DIXON PUBLIC LIBRARY

GOVERNING BOARD OF LIBRARY TRUSTEES

AGENDA: REGULAR MEETING

7:00 P.M., Thursday, June 27, 2019 Council Chambers, City of Dixon
600 East A St., Dixon, CA 95620

1. CALL TO ORDER

2. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]

B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

C. Public Employment – Interim Director [Gov't Code 54957]

RECONVENE TO OPEN SESSION

3. ANNOUNCEMENTS FROM CLOSED SESSION

A. Approve Contract for Interim Library Director **Pages 4-13**

Motion made by
Second
Ayes Noes

Board must state/read in public:

Pursuant to Government Code Section 54953, Subdivision (c) (3). The Board provides this oral summary of the compensation for the part-time and temporary executive position of Interim Library Director. The term of the contract will be for a term not to exceed three (3) months beginning June 16, 2019. The salary to be paid shall remain at the rate of $500.00 per diem, less all statutory deductions. The contract or amendment does not provide for any other compensation or benefits.

4. BUSINESS MEETING

A. Pledge of Allegiance

B. Roll Call of Trustees:
Luke Foster, President
Caitlin O'Halloran, Vice President
Jewel Fink, Clerk
Melissa Maseda, Member
John Gabby, Member

C. Staff:
Aida Buelna, Acting Interim Library Director

5. PUBLIC COMMENT

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Library Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

NOTICE TO PUBLIC
Any member of the public wishing to address the Governing Board on a topic within the subject matter jurisdiction of the District but not on the agenda may do so during the PUBLIC COMMENT period identified in this agenda. By law, subjects not on the agenda cannot be acted upon by the Board except to briefly respond, clarify, or refer to staff for review and presentation at a future meeting.

6. GUESTS AND PRESENTATIONS –Yes for item 12A

7. CORRESPONDENCE

8. CONSENT AGENDA, Pages 14-17

A. Approval of April 11, 2019 Agenda Minutes

Motion made by _____
Second _____
Ayes _____ Noes_____

9. INFORMATION ITEMS

10. DISCUSSION ITEMS, Pages 18-20

A. Atkinson, Andelson, Loya, Rudd & Romo Legal Services Fees

11. CONFERENCE/FIRST READING

12. ACTION ITEMS, Pages 21-117

A. Dixon Public Library Management by Solano County Library
Pages 21-94

Motion made by _____
Second _____
Ayes ___ Noes ____

B. Supervising Librarian and Librarian Assistant Supervising job descriptions
Pages 95-104

Motion made by _____
Second _____
Ayes ____ Noes_____

C. SDRMA's Board of Directors – Election Ballot
Pages 105-117

Motion made by _____
Second _____
Ayes _____ Noes_____

13. ADJOURNEMENT

Time: _____

Pursuant to Government Code Sections: 54953.2, 54954.1, 54954.2, individuals with disabilities who require alternative formats of the agenda and related meeting materials and/or auxiliary aides/services to participate in the meeting should please contact the Library at 707-678-5447. Notification of at least 48 hours prior to the meeting will enable the Dixon Library to make reasonable arrangements to ensure accessibility to the Library Board meeting. Meetings are held in locations which are wheelchair accessible.

July Library Calendar:

- 11 Evening Book Club, Dead Wake @ 6:15 p.m.
- 11 Morning Book Club, Behold the Dreamers @ 11:00 a.m.
- 11 Library Board of Trustees Board Meeting – 7:00 p.m.
- 12 Library Staff Meeting 9:30 a.m.
- 18 Movie Club – *Double Feature" – 6:30 p.m. – 7:30 p.m.
- 20 Spanish Story Hour – 9:45 a.m.

Tuesdays: Baby Storytime @ 10:00 a.m.
Toddler Storytime @ 10:30 a.m.

Wednesdays: Preschool Storytime @ 10:00 a.m.

DIXON PUBLIC LIBRARY

LIBRARY BOARD

Agenda Item: 3A

Meeting Date: June 27, 2019

Subject:

[ ] Information Item Only

[ ] Approval on Consent Agenda

[ ] Conference (for discussion only)

[ ] Conference/First Reading (Action Anticipated :_____)

[ ] Conference/Action

[X] Action

[ ] Public Hearing

Recommendation: The Board will take action to ratify the contract for the Interim Library Director extending the contract for an additional three (3) months.

Background/Rationale:

Documents Attached: Yes

Presented by:

DIXON PUBLIC LIBRARY DISTRICT

AMENDMENT NO. 1 TO THE INTERIM LIBRARY DIRECTOR CONTRACT OF EMPLOYMENT

PART-TIME TEMPORARY

This AMENDMENT NO. 1 TO THE INTERIM LIBRARY DIRECTOR CONTRACT OF EMPLOYMENT ("AMENDMENT No. 1") is made and entered into as of June 16, 2019 (the "Effective Date") by and between the Board of Trustees (hereinafter "BOARD") of the Dixon Public Library District (hereinafter "DISTRICT" or "LIBRARY"), a political subdivision of the State of California and Aida Buelna (hereinafter "INTERIM LIBRARY DIRECTOR"), collectively, the "Parties." This AMENDMENT No. 1 is made with reference to the following facts:

WHEREAS, the DISTRICT and ACTING INTERIM LIBRARY DIRECTOR entered into the INTERIM LIBRARY DIRECTOR CONTRACT OF EMPLOYMENT ("AGREEMENT") on March 15, 2019, for a term not to exceed three (3) months (through June 15, 2019) (AGREEMENT attached hereto as Exhibit A); and

WHEREAS, the INTERIM LIBRARY DIRECTOR has received a positive work performance evaluation from the BOARD during the term of the AGREEMENT, and accordingly, the DISTRICT and INTERIM LIBRARY DIRECTOR desire now to extend the term of the AGREEMENT to include the following terms as set forth below; and

NOW THEREFORE, in consideration of the promises, covenants and agreements herein set forth, the DISTRICT and INTERIM LIBRARY DIRECTOR hereby agree to extend and modify the AGREEMENT as follows:

1. Section I., entitled "TERM OF AGREEMENT" is amended as set forth below:

   The term of this AGREEMENT shall be extended for three (3) months commencing on June 16, 2019, and ending on September 15, 2019.

2. Section III., entitled "COMPENSATION AND BENEFITS" is amended as set forth below:

   A. Salary. During the term of this AGREEMENT, the INTERIM LIBRARY DIRECTOR shall be paid a salary based on a ~~daily~~ per diem rate of Five Hundred Dollars and No Cents ($500.00), less all statutory and other deductions.

3. The Parties agree that all other terms and conditions set forth in the AGREEMENT shall remain in full force and effect.

4. This AMENDMENT No. 1 shall be effective only upon approval of the BOARD in a regular, public meeting of the BOARD, duly noticed under the Ralph M. Brown Act. Such approval shall be recorded on the last page of this AMENDMENT No. 1. INTERIM LIBRARY DIRECTOR understands and acknowledges that this AMENDMENT No. 1 is a public record which the LIBRARY may be required by law to disclose in response to a request pursuant to Government Code sections 6250, et seq., and/or Government Code sections 54950, et seq.

IN WITNESS WHEREOF, the Parties caused this AMENDMENT NO. 1 to be executed on the date indicated below.

By: _____ Dated: _____

Luke Foster
President, Board of Trustees

By: _____ Dated: _____

Aida Buelna
Interim Library Director

EXHIBIT A

INTERIM LIBRARY DIRECTOR
CONTRACT OF EMPLOYMENT

DIXON PUBLIC LIBRARY DISTRICT

INTERIM LIBRARY DIRECTOR
CONTRACT OF EMPLOYMENT

PART-TIME TEMPORARY

This AGREEMENT is made and entered into on March 15, 2019, by and between the Board of Trustees (hereinafter "BOARD") of the Dixon Public Library District (hereinafter "DISTRICT" or "LIBRARY"), a political subdivision of the State of California and Aida Buelna (hereinafter "INTERIM LIBRARY DIRECTOR"), collectively, the "Parties."

I. TERM OF AGREEMENT

The BOARD, in consideration of the promises by INTERIM LIBRARY DIRECTOR herein contained, agrees to employ, and INTERIM LIBRARY DIRECTOR hereby accepts temporary employment as INTERIM LIBRARY DIRECTOR of the LIBRARY, for a term not to exceed three (3) months beginning March 15, 2019. The term of this AGREEMENT shall not be automatically extended, but may be extended by the BOARD subject to INTERIM LIBRARY DIRECTOR's receipt of positive work performance evaluations throughout the term of this Agreement. Any such extension shall be effective only upon action by the BOARD in open session at a regular public meeting [Gov. Code § 54956(b)].

INTERIM LIBRARY DIRECTOR agrees to the best of her ability and experience that she will at all times loyally and conscientiously perform all of the services, duties and obligations required of her either expressly or implicitly by the terms of this AGREEMENT, the laws of the State of California, and rules, regulations, and LIBRARY policies.

II. DUTIES

A. INTERIM LIBRARY DIRECTOR shall serve as the temporary Chief Executive Officer and Secretary to the BOARD pursuant to California Education Code section 18402, respectively. INTERIM LIBRARY DIRECTOR shall attend all regular and special meetings of the BOARD, except as otherwise authorized or directed by the BOARD.

B. INTERIM LIBRARY DIRECTOR shall perform the duties of LIBRARY DIRECTOR as prescribed by the laws and regulations of the State of California and by the rules and regulations adopted by the BOARD. Any actions which require ratification by the BOARD shall first be presented to the BOARD President and then presented to the entire BOARD at the next scheduled BOARD meeting.

C. In addition, INTERIM LIBRARY DIRECTOR shall, under the direction and supervision of the BOARD:

1. Be responsible for the execution of BOARD policies (whereas the BOARD shall retain the responsibility for formulating and adopting said policies).

2. Represent the interests of the BOARD and the LIBRARY in day-to-day contact and interactions with citizens, community and governmental agencies and maintaining a program of public information designed to improve public understanding and support of LIBRARY objectives and operations.

3. Be responsible to the BOARD for any powers and duties delegated to other LIBRARY staff.

4. Keep the BOARD informed of significant administrative decisions, litigation, personnel issues, LIBRARY related issues and incidents, and other significant events affecting the LIBRARY or its facilities.

5. Provide leadership and direction in working directly with LIBRARY employees on site at the LIBRARY during contracted hours, and available via telephone and/or email as necessary.

6. Prepare notices of BOARD meetings, agendas in accordance with Brown Act requirements, and advise the BOARD President and BOARD regarding lawful closed session meetings and reporting out closed session actions, and maintaining all BOARD records and documents.

7. Report significant matters raised by BOARD members to the BOARD President for determination of whether they should be shared with the entire BOARD at a subsequent meeting of the BOARD.

8. Manage and administer the LIBRARY's facilities.

9. Perform the following functions:

   a. Provide full and regular days of service on-site at the LIBRARY on a part-time basis of at least three (3) days per a work week;

   b. Maintain a presence at the LIBRARY during contracted hours and available via telephone and/or email as necessary;

   c. Manage, direct, and assign LIBRARY employees;

   d. Work with appropriate staff to complete LIBRARY budget and finances;

   e. Manage business affairs, operations, and facilities for the LIBRARY;

   f. Administer and enforce policies established by the BOARD;

   g. Promulgate rules and procedures as necessary for the administration of the LIBRARY;

h. Enter into contracts for and on behalf of the LIBRARY for the purchase of books, journals, publications, and/or other personal property subject to prior-BOARD approval pursuant to Education Code Section 18403;

i. Submit financial and budgetary reports to the BOARD as required by Board policies consistent with Education Code Section 18451;

j. Work with appropriate staff to file an annual report with the State Librarian pursuant to Education Code Section 18408;

k. In general perform, all duties incident to the Office of the LIBRARY DIRECTOR and such other duties as may be prescribed by the BOARD from time to time;

l. Advise the BOARD regarding financing/implementation of present or contemplated LIBRARY programs/services;

m. Establish and maintain an appropriate community relations program;

n. Serve as liaison/representative of the BOARD with respect to employer-employee matters, and make recommendations to the BOARD concerning those matters;

o. Attend regular, special and closed session meetings and workshops of the BOARD.

10. Consult with the BOARD's legal counsel when necessary in furtherance of the foregoing duties.

D. BOARD/LIBRARY DIRECTOR Communications.

1. The BOARD, individually and collectively, and the INTERIM LIBRARY DIRECTOR, agree that they shall work together in a spirit of cooperation and teamwork, and shall provide each other with periodic opportunity to discuss LIBRARY business, issues, and new developments.

2. The BOARD's primary communications with the INTERIM LIBRARY DIRECTOR shall be through its President or designee, but the INTERIM LIBRARY DIRECTOR shall maintain communication and working relationships with each BOARD member.

III. COMPENSATION AND BENEFITS

A. Salary. During the term of this AGREEMENT, the INTERIM LIBRARY DIRECTOR shall be paid a salary based on a daily rate of Five Hundred Dollars and No Cents ($500.00), less all statutory and other deductions. The salary shall be payable in equal monthly

installments on the last working day of each month and shall be based on actual days worked as determined by the BOARD and INTERIM LIBRARY DIRECTOR on a part-time basis of at least three (3) days per a work week. The INTERIM LIBRARY DIRECTOR may work additional days as needed with approval of the BOARD President. The INTERIM LIBRARY DIRECTOR acknowledges and agrees she shall not be entitled to overtime or compensatory time.

B. Benefits and Expense Reimbursement.

1. Health And Welfare; Other Benefits. The INTERIM LIBRARY DIRECTOR acknowledges and agrees that she shall not be entitled to receive any health and welfare benefits, including any other benefits available to the Library's other employees, during her temporary employment.

2. Retirement. The INTERIM LIBRARY DIRECTOR acknowledges and agrees that she shall not receive any retirement plan or contribution to any retirement plan as available to the LIBRARY's other employees or under any other plan, during her temporary employment with the LIBRARY. The INTERIM LIBRARY DIRECTOR represents and agrees her temporary employment with the LIBRARY under this AGREEMENT does not violate any rule or regulation of any other employer and/or retirement plan of which the INTERIM LIBRARY DIRECTOR is currently employed with and/or participates in.

3. Expense Reimbursement. The INTERIM LIBRARY DIRECTOR shall be reimbursed for reasonable business expenses, including travel, parking, business meetings, and professional dues, made and substantiated in accordance with the policies and procedures established from time to time by the BOARD. All such expenses shall be subject to BOARD approval.

IV. WORK YEAR, HOLIDAYS, VACATION AND SICK LEAVE

A. The INTERIM LIBRARY DIRECTOR shall render full and regular days of service on a part-time basis at the LIBRARY and such service shall be for at least three (3) days a week during the term of this AGREEMENT, e.g. Wednesday, Thursday, and Friday. The INTERIM LIBRARY DIRECTOR will notify the BOARD President in writing whenever she intends not to be on duty, or when she is required to be off-site for LIBRARY business.

B. The INTERIM LIBRARY DIRECTOR shall not be entitled to any paid holidays during her temporary employment. Upon completing thirty (30) working days, the INTERIM LIBRARY DIRECTOR shall be eligible for paid sick leave pursuant to the Healthy Workplaces/Healthy Families Act of 2014 of California.

C. The INTERIM LIBRARY DIRECTOR acknowledges and agrees that she shall not accrue any hours of paid vacation leave or administrative leave during her temporary employment.

V. TERMINATION

A. The INTERIM LIBRARY DIRECTOR understands and agrees that her employment as the INTERIM LIBRARY DIRECTOR pursuant to this AGREEMENT is "at-will" and the BOARD may terminate this AGREEMENT at any time, with or without notice, with or without cause, except as otherwise provided by law. Nothing in this AGREEMENT shall prevent, limit or otherwise interfere with the right of the INTERIM LIBRARY DIRECTOR to resign and terminate this AGREEMENT at any time.

B. In the event there is a dispute regarding the termination of this AGREEMENT prior to the end of its Term, the maximum cash settlement that the INTERIM LIBRARY DIRECTOR may receive, at the discretion of the BOARD, shall not exceed an amount equal to the monthly salary of the INTERIM LIBRARY DIRECTOR multiplied by the number of months left on the unexpired Term of the Agreement [Government Code section 53260].

C. This AGREEMENT does not provide for any paid leave or absence or for payment of a legal defense if the INTERIM LIBRARY DIRECTOR is charged by criminal complaint, information or indictment for commission of any crime. If the INTERIM LIBRARY DIRECTOR is otherwise granted a paid leave of absence and/or provided a legal defense by the LIBRARY on any other basis and is later convicted of a crime involving abuse of office or position, the INTERIM LIBRARY DIRECTOR shall reimburse the LIBRARY for all salary paid during such leave and also reimburse the LIBRARY for any costs of legal defense [Government Code sections 53243-53243.4].

VI. EXTENSION OF CONTRACT

This AGREEMENT may be extended by the BOARD at its sole discretion.

VII. ENTIRE AGREEMENT

This AGREEMENT contains the entire agreement between the INTERIM LIBRARY DIRECTOR and the BOARD, and constitutes the complete, final and exclusive embodiment of their agreement with respect to the INTERIM LIBRARY DIRECTOR's employment with the LIBRARY. The terms of this AGREEMENT are contractual and not a mere recital. This AGREEMENT is executed without reliance upon any promise, warranty or representation by the Parties or any representative of the Parties other than those expressly contained in this AGREEMENT, and the Parties have carefully read this AGREEMENT, and sign the same of their own free will.

VIII. SUCCESSORS AND ASSIGNS

Subject to the provision regarding assignment, this AGREEMENT shall be binding on the heirs, executors, administrators, successors and assigns of the representative Parties.

IX. APPLICABLE LAW

This AGREEMENT is subject to all applicable laws of the State of California, and rules, regulations, and policies of the BOARD, all of which are made a part of the terms and conditions of this AGREEMENT as though fully set forth therein.

X. MODIFICATION

This AGREEMENT may be modified upon mutual written consent of the Parties.

XI. INDEPENDENT LEGAL ADVICE / REPRESENTATION

The INTERIM LIBRARY DIRECTOR and the BOARD each recognize that in entering into this AGREEMENT that: (1) they have each relied upon the advice of their own representative; and (2) they have each read, understood, voluntarily accepted, and agreed to the terms of this AGREEMENT. The INTERIM LIBRARY DIRECTOR acknowledges and agrees that legal counsel for the BOARD represents the BOARD's interests exclusively and that no separate attorney-client relationship exists between the INTERIM LIBRARY DIRECTOR and legal counsel for the BOARD.

XII. BOARD APPROVAL OF AGREEMENT

This AGREEMENT shall be effective only upon approval of the BOARD in a regular, public meeting of the BOARD, duly noticed under the Ralph M. Brown Act. Such approval shall be recorded on the last page of this AGREEMENT. INTERIM LIBRARY DIRECTOR understands and acknowledges that this AGREEMENT is a public record which the LIBRARY may be required by law to disclose in response to a request pursuant to Government Code sections 6250, *et seq.*, and/or Government Code sections 54950, *et seq.*

XIII. WAIVER OF BREACH

No waiver of any breach of any term or provision of this AGREEMENT shall be construed to be, nor shall it be, a waiver of any other breach of this AGREEMENT. No waiver shall be binding unless in writing and signed by the Party waiving breach.

IN WITNESS WHEREOF, the Parties caused this AGREEMENT to be executed on the date indicated below.

