



**EXECUTIVE COMMITTEE MEETING AGENDA  
TRABUCO CANYON WATER DISTRICT  
ADMINISTRATIVE FACILITY  
32003 DOVE CANYON DRIVE, TRABUCO CANYON, CA  
NOVEMBER 4, 2024 AT 5:00 PM**

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**COMMITTEE MEMBERS**

Ed Mandich, Committee Chair  
Stephen Dopudja, Committee Member

**DISTRICT STAFF**

Fernando Paludi, General Manager  
Michael Perea, District Secretary

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**AGENDA NOTE:**

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

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

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

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

**CALL MEETING TO ORDER**

**VISITOR PARTICIPATION**

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

**ORAL COMMUNICATION**

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

**COMMITTEE MEMBER COMMENTS**

**REPORT FROM THE GENERAL MANAGER**

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING AGENDA | NOVEMBER 4, 2024**

**ADMINISTRATIVE MATTERS**

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

**RECOMMENDED ACTION:**

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

1. October 7, 2024

**DISCUSSION MATTERS**

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**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

**RECOMMENDED ACTION:**

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

**ITEM 3: APPROVAL OF URBAN WATER INSTITUTE 2025 CONFERENCE SPONSORSHIPS**

**RECOMMENDED ACTION:**

*Recommend that the Board of Directors approve sponsoring the Urban Water Institute's 2025 Conferences in the amount of \$3,000.*

**ITEM 4: APPROVAL OF HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES CONTRACT**

**RECOMMENDED ACTION:**

*Recommend the Board of Directors authorize the General Manager to execute a professional services contract with CPS HR for Human Resources and Health Benefits Third-Party Administrator Support Services with a not-to-exceed amount of \$50,000 for Fiscal Year 2024-25 (Action Calendar).*

**OTHER MATTERS**

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

**RECOMMENDED ACTION:**

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

**ADJOURNMENT**

**AVAILABILITY OF AGENDA MATERIALS**

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

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

*In compliance with California law and the Americans with Disabilities Act, if you need special disability-related modifications or accommodations, including auxiliary aids or services in order to participate in the meeting, or if you need the agenda provided in an alternative format, please contact the District Secretary at (949) 858-0277 at least 48 hours in advance of the*



**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING AGENDA | NOVEMBER 4, 2024**

*scheduled meeting. Notification 48 hours prior to the meeting will assist the District in making reasonable arrangements to accommodate your request. The District office is wheelchair accessible.*

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



**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | NOVEMBER 4, 2024**

**ADMINISTRATIVE MATTERS**

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

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Information will be presented at the time of the meeting.

**RECOMMENDED ACTION:**

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

1. *October 7, 2024*

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



## TRABUCO CANYON WATER DISTRICT EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 7, 2024

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### **DIRECTORS PRESENT**

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

### **STAFF PRESENT**

Fernando Paludi, General Manager  
Michael Perea, Assistant General Manager  
Jason Stroud, Maintenance Superintendent  
Roseann Lejsek, Executive Assistant

### **CONSULTANTS PRESENT (VIRTUALLY)**

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

### **PUBLIC PRESENT**

None

### **CALL MEETING TO ORDER**

Vice President Mandich called the October 7, 2024 Executive Committee Meeting to order at 5:00 PM.

### **VISITOR PARTICIPATION**

No visitor participation was received.

### **ORAL COMMUNICATION**

No oral communication was received.

### **COMMITTEE MEMBER COMMENTS**

None

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

None

### **ADMINISTRATIVE MATTERS**

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

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Mr. Paludi presented the Executive Committee Meeting Recap(s) for Committee consideration in accordance with the agenda. Discussion occurred regarding the format of the District's Committee Meeting Recaps.

**RECOMMENDATION:** The Committee recommended forwarding this matter to the Board of Directors (Consent Calendar).

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 7, 2024**

**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

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

**October 2024**

Regular Board Meeting – 10/17

- Approve grant resolution for USBR WaterSMART grant program (E/O) (Action)
- Approve grant resolution for DWR dam safety grant program (F/A) (Action)
- **Closed Session:**
  - Rutter Development Settlement

**November 2024**

Regular Board Meeting – 11/21

- Award HR and Benefits Support Agreement with CPS
- Approve Amendment to GM Contract
- **Closed Session: property-related matters (tentative)**

**December 2024**

Regular Board Meeting – 12/19

- Election of Board Officers
- Appointments of Board Members to Committee and Representative Assignments

