District	Finance Manager	\$7,738	\$10,446	0%	\$0	\$0	\$0	\$10,446	\$0	\$2,418	\$128	\$24	\$13,017	0%	\$0	\$13,017	
Monterey Peninsula Water Management District	Administrative Services Manager/Chief Financial Officer	\$10,815	\$13,146	4%	\$526	\$0	\$0	\$13,672	\$0	\$1,086	inc	inc	\$14,758	3%	\$394	\$14,363	
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	Fiscal Administrative Officer	\$8,461	\$10,799	7%	\$756	\$756	\$540	\$12,850	\$0	\$2,123	\$112	\$7	\$15,093	0%	\$0	\$15,093	
Placer County Water Agency	Finance Manager	\$7,375	\$9,413	5%	\$471	\$0	\$235	\$10,119	\$0	\$1,814	\$61	\$18	\$12,012	0%	\$0	\$12,012	
Sacramento Area Council of Governments	Manager	\$8,307	\$15,562	2.1%	\$327	\$0	\$0	\$15,889	\$0	\$1,444	\$125	\$8	\$17,466	0%	\$0	\$17,466	
Sacramento Area Flood Control Agency	Administrative Officer	\$6,520	\$9,175	0%	\$0	\$367	\$0	\$9,542	\$0	\$1,200	\$52	\$0	\$10,793	0%	\$0	\$10,793	
Sacramento County	Accounting Manager	\$8,671	\$9,560	0%	\$0	\$96	\$0	\$9,655	\$0	\$1,418	\$125	\$0	\$11,198	8.68%	\$830	\$10,369	3.35% Management Differential added to base salary
Sacramento Suburban Water District	Finance Director	\$8,249	\$11,159	7%	\$781	\$0	\$0	\$11,940	\$0	\$1,596	\$170	\$20	\$13,725	0%	\$0	\$13,725	
San Juan Water District	Director of Finance	\$11,507	\$13,808	0%	\$0	\$0	\$0	\$13,808	\$0	\$2,239	\$161	\$19	\$16,227	0%	\$0	\$16,227	
State and Federal Water Contractors Agency	No Comparable Class																
State of California	Senior Accounting Officer (Supervisor)	\$5,176	\$6,431	0%	\$0	\$0	\$0	\$6,431	\$1,617	inc	inc	inc	\$8,048	0%	\$0	\$8,048	Functions as Chief Accounting Officer
State Water Contractors	No Comparable Class																
	Labor Market Mean	\$10,974		Labor Market Mean	\$11,386		Labor Market Mean	\$13,130									
	% RWA Above or Below Mean	-39.98%		% RWA Above or Below Mean	-43.80%		% RWA Above or Below Mean	-26.28%									
	62.5 Percentile	\$10,781		62.5 Percentile	\$11,594		62.5 Percentile	\$13,371									
	% RWA Above or Below 62.5 Percentile	-37.52%		% RWA Above or Below 62.5 Percentile	-46.41%		% RWA Above or Below 62.5 Percentile	-28.60%									
	# Of Comparable Matches	21															

ACWA-JPIA- PERS pick up is after 5 years of service.
City of Folsom- Deferred Comp is after 10 years of service.
City of Roseville- ER contribution towards deferred compensation requires 5 years
CSDA- Employer contribution towards medical, dental and vision are 2016 rates; unable to obtain 2017 rates

Regional Water Authority July 2017 Compensation Study																									
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments								
Regional Water Authority	Manager of Technical Services	\$10,754	\$12,906	1%	\$129	\$0	\$0	\$13,035	\$0	\$2,235	\$211	\$33	\$15,514	0%	\$0	\$15,514	PE								
Association of California Water Agencies	No Comparable Class																								
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																								
Bay Area Water Supply and Conservation Agency	Water Resources Manager	\$12,723	\$15,903	0%	\$0	\$0	\$0	\$15,903	\$0	\$2,664	\$169	\$23	\$18,760	0%	\$0	\$18,760	PE								
California Municipal Utilities Association	Declined to Participate																								
California Special Districts Association	No Comparable Class																								
Chino Basin Watermaster	No Comparable Class																Compliance, Reporting, and Special Projects Director does not require PE								
Citrus Heights Water District	Assistant General Manager	\$13,028	\$15,836	7%	\$1,109	\$0	\$0	\$16,944	\$1,960	inc	inc	inc	\$18,904	0%	\$0	\$18,904	No spec available								
City of Folsom	No Comparable Class																								
City of Roseville	Engineering Manager	\$9,794	\$13,124	6.197%	\$813	\$262	\$0	\$14,200	\$1,464	inc	inc	inc	\$15,664	6.197%	\$813	\$14,850	PE								
City of Sacramento	Engineering Manager	\$10,819	\$14,196	0%	\$0	\$568	\$0	\$14,764	\$0	\$1,243	\$0	\$0	\$16,007	1%	\$142	\$15,865	PE								
City of West Sacramento	Engineering Services Manager	\$8,329	\$10,122	0%	\$0	\$152	\$0	\$10,274	\$950	inc	inc	inc	\$11,224	0%	\$0	\$11,224	PE								
El Dorado Irrigation District	Director of Engineering	\$11,130	\$13,529	0%	\$0	\$0	\$0	\$13,529	\$0	\$1,630	\$138	\$19	\$15,315	0%	\$0	\$15,315	PE								
Fair Oaks Water District	No Comparable Class																								
Monterey Peninsula Water Management District	Planning and Engineering Manager	\$10,815	\$13,146	4%	\$526	\$0	\$0	\$13,672	\$1,086	inc	inc	inc	\$14,758	3%	\$394	\$14,363	PE								
Northern California Water Association	Have Not Responded																								
Placer County Transportation Planning Agency	No Comparable Class																								
Placer County Water Agency	Director of Technical Services	\$11,575	\$14,773	5%	\$739	\$0	\$369	\$15,881	\$0	\$1,814	\$61	\$18	\$17,774	0%	\$0	\$17,774	PE								
Sacramento Area Council of Governments	No Comparable Class																								
Sacramento Area Flood Control Agency	Deputy Executive Director	\$10,664	\$15,953	0%	\$0	\$638	\$0	\$16,591	\$0	\$1,200	\$52	\$0	\$17,843	0%	\$0	\$17,843									
Sacramento County	No Comparable Class																Chief, Transportation Division Engineering and Planning over 50 - 100 staff								
Sacramento Suburban Water District	Assistant General Manager	\$9,098	\$12,308	7%	\$862	\$0	\$0	\$13,170	\$0	\$1,596	\$170	\$20	\$14,955	0%	\$0	\$14,955	PE desired; Master's desired, D3 or higher is desired; T2 or higher is desired								
San Juan Water District	Assistant General Manager	\$13,267	\$15,982	0%	\$0	\$0	\$0	\$15,982	\$0	\$2,239	\$161	\$19	\$18,401	0%	\$0	\$18,401									
State and Federal Water Contractors Agency	No Comparable Class																								
State of California	Chief of Utility Operations, Water Resources	\$12,595	\$14,303	0%	\$0	\$0	\$0	\$14,303	\$1,617	inc	inc	inc	\$15,920	0%	\$0	\$15,920									
State Water Contractors	Assistant General Manager	\$13,028	\$15,836	7%	\$1,109	\$0	\$0	\$16,944	\$1,960	inc	inc	inc	\$18,904	0%	\$0	\$18,904	No spec available								
	Labor Market Mean	\$14,232		Labor Market Mean		\$14,781							Labor Market Mean		\$16,391										
	% RWA Above or Below Mean	-10.27%		% RWA Above or Below Mean		-13.40%							% RWA Above or Below Mean		-5.65%										
	62.5 Percentile	\$15,304		62.5 Percentile		\$15,892							62.5 Percentile		\$17,808										
	% RWA Above or Below 62.5 Percentile	-18.58%		% RWA Above or Below 62.5 Percentile		-21.92%							% RWA Above or Below 62.5 Percentile		-14.79%										
	# Of Comparable Matches	13																							

City of Folsom- Deferred Comp is after 10 years of service.
City of Roseville- ER contribution towards deferred compensation requires 5 years

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Principal Project Manager (Government Relations)	\$9,777	\$11,732	1%	\$117	\$0	\$0	\$11,849	\$0	\$2,235	\$211	\$33	\$14,328	0%	\$0	\$14,328	BA + 8 years experience
Association of California Water Agencies	Senior Legislative Advocate	\$9,956	\$12,942	0%	\$0	\$0	\$0	\$12,942	\$0	\$1,684	\$123	\$17	\$14,766	0%	\$0	\$14,766	
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																
Bay Area Water Supply and Conservation Agency	No Comparable Class																
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	Senior Legislative Representative	\$7,249	\$10,873	7%	\$761	\$0	\$0	\$11,634	\$0	\$1,499	\$116	\$23	\$13,272	0%	\$0	\$13,272	
Chino Basin Watermaster	No Comparable Class																
Citrus Heights Water District	No Comparable Class																
City of Folsom	No Comparable Class																
City of Roseville	No Comparable Class																
City of Sacramento	No Comparable Class																Director of Governmental Affairs is a Dept. Head
City of West Sacramento	No Comparable Class																
El Dorado Irrigation District	No Comparable Class																
Fair Oaks Water District	No Comparable Class																
Monterey Peninsula Water Management District	No Comparable Class																
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	No Comparable Class																
Placer County Water Agency	No Comparable Class																
Sacramento Area Council of Governments	No Comparable Class																
Sacramento Area Flood Control Agency	No Comparable Class																
Sacramento County	Governmental Relations and Legislative Officer	\$10,979	\$12,104	0%	\$0	\$121	\$0	\$12,225	\$0	\$1,418	\$125	\$0	\$13,768	8.68%	\$1,051	\$12,718	3.35% Management Differential added to base salary
Sacramento Suburban Water District	No Comparable Class																
San Juan Water District	No Comparable Class																
State and Federal Water Contractors Agency	No Comparable Class																
State of California	Staff Services Manager II-Supervisory	\$6,245	\$7,760	0%	\$0	\$0	\$0	\$7,760	\$1,617	inc	inc	inc	\$9,377	0%	\$0	\$9,377	Broad class that includes policy analysis
State Water Contractors	No Comparable Class																
	Labor Market Mean	\$10,920		Labor Market Mean	\$11,140								Labor Market Mean	\$12,533			
	% RWA Above or Below Mean	6.92%		% RWA Above or Below Mean	5.98%								% RWA Above or Below Mean	12.53%			
	62.5 Percentile	\$11,950		62.5 Percentile	\$12,151								62.5 Percentile	\$13,203			
	% RWA Above or Below 62.5 Percentile	-1.86%		% RWA Above or Below 62.5 Percentile	-2.55%								% RWA Above or Below 62.5 Percentile	7.86%			
	# Of Comparable Matches	4															