By: _____ Dated: 3/14/'19

Luke Foster
President, Board of Trustees
DIXON PUBLIC LIBRARY DISTRICT

By: _____ Dated: 3/1/19

Aida Buelna
INTERIM LIBRARY DIRECTOR

COPY

DIXON PUBLIC LIBRARY

LIBRARY BOARD

Agenda Item: 8A

Meeting Date: June 27, 2019

Subject: Board minutes April 11. 2019

[ ] Information Item Only

[X] Approval on Consent Agenda

[ ] Conference (for discussion only)

[ ] Conference/First Reading (Action Anticipated :_____)

[ ] Conference/Action

[ ] Action

[ ] Public Hearing

Recommendation: Administration recommends the Board approve the Minutes of the May 9, 2019 meeting.

Background/Rationale:

Documents Attached: Yes

Presented by: Aida Buelna, Interim Executive Director

DIXON PUBLIC LIBRARY

GOVERNING BOARD OF LIBRARY TRUSTEES

MINUTES REGULAR MEETING

7:00 P.M., Thursday, May 9, 2019 — Council Chambers, City of Dixon, 600 East A St., Dixon, CA 95620

1. CALL TO ORDER

2. CLOSED SESSION

A. Public Employee Discipline/Dismissal/Release/Resignation/Reassign [Gov't Code 54957]

B. Conference with legal counsel - anticipated litigation: Significant exposure to litigation [Govt. Code 54956.9(d) (2)] [One case]

RECONVENE TO OPEN SESSION

3. ANNOUNCEMENTS FROM CLOSED SESSION

4. BUSINESS MEETING

A. Pledge of Allegiance

B. Roll Call of Trustees:

Luke Foster, President	P
Caitlin O'Halloran, Vice President	P
Jewel Fink, Clerk	P
Melissa Maseda, Member	P
John Gabby, Member	P

C. Staff:
Aida Buelna, Acting Interim Library Director P

5. PUBLIC COMMENT

Persons wishing to speak to an agenda item may raise their hand during Public Comment. The Library Board President will recognize you for the discussion at the appropriate time. Speakers will provide their name to the Library Board after which the speaker will have five (5) minutes to speak.

NOTICE TO PUBLIC
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6. GUESTS AND PRESENTATIONS – Yes our guests Bonnie Katz & Suzanne Olawski will present with item 11A.

7. CORRESPONDENCE, Pages

Funding letter for 2019-20 Schools and Libraries Program (E-rate)

8. CONSENT AGENDA, Pages

A. Approval of April 11, 2019 Agenda Minutes

Motion made by Board member Gabby
Second by Board member Maseda
Ayes 5 Noes 0

9. INFORMATION ITEMS, Pages

A. NBCLS Fund Balance and Suggestion for Shared Funding Formula

10. DISCUSSION ITEMS, Pages

A. Reading of the following Dixon Public Library District Policies:
3165 Unauthorized Leave of Absence
3210 Unlawful Harassment
3220 Equal Employment Opportunity
B. Employee Performance Evaluation Board Policy #3170 sample evaluation forms

11. CONFERENCE/FIRST READING, Pages

A. Dixon Public Library Services through Solano County Libraries
B. Adopt Supervising Librarian and Librarian Assistant Supervising job descriptions
C. Security Quotes

12. ACTION ITEMS, Pages

A. Policy 3017 Employment of Library Page

Motion made by Board member O'Halloran
Second Board member Maseda
Ayes 5 Noes 0

13. ADJOURNEMENT

Time: 8:27 pm

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May Library Calendar:

- 2 Evening Book Club, Carnegies Maid @ 6:15 p.m.
- 09 Morning Book Club, There There @ 11:00 a.m.
- 09 Library Board of Trustees Board Meeting – 7:00 p.m.
- 10 Library Staff Meeting 9:30 a.m.
- 16 Movie Club – The Treasure of the Sierra Madre (1948) – 6:30 p.m. – 7:30 p.m.
- 18 Spanish Story Hour – 9:45 a.m.

Tuesdays: Baby Storytime @ 10:00 a.m.
Toddler Storytime @ 10:30 a.m.

Wednesdays: Preschool Storytime @ 10:00 a.m.

_____ _____

Board President Luke Foster Date

DIXON PUBLIC LIBRARY

LIBRARY BOARD

Agenda Item: 10A

Meeting Date: June 27, 2019

Subject: Atkinson, Andelson, Loya, Rudd & Romo Legal Services Fees

[ ] Information Item Only

[ ] Approval on Consent Agenda

X Conference (for discussion only)

[ ] Conference/First Reading (Action Anticipated :_____)

[ ] Conference/Action

[ ] Action

[ ] Public Hearing

Recommendation: Administration recommends that the Board review the increase in Legal Services Fees that has been provided by Legal Counsel.

Background/Rationale: The current Agreement for Special Services, Section IIIA., authorizes rate increases by providing at least thirty (30) days' written notice. The fees will take effect on July 1, 2019. Attached is the Schedule of fees for the upcoming fiscal year.

Documents Attached: Yes

Presented by: Aida Buelna, Interim Executive Director

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL LAW CORPORATION

ATTORNEYS AT LAW

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(925) 227-9200

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SAN DIEGO
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OUR FILE NUMBER:
006087.00001
23522066.1

May 3, 2019
Via Email Only

Aida Buelna (*buelnaa@dixonlibrary.com*)
Library Director
Dixon Public Library District
230 N. First Street
Dixon, CA 95620

Re: Legal Services Fees

Dear Ms. Buelna:

Our cost of providing legal services has increased during the past year. Although our team of experienced education law attorneys makes every effort to perform work as expertly and efficiently as possible, we must increase our hourly and training rates effective July 1, 2019. Based upon market surveys, our rates continue to be below our competitors.

Our current Agreement for Special Services, Section III.A., authorizes rate increases by providing at least thirty (30) days' written notice. Please accept this as our notice that our rates effective July 1, 2019, will be as indicated below.

Hourly Rates

Senior Partners	$280.00
Partners/Senior Counsel	$275.00
Senior Associates	$260.00
Associates	$255.00
Non-Legal Consultants	$220.00
Electronic Technology Litigation Specialist	$205.00
Senior Paralegals/Law Clerks	$200.00
Paralegals/Legal Assistants	$190.00

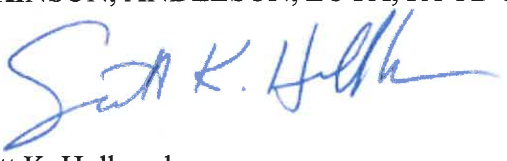
Fixed Rates

A full day of training (up to 8 hours)	$6,000.00
A half day of training (up to 4 hours)	$4,000.00
A two hour training (no change)	$3,000.00
A one hour training (no change)	$2,000.00

We want you to know we appreciate serving your legal needs as your trusted advisors. Please do not hesitate to contact me if you have any questions or concerns.

Very truly yours,

ATKINSON, ANDELSON, LOYA, RUUD & ROMO



Scott K. Holbrook

SKH/eb

DIXON PUBLIC LIBRARY

LIBRARY BOARD

Agenda Item: 12A

Meeting Date: June 27, 2019

Subject: Management of the Dixon Public Library

[ ] Information Item Only

[ ] Approval on Consent Agenda

[ ] Conference (for discussion only)

[ ] Conference/First Reading (Action Anticipated :)

[ ] Conference/Action

[X] Action

[ ] Public Hearing

Recommendation: Administration recommends that the Board begin the process of contracting with Solano County Library to provide management services of the Dixon Public Library.

Background/Rationale: The Board has an opportunity to provide the Dixon community with enhanced library services by contracting with Solano County Library. County Library services would include the following:

Administrative Services

Automation Services

Technical Services

Telephone Assistance Center

This list of services would be further delineated in the Memorandum of Understanding once the Board makes a decision to move forward and contract with Solano County Library for management of the Library Services.

The employees of the library would not be at risk of losing their positons. The transfer of services would enhance their training and skills. The public would continue to receive the same superior services that our employees currently provide.

Staff from Solano County Library is here tonight to answer any further questions that the Board may have.

The Board will address the following prior to full implementation:

1. The Library will address the unfunded liability of $2,010,905 (Classic) and $88,848 (Pepra) in the Memorandum of Understanding with the Solano County Library. The MOU will be reviewed by our Legal Services counsel and CALPERS. The MOU shall state that the Dixon Public Library no longer has employees thus meeting the criteria set forth by CALPERS allowing DPL to continue to make payments under the current CALPERS contract. This option is the most fiscally responsible at this time.
2. Wherever possible we shall continue with current contracts and they shall be reviewed prior to expiration.
3. A timeline will be establish for transfer of management which should begin January 2020.

Documents Attached: Yes

Presented by: Aida Buelna, Interim Executive Director

BENEFITS OF CONTRACTING WITH SOLANO COUNTY LIBRARY FOR LIBRARY SERVICES

- Achieve an economy of scale by having all administrative, automation and technical services functions handled centrally, thus freeing up staff at the library to spend more time in direct customer service activities.
- Ability to network and problem-solve with other staff in the County Library.
- Achieve greater purchasing power by being part of a larger organization with ability to negotiate advantageous discounts.
- Ability to work as a team member on countywide library projects that will benefit Dixon; yet still retain much autonomy in developing library service to meet the needs of Dixon residents.
- Access to additional databases including Tutor.com, Lynda.com and 3M Cloud (eBook platform)
- Staff training and development opportunities.
- Better salaries and benefits for staff, which benefits recruitment and retention.
- 5 day a week delivery service.
- Additional programming opportunities
- Ability to expand Literacy services which would include: pediatric literacy, ESL, Families for Literacy, Adult Literacy and Career Online High School programs
- Dedicated marketing and public relations support, materials, strategies and reach
- 7-day a week phone assistance (TAC)
- Ability to contract with Solano County for auditing services

FY2018/19 BUDGET
DIXON PUBLIC LIBRARY DISTRICT - FUND 426

ACCOUNT/DESCRIPTION	FY2018/19 PROPOSED
EXPENSES	
2055 Insurance Fire	$15,000
2140 Building Maintenance	$5,000
2235 Accounting/Financial Services	$3,000
2250 Charge for Service (Operating DixonLibrary)	$1,346,317
2250 Property Tax Administration Fee	$5,505
2250 Other Professional Services	$2,500
3020 Refund of Prior Year Charges	$1,000
4201 Buildings and Improvements	$0
4303 Equipment	$10,000
8101 Contingency	$151,492
TOTAL EXPENSES	**$1,539,814**
REVENUES	
9001 Property Taxes-Secured	$381,637
9002 Property Taxes-Unsecured	$19,914
9003 Property Taxes-Prior	$0
9004 Property Taxes-Supplemental	$8,102
9005 Property Taxes-Prior Supplemental	$0
9015 Library Sales Tax	$1,025,266
9018 Unitary	$19,480
9019 ABX1 26 Residual Taxes (Redevelopment)	$0
9020 ABX2 26 Pass Through	$33,733
9021 LM1HF & Other Assets	$0
9401 Interest	$8,337
9405 Building Rental	$0
9507 Homeowner's Relief	$3,345
9511 Other Governmental Agencies	$40,000
9604 Contract Services	$0
9703 Other Revenue	$0
9805 Reserve Transfer	$0
9806 Fund Balance Available	$0
TOTAL REVENUES	**$1,539,814**

DRAFT

CHARGE FOR SERVICE DIXON LIBRARY OPERATING COSTS	FY2018/19 PROPOSED
***EXPENSES**	
Expenses in the Dixon Library	**$988,297**
Overhead for Fiscal Year	
Administration	$234,996
Technical Svs. Fees	$78,146
Automation	$47,298
Telephone Assistance Center	$12,444
TOTAL EXPENSES	**$1,361,181**
***CREDITS**	
Revenue collected in the Dixon Library for Fiscal Year	
Library Fines/Fees	$8,522
Building Use Fees	$0
Photo/Microfiche Copies	$4,673
Cash Overage	$0
Other Revenue	$0
Miscellaneous Sales Other	$1,669
Unexpended Direct Funds	
TOTAL CREDITS	$14,864
TOTAL CHARGE	**$1,346,317**

**Per Auditor's recommendation using last full fiscal year actual costs.

DIXON PUBLIC LIBRARY
BUDGET

Account/Description		FY2018/19 PROPOSED
1110	Salary/Regular	469,593
1121	Salary/Extra Help	52,960
1131	Salary/OT/Call back	1,000
1141	Salary/Premium	1,500
1210	Retirement	99,980
1212	Deferred Comp County Match	300
1213	OPEB costs	9,391
1220	FICA	40,167
1230	Health	104,577
1231	Vision	924
1240	Comp Insurance	8,454
1250	Unemployment	381
1260	Dental	5,280
1270	Accrued Leave CTO	1,000
1290	Life Insurance	450
Subtotal 1000's		*795,957*
2021	Telephone/County	4,290
2022	Telephone/AMC's	304
2023	Voice Mail	165
2025	Cellular Phone Service	50
2028	Telephone/Non County	0
2035	Household Expenses	25,080
2050	Liability/Risk Management	0
2051	Liability Insurance	3,211
2120	Equipment Maintenance	750
2140	Maintenance/Buildings	41,000
2170	Memberships	0
2178	Cash/Inventory Shortage	20
2200	Office Expense	2,000
2201	Office Equipment	2,000
2202	Controlled Asset (>1500<5000)	0
2203	Computer Componets <1500	0
2205	Postage	0
2215	Managed Print Services	1,000
2220	Microfilm/Fiche/Photo	0
2235	Accounting/Financial Svs.	0
2236	Consulting Services	0

Account/Description		FY2018/19 PROPOSED
2250	Other Professional Svs.	11,753
2285	Rent/Lease - Equipment	2,172
2312	Special Depart. Expense	100
2327	Library Materials Process.	0
2328	Library Materials	60,000
2335	Travel Expense	50
2355	Personal Mileage	1,000
2360	Utilities	25,000
2361	Water	5,000
Subtotal 2000's		*184,945*
3020	Refund of Prior Year Charg.	0
3231	Capital Lease-Equipment	0
3690	Interfund Svs. - Sheriff	0
3694	Interfund Svs. - Professional	0
3695	Interfund Svs. - Main./Mat.	0
3696	Interfund Svs. - Small Projects	0
3697	Interfund Svs. - Postage	0
3698	Interfund Svs. - Main./Labor	0
3701	Contribution - Non County	0
3710	County Admin. Overhead	0
Subtotal 3000's		*0*
4201	Buildings & Improvements	0
4202	Construction in Progress	0
4303	Equipment	0
4304	Computer Equipment	0
Subtotal 4000's		*0*
5040	Transfer Out - POB's	7,395
8101	Contingency	0
8301	Reserves	0
9304-8101	Contingency	0
Total - Expenses		988,297

Account/Description		FY2018/19 PROPOSED
9001	Prop. Taxes/Secured	0
9002	Prop. Taxes/Unsecured	0
9004	Prop. Taxes/Supplement	0
9005	Prop. Taxes/Prior	0
9401	Interest	0
9405	Building Rental	600
9407	Telephones	0
9507	Homeowner's Relief	0
9511	Other Governmental Agen.	0
9569	State Aide	0
9601	Building Use Fees- Now 9405	0
9603	Photo/Microform copies	5,000
9604	Contract Services	0
9605	Library Fines	10,000
9637	Other Prof. Services	0
9663	Redevelopment	0
9702	Cash Overage	0
9705	Insurance Proceeds	0
9803	Op. Transfers In	0
9805	Reserve Transfer	0
9806	Fund Balance Available	0
Total Revenue		15,600

	A	B	C	D	E	F	G	H	I	J
1	OVERHEAD FINAL FY2016/17									
2										
3	AGENCY	FTE	FTE %/ A	round	CIRC	CIRC % / B	round	LIB BUDGET	% BUDGET/ C	
4	JFK	12.00	12.82%		258,742	15.77%		1,545,523	12.25%	
5	FCC	14.50	15.49%		323,506	19.71%		2,289,720	18.15%	
6	VAC	22.00	23.50%		542,489	33.05%		2,577,412	20.44%	
7	SPR	5.50	5.88%		111,043	6.77%		648,200	5.14%	
8	RIO	4.50	4.81%		54,873	3.34%		499,529	3.96%	
9	LAW	2.00	2.14%		0	0.00%		0	0.00%	
10	SUISUN	7.00	7.48%		120,140	7.32%		744,154	5.90%	
11	CORDELIA	8.00	8.55%		157,936	9.62%		910,051	7.22%	
12	TAC	3.00	3.21%		0	0.00%		281,535	2.23%	
13	AUTO	2.60	2.78%		0	0.00%		1,389,221	11.01%	
14	LIT	5.50	5.88%		0	0.00%		692,237	5.49%	
15	DIXON	7.00	7.48%		72,476	4.42%		1,035,018	8.21%	
16										
17	Total	93.60	100.00%		1,641,205	100.00%		12,612,601	100.00%	

6

	A	B	C	D
1	CODE	ACCOUNT/DESCRIPTION	6311/Hdqtrs	DIXON
2	A	1100 Salary/Regular	1,069,653	80,010
3	A	1121 Salary/Extra Help	157,526	11,783
4	A	1131 Salary/OT/Call back	2,266	170
5	A	1141 Salary/Premium Pay	1,146	86
6	A	1142 Salary/Wages Standby Pay	0	0
7	A	1143 401(a) Employer	0	0
8	A	1210 Retirement	213,711	15,986
9	A	1211 PARS Retirement	2,550	191
10	A	1212 Deferred Comp-County Match	1,095	82
11	A	1213 OPEB Costs	24,867	1,860
12	A	1220 FICA	101,912	7,623
13	A	1230 Health	195,939	14,656
14	A	1231 Vision	2,230	167
15	A	1240 Comp Insurance	28,047	2,098
16	A	1241 Long Term Disability Ins.	2,639	197
17	A	1250 Unemployment	657	49
18	A	1260 Dental	11,883	889
19	A	1270 Accrued Leave CTO	7,130	533
20	A	1291 Life Insurance (1290)	2,265	169
21		**Subtotal 1000's**	**1,825,515**	**136,549**
22				
23	A	2020 Com/Radio Services	0	0
24	A	2021 Telephone/County	2,444	183
25	A	2022 Telephone/AMC's	132	10
26	A	2023 Voice Mail	540	40
27	A	2025 Cellular Telephone Ser.	0	0
28	A	2028 Telephone/Non County	0	0
29	A	2035 Household Expenses	581	43
30	A	2050 Liability/Risk Management	88,970	6,655
31	A	2051 Liability Insurance	14,768	1,105
32	A	2055 Insurance, Other	0	0
33	A	2110 Ind Contractors -Travel	0	0
34	A	2120 Equipment Maintenance	319	24
35	A	2122 Fuels & Lubricants	0	0
36	A	2140 Maintenance/Buildings	7,912	592
37	A	2170 Memberships	9,223	690
38	A	2178 Cash/Inventory Shortage	0	0
39	A	2200 Office Expense	9,909	741
40	A	2201 Office Equip (un $1500)	319	24
41	A	2202 Office Equip (1500-4999)	0	0
42	A	2203 Comput. Com. (un 1500)	0	0
43	A	2205 Postage	0	0
44	A	2210 Central Duplicating	12,736	953
45	A	2215 Managed Print Cost Per Copy	6,227	466
46	A	2216 Maintenance/Srvice Contract	0	0
47	A	2220 Microfilm/Fiche/Photo	0	0
48	A	2235 Accounting/Financial Svs.	0	0
49	A	2236 Consulting Services	19,450	1,455
50	A	2237 Conservatorships	0	0