**Other Potential Future Board Items**

- Authorize Agreement with Myers Marine for Trabuco Dam Outlet Repair (E/O)
- Award Recycled Water P.S. Improvements Design Contract (E/O)
- Accept Saddle Crest Facilities (E/O)
- Award Design of Dove & Tick Creek Pump Station Improvements (E/O)

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

**ITEM 3: DISCUSSION REGARDING AIRPORT FIRE AND IMPACTS TO DISTRICT PROPERTY**

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Mr. Paludi presented this matter for Committee consideration, and he reported that none of the District’s facilities were impacted by the Airport Fire, however one-third of the District’s Porter Property had burned. Discussion occurred regarding potential impacts to the District’s wells facilities and water supply during the upcoming wet season. Mr. Perea noted that the District has invoiced the National Park Service for the water pulled from two hydrants in the District’s service area to assist in fire-fighting efforts.

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

**ITEM 4: DISCUSSION REGARDING METER DOWNSIZING PROGRAM**

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Mr. Paludi presented this matter for Committee consideration. Director Dopudja reported that the Executive Committee members and the General Manager met with District customer Mark Anderson and discussed potential alternatives to the District’s indemnification form. Discussion occurred concerning the current program criteria related to risk mitigation and District indemnification from homeowner actions.

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING RECAP | OCTOBER 7, 2024**

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

**ITEM 5: DISCUSSION ON HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES**

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Mr. Paludi presented this matter for Committee consideration, and he reported that staff recommends contracting with CPS HR Consulting to provide support services. A brief discussion occurred regarding the cost effectiveness of contracting with CPS HR versus other firms.

**RECOMMENDATION:** The Committee recommended forwarding this matter to the Board of Directors (Action Calendar).

*Ms. Collins left the meeting at 6:15 p.m.*

**ITEM 6: REPORTS OR COMMENTS FROM THE GENERAL MANAGER AND/OR STAFF**

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**Montessori School**

Mr. Paludi provided the Committee with a status update on the Montessori School’s damage claim.

**Grant Applications Support**

Mr. Paludi provided the Committee with a status update on the District’s multiple applications for grant funding, and he stated that the District is working with neighboring agencies to offer as well as acquire letters of support for grant applications.

**District Treasurer**

Mr. Paludi provided the Committee with a status update on the contract with the District’s accounting firm, Eide Bailly. Mr. Paludi reported on the District’s short term plan to bridge the gap, and he stated that staff is evaluating the need for an internal financial employee position within the District.

**2024 H2O for HOAs Event**

Mr. Perea reported that the District will be participating in the H2O for HOA’s event next Thursday at the Laguna Hills Community Center.

**CSDA District Secretary Training**

Mr. Perea reported that Ms. Lejsek will be attending the Board Secretary Clerk Conference in the next few weeks to obtain her training certificate.

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

**ADJOURNMENT**

Vice President Mandich adjourned the October 7, 2024 Executive Committee Meeting at 6:31 p.m.

**TRABUCO CANYON WATER DISTRICT  
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**DISCUSSION MATTERS**

**ITEM 2: BOARD AGENDA PLANNING CALENDAR**

---

Information will be presented at the time of the meeting.

**RECOMMENDED ACTIONS:**

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

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

**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | NOVEMBER 4, 2024**

**DISCUSSION MATTERS**

**ITEM 3: APPROVAL OF URBAN WATER INSTITUTE 2025 CONFERENCE SPONSORSHIPS**

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Urban Water Institute (UWI) is a nonprofit public education organization formed in 1993 in Orange County. UWI's mission is to provide non-partisan information of timely and pertinent interest to the water resources community, including public and private sectors, with a particular emphasis on water economics, management, and resources policies as they affect consumers and the general economy. Despite the historical emphasis on "urban" in the organization's name, UWI is committed to providing multiple and often opposing perspectives to enable audiences to explore all angles of water issues.

UWI is a relationship-based organization that serves as a valuable resource for water professionals, elected officials and other water stakeholders. Each year, the Urban Water Institute hosts two conferences that are attended by the nation's top water experts and key decision makers. The Spring Water Conference takes place in February in Palm Springs and the Fall Water Conference takes place in August in San Diego. UWI conference attendees typically include, but are not limited to, board members and general/senior managers of urban and agricultural water districts, other utility representatives, environmental advocates, state and federal agency management staff and officials, attorneys, consultants, and academia.

