



Board of Directors *Regular Meeting*



COMMUNICATION
Sharing our value with
the community

ENGAGEMENT
Building awareness and participation
within our organization, our community
and our industry

TEAMWORK
Connecting with each other to
advance the organization

RESILIENCE
Adapting well in the face
of adversity

ACCOUNTABILITY
Acting responsibly and with our
customers in mind

EXCELLENCE
Providing the very best for
our customers

November 14, 2023, at 6:00 p.m.

3021 Fullerton Road, Rowland Heights, CA 91748
(562) 697-1726 | RWD.org



AGENDA

Regular Meeting of the Board of Directors
3021 Fullerton Road
Rowland Heights, CA 91748
November 14, 2023 -- 6:00 PM

Agenda materials are available for public review at <https://www.rwd.org/agendas-minutes/>. Materials related to an item on this Agenda submitted after distribution of the Agenda packet are available for public review at the District office located at 3021 Fullerton Road, Rowland Heights, CA 91748.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

Szu Pei Lu-Yang, President
John Bellah, Vice President
Vanessa Hsu
Robert W. Lewis
Anthony J. Lima

ADDITION(S) TO THE AGENDA

PUBLIC COMMENT ON NON-AGENDA ITEMS

Any member of the public wishing to address the Board of Directors regarding items not on the Agenda within the subject matter jurisdiction of the Board should do so at this time. With respect to items on the agenda, the Board will receive public comments at the time the item is opened for discussion, prior to any vote or other Board action. A three-minute time limit on remarks is requested.

Any person may make a request for a disability-related modification or accommodation needed for that person to be able to participate in the public meeting by telephoning Gabriela Palomares, Executive Services Manager, at (562) 383-2323, or writing to Rowland Water District, at 3021 Fullerton Road, Rowland Heights, CA 91748. Requests must specify the nature of the disability and the type of accommodation requested. A telephone number or other contact information should be included so that District staff may discuss appropriate arrangements. Anyone requesting a disability-related accommodation should make the request with adequate time prior to the meeting in order for the District to provide the requested accommodation.

Any member of the public wishing to participate in the meeting, who requires a translator to understand or communicate in English, should arrange to bring a translator with them to the meeting.

1. CONSENT CALENDAR

All items under the Consent Calendar are considered to be routine matters, status reports, or documents covering previous Board instruction. The items listed on the Consent Calendar will be enacted by one motion unless separate discussion is requested.

1.1 Approval of the Minutes of Regular Board Meeting held on October 10, 2023

Recommendation: The Board of Directors approve the Minutes as presented.

1.2 Approval of the Minutes of Special Board Meeting held on October 26, 2023

1.3 Demands on General Fund Account for September 2023

Recommendation: The Board of Directors approve the demands on the general fund account as presented.

1.4 Investment Report for September 2023

Recommendation: The Board of Directors approve the Investment Report as presented.

1.5 Water Purchases for September 2023 - For information only.

1.6 California Reservoir Conditions – For information only.

Regular Board Meeting: December 12, 2023

2. ACTION ITEMS

This portion of the Agenda is for items where staff presentations and Board discussions are needed prior to formal Board action.

2.1 Review and Approve Directors' Meeting Reimbursement October 2023

Recommendation: The Board of Directors approve the Meeting Reimbursements as presented.

2.2 Grant of Easement to Southern California Edison Company at Joint Water Line Reservoir Site

Recommendation: The Board of Directors approve a Grant of Easement to Southern California Edison Company to perform work on underground electrical supply systems and communication systems located at the Joint Water Line Reservoir site (APN 8709-023-904).

2.3 Adopt RWD Resolution No. 11-2023, Amending the Policies, Rules, and Regulations Applicable to District Employees

Recommendation: The Board of Directors review and discuss the revised District personnel policies, rules and regulations included in the Board packet. Following review and discussion, the Board is asked to consider adopting Resolution No. 11-2023 accompanying the District's revised Personnel Rules and Regulations.

A redline version of the recommended changes to the rules and regulations and policies, will be available for public review upon request prior to and at this Board meeting.

2.4 **Discussion Regarding Cost-of-Living Adjustment**

Recommendation: Informational discussion only.

