



BOARD MEETING AGENDA SUBMITTAL

TO: GCSB Board of Directors

FROM: Jennifer Donabedian, Administrative Services Manager

DATE: August 13, 2024

SUBJECT: Agenda Item 6G: Adoption of a Resolution Authorizing the General Manager to Enter into a Professional Services Agreement with Bryce Consulting for the Completion of a Total Compensation and Benefit Study

RECOMMENDED ACTION:

Staff recommends the following action:

I move to adopt Resolution 23-2024 Authorizing the General Manager to Enter into a Professional Services Agreement with Bryce Consulting for the Completion of a Total Compensation and Benefit Study.

BACKGROUND:

A request for proposals (RFP) document was developed by staff and presented to the Board at their June 11, 2024 meeting. The Board approved the issuance of the RFP and staff distributed the RFP via email to a list of potential consultants as well as publishing it on CSDA's RFP Clearinghouse. The deadline for submission of proposals was July 12, 2024. A total of five (5) proposals were received from qualified consultants.

Bryce Consulting	\$16,340-\$17,100
Gallager	\$28,000
MGT	\$15,990
Ralph Anderson	\$24,900
RGS	\$31,400

A staff committee was formed on July 23rd and tasked with reviewing the proposals and making a recommendation to the Board for award of the project. The committee met as a group on August 8th to go over individual reviews and scoresheets.

All proposals received came from well qualified candidates, however, Bryce Consulting's proposal addressed all the components and scope of work as detailed in the District's RFP in a very clear and concise manner.

ATTACHMENTS:

Proposal from Bryce Consulting
Resolution 23-2024

FINANCIAL IMPACT:

The cost proposal received by Bryce Consulting is \$16,340-\$17,100 depending on final scope of the study. The approved 2024/25 budget contains \$61,750 for the completion of this study, however, this budget line item also includes funding for an organizational analysis study.

BRYCE
CONSULTING

PROPOSAL TO CONDUCT A COMPENSATION
STUDY FOR
THE GROVELAND COMMUNITY SERVICES
DISTRICT- 2024



BRYCE CONSULTING

1024 Iron Point Road, Ste. 100

Folsom, CA 95630

(916) 974-0199

www.bryceconsulting.com



July 12, 2024

Jennifer Donabedian
Administrative Services Manager
Groveland Community Services District

Re: Compensation Study

Dear Ms. Donabedian:

Thank you very much for the opportunity to submit a proposal to conduct a compensation study for the Groveland Community Services District. We have extensive experience working with agencies that provide utility services including drinking water treatment and distribution and wastewater collection and treatment.

We recognize the importance of maintaining a meaningful and competitive compensation plan reflective of today's organization. The firm will devote all necessary resources to undertake a successful study of District classifications. Furthermore, we will work with the organization at every step during the project to maintain open communication, provide regular status up-dates, and ensure the successful accomplishment of the study's objectives. Bryce Consulting prides itself on client responsiveness. As such, all clients are provided contact information for the Principals of the firm including cell phone numbers so that questions and issues can be resolved as soon as possible.

Again, thank you for the opportunity to be considered for this project. This proposal is valid for 90 days of submission.

Sincerely,

Shellie Anderson
Principal, Bryce Consulting

Table of Contents

A. Cover Letter 4

B. Relevant Experience 5

C. Project Team 9

D. Work Plan 10

E. Cost Proposal 15

F. Project Schedule 16

G. Insurance 17

A. COVER LETTER

Groveland Community Services District seeks consulting expertise to conduct a total compensation study including a review of existing job descriptions, and a comparison of salary and benefits for comparable classifications to an appropriate labor market. The District provides a broad range of services to the community including water treatment and distribution, wastewater collection, treatment, and regional recycled water, as well as a public park, baseball field and provides fire protection services to the community through a cooperative contract with the California Department of Forestry and Fire Protections (CAL FIRE).

The goal of the study is to develop an equitable, reliable, and competitive compensation system that supports the District's mission; promotes equity by accurately aligning classifications and pay; fosters the attraction and retention of qualified individuals; and provides opportunities for employee growth and development.