Trabuco Canyon Water District became a member of UWI in 2020 and the District's General Manager holds a position on the UWI Board of Directors, which has a significant role in conference planning and strategic direction of the organization.

In 2023, UWI changed the format of sponsorship opportunities, offering one annual sponsorship that includes both annual conferences. This enhances the funding stability of UWI while reducing administrative work for both UWI and sponsoring organizations. There are six sponsorship levels available from \$1,000 to \$15,000. UWI's 2025 Annual Sponsorship and Exhibitor Prospectus is included as Exhibit 1. Staff recommends a \$3,000 "Silver" sponsorship for 2025 which is equivalent to the District's total annual sponsorship commitment over the past several years and is the lowest level that provides a complimentary registration (registration in 2024 was \$695).

**FUNDING SOURCE:**

General Fund

**FISCAL IMPACT**

\$3,000

**RECOMMENDED ACTIONS:**

*Recommend that the Board of Directors approve sponsoring the Urban Water Institute's 2025 Conferences in the amount of \$3,000.*

**EXHIBIT(S):**

Urban Water Institute 2025 Annual Sponsorship and Exhibitor Prospectus

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



# 2025 ANNUAL SPONSORSHIP & EXHIBITOR PROSPECTUS





# INFORMATION

## FOR SPONSORS & EXHIBITORS

### WHO IS THE URBAN WATER INSTITUTE?

The Urban Water Institute was incorporated as a nonprofit public education organization in the State of California in 1993.

Our mission is to provide non-partisan information of timely and pertinent interest to the water resource industry, incl. public agencies and private firms, with a particular emphasis on water economics, management and resource policies as they affect consumers and the general economy.

### ANNUAL SPONSORSHIP OPPORTUNITIES

This Prospectus details all opportunities for both Sponsors and Exhibitors.

UWI's sponsorship program is set up on an annual basis to allow organizations to budget for a full year of sponsorship. One annual sponsorship covers both UWI's Spring and Annual Conference events.

Many sponsorship levels include an opportunity to exhibit and attend the conference. Exhibitor tables can also be purchased separately for each event.

### BENEFITS OF MARKETING WITH UWI

- Brand visibility and special recognition
- Relationship building through increased, dedicated networking opportunities
- Exposure to nearly 500 water community leaders over the course of two conferences
- The ability to plan and budget for a full calendar year
- A shared commitment to success

### WHO ATTENDS UWI CONFERENCES

- Water District General Managers & Board of Directors
- Water Resource & Environmental Engineers
- Utility Managers
- State and Federal Agency Senior Staff, Management & Officials
- Water Resources & Operations Managers
- Attorneys
- Consultants
- Academia



# SPONSORSHIP LEVELS

	TITLE*	DIAMOND	PLATINUM	GOLD	SILVER	BRONZE
	\$15,000	\$10,000	\$8,000	\$6,000	\$3,000	\$1,000
<b>NETWORKING</b>						
Recognition as the Title Sponsor on UWI Website/Newsletters/Marketing Materials	●					
Logo on Conference Bags (Spring/Fall)	●					
Exhibit Table (Spring/Fall)	●	●	●			
Complimentary Conference Registrations <i>(Can be used at the Spring or Annual Conference)</i>	6/year	4/year	3/year	2/year	1/year	
Welcome Reception Celebrating Sponsors	●	●	●	●	●	●
Attendee List w/ Contact Info (Spring/Fall)	●	●	●	●	●	●
<b>RECOGNITION</b>						
Premium Conference Signage (Spring/Fall)	●	●				
Guest Blog Post on UWI Website	●	●				
<b>Choice of 1 Level A, B or C Conference Sponsorship Item</b> (Spring/Fall)	●	●	●			
Ad in Conference Program (Spring/Fall)	Full Page	1/2 Page	1/4 Page			
Company Logo on Screen During Conference Sessions (Spring/Fall)	●	●	●			
Email Spotlight to Conference Attendees Promoting Company (Spring/Fall)	●	●	●			
<b>Choice of 1 Level B or C Conference Sponsorship Item</b> (Spring/Fall)				●		
Social Media Post Promoting Company	●	●	●	●		
<b>Choice of 1 Level C Conference Sponsorship Item</b> (Spring/Fall)					●	
Company Logo on Conference Promotional Materials (Spring/Fall)	●	●	●	●	●	
Company Logo on Conference Signage (Spring/Fall)	●	●	●	●	●	●
Company Logo in Conference Program (Spring/Fall)	●	●	●	●	●	●
Company Logo on Conference Website (Spring/Fall)	●	●	●	●	●	●
Sponsor Ribbons (Spring/Fall)	●	●	●	●	●	●