CSDA- Employer contribution towards medical, dental and vision are 2016 rates; unable to obtain 2017 rates

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Principal Project Manager (Water Management)	\$9,777	\$11,732	1%	\$117	\$0	\$0	\$11,849	\$0	\$2,235	\$211	\$33	\$14,328	0%	\$0	\$14,328	Registration as a PE, Geologist or Hydrogeologist is required
Association of California Water Agencies	No Comparable Class																
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																
Bay Area Water Supply and Conservation Agency	No Comparable Class																
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	No Comparable Class																
Chino Basin Watermaster	No Comparable Class																
Citrus Heights Water District	Principal Civil Engineer	\$10,015	\$13,522	0%	\$0	\$0	\$0	\$13,522	\$1,125	\$1,800	\$138	\$31	\$16,616	0%	\$0	\$16,616	PE; D2 and T1 may be required
City of Folsom	Principal Civil Engineer	\$7,206	\$10,429	0%	\$0	\$275	\$0	\$10,704	\$0	\$1,506	\$160	\$22	\$12,393	0%	\$0	\$12,393	PE
City of Roseville	Principal Engineer	\$8,705	\$11,666	6.197%	\$723	\$233	\$0	\$12,622	\$1,464	inc	inc	inc	\$14,086	6.197%	\$723	\$13,363	PE
City of Sacramento	Supervising Engineer	\$9,195	\$12,066	0%	\$0	\$483	\$0	\$12,548	\$0	\$1,243	\$0	\$0	\$13,791	1%	\$121	\$13,671	PE
City of West Sacramento	Supervising Civil Engineer	\$7,974	\$9,691	0%	\$0	\$145	\$0	\$9,836	\$950	inc	inc	inc	\$10,786	0%	\$0	\$10,786	PE
El Dorado Irrigation District	No Comparable Class																
Fair Oaks Water District	No Comparable Class																
Monterey Peninsula Water Management District	Senior Hydrogeologist	\$9,326	\$11,366	4%	\$455	\$0	\$0	\$11,821	\$1,086	inc	inc	inc	\$12,907	3%	\$341	\$12,566	This is the most technically advanced class in the series; requires possession of, or ability to obtain within 18 months of employment, a valid license as a Professional Geologist and valid certification as a Certified Hydrogeologist in the State of California; No longer have Senior Water Resources Engineer
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	No Comparable Class																
Placer County Water Agency	No Comparable Class																
Sacramento Area Council of Governments	No Comparable Class																
Sacramento Area Flood Control Agency	Principal Engineer	\$7,974	\$11,247	0%	\$0	\$225	\$0	\$11,472	\$0	\$1,200	\$52	\$0	\$12,724	0%	\$0	\$12,724	PE
Sacramento County	Principal Civil Engineer	\$10,964	\$11,778	0%	\$0	\$118	\$0	\$11,896	\$0	\$1,418	\$125	\$0	\$13,439	8.68%	\$1,022	\$12,416	PE; 3.35% Management Differential added to base salary
Sacramento Suburban Water District	No Comparable Class																
San Juan Water District	No Comparable Class																
State and Federal Water Contractors Agency	No Comparable Class																
State of California	Principal Engineer, Water Resources	\$11,992	\$13,621	0%	\$0	\$0	\$0	\$13,621	\$1,617	inc	inc	inc	\$15,238	0%	\$0	\$15,238	
State Water Contractors	O & M Engineer	\$12,112	\$14,723	7%	\$1,031	\$0	\$0	\$15,753	\$1,960	inc	inc	inc	\$17,713	0%	\$0	\$17,713	PE Required; no job description, but agency confirmed match
	Labor Market Mean	\$12,011			Labor Market Mean	\$12,380							Labor Market Mean	\$13,749			
	% RWA Above or Below Mean	-2.38%			% RWA Above or Below Mean	-4.47%							% RWA Above or Below Mean	4.05%			
	62.5 Percentile	\$11,958			62.5 Percentile	\$12,595							62.5 Percentile	\$13,555			
	% RWA Above or Below 62.5 Percentile	-1.92%			% RWA Above or Below 62.5 Percentile	-6.29%							% RWA Above or Below 62.5 Percentile	5.39%			
	# Of Comparable Matches	10															

City of Folsom- Deferred Comp is after 10 years of service.
City of Roseville- ER contribution towards deferred compensation requires 5 years

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Project Research Assistant	\$4,383	\$5,259	1%	\$53	\$0	\$0	\$5,312	\$0	\$2,235	\$211	\$33	\$7,791	0%	\$0	\$7,791	
Association of California Water Agencies	No Comparable Class																
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																
Bay Area Water Supply and Conservation Agency	No Comparable Class																
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	No Comparable Class																
Chino Basin Watermaster	No Comparable Class																
Citrus Heights Water District	No Comparable Class																
City of Folsom	Water Management Specialist	\$3,290	\$5,024	0%	\$0	\$0	\$0	\$5,024	\$0	\$1,506	\$160	\$22	\$6,712	0%	\$0	\$6,712	No BA
City of Roseville	Water Conservation Specialist	\$4,634	\$6,521	6.197%	\$404	\$296	\$0	\$7,221	\$1,464	inc	inc	inc	\$8,685	6.197%	\$404	\$8,281	No BA
City of Sacramento	Water Conservation Specialist	\$3,406	\$4,793	0%	\$0	\$0	\$0	\$4,793	\$0	\$1,286	\$0	\$0	\$6,079	1%	\$48	\$6,031	No BA
City of West Sacramento	No Comparable Class																
El Dorado Irrigation District	No Comparable Class																Water Use Efficiency Technician not budgeted
Fair Oaks Water District	No Comparable Class																
Monterey Peninsula Water Management District	Conservation Technician II	\$5,692	\$6,920	4%	\$277	\$0	\$0	\$7,197	\$1,086	inc	inc	inc	\$8,283	3%	\$208	\$8,075	No BA
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	No Comparable Class																
Placer County Water Agency	No Comparable Class																
Sacramento Area Council of Governments	Research Technician	\$4,406	\$5,355	2.1%	\$112	\$0	\$0	\$5,467	\$0	\$1,444	\$125	\$8	\$7,045	0%	\$0	\$7,045	No BA
Sacramento Area Flood Control Agency	No Comparable Class																
Sacramento County	No Comparable Class																
Sacramento Suburban Water District	No Comparable Class																
San Juan Water District	No Comparable Class																
State and Federal Water Contractors Agency	No Comparable Class																
State of California	No Comparable Class																
State Water Contractors	No Comparable Class																
	Labor Market Mean	\$5,722		Labor Market Mean	\$5,940								Labor Market Mean	\$7,229			
	% RWA Above or Below Mean	-8.81%		% RWA Above or Below Mean	-11.84%		% RWA Above or Below Mean	7.21%									
	62.5 Percentile	\$5,938		62.5 Percentile	\$6,332		62.5 Percentile	\$7,560									
	% RWA Above or Below 62.5 Percentile	-12.91%		% RWA Above or Below 62.5 Percentile	-19.21%		% RWA Above or Below 62.5 Percentile	2.96%									
	# Of Comparable Matches	5															

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Senior Project Manager (Government Relations)	\$8,220	\$9,864	1%	\$99	\$0	\$0	\$9,963	\$0	\$2,235	\$211	\$33	\$12,442	0%	\$0	\$12,442	Registration as PE, Geologist or Hydrogeologist is desirable
Association of California Water Agencies	Senior Regulatory Advocate	\$7,429	\$9,658	0%	\$0	\$0	\$0	\$9,658	\$0	\$1,684	\$123	\$17	\$11,482	0%	\$0	\$11,482	
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																
Bay Area Water Supply and Conservation Agency	No Comparable Class																
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	Legislative Representative	\$6,008	\$9,011	7%	\$631	\$0	\$0	\$9,642	\$0	\$1,499	\$116	\$23	\$11,280	0%	\$0	\$11,280	Registered lobbyist
Chino Basin Watermaster	No Comparable Class																
Citrus Heights Water District	No Comparable Class																
City of Folsom	No Comparable Class																
City of Roseville	No Comparable Class																
City of Sacramento	No Comparable Class																
City of West Sacramento	No Comparable Class																
El Dorado Irrigation District	No Comparable Class																
Fair Oaks Water District	No Comparable Class																
Monterey Peninsula Water Management District	No Comparable Class																
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	No Comparable Class																
Placer County Water Agency	Public Affairs Manager	\$7,375	\$9,413	5%	\$471	\$0	\$235	\$10,119	\$0	\$1,814	\$61	\$18	\$12,012	0%	\$0	\$12,012	
Sacramento Area Council of Governments	Senior Analyst	\$7,176	\$8,723	2.1%	\$183	\$0	\$0	\$8,906	\$0	\$1,444	\$125	\$8	\$10,483	0%	\$0	\$10,483	Legislative Affairs can be assignment
Sacramento Area Flood Control Agency	No Comparable Class																
Sacramento County	No Comparable Class																
Sacramento Suburban Water District	No Comparable Class																
San Juan Water District	No Comparable Class																
State and Federal Water Contractors Agency	No Comparable Class																
State of California	Staff Services Manager I	\$5,689	\$7,068	0%	\$0	\$0	\$0	\$7,068	\$1,617	inc	inc	inc	\$8,685	0%	\$0	\$8,685	Broad class that includes policy analysis
State Water Contractors	No Comparable Class																
	Labor Market Mean	\$8,775		Labor Market Mean	\$9,079		Labor Market Mean	\$10,789									
	% RWA Above or Below Mean	11.04%		% RWA Above or Below Mean	8.87%		% RWA Above or Below Mean	13.29%									
	62.5 Percentile	\$9,212		62.5 Percentile	\$9,650		62.5 Percentile	\$11,381									
	% RWA Above or Below 62.5 Percentile	6.61%		% RWA Above or Below 62.5 Percentile	3.14%		% RWA Above or Below 62.5 Percentile	8.52%									
	# Of Comparable Matches	5															