	A	B	C	D
51	CODE	ACCOUNT/DESCRIPTION	6311/Hdqtrs	DIXON
52	A	2250 Other Professional Svs.	321,932	24,081
53	A	2260 Data Processing Services	0	0
54	A	2261 Software Lic/Maint Agrmts	-162	-12
55	A	2266 Central Data Processing Svce	81,413	6,090
56	A	2268 Central DP Supp Ssev	0	0
57	A	2270 Software		0
58	A	2280 Publications/Legal Notes	1,650	123
59	A	2281 Advertising Marketing	67,714	5,065
60	A	2285 Rent/Lease - Equipment	1,770	132
61	A	2301 Small Tools	0	0
62	A	2310 Education/Training	7,559	565
63	A	2312 Special Depart. Expense	0	0
64	A	2327 Library Materials Process.	0	0
65	A	2328 Library Materials	0	0
66	A	2335 Travel Expense	2,908	218
67	A	2336 Travel Out-Of-State	3,628	271
68	A	2337 Refreshments	693	52
69	A	2338 Employee Recognition	0	0
70	A	2339 Management Business Expen	0	0
71	A	2345 Moving/Freight	0	0
72	A	2350 County Garage Services	0	0
73	A	2355 Personal Mileage	2,879	215
74	A	2360 Utilities	22,807	1,706
75	A	2361 Water	2,509	188
76		**Subtotal 2000's**	**690,828**	**51,674**
77				0
78	A	3020 Refund of Prior Year Charges	10,158	760
79	A	3231 Capital Leases Equipment	0	0
80	A	3242 Interest Exp on County Pool	0	0
81	A	3244 Interest on Long-term dept	0	0
82	A	3694 Interfund Svs. Professional	40,029	2,994
83	A	3695 Interfund Svces - MNT Material	9	1
84	A	3696 Interfund Svces - Small Project	367	27
85	A	3697 Interfund Svces - Postage	0	0
86	A	3698 Interfund Svces - MNT labor	2,016	151
87	C	3710 County Admin. Overhead	473375	38,864
88	A	3712 CAC Building Charges	113	8
89		**Subtotal 3000's**	**526,066**	**42,805**
90				
91	A	4202 Construction in Progress	0	0
92	A	4303 Equipment	0	0
93	A	4304 Computer Equipment	0	0
94	A	5010 Operating Transfers out	40,235	3,010
95	A	5040 Trans OUT - POB's	59,018	4,415
96		5052 Transf-out Fleet	0	0
97		**Subtotal 4000-5000**	**99,253**	7,424
98		8101 Contingency	0	0
99	C	8301 Reserves	0	0
100	C	9304-8101 Contingency	0	0
101		**Subtotal 8000's**	**0**	0
102		**Total - Expenses**	**3,141,662**	234,996

	E	F	G	H
1	CODE	ACCOUNT/DESCRIPTION	6316/CSS	DIXON
2	B	1100 Salary/Regular	609,356	26,934
3	B	1121 Salary/Extra Help	24,623	1,088
4	B	1131 Salary/OT/Call back	0	0
5	B	1141 Salary/Premium Pay	0	0
6	B	1142 Salary/Wages Standby Pay	0	0
7	B	1143 401 (a) Employer	0	0
8	B	1210 Retirement	104,259	4,608
9	B	1211 PARS Retirement	0	0
10	B	1212 Deferred Comp-County Match	753	33
11	B	1213 OPEB Costs	12,183	538
12	B	1220 FICA	46,940	2,075
13	B	1230 Health	160,547	7,096
14	B	1231 Vision	1,728	76
15	B	1240 Comp Insurance	14,318	633
16	B	1241 Long Term Disability Ins.	0	0
17	B	1250 Unemployment	291	13
18	B	1260 Dental	10,833	479
19	B	1270 Accrued Leave CTO	827	37
20	B	1290 Life Insurance	644	28
21		**Subtotal 1000's**	**987,301**	**43,639**
22				
23	B	2011 Clothing	0	0
24	B	2021 Telephone/County	3,576	158
25	B	2022 Telephone/AMC's	525	23
26	B	2023 Voice Mail	280	12
27	B	2025 Cellular Telephone Ser.	86	4
28	B	2028 Telephone/Non County	168,962	7,468
29	B	2035 Household Expenses	2,749	122
30	B	2050 Liability/Risk Management	0	0
31	B	2051 Liability Insurance	54,860	2,425
32	B	2055 Insurance, Other	0	0
33	B	2110 Ind Contractors -Travel	0	0
34	B	2120 Equipment Maintenance	8,525	377
35	B	2122 Fuels & Lubricants	7,516	332
36	B	2140 Maintenance/Buildings	900	40
37	B	2170 Memberships	0	0
38	B	2178 Cash/Inventory Shortage	0	0
39	B	2200 Office Expense	17,172	759
40	B	2201 Office Equip (un $500) (2204)	8,531	377
41	B	2202 Office Equip (1500-4999)	11,938	528
42	B	2203 Comput. Com. (un 1500)	32,074	1,418
43	B	2205 Postage	131	6
44	B	2210 Central Duplicating	0	0
45	B	2215 Managed Print Cost Per Copy	568	25
46	B	2216 Maintenance/Service Contract	0	0
47	B	2220 Microfilm/Fiche/Photo	0	0
48	B	2235 Accounting/Financial Svs.	0	0
49	B	2236 Consulting Services	0	0
50	B	2237 Conservatorships	0	0

	E	F	G	H
51	CODE	ACCOUNT/DESCRIPTION	6316/CSS	DIXON
52	B	2250 Other Professional Svs.	54,114	2,392
53	B	2260 Data Processing Services	0	0
54	B	2261 Software Lic/Maint Agmts	103,647	4,581
55	B	2266 Central Data Processing Svc	0	0
56	B	2268 Central DP Supp Ssev	0	0
57	B	2270 Software	600	27
58	B	2280 Publications/Legal Notes	0	0
59	B	2281 Advertising Marketing	0	0
60	B	2285 Rent/Lease - Equipment	615	27
61	B	2301 Small Tools	0	0
62	B	2310 Education/Training	0	0
63	B	2312 Special Depart. Expense	17,630	779
64	B	2327 Library Materials Process.	146,217	6,463
65	B	2328 Library Materials	0	0
66	B	2335 Travel Expense	0	0
67	B	2336 Travel Out-Of-State	0	0
68	B	2337 Refreshments	0	0
69	B	2338 Employee Recognition	0	0
70	B	2339 Management Business Expense	0	0
71	B	2345 Moving/Freight	0	0
72	B	2350 County Garage Services	21,854	966
73	B	2355 Personal Mileage	49	2
74	B	2360 Utilities	2,007	89
75	B	2361 Water	2,089	92
76		**Subtotal 2000's**	**667,215**	**29,491**
77				0
78	B	3020 Refund of Prior Year Charges	0	0
79	B	3231 Capital Leases Equipment	0	0
80	B	3242 Interest Exp on County Pool	0	0
81	B	3244 Interest on Long-term dept	0	0
82	B	3694 Interfund Svs. Professional	0	0
83	B	3695 Interfund Svces - MNT Materials	700	31
84	B	3696 Interfund Svces - Small Projects	0	0
85	B	3697 Interfund Svces - Postage	8,699	384
86	B	3698 Interfund Svces - MNT labor	395	17
87	C	3710 County Admin. Overhead	0	0
88	B	3712 CAC Building Charges	0	0
89		**Subtotal 3000's**	**9,795**	**433**
90				0
91	B	4202 Construction in Progress	0	0
92	B	4303 Equipment	0	0
93	B	4304 Computer Equipment	0	0
94	B	5010 Operating Transfers Out	50,293	2,223
95	B	5040 Trans OUT - POB's	28,412	1,256
96	B	5052 Transf-out Fleet	25,000	1,105
97		**Subtotal 4000-5000**	**103,705**	4,584
98		8101 Contingency	0	0
99		8301 Reserves	0	0
100		9304-8101 Contingency	0	0
101		**Subtotal 8000's**	**0**	0
102		**Total - Expenses**	**1,768,016**	**78,146**

	I	J	K	L
1	CODE	ACCOUNT/DESCRIPTION	6306/AUTO	DIXON
2	B	1100 Salary/Regular	341,408	15,090
3	B	1121 Salary/Extra Help	0	0
4	B	1131 Salary/OT/Call back	1,025	45
5	B	1141 Salary/Premium Pay	0	0
6	B	1142 Salary/Wages Standby Pay	1,382	61
7	B	1143 401(a) Employer	0	0
8	B	1210 Retirement	56,485	2,497
9	B	1211 PARS Retirement	0	0
10	B	1212 Deferred Comp-County Match	302	13
11	B	1213 OPEB Costs	6,828	302
12	B	1220 FICA	26,260	1,161
13	B	1230 Health	34,181	1,511
14	B	1231 Vision	610	27
15	B	1240 Comp Insurance	8,654	383
16	B	1241 Long Term Disability Ins.	324	14
17	B	1250 Unemployment	153	7
18	B	1260 Dental	3,409	151
19	B	1270 Accrued Leave CTO	3,357	148
20	B	1290 Life Insurance	384	17
21		**Subtotal 1000's**	**484,762**	21,426
22				0
23	B	2020 Com/Radio Services	0	0
24	B	2021 Telephone/County	4,380	194
25	B	2022 Telephone/AMC's	25	1
26	B	2023 Voice Mail	172	8
27	B	2025 Cellular Telephone Ser.	0	0
28	B	2028 Telephone/Non County	25,199	1,114
29	B	2035 Household Expenses	119	5
30	B	2050 Liability/Risk Management	0	0
31	B	2051 Liability Insurance	13,828	611
32	B	2055 Insurance, Other	0	0
33	B	2110 Ind Contractors -Travel	0	0
34	B	2120 Equipment Maintenance	41,466	1,833
35	B	2122 Fuels & Lubricants	0	0
36	B	2140 Maintenance/Buildings	153	7
37	B	2170 Memberships	971	43
38	B	2178 Cash/Inventory Shortage	0	0
39	B	2200 Office Expense	472	21
40	B	2201 Office Equip (un $500)	0	0
41	B	2202 Office Equip (1500-4999)	0	0
42	B	2203 Comput. Com. (un 1500)	27	1
43	B	2205 Postage	45	2
44	B	2210 Central Duplicating	1,127	50
45	B	2215 Managed Print Cost Per Copy	588	26
46	B	2216 Maintenance/Service Contract	0	0
47	B	2220 Microfilm/Fiche/Photo	0	0
48	B	2235 Accounting/Financial Svs.	0	0
49	B	2236 Consulting Services	0	0
50	B	2237 Conservatorships	0	0

	I	J	K	L
51	CODE	ACCOUNT/DESCRIPTION	6306/AUTO	DIXON
52	B	2250 Other Professional Svs.	4,152	184
53	B	2260 Data Processing Service	0	0
54	B	2261 Software Lic/Maint Agmts	212,581	9,396
55	B	2266 Central Data Processing Svc	0	0
56	B	2268 Central DP Supp Ssev	0	0
57	B	2270 Software	474	21
58	B	2280 Publications/Legal Notes	0	0
59	B	2281 Advertising Marketing	0	0
60	B	2285 Rent/Lease - Equipment	0	0
61	B	2301 Small Tools	0	0
62	B	2310 Education/Training	0	0
63	B	2312 Special Depart. Expense	119,874	5,298
64	B	2327 Library Materials Process.	0	0
65	B	2328 Library Materials	120,166	5,311
66	B	2335 Travel Expense	0	0
67	B	2336 Travel Out-Of-State	0	0
68	B	2337 Refreshments	0	0
69	B	2338 Employee Recognition	0	0
70	B	2339 Management Business Expense	0	0
71	B	2345 Moving/Freight	0	0
72	B	2350 County Garage Services	0	0
73	B	2355 Personal Mileage	908	40
74	B	2360 Utilities	4,392	194
75	B	2361 Water	452	20
76		**Subtotal 2000's**	**551,570**	24,379
77				0
78	B	3020 Refund of Prior Year Charges	0	0
79	B	3231 Capital Leases Equipment	0	0
80	B	3242 Interest Exp on County Pool	0	0
81	B	3244 Interest on Long-term dept	0	0
82	B	3694 Interfund Svs. Professional	2,239	99
83	B	3695 Interfund Svces - MNT Materials	0	0
84	B	3696 Interfund Svces - Small Projects	0	0
85	B	3697 Interfund Svces - Postage	0	0
86	B	3698 Interfund Svces - MNT labor	104	5
87	C	3710 County Admin. Overhead	0	0
88	B	3712 CAC Building Charges	0	0
89		**Subtotal 3000's**	**2,343**	104
90				0
91	A	4202 Construction in Progress	0	0
92	B	4303 Equipment	0	0
93	B	4304 Computer Equipment	0	0
94	B	5010 Operating Transfers Out	15,496	685
95	B	5040 Trans OUT - POB's	15,919	704
96				0
97		**Subtotal 4000-5000**	**31,414**	1,389
98		8101 Contingency	0	0
99		8301 Reserves	0	0
100		9304-8101 Contingency	0	0
101		Subtotal 8000's	0	0
102		**Total - Expenses**	**1,070,089**	**47,298**

	M	N	O	P
1	CODE	ACCOUNT/DESCRIPTION	6342/TAC	DIXON
2	B	1100 Salary/Regular	168,924	7,466
3	B	1121 Salary/Extra Help	0	0
4	B	1131 Salary/OT/Call back	611	27
5	B	1141 Salary/Premium Pay	1,641	73
6	B	1142 Salary/Wages Standby Pay	0	0
7	B	1143 401(a) Employer	0	0
8	B	1210 Retirement	28,133	1,243
9	B	1211 PARS Retirement	0	0
10	B	1212 Deferred Comp-County Match	131	6
11	B	1213 OPEB Costs	3,410	151
12	B	1220 FICA	13,620	602
13	B	1230 Health	39,153	1,731
14	B	1231 Vision	468	21
15	B	1240 Comp Insurance	3,766	166
16	B	1241 Long Term Disability Ins.	0	0
17	B	1250 Unemployment	88	4
18	B	1260 Dental	2,093	93
19	B	1270 Accrued Leave CTO	0	0
20	B	1290 Life Insurance	187	8
21		**Subtotal 1000's**	**262,225**	11,590
22				0
23	B	2020 Com/Radio Services	0	0
24	B	2021 Telephone/County	4,423	196
25	B	2022 Telephone/AMC's	733	32
26	B	2023 Voice Mail	0	0
27	B	2025 Cellular Telephone Ser.	0	0
28	B	2028 Telephone/Non County	0	0
29	B	2035 Household Expenses	73	3
30	B	2050 Liability/Risk Management	0	0
31	B	2051 Liability Insurance	182	8
32	B	2055 Insurance, Other	0	0
33	B	2110 Ind Contractors -Travel	0	0
34	B	2120 Equipment Maintenance	0	0
35	B	2122 Fuels & Lubricants	0	0
36	B	2140 Maintenance/Buildings	99	4
37	B	2170 Memberships	0	0
38	B	2178 Cash/Inventory Shortage	0	0
39	B	2200 Office Expense	284	13
40	B	2201 Office Equip (un $500)	275	12
41	B	2202 Office Equip (1500-4999)	0	0
42	B	2203 Comput. Com. (un 1500)	0	0
43	B	2205 Postage	0	0
44	B	2210 Central Duplicating	0	0
45	B	2215 Managed print Cost Per Copy	0	0
46	B	2216 Maintenance/Service Contract	0	0
47	B	2220 Microfilm/Fiche/Photo	0	0
48	B	2235 Accounting/Financial Svs.	0	0
49	B	2236 Consulting Services	0	0
50	B	2237 Conservatorships	0	0

	M	N	O	P
51	CODE	ACCOUNT/DESCRIPTION	6342/TAC	DIXON
52	B	2250 Other Professional Svs.	158	7
53	B	2260 Data Processing Service	0	0
54	B	2261 Software Lic/Maint Agmts	0	0
55	B	2266 Central Data Processing Svc	0	0
56	B	2268 Central DP Supp Ssev	0	0
57	B	2270 Sofware	0	0
58	B	2280 Publications/Legal Notes	0	0
59	B	2281 Advertising Marketing	0	0
60	B	2285 Rent/Lease - Equipment	0	0
61	B	2301 Small Tools	0	0
62	B	2310 Education/Training	0	0
63	B	2312 Special Depart. Expense	0	0
64	B	2327 Library Materials Process.	0	0
65	B	2328 Library Materials	0	0
66	B	2335 Travel Expense	0	0
67	B	2336 Travel Out-Of-State	0	0
68	B	2337 Refreshments	0	0
69	B	2338 Employee Recognition	0	0
70	B	2339 Management Business Expense	0	0
71	B	2345 Moving/Freight	0	0
72	B	2350 County Garage Services	0	0
73	B	2355 Personal Mileage	0	0
74	B	2360 Utilities	2,851	126
75	B	2361 Water	293	13
76		**Subtotal 2000's**	**9,371**	414
77				0
78	B	3020 Refund of Prior Year Charges	0	0
79	B	3231 Capital Leases Equipment	0	0
80	B	3242 Interest Exp on County Pool	0	0
81	B	3244 Interest on Long-term dept	0	0
82	B	3694 Interfund Svs. Professional	1,896	84
83	B	3695 Interfund Svces - MNT Materials	0	0
84	B	3696 Interfund Svces - Small Projects	0	0
85	B	3697 Interfund Svces - Postage	0	0
86	B	3698 Interfund Svces - MNT labor	91	4
87	C	3710 County Admin. Overhead	0	0
88	B	3712 CAC Building charges	0	0
89		**Subtotal 3000's**	**1,987**	88
90				0
91	A	4202 Construction in Progress	0	0
92	B	4303 Equipment	0	0
93	B	4304 Computer Equipment	0	0
94	B	5010 Operating Transfers Out	0	0
95	B	5040 Trans OUT - POB's	7,952	351
96				0
97		**Subtotal 4000-5000**	**7,952**	351
98		8101 Contingency	0	0
99		8301 Reserves	0	0
100		9304-8101 Contingency	0	0
101		Subtotal 8000's	**0**	0
102		**Total - Expenses**	**281,535**	**12,444**

37

I

Proposed Staffing Levels for the Dixon Library – 7.0 FTE

1 Supervising Librarian

2 Librarians

2 Library Associates

2 Library Assistants

4 Department Aides (shelvers)

Proposed Hours for the Dixon Library

Monday and Wednesday	10:00am – 6:00pm
Tuesday and Thursday	10:00am – 9:00pm
Friday and Saturday	10:00am – 5:00pm
Sunday	Closed

Aida Buelna

From: Akana, Theo <Theo.Akana@calpers.ca.gov>
Sent: Tuesday, April 30, 2019 11:14 AM
To: Aida Buelna
Cc: Au, Jet
Subject: RE: Dixon Public Library
Attachments: Dixon Public Library District - Classic Plan ValuationReport.pdf; Dixon Public Library District - PEPRA Plan ValuationReport.pdf

Hi Aida,

Thank you for your time during our call this morning. Below is summary of our discussion and possible scenarios to address your inquiry:

- Solano County Library operates Dixon Public Library
  - A service agreement is established between the Solano County Library and Dixon Public Library
  - Such an agreement must be reviewed by CalPERS to determine the employee-employer relationship of the workers and the entities party to the agreement

- Solano County pays ongoing Unfunded Accrued Liability of Dixon Public Library
  - If accomplished via formal written agreement, provide copy to CalPERS

- Dixon Public Library terminates its CalPERS pension contract
  - The full cost to terminate the pension plan(s), reports attached, are due. The hypothetical termination values are noted on page 17 of the reports. Jet is included on this note for any questions regarding these numbers.
  - A payment schedule of the termination cost(s) could be established with five years being the maximum term of the schedule, if established.