3. PUBLIC RELATIONS

3.1 Communications Outreach

3.2 Education Update

CV Strategies
Gabriela Palomares

4. DISCUSSION OF UPCOMING CONFERENCES, WORKSHOPS, OR EVENTS

(Including items that may have arisen after posting of the agenda)

5. LEGISLATIVE INFORMATION

6. REVIEW OF CORRESPONDENCE

6.1 Local Agency Formation Commission Alternate Representative Special Election Results

7. COMMITTEE & ORGANIZATION REPORTS *(verbal reports)*

7.1	Joint Powers Insurance Authority	Directors Lu-Yang/Hsu
7.2	Three Valleys Municipal Water District	Directors Lima/Bellah
7.3	Association of California Water Agencies	Directors Lewis/Bellah
7.4	Puente Basin Water Agency	Directors Lima/Lewis
7.5	Project Ad-Hoc Committee	Directors Lima/Lu-Yang
7.6	Regional Chamber of Commerce-Government Affairs Committee	Directors Lewis/Bellah
7.7	P-W-R Joint Water Line Commission	Directors Lima/Bellah
7.8	Sheriff's Community Advisory Council	Director Lu-Yang
7.9	Rowland Heights Community Coordinating Council	Directors Lu-Yang/Bellah
7.10	Local Agency Formation Commission	Director Lewis

8. OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

8.1	<u>Finance Report</u>	Mrs. Malner
8.2	Operations Report	Mr. Davidson
8.3	Project Updates	Mr. Moisio
8.4	Personnel Report	Mr. Coleman

9. ATTORNEY'S REPORT

Mr. Guiboa

10. CLOSED SESSION

a. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – [§54956.8]

Property:	Portion of Property Located at 839 S. Azusa Avenue City of Industry, CA
District Negotiator:	Tom Coleman, General Manager
Negotiating Parties:	City of Industry
Under Negotiation:	Price and Terms

b. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – [§54956.8]

Property: Portion of Property Located at Anaheim & Puente Road
City of Industry, CA
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: City of Industry
Under Negotiation: Price and Terms

c. CONFERENCE WITH REAL PROPERTY NEGOTIATOR – [§54956.8]

Property: Assessor Parcel Numbers 8266-002-900, 8266-002-901 and
8269-003-903
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: Puente Hills Habitat Authority
Under Negotiation: Price and Terms of Payment

d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Claim of Cari McCormick dated June 28, 2023, filed against CalPERS as a class action and submitted as a claim to the District as a potential Defendant.

e. PUBLIC EMPLOYMENT - [§54957]

Title: Emergency Management Coordinator

f. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Paragraph (1) of subdivision (d) of §54956.9

Name of Case: City of Camden v. 3M Company, Settlement Agreement Between Public Water Agencies and DuPont and 3M re: PFAS Class Action

11. RECONVENE/REPORT ON CLOSED SESSION

General Manager's and Directors' Comments

Future Agenda Items

Late Business

No action shall be taken on any items not appearing on the posted agenda, except upon a determination by a majority of the Board that an emergency situation exists, or that the need to take action arose after the posting of the agenda.

ADJOURNMENT

President Szu Pei Lu-Yang, Presiding



Minutes of the Regular Meeting
of the Board of Directors of the Rowland Water District
October 10, 2023 – 6:00 p.m.
3021 Fullerton Road
Rowland Heights, CA 91748

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Szu Pei Lu-Yang
Vice President John Bellah
Director Robert W. Lewis
Director Anthony J. Lima

ABSENT:

Director Vanessa Hsu

OTHERS PRESENT:

Anya Kwan, Associate, Best, Best, and Krieger
Jody Roberto, TVMWD
Lizbeth Muñoz, RWD Education & Community Relations Intern
Mike Ti, TVMWD
Ryan Guiboa, Legal Counsel, Best, Best & Krieger
Tara Bravo-Mullaly, CV Strategies

ROWLAND WATER DISTRICT STAFF

Allen Davidson, Director of Operations
Dusty Moisio, Assistant General Manager
Elisabeth Mendez, Compliance & Safety Manager
Gabby Sanchez, Executive Services Manager
Myra Malner, Director of Finance
Tom Coleman, General Manager

ADDITION(S) TO THE AGENDA – None.

PUBLIC COMMENT ON NON-AGENDA ITEMS - None.