# SPONSOR & EXHIBITOR INFORMATION

## ADDITIONAL SPONSOR INFO



### LEVEL A CONFERENCE SPONSORSHIP ITEMS:

Lanyards, Conference WiFi, Opening Session, Chairman's Reception, Program Printing



### LEVEL B CONFERENCE SPONSORSHIP ITEMS:

Luncheon(s), Breakfast(s), Ice Cream Sundae Break, Social Media, Audio Visual, Keynote Speakers



### LEVEL C CONFERENCE SPONSORSHIP ITEMS:

Morning Coffee Break, Afternoon Cookie Break, Session Sponsor

### \*TITLE SPONSOR

The Title Sponsor is reserved for one organization that wishes to support Urban Water Institute at the highest level. This is an exclusive opportunity and the organization who elects to achieve this level will receive very specific benefits, such as amplified visibility on Urban Water Institute's website, marketing materials, and enhanced recognition during UWI conferences along with the single sponsor of Conference bags.

## EXHIBITOR OPPORTUNITIES

Organizations that wish to Exhibit at UWI's Conferences can do so by securing a Tabletop Exhibit for \$750 per conference. Exhibitors will receive the following benefits:

- 1 6ft Table with 2 Chairs
- Listing in Conference Program
- Listing on UWI Conference Website
- Networking Opportunities – AM & PM Breaks
- 1 Complimentary Conference Registration





# CONTACT US

UWI Events Director: Paula Currie  
events@urbanwater.com  
(916) 616-0286

Urban Water Institute  
14271 Jeffrey Road, #509  
Irvine, CA 92620

Submit your sponsorship or exhibitor registration online:  
[urbanwater.com/sponsorship-registration](https://urbanwater.com/sponsorship-registration)



**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | NOVEMBER 4, 2024**

**DISCUSSION MATTERS**

**ITEM 4: APPROVAL OF HUMAN RESOURCES AND HEALTH BENEFITS THIRD-PARTY ADMINISTRATOR SUPPORT SERVICES CONTRACT**

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

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

Of the six firms identified, three firms responded to the RFQ, and two firms met with District staff to discuss the proposed SOW and provided responsive proposals (CPS HR Consulting and Keenan and Associates).

The standard practice for the services of both firms is to invoice clients after services are rendered as indicated in the proposals. District staff have identified several areas of focus in the SOW but will work with the respective TPA on a planned phase approach to address these needs. At the August 15, 2024, Regular Board Meeting, District staff presented this information to the Board for their consideration and received feedback related to the proposed TPA services to benchmark the certain rate schedule costs with other firms.

At the September 9, 2024 Executive Committee, District staff provided updated information and consultant rate information with the recommendation to contract with one firm, CPS HR Consulting, to provide the TPA support services to meet the scope of work in the RFQ. District staff recommends forwarding this matter to the Board of Directors for consideration and approval to authorize the General Manager to contract with CPS HR Consulting to provide support services for a not to exceed amount of \$50,000 for FY 2024-25; the not to exceed budget was based on support services for a 12-month period, and as such, the actual costs may be significantly lower due to starting support services mid-year. More information will be provided at the time of the meeting.

**FUNDING SOURCE:**

FY 2024/25 General Fund, Professional Services Budget

**FISCAL IMPACT**

Proposed Not To Exceed \$50,000 for FY 2024-25

**RECOMMENDED ACTIONS:**

*Recommend the Board of Directors authorize the General Manager to execute a professional services contract with CPS HR for Human Resources and Health Benefits Third-Party Administrator Support Services with a not-to-exceed amount of \$50,000 for Fiscal Year 2024-25 (Action Calendar).*

**EXHIBIT(S):**

1. TCWD RFQ and Scope of Work
2. CPS HR Consulting Proposal

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

# **REQUEST FOR QUALIFICATIONS**

## **Human Resources and Employee Benefits Support Services**



**Trabuco Canyon Water District**  
32003 Dove Canyon Drive  
Trabuco Canyon, CA 92679  
(949) 858-0277

## **I. BACKGROUND/INTRODUCTION & PURPOSE**

Trabuco Canyon Water District (TCWD or District) is a county water district organized and operating pursuant to Section 30000, and following, of the Water Code of the State of California, responsible for providing retail potable water service, groundwater filtration and treatment, wastewater collection and treatment, water recycling, and urban runoff collection and treatment services to approximately 13,500 residents through approximately 4,300 connections with less than 25 full-time employees (FTEs).