Dixon Public Library District: CID, 4716435785

Theo K. Akana | Pension Contract Services Section | Pension Contracts & Prefunding Programs Division
theo.akana@calpers.ca.gov | (916) 795-9763

From: Aida Buelna <buelnaa@dixonlibrary.com>
Sent: Tuesday, April 30, 2019 9:31 AM
To: Akana, Theo <Theo.Akana@calpers.ca.gov>
Subject: Dixon Public Library
Importance: High

Mr. Akana,

My name is Aida Buelna, Interim Executive Director of the Dixon Public Library. Our Board is considering having another entity (Solano County Library) run the Dixon Public Library and thus would no longer have employees. What are the options that the Board has in regards to the unfunded CalPERS liability? Can you provide me with the options in writing so that I may share with the Library Board? I would appreciate your response as quickly as possible.

Thank you

Aida Buelna, Interim Executive Director

California Public Employees' Retirement System
Actuarial Office
P.O. Box 942709
Sacramento, CA 94229-2709
TTY: (916) 795-3240
(888) 225-7377 phone – (916) 795-2744 fax
www.calpers.ca.gov

August 2018

Miscellaneous Plan of the Dixon Public Library District
(CalPERS ID: 4716435785)
Annual Valuation Report as of June 30, 2017

Dear Employer,

As an attachment to this letter, you will find a copy of the June 30, 2017 actuarial valuation report of the pension plan.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2017.

Section 2 can be found on the CalPERS website at (www.calpers.ca.gov). From the home page, go to "*Forms & Publications*" and select "*View All*". In the search box, enter "*Risk Pool*" and from the results list download the Miscellaneous or Safety Risk Pool Actuarial Valuation Report as appropriate.

Your June 30, 2017 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you after August 1, 2018.

The exhibit below displays the minimum employer contributions, before any cost sharing, for Fiscal Year 2019-20 along with estimates of the required contributions for Fiscal Year 2020-21. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees**.

Required Contribution

Fiscal Year	Employer Normal Cost Rate	Employer Payment of Unfunded Liability
2019-20	11.120%	$35,275
Projected Results		
2020-21	*11.8%*	*$41,000*

The actual investment return for Fiscal Year 2017-18 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.25 percent. ***If the actual investment return for Fiscal Year 2017-18 differs from 7.25 percent, the actual contribution requirements for the projected years will differ from those shown above.***

Moreover, the projected results for Fiscal Year 2020-21 assume that there are no future plan changes, no further changes in assumptions other than those recently approved, and no liability gains or losses. Such changes can have a significant impact on required contributions. Since they cannot be predicted in advance, the projected employer results shown above are estimates. The actual required employer contributions for Fiscal Year 2020-21 will be provided in next year's report.

For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section.

The "Risk Analysis" section of the valuation report also contains estimated employer contributions in future years under a variety of investment return scenarios.

Changes since the Prior Year's Valuation

At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations. The minimum employer contributions for Fiscal Year 2019-20 determined in this valuation were calculated using a discount rate of 7.25 percent. The projected employer contributions on Page 5 are calculated under the assumption that the discount rate will be lowered to 7.00 percent next year as adopted by the Board.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. These new assumptions are incorporated in your actuarial valuations and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For the June 30, 2017 valuation an inflation rate of 2.625 percent was used and a rate of 2.50 percent will be used in the following valuation.

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan. The impact of this has been reflected in the current valuation results.

The CalPERS Board of Administration adopted a Risk Mitigation Policy which is designed to reduce funding risk over time. This Policy has been temporarily suspended during the period over which the discount rate is being lowered. More details on the Risk Mitigation Policy can be found on our website.

Besides the above noted changes, there may also be changes specific to the plan such as contract amendments and funding changes.

Further descriptions of general changes are included in the "Highlights and Executive Summary" section and in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report.

We understand that you might have a number of questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their results, we ask that you wait until after August 1 to contact us with actuarial related questions.

If you have other questions, please call our customer contact center at (888) CalPERS or (**888-225-7377**).

Sincerely,

SCOTT TERANDO
Chief Actuary

Actuarial Valuation
as of June 30, 2017

for the
Miscellaneous Plan
of the
Dixon Public Library District
(CalPERS ID: 4716435785)

Required Contributions
for Fiscal Year
July 1, 2019 - June 30, 2020

Table of Contents

Section 1 – Plan Specific Information

Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Plan Specific Information for the Miscellaneous Plan of the Dixon Public Library District

(CalPERS ID: 4716435785)
(Rate Plan: 912)

Table of Contents

Actuarial Certification 1

Highlights and Executive Summary

Introduction 3
Purpose of Section 1 3
Required Employer Contributions 4
Plan's Funded Status 5
Projected Employer Contributions 5
Changes Since the Prior Year's Valuation 6
Subsequent Events 6

Assets and Liabilities

Breakdown of Entry Age Normal Accrued Liability 8
Allocation of Plan's Share of Pool's Experience/Assumption Change 8
Development of Plan's Share of Pool's MVA 8
Schedule of Plan's Amortization Bases 9
Amortization Schedule and Alternatives 10
Employer Contribution History 12
Funding History 12

Risk Analysis

Analysis of Future Investment Return Scenarios 14
Analysis of Discount Rate Sensitivity 15
Volatility Ratios 16
Hypothetical Termination Liability 17

Participant Data 18

List of Class 1 Benefit Provisions 18

Plan's Major Benefit Options 20

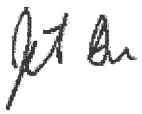
Actuarial Certification

Section 1 of this report is based on the member and financial data contained in our records as of June 30, 2017 which was provided by your agency and the benefit provisions under your contract with CalPERS. Section 2 of this report is based on the member and financial data as of June 30, 2017 provided by employers participating in the Miscellaneous Risk Pool to which the plan belongs and benefit provisions under the CalPERS contracts for those agencies.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the risk pool containing your Miscellaneous Plan has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of this valuation and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the plan, it is my opinion as the plan actuary that Unfunded Accrued Liability amortization bases as of June 30, 2017 and employer contribution as of July 1, 2019, have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary for CalPERS, a member of both the American Academy of Actuaries and Society of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



CHEUK KIU (JET) AU, ASA, MAAA
Senior Pension Actuary, CalPERS
Plan Actuary

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Employer Contributions**
- **Plan's Funded Status**
- **Projected Employer Contributions**
- **Changes Since the Prior Year's Valuation**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2017 actuarial valuation of the Miscellaneous Plan of the Dixon Public Library District of the California Public Employees' Retirement System (CalPERS). This actuarial valuation sets the required employer contributions for Fiscal Year 2019-20.

Purpose of Section 1

This Section 1 report for the Miscellaneous Plan of the Dixon Public Library District of the California Public Employees' Retirement System (CalPERS) was prepared by the plan actuary in order to:

- Set forth the assets and accrued liabilities of this plan as of June 30, 2017;
- Determine the minimum required employer contribution for this plan for the fiscal year July 1, 2019 through June 30, 2020; and
- Provide actuarial information as of June 30, 2017 to the CalPERS Board of Administration and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law.

California Actuarial Advisory Panel Recommendations

This report includes all the basic disclosure elements as described in the *Model Disclosure Elements for Actuarial Valuation Reports* recommended in 2011 by the California Actuarial Advisory Panel (CAAP), with the exception of including the original base amounts of the various components of the unfunded liability in the Schedule of Amortization Bases shown on page 9.

Additionally, this report includes the following "Enhanced Risk Disclosures" also recommended by the CAAP in the Model Disclosure Elements document:

- A "Deterministic Stress Test," projecting future results under different investment income scenarios
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 6.0 percent, 7.0 percent and 8.0 percent.

Required Employer Contributions

Required Employer Contributions	Fiscal Year 2019-20
Employer Normal Cost Rate	**11.120%**
Plus, Either	
1) Monthly Employer Dollar UAL Payment	**$ 2,939.59**
Or	
2) Annual Lump Sum Prepayment Option	**$ 34,062**

*The total minimum required employer contribution is the **sum** of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).*

*Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**. Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.*

In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

	Fiscal Year 2018-19	Fiscal Year 2019-20
Development of Normal Cost as a Percentage of Payroll[1]		
Base Total Normal Cost for Formula	15.794%	16.586%
Surcharge for Class 1 Benefits[2]		
a) FAC 1	0.517%	0.541%
b) 5% COLA	1.002%	0.899%
Phase out of Normal Cost Difference[3]	0.000%	0.000%
Plan's Total Normal Cost	17.313%	18.026%
Formula's Expected Employee Contribution Rate	6.902%	6.906%
Employer Normal Cost Rate	10.411%	11.120%
Projected Payroll for the Contribution Fiscal Year	$ 241,986	$ 285,972
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	$ 25,193	$ 31,800
Plan's Payment on Amortization Bases[4]	52,826	35,275
% of Projected Payroll (illustrative only)	21.830%	12.335%
Estimated Total Employer Contribution	$ 78,019	$ 67,075
% of Projected Payroll (illustrative only)	32.241%	23.455%

[1] The results shown for Fiscal Year 2018-19 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after June 30, 2017.

[2] Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

[3] The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100 percent for the first year of pooling, and is incrementally reduced by 20 percent of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

[4] See page 9 for a breakdown of the Amortization Bases.

Plan's Funded Status

	June 30, 2016	June 30, 2017
1. Present Value of Projected Benefits (PVB)	$ 2,458,408	$ 2,742,168
2. Entry Age Normal Accrued Liability (AL)	2,124,391	2,344,148
3. Plan's Market Value of Assets (MVA)	1,534,030	1,776,699
4. Unfunded Accrued Liability (UAL) [(2) - (3)]	590,361	567,449
5. Funded Ratio [(3) / (2)]	72.2%	75.8%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

	Required Contribution	Projected Future Employer Contributions (Assumes 7.25% Return for Fiscal Year 2017-18)				
Fiscal Year	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2024-25**
Normal Cost %	11.120%	11.8%	11.8%	11.8%	11.8%	11.8%
UAL Payment	$35,275	$41,000	$47,000	$52,000	$55,000	$58,000

Changes in the UAL due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of Section 2. This method phases in the impact of unanticipated changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

Due to the adopted changes in the discount rate for next year's valuation in combination with the 5-year phase-in ramp, the increases in the required contributions are expected to continue for six years from Fiscal Year 2019-20 through Fiscal Year 2024-25.

For projected contributions under alternate investment return scenarios, please see the "Analysis of Future Investment Return Scenarios" in the "Risk Analysis" section.

Changes since the Prior Year's Valuation

Benefits

None. This valuation generally reflects plan changes by amendments effective before the date of the report. Please refer to the "Plan's Major Benefit Options" and Appendix B of Section 2 for a summary of the plan provisions used in this valuation.

Actuarial Methods and Assumptions

At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations. The minimum employer contributions for Fiscal Year 2019-20 determined in this valuation were calculated using a discount rate of 7.25 percent. The projected employer contributions on page 5 are calculated assuming that the discount rate will be lowered to 7.00 percent next year as adopted by the Board. The decision to reduce the discount rate was primarily based on reduced capital market assumptions provided by external investment consultants and CalPERS investment staff. The specific decision adopted by the Board reflected recommendations from CalPERS staff and additional input from employer and employee stakeholder groups. Based on the investment allocation adopted by the Board and capital market assumptions, the reduced discount rate assumption provides a more realistic assumption for the long-term investment return of the fund.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. These new assumptions are incorporated in this actuarial valuation and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For the June 30, 2017 valuation an inflation rate of 2.625 percent will be used and a rate of 2.50 percent in the following valuation.

Notwithstanding the Board's decision to phase into a 7.0 percent discount rate, subsequent analysis of the expected investment return of CalPERS assets or changes to the investment allocation may result in a change to this three-year discount rate schedule.

Subsequent Events

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan. The impact of this has been reflected in the current valuation results.

The contribution requirements determined in this actuarial valuation report are based on demographic and financial information as of June 30, 2017. Changes in the value of assets subsequent to that date are not reflected. Investment returns below the assumed rate of return will increase the retired contribution, while investment returns above the assumed rate of return will decrease the retired contribution.

This actuarial valuation report reflects statutory changes, regulatory changes and CalPERS Board actions through January 2018. Any subsequent changes or actions are not reflected.

Assets and Liabilities

- **Breakdown of Entry Age Normal Accrued Liability**
- **Allocation of Plan's Share of Pool's Experience/Assumption Change**
- **Development of Plan's Share of Pool's MVA**
- **Schedule of Plan's Amortization Bases**
- **Amortization Schedule and Alternatives**
- **Employer Contribution History**
- **Funding History**

Breakdown of Entry Age Normal Accrued Liability

Active Members	$	480,103
Transferred Members		266,264
Terminated Members		333,633
Members and Beneficiaries Receiving Payments		1,264,148
Total	$	2,344,148

Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1.	Plan's Accrued Liability	$	2,344,148
2.	Projected UAL balance at 6/30/17		593,165
3.	Pool's Accrued Liability[1]	$	15,780,998,593
4.	Sum of Pool's Individual Plan UAL Balances at 6/30/17[1]		3,912,002,885
5.	Pool's 2016/17 Investment & Asset (Gain)/Loss		(413,206,167)
6.	Pool's 2016/17 Other (Gain)/Loss		(21,126,605)
7.	Plan's Share of Pool's Asset (Gain)/Loss [(1) - (2)] / [(3) - (4)] * (5)		(60,959)
8.	Plan's Share of Pool's Other (Gain)/Loss [(1)] / [(3)] * (6)		(3,138)
9.	Plan's New (Gain)/Loss as of 6/30/2017 [(7) + (8)]	$	(64,097)
10.	Increase in Pool's Accrued Liability due to Change in Assumptions[1]		258,379,047
11.	Plan's Share of Pool's Change in Assumptions [(1)] / [(3)] * (10)	$	38,380

[1] Does not include plans that transferred to Pool on the valuation date.

Development of the Plan's Share of Pool's Market Value of Assets

12.	Plan's UAL [(2) + (9) + (11)]	$	567,449
13.	Plan's Share of Pool's MVA [(1) - (12)]	$	**1,776,699**

Schedule of Plan's Amortization Bases

There is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2017.
- The employer contribution determined by the valuation is for the fiscal year beginning two years after the valuation date: Fiscal Year 2019-20.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward each year by subtracting the payment on the UAL for the fiscal year and adjusting for interest. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

									Amounts for Fiscal 2019-20	
Reason for Base	Date Established	Ramp Up/Down 2019-20		Amortization Period	Balance 6/30/17	Payment 2017-18	Balance 6/30/18	Payment 2018-19	Balance 6/30/19	Scheduled Payment for 2019-20
SIDE FUND	2013 or Prior	No Ramp		1	$45,402	$24,076	$23,760	$24,664	$(60)	$(62)
SHARE OF PRE-2013 POOL UAL	06/30/13	No Ramp		18	$154,173	$11,655	$153,280	$11,860	$152,110	$12,183
ASSET (GAIN)/LOSS	06/30/13	100%	→	26	$227,135	$9,172	$234,104	$12,413	$238,221	$15,941
NON-ASSET (GAIN)/LOSS	06/30/13	100%	→	26	$(2,324)	$(94)	$(2,395)	$(127)	$(2,437)	$(163)
ASSET (GAIN)/LOSS	06/30/14	80%	↗	27	$(165,967)	$(4,540)	$(173,298)	$(6,908)	$(178,708)	$(9,464)
NON-ASSET (GAIN)/LOSS	06/30/14	80%	↗	27	$187	$5	$195	$8	$201	$11
ASSUMPTION CHANGE	06/30/14	80%	↗	17	$107,134	$3,988	$110,771	$6,094	$112,491	$8,346
ASSET (GAIN)/LOSS	06/30/15	60%	↗	28	$97,939	$1,379	$103,611	$2,796	$108,227	$4,309
NON-ASSET (GAIN)/LOSS	06/30/15	60%	↗	28	$(8,226)	$(116)	$(8,702)	$(235)	$(9,090)	$(362)
ASSET (GAIN)/LOSS	06/30/16	40%	↗	29	$116,687	$0	$125,147	$1,737	$132,421	$3,569
NON-ASSET (GAIN)/LOSS	06/30/16	40%	↗	29	$(14,712)	$0	$(15,779)	$(219)	$(16,696)	$(450)
ASSUMPTION CHANGE	06/30/16	40%	↗	19	$35,737	$(1,017)	$39,381	$743	$41,467	$1,527
ASSET (GAIN)/LOSS	06/30/17	20%	↗	30	$(60,959)	$0	$(65,378)	$0	$(70,118)	$(972)
NON-ASSET (GAIN)/LOSS	06/30/17	20%	↗	30	$(3,138)	$0	$(3,366)	$0	$(3,610)	$(50)
ASSUMPTION CHANGE	06/30/17	20%	↗	20	$38,380	$(1,958)	$43,190	$(2,014)	$48,407	$912
TOTAL					**$567,448**	**$42,550**	**$564,521**	**$50,812**	**$552,826**	**$35,275**

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed on the previous page. These (gain)/loss bases will be amortized according to Board policy over 30 years with a 5-year ramp-up.

If the total Unfunded Liability is negative (i.e., plan has a surplus), the scheduled payment is $0, because the minimum required contribution under PEPRA must be at least equal to the normal cost.

Amortization Schedule and Alternatives

The amortization schedule on the previous page shows the minimum contributions required according to CalPERS amortization policy. There has been considerable interest from many agencies in paying off these unfunded accrued liabilities sooner and the possible savings in doing so. As a result, we have provided alternate amortization schedules to help analyze the current amortization schedule and illustrate the advantages of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on: 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternate "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule. Note that the payments under each alternate scenario increase by 2.875 percent for each year into the future. **The schedules do not attempt to reflect any experience after June 30, 2017 that may deviate from the actuarial assumptions. Therefore, future amortization payments displayed in the Current Amortization Schedule may not match projected amortization payments shown in connection with Projected Employer Contributions provided elsewhere in this report.**

The Current Amortization Schedule typically contains individual bases that are both positive and negative. Positive bases result from plan changes, assumption changes or plan experience that result in increases to unfunded liability. Negative bases result from plan changes, assumption changes or plan experience that result in decreases to unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years such as:

- A positive total unfunded liability with a negative total payment,
- A negative total unfunded liability with a positive total payment, or
- Total payments that completely amortize the unfunded liability over a very short period of time

In any year where one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over a reasonable period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives

	Current Amortization Schedule		Alternate Schedules			
			20 Year Amortization		15 Year Amortization	
Date	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2019	552,827	35,275	552,827	41,318	552,827	50,269
6/30/2020	556,376	39,699	550,118	42,506	540,848	51,714
6/30/2021	555,600	44,575	545,982	43,728	526,503	53,201
6/30/2022	549,718	48,266	540,280	44,985	509,578	54,731
6/30/2023	539,588	49,531	532,864	46,278	489,843	56,304
6/30/2024	527,413	50,955	523,570	47,609	467,047	57,923
6/30/2025	512,880	52,420	512,224	48,977	440,922	59,588
6/30/2026	495,777	53,927	498,639	50,386	411,179	61,301
6/30/2027	475,873	55,478	482,610	51,834	377,505	63,064
6/30/2028	452,920	57,073	463,919	53,324	339,564	64,877
6/30/2029	426,652	58,713	442,330	54,857	296,995	66,742
6/30/2030	396,779	60,401	417,587	56,435	249,408	68,661
6/30/2031	362,993	62,138	389,418	58,057	196,384	70,635
6/30/2032	324,959	60,908	357,526	59,726	137,471	72,666
6/30/2033	285,441	59,556	321,593	61,443	72,184	74,755
6/30/2034	244,458	56,908	281,277	63,210		
6/30/2035	203,246	52,623	236,208	65,027		
6/30/2036	163,484	48,045	185,990	66,897		
6/30/2037	125,581	26,343	130,195	68,820		
6/30/2038	107,404	24,229	68,364	70,798		
6/30/2039	90,099	23,318				
6/30/2040	72,483	23,988				
6/30/2041	52,895	18,791				
6/30/2042	37,270	17,810				
6/30/2043	21,528	14,160				
6/30/2044	8,424	7,118				
6/30/2045	1,663	1,723				
6/30/2046						
6/30/2047						
6/30/2048						
Totals	**1,103,972**		**1,096,215**		**926,430**	
Interest Paid	**551,145**		**543,388**		**373,603**	
Estimated Savings			**7,758**		**177,542**	

* This schedule does not reflect the impact of adopted discount rate changes that will become effective beyond June 30, 2017. For Projected Employer Contributions, please see page 5.