CSDA- Employer contribution towards medical, dental and vision are 2016 rates; unable to obtain 2017 rates

Regional Water Authority July 2017 Compensation Study																	
Agency	Classification	Minimum Base Salary	Maximum Base Salary	Employee's Portion of Retirement Paid by the Employer (%)	Employee's Portion of Retirement Paid by the Employer (\$)	Deferred Compensation	Longevity pay at 10 Years	Total Cash	Cafeteria Plan	Health (Most Expensive Plan)	Dental	Vision	Total Compensation	Employer's Portion of Retirement Paid by the Employee (%)	Employer's Portion of Retirement Paid by the Employee (\$)	Total Compensation minus ER portion of retirement paid by EE	Comments
Regional Water Authority	Senior Project Manager (Water Management)	\$8,220	\$9,864	1%	\$99	\$0	\$0	\$9,963	\$0	\$2,235	\$211	\$33	\$12,442	0%	\$0	\$12,442	Registration as PE, Geologist or Hydrogeologist is desirable
Association of California Water Agencies	No Comparable Class																
Association of California Water Agencies - Joint Powers Insurance Authority	No Comparable Class																
Bay Area Water Supply and Conservation Agency	Senior Water Resources Specialist/Engineer	\$9,845	\$12,307	0%	\$0	\$0	\$0	\$12,307	\$0	\$2,664	\$169	\$23	\$15,163	0%	\$0	\$15,163	PE
California Municipal Utilities Association	Declined to Participate																
California Special Districts Association	No Comparable Class																
Chino Basin Watermaster	Senior Environmental Engineer	\$8,383	\$11,234	0%	\$0	\$0	\$0	\$11,234	\$1,432	inc	inc	\$0	\$12,666	0%	\$0	\$12,666	PE
Citrus Heights Water District	Senior Civil Engineer	\$9,107	\$12,293	0%	\$0	\$0	\$0	\$12,293	\$1,125	\$1,800	\$138	\$31	\$15,387	0%	\$0	\$15,387	PE; D2 and T1 may be required
City of Folsom	Senior Civil Engineer	\$6,637	\$9,605	0%	\$0	\$275	\$0	\$9,880	\$0	\$1,506	\$160	\$22	\$11,569	0%	\$0	\$11,569	PE
City of Roseville	Senior Engineer	\$7,406	\$9,924	6.197%	\$615	\$198	\$0	\$10,737	\$1,464	inc	inc	inc	\$12,201	6.197%	\$615	\$11,586	PE may be required
City of Sacramento	Senior Engineer	\$8,277	\$10,859	0%	\$0	\$434	\$0	\$11,294	\$0	\$1,243	\$0	\$0	\$12,537	1%	\$109	\$12,428	PE
City of West Sacramento	Senior Civil Engineer	\$7,578	\$9,210	0%	\$0	\$138	\$0	\$9,348	\$950	inc	inc	inc	\$10,298	0%	\$0	\$10,298	PE
El Dorado Irrigation District	Senior Civil Engineer	\$8,429	\$10,244	0%	\$0	\$0	\$0	\$10,244	\$0	\$1,630	\$138	\$19	\$12,030	0%	\$0	\$12,030	PE
Fair Oaks Water District	No Comparable Class																
Monterey Peninsula Water Management District	Associate Hydrogeologist	\$5,980	\$7,269	4%	\$291	\$0	\$0	\$7,560	\$1,086	inc	inc	inc	\$8,646	3%	\$218	\$8,428	This is the advanced journey level; requires possession of, or ability to obtain within 18 months of employment, a valid license as a Professional Geologist and valid certification as a Certified Hydrogeologist in the State of California; No longer have Senior Water Resources Engineer
Northern California Water Association	Have Not Responded																
Placer County Transportation Planning Agency	No Comparable Class																
Placer County Water Agency	No Comparable Class																No longer have Senior Engineer
Sacramento Area Council of Governments	No Comparable Class																
Sacramento Area Flood Control Agency	No Comparable Class																
Sacramento County	Senior Civil Engineer	\$9,964	\$10,986	0%	\$0	\$110	\$0	\$11,096	\$0	\$1,418	\$125	\$0	\$12,639	8.68%	\$954	\$11,685	PE; 3.35% Management Differential added to base salary
Sacramento Suburban Water District	No Comparable Class																Senior Engineer is not budgeted
San Juan Water District	Senior Engineer	\$9,702	\$11,641	0%	\$0	\$0	\$0	\$11,641	\$0	\$2,239	\$161	\$19	\$14,060	0%	\$0	\$14,060	PE
State and Federal Water Contractors Agency	No Comparable Class																
State of California	Senior Civil Engineer	\$8,986	\$11,247	0%	\$0	\$0	\$0	\$11,247	\$1,617	inc	inc	inc	\$12,864	0%	\$0	\$12,864	PE
State Water Contractors	No Comparable Class																
		Labor Market Mean	\$10,568			Labor Market Mean	\$10,740			Labor Market Mean	\$12,347			Labor Market Mean	\$12,347		
		% RWA Above or Below Mean	-7.14%			% RWA Above or Below Mean	-7.80%			% RWA Above or Below Mean	0.76%			% RWA Above or Below Mean	0.76%		
		62.5 Percentile	\$11,203			62.5 Percentile	\$11,245			62.5 Percentile	\$12,636			62.5 Percentile	\$12,636		
		% RWA Above or Below 62.5 Percentile	-13.57%			% RWA Above or Below 62.5 Percentile	-12.88%			% RWA Above or Below 62.5 Percentile	-1.56%			% RWA Above or Below 62.5 Percentile	-1.56%		
		# Of Comparable Matches	12														

City of Folsom- Deferred Comp is after 10 years of service.
City of Roseville- ER contribution towards deferred compensation requires 5 years

APPENDIX B
MISCELLANEOUS BENEFIT DATA

APPENDIX B – TABLE 1
COLA¹ Information

Survey Agency	Next COLA (Date)	Next COLA (Amount)
<i>Regional Water Authority</i>	<i>1/2018</i>	<i>CPI Based</i>
Association of California Water Agencies	Do not provide COLAs	NA
Association of California Water Agencies- Joint Powers Insurance Association	10/2017	TBD
Bay Area Water Supply & Conservation Agency	7/2018-staff 10/2017- CEO	TBD (CPI Based) TBD-Typically, 3%
California Municipal Utilities Association	Declined to Participate	
California Special District Association	None Scheduled	NA
Chino Basin Watermaster	7/2018	TBD
Citrus Heights Water District	1/2018	TBD-CPI based
City of Folsom	FMMG and Local 39 7/2018	FMMG and Local 39 2.5%
City of Roseville	Management/Confidential and IBEW 1/2018	Management/Confidential and IBEW 2%
City of Sacramento	None Scheduled	NA
City of West Sacramento	Local 39 7/2018 Management None Scheduled	Local 39 2% Management NA
El Dorado Irrigation District	1/2018	1%
Fair Oaks Water District	NA- Do not provide COLAs Offer Pay for Performance	NA
Monterey Peninsula Water Management District	7/2018	3%
Northern California Water Associate	Did Not Respond	
Placer County Transportation Planning Agency	7/2018	TBD-CPI Based
Placer County Water Agency	1/2018	TBD-CPI based (2% - 6%)

¹ All July 2017 are included in datasheets

APPENDIX B – TABLE 1
COLA¹ Information

Survey Agency	Next COLA (Date)	Next COLA (Amount)
Sacramento Area Council of Governments	7/2018	TBD-CPI Based (max of 4%)
Sacramento Area Flood Control Agency	1/2018	2%
Sacramento County	None Scheduled	NA
Sacramento Suburban Water District	None Scheduled (Take place in March of each year, but won't know until budget is approved)	NA
San Juan Water District	None Scheduled	NA
State and Federal Water Contractors Agency	3/2018	TBD
State of California	Represented 7/2018	Represented 4%
	Unrepresented None Scheduled	Unrepresented NA
State Water Contractors	July 2017	TBD (Board has not identified amount yet)

APPENDIX B – TABLE 2
Retirement Practices

Survey Agency	Retirement Benefit	Retirement Formula	Retirement Plan	Employer Contribution (17/18)	Employer Pick-Up
Regional Water Authority	2% @ 55	Average of 3 Highest Years	PERS	9.096%	1% of 7%
Association of California Water Agencies	2.5% @ 55	One Year Final Compensation	PERS	10.11%	0% of 8%
Association of California Water Agencies- Joint Powers Insurance Association	2% @ 60	Single Highest Year	PERS	8.303%	7% of 7% (after 5 years of service)
Bay Area Water Supply & Conservation Agency	2% @ 55	Average of 3 Highest Years	PERS	10.565%	0% of 7%
California Municipal Utilities Association	Declined to Participate				
California Special District Association	2% @ 60	Average of 3 Highest Years	PERS	7.2%	7% of 7%
Chino Basin Watermaster	2.5% @ 55	Single Highest Year	PERS	10.11%	0% of 8%
Citrus Heights Water District	2% @ 55	Average of 3 Highest Years	PERS	8.418%	0% of 7%
City of Folsom	2% @ 55	Average of 3 Highest Years	PERS	10.272%	0% of 7%
City of Roseville	2.7% @ 55	Single Highest Year	PERS	9.999%	6.197% of 8%
City of Sacramento	2% @ 55	Single Highest Year	PERS	7.803%	0% of 7%
City of West Sacramento	2% @ 60	Average of 3 Highest Years	PERS	8.366%	0% of 7%
El Dorado Irrigation District	2% @ 55	Average of 3 Highest Years	PERS	10.265%	0% of 7%
Fair Oaks Water District	2% @ 55	Average of 3 Highest Years	PERS	8.418%	0% of 7%
Monterey Peninsula Water Management District	2% @ 55	Single Highest Year	PERS	8.921%	4% of 7%
Northern California Water Association	Did Not Respond				
Placer County Transportation Planning Agency	2% @ 55	One Year Final Compensation	PERS	9.599%	7% of 7%
Placer County Water Agency	2.7% @ 55	Single Highest Year	PERS	10.241%	5% of 8%
Sacramento Area Council of Governments	2% @ 55	Average of 3 Highest Years	PERS	9.384%	2.1% of 7%
Sacramento Area Flood Control Agency	2% @ 55	Single Highest Year	PERS	12.434%	0% of 7%
Sacramento County	1.92% @ 60	Average of 3 Highest Years	SCERS	14.99%	0% Employee rate is