TCWD intends to retain and contract with a well-qualified human resources and employee benefits support services provider to augment District staff to meet employee human resources and benefits needs and to provide guidance to the Board of Directors on employee benefits. TCWD is soliciting qualifications (SOQs) from firms for this purpose and interested providers should submit their qualifications by noon (PST) on **Wednesday, May 15, 2024**.

## **II. SCOPE OF WORK**

The selected proposer will be responsible for providing human resources and employee benefits consulting services under the direction of the General Manager or other senior management as determined by the General Manager, including but not limited to:

### **Employee Recruitment, Selection, and Retention Services**

- Assist with job description preparation & periodic updates;
- Maintain the organizational chart and update as needed;
- Assist with hiring new employees, including, but not limited to, drafting open position announcements and working with the hiring manager to ensure compliance with interviewing and hiring laws and best practices;
- Work with new employees during the onboarding process, specifically District policies and benefits;
- Support District management on the employee separation processes, including, but not limited to, final exit interviews and collection of District-issued property/items;
- Provide recommendation on improving ways to attract, hire, and retain qualified employees.

### **Classification and Compensation**

- Maintain the District's classification plan;
- As necessary, support District labor market surveys of total compensation to ensure a competitive workforce.

### **Employee Benefits Administration**

- Manage annual enrollment period for all benefits, including, but not limited to explanation of insurance plans and benefits; prepare staff communications materials; and provide timely updates to the District's Board of Directors for their consideration and adoption, including District's annual health benefit contribution;
- Work with employees throughout the year to answer questions regarding benefits enrollment and plans;
- Administer employee safety program and Worker's Compensation program;
- Administer and advise employees on types of leave available to them;

- Ensure TCWD is compliant with all labor requirements as established by the California Department of Labor/Labor Relations Board.

### **Employee Relations Services**

- Provide assistance on annual updates to the Employee Handbook with District management team;
- Administer performance evaluation process and provide guidance and support to supervisors with employee disciplinary issues;
- Manage and resolve employee grievances, disputes and conflicts;
- Administer employee and supervisor training and other employee development strategies;
- Provide support and recommendations regarding enhanced employee recognition and engagement.

### **Coordination with District legal counsel**

- Should the need for legal assistance occur, coordinate with TCWD's general or special counsel to act as a partner throughout the proceedings.

### **General Staff Support & Program Administration**

- Participate in quarterly calls with the TCWD management team on human resources and benefits;
- Work onsite for ½ day at TCWD administration facility during open enrollment periods;
- Provide a monthly activity report to the District management team for the respective billing period.

Additional work may be required and will be negotiated with the selected provider.

The District understands that this is an extensive list of services and that not all firms may provide all of these services. Respondents should list the suite of services at best meet most, if not all, of the tasks listed in the Scope of Work.

## **III. REQUIREMENTS FOR RESPONSIVE SOQS**

The purpose of this Request for Qualifications (RFQ) is for each proposer to demonstrate that it has the background, qualifications, competence, and capability to provide services to the District as outlined in the Scope of Work section. Submittals should include a discussion of the provider's ability to provide the services listed in the Scope of Work as well as the following information:

### **1. Project Understanding and Approach**

Approach and methodology to performing scope of services, including completeness, demonstrated capability, responsiveness to the District's needs, and understanding of the work requirements.

### **2. Proposed Team Experience and Qualifications**

- a) Experience of the Company's Team with respect to the RFPs tasks and role, i.e. Project Manager, Quality Control, etc.
- b) Experience on similar projects.
- c) Qualifications, including certifications, of team and members performing the work.

d) Recent references from clients on similar types of work performed and successful completion of previous work.

**3. Level of Effort**

Proposed level of effort to respond and satisfy the District’s service requirements and needs.

**4. Project Responsiveness**

Ability to respond to service requirements, including potential day and night-time work.

**5. Contractual Requirements**

Ability to meet all District’s administrative requirements, including, but not limited to, proposed monthly fees and hourly rates, insurance, liability, equal opportunity practice, labor compliance, and any exceptions taken to the District’s Professional Services Contract.