Employer Contribution History

The table below provides a recent history of the required employer contributions for the plan, as determined by the annual actuarial valuation. It does not account for prepayments or benefit changes made during a fiscal year.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment ($)
2016 - 17	9.846%	$40,300
2017 - 18	9.887%	$45,525
2018 - 19	10.411%	$52,826
2019 - 20	11.120%	$35,275

Funding History

The funding history below shows the plan's actuarial accrued liability, share of the pool's market value of assets, share of the pool's unfunded liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/2011	$ 1,618,404	$ 1,218,162	$ 400,242	75.3%	$ 378,097
06/30/2012	1,779,195	1,277,580	501,615	71.8%	248,012
06/30/2013	1,843,491	1,407,664	435,827	76.4%	281,037
06/30/2014	1,971,727	1,580,949	390,778	80.2%	140,935
06/30/2015	2,018,977	1,553,676	465,301	77.0%	149,707
06/30/2016	2,124,391	1,534,030	590,361	72.2%	221,451
06/30/2017	2,344,148	1,776,699	567,449	75.8%	262,660

Risk Analysis

- **Analysis of Future Investment Return Scenarios**
- **Analysis of Discount Rate Sensitivity**
- **Volatility Ratios**
- **Hypothetical Termination Liability**

Analysis of Future Investment Return Scenarios

Analysis was performed to determine the effects of various future investment returns on required employer contributions. The projections below provide a range of results based on five investment return scenarios assumed to occur during the next four fiscal years (2017-18, 2018-19, 2019-20 and 2020-21). The projections also assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur.

Each of the five investment return scenarios assumes a return of 7.25 percent for fiscal year 2017-18. For fiscal years 2018-19, 2019-20, and 2020-21 each scenario assumes an alternate fixed annual return. The fixed return assumptions for the five scenarios are 1.0 percent, 4.0 percent, 7.0 percent, 9.0 percent and 12.0 percent.

The alternate investment returns were chosen based on stochastic analysis of possible future investment returns over the four-year period ending June 30, 2021. Using the expected returns and volatility of the asset classes in which the funds are invested, we produced five thousand stochastic outcomes for this period based on the recently completed Asset Liability Management process. We then selected annual returns that approximate the 5th, 25th, 50th, 75th, and 95th percentiles for these outcomes. For example, of all the 4-year outcomes generated in the stochastic analysis, approximately 25 percent of them had an average annual return of 4.0 percent or less.

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 1.0 percent or greater than 12.0 percent over this four-year period, the possibility of a single investment return less than 1.0 percent or greater than 12.0 percent in any given year is much greater.

Assumed Annual Return From 2018-19 through 2020-21	Projected Employer Contributions			
	2020-21	2021-22	2022-23	2023-24
1.0%				
Normal Cost	11.8%	11.8%	11.8%	11.8%
UAL Contribution	$41,000	$49,000	$57,000	$66,000
4.0%				
Normal Cost	11.8%	11.8%	11.8%	11.8%
UAL Contribution	$41,000	$48,000	$55,000	$61,000
7.0%				
Normal Cost	11.8%	11.8%	11.8%	11.8%
UAL Contribution	$41,000	$47,000	$52,000	$55,000
9.0%				
Normal Cost	11.8%	12.1%	12.3%	12.5%
UAL Contribution	$41,000	$46,000	$51,000	$52,000
12.0%				
Normal Cost	11.8%	12.1%	12.3%	12.5%
UAL Contribution	$41,000	$45,000	$48,000	$46,000

Given the temporary suspension of the Risk Mitigation Policy during the period over which the discount rate assumption is being phased down to 7.0 percent, the projections above were performed without reflection of any possible impact of this Policy for Fiscal Year 2020-21. In addition, the projections above do not reflect the recent changes to the new amortization policy effective with the June 30, 2019 valuation but the impact on the results above is expected to be minimal.

Analysis of Discount Rate Sensitivity

Shown below are various valuation results as of June 30, 2017 assuming alternate discount rates. Results are shown using the current discount rate of 7.25 percent as well as alternate discount rates of 6.0 percent, 7.0 percent, and 8.0 percent. The alternate rate of 7.0 percent was selected since the Board has adopted this rate as the final discount rate at the end of the three-year phase-in of the reduction in this assumption. The rates of 6.0 percent and 8.0 percent were selected since they illustrate the impact of a 1 percent increase or decrease to the 7.0 percent assumption. This analysis shows the potential plan impacts if the PERF were to realize investment returns of 6.0 percent, 7.0 percent, or 8.0 percent over the long-term.

This type of analysis gives the reader a sense of the long-term risk to required contributions. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" at the end of this section.

Sensitivity Analysis				
As of June 30, 2017	**Plan's Total Normal Cost**	**Accrued Liability**	**Unfunded Accrued Liability**	**Funded Status**
7.25% (current discount rate)	18.026%	$2,344,148	$567,449	75.8%
6.0%	23.348%	$2,679,321	$902,622	66.3%
7.0%	18.747%	$2,380,104	$603,405	74.6%
8.0%	15.222%	$2,131,570	$354,871	83.4%

Volatility Ratios

Actuarial calculations are based on a number of assumptions about long-term demographic and economic behavior. Unless these assumptions (terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio (AVR)

Plans that have higher asset-to-payroll ratios experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with an asset-to-payroll ratio of 8 may experience twice the contribution volatility due to investment return volatility, than a plan with an asset-to-payroll ratio of 4. Shown below is the asset volatility ratio, a measure of the plan's current contribution volatility. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as the plan matures.

Liability Volatility Ratio (LVR)

Plans that have higher liability-to-payroll ratios experience more volatile employer contributions (as a percentage of payroll) due to investment return and changes in liability. For example, a plan with a liability-to-payroll ratio of 8 is expected to have twice the contribution volatility of a plan with a liability-to-payroll ratio of 4. The liability volatility ratio is also shown in the table below. It should be noted that this ratio indicates a longer-term potential for contribution volatility. The asset volatility ratio, described above, will tend to move closer to the liability volatility ratio as the plan matures. Since the liability volatility ratio is a long-term measure, it is shown below at the current discount rate (7.25 percent) as well as the discount rate the Board has adopted to determine the contribution requirement in the June 30, 2018 actuarial valuation (7.00 percent).

Rate Volatility		As of June 30, 2017
1. Market Value of Assets	$	1,776,699
2. Payroll		262,660
3. Asset Volatility Ratio (AVR) [(1) / (2)]		6.8
4. Accrued Liability	$	2,344,148
5. Liability Volatility Ratio (LVR) [(4) / (2)]		8.9
6. Accrued Liability (7.00% discount rate)		2,380,104
7. Projected Liability Volatility Ratio [(6) / (2)]		9.1

Hypothetical Termination Liability

The hypothetical termination liability is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2017. The plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability. For the hypothetical termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees.

A more conservative investment policy and asset allocation strategy was adopted by the CalPERS Board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while funding risk is limited. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 2-year period centered around the valuation date.

Market Value of Assets (MVA)	Hypothetical Termination Liability[1,2] @ 1.75%	Funded Status	Unfunded Termination Liability @ 1.75%	Hypothetical Termination Liability[1,2] @ 3.00%	Funded Status	Unfunded Termination Liability @ 3.00%
$1,776,699	$4,239,061	41.9%	$2,462,362	$3,787,604	46.9%	$2,010,905

[1] The hypothetical liabilities calculated above include a 5 percent mortality contingency load in accordance with Board policy. Other actuarial assumptions can be found in Appendix A.

[2] The current discount rate assumption used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 2.61 percent on June 30, 2017, and was 2.83 percent on January 31, 2018.

In order to terminate the plan, you must first contact our Retirement Services Contract Unit to initiate a Resolution of Intent to terminate. The completed Resolution will allow the plan actuary to give you a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. CalPERS advises you to consult with the plan actuary before beginning this process.

Participant Data

The table below shows a summary of your plan's member data upon which this valuation is based:

	June 30, 2016	June 30, 2017
Reported Payroll	$ 221,451	$ 262,660
Projected Payroll for Contribution Purposes	$ 241,986	$ 285,972
Number of Members		
Active	7	6
Transferred	4	5
Separated	9	9
Retired	10	10

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- One Year Final Compensation (FAC 1)
- 5% Annual Cost-of-Living Allowance Increase (5% COLA)

Plan's Major Benefit Options

Plan's Major Benefit Options

Shown below is a summary of the major optional benefits for which your agency has contracted. A description of principal standard and optional plan provisions is in Appendix B within Section 2 of this report.

	Contract package		
Benefit Provision	Active Misc	Receiving Misc	
Benefit Formula	2.0% @ 55		
Social Security Coverage	Yes		
Full/Modified	Modified		
Employee Contribution Rate	7.00%		
Final Average Compensation Period	One Year		
Sick Leave Credit	Yes		
Non-Industrial Disability	Standard		
Industrial Disability	No		
Pre-Retirement Death Benefits			
Optional Settlement 2	Yes		
1959 Survivor Benefit Level	No		
Special	No		
Alternate (firefighters)	No	No	
Post-Retirement Death Benefits			
Lump Sum	$500	$500	
Survivor Allowance (PRSA)	No	No	
COLA	5%	5%	

Section 2

Section 2 may be found on the CalPERS website (www.calpers.ca.gov) in the Forms and Publications section

California Public Employees' Retirement System
Actuarial Office
P.O. Box 942709
Sacramento, CA 94229-2709
TTY: (916) 795-3240
(888) 225-7377 phone – (916) 795-2744 fax
www.calpers.ca.gov

August 2018

PEPRA Miscellaneous Plan of the Dixon Public Library District
(CalPERS ID: 4716435785)
Annual Valuation Report as of June 30, 2017

Dear Employer,

As an attachment to this letter, you will find a copy of the June 30, 2017 actuarial valuation report of the pension plan.

Because this plan is in a risk pool, the following valuation report has been separated into two sections:

- Section 1 contains specific information for the plan including the development of the current and projected employer contributions, and
- Section 2 contains the Risk Pool Actuarial Valuation appropriate to the plan as of June 30, 2017.

Section 2 can be found on the CalPERS website at (www.calpers.ca.gov). From the home page, go to "*Forms & Publications*" and select "*View All*". In the search box, enter "*Risk Pool*" and from the results list download the Miscellaneous or Safety Risk Pool Actuarial Valuation Report as appropriate.

Your June 30, 2017 actuarial valuation report contains important actuarial information about your pension plan at CalPERS. Your assigned CalPERS staff actuary, whose signature appears in the Actuarial Certification section on page 1, is available to discuss the report with you after August 1, 2018.

The exhibit below displays the minimum employer contributions, before any cost sharing, for Fiscal Year 2019-20 along with estimates of the required contributions for Fiscal Year 2020-21. Member contributions other than cost sharing (whether paid by the employer or the employee) are in addition to the results shown below. **The employer contributions in this report do not reflect any cost sharing arrangements you may have with your employees**.

Required Contribution

Fiscal Year	Employer Normal Cost Rate	Employer Payment of Unfunded Liability
2019-20	7.191%	$455
Projected Results		
2020-21	*7.8%*	*$780*

The actual investment return for Fiscal Year 2017-18 was not known at the time this report was prepared. The projections above assume the investment return for that year would be 7.25 percent. ***If the actual investment return for Fiscal Year 2017-18 differs from 7.25 percent, the actual contribution requirements for the projected years will differ from those shown above.***

Moreover, the projected results for Fiscal Year 2020-21 assume that there are no future plan changes, no further changes in assumptions other than those recently approved, and no liability gains or losses. Such changes can have a significant impact on required contributions. Since they cannot be predicted in advance, the projected employer results shown above are estimates. The actual required employer contributions for Fiscal Year 2020-21 will be provided in next year's report.

For additional details regarding the assumptions and methods used for these projections please refer to the "Projected Employer Contributions" in the "Highlights and Executive Summary" section.

The "Risk Analysis" section of the valuation report also contains estimated employer contributions in future years under a variety of investment return scenarios.

Changes since the Prior Year's Valuation

At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations. The minimum employer contributions for Fiscal Year 2019-20 determined in this valuation were calculated using a discount rate of 7.25 percent. The projected employer contributions on Page 5 are calculated under the assumption that the discount rate will be lowered to 7.00 percent next year as adopted by the Board.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. These new assumptions are incorporated in your actuarial valuations and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For the June 30, 2017 valuation an inflation rate of 2.625 percent was used and a rate of 2.50 percent will be used in the following valuation.

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan. The impact of this has been reflected in the current valuation results.

The CalPERS Board of Administration adopted a Risk Mitigation Policy which is designed to reduce funding risk over time. This Policy has been temporarily suspended during the period over which the discount rate is being lowered. More details on the Risk Mitigation Policy can be found on our website.

Besides the above noted changes, there may also be changes specific to the plan such as contract amendments and funding changes.

Further descriptions of general changes are included in the "Highlights and Executive Summary" section and in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report.

We understand that you might have a number of questions about these results. While we are very interested in discussing these results with your agency, in the interest of allowing us to give every public agency their results, we ask that you wait until after August 1 to contact us with actuarial related questions.

If you have other questions, please call our customer contact center at (888) CalPERS or (**888-225-7377**).

Sincerely,

SCOTT TERANDO
Chief Actuary

Actuarial Valuation as of June 30, 2017

for the PEPRA Miscellaneous Plan of the Dixon Public Library District

(CalPERS ID: 4716435785)

Required Contributions for Fiscal Year July 1, 2019 - June 30, 2020

Table of Contents

Section 1 – Plan Specific Information

Section 2 – Risk Pool Actuarial Valuation Information

Section 1

CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

Plan Specific Information for the PEPRA Miscellaneous Plan of the Dixon Public Library District

(CalPERS ID: 4716435785)
(Rate Plan: 27422)

Table of Contents

Actuarial Certification 1

Highlights and Executive Summary

Introduction 3
Purpose of Section 1 3
Required Employer Contributions 4
Plan's Funded Status 5
Projected Employer Contributions 5
Changes Since the Prior Year's Valuation 6
Subsequent Events 6

Assets and Liabilities

Breakdown of Entry Age Normal Accrued Liability 8
Allocation of Plan's Share of Pool's Experience/Assumption Change 8
Development of Plan's Share of Pool's MVA 8
Schedule of Plan's Amortization Bases 9
Amortization Schedule and Alternatives 10
Employer Contribution History 12
Funding History 12

Risk Analysis

Analysis of Future Investment Return Scenarios 14
Analysis of Discount Rate Sensitivity 15
Volatility Ratios 16
Hypothetical Termination Liability 17

Participant Data 18

List of Class 1 Benefit Provisions 18

Plan's Major Benefit Options 20

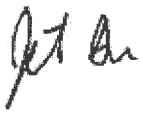
Actuarial Certification

Section 1 of this report is based on the member and financial data contained in our records as of June 30, 2017 which was provided by your agency and the benefit provisions under your contract with CalPERS. Section 2 of this report is based on the member and financial data as of June 30, 2017 provided by employers participating in the Miscellaneous Risk Pool to which the plan belongs and benefit provisions under the CalPERS contracts for those agencies.

As set forth in Section 2 of this report, the pool actuaries have certified that, in their opinion, the valuation of the risk pool containing your PEPRA Miscellaneous Plan has been performed in accordance with generally accepted actuarial principles consistent with standards of practice prescribed by the Actuarial Standards Board, and that the assumptions and methods are internally consistent and reasonable for the risk pool as of the date of this valuation and as prescribed by the CalPERS Board of Administration according to provisions set forth in the California Public Employees' Retirement Law.

Having relied upon the information set forth in Section 2 of this report and based on the census and benefit provision information for the plan, it is my opinion as the plan actuary that Unfunded Accrued Liability amortization bases as of June 30, 2017 and employer contribution as of July 1, 2019, have been properly and accurately determined in accordance with the principles and standards stated above.

The undersigned is an actuary for CalPERS, a member of both the American Academy of Actuaries and Society of Actuaries and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.



CHEUK KIU (JET) AU, ASA, MAAA
Senior Pension Actuary, CalPERS
Plan Actuary

Highlights and Executive Summary

- **Introduction**
- **Purpose of Section 1**
- **Required Employer Contributions**
- **Plan's Funded Status**
- **Projected Employer Contributions**
- **Changes Since the Prior Year's Valuation**
- **Subsequent Events**

Introduction

This report presents the results of the June 30, 2017 actuarial valuation of the PEPRA Miscellaneous Plan of the Dixon Public Library District of the California Public Employees' Retirement System (CalPERS). This actuarial valuation sets the required employer contributions for Fiscal Year 2019-20.

Purpose of Section 1

This Section 1 report for the PEPRA Miscellaneous Plan of the Dixon Public Library District of the California Public Employees' Retirement System (CalPERS) was prepared by the plan actuary in order to:

- Set forth the assets and accrued liabilities of this plan as of June 30, 2017;
- Determine the minimum required employer contribution for this plan for the fiscal year July 1, 2019 through June 30, 2020; and
- Provide actuarial information as of June 30, 2017 to the CalPERS Board of Administration and other interested parties.

The pension funding information presented in this report should not be used in financial reports subject to GASB Statement No. 68 for a Cost Sharing Employer Defined Benefit Pension Plan. A separate accounting valuation report for such purposes is available from CalPERS and details for ordering are available on our website.

The measurements shown in this actuarial valuation may not be applicable for other purposes. The employer should contact their actuary before disseminating any portion of this report for any reason that is not explicitly described above.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; changes in actuarial policies; and changes in plan provisions or applicable law.

California Actuarial Advisory Panel Recommendations

This report includes all the basic disclosure elements as described in the *Model Disclosure Elements for Actuarial Valuation Reports* recommended in 2011 by the California Actuarial Advisory Panel (CAAP), with the exception of including the original base amounts of the various components of the unfunded liability in the Schedule of Amortization Bases shown on page 9.

Additionally, this report includes the following "Enhanced Risk Disclosures" also recommended by the CAAP in the Model Disclosure Elements document:

- A "Deterministic Stress Test," projecting future results under different investment income scenarios
- A "Sensitivity Analysis," showing the impact on current valuation results using alternative discount rates of 6.0 percent, 7.0 percent and 8.0 percent.