Bryce Consulting is located in Folsom, California and was formed in July 1995 to provide management consulting services to local government clients, including cities, counties, and special district, related to classification and compensation, recruitment and selection, organization development, and training. While Bryce is a boutique firm with two Principals and a Senior Consultant on staff, a Principal serves as project manager for every project and is intimately involved in the data collection, analysis, presentation of findings, and development of recommendations. We are uniquely qualified to perform the study as the consultants have extensive experience conducting classification and compensation studies involving water and wastewater related classifications and are knowledgeable of the duties and certification requirements.

The compensation study will include an analysis of salary and benefits for classifications comparable to the District's, from both the employer and employee perspective. Bryce has included an open and transparent process that allows for Employee Representative involvement. Bryce prides itself on developing and maintaining strong working relationships with employees and unions and while the ultimate recommendations are developed by the consultant, we value the information provided by the employees and have found that by being involved by employee representatives in the review process, the organization receives a better product.

Sincerely,



Shellie Anderson, Principal

B. RELEVANT EXPERIENCE

Bryce Consulting, Inc. was formed in July 1995 to provide the full range of human resource consulting services to governmental clients. We offer comprehensive and integrated advisory services in the areas of human resources management, recruitment and selection, organization development, and training. Our scope and approach to consulting is based on a solid foundation of professional experience in providing consulting services to local governments.

SERVICES

Bryce Consulting offers a comprehensive range of human resource consulting services including:

Classification and Compensation - This area of the practice includes the development, installation, and modification of all or part of an agency's classification plan and compensation program. Typical study results include compensation policy development; the preparation of class specifications and career ladders that are in compliance with the ADA; internal salary relationship analysis; external compensation surveys; and the development of a revised compensation plan.

Organizational and Management Review and Analysis - This practice area includes the review, analysis and development of organizational structure, staffing, levels, reporting relationships, workflow, and management control systems. Specific tasks include detailed operational and organizational data collection, analysis of current systems and processes, and development of new or modified organizational and operational structures to create operational efficiencies, workload balance and appropriate staffing levels. Implementation includes facilitated processes with management, individual staff, and entire work groups to ensure the broadest understanding and success of the study recommendations.

Human Resources Systems - Typical assignments in this area result in the development or modification of the basic policy and administrative framework for the agency's human resource management system. Study results include the preparation of personnel rules, policies, and procedures, and employee handbooks.

Performance Appraisal - This service area involves the development and installation of comprehensive performance appraisal systems for both management and non-management staff. These systems are complete and include the necessary forms, procedure manuals, and the training of management and supervisory staff.

CLIENT LIST

Bryce has provided human resources consulting services to the following clients over the past five years.

Cities

City of Benicia
City of Berkeley
City of Campbell
City of Citrus Heights
City of Daly City
City of Davis
City of Elk Grove
City of Fremont
City of Galt
City of Hayward
City of Kerman
City of Long Beach Airport
City of Los Banos
City of Manteca
City of Napa
City of Novato
City of Ojai
City of Pacific Grove
City of Patterson
City of Petaluma
City of Pittsburg
City of Pleasanton
City of Roseville
City of San Rafael
City of Scotts Valley
City of Soledad
City of South San Francisco
City of Stockton
City of Torrance
City of Vacaville
City of Walnut Creek
City of Yuba City
City San Mateo
Town of Los Gatos

Counties

Napa County
Nevada County
Placer County
Yuba County

Special Districts

Association of California Water Agencies
Big Bear Regional Wastewater Agency
Citrus Heights Water District
El Dorado Irrigation District
Elk Grove Water District
Florin County Water District
Housing Authority of the County of Butte
Humboldt Transit Authority
Marin-Sonoma Mosquito and Vector Control
Modesto Irrigation District
Monterey County Regional Fire District
Moraga-Orinda Fire District
North Lake Tahoe Fire Protection District
North Tahoe Fire Protection District
Olympic valley Public Services District
Pioneer Community Energy
Placer County Water Agency
Ross Valley Sanitary District
Sacramento Metropolitan Fire District
Sacramento Suburban Water district
San Juan Water District
Solano Irrigation District
South San Joaquin Irrigation District
Stockton East Water District
Superior Court of California, County of Sacramento
Truckee Fire Protection District
Truckee-Tahoe Airport District
Vallejo Flood and Wastewater District
Water Facilities Authority

REFERENCES

Citrus Heights Water District

Brittney Moore, Administrative Services Manager
(916) 735-7711

Bmoore@chwd.org

6230 Sylvan Road, Citrus Heights, CA. 95610

Citrus Heights Water District is a current client. Bryce has conducted seven compensation and/or benefit studies for the District since 2016 and is the process of completing a compensation study involving 17 agencies and 19 water related and administrative classifications.