**6. Value Added**

Consideration of any optional added value scope of services tasks/items with demonstrated significant and measurable cost savings.

**IV. SELECTION PROCESS**

TCWD intends to select a provider best suited to meet its needs based on the SOQs received and conducted interviews. Final selection will be based on evaluation of qualifications and interview(s). Submitting firms should note that fee proposals and pricing, while important, will not be the sole deciding factor in the final selection. TCWD will negotiate a final scope and fee for services with the selected provider.

The SOQs will be initially screened by the District and an invitation to interview with the District will be extended to selected providers. Selected providers may be invited to participate in one or more interviews, which may include an opportunity for the proposers to make a brief presentation to the District. The District currently anticipates that the initial interviews of selected providers will take place at the District’s administrative facility in Trabuco Canyon, California, the week of **June 3, 2024**.

TCWD is not, nor shall be, deemed liable for any costs incurred by proposers during the preparation, submittal, or presentation of their proposal, any interviews, and/or meetings with the District as part of this selection process. The project manager(s) will be expected to be physically present for any interview the agency has been invited to participate in. TCWD is not inclined to waive the requirement for the project manager(s) to be physically present for the interview, but may accommodate alternative methods for participation, if justified. Written clarification of a submitted SOQ may also be required of a submitter.

Proposers responding to the RFQ are advised that **all** information contained in submitted proposals and associated materials **shall** become a matter of public record subject to the California Public Records Act of 2004 (Govt. Code Section 6250 et seq.), and the information’s use and disclosure are governed by this Act.

TCWD reserves the right to reject any and all proposals, waive any proposal formalities, and modify, postpone, or cancel the proposed selection procedure at its sole discretion. The District, at its sole discretion, may waive any omission that it deems to be non-essential or inconsequential.

#### **V. SOQ SUBMITTAL FORMAT AND DEADLINE**

Responses to this RFQ will be in writing only and should respond to each element of the Scope of Work and submittal requirements. Responses should be complete and self-contained and should not require reference to other documents or sources in order to be complete.

#### **VI. ANTICIPATED EVALUATION TIMELINE**

TCWD anticipates that it will review and consider submitted SOQs the week of **May 20, 2024**. The target for initial interviews with selected firms is currently the week of **June 3, 2024**, with interviews expected to take place at the District's administrative facility located at 32003 Dove Canyon Drive, Trabuco Canyon, California. The selection and work on TCWD's behalf are expected to begin **July 1, 2024**.

The contract for human resources and employee benefit support services will be in accordance with TCWD's Professional Services Agreement, a copy of which may be requested by emailing [admin@tcwd.ca.gov](mailto:admin@tcwd.ca.gov). TCWD is not inclined to modify the Professional Services Agreement but will consider proposed modifications that specifically included as part of the written proposal.

#### **VII. ADDITIONAL INFORMATION AND CHANGES**

All requests for additional information shall be made in writing to the Assistant General Manager by letter or email. No oral modifications of this RFQ shall be valid. Any modifications shall be written and issued by an RFQ addendum.

PROPOSAL

# Trabuco Canyon Water District HR Consulting Services

June 31, 2024

SUBMITTED BY:  
CHRISTINA BATORSKI PEACOCK  
*Manager, Talent Acquisition & HR Services*

CPS HR Consulting  
2450 Del Paso Road, Suite 220  
Sacramento, CA 95834  
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[www.cpshr.us](http://www.cpshr.us)



Your Path to Performance

June 31, 2024

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

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

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

Dear Michael,

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

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

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

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

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

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

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

Sincerely,



Christina Batorski Peacock  
Manager, Talent Acquisition & HR Services

## About CPS HR Consulting

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

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

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

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

### Core Services

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

# CPS HR CONSULTING CORE SERVICES



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



## CLASSIFICATION & COMPENSATION

- Classification
- Compensation



## DIVERSITY, EQUITY & INCLUSION (DEI)

- DEI Strategic Planning
- DEI Training



## HR CONSULTING

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



## LICENSING & CERTIFICATION

- Accreditation
- Candidate Management
- Program Management
- Testing Services



## ORGANIZATIONAL STRATEGY

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



## RECRUITMENT & SELECTION

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



## TESTING

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



## TRAINING & DEVELOPMENT

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

## CORE MARKETS



Federal



State



Local



Special Districts



Education



Non-Profit Organizations

## Joint Powers Authority

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

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



## CPS HR BOARD OF DIRECTORS

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

### **Approach to Providing Outstanding Customer Service**

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

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

# HR Consultation

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## Our Understanding of the Scope of Work