Required Employer Contributions

		Fiscal Year
Required Employer Contributions		**2019-20**
Employer Normal Cost Rate		**7.191%**
Plus, Either		
1) Monthly Employer Dollar UAL Payment	**$**	**37.90**
Or		
2) Annual Lump Sum Prepayment Option	**$**	**439**

*The total minimum required employer contribution is the **sum** of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll) **plus** the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly in dollars).*

*Only the UAL portion of the employer contribution can be prepaid **(which must be received in full no later than July 31)**. Plan Normal Cost contributions will be made as part of the payroll reporting process. If there is contractual cost sharing or other change, this amount will change.*

In accordance with Sections 20537 and 20572 of the Public Employees' Retirement Law, if a contracting agency fails to remit the required contributions when due, interest and penalties may apply.

	Fiscal Year 2018-19	Fiscal Year 2019-20
Development of Normal Cost as a Percentage of Payroll[1]		
Base Total Normal Cost for Formula	13.092%	13.735%
Surcharge for Class 1 Benefits[2]		
a) 5% COLA	0.791%	0.706%
Phase out of Normal Cost Difference[3]	0.000%	0.000%
Plan's Total Normal Cost	13.883%	14.441%
Plan's Employee Contribution Rate	6.500%	7.250%
Employer Normal Cost Rate	7.383%	7.191%
Projected Payroll for the Contribution Fiscal Year	$ 204,895	$ 193,336
Estimated Employer Contributions Based on Projected Payroll		
Plan's Estimated Employer Normal Cost	$ 15,127	$ 13,903
Plan's Payment on Amortization Bases[4]	242	455
% of Projected Payroll (illustrative only)	0.118%	0.235%
Estimated Total Employer Contribution	$ 15,369	$ 14,358
% of Projected Payroll (illustrative only)	7.501%	7.426%

[1] The results shown for Fiscal Year 2018-19 reflect the prior year valuation and may not take into account any lump sum payment, side fund payoff, or rate adjustment made after June 30, 2017.

[2] Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

[3] The normal cost difference is phased out over a five-year period. The phase out of normal cost difference is 100 percent for the first year of pooling, and is incrementally reduced by 20 percent of the original normal cost difference for each subsequent year. This is non-zero only for plans that joined a pool within the past 5 years. Most plans joined a pool June 30, 2003, when risk pooling was implemented.

[4] See page 9 for a breakdown of the Amortization Bases.

Plan's Funded Status

	June 30, 2016	June 30, 2017
1. Present Value of Projected Benefits (PVB)	$ 287,820	$ 335,007
2. Entry Age Normal Accrued Liability (AL)	64,581	103,961
3. Plan's Market Value of Assets (MVA)	57,264	97,017
4. Unfunded Accrued Liability (UAL) [(2) - (3)]	7,317	6,944
5. Funded Ratio [(3) / (2)]	88.7%	93.3%

This measure of funded status is an assessment of the need for future employer contributions based on the selected actuarial cost method used to fund the plan. The UAL is the present value of future employer contributions for service that has already been earned and is in addition to future normal cost contributions for active members. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" in the "Risk Analysis" section.

Projected Employer Contributions

The table below shows projected employer contributions (before cost sharing) for the next six fiscal years. Projected results reflect the adopted changes to the discount rate described in Appendix A, "Statement of Actuarial Data, Methods and Assumptions" of the Section 2 report. The projections also assume that all actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur during the projection period.

	Required Contribution	Projected Future Employer Contributions (Assumes 7.25% Return for Fiscal Year 2017-18)				
Fiscal Year	**2019-20**	**2020-21**	**2021-22**	**2022-23**	**2023-24**	**2024-25**
Normal Cost %	7.191%	7.8%	7.8%	7.8%	7.8%	7.8%
UAL Payment	$455	$780	$1,100	$1,400	$1,600	$1,800

Changes in the UAL due to actuarial gains or losses as well as changes in actuarial assumptions or methods are amortized using a 5-year ramp up. For more information, please see "Amortization of the Unfunded Actuarial Accrued Liability" under "Actuarial Methods" in Appendix A of Section 2. This method phases in the impact of unanticipated changes in UAL over a 5-year period and attempts to minimize employer cost volatility from year to year. As a result of this methodology, dramatic changes in the required employer contributions in any one year are less likely. However, required contributions can change gradually and significantly over the next five years. In years where there is a large increase in UAL the relatively small amortization payments during the ramp up period could result in a funded ratio that is projected to decrease initially while the contribution impact of the increase in the UAL is phased in.

Due to the adopted changes in the discount rate for next year's valuation in combination with the 5-year phase-in ramp, the increases in the required contributions are expected to continue for six years from Fiscal Year 2019-20 through Fiscal Year 2024-25.

For projected contributions under alternate investment return scenarios, please see the "Analysis of Future Investment Return Scenarios" in the "Risk Analysis" section.

Changes since the Prior Year's Valuation

Benefits

None. This valuation generally reflects plan changes by amendments effective before the date of the report. Please refer to the "Plan's Major Benefit Options" and Appendix B of Section 2 for a summary of the plan provisions used in this valuation.

Actuarial Methods and Assumptions

At its December 2016 meeting, the CalPERS Board of Administration lowered the discount rate from 7.50 percent to 7.00 percent using a three-year phase-in beginning with the June 30, 2016 actuarial valuations. The minimum employer contributions for Fiscal Year 2019-20 determined in this valuation were calculated using a discount rate of 7.25 percent. The projected employer contributions on page 5 are calculated assuming that the discount rate will be lowered to 7.00 percent next year as adopted by the Board. The decision to reduce the discount rate was primarily based on reduced capital market assumptions provided by external investment consultants and CalPERS investment staff. The specific decision adopted by the Board reflected recommendations from CalPERS staff and additional input from employer and employee stakeholder groups. Based on the investment allocation adopted by the Board and capital market assumptions, the reduced discount rate assumption provides a more realistic assumption for the long-term investment return of the fund.

On December 19, 2017, the CalPERS Board of Administration adopted new actuarial assumptions based on the recommendations in the December 2017 CalPERS Experience Study and Review of Actuarial Assumptions. This study reviewed the retirement rates, termination rates, mortality rates, rates of salary increases and inflation assumption for Public Agencies. These new assumptions are incorporated in this actuarial valuation and will impact the required contribution for FY 2019-20. In addition, the Board adopted a new asset portfolio as part of its Asset Liability Management. The new asset mix supports a 7.00 percent discount rate. The reduction of the inflation assumption will be implemented in two steps in conjunction with the decreases in the discount rate. For the June 30, 2017 valuation an inflation rate of 2.625 percent will be used and a rate of 2.50 percent in the following valuation.

Notwithstanding the Board's decision to phase into a 7.0 percent discount rate, subsequent analysis of the expected investment return of CalPERS assets or changes to the investment allocation may result in a change to this three-year discount rate schedule.

Subsequent Events

The CalPERS Board of Administration has adopted a new amortization policy effective with the June 30, 2019 actuarial valuation. The new policy shortens the period over which actuarial gains and losses are amortized from 30 years to 20 years with the payments computed using a level dollar amount. In addition, the new policy removes the 5-year ramp-up and ramp-down on UAL bases attributable to assumption changes and non-investment gains/losses. The new policy removes the 5-year ramp-down on investment gains/losses. These changes will apply only to new UAL bases established on or after June 30, 2019.

For inactive employers the new amortization policy imposes a maximum amortization period of 15 years for all unfunded accrued liabilities effective June 30, 2017. Furthermore, the plan actuary has the ability to shorten the amortization period on any valuation date based on the life expectancy of plan members and projected cash flow needs to the plan. The impact of this has been reflected in the current valuation results.

The contribution requirements determined in this actuarial valuation report are based on demographic and financial information as of June 30, 2017. Changes in the value of assets subsequent to that date are not reflected. Investment returns below the assumed rate of return will increase the retired contribution, while investment returns above the assumed rate of return will decrease the retired contribution.

This actuarial valuation report reflects statutory changes, regulatory changes and CalPERS Board actions through January 2018. Any subsequent changes or actions are not reflected.

Assets and Liabilities

- **Breakdown of Entry Age Normal Accrued Liability**
- **Allocation of Plan's Share of Pool's Experience/Assumption Change**
- **Development of Plan's Share of Pool's MVA**
- **Schedule of Plan's Amortization Bases**
- **Amortization Schedule and Alternatives**
- **Employer Contribution History**
- **Funding History**

Breakdown of Entry Age Normal Accrued Liability

Active Members	$	99,087
Transferred Members		0
Terminated Members		4,874
Members and Beneficiaries Receiving Payments		0
Total	$	103,961

Allocation of Plan's Share of Pool's Experience/Assumption Change

It is the policy of CalPERS to ensure equity within the risk pools by allocating the pool's experience gains/losses and assumption changes in a manner that treats each employer equitably and maintains benefit security for the members of the System while minimizing substantial variations in employer contributions. The Pool's experience gains/losses and impact of assumption/method changes is allocated to the plan as follows:

1.	Plan's Accrued Liability	$	103,961
2.	Projected UAL balance at 6/30/17		8,698
3.	Pool's Accrued Liability[1]	$	15,780,998,593
4.	Sum of Pool's Individual Plan UAL Balances at 6/30/17[1]		3,912,002,885
5.	Pool's 2016/17 Investment & Asset (Gain)/Loss		(413,206,167)
6.	Pool's 2016/17 Other (Gain)/Loss		(21,126,605)
7.	Plan's Share of Pool's Asset (Gain)/Loss [(1) - (2)] / [(3) - (4)] * (5)		(3,316)
8.	Plan's Share of Pool's Other (Gain)/Loss [(1)] / [(3)] * (6)		(139)
9.	Plan's New (Gain)/Loss as of 6/30/2017 [(7) + (8)]	$	(3,456)
10.	Increase in Pool's Accrued Liability due to Change in Assumptions[1]		258,379,047
11.	Plan's Share of Pool's Change in Assumptions [(1)] / [(3)] * (10)	$	1,702

[1] Does not include plans that transferred to Pool on the valuation date.

Development of the Plan's Share of Pool's Market Value of Assets

12.	Plan's UAL [(2) + (9) + (11)]	$	6,944
13.	Plan's Share of Pool's MVA [(1) - (12)]	$	**97,017**

Schedule of Plan's Amortization Bases

There is a two-year lag between the valuation date and the start of the contribution fiscal year.

- The assets, liabilities, and funded status of the plan are measured as of the valuation date: June 30, 2017.
- The employer contribution determined by the valuation is for the fiscal year beginning two years after the valuation date: Fiscal Year 2019-20.

This two-year lag is necessary due to the amount of time needed to extract and test the membership and financial data, and the need to provide public agencies with their employer contribution well in advance of the start of the fiscal year.

The Unfunded Accrued Liability (UAL) is used to determine the employer contribution and therefore must be rolled forward two years from the valuation date to the first day of the fiscal year for which the contribution is being determined. The UAL is rolled forward each year by subtracting the payment on the UAL for the fiscal year and adjusting for interest. Additional discretionary payments are reflected in the Expected Payments column in the fiscal year they were made by the agency.

								Amounts for Fiscal 2019-20	
Reason for Base	Date Established	Ramp Up/Down 2019-20	Amortization Period	Balance 6/30/17	Payment 2017-18	Balance 6/30/18	Payment 2018-19	Balance 6/30/19	Scheduled Payment for 2019-20
ASSET (GAIN)/LOSS	06/30/14	80% ↗	27	$(1,156)	$(32)	$(1,207)	$(48)	$(1,245)	$(66)
NON-ASSET (GAIN)/LOSS	06/30/14	80% ↗	27	$1	$0	$1	$0	$1	$0
ASSUMPTION CHANGE	06/30/14	80% ↗	17	$2,167	$81	$2,240	$123	$2,275	$169
ASSET (GAIN)/LOSS	06/30/15	60% ↗	28	$2,001	$28	$2,117	$57	$2,211	$88
NON-ASSET (GAIN)/LOSS	06/30/15	60% ↗	28	$(136)	$(2)	$(144)	$(4)	$(150)	$(6)
ASSET (GAIN)/LOSS	06/30/16	40% ↗	29	$4,346	$0	$4,661	$65	$4,932	$133
ASSUMPTION CHANGE	06/30/16	40% ↗	19	$1,922	$(861)	$2,953	$56	$3,109	$114
NON-ASSET (GAIN)/LOSS	06/30/16	40% ↗	29	$(447)	$0	$(479)	$(7)	$(506)	$(14)
NON-ASSET (GAIN)/LOSS	06/30/17	20% ↗	30	$(139)	$0	$(149)	$0	$(160)	$(2)
ASSET (GAIN)/LOSS	06/30/17	20% ↗	30	$(3,316)	$0	$(3,557)	$0	$(3,815)	$(53)
ASSUMPTION CHANGE	06/30/17	20% ↗	20	$1,702	$(1,323)	$3,196	$(1,362)	$4,838	$91
TOTAL				**$6,945**	**$(2,109)**	**$9,632**	**$(1,120)**	**$11,490**	**$454**

The (gain)/loss bases are the plan's allocated share of the risk pool's (gain)/loss for the fiscal year as disclosed on the previous page. These (gain)/loss bases will be amortized according to Board policy over 30 years with a 5-year ramp-up.

If the total Unfunded Liability is negative (i.e., plan has a surplus), the scheduled payment is $0, because the minimum required contribution under PEPRA must be at least equal to the normal cost.

Amortization Schedule and Alternatives

The amortization schedule on the previous page shows the minimum contributions required according to CalPERS amortization policy. There has been considerable interest from many agencies in paying off these unfunded accrued liabilities sooner and the possible savings in doing so. As a result, we have provided alternate amortization schedules to help analyze the current amortization schedule and illustrate the advantages of accelerating unfunded liability payments.

Shown on the following page are future year amortization payments based on: 1) the current amortization schedule reflecting the individual bases and remaining periods shown on the previous page, and 2) alternate "fresh start" amortization schedules using two sample periods that would both result in interest savings relative to the current amortization schedule. Note that the payments under each alternate scenario increase by 2.875 percent for each year into the future. **The schedules do not attempt to reflect any experience after June 30, 2017 that may deviate from the actuarial assumptions. Therefore, future amortization payments displayed in the Current Amortization Schedule may not match projected amortization payments shown in connection with Projected Employer Contributions provided elsewhere in this report.**

The Current Amortization Schedule typically contains individual bases that are both positive and negative. Positive bases result from plan changes, assumption changes or plan experience that result in increases to unfunded liability. Negative bases result from plan changes, assumption changes or plan experience that result in decreases to unfunded liability. The combination of positive and negative bases within an amortization schedule can result in unusual or problematic circumstances in future years such as:

- A positive total unfunded liability with a negative total payment,
- A negative total unfunded liability with a positive total payment, or
- Total payments that completely amortize the unfunded liability over a very short period of time

In any year where one of the above scenarios occurs, the actuary will consider corrective action such as replacing the existing unfunded liability bases with a single "fresh start" base and amortizing it over a reasonable period.

The Current Amortization Schedule on the following page may appear to show that, based on the current amortization bases, one of the above scenarios will occur at some point in the future. It is impossible to know today whether such a scenario will in fact arise since there will be additional bases added to the amortization schedule in each future year. Should such a scenario arise in any future year, the actuary will take appropriate action based on guidelines in the CalPERS amortization policy.

Amortization Schedule and Alternatives

	Current Amortization Schedule		Alternate Schedules			
			15 Year Amortization		10 Year Amortization	
Date	Balance	Payment	Balance	Payment	Balance	Payment
6/30/2019	11,490	455	11,490	1,045	11,490	1,425
6/30/2020	11,852	680	11,241	1,075	10,847	1,466
6/30/2021	12,007	890	10,943	1,106	10,116	1,508
6/30/2022	11,956	1,082	10,591	1,138	9,287	1,551
6/30/2023	11,702	1,154	10,181	1,170	8,354	1,596
6/30/2024	11,355	1,187	9,707	1,204	7,307	1,642
6/30/2025	10,949	1,221	9,164	1,239	6,136	1,689
6/30/2026	10,478	1,256	8,546	1,274	4,831	1,738
6/30/2027	9,937	1,292	7,846	1,311	3,382	1,788
6/30/2028	9,318	1,330	7,058	1,348	1,776	1,839
6/30/2029	8,617	1,368	6,173	1,387		
6/30/2030	7,825	1,407	5,184	1,427		
6/30/2031	6,935	1,448	4,082	1,468		
6/30/2032	5,939	1,428	2,857	1,510		
6/30/2033	4,890	1,407	1,500	1,554		
6/30/2034	3,788	1,295				
6/30/2035	2,722	1,032				
6/30/2036	1,850	753				
6/30/2037	1,204	528				
6/30/2038	745	288				
6/30/2039	501	136				
6/30/2040	396	140				
6/30/2041	280	144				
6/30/2042	151	157				
6/30/2043						
6/30/2044						
6/30/2045						
6/30/2046						
6/30/2047						
6/30/2048						
Totals	**22,078**		**19,255**		**16,242**	
Interest Paid	**10,588**		**7,765**		**4,752**	
Estimated Savings			**2,823**		**5,835**	

* This schedule does not reflect the impact of adopted discount rate changes that will become effective beyond June 30, 2017. For Projected Employer Contributions, please see page 5.

Employer Contribution History

The table below provides a recent history of the required employer contributions for the plan, as determined by the annual actuarial valuation. It does not account for prepayments or benefit changes made during a fiscal year.

Fiscal Year	Employer Normal Cost	Unfunded Liability Payment ($)
2016 - 17	7.066%	$24
2017 - 18	7.045%	$75
2018 - 19	7.383%	$242
2019 - 20	7.191%	$455

Funding History

The funding history below shows the plan's actuarial accrued liability, share of the pool's market value of assets, share of the pool's unfunded liability, funded ratio, and annual covered payroll.

Valuation Date	Accrued Liability (AL)	Share of Pool's Market Value of Assets (MVA)	Plan's Share of Pool's Unfunded Liability	Funded Ratio	Annual Covered Payroll
06/30/2014	$ 10,664	$ 11,138	$ (474)	104.5%	$ 141,128
06/30/2015	33,554	31,729	1,825	94.6%	101,474
06/30/2016	64,581	57,264	7,317	88.7%	187,508
06/30/2017	103,961	97,017	6,944	93.3%	177,576

Risk Analysis

- **Analysis of Future Investment Return Scenarios**
- **Analysis of Discount Rate Sensitivity**
- **Volatility Ratios**
- **Hypothetical Termination Liability**

Analysis of Future Investment Return Scenarios

Analysis was performed to determine the effects of various future investment returns on required employer contributions. The projections below provide a range of results based on five investment return scenarios assumed to occur during the next four fiscal years (2017-18, 2018-19, 2019-20 and 2020-21). The projections also assume that all other actuarial assumptions will be realized and that no further changes to assumptions, contributions, benefits, or funding will occur.

Each of the five investment return scenarios assumes a return of 7.25 percent for fiscal year 2017-18. For fiscal years 2018-19, 2019-20, and 2020-21 each scenario assumes an alternate fixed annual return. The fixed return assumptions for the five scenarios are 1.0 percent, 4.0 percent, 7.0 percent, 9.0 percent and 12.0 percent.