1. CONSENT CALENDAR

Upon motion by Director Lewis, seconded by Director Lima, the Consent Calendar was unanimously approved as follows:

- 1.1 Approval of Minutes of Regular Board Meeting Held on September 5, 2023
- 1.2 Approval of Minutes of Special Board Meeting held on September 26, 2023
- 1.3 Demands on General Fund Account for August 2023
- 1.4 Investment Report for August 2023
- 1.5 Water Purchases for August 2023
- 1.6 California Reservoir Conditions
- 1.7 Consider Rescheduling November's Special Board Meeting to November 7, 2023
(Motion pass 4-0)

Next Special Board Meetings: October 24, 2023, 6:00 p.m.
November 7, 2023, 6:00 p.m. (as approved)
Next regular Board Meeting: November 14, 2023, 6:00 p.m.

2. ACTION ITEMS

2.1 Review and Approve Directors' Meeting Reimbursements for September 2023

Upon motion by Director Lima, seconded by Director Lewis, the Board unanimously approved the Directors' Meeting Reimbursement Report as presented. (Motion pass 4-0)

2.2 Parking Agreement Between Rowland Water District and the Los Angeles County Fire Department

General Manager Tom Coleman reviewed the terms and conditions of the parking agreement by which the Los Angeles County Fire Department (Department) may utilize the Rowland Water District Reservoir 6 site for the purpose of parking one Department vehicle.

Upon motion by Director Lewis, seconded by Director Bellah, the Board unanimously approved the Parking Agreement between Rowland Water District and the Los Angeles County Fire Department.

(Motion pass 4-0)

2.3 Local Agency Formation Commission Special District Alternate Member Ballot

Board members reviewed and discussed LAFCO's Alternate Member ballot and supporting materials included in the Board packet. Following discussion, Board members provided President Lu-Yang with a recommendation to consider casting the District's vote for Mr. Stephen Brown. Staff was then instructed to follow up with all procedural requirements for the submittal of the District's ballot card to LAFCO.

2.4 Zero Emission Vehicle Update

General Manager Tom Coleman spoke on matters pertaining to California Air Resources Board's (CARB) Advanced Clean Fleets (ACF) regulatory compliance requirements for public agencies. He advised that per regulations, commencing in 2024, a specific percentage of fleet additions must be Zero-Emission Vehicles. Staff is currently reviewing their fleet management schedule and will work with fleet consultant TerraVerde to assess options. As this was an informational item only, no Board action was taken.

3. PUBLIC RELATIONS

3.1 Communications Outreach (CV Strategies)

Tara Bravo-Mullaly reported on communications outreach activities performed by CV Strategies on behalf of the District during the month of September 2023.

3.2 Education Update

As a matter of information, Executive Services Manager Gabby Palomares reported on the community and education activities detailed in the outreach report included in the Board packet.

Following Mrs. Palomares' report, Director of Operations Allen Davidson spoke on the District's presentation, made to Mount San Antonio Community College (Mt. SAC) students, on RWD's Career Pathways Internship Program. RWD staff has been scheduled for additional student presentations and participation at career fairs.

4. DISCUSSION OF UPCOMING CONFERENCES, WORKSHOPS, OR EVENTS (INCLUDING ITEMS THAT MAY HAVE ARISEN AFTER THE POSTING OF THE AGENDA) – None.

5. LEGISLATIVE INFORMATION

5.1 Board members were apprised of Assembly Bill No. 755 (Papan), relating to cost-of-service analysis. General Manager Tom Coleman noted that the District joined a coalition letter to request Governor Newsom's veto of the bill.

5.2 Board members were apprised of Assembly Bill No. 1572 (Friedman), relating to the use of potable water on nonfunctional turf. General Manager Tom Coleman noted that the District joined a coalition letter to request Governor Newsom's veto of the bill.

6. REVIEW OF CORRESPONDENCE

6.1 Board members were informed that the District was a recipient of an Occupational Excellence Achievement Award by the National Safety Council for its exemplary safety standards and zero occupational injuries in 2022.

7. COMMITTEE REPORTS

7.1 Joint Powers Insurance Authority – President Lu-Yang reported on ACWA/JPIA Executive Committee member activities.

7.2 Three Valleys Municipal Water District – Board members Bellah and Lima reported on TVMWD business meeting matters.

7.3 Association of California Water Agencies – Director Lewis advised of his reelection as a Region 8 Board member and announced that Ms. Kathy Greene will serve as ACWA President for the 2024-25 term.