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

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

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

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

## Value Added Service

### VALUE PROPOSITION

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

### We help clients succeed by:

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

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

## **HR Consulting Services**

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

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

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

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

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

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

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

***Benefit Administration***

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

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

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

***Labor Relations***

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

***Classification and Compensation Studies***

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

***Performance Management***

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

## Human Resources Consulting Experience

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

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

## **Examples of Similar Work**

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

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

### **City of Sheridan CO**

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

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

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

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

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

## Similar Work References

### Reference #1

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

### Reference #2

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

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## Pricing Structure

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

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

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

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

# Project Team

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## Key Personnel

### **Project Manager**

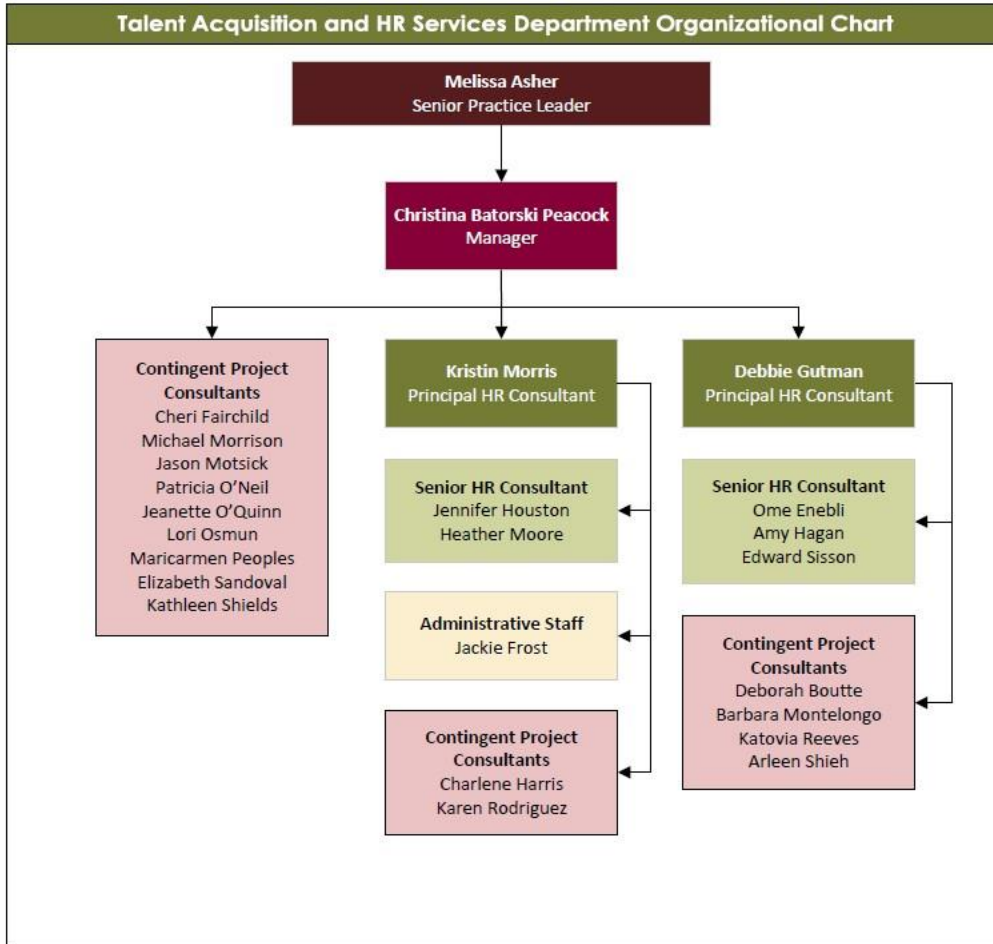
We have assembled a strong project team, with each member selected for their specific expertise, experience working in the public sector, and professionalism. We have selected **Ms. Debbie Gutman M.A., SPHR, PHR-CA** to be the Project Manager for this assignment because of her strong project management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

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

### **Project Team**

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

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



**TRABUCO CANYON WATER DISTRICT  
EXECUTIVE COMMITTEE MEETING | NOVEMBER 4, 2024**

**OTHER MATTERS**

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

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

**RECOMMENDED ACTION:**

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

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