The alternate investment returns were chosen based on stochastic analysis of possible future investment returns over the four-year period ending June 30, 2021. Using the expected returns and volatility of the asset classes in which the funds are invested, we produced five thousand stochastic outcomes for this period based on the recently completed Asset Liability Management process. We then selected annual returns that approximate the 5th, 25th, 50th, 75th, and 95th percentiles for these outcomes. For example, of all the 4-year outcomes generated in the stochastic analysis, approximately 25 percent of them had an average annual return of 4.0 percent or less.

Required contributions outside of this range are also possible. In particular, whereas it is unlikely that investment returns will average less than 1.0 percent or greater than 12.0 percent over this four-year period, the possibility of a single investment return less than 1.0 percent or greater than 12.0 percent in any given year is much greater.

Assumed Annual Return From 2018-19 through 2020-21	Projected Employer Contributions			
	2020-21	2021-22	2022-23	2023-24
1.0%				
Normal Cost	7.8%	7.8%	7.8%	7.8%
UAL Contribution	$780	$1,200	$1,700	$2,200
4.0%				
Normal Cost	7.8%	7.8%	7.8%	7.8%
UAL Contribution	$780	$1,200	$1,600	$1,900
7.0%				
Normal Cost	7.8%	7.8%	7.8%	7.8%
UAL Contribution	$780	$1,100	$1,400	$1,600
9.0%				
Normal Cost	7.8%	7.9%	8.1%	7.8%
UAL Contribution	$780	$1,100	$1,400	$1,500
12.0%				
Normal Cost	7.8%	7.9%	8.1%	7.8%
UAL Contribution	$780	$1,000	$1,700	$0

Given the temporary suspension of the Risk Mitigation Policy during the period over which the discount rate assumption is being phased down to 7.0 percent, the projections above were performed without reflection of any possible impact of this Policy for Fiscal Year 2020-21. In addition, the projections above do not reflect the recent changes to the new amortization policy effective with the June 30, 2019 valuation but the impact on the results above is expected to be minimal.

Analysis of Discount Rate Sensitivity

Shown below are various valuation results as of June 30, 2017 assuming alternate discount rates. Results are shown using the current discount rate of 7.25 percent as well as alternate discount rates of 6.0 percent, 7.0 percent, and 8.0 percent. The alternate rate of 7.0 percent was selected since the Board has adopted this rate as the final discount rate at the end of the three-year phase-in of the reduction in this assumption. The rates of 6.0 percent and 8.0 percent were selected since they illustrate the impact of a 1 percent increase or decrease to the 7.0 percent assumption. This analysis shows the potential plan impacts if the PERF were to realize investment returns of 6.0 percent, 7.0 percent, or 8.0 percent over the long-term.

This type of analysis gives the reader a sense of the long-term risk to required contributions. For a measure of funded status that is appropriate for assessing the sufficiency of plan assets to cover estimated termination liabilities, please see "Hypothetical Termination Liability" at the end of this section.

Sensitivity Analysis				
As of June 30, 2017	**Plan's Total Normal Cost**	**Accrued Liability**	**Unfunded Accrued Liability**	**Funded Status**
7.25% (current discount rate)	14.441%	$103,961	$6,944	93.3%
6.0%	18.577%	$120,578	$23,561	80.5%
7.0%	15.006%	$105,881	$8,864	91.6%
8.0%	12.266%	$93,527	$(3,490)	103.7%

Volatility Ratios

Actuarial calculations are based on a number of assumptions about long-term demographic and economic behavior. Unless these assumptions (terminations, deaths, disabilities, retirements, salary growth, and investment return) are exactly realized each year, there will be differences on a year-to-year basis. The year-to-year differences between actual experience and the assumptions are called actuarial gains and losses and serve to lower or raise required employer contributions from one year to the next. Therefore, employer contributions will inevitably fluctuate, especially due to the ups and downs of investment returns.

Asset Volatility Ratio (AVR)

Plans that have higher asset-to-payroll ratios experience more volatile employer contributions (as a percentage of payroll) due to investment return. For example, a plan with an asset-to-payroll ratio of 8 may experience twice the contribution volatility due to investment return volatility, than a plan with an asset-to-payroll ratio of 4. Shown below is the asset volatility ratio, a measure of the plan's current contribution volatility. It should be noted that this ratio is a measure of the current situation. It increases over time but generally tends to stabilize as the plan matures.

Liability Volatility Ratio (LVR)

Plans that have higher liability-to-payroll ratios experience more volatile employer contributions (as a percentage of payroll) due to investment return and changes in liability. For example, a plan with a liability-to-payroll ratio of 8 is expected to have twice the contribution volatility of a plan with a liability-to-payroll ratio of 4. The liability volatility ratio is also shown in the table below. It should be noted that this ratio indicates a longer-term potential for contribution volatility. The asset volatility ratio, described above, will tend to move closer to the liability volatility ratio as the plan matures. Since the liability volatility ratio is a long-term measure, it is shown below at the current discount rate (7.25 percent) as well as the discount rate the Board has adopted to determine the contribution requirement in the June 30, 2018 actuarial valuation (7.00 percent).

Rate Volatility		As of June 30, 2017
1. Market Value of Assets	$	97,017
2. Payroll		177,576
3. Asset Volatility Ratio (AVR) [(1) / (2)]		0.5
4. Accrued Liability	$	103,961
5. Liability Volatility Ratio (LVR) [(4) / (2)]		0.6
6. Accrued Liability (7.00% discount rate)		105,881
7. Projected Liability Volatility Ratio [(6) / (2)]		0.6

Hypothetical Termination Liability

The hypothetical termination liability is an estimate of the financial position of the plan had the contract with CalPERS been terminated as of June 30, 2017. The plan liability on a termination basis is calculated differently compared to the plan's ongoing funding liability. For the hypothetical termination liability calculation, both compensation and service are frozen as of the valuation date and no future pay increases or service accruals are assumed. This measure of funded status is not appropriate for assessing the need for future employer contributions in the case of an ongoing plan, that is, for an employer that continues to provide CalPERS retirement benefits to active employees.

A more conservative investment policy and asset allocation strategy was adopted by the CalPERS Board for the Terminated Agency Pool. The Terminated Agency Pool has limited funding sources since no future employer contributions will be made. Therefore, expected benefit payments are secured by risk-free assets and benefit security for members is increased while funding risk is limited. However, this asset allocation has a lower expected rate of return than the PERF and consequently, a lower discount rate is assumed. The lower discount rate for the Terminated Agency Pool results in higher liabilities for terminated plans.

The effective termination discount rate will depend on actual market rates of return for risk-free securities on the date of termination. As market discount rates are variable, the table below shows a range for the hypothetical termination liability based on the lowest and highest interest rates observed during an approximate 2-year period centered around the valuation date.

Market Value of Assets (MVA)	Hypothetical Termination Liability[1,2] @ 1.75%	Funded Status	Unfunded Termination Liability @ 1.75%	Hypothetical Termination Liability[1,2] @ 3.00%	Funded Status	Unfunded Termination Liability @ 3.00%
$97,017	$210,351	46.1%	$113,334	$185,865	52.2%	$88,848

[1] The hypothetical liabilities calculated above include a 5 percent mortality contingency load in accordance with Board policy. Other actuarial assumptions can be found in Appendix A.

[2] The current discount rate assumption used for termination valuations is a weighted average of the 10-year and 30-year U.S. Treasury yields where the weights are based on matching asset and liability durations as of the termination date. The discount rates used in the table are based on 20-year Treasury bonds, rounded to the nearest quarter percentage point, which is a good proxy for most plans. The 20-year Treasury yield was 2.61 percent on June 30, 2017, and was 2.83 percent on January 31, 2018.

In order to terminate the plan, you must first contact our Retirement Services Contract Unit to initiate a Resolution of Intent to terminate. The completed Resolution will allow the plan actuary to give you a preliminary termination valuation with a more up-to-date estimate of the plan liabilities. CalPERS advises you to consult with the plan actuary before beginning this process.

Participant Data

The table below shows a summary of your plan's member data upon which this valuation is based:

	June 30, 2016	June 30, 2017
Reported Payroll	$ 187,508	$ 177,576
Projected Payroll for Contribution Purposes	$ 204,895	$ 193,336
Number of Members		
Active	4	4
Transferred	0	0
Separated	2	2
Retired	0	0

List of Class 1 Benefit Provisions

This plan has the additional Class 1 Benefit Provisions:

- 5% Annual Cost-of-Living Allowance Increase (5% COLA)

Plan's Major Benefit Options

Plan's Major Benefit Options

Shown below is a summary of the major optional benefits for which your agency has contracted. A description of principal standard and optional plan provisions is in Appendix B within Section 2 of this report.

	Contract package	
Benefit Provision	Active Misc	
Benefit Formula	2.0% @ 62	
Social Security Coverage	Yes	
Full/Modified	Full	
Employee Contribution Rate	6.50%	
Final Average Compensation Period	Three Year	
Sick Leave Credit	Yes	
Non-Industrial Disability	Standard	
Industrial Disability	No	
Pre-Retirement Death Benefits		
Optional Settlement 2	Yes	
1959 Survivor Benefit Level	No	
Special	No	
Alternate (firefighters)	No	
Post-Retirement Death Benefits		
Lump Sum	$500	
Survivor Allowance (PRSA)	No	
COLA	5%	

Section 2

Section 2 may be found on the CalPERS website (www.calpers.ca.gov) in the Forms and Publications section

DIXON PUBLIC LIBRARY

LIBRARY BOARD

Agenda Item: 12B

Meeting Date: June 27, 2019

Subject: Adopt Supervising Librarian and Librarian Assistant Supervising positions and job descriptions

[ ] Information Item Only

[ ] Approval on Consent Agenda

[ ] Conference (for discussion only)

[ ] Conference/First Reading (Action Anticipated :_____)

[ ] Conference/Action

[X] Action

[ ] Public Hearing

Recommendation: Administration recommends that the Board approve the positons of Supervising Librarian and Librarian Assistant Supervising be adopted to Dixon Public Library job descriptions.

Background/Rationale: With the interim directors that have come through the work place, employees have increased the work responsibilities to include the responsibilities of supervising. To ensure consistency in operations, it is recommended that the positions be renamed and reassigned. Salary range for the Supervising Librarian is $36.78-$44.71, the Librarian Assistant Supervising is $25.85-$31.73.

Documents Attached: Yes

Presented by: Aida Buelna, Interim Executive Director

COUNTY OF SOLANO

CLASS SPECIFICATION

LIBRARIAN (SUPERVISING)

CLASS SUMMARY:

Under general direction, plans, organizes, supervises and participates in the work of a division or a library branch of the County Library System; oversees budgets for materials and supplies; has regular contact with the general public, outside organizations, and other County/City personnel in connection with library activities and operations; develops programs of community interest; serves as a member of the department's supervisory team.

This class is characterized by the combination of first-line supervisory duties and responsibilities inclusive of interpreting, enforcing and carrying out assigned duties within the framework of established County and library policy coupled with the performance of professional librarian work. This work requires a broad knowledge of contemporary professional methods and techniques to serve a variety of customers with differing needs.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the

- **Library Branch Manager** class which has responsibility for the management and administration of a number of branch libraries; and the
- **Librarian** class which is the journey level class within the Librarian series responsible for performing the full range of professional librarian duties; and the
- **Library Assistant, Supervising** class which plans, organizes and supervises clerical and technical level library services.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a Library Branch Manager, Deputy Director of Library or Support Services, or Assistant Director of Library Services.

Exercises supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department. This is not intended to be an inclusive list.

Performs professional Librarian function by:

- Cataloging and classifying library materials by determining and assigning main entry, subject heading and cross references; and, participating in determination of cataloging policy;
- Organizing, maintaining catalogs/indexes of a variety of print and digital materials;
- Selecting, recommending and/or coordinating staff recommendations regarding library materials to be purchased, repaired or discarded;

- Demonstrating and assisting with the use of library resources, tools, equipment and electronic resources, including digital downloads;
- Answering readers' advisory and general reference questions from telephone, webpage and in-person queries by accessing a variety of print and non-print resources, including electronic resources;
- Implementing/conducting and evaluating age-level programs within the library or the community through outreach and/or partnerships;
- Providing assistance to and advises customers of all ages in the effective use of the Library collection, facilities and services.

Performs supervisory duties over subordinate personnel such as:

- planning, assigning, and scheduling staff's work activities and deadlines;
- establishing standards for acceptable work products and evaluating performance;
- reviewing work and recognizing employees' work efforts and accomplishments;
- proposing disciplinary actions;
- reviewing and approving timesheets and requests for leave;
- interviewing applicants and recommends selections;
- providing career development mentoring and recommending training and career development opportunities;
- ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;
- providing instruction and/or guidance to employees in handling difficult or complex work problems.

Assist management in the administration of a division or branch library by:

- overseeing the functioning of the library facility, including the security of assigned facility and daily and preventive maintenance;
- preparing monthly, annual or special reports; compiling library activity reports and statistics; writes library service related correspondence and uses social media to promote the library;
- participating in the administration of the division or branch library budget by submitting budget recommendations for facility maintenance and enhancement and/or new or replacement equipment, oversee division or branch library budget, monitoring expenditures and approving routine purchases;
- responding to customer complaints and recommending changes to improve customer service; monitoring and evaluating service patterns;
- developing, communicating, supporting and enforcing County and Department policies and procedures, especially rules pertaining to library usage;
- developing, implementing and participating in special projects, programs, and/or events;
- representing the Library in the community and before various boards and commissions;

- maintaining professional knowledge in applicable areas and keepings abreast of changes in job-related rules, statutes, laws and new business trends; making recommendations for the implementation of changes; reading and interpreting of professional literature;
- attending training programs, workshops and seminars as appropriate;
- assuming additional administrative responsibilities in the absence of the branch manager;
- performing other duties as assigned.

Performs outreach to the community, community organizations and schools by:

- informing community members and organizations about library services, programs and collections;
- serving as a liaison to support groups;
- making and maintaining positive ongoing relationships with customers and external groups in order to identify community needs, enhance public services, and generate public interest in and support for the library;
- assesses community needs, plans how to address needs and implements changes.

EDUCATION AND EXPERIENCE:

Education: Master's Degree in Library Science or related degree from an accredited college or university; AND

Experience: Three years of experience performing professional librarian duties.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

Applicants are required to possess a valid California Driver's License, Class C. *Note: The driver's license must be kept current while employed in this class.*

REQUIRED KNOWLEDGE, SKILLS AND ABILITES:

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Library purposes, goals and policies to include the principles and practices of intellectual freedom and the Library Bill of Rights and all pertinent local, State and Federal laws, ordinances and rules.
- Role of the public library in the community.
- Modern library methods, procedures and techniques, materials, and library classification and cataloging.
- Principles and practices of program development, implementation, and evaluation.
- Principles and practices of budgeting, cost analysis, and fiscal management.

- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Principles and practices of safety management.
- Techniques, inclusive of social media applications/platforms, for promoting and publicizing library services, programs and events.
- Techniques for effectively representing the Library in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Customer service techniques in a wide variety of situations serving a diverse customer population to include the public, vendors, contractors, local municipalities and Library staff.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Modern office methods, procedures, equipment, personal computers and software.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communications.
- Formats appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize their work.
- Implement, direct, and delegate library operations/activities.
- Understand, interpret and apply applicable laws, regulations and policies and use good judgment in their application,
- Establish and maintain good relationships with the public and with customers and provide customer service that meets and exceeds the Library's goals and expectations.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Respond to and resolve customer complaints and problems in a timely, accurate courteous, respectful and friendly manner.
- Advise and instruct others in the use of library materials and facilities.
- Collect and analyze data to establish/identify information needs and services effectiveness; recommend policies and procedures in relation to departmental goals and procedures; develop, implement, and evaluate library programs, and a wide variety of library material.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Work with and speak to a variety of individuals and community groups in a tactful and effective manner.
- Communicate clearly, concisely and effectively, both orally and in writing.
- Operate and use modern office equipment including a computer and applicable software.
- Perform professional library tasks.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.

- Lifting, Carrying, Pushing and Pulling – Medium Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, lifting and carrying bins and boxes of library materials weighing up to 50 pounds occasionally and pushing/pulling and maneuvering book carts weighing up to 200 pounds often.

- Vision: Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also requires employees to have depth perception in order to operate a motor vehicle.

- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class required the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- Independent travel: Employees may be required to travel independently, for example, to attend meetings with other County employees, and to attend meetings with community organizations.
- Hours of Work: Incumbents may be required to work evenings, Saturdays and Sundays at any library branch or division, as assigned.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: October 1991, November 2002; September 2017
- Date Revised by the Board of Supervisors: June 30, 2003
- Class Code: 345020

COUNTY OF SOLANO
CLASS SPECIFICATION
LIBRARY ASSISTANT, SUPERVISING

CLASS SUMMARY:

Under direction, plans, organizes and supervises clerical and technical level library services.

DISTINGUISHING CHARACTERISTICS:

- Library Assistant (Senior) class which performs a variety of specialized technical level tasks and provides lead worker guidance in the support of library operations;
- Librarian (Supervising) plans, organizes, supervises and participates in the work of a library section or a library branch; manages budgets for collections or periodicals.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a Librarian (Supervising).
- Employees in this class supervise employees in clerical or technical classes primarily in circulation and computer center services.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

Performs supervisory duties such as:

- supervises, assigns, directs, evaluates and reviews the work of staff engaged in clerical and technical work and support activities in accordance with departmental policies.
- plans, schedules and assigns clerical and support work to maintain desired service levels during library hours.
- recognizes employees' work efforts and accomplishments;
- interviews applicants and recommends selections;
- reviews and approves timesheets and requests for leave;
- trains new staff in the duties and tasks of their jobs as well as library policies and procedures; arranges on-going training so staff can stay current with job related skills;
- assists in the development and delivery of in-service training workshops;
- may train and supervise volunteers; and
- communicates supports and enforces County and Department policies and procedures including those related to equal opportunity and to safety

- maintains and prepares statistical reports; oversees all monetary transactions; verifies, updates and enters library information in databases and other filing systems.
- assists with facility and equipment maintenance; coordinates and oversees the booking of meeting, conference and group study rooms as well as the set-up and take-down of these rooms for library programs and use by outside groups or organizations.
- assists in the development and maintenance of procedure manuals.
- assists in developing budget requirements for supervised sections.
- may oversee assigned library facility and/or staff in the absence of a supervisor or division head or in other special circumstances.
- conducts outreach in the community to promote library services and programs; and,
- performs other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

1. High school diploma, GED, or equivalent
2. One year as a Library Assistant (Senior) **or**
3. Three years of full-time clerical and/or technical experience in a public library, **and** One year of lead or supervisory work experience in any field (may be inclusive of or distinct from the required clerical and/or technical experience).

Note: *One year of clerical and/or technical experience in a public library may be substituted with an Associate of Arts degree from an accredited college or university.*

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Possession of or ability to obtain a valid Class C California driver's license may be required for some positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard and accepted principles and practices of supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- General library methods and procedures including basic data processing applications and automated systems used in library support activities.
- Effective customer service techniques.
- Basic budgetary principles and practices.
- Modern office methods, procedures, equipment, personal computers and software.
- English composition, spelling, grammar, vocabulary and punctuation for both written and oral communications.

- Formats and appropriate terminology for written communications such as reports, memorandum, and records.