Central Contra Costa Sanitary District

Teji O'Malley, Human Resources Manager
(925) 335-7744

tomalley@centralsan.org

Central Contra Costa Sanitary District is a past client. Bryce has conducted four compensation studies for the District since 2017, with the most recently completed in 2024 consisting of 18 survey agencies and 54 survey classifications.

City of Roseville

Stacey Peterson, Human Resources Director
(916) 774-5475

Speterson@roseville.ca.us

311 Vernon Street, Roseville, CA 95768

The City of Roseville is a long-term and current client. Bryce conducted a City-wide classification study of over 1,200 positions and has conducted multiple City-wide total compensation studies over the years with the most recent including approximately 16 survey agencies and 105 benchmark classifications. Bryce continues to support the City with classification and compensation studies as needed.

San Juan Water District

Donna Silva, Director of Finance
(916) 791-6907

dsilva@sjwd.org

9935 Auburn Folsom Road. Granite Bay, CA 95746

San Juan Water District is a long-term and current client. Bryce Consulting has assisted the District with multiple recruitments, conducted an organizational/succession planning study and concluded a District-wide compensation study that included 29 survey classifications and 14 agencies in 2019 and 2022.

Water Facilities Authority

Van Jew, General Manager

(909) 981-9454, ext. 12

vwj@wfajpa.org

1775 N Benson Avenue, Upland, CA 91784

In 2024, Bryce conducted a classification and compensation study involving seven classifications and 13 survey agencies.

C. PROJECT TEAM

Our consulting team has extensive experience dealing with local government service delivery, restructuring, and personnel management efforts. Shellie Anderson will serve as project manager for this study and will assume responsibility for on-going client contact, survey design, data collection, and preparation and presentation of reports. Stacy James, Senior Project Consultant, will provide data collection and analysis support.

STAFF RESUMES

SHELLIE ANDERSON

Shellie Anderson is a principal with the firm who brings 25 years of human resource consulting experience within the State of California, specifically within the public sector. Her background includes managing and participating in compensation and classification studies of varying sizes, organizational analyses, recruitment and selection, development of performance evaluation systems, and succession planning. Ms. Anderson has personally completed hundreds of compensation studies and has worked with a variety of public agencies including the State of California, cities, counties, and electric, water, wastewater, and irrigation districts. Ms. Anderson has successfully worked with labor-management groups on multiple studies, to ensure successful accomplishment of study objectives. Ms. Anderson received a Bachelor's degree in Psychology and a Master's degree in Industrial and Organizational Psychology from the California State University, Sacramento. In addition, Ms. Anderson is a Certified Senior Professional in Human Resources. Ms. Anderson served on the Board for the IPMA – HR Sacramento Mother Lode Chapter for nearly a decade.

STACY JAMES

Stacy James is a consultant with 15 years of professional human resources experience within the State of California including classification and compensation, recruitment and selection, development of work policies and procedures, and performance appraisal design. Ms. James previously oversaw the personnel practices in nine California Counties for social services and child support services departments which included serving as a business partner, conducting recruitments, determining and developing a variety of assessment processes, conducting job analyses, conducting classification studies, and providing training on rules and regulations governing the departments' merit system. Ms. James has extensive experience with compensation data collection and analysis. In addition, Ms. James has served as consultant to a variety of State agencies, counties, cities, non-profits, and special districts in the State of California. Ms. James earned her Bachelor's degree in Psychology from California State University, Sacramento.

D. WORK PLAN

This section of the proposal is intended to place the overall assignment in perspective.

STUDY OBJECTIVES

Groveland Community Services District is seeking highly qualified consulting assistance to conduct a comprehensive compensation study including approximately 20 classifications. The specific study objectives would include the following:

- Research and recommend survey parameters including survey agencies, survey classifications, and data elements.
- Conduct a total compensation analysis to provide the District with an accurate assessment of how its compensation plan compares with the selected labor market agencies.
- Recommend an appropriate salary range for each specified classification based on the classification plan, internal relationships, alignment, and equity.
- Prepare and present a report of findings and recommendations.