7.4 Puente Basin Water Agency (PBWA) – Directors Lewis and Lima spoke on matters from the October 5, 2023, PBWA meeting.

7.5 Project Ad-Hoc Committee – It was noted that a project meeting is scheduled to be held on October 11, 2023.

7.6 Regional Chamber of Commerce – None.

7.7 P-W-R Joint Waterline Commission – The next P-W-R JWL meeting is scheduled for October 12, 2023.

7.8 Sheriff's Community Advisory Council – None.

7.9 Rowland Heights Community Coordinating Council (RHCCC) – None.

7.10 Local Agency Formation Commission – Although there were no LAFCO business matters to report on, Director Lewis advised that the next meeting is scheduled for October 11, 2023.

8. OTHER REPORTS, INFORMATION ITEMS AND COMMENTS

8.1 Finance Report

Director of Finance, Myra Malner, presented a year-to-date Financial Dashboard containing comparative graphs of Revenue and Expense by Category and Consumption by Class through August 2023. Following her report, she answered questions posed by Board members.

8.2 Operations Report

The Board was provided with the field operations tasks completed during the month of September 2023 (as listed below):

- Water Samples - 234
- Site Inspections - 68
- Service Orders Completed - 339
- Meters Replaced - 7
- Modules Replaced - 52
- Dig Alerts - 355
- Service Lines Replaced - 11
- System Valves Replaced - 6
- Air Releases Inspections - 8
- Recycled Water Inspections - 13

8.3 Projects Update

Assistant General Manager Dusty Moisio provided an overview of safety and security enhancements made to District facilities.

8.4 Personnel Report – General Manager Tom Coleman reported that three (3) individuals have commenced their term as interns in RWD's Internship Program.

9. ATTORNEY'S REPORT – None.

10. ADJOURN TO CLOSED SESSION

Legal Counsel Ryan Guiboa adjourned the meeting to closed session at 7:31 p.m. and announced that the purpose of the closed session and the provisions of the Brown Act authorizing the closed session were listed in the agenda as indicated below:

a. Conference with Real Property Negotiator – [§54956.8]

Property: Portion of Property Located at
839 S. Azusa Ave., City of Industry, CA
District Negotiator: Tom Coleman, General Manager
Negotiating Parties: City of Industry
Under Negotiation: Price and Terms

b. Conference with Real Property Negotiator – [§54956.8]

Property: Assessor Parcel Numbers 8266-002-900, 8266-002-901 and

8269-003-903

District Negotiator: Tom Coleman, General Manager
Negotiating Parties: Puente Hills Habitat Authority
Under Negotiation: Price and Terms of Payment

c. Conference with Legal Counsel – Anticipated Litigation

Claim of Cari McCormick dated June 28, 2023, filed against CalPERS as a class action and submitted as a claim to the District as a potential Defendant.

d. Public Employment - [§54957]

Title: Emergency Management Coordinator

At this moment Ms. Anya Kwan, Associate, BB&K, joined the meeting telephonically to provide an update on closed session item 10-e. (7:59 p.m.)

e. Conference with Legal Counsel – Existing Litigation

Paragraph (1) of subdivision (d) of §54956.9

Name of Case: City of Camden v. 3M Company, Settlement Agreement Between Public Water Agencies and DuPont and 3M re: PFAS Class Action

11. Reconvene/Report on Closed Session – 8:18 p.m.

Closed Session Announcements – It was reported by Legal Counsel that the Board was briefed on the facts and circumstances of the matters and took no reportable action on the closed session items.

Legal Counsel further reported that regarding closed session item 10-c, the Board was briefed on the facts and circumstances of the matter and unanimously rejected the claim of Cari McCormick dated June 28, 2023, filed against CalPERS as a class action and submitted as a claim to the District as a potential defendant. Legal Counsel was instructed to forward a rejection letter to the plaintiff's legal counsel. (Item 10-c)

General Manager's and Directors' Comments – None.

Future Agenda Item(s) – None.

Late Business – None.

The meeting was adjourned at 8:23 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary



Minutes of the Special Meeting
of the Board of Directors of the Rowland Water District
October 24, 2023 – 6:00 p.m.
3021 Fullerton Road
Rowland Heights, CA 91748

PLEDGE OF ALLEGIANCE

ROLL CALL OF DIRECTORS

President Szu Pei Lu-Yang
Vice President John Bellah
Director Vanessa Hsu
Director Robert W. Lewis
Director Anthony J. Lima

ABSENT:

None

OTHERS PRESENT:

Jacqueline Wade, Associate, Best Best & Krieger LLP
Erin LaCombe, CV Strategies
Tara Bravo Mulally, CV Strategies

ROWLAND WATER DISTRICT STAFF

Dusty Moisio, Assistant General Manager
Gabby Palomares, Executive Services Manager
Myra Malner, Director of Finance
Tom Coleman, General Manager

ADDITION(S) TO THE AGENDA

None.