APPENDIX B – TABLE 2
Retirement Practices

Survey Agency	Retirement Benefit	Retirement Formula	Retirement Plan	Employer Contribution (17/18)	Employer Pick-Up
					based upon age of entry
Sacramento Suburban Water District	2% @ 55	Average of 3 Highest Years	PERS	9.096%	7% of 7%
San Juan Water District	3% @ 60	Average of 3 Highest Years	PERS	12.036%	0% of 8%
State and Federal Water Contractors Agency	2% @ 55	Single Highest Year	PERS	9.599%	7% of 7%
State of California	2% @ 60	Average of 3 Highest Years	PERS	26.984%	0% of 7%
State Water Contractors	2% @ 55	Single Highest Year	PERS	8.921%	7% of 7%

APPENDIX B – TABLE 3
Retiree Health Benefits

Agency	Agency Contribution	Retiree Contribution	Vesting
Regional Water Authority	Based upon years of service- 10 years = 50% Each additional year = 5% increase 20 years = 100%	Excess	10 years
Association of California Water Agencies	50% with 10 years and age 55; additional 5% for each additional year	Excess	10 years
Association of California Water Agencies- Joint Powers Insurance Association	Age + years of service= 65 = 50% of premium, plus additional 5% for each year	Excess	10 years
Bay Area Water Supply & Conservation Agency	100% of active rate with 5 years	NA	5 years
California Municipal Utilities Association	Declined to Participate		
California Special District Association	None	NA	NA
Chino Basin Watermaster	50% of Employee only	Excess	DNA
Citrus Heights Water District	District contributes based upon years of service: 20 years - \$329 25 years - \$370 30 years - \$412	Excess	20 years
City of Folsom	\$50/month during active employment (VEBA)	Excess	NA
City of Roseville	\$100/month (during active employment with 5 years)	Excess	10 years
	PEMHCA Minimum		
City of Sacramento	None	NA	NA
City of West Sacramento	Based upon years of service 10-14 years- \$50 plus 25% 15-19 years- \$75 plus 30% 20 years plus- \$100 plus 50% Benefits not to exceed 75% or \$750	Excess	10 years
El Dorado Irrigation District	Based upon years of service- 10 years-50% Each additional year = 5% increase 20 years-100%	Excess	10 years
Fair Oaks Water District	None	NA	NA

APPENDIX B – TABLE 3
Retiree Health Benefits

Agency	Agency Contribution	Retiree Contribution	Vesting
Monterey Peninsula Water Management District	\$540	Excess	5 years
Northern California Water Association	Did Not Respond		
Placer County Transportation Planning Agency	Contribution is equal to active employee rates.	Excess	5 years
	\$2,123-Maximum		
Placer County Water Agency	Based upon years of service 10 years-50% Each additional year = 5% increase 20 years-100%	Excess	10 years
Sacramento Area Council of Governments	Based upon years of service 10 years-50% Each additional year = 5% increase 20 years-100%	Excess	10 years
Sacramento Area Flood Control Agency	PEMHCA Minimum	Excess	10 years
Sacramento County	County contributes \$25/pay period into a Retiree Health Savings Account	Excess	NA
Sacramento Suburban Water District	Based upon years of service 10 years-50% Each additional year = 5% increase 20 years-100%	Excess	10 years
San Juan Water District	Based upon years of service 10 years-50% Each additional year = 5% increase 20 years-100%	Excess	10 years
State and Federal Water Contractors Agency	Based upon years of service- 10 years-50% Each additional year = 5% increase 20 years-100%	Excess	10 years
State of California	\$1,727	Excess	5 years
State Water Contractors	\$5,774/year	Excess	No vesting period

APPENDIX B – TABLE 4 Vacation Leave – Management					
Agency	Year 1	Year 6	Year 11	Year 16	Max Accrual
	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	
Regional Water Authority	96	136	176	200	360
Association of California Water Agencies	80	120	160	192	1.5x
Association of California Water Agencies- Joint Powers Insurance Association	96	120	160	200	2x
Bay Area Water Supply & Conservation Agency	80	120	160	160	200
California Municipal Utilities Association	Declined to Participate				
California Special District Association ²	176	200	224	248	496
Chino Basin Watermaster ³	80	120	160	160	2x
Citrus Heights Water District	96	120	144	168	300
City of Folsom ⁴	192	224	256	288	320
City of Roseville	96	112	128	144	2x
City of Sacramento ⁵	80	120	120	160	480
City of West Sacramento	80	120	120	160	356
El Dorado Irrigation District ⁶	176	216	256	296	280
Fair Oaks Water District	80	120	160	160	2x
Monterey Peninsula Water Management District	80	120	160	160	360
Northern California Water Association	Did Not Respond				
Placer County Transportation Planning Agency	104	144	160	184	320
Placer County Water Agency ⁷	120	120	160	160	320

² CSDA- Combined vacation and sick leave (PTO)

³ Chino Basin Watermaster- 16 hours of longevity leave is provided at Year 10; 24 hours at Year 15; 32 hours at Year 20 and 40 hours with 25 years (not included above)

⁴ Folsom- Combined vacation and sick leave (PTO)

⁵ Sacramento 24 hours of longevity leave is provided at Year 10 (not included)

⁶ EID- Combined vacation and sick (PTO); excess vacation goes into Bank B

⁷ PCWA- EE receives 40 hours longevity leave at Year 20 (not included)

APPENDIX B – TABLE 4 Vacation Leave – Management					
Agency	Year 1	Year 6	Year 11	Year 16	Max Accrual
	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	
Sacramento Area Council of Governments ⁸	224	264	264	304	592
Sacramento Area Flood Control Agency	160	200	224	264	480
Sacramento County	81	143	169	200	400
Sacramento Suburban Water District	96	120	120	160	400- up to age of 55; unlimited after age of 55
San Juan Water District	96	120	168	192	240
State and Federal Water Contractors Agency	120	120	128	160	240
State of California	84	132	132	168	640
State Water Contractors	120	120	128	160	240

⁸ SACOG- Combined vacation and sick leave (PTO)

APPENDIX B – TABLE 5 Vacation Leave – Professional					
Agency	Year 1	Year 6	Year 11	Year 16	Max Accrual
	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	
Regional Water Authority	96	136	176	200	360
Association of California Water Agencies	80	120	160	192	1.5x
Association of California Water Agencies- Joint Powers Insurance Association	96	120	160	200	2x
Bay Area Water Supply & Conservation Agency	80	120	160	160	200
California Municipal Utilities Association	Declined to Participate				
California Special District Association ⁹	176	200	224	248	496
Chino Basin Watermaster ¹⁰	80	120	160	160	2x
Citrus Heights Water District	96	120	144	168	300
City of Folsom ¹¹	192	224	256	288	320
City of Roseville	96	112	128	144	2x
City of Sacramento ¹²	80	120	120	160	480
City of West Sacramento	80	120	120	160	356
El Dorado Irrigation District ¹³	176	216	256	296	280
Fair Oaks Water District	80	120	160	160	2x
Monterey Peninsula Water Management District	80	120	160	160	360
Northern California Water Association	Did Not Respond				
Placer County Transportation Planning Agency	104	144	160	184	320
Placer County Water Agency ¹⁴	80	120	160	160	320

⁹ CSDA- Combined vacation and sick leave (PTO)

¹⁰ Chino Basin Watermaster- 16 hours of longevity leave is proved at Year 10; 24 hours at Year 15; 32 hours at Year 20 and 40 hours with 25 years (not included above)

¹¹ Folsom- Combined vacation and sick leave (PTO)

¹² Sacramento 24 hours of longevity leave is provided at Year 10 (not included)

¹³ EID- Combined vacation and sick (PTO); excess vacation goes into Bank B

¹⁴ PCWA- EE receives 40 hours longevity leave at Year 20 (not included)

APPENDIX B – TABLE 5 Vacation Leave – Professional					
Agency	Year 1	Year 6	Year 11	Year 16	Max Accrual
	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	
Sacramento Area Council of Governments ¹⁵	224	264	264	304	592
Sacramento Area Flood Control Agency	80	120	144	184	480
Sacramento County	81	143	169	200	400
Sacramento Suburban Water District	96	120	120	160	400- up to age of 55; unlimited after age of 55
San Juan Water District	96	120	168	192	240
State and Federal Water Contractors Agency	120	120	128	160	240
State of California	84	132	132	168	640
State Water Contractors	120	120	128	160	240

¹⁵ SACOG- Combined vacation and sick leave (PTO)

APPENDIX B – TABLE 6 Vacation Leave – General					
Agency	Year 1	Year 6	Year 11	Year 16	Max Accrual
	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	
Regional Water Authority	96	136	176	200	360
Association of California Water Agencies	80	120	160	192	1.5x
Association of California Water Agencies- Joint Powers Insurance Association	96	120	160	200	2x
Bay Area Water Supply & Conservation Agency	80	120	160	160	200
California Municipal Utilities Association	Declined to Participate				
California Special District Association ¹⁶	176	200	224	248	496
Chino Basin Watermaster ¹⁷	80	120	160	160	2x
Citrus Heights Water District	96	120	144	168	300
City of Folsom ¹⁸	192	224	256	288	320
City of Roseville	96	112	128	144	400
City of Sacramento ¹⁹	80	120	120	160	480
City of West Sacramento	80	120	120	160	300
El Dorado Irrigation District ²⁰	176	216	256	296	280
Fair Oaks Water District	80	120	160	160	2x
Monterey Peninsula Water Management District	80	120	160	160	360
Northern California Water Association	Did Not Respond				
Placer County Transportation Planning Agency	104	144	160	184	320
Placer County Water Agency ²¹	80	120	160	160	320