INVOLVEMENT OF STUDY PARTICIPANTS

While there is no one way to approach participation, the following outlines an approach which has been successful, with various modifications, for other organizations.

Board of Directors: The Board of Directors typically has a role in the study process that includes providing policy level direction regarding survey parameters and accepting survey findings for the organization. Either the consultant or the General Manager, or designee, typically provides the Board of Directors status updates.

General Manager: The General Manager is typically consulted on the initial study process and goals as well as a review of findings and recommendations prior to finalizing the study.

Administrative Services Manager: The Administrative Services Manager, or designee, would normally provide the consultant with day-to-day guidance and administrative direction and be intimately involved in the review of findings and recommendations.

Employee Representatives: It is not uncommon for employee representatives to be part of the compensation study process to provide an opportunity to review the data and ask the consultants questions. It is our experience that this type of collaborative process results in a better study.

The study process presented on the following pages is designed to achieve the specific objectives presented in the previous section. Each task has been carefully tailored to meet the District's needs and is intended to ensure:

Client Involvement – Study results will be thoroughly reviewed with the District prior to finalization.

Quality - Study results are based on sound technical methods and provide the District with quality compensation recommendations that are acceptable and can be implemented.

Service And Value - The assignment is completed on time and in the most efficient and effective manner possible to ensure that the District receives the greatest value for its consulting dollar.

COMPENSATION STUDY METHODOLOGY

The following is the methodology Bryce Consulting utilizes for conducting market studies.

Task 1 - Project Initiation

This task involves all steps required to initiate the project and includes a review and finalization of the study objectives, study process, project deliverables, and discussion of general questions and concerns with the Administrative Services Manager. Additionally, the consultant will rely on District staff to provide background documentation such as job descriptions, salary schedules, and benefit information and to participate in a detailed review of the findings and recommendations.

Task 2 – Research and Recommend Compensation Survey Parameters

This task will result in a recommendation of compensation survey parameters. These parameters will be consistent with the District's overall salary plan and will include the following:

Labor Market – The overall objective in selecting survey employers is to define as accurately as possible the District's "Labor Market." A labor market consists of those employers with whom the District would compete with for employees. Typically, 10 – 12 agencies are surveyed. The consultant will review the District's list of survey agencies from the 2019 study, and provide recommendations for modifications, as necessary, for the District's consideration. The criteria typically utilized in identifying those employers includes the following:

- **EMPLOYER SIZE** - Generally, 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 the District are likely to have departmental structures and organization of positions more similar to the District 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 District would most likely compete with to recruit and retain quality staff.

- **NATURE OF SERVICES PROVIDED** – Generally, 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.

Survey Classes – The survey classes would be representative of all levels of classifications and job series. Typically benchmark classifications are selected for data collection and the recommendations for non-benchmark classes are based on internal alignment. For example, where a series exists, it is standard practice to survey the journey level in the series with the entry and advanced journey levels set a certain percentage below and above the journey level. The final list of survey classifications will be reviewed and approved by the District.

Survey Methodology - The third key survey parameter is the clear definition of what data will be collected, how it will be analyzed, and in what form it will be presented. Typically, the following data is collected:

- Minimum and maximum base salary
- Portion of employees’ share of retirement paid by the employer
- Deferred compensation contribution paid by the employer
- Supplemental income such as longevity pay
- Certification/education pay
- Auto allowance
- Health, dental, vision, life insurance, and long-term disability

- Social Security paid by the employer
- Portion of employer cost of retirement paid by the employee
- Previous and future cost of living increase data
- Retirement practices (retirement benefit, plan formula, and employer's cost)
- Contribution to retiree health benefits
- Leave benefits (vacation, sick leave, holiday, and administrative leave)

The consultants will provide both the total cost to the employer for salary and benefits as well as the total value of the benefits package to the employee.