PUBLIC COMMENT ON NON-AGENDA ITEM

None.

1. INFORMATION ITEMS

1.1 Presentation of Draft Colorado River Water Supply “FAQ” Video

Board members viewed a series of short videos currently in production by CV Strategies on the Colorado River water resources. Ms. LaCombe noted that these video series are being created on behalf of Rowland Water District to raise awareness of the historic drought that is

impacting the Colorado River water supply. As this was an informational presentation only, no Board action was taken.

1.2 AB 1825 Sexual Harassment Prevention Training

Board members and executive staff participated in AB 1825 Sexual Harassment Avoidance Training conducted by Legal Counsel Jacqueline Wade of Best Best & Krieger. Following completion of this two-hour training, participants of the training were advised that this practical guidance on preventing harassment, discrimination, and/or abusive conduct in the workplace satisfies training requirements pursuant to Government Code 12950.1.

General Manager's and Directors' Comments – None.

Future Agenda Item(s) – None.

Late Business – None.

A motion was made by Director Hsu, seconded by Director Lima, and unanimously carried to adjourn the meeting. The meeting was adjourned at 8:19 p.m.

SZU PEI LU-YANG
Board President

Attest: _____
TOM COLEMAN
Board Secretary

Report Criteria:

Report type: GL detail

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
32405						
09/23	09/01/2023	32405	62794	ALPHA PETROLEUM TRANSPORT, INC	ANNUAL FACILITY PROFILES	1,647.00
Total 32405:						1,647.00
32406						
09/23	09/01/2023	32406	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM	23,391.00
09/23	09/01/2023	32406	62309	CITY OF INDUSTRY CITY HALL	RECYCLED WATER SYSTEM-CIP	6,644.40
Total 32406:						30,035.40
32407						
09/23	09/01/2023	32407	62826	G & A NELOS CONSTRUCTION INC	OLSON URBAN HOUSING	20,425.00
Total 32407:						20,425.00
32408						
09/23	09/01/2023	32408	5600	G M SAGER CONSTRUCTION	ASPHALT	10,002.01
Total 32408:						10,002.01
32409						
09/23	09/01/2023	32409	62580	GMC ELECTRICAL, INC	CATHODIC PROTECTION-COI	2,250.57
Total 32409:						2,250.57
32410						
09/23	09/01/2023	32410	24701	GRAINGER	SUPPLIES FOR RES 11	3,240.04
Total 32410:						3,240.04
32411						
09/23	09/01/2023	32411	62624	HASA INC	CHEMICALS FOR RCS	347.01
09/23	09/01/2023	32411	62624	HASA INC	CHEMICALS FOR RCS	527.45
09/23	09/01/2023	32411	62624	HASA INC	CHEMICALS FOR RCS	272.05
09/23	09/01/2023	32411	62624	HASA INC	CHEMICALS FOR RCS	680.14
09/23	09/01/2023	32411	62624	HASA INC	CHEMICALS FOR RCS	735.66
Total 32411:						2,562.31
32412						
09/23	09/01/2023	32412	62849	HAYES AUTOMATION INC.	WATER QUALITY TESTING SUPPLIES	3,818.29
09/23	09/01/2023	32412	62849	HAYES AUTOMATION INC.	WATER QUALITY TESTING SUPPLIES	2,514.12
09/23	09/01/2023	32412	62849	HAYES AUTOMATION INC.	WATER QUALITY TESTING SUPPLIES	3,861.60
09/23	09/01/2023	32412	62849	HAYES AUTOMATION INC.	WATER QUALITY TESTING SUPPLIES	2,154.96
Total 32412:						12,348.97
32413						
09/23	09/01/2023	32413	62777	J DE SIGIO CONSTRUCTION INC	PUBLIC FIRE HYDRANT AND PRIVATE FS, 2" WATE	13,232.90
Total 32413:						13,232.90