¹⁶ CSDA- Combined vacation and sick leave (PTO)

¹⁷ Chino Basin Watermaster- 16 hours of longevity leave is proved at Year 10; 24 hours at Year 15; 32 hours at Year 20 and 40 hours with 25 years (not included above)

¹⁸ Folsom- Combined vacation and sick leave (PTO)

¹⁹ Sacramento 24 hours of longevity leave is provided at Year 10 (not included)

²⁰ EID- Combined vacation and sick (PTO); excess vacation goes into Bank B

²¹ PCWA- EE receives 40 hours longevity leave at Year 20 (not included)

APPENDIX B – TABLE 6 Vacation Leave – General					
Agency	Year 1	Year 6	Year 11	Year 16	Max Accrual
	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	Annual Accrual (hours)	
Sacramento Area Council of Governments ²²	224	264	264	304	592
Sacramento Area Flood Control Agency	80	120	144	184	480
Sacramento County	81	143	169	200	400
Sacramento Suburban Water District	96	120	120	160	400- up to age of 55; unlimited after age of 55
San Juan Water District	96	120	168	192	240
State and Federal Water Contractors Agency	120	120	128	160	240
State of California	84	120	144	156	640
State Water Contractors	120	120	128	160	240

²² SACOG- Combined vacation and sick leave (PTO)

APPENDIX B – TABLE 7
Sick, Holiday, and Administrative/Management Leave

Agency	Sick Leave (hours per year)	Max Accrual (hours)	Fixed Holidays + Floating Holidays = Total (days per year)	Administrative/Management Leave (hours per year)
Regional Water Authority	96	480	11 + 2 = 13	None
Association of California Water Agencies	96	975	12 + 1 = 13	None
Association of California Water Agencies- Joint Powers Insurance Association	96	Unlimited	11 + 1 = 12	None
Bay Area Water Supply & Conservation Agency	96	Unlimited	11 + 2 = 13	Staff- 40 CEO- 60
California Municipal Utilities Association	Declined to Participate			
California Special District Association	Included in annual leave	NA	10 + 2 = 12	None
Chino Basin Watermaster	96	600	10 + 2 = 12	General Manager- 40
Citrus Heights Water District	96	Unlimited	9 + 0 = 9	Management – 72
City of Folsom	Included in annual leave	NA	12 + 1 = 13	FMMG – 80 Local 39 - None
City of Roseville	96	Unlimited	11 + 1 = 12	Management- up to 100 hours Confidential- 40 (Personal Leave) IBEW- 45 (Personal Leave)
City of Sacramento	96	Unlimited	12 + 2 = 14	SCXEA Exempt- 80 Confidential Non Exempt- 44 Confidential Exempt- 52
City of West Sacramento	96	Unlimited	10 + 4.5 = 14.5 (Mngt) 10 + 3.5 = 13.5 (Local 39)	Management - 80
El Dorado Irrigation District	Included in annual leave	NA	12 + 1 = 13	Exempt - 40
Fair Oaks Water District	80	Unlimited	10 + 1 = 11	Management - 64
Monterey Peninsula Water Management District	96	Unlimited	11 + 2 = 13	Management – 48
Northern California Water Association	Did Not Respond			
Placer County Transportation Planning Agency	120	Unlimited	9 + 4 = 13	Executive Director - 80
Placer County Water Agency	96	Unlimited	10 + 3 = 13	Management - 72

APPENDIX B – TABLE 7
Sick, Holiday, and Administrative/Management Leave

Agency	Sick Leave (hours per year)	Max Accrual (hours)	Fixed Holidays + Floating Holidays = Total (days per year)	Administrative/Management Leave (hours per year)
Sacramento Area Council of Governments	Included in annual leave	NA	$12 + 2 = 14$	Management- 40
Sacramento Area Flood Control Agency	102	Unlimited	$12 + 2 = 14$	None
Sacramento County	120	Unlimited	$13.5 + 0 = 13.5$	None
Sacramento Suburban Water District	96	Unlimited	$13 + 0 = 13$	Exempt - 40
San Juan Water District	96	Unlimited	$11 + 1 = 12$	Management -40
State and Federal Water Contractors Agency	96	Unlimited	$13 + 2 = 15$	Exempt - 40
State of California	96	Unlimited	$11 + 1 = 12$	None
State Water Contractors	96	Unlimited	$12 + 2 = 14$	Exempt - 40

**APPENDIX B – TABLE 8
Miscellaneous Policies**

Agency	Cash/Deferred Compensation in Lieu of Medical Benefits (\$ per month)	Vacation, Sick, Management Leave Cash Out Policies for Active Employees (Does not include cash out policies upon separation)
<i>Regional Water Authority</i>	<i>None</i>	<i>None</i>
Association of California Water Agencies	None	Vacation Leave- 75 hours per calendar year provided they have taken 75 hours in the preceding 12 months Sick Leave- None Administrative/Management Leave- NA
Association of California Water Agencies- Joint Powers Insurance Association	None	None
Bay Area Water Supply & Conservation Agency	None	None
California Municipal Utilities Association	Declined to Participate	
California Special District Association	None	PTO-Annually, at the discretion of the Executive Director, up to 130 hours can be cashed out. Administrative/Management Leave- NA
Chino Basin Watermaster	\$1,089- deferred compensation	Vacation Leave-Employees may receive cash in lieu of vacation for up to half of their annual rate as long as the employee has used vacation in an amount equal to at least half of their annual accrued vacation time and the employee has a minimum balance of at least 40 hours. Sick Leave- up to twice a year, employees may convert hours of accrued sick leave to cash at 50% of their current rate of pay provided that at least 480 hours of accrued sick leave remains Administrative/Management Leave- None
Citrus Heights Water District	\$400 cash	Vacation Leave- All hours beyond cap of 300 are cashed out once per year. Sick Leave- None Administrative/Management Leave- All hours beyond cap of 300 are cashed out once per year.
City of Folsom	\$250 cash	PTO Leave- Can cash out 40 hours Administrative/Management Leave- None

**APPENDIX B – TABLE 8
Miscellaneous Policies**

Agency	Cash/Deferred Compensation in Lieu of Medical Benefits (\$ per month)	Vacation, Sick, Management Leave Cash Out Policies for Active Employees (Does not include cash out policies upon separation)
City of Roseville	\$150 cash	<p>Vacation Leave- If the amount exceeds specified limits, the employee shall take the excess number of vacation hours up to a maximum of twenty (20) hours prior to the anniversary date or, if operational necessity will not permit taking such time, the employee may be paid the straight time hourly equivalent.</p> <p align="center">Sick Leave- None</p> <p>Administrative/Management Leave- Management can cash out 50 hours. Confidential and IBEW can cash out 100% of Personal Leave time.</p>
City of Sacramento	None	<p align="center">Vacation Leave- None</p> <p>Sick Leave- Can receive a cash payment for 25% of the unused portion of sick leave credits accumulated during the preceding calendar year from January 1 through December 31, provided the employee shall have to his/her credit on December 31 immediately preceding the date for payment, a total of at least sixty (60) sick leave days (480 hours) accumulated.</p> <p>Administrative/Management Leave- Can cash out 40 hours.</p>
City of West Sacramento	<p align="center">Management Must purchase dental, vision and life insurance. Remainder can go towards deferred comp or cash.</p> <p align="center">Local 39 \$350 cash</p>	<p>Vacation Leave-Local 39 employees with a maximum accrual of 240 hours may sell back hours beyond 200 to maximum of 20 hours per fiscal year; Employees with a maximum accrual of 300 hours may sell back hours beyond 240 to maximum of 40 hours per fiscal year. Vacation Leave-Management- currently suspended</p> <p align="center">Sick Leave- None</p> <p>Administrative/Management Leave- NA for Local 39. Management cash out is currently suspended.</p>
El Dorado Irrigation District	\$275- cash or FSA	None
Fair Oaks Water District	None	None
Monterey Peninsula Water Management District	None	Vacation Leave- Only the GM can ash out 80 hours of vacation.

**APPENDIX B – TABLE 8
Miscellaneous Policies**

Agency	Cash/Deferred Compensation in Lieu of Medical Benefits (\$ per month)	Vacation, Sick, Management Leave Cash Out Policies for Active Employees (Does not include cash out policies upon separation)
		Sick Leave- None Administrative/Management Leave- None
Northern California Water Association	Data Not Available	
Placer County Transportation Planning Agency	Up to 100% of contribution can be used to purchase additional benefits or deferred compensation	Vacation Leave- Can cash out up to 60 hours of accrued time once per fiscal year. Sick Leave- None Administrative/Management Leave- None
Placer County Water Agency	\$250- cash (Effective 1/2018- \$300)	Vacation Leave- May cash out up to 40 hours Sick Leave- None Administrative/Management Leave- None
Sacramento Area Council of Governments	\$904- cash	PTO- each year, hours in excess of 592-Option 1; cash out 80 hours; Option 2- 100% of excess hours can go towards deferred compensation. Administrative/Management Leave- None
Sacramento Area Flood Control Agency	An employee who waives medical insurance and other optional insurance plans (supplemental life insurance, vision insurance, and dependent coverage for dental insurance) will receive a cash-back credit of \$92.30 per pay period (\$200/month). If an employee waives medical insurance but chooses other optional insurance, SAFCA will pay the cost of the optional insurance plan(s) up to \$92.30 per pay period, and the employee will receive a cash-back credit for the difference, if any. If the optional insurance plan(s) cost more than \$92.30 per pay period, the employee is responsible for the difference.	Vacation Leave-An employee who is eligible to accrue twenty (20) or more days of usual annual vacation accrual has the option to receive a lump sum payout for up to five (5) days of accrued vacation once in any calendar year at their then base rate of pay. The employee must have a balance of at least 80 hours of accrued, unused vacation when the optional payment is requested and must request the payout in writing with ten business days' notice, and not later than December 1st of each year. Sick Leave- Employees who have 60 or more accrued unused sick days as of January 1 of any year may cash out up to 25% of their unused sick leave earned in the prior year. Management/Administrative Leave- NA
Sacramento County	None	Vacation Leave- Management- Twice per year; with 10 years

