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California Public Employees' Retirement System

March 2, 2018

Mr. George Williamson
Shasta Local Agency Formation Commission
1225 East St #201
Redding, CA 96001-0820

Refer To: 5202731527

Second Notice

Dear Mr. Williamson:

This letter is regarding Shasta Local Agency Formation Commission's (Agency) Retirement Contract with the California Public Employees' Retirement System (CalPERS). The Agency contracts with CalPERS for retirement benefits; however, our records show that your Agency is not reporting any payroll, which suggests that the Agency presently does not have any employees eligible for CalPERS membership.

We are requesting the information below to conduct a review to ensure that eligible employees are enrolled into membership pursuant to the Agency's Retirement Contract.

CalPERS Requires Information Sought to Administer the System

CalPERS formally demands that the Agency comply with this request for information. The requested information is necessary to administer the System insofar as it seeks information regarding the membership status of the Agency's employees so that CalPERS can confirm that participation, enrollment, and membership in this System comply with contract terms, the PERL and other applicable laws.

Please provide the following documents or information on or before 30 days from the date of this letter:

1. A complete listing of individuals hired by the Agency to work since August of 2013 to present. This list should include the individual's name, position with job description, and dates of service.
2. Copies of all other employment and personnel records for the individuals included on the lists requested in Item 1 above including, but not limited to, attendance records,

performance records, supervisor files, performance reviews, promotion packages, duty statements, payroll documents, and if applicable, termination documents.

Duty to Provide Information

The Agency has a statutory and contractual duty to cooperate with CalPERS. Under the Public Employees' Retirement Law (PERL), the Agency is required to provide CalPERS with any information needed in the administration of this system. Specifically, Government Code (G.C.) section 20221 provides:

Each state agency, school employer and the chief administrative officer of a contracting agency or any other person who its governing body may designate shall furnish the following:

- (a) Immediate notice to the board, in the manner prescribed by the system, of the change in status of any member resulting from transfer, promotion, leave of absence, resignation, reinstatement, dismissal, or death.
- (b) Any additional information concerning any member that the board may require in the administration of this system.
- (c) The services of its officer and departments that the board may request in connection with claims by members against this system.

It is the Agency's responsibility to comply with all terms and conditions set forth in the Agency's contract with CalPERS. Failure to comply timely with CalPERS may result in any, or all, of the following actions:

- (a) Enforce an Agency wide administrative hold on member accounts which may result in loss of benefits and/or delay their member's retirement date
- (b) Notify the Agency's impacted members to inform them of the Agency's deficiency and how the deficiency may impact their retirement and/or disability benefits
- (c) Enforce an Agency wide recurring monthly administrative fee for delinquent resolution until compliance is obtained

We further advise you that the Agency's failure to provide any of the information requested in this letter or otherwise required by CalPERS to administer this system may result in the cancellation of the Agency's contract with CalPERS. G.C. section 20572 provides in pertinent part:

- (a) If a contracting agency fails for 30 days after demand by the board to pay any installment of contributions required by its contract, or fails for three months after demand by the board therefore to file any information required in the administration of this system with respect to that agency's employees, or if the board determines that the agency is no longer in existence, the board may terminate the contract by resolution adopted by a majority vote of its members effective 60 days after notice of its adoption has been mailed by registered mail to the governing body of the contracting agency.

Please provide this information to us **no later than 30 days from the date of this letter.**
Your anticipated cooperation in providing a prompt response is appreciated. If you have any questions regarding this matter, please do not hesitate to contact me, at (916) 795-2999.

Sincerely,



Christina Rollins, Manager
Membership and Post-Retirement Employment Determinations Section
Employer Account Management Division