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
32414						
09/23	09/01/2023	32414	62664	M & J TREE SERVICE	MAINTENANCE SERVICE-WBS	600.00
09/23	09/01/2023	32414	62664	M & J TREE SERVICE	MAINTENANCE SERVICE-6 SITES	6,600.00
Total 32414:						7,200.00
32415						
09/23	09/01/2023	32415	233	MCCALL'S METER SALES & SVC	FLOWCOM DIGITAL REGISTER KIT/PULSE	2,308.19
Total 32415:						2,308.19
32416						
09/23	09/01/2023	32416	257	MCMASTER-CARR SUPPLY CO	TOOLS & SUPPLIES	68.82
09/23	09/01/2023	32416	257	MCMASTER-CARR SUPPLY CO	TOOLS & SUPPLIES	45.30
09/23	09/01/2023	32416	257	MCMASTER-CARR SUPPLY CO	DOOR MOUNT HOLDER	21.76
Total 32416:						135.88
32417						
09/23	09/01/2023	32417	62448	PARS	GASBY 45 MANAGEMENT FEE	1,453.08
Total 32417:						1,453.08
32418						
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR SERVICE LINE REPLACEMENTS	1,497.83
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	14,489.85
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	149.07
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	285.65
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR VALVE REPLACEMENT	1,244.96
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	1,418.78
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	7,164.13
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	7,371.58
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	9.94
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	45.58
09/23	09/01/2023	32418	62502	S & J SUPPLY COMPANY, INC	MATERIAL FOR ROWLAND TOWN CENTER	97.84
Total 32418:						33,775.21
32419						
09/23	09/01/2023	32419	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	47,078.28
09/23	09/01/2023	32419	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	5,230.92
Total 32419:						52,309.20
32420						
09/23	09/01/2023	32420	5900	SOCALGAS	GAS UTILITY BILL	26.92
Total 32420:						26.92
32421						
09/23	09/01/2023	32421	6600	THREE VALLEYS MUN WATER DIST	LEADERSHIP BREAKFAST	270.00
Total 32421:						270.00
32422						
09/23	09/05/2023	32422	3375	ANTHONY J. LIMA	MILEAGE REIMBURSEMENT	9.56

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 32422:						9.56
32423						
09/23	09/05/2023	32423	62233	JOHN BELLAH	MILEAGE REIMBURSMENT	171.61
Total 32423:						171.61
32424						
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	PM 22/PM 9 CONNECTION	413,478.00
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	TVMWD CONNECTION CAPACITY	1,783.14
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	TVMWD EQUIVALENT SMALL METER	2,283.83
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	TVMWD WATER USE CHARGE	1,451.16
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	MWD CAPACITY CHARGE	5,470.07
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	ADJUSTMENT FOR CAL DOMESTIC PRODUCTION	94,374.54
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	MWD LRP CREDIT JUNE 2023	6,080.00-
09/23	09/13/2023	32424	62558	PUENTE BASIN WATER AGENCY	WATER RESEARCH FOUNDATION DUES	1,030.00
Total 32424:						513,790.74
32425						
09/23	09/13/2023	32425	4750	PWR JT WATER LINE COMMISSION	PM 15 Water Use	238,675.31
09/23	09/13/2023	32425	4750	PWR JT WATER LINE COMMISSION	PM 21 Water Use	313,201.45
09/23	09/13/2023	32425	4750	PWR JT WATER LINE COMMISSION	MWD CAPACITY RESERVATION CHARGE	6,660.00
09/23	09/13/2023	32425	4750	PWR JT WATER LINE COMMISSION	TVMWD CONNECTED CAPACITY CHARGE	1,438.40
09/23	09/13/2023	32425	4750	PWR JT WATER LINE COMMISSION	TVMWD WATER USE CHARGE	1,977.36
Total 32425:						561,952.52
32426						
09/23	09/14/2023	32426	117	ACE PELIZON PLUMBING INC	MATERIAL & SERVICE	530.00
Total 32426:						530.00
32427						
09/23	09/14/2023	32427	1000	ACWA JPIA	EMPLOYEE HEALTH BENEFITS	56,134.55
09/23	09/14/2023	32427	1000	ACWA JPIA	EMPLOYEE VISION BENEFITS	698.10
09/23	09/14/2023	32427	1000	ACWA JPIA	EMPLOYEE ASSISTANCE PROGRAM	64.48
09/23	09/14/2023	32427	1000	ACWA JPIA	EMPLOYEE DENTAL BENEFITS	3,914.60
09/23	09/14/2023	32427	1000	ACWA JPIA	RETIREEES HEALTH BENEFITS	12,424.23
09/23	09/14/2023	32427	1000	ACWA JPIA	DIRECTORS HEALTH BENEFITS	8,472.80
Total 32427:						81,708.76
32428						
09/23	09/14/2023	32428	4600	AIRGAS USA LLC	TANK RENTAL	130.08
Total 32428:						130.08
32429						
09/23	09/14/2023	32429	62704	ALEXANDRO ZARAGOZA	BOOT ALLOWANCE	210.10
09/23	09/14/2023	32429	62704	ALEXANDRO ZARAGOZA	TOTAL EXPENSES-TRI-STATE CONFERENCE	30.72
Total 32429:						240.82
32430						
09/23	09/14/2023	32430	62840	AM-TEC TOTAL SECURITY INC	3 MONTHS FIRE MONITORING SERVICE	165.24