**APPENDIX B – TABLE 8
Miscellaneous Policies**

Agency	Cash/Deferred Compensation in Lieu of Medical Benefits (\$ per month)	Vacation, Sick, Management Leave Cash Out Policies for Active Employees (Does not include cash out policies upon separation)
		<p>of service, and has 240 hours may cash out up to 40 hours.</p> <p align="center">Sick Leave- None</p> <p align="center">Administrative/Management Leave- NA</p>
Sacramento Suburban Water District	\$833.91 cash	<p>Vacation Leave- Can cash out hours as long as 40 hours taken.</p> <p align="center">Sick Leave- None</p> <p align="center">Administrative/Management Leave- None</p>
San Juan Water District	None	<p>Vacation Leave- Excess hours beyond 240 hours are paid out. Additionally, upon approval of the Division and/or Department Manager, an employee may receive pay for his/her earned vacation instead of taking time-off, after the initial six- month probationary period.</p> <p align="center">Sick Leave – None</p> <p align="center">Administrative/Management Leave – None</p>
State and Federal Water Contractors Agency	Based upon the lowest cost Health Maintenance Organization (HMO) plan provided by SFCWA appropriate to the employee's circumstance, i.e., single, spouse coverage or family according to the following formula: (health plan total monthly cost) * 80%/2.	None
State of California	\$130 cash (Supervisory/Management) \$128 (Represented Unit 01 and 04)	<p>Vacation Leave- Can cash out 40 – 80 hours depending upon unit</p> <p align="center">Sick Leave- None</p> <p align="center">Administrative/Management Leave- NA</p>
State Water Contractors	Employee can receive 1/2 of the difference between the maximum contribution (\$1,960) and the medical premiums paid.	None

EXHIBIT A
RWA POLICY 400.2

MONTHLY SALARY SCHEDULE OF RWA POSITIONS

Recommended Salary Ranges per Compensation Study
July 1, 2017

CURRENT

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Manager of Technical Services	\$10,754	\$11,185	\$11,615	\$12,045	\$12,476	\$12,906
Principal Project Manager	\$9,777	\$10,168	\$10,559	\$10,950	\$11,341	\$11,732
Senior Project Manager	\$8,220	\$8,550	\$8,877	\$9,206	\$9,535	\$9,864
Associate Project Manager	\$6,495	\$6,755	\$7,017	\$7,277	\$7,537	\$7,798
Finance & Administrative Services Manager	\$6,534	\$6,796	\$7,056	\$7,315	\$7,579	\$7,840
Executive Assistant	\$4,479	\$4,657	\$4,838	\$5,018	\$5,197	\$5,378
Project Research Assistant	\$4,383	\$4,557	\$4,733	\$4,908	\$5,084	\$5,259

EXHIBIT A
RWA POLICY 400.2

MONTHLY SALARY SCHEDULE OF RWA POSITIONS

Recommended Salary Ranges per Compensation Study

DRAFT PROPOSED – October 25, 2017

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Manager of Technical Services	\$11,952	\$12,430	\$12,908	\$13,386	\$13,864	\$14,342
Principal Project Manager	\$9,777	\$10,168	\$10,559	\$10,950	\$11,341	\$11,732
Senior Project Manager	\$8,220	\$8,550	\$8,877	\$9,206	\$9,535	\$9,864
Associate Project Manager	\$5,833	\$6,066	\$6,300	\$6,533	\$6,767	\$7,000
Finance & Administrative Services Manager (I)	\$7,318	\$7,611	\$7,904	\$8,196	\$8,489	\$8,782
Executive Assistant	\$4,898	\$5,094	\$5,290	\$5,486	\$5,682	\$5,878
Project Research Assistant	\$4,383	\$4,557	\$4,733	\$4,908	\$5,084	\$5,259

Table 3. Comparison of Current, Previously Proposed (September 14), and Revised Proposed Salaries of RWA Classifications

Classification	Current	Previous Proposal (Sep 2017)	Revised Proposal	Comments
Manager of Technical Services	\$12684	\$15178	\$14342	revised downward based on RWA only data - between mean and 62.5%
Principal Project Manager	\$11732	\$11732	\$11732	no change
Senior Project Manager	\$9864	\$9864	\$9864	no change
Associate Project Manager	\$7798	\$6717	\$7000	revised based on RWA only data
Project Research Assistant	\$5259	\$5259	\$5259	no change
Finance & Administrative Services Manager II	N/A	\$10784	N/A	surveyed new class, but not established at this time
Finance & Administrative Services Manager (I)	\$7814	\$9377	\$8782	revised downward based on RWA only data
Executive Assistant	\$5378	\$5878	\$5878	no change, RWA only data supports level



GOVERNMENT RELATIONS MANAGER

Salary Range: \$78.96-\$95.98/hour

\$164,237-\$199,638/year

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DESCRIPTION:

Provides leadership on local, state and federal government relations, including with cities, counties, the State Legislature, Congress and across all agencies. Leads the design, development and implementation of government relations strategies and specific actions to advance the Agency's initiatives to benefit the people of Yuba County. Oversee policy analysis, guidance and recommendations on legislation, regulation and stakeholder engagement that may affect the Agency, its mission or initiatives.

DISTINGUISHING CHARACTERISTICS:

This class reports directly to the General Manager and is characterized by its responsibility to act as the primary liaison between the Agency and other governmental agencies or public entities on issues of governmental relations. The incumbent also serves as liaison to legislators, monitors legislation and administrative regulations affecting the Agency. Incumbents in this class may exercise indirect supervision and provide direction to lower level supervisory, technical, operational, and/or clerical staff on specific projects.

EXAMPLES OF ESSENTIAL DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Provides strategic oversight and is responsible for government affairs strategies that advance the Agency's mission and objectives with local, regional, state and federal agencies
- Establishes and implements short- and long-range organizational goals, objectives, strategic plans, policies, and operating procedures in the area of government relations.
- Monitors and evaluates programmatic and operational effectiveness, and effects changes required for improvement
- Provides frequent updates to the Agency's general manager, executive team, key stakeholders and the Agency board of directors
- Establishes and maintains constructive relationships with elected and appointed officials on a federal, state, and local level and invests considerable time and energy in prioritized networking activity
- Apprises executive staff of pertinent legislative issues, external factors, and policy proposals and actions that could impact the Agency
- Understands, communicates and advocates Agency priorities to governmental officials, local and national organizations, and other government entities on key legislative issues

- Serves as a key representative for the Agency at legislative sessions, before state bodies, and federal agencies in support of goals and objectives
- Shapes and influences legislative programs and other critical business issues in alignment with Agency goals and objectives
- Works with lobbyists and legislators in establishing and implementing a lobbying strategy, both proactive and responsive
- Prepares communications to and for key stakeholders regarding pertinent issues on legislative changes; directs and oversees the development of materials in support of the government relations agenda, such as talking points, legislative summaries, factsheets, testimony, reports and letters
- Participates with the executive team on institutional planning, policy development, and problem resolution
- Performs miscellaneous job-related duties as assigned

KNOWLEDGE OF:

- Principles and practices of management and organizational theory, including planning, organizational design, business finance, business development, project management, and organizational effectiveness
- Principles and practices of leadership, mentoring, and training
- Applicable federal, state, and local laws, codes, and regulations
- Operational characteristics, services, and activities of assigned programs and functions
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment
- English usage, spelling, grammar, and punctuation
- The legislative process and governmental operations at the local, state and federal level
- Grant application preparation

SKILLED IN:

- Effective and comprehensive technical writing
- Thorough and detailed oriented, setting priorities and organizing work, meeting critical deadlines, and following up on assignments with a minimum of direction
- Time management, highly organized, detailed and self-motivated
- Maintaining accurate records and files
- Drafting professional correspondence and letters, independently or from brief instructions
- Maintaining sensitive and confidential information in the course of supporting Agency business
- Independent application of skill set to accomplish goals assigned by manager
- Proactively resolving problems and situations in the workplace
- Handling multiple projects simultaneously and prioritizing work effectively
- Proficient in Microsoft Office including Word, PowerPoint and Excel

ABILITY TO:

- Work as a team member within the Yuba Water Agency
- Work under high pressure and demanding conditions
- Prioritize work based on Agency needs to meet critical project deadlines and requirements
- Identify deficiencies and suggest and implement improvements
- Prepare clear and concise administrative reports, when required
- Follow department policies and procedures
- Coordinate activities with internal and external departments
- Identify problems, alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Use tact, discretion and prudence in dealing with those contacted in the course of the work.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed in a standard office setting with some travel from site to site; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; frequent opportunity and requirements to interact with elected officials, public and private organization leaders and local, state, federal and other public agencies.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

MINIMUM QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the Agency reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

Education:

Equivalent to a Bachelor's degree from an accredited college with major coursework in political science, public administration, government, law, public relations or closely related field.

Training:

Five years of full-time professional-level experience in governmental relations, legislative representation, administrative research, or public relations involving systematic fact gathering, report writing, intensive public contact, and/or reviewing and analyzing legislation.

Experience:

Experience in managing and coordinating governmental affairs and legislative activities. Must have experience developing legislative analysis, preparation of action plans, and thorough and detailed technical written and verbal skills, in addition to strong interpersonal and computer skills. Experience working in a government agency setting highly desirable.

License or Certificate:

Possession of, and ability to maintain, an appropriate, valid California driver's license.

SPECIAL REQUIREMENTS:

While this position is primarily located at the F Street office in Marysville, California, periodically there will be requirements to report to other Agency sites and local, state and federal government locations.

POST OFFER/PRE-EMPLOYMENT PHYSICAL:

Employment is subject to passing a physical examination, including a drug test, and a pre-employment background check.