Task 3 - Contact Survey Employers and Prepare Information Packet

Once the above task is completed, the consultant will do a thorough review of each survey agency's websites for budget documents, salary schedules, job descriptions, and Memorandum of Understanding. The consultant will then contact each survey employer to elicit cooperation, explain the scope of the survey, and who the study is being conducted for and what information is needed.

Task 4 - Collect and Analyze Survey Data

The consultant will review all available documents (budget and organizational charts, where available, job descriptions, Memorandum of Understanding, salary schedules, and benefit summaries) from the survey agencies to determine comparability of classifications based on organizational level, duties, and requirements, and to document salary and benefit information. Once the data is collected it will be thoroughly analyzed utilizing an electronic spreadsheet. It is anticipated that this analysis would include a detailed presentation of base salary information for each survey class including the name of the comparable class, the entry and top salary, the median, mean, or other percentile of top salary paid by the labor market, and a comparison between the labor market and the District's maximum salary for each survey classification. The spreadsheet will also show the total cash and total compensation calculations and the comparison between the District and the labor market.

Task 5 - Review Preliminary Survey Results with the District

Following the preliminary analysis of the survey data, the consultant will conduct an in-depth review of the survey results with the Administrative Services Manager. The purpose of this review is to identify any additional information needed or areas that require further analysis.

Task 6 – Conduct Data Review Meetings with Employee Representatives (optional)

Once the data is reviewed with the District, the consultant will conduct data review meetings with employee representatives. This has been presented as an optional task for the District's

consideration. The purpose of the meeting is to provide an opportunity for the employee representatives to review the classifications for comparability so that there is a better understanding and acceptance of the recommendations. The employee representatives will be provided with the datasheets and the job descriptions from the survey agencies for the classes that have been determined to be comparable. The employee representatives will have an opportunity to review the job descriptions and ask questions. The consultant will then research and respond to each question.

Task 7 – Follow Up Data Collection

During the review phase of the study the consultant will collect any additional information needed or requested.

Task 8 – Prepare Preliminary Salary Plan and Internal Relationship Analysis

The consultant will prepare salary range recommendations for all classifications based on relevant labor market data and internal relationship guidelines recommended by the consultant to ensure that there is not compaction or too great of a spread between classifications.

Task 9 – Review and Revise Salary Plan with the District

Following the completion of the above, the consultant will review the draft salary plan and internal relationship analysis with the District.

Task 10 - Prepare and Review Compensation Survey Report and Recommendations

The consultant will prepare a draft comprehensive compensation survey report for District review.

Task 11 - Prepare and Present Final Compensation Study Report

Following the completion of the above review, the consultant will revise and present the final version of the compensation study report. This final version will include any modifications that result from the above review.

E. COST PROPOSAL

The professional services fees for the compensation study would amount to \$16,340 - \$17,100, depending on the final scope of the study. This cost includes 86 - 90 hours for professional services at an hourly rate of \$190. Professional service costs will be billed and paid monthly.

GROVELAND COMMUNITY SERVICES DISTRICT		
PROJECT HOURS AND COST		
TASK	HOURS	COST
1. Project Initiation	2	\$380
2. Research and Recommend Compensation Survey Parameters	8	\$1,520
3. Contact Survey Employers and Prepare Information Packet	4	\$760
4. Collect and Analyze Survey Data	40	\$7,600
5. Review Preliminary Survey Results with the District	4	\$760
6. Conduct Data Review Meeting with Employee Representatives (optional)	0 - 4	\$0 - \$760
7. Conduct Follow-up Data Collection	8	\$1,520
8. Prepare Preliminary Salary Plan and Internal Relationship Analysis	8	\$1,520
9. Review and Revise Salary Plan with the District	4	\$760
10. Prepare and Review Compensation Survey Report and Recommendations	6	\$1,140
11. Prepare and Present Final Report	2	\$380
Compensation Study Hours and Cost	86 - 90	\$16,340 – \$17,100

It is assumed that all study tasks will be conducted remotely. Therefore, no reimbursable expenses related to travel have been included in the cost.


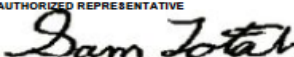
F. PROJECT SCHEDULE

The following page provides a detailed project schedule. We are prepared to begin immediately upon the execution of a contract and can complete all study tasks associated with the compensation study in approximately 12 weeks as displayed in the proposed project work schedule. While the proposed schedule will exceed the District’s goal of completing the study by mid-September, if the project does not commence until mid-August, it is important to the success of the project to allow enough time for accurate data collection and analysis including the receipt of information from the survey agencies.