Skill and/or Ability to:

- Supervise, evaluate, train and develop staff and organize and manage their work.
- Perform complex clerical work and assist customers in the use of library resources and equipment;
- Schedule and train staff to work in the various service areas;
- Plan, organize and conduct training sessions;
- Prepare and maintain complete and accurate reports and records;
- Interpret and apply library procedures and policies;
- Exercise sound independent judgement within established guidelines;
- Understand and follow oral and written instructions;
- Use a computer;
- Work a flexible schedule;
- Work under pressure and meet short deadlines;
- Communicate effectively both verbally and in writing;
- Exercise tact and diplomacy;
- Establish and maintain cooperative working relationships.

PHYSICAL REQUIREMENTS:

- Mobility and Dexterity: Positions in the class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Light Work: Employees in this class will be exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Vision: Positions in this class may require the employee to have close visual acuity, with or without correcting, to prepare and analyze data and figures, transcribe, view a computer, read, etc. Some tasks may require the ability to perceive and discriminate colors or shades of colors, depth, and visual cures or signals. Positions in this class also may require employees to have depth perception in order to operate motor vehicle.
- Hearing/Talking: Positions in this class may require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and may have the ability to receive detailed information through oral communication. Positions in this class may require the employee to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.

- Traffic Hazards: Employees in his class may be required to operate a vehicle and thus will be subject to traffic hazards while driving.
- Disruptive/Confrontational Human Contacts: employees in this class may be subject to disruptive and confrontational people.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation, the Child Abuse Central Index and criminal checks in any City/County where the applicant has live, worked or attended school.
- Independent travel: Employees may be required to travel independently, for example, to assess properties, to attend meetings with other County employees, to attend meetings with community organizations, etc.

Hours of Work: Incumbents may be required to work evenings, Saturdays and Sundays at any library branch or division, as assigned.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission: November 2003; September 2016
- Date Adopted by the Board of Supervisors: December 2003
- Date(s) Revised: September 2016
- Class Code: 745020

DIXON PUBLIC LIBRARY

LIBRARY BOARD

Agenda Item: 12C

Meeting Date: June 27, 2019

Subject: SDRMA's Board of Directors – Election Ballot

[ ] Information Item Only

[ ] Approval on Consent Agenda

[ ] Conference (for discussion only)

[X] Conference/First Reading (Action Anticipated : July 11, 2019)

[ ] Conference/Action

[ ] Action

[ ] Public Hearing

Recommendation: Administration recommends that the Dixon Public Library Board select 3 candidates to the Special District Risk Management Authority Board.

Background/Rationale: On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy Nol. 2017-10 Establish Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

It is the responsibility of the Dixon Public Library Board to select three (3) candidates on the official ballot and return to SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019.

Documents Attached: Yes

Presented by: Aida Buelna, Interim Executive Director

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 * F 916.231.4111

Maximizing Protection. Minimizing Risk. * www.sdrma.org

SDRMA'S BOARD OF DIRECTORS
ELECTION BALLOT INSTRUCTIONS

Notification of nominations for three (3) seats on the Special District Risk Management Authority's (SDRMA's) Board of Directors was mailed to the membership in January 2019.

On May 2, 2019, SDRMA's Election Committee reviewed the nomination documents submitted by the candidates in accordance with SDRMA's Policy No. 2017-10 Establishing Guidelines for Director Elections. The Election Committee confirmed that five (5) candidates met the qualification requirements and those names are included on the Official Election Ballot.

Enclosed is the Official Election Ballot along with a Statement of Qualifications as submitted by each candidate. Election instructions are as follows:

1. The enclosed Official Election Ballot must be used to ensure the integrity of the balloting process.

2. After selecting up to three (3) candidates, your agency's governing body must approve the enclosed Official Election Ballot at a public meeting. **Ballots containing more than three (3) candidate selections will be considered invalid and not counted.**

3. The signed Official Election Ballot MUST be sealed and **received by mail or hand delivery at SDRMA's office on or before 4:30 p.m. on Wednesday, August 21, 2019 to the address below.** A self-addressed, stamped envelope is enclosed. Faxes or electronic transmissions are NOT acceptable.

   Special District Risk Management Authority
   Election Committee
   1112 "I" Street, Suite 300
   Sacramento, California 95814

4. The four-year terms for newly elected Directors will begin on January 1, 2020 and terminate on December 31, 2023.

5. Important balloting and election dates are:

August 21, 2019:	**Deadline for members to return the signed Official Election Ballot**
August 22, 2019:	Ballots are opened and counted
August 23, 2019:	Election results are announced, and candidates notified
September 25, 2019:	Newly elected Directors are introduced at the SDRMA Annual Breakfast to be held in Anaheim at the CSDA Annual Conference
November 6-7, 2019:	Newly elected Directors are invited to attend SDRMA board meeting (Sacramento)
January 2020:	Newly elected Directors are seated, and Board officer elections are held

If you have any questions regarding the election and balloting process, please do not hesitate to call SDRMA's Chief Operating Officer Paul Frydendal at 800.537.7790.

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

OFFICIAL 2019 ELECTION BALLOT
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY
BOARD OF DIRECTORS

VOTE FOR ONLY THREE (3) CANDIDATES

Mark each selection directly onto the ballot, voting for no more than three (3) candidates. Each candidate may receive only one (1) vote per ballot. A ballot received with more than three (3) candidates selected will be considered invalid and not counted. All ballots must be sealed and received by mail or hand delivery in the enclosed self-addressed, stamped envelope at SDRMA on or before 4:30 p.m., Wednesday, August 21, 2019. Faxes or electronic transmissions are NOT acceptable.

☐ **BOB SWAN** (INCUMBENT)
Board Member, Groveland Community Services District

☐ **JESSE D. CLAYPOOL**
Board Chair, Honey Lake Valley Resource Conservation District

☐ **PATRICK K. O'ROURKE, MPA/CFRM**
Board Member, Redwood Region Economic Development Commission

☐ **SANDY SEIFERT- RAFFELSON** (INCUMBENT)
Finance Manager/Treasurer, Herlong Public Utility District

☐ **JAMES (Jim) M. HAMLIN**
Board President, Burney Water District

ADOPTED this ____ day of _____, 2019 by the Dixon Public Library District at a public meeting by the following votes:

AYES: _____
NOES: _____
ABSTAIN: _____
ABSENT: _____

ATTEST: APPROVED:

_____ _____

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Bob Swan
District/Agency Groveland Community Services District (GCSD)
Work Address P.O. Box 350, Groveland, CA 95321
Work Phone (209) 962-7161 Home Phone (408) 398-4731

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I am a current Board member. I would like to be elected to a second term because:
1. As a board member of Groveland CSD, I am particularly aware of the great value that smaller districts get from SDRMA, and I'd like to continue to do my part to make sure that this important agency continues to operate smoothly and stably into the indefinite future.
2. The insurance market in California (and nationwide) is going through a period of rapid change. The Board and staff are engaged in a major re-evaluation of SDRMA's approach to fulfilling its mission of providing cost-effective risk management services to it members. I believe that it is important to maintain Board continuity in this effort.
3. SDRMA Board members are either board members ("electeds") or employees of a member agency. I think there is value in having a balance between elected and employee Board members. The Board seats that are NOT up for election are currently 3 employees / 1 elected. I'd like to make sure the new Board has at least 2 elected members.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

1. SDRMA Board Member since 2016. This year (2019), I serve as Secretary. During our "no CEO" period in late 2017 - early 2018, I was a member of the ad hoc Personnel Committee. I am also a member of the Alliance Executive Council, and a backup member of the Legislative Committee.

2. Groveland CSD Board Member since I was appointed in June 2013. For the years 2014-2018, I served as Board President. (We finally implemented mandatory rotation of the office in 2019).

3. Member of the Board of Southside Community Connections, a local nonprofit in Groveland that provides educational, social, and recreational services to seniors, as well as free transportation to those who cannot drive.

4. Board Member (currently Treasurer) of Pine Cone Performers, a local choral and acting group, since 2010.

5. Back during my work life, I was a corporate representative on an IEEE standards committee concerned with wireless networking. It was very educational being on a committee where the members had widely differing (competing) goals.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

History: BS Physics, MS Computer Science. 3 years in USAF. 30 years in the semiconductor industry, first as an engineering manager, later as a business unit manager. Now retired (so I have plenty of time).

Skills, etc.: Very familiar with financial reports, cost accounting, quantitative analysis. Working knowledge of modern computer and communications technology. Managed distributed organizations with up to 150 technical people and up to $120M in annual sales. Pretty good at listening to different views, and helping to achieve consensus (or, at least, compromise).

What is your overall vision for SDRMA? (Response Required)

Well, obviously I support our (newly revised) vision statement: "To be the exemplary public agency risk pool of choice for California special districts and other public agencies". In order to achieve this vision, I believe the key issues are:

1. Maintain long term financial stability. This includes ensuring that there is a fair allocation of cost versus risk across the pool membership.

2. Continue to retain / acquire highly qualified staff, and ensure that this is a desireable place to work.

3. Remember who are our target clientele, which in my opinion are small to mid-sized districts with limited options for insurance.

4. In light of ever-evolving California workers-compensation law, expand risk-management training even further than we now provide.

5. Maintain good relations with our re-insurers (who insulate us from catastrophe). In the long run, explore the possibility of joining a "captive" re-insurer to improve stability.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Robert J Swan Date 4-24-2019

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Jesse D. Claypool

District/Agency Honey Lake Valley Resource Conservation District

Work Address USDA Service Center 170 Russell Avenue, Suite C Susanville, CA 96130

Work Phone 530-257-7271 ext 100 Home Phone 530-310-0232

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

My interest for being on the SDRMA Board of Directors is because I believe it is imperative for there to be a knowledgeable and experienced voice on the Board with the perspective of the small to mid-size special district, working together with the other SDRMA Board Members, to ensure relevant—affordable solutions are available to all size special districts.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

I am currently serving my fifth (5th) consecutive term as Chairman of the Board of a special district. I served two (2) yrs. on a Technical Advisory Committee for the prevention of violence against schools K-12. I served one (1) term on an elementary school board. I am currently serving my second (2nd) consecutive term on CSDA's committee for Professional Development. I am currently serving my sixth (6th) consecutive term on the board of a Regional Water Management Group. I am currently serving my second (2nd) consecutive term on CSDA's committee for Member Services. I am currently serving as a member of the County's Civil Grand Jury.

I have attended and completed the California School Board Association's New Board Member Training. I have Certificates of Completion from CSDA for General Manager Evaluation, Exercising Legislative Authority and Achieving Transparency. I attended and completed CSDA's Extraordinary Leader training. I attended and completed CSDA's Special District Leadership Academy and I have received CSDA's Recognition in Special District Governance certificate.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

My experience with special districts and governance, belief in the importance of quality governing policies, the ability to work effectively with the other board members and staff and a desire to give back to SDRMA and its membership will be what I bring to the SDRMA Board of Directors.

What is your overall vision for SDRMA? (Response Required)

For SDRMA to continually advance as an industry leader providing affordable solutions for special districts of any size enabling them to be effective within the communities they serve.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 4-26-19

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* Patrick K. O'Rourke, MPA/CFRM

District/Agency Redwood Region Economic Development Commission (RREDC)

Work Address 520 E Street Eureka, CA 95501

Work Phone 707-445-9651 Home Phone 707-726-6700

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

I have considerable interest, knowledge, and experience in board leadership; board service; and board governance/policy development & oversight in for-profits, nonprofits, a joint powers authority/SDRMA member organization, and as an elected city councilman. I also have considerable experience (as a top-level executive board leader and manager) in organizational risk management and risk mitigation/prevention. I would like to share my knowledge, skills, abilities, and experience in service to SDRMA members, via my service on SDRMA's board of directors. I believe that my knowledge, experience, and dedication to excellence and implementation of best practices in governance and policy development/oversight will serve SDRMA well, and will assist SDRMA in maintaining its "Excellence" accreditation via the California Association of Joint Powers Authorities (CAJPA).

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

Having served in board leadership roles (25+ years in for-profit entities; 25+ years in nonprofit & private/public foundations; and 2+ years in a Joint Powers Authority [SDRMA member organization]), I am well-versed and experienced in board governance; policy development; financial statement analysis and budget review; executive management search/selection, oversight and evaluation; organizational risk management/mitigation; litigation oversight; and best practices in organizational governance. At SDRMA member organization, Redwood Region Economic Development Commission (RREDC), I have served as 2019 Immediate Past Chair; 2018 Board Chair; 2017 Vice Chair; Chair of Executive Committee; and Member of the Loan Committee. I have in-depth knowledge of policy governance (Culver, et al.); I am an advocate for transparency & best practices; and I am knowledgeable & experienced in California's Ralph M. Brown Act and Roberts Rules of Order. I have also served in board governance and board leadership roles in several nonprofit organizations and in both public and private foundations, including as Board Chair (12+ years) and in President & Vice President roles. I have also Chaired Search/Selection committees; Public Relations committees; Fund Development committees; and Finance/Audit committees.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

Besides holding a Master of Public Affairs degree, with a specialty in nonprofit management; having completed all coursework and written/oral exams (all except dissertation) for a PhD in Mass Communication, with a specialty in public relations and a cognate in organizational communication management, I have several other directly-relevant skills/talents/experience including: I am expertly adept at executive-level relationship development and stewardship, and have served as an organizational & industry advocate and liaison working closely with community organizations, local/county/state elected officials, and public/private entities/organizations and foundations. I am expertly adept at financial and operational analysis, and at asset/portfolio management and risk mitigation. I have taught for-credit university courses in corporate leadership; in entrepreneurial leadership research and practice; as well as having published peer-reviewed academic research on leadership in public relations.

What is your overall vision for SDRMA? (Response Required)

My vision for SDRMA would be for SDRMA to continue to add value to its members; operate with the highest ethical practices and transparency; continue in providing excellence in service, education, safety and compliance training; help members to mitigate and reduce risk; provide expedient claims review and response; provide members with state-of-the-art education and information; educate members to minimize losses/risk in member workplaces; and to continue to provide members with comprehensive coverage for property/liability, workers comp, and health benefits.

I would envision SDRMA management and staff enjoying a quality of life that will ensure their happiness and continue an atmosphere of dedicated service to SDRMA members. I would also envision that SDRMA will continue to operate with efficiencies that minimize costs/expenses, continue to enable SDRMA to maintain competitive premium rates, and (when possible) lower organizational and member costs. I would also envision a governing board that embraces and employs best governing practices in all areas of policy development; executive management oversight; financial review/audit; and in investing and spreading portfolio assets to minimize portfolio investment risks and maximize return on investments. Finally, I would envision SDRMA, and its management team/staff, operating in ways that will continue to earn accreditation "Excellence" from the California Association of Joint Powers Authorities (CAJPA).

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature _____ Date 3/25/~~1955~~ 2019

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates No statements are endorsed by SDRMA.

Candidate* Sandy Seifert-Raffelson
District/Agency Herlong Public Utility District
Work Address 447-855 Plumas St., P o Box 115, Herlong, CA 96113
Work Phone (530) 827-3150 Cell Phone (530) 310-4320

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors?

I am a current Board member of SDRMA and feel that I have added my financial background to make better informed decisions for our members. As a Board member, I continue to improve my education of insurance issues and look forward to representing small District's and Northern California as a voice on the SDRMA Board. I feel I am an asset to the Board with my degree in Business and my 30 plus years' experience in accounting and auditing.

I understand the challenges that small District face every day when it comes to managing liability insurance, worker's compensation and health insurance for a few employees with limit revenue and staff. My education and experience give me an appreciation of the importance of risk management services and programs, especially for smaller District that lack expertise with insurance issues on a daily basis.

I feel I am an asset to this Board, and would love a chance to stay on 4 more years!

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization)

While serving on the SDRMA Board, I have been privilege to be Secretary of the Board for two years, and currently the Vice-President. I have served on CSDA's Audit and Financial Committee's for 6 years; I have served on the SDLF Board; Northeastern Rural Health Clinic Board; Fair Board; School and Church boards; 4-H Council and leader for 15 years; and UC Davis Equine Board. In the past 25 years, I have learn that there is no "I" in Board and it can be very rewarding to be part of a team that makes a difference for others.

As part of my many duties working with Herlong PUD, I worked to form the District and was directly involved with LAFCo, Lassen County Board of Supervisors and County Clerk to establish the initial Board of Directors and first Policies for HPUD. I have administered the financial portion of 2 large capital improvement project with USDA as well as worked on the first ever successful water utility privatization project with the US Army and Department of Defense. I am currently working on a 4.2 million grant from California for new infrastructure for the small District HPUD absorb through LAFCo in 2017. I am also the primary administrator of a federal contract for utility services with the Federal Bureau of Prison and the US Army.

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have?

I have my Bachelor's Degree in Business with a minor in Sociology. I have audited Small Districts for 5 years, worked for a Small District for almost 15 years and have over 30 years of accounting experience. I am a good communicator and organizer. I have served on several Boards and feel I work well within groups or special committee. I am willing to go that extra mile to see things get completed.

I believe in recognition for jobs well done. I encourage incentive programs that get members motivated to participate and strive to do their very best to keep all losses at a minimum and reward those with no losses.

I have completed my Certificate for Special District Board Secretary/Clerk Program in both regular and advance course work through CSDA and co-sponsored by SDRMA. I have completed the CSDA Special District Leadership Academy and Special District Governance Academy. I am in the processes of getting my small District re-certified for their District of Transparency and hope one day to attain our District of Distinction.

I work for a District in Northeastern California that has under gone major changes from a Cooperative Company to a 501c12 Corporation, to finally a Public Utility District. I have worked with LAFCo to become a District. Also our small District consolidated another small District into our District. Through past experience I feel I make a great Board member representing the small districts of Northern California and their unique issues and will make decisions that would help all rural/small districts.

What is your overall vision for SDRMA?

For SDRMA to be at the top of the risk management field and to continue communicating and listening to the needs of all California Special Districts and meeting those needs at a reasonable price that Special Districts can afford. I would like to continue education and rewards for no claims and explore avenues of financial endeavors that will benefit our customers.

I certify that I meet the candidate qualifications as outlined in the **SDRMA** election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature Sandy Seifert-Raffelson Date 4/16/19

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

This information will be distributed to the membership with the ballot, "exactly as submitted" by the candidates – no attachments will be accepted. No statements are endorsed by SDRMA.

Candidate* James (Jim) M. Hamlin

District/Agency Burney Water District

Work Address 20222 Hudson St. Burney, Ca. 96013

Work Phone (530) 335-3582 Cell Phone

*The name or nickname and any designations (i.e. CPA, SDA, etc.) you enter here will be printed on the official ballot, exactly as submitted.

Why do you want to serve on the SDRMA Board of Directors? (Response Required)

Hope to serve and help with decisions being made to both strengthen SDRMA and move into new areas. Our districts are facing new challenges constantly.

What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) (Response Required)

See Next

Special District Risk Management Authority
Board of Directors
Candidate's Statement of Qualifications

What special skills, talents, or experience (including volunteer experience) do you have? (Response Required)

September 1972 until January 2014, owned and operated a Insurance brokerage Sold business and retired.

Board Member of Mayers Memorial Hospital Districr From 1990 until 2014 Served on the Associal of Hospital Districts for six years.

Served on the board of Burney Water District the previous six years. Current Serving on Mayers Memorial Hospital Financial Board.

What is your overall vision for SDRMA? (Response Required)

SDRMA Board must be strong and protect the concerns of their members. Need to have a listening ear for the districts that are represented. Need to use caution when jumping into new areas, not jepordise their strong programs and beliefs for new programs.

I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.

Candidate Signature James M Hamlin Date 3-27-2019