Classification	Adopted	Revised	Retitled	FLSA
Government Relations Manager	January 2021			Exempt

Principal Program Manager (Government Relations)

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive nor all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To plan, organize, direct and manage Regional Water Authority and Sacramento Groundwater Authority state legislative and regulatory policy activities to advance the interests of the Authorities and their members; to coordinate activities with member agencies; and to provide highly complex staff assistance to the Executive Director.

DISTINGUISHING CHARACTERISTICS:

This is the expert level class in the Project Manager series and is distinguished by the subject matter expertise required to manage the more complex projects.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

The Principal Project Manager is responsible for directing and delegating the work of consultants and office administrative staff on multiple, simultaneous projects.

ESSENTIAL JOB FUNCTIONS:

- Develops, coordinates and manages the development of the annual legislative and regulatory agenda.
- Recommends and implements goals and objectives as it relates to legislative and regulatory advocacy; establishes schedules and methods for a variety of legislative and regulatory initiatives and implements policies and procedures.
- Participates in the selection of staff and/or consultants; plans, develops and oversees the work of staff and/or consultants.
- Evaluates operations and activities of assigned responsibilities; implements improvements and modifications; prepares various reports on operations and activities.
- Participates in the government relations budget preparation and administration; prepares cost estimates in support of the government relations activities; monitors and controls expenditures.
- Provides to the Executive Director and the Board timely information, analysis, and recommendations regarding policy matters.
- Coordinates lobbying efforts with allied organizations; ensures that legislative and regulatory strategies are carried out by contract advocates, and sets priorities for actions.

- Receives, researches and responds to member inquiries regarding legislative and regulatory activities.
- Evaluates or assists in the evaluation of new or proposed legislation, rules and regulations, and confers with members, Authority technical staff, and counsel regarding potential impacts or benefits.
- Develops and makes presentations at legislative or administrative hearings; and recruits and briefs members to testify.
- Establishes and maintains positive relationships with state legislators and staff representing the region and key legislative committees.
- Tracks legislation of interest to the Authority and members and routinely provides summary reports.
- Creates strategic partnerships with local, regional, and statewide organizations to pursue common interests.
- Conducts complex bill and regulatory analyses; prepares comment letters and develops and implements advocacy strategies.
- Prepares and presents items for action and/or discussion to the RWA Executive Committee and the RWA Board of Directors; represents the Authority on committees and outside organizations as necessary.
- Presents regulatory and legislative workplans and budget proposals to the RWA Board and Committees.
- Answers questions and provides information to the public and member agency staff.
- Builds and maintains positive working relationships with co-workers, member agency staff, Boards of Directors and the public using principles of good customer service.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Federal and state laws, rules policies, regulations and legislation of concern to member agencies.
- California Water Resources issues, including conjunctive use, integrated planning, water reuse, and demand management.
- Procedures, operations and functions of legislative and regulatory agencies at the state and federal levels.
- Legislative and regulatory research methods and procedures.
- Advanced analytical methods and procedures.
- Principles and practices of public policy administration.
- Principles and practices of budget monitoring.
- Pertinent local, State and Federal laws, ordinances, and rules related to water.
- Board meeting protocol and procedures.
- English usage, spelling, grammar, and punctuation.
- Technical report writing.
- Modern office methods, procedures and equipment.

- Computers and word processing, spreadsheets, and database software applications.
- Advanced principles and practices of statistics, methods of data collection, and scientific research.

Ability to:

- Organize, implement and direct highly complex legislative and regulatory activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Analyze and interpret state legislation, regulations, and policies and prepare recommendations.
- Interpret and explain pertinent Authority policies and procedures.
- Assist in the development and monitoring of assigned program budget.
- Analyze and prepare clear, concise and comprehensive reports.
- Gather, summarize and distribute a variety of technical legislative and regulatory policy information.
- Develop and recommend policies and procedures related to assigned projects.
- Coordinate projects with staff/managers from other Federal, State, and local agencies.
- Manage consultants.
- Manage and administer contract budgets and schedules.
- Interact tactfully with Board members, staff, member agency representatives, and the public.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support the Executive Director.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in state legislative and regulatory analysis. Specialized experience in water, environmental, local government, and finance policy preferred.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in government relations, political science, law or a related field. A Master's degree and background in water resources management or public administration or a related field is desirable.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date

Finance and Administrative Services Manager I/II

The information and descriptions herein reflect general details describing the primary functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive.

GENERAL STATEMENT OF JOB:

To plan, organize, direct, manage and review the financial and accounting operations of the of the Regional Water Authority and Sacramento Groundwater Authority; to administer human resource functions; to ensure that general office administrative support is provided; and to serve as Board Secretary and Treasurer.

The Executive Director, Finance and Administrative Services Manager and Manager of Technical Services make up the management team of the Authorities.

DISTINGUISHING CHARACTERISTICS:

The Finance and Administrative Services Manager I is the first management level and is distinguished from the II level by the latter is required to possess certificate as a Certified Public Accountant.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from the Executive Director.

Exercises direct supervision over assigned administrative support personnel.

ESSENTIAL JOB FUNCTIONS:

- Develops, plans and implements goals and objectives; establishes performance standards and methods for the performance of financial, human resources and administrative duties; develops and implements policies and procedures.
- As part of the Authority's management team, assists in the development and implementation of the mission and vision of the Authority.
- Plans, organizes, manages and participates in the Authorities' accounting, accounts receivable, accounts payable, payroll, journal entry, member/contractor billing and general ledger activities.
- Assists in the development and implementation of RWA's core and subscription projects and programs
- Supervises and participates in the development and administration of the Authorities' budgets; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures;

implements mid-year adjustments; presents budget to Executive Director and Budget Committee.

- Selects, trains, motivates and evaluates staff; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Authority.
- Prepares letters, reports, memoranda, records, documents and financial reports.
- Updates and maintains financial books and records, including contract records.
- Ensures assigned activities comply with pertinent State, Federal, and Board financial policies and laws.
- Implements new Governmental Accounting Standards Board (GASB) requirements imposed by state and local governments in the United States.
- Maintains awareness of costs and future projections for escalating costs associated with CalPERS Retirement and other Post-Employment Benefits.
- Manages cash reserves and invests funds within established guidelines.
- Plans, coordinates and prepares for financial audits.
- Maintains and records fixed assets and depreciation.
- Prepares closing and adjusting entries for processing reports and financial records as necessary.
- Initiates and maintains a variety of files and records of information such as payroll, attendance, employee personnel records, budget, contracts, production and cost records.
- Administers payroll and benefits and maintains leave records; administers new hire, leave, and termination actions and maintains documentation.
- Serves as Secretary and Treasurer to the Regional Water Authority and the Sacramento Groundwater Authority Boards of Directors.
- Oversees preparation and finalization of minutes of Board meetings, committee meetings, and other meetings and maintains the official records of Board meetings, including resolutions, actions and minutes.
- Evaluates operations and activities of assigned responsibilities; recommends improvements, modifications, policies and procedures.
- Develops and issues Requests for Proposals, and participates in the selection and oversight of consulting firms related to office administration, finance and human resources.
- Administers office business systems, including but not limited to, office lease, computer equipment, phone system, and website.
- Responds to requests from member agencies and the public as necessary.
- Researches, compiles, and analyzes data for special projects and reports.
- Handles confidential matters.
- Updates and maintains the RWA and SGA websites.
- May represent the Authorities on committees and outside organizations as necessary.
- Builds and maintains positive work relationships with co-workers, member agency staff, Boards of Directors and the public using principles of good customer service.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Generally accepted accounting principles and financial reporting.
- Principles and practices of internal controls.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of administrative procedures.
- Personnel practices and procedures including salary and benefit administration.
- Principles and practices of supervision, training and performance evaluation.
- Principles and practices of budget development and administration.
- Pertinent local, State and Federal laws, ordinance and rules.
- Board meeting protocol and procedures and the Brown Act.
- Technical and financial report writing.
- Modern office methods, procedures, and equipment.
- Computers and word processing, spreadsheet, and database software applications.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, direct, organize and implement financial, human resources and administrative operations and activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.
- Evaluate staff performance and make recommendation for improvement and professional development.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Effectively develop and administer the Authorities' budgets.
- Develop and recommend policies and procedures related to assigned programs.
- Understand the organization and operation of the Regional Water Authority, the Sacramento Groundwater Authority and of outside agencies as necessary to assume assigned responsibilities.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.

- Interpret and explain Federal, State, local and Authority policies, procedures, laws and regulations.
- Analyze situations carefully and adopt effective courses of action.
- Compile and maintain complex and extensive records and prepare reports.
- Perform administrative support work directly related to the management or general business operations of the employer.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE AND TRAINING:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience performing professional accounting and financial duties; including two years or supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in accounting, finance, business administration, public administration or related field.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Finance and Administrative Services Manager II: Possession of certificate as a Certified Public Accountant by the State of California Board of Accountancy.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date



Administrative Analyst

Class Code:
010700

Bargaining Unit: Sacramento City
Exempt Employees Association
(SCXEA)

CITY OF SACRAMENTO
Established Date: Apr 20, 2002
Revision Date: Feb 5, 2020

SALARY RANGE

\$34.89 - \$45.79 Hourly
\$2,791.20 - \$3,663.20 Biweekly
\$6,047.60 - \$7,936.93 Monthly
\$72,571.20 - \$95,243.20 Annually

DEFINITION:

This journey-level classification is populated with multiple incumbents. Incumbents may be assigned to perform either the entire range of support functions and administrative and technical duties for a division or department or a broad range of functional program management duties for programs with department or Citywide impact. Responsibilities require a complete knowledge of departmental policies, programmatic, or project operating policies and procedures. The Administrative Analyst may specialize in one program area or may have broader responsibility for multiple internal service functions. Incumbents may independently perform moderately complex professional or program management work and make independent decisions on routine activities; or may perform complex professional or program management work under closer direction and exercise less independent judgment and discretion. The Administrative Analyst is distinguished from the next higher-level class of Administrative Officer in that the latter is responsible for the administration and management of programs and projects or all centralized administrative services for a department or major division with high visibility and substantial Citywide impact.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by higher-level department or division administrative personnel. Responsibilities may include the indirect supervision of technical and clerical personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs professional analytical and technical work in the formulation and administration of department or division budgets, development, and management of grants and contracts, management of department level procurement, or coordination of personnel functions.
- Performs research and analysis in the development of program or project activities, including program compliance and eligibility, regulatory issues, and funding requirements.
- Compiles and analyzes data and makes recommendations on the formulation of policy, procedures, staffing, and organizational changes; conducts surveys and performs

research and statistical analysis on administrative, fiscal, personnel, or operational problems.