GROVELAND COMMUNITY SERVICES DISTRICT	
PROJECT SCHEDULE	
TASK	WEEK
1. Project Initiation	1
2. Research and Recommend Survey Parameters	1
3. Contact Survey Employers and Prepare Information Packet	2
4. Collect and Analyze Survey Data	2 - 5
5. Review Preliminary Survey Results with the District	6
6. Conduct Data Review Meeting with Employee Representatives (optional)	7
7. Conduct Follow-up Data Collection	7 - 8
8. Prepare Preliminary Salary Plan and Internal Relationship Analysis	9
9. Review and Revise Salary Plan with the District	10
10. Prepare and Review Compensation Survey Report and Recommendations	11
11. Prepare and Present Final Report	12

G. INSURANCE

Below is a copy of a current insurance certificate for Bryce Consulting.

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 4/28/2024			
		<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>					
PRODUCER R. C. Fischer & Co. P. O. Box 8101 Walnut Creek CA 94596			CONTACT NAME: April Carter PHONE (A/C, No. Ext): 925-627-5466 FAX (A/C, No): 925-932-0962 E-MAIL ADDRESS: acarter@rcfischer.com				
INSURED Bryce H R Consulting, Inc. Attn: Jean Sullivan 1024 Iron Point Road, Suite 100 Folsom CA 95630			BRYCE-1		INSURER(S) AFFORDING COVERAGE NAIC #		
			INSURER A : Sentinel Insurance Company, Ltd		11000		
			INSURER B : Philadelphia Indemnity Insurance Company		18058		
			INSURER C : State Compensation Insurance Fund		35078		
			INSURER D :				
			INSURER E :				
INSURER F :							
COVERAGES CERTIFICATE NUMBER: 1724074595 REVISION NUMBER:							
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR NVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		57SBAGD0902	1/28/2024	1/28/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COM/PROP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			57SBAGD0902	1/28/2024	1/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	9291699	1/28/2024	1/28/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OFF-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Professional Liability RETRO Date 11/29/2006			PHSD1844591	1/28/2024	1/28/2025	Each Claim 2,000,000 Aggregate 2,000,000 Deductible 5,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Additional insured per written contract or agreement.							
CERTIFICATE HOLDER				CANCELLATION			
Marin-Sonoma Mosquito and Vector Control District 595 Helman Lane Cotati CA 94931				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 			

ACORD 25 (2014/01)

The ACORD name and logo are registered marks of ACORD

© 1988-2014 ACORD CORPORATION. All rights reserved.

RESOLUTION 23-2024

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH BRYCE CONSULTING FOR THE COMPLETION OF A TOTAL COMPENSATION AND BENEFIT STUDY

WHEREAS, the Groveland Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District issued a Request for Proposals for a total compensation and benefit study on June 12, 2024; and

WHEREAS, five (5) proposals were received from qualified consulting firms, and those proposals were reviewed by committee on August 8, 2024; and

WHEREAS, the Committee recommends awarding the project to Bryce Consulting for the completion of a Total Compensation and Benefit Study not to exceed \$17,100.

NOW THEREFORE BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF THE GROVELAND COMMUNITY SERVICES DISTRICT DOES hereby Adopt Resolution 23-2024 Authorizing the General Manager to Enter into a Professional Services Agreement with Bryce Consulting for the Completion of a Total Compensation and Benefit Study.

WHEREFORE, this Resolution is passed and adopted by the Board of Directors of the Groveland Community Services District on August 13, 2024, by the following vote:

AYES:

ABSENT:

NOES:

ABSTAIN:

APPROVE:

Nancy Mora, Board President

ATTEST:

Rachel Pearlman, Board secretary

CERTIFICATE OF SECRETARY

I, Rachel Pearlman, the duly appointed and acting Secretary of the Board of Directors of the Groveland Community Services District, do hereby declare that the foregoing Resolution was duly passed and adopted at a Regular Meeting of the Board of Directors of the Groveland Community Services District, duly called and held on August 13, 2024.

DATED: _____