- Compiles materials and assists in the preparation of program-related grants, budgets, reports, manuals, and publications; coordinates procurement activities and related support functions for a program or project.
- Analyzes information for preparation of grants, contracts, and agreements; assists in negotiating terms; implements, monitors, and prepares reports on conduct and performance; prepares statistical data and graphs.
- Performs research and prepares studies as required; conducts surveys, compiles and analyzes data and formulates program policies and procedures; monitors and evaluates program effectiveness and outcomes; prepares periodic or specialized reports of program activities.
- Participates and assists in the design, implementation, and installation of new and revised programs, systems, procedures, methods of operation, and forms.
- Coordinates and monitors the administrative functions of an assigned department; compiles materials and assists in the preparation of budgets, reports, manuals, and publications.
- Coordinates departmental activities and programs with other City departments and divisions, and with outside agencies; represents the assigned department in committee meetings; oversees contract service providers.
- Responds to complaints and requests for information; interprets and applies policies and procedures; adjudicates complaints.
- Makes complex program or project eligibility determinations; conducts focus groups; meets with community or business groups.
- Prepares oral reports; makes oral presentations to a variety of City and departmental committees.
- May train staff as assigned.
- Provides exceptional customer service to those contacted in the course of work.
- Other related duties may also be performed; not all duties listed are necessarily performed by each individual holding this classification.

QUALIFICATIONS:

Knowledge of:

- Principles and practices of personnel administration.
- Principles and practices of organization and public administration.
- Principles and practices of program management, analysis, and coordination.
- Principles and practices of program performance measurement, systems analysis, and statistical measurement.
- Research techniques, methods, and procedures, and basic methods of statistical analysis.
- Principles, methods, and practices of municipal finance, budgeting, and accounting.
- Principles, methods, and practices of procurement, contracting, and grant writing.
- Methods of reporting information.
- Applicable Federal, State, and local laws and regulations.

Skill in:

- Providing customer service, including dealing with people in sensitive situations and problem resolution.
- Making presentations and conducting meetings.
- Use of computers, computer applications, and software.

Ability to:

- Interpret and apply rules, regulations, laws, ordinances, and policies.
- Communicate effectively, both orally and in writing.
- Administer assigned program responsibilities.
- Collect and analyze data and make sound recommendations.
- Review organizational and administrative problems; recommend and implement appropriate courses of action.
- Establish and maintain effective working relationships with employees, the general public, and others contacted in the course of work.
- Review and analyze organizational and administrative problems; recommend and implement effective courses of action.
- Interpret laws, rules, regulations, policies, and procedures and make appropriate decisions.
- Meet multiple deadlines.

EXPERIENCE AND EDUCATION

Experience:

Two years of full-time paid or other equivalent experience performing as a para-professional as it relates to report writing, research, analysis, or technical support in the areas of administration, program management or system operations.

And

Education:

A Bachelor's Degree from an accredited college or university with major coursework in public or business administration, economics, accounting, personnel, or a closely related field.

Substitution of Education:

An additional four years of full-time paid or other equivalent experience performing as a para-professional as it relates to report writing, research, analysis, or technical support in the areas of administration, program management, or system operations may substitute for the required education.

SPECIAL QUALIFICATIONS

Special Selection Criteria:

Some positions in this classification may require additional knowledge and experience in the following:

- Auditing principles.
- Basic methods of statistical analysis.
- Procurement, contracting, or grant writing.

Driver License:

Possession of a valid California Class C Driver License may be required at the time of appointment.

For positions where ability to drive is not an essential function, the employee must be able to arrange reliable and timely transportation whether through use of their private vehicle, use of government vehicle (when available) or through other private or public transportation for their attendance at essential off-site meetings, events, and trainings.

Probationary Period:

Employees must complete twelve (12) months of probation at a satisfactory performance level prior to gaining permanent status.

CLASS HISTORY:

Adopted: 4/20/02

Revised: 11/06, 12/12, 02/05/2020

Title Change:

Maintenance Update: 7/5/08 - Moved to Unit 14 and exempt status; 8/28/08 spec maintenance. Class code changed from 001785 per FLSA Audit 12/21/2019.

Abolished:

Class Code: 014000; (formerly 14000 & 10700)

Project Research Assistant

The information and descriptions herein reflect general details describing the principal functions, scope of responsibility, required knowledge and required abilities of this job. This job description is not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

GENERAL STATEMENT OF JOB:

To perform a variety of technical and professional duties in support of project managers related to the implementation of activities associated with Regional Water Authority's core and subscription-based programs, and Sacramento Groundwater Authority activities; to provide support for Authority grants; and to provide staff assistance to the Executive Director, member agencies, and higher level staff.

DISTINGUISHING CHARACTERISTICS:

The Project Research Assistant is the entry level class. Positions in this class typically have limited related work experience and work under closer supervision while learning job tasks. The Project Research Assistant is distinguished from the Associate Project Manager level by the performance of less than the full range of duties assigned to the Associate Project Manager.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Manager of Technical Services and may receive technical oversight from the Associate Project Manager, Senior Project Manager, Principal Project Manager or Finance and Administrative Services Manager.

The Project Assistant does not provide direct supervision to personnel, but assists in developing and managing contracts with consultants, local, State and Federal governments.

ESSENTIAL JOB FUNCTIONS:

- Monitors and administers grants; supports grantees in meeting grant requirements; collects and compiles data and prepares grant invoices; prepares required reports.
- Provides technical support for a variety of RWA and/or SGA programs including marketing, website maintenance, budget monitoring.
- Aids in the development of annual program business plans as needed.
- Oversees routine aspects of contracts with consultants, local, State and Federal governments.
- Implements partnerships with water, wastewater, energy, stormwater and other resource management entities for program support and marketing.
- Provides liaison with member agencies, Federal, State, and local agencies, and the public.

- Assists in the coordination of activities with and among member agencies; schedules and attends meetings and takes and produces meeting notes.
- Under direction, investigates, analyzes, develops and supports special studies or projects and drafts corresponding documentation and technical reports.
- Works with consultants, water suppliers and others to implement grant awards.
- Conducts literature research, collects data, evaluates data using a variety of tools, and prepares reports.
- Tracks and compiles a variety of program data.
- Answers questions and provides information to member agency staff and the public.
- Conducts periodic field work.
- Assists with the preparation of items for action and/or discussion of the RWA Executive Committee and the RWA Board of Directors, as assigned.
- Builds and maintains positive working relationships with co-workers, member agency staff, Boards of Directors and the public using principles of good customer service.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- California Water Resources issues, including water management planning, water efficiency, and groundwater management.
- Basic principles and practices of project budget monitoring.
- Principles and practices of grant administration.
- English usage, spelling, grammar, and punctuation.
- Modern office methods, procedures and equipment.
- Computer and word processing, spreadsheets, GIS, web design and maintenance, and database software applications.
- Basic knowledge of statistics, methods of data collection and analysis, and scientific research.

Ability to:

- Exercise discretion and independent judgment.
- On a continuous basis, know and understand all aspects of the job; identify and interpret technical and numerical information; observe and problem solve operational and technical procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 20 pounds or less.
- Graphically present technical information to broad audiences.
- Manage multiple tasks and activities.
- Coordinate work with staff/managers from other Federal, State, and local agencies.

- Track program budgets and schedules.
- Research, analyze and report on technical program issues.
- Interpret and apply policies and procedures.
- Analyze situations carefully and adopt effective courses of action.
- Effectively and efficiently support RWA and SGA programs and Project Managers including the Executive Director.
- Interact tactfully with Board members, all levels of management, member agency representatives, and the public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, orally and in writing.

REQUIRED EXPERIENCE:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of experience in water resource planning and management or closely related field. Professional interaction with state, local and national water organizations is desirable.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in water resources, natural sciences or a related field.

LICENSE AND CERTIFICATE:

Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

I have received and understand the above job description.

Incumbent's Signature

Date

Executive Director's Signature

Date

AGENDA ITEM 7: LEGISLATIVE/REGULATORY UPDATE

BACKGROUND:

The Legislature reconvened on January 3rd. Two-year bills must pass the house of origin by the end of January. There are two two-year bills that RWA has positions on that are moving. Those bills are AB 921 (McCarty D- Sacramento) related to flood control projects in West Sacramento, and SB 230 (Portantino D- La Canada Flintridge) related to the establishment of a constituents of emerging concern program in the State Water Resources Control Board (SWRCB). RWA has a position of support on both of those bills.

The Governor provided his proposed January budget on January 10th. The proposed budget included \$750 million for drought resilience. Of note this included \$100 million for water conservation planning and projects and \$75 million for turf replacement. The proposal also includes a place holder for \$250 million of which its use will be determined after wet season water supply conditions are known.

Bill introductions have begun. Currently, there are four new bills that RWA is tracking. Bill introduction deadline is February 18th, and it is expected that most new bill will be introduced in the last week before that deadline. There is one two-year bill SB 463 (Dahle R- Bieber) related to property owners being permitted to conduct work on water conduits on neighboring properties that staff is recommending the Executive Committee take a position on at this time. RWA members and ACWA proposed amendments that have been accepted that would exclude conduits that are owned or operated by public agencies from the provisions of the bill.

Information and Presentation: Ryan Ojakian, Legislative and Regulatory Affairs Manager

Action: Take Positions on Legislation

AGENDA ITEM 8: EXECUTIVE DIRECTOR'S REPORT

A verbal report will be provided.

AGENDA ITEM 9: DIRECTORS' COMMENTS