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 32430:						165.24
32431						
09/23	09/14/2023	32431	400	AT&T MOBILITY	MOBILE PHONES, IPADS	2,039.81
Total 32431:						2,039.81
32432						
09/23	09/14/2023	32432	62741	BEE REMOVERS	BEE REMOVAL	130.00
Total 32432:						130.00
32433						
09/23	09/14/2023	32433	62729	CA UNDERGROUND FACILITIES SAFE	CA STATE FEE 7/23-6/24	1,407.87
Total 32433:						1,407.87
32434						
09/23	09/14/2023	32434	6966	CINTAS	UNIFORM RENTAL	9,301.47
Total 32434:						9,301.47
32435						
09/23	09/14/2023	32435	62700	CITIZENS TRUST C/O CITIZEN BUSIN	TRUSTEES FEES	1,745.62
Total 32435:						1,745.62
32436						
09/23	09/14/2023	32436	62705	COMP	PHYSICAL EXAM DOT	115.00
Total 32436:						115.00
32437						
09/23	09/14/2023	32437	2125	DANIELS TIRE SERVICE	TIRES FOR TRUCK #31	2,895.80
Total 32437:						2,895.80
32438						
09/23	09/14/2023	32438	62445	EXCEL DOOR & GATE COMPANY	NEW RECEIVERS AND GATE CLICKERS FOR DIST	5,368.00
09/23	09/14/2023	32438	62445	EXCEL DOOR & GATE COMPANY	PERFORM SERVICE AND REPAIR ON REAR CHAIN	689.00
Total 32438:						6,057.00
32439						
09/23	09/14/2023	32439	2550	FRONTIER	INTERNET ACCESS	890.00
Total 32439:						890.00
32440						
09/23	09/14/2023	32440	62826	G & A NELOS CONSTRUCTION INC	OLSON URBAN HOUSING DEVELOPMENT	36,818.75
Total 32440:						36,818.75
32441						
09/23	09/14/2023	32441	24701	GRAINGER	SUPPLIES FOR RC	700.03

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 32441:						700.03
32442						
09/23	09/14/2023	32442	62863	HIGH-TECH SYSTEMS	VERKADA THREE YEAR LICENSING	40,940.14
Total 32442:						40,940.14
32443						
09/23	09/14/2023	32443	244	INFOSEND INC	BILLING SERVICE	6,965.12
09/23	09/14/2023	32443	244	INFOSEND INC	BILLING SERVICE	59.45
09/23	09/14/2023	32443	244	INFOSEND INC	BILLING SERVICE	2,328.41
Total 32443:						9,352.98
32444						
09/23	09/14/2023	32444	62066	JANITORIAL SYSTEMS	MONTHLY JANITORIAL SERVICES	660.00
Total 32444:						660.00
32445						
09/23	09/14/2023	32445	62680	JOHNNY NAZAROFF	TOTAL EXPENSES-TRI-STATE CONFERENCE	127.86
Total 32445:						127.86
32446						
09/23	09/14/2023	32446	3299	LA HABRA FENCE COMPANY INC	REPAIR DAMAGED FENCE AT RESERVOIR SITE	794.00
09/23	09/14/2023	32446	3299	LA HABRA FENCE COMPANY INC	REPAIR OF PERIMETER FENCE AT DISTRICT OFFI	1,144.00
Total 32446:						1,938.00
32447						
09/23	09/14/2023	32447	257	MCMASTER-CARR SUPPLY CO	RESISITANT CHAIN	438.54
09/23	09/14/2023	32447	257	MCMASTER-CARR SUPPLY CO	TOOLS & SUPPLIES	135.37
Total 32447:						573.91
32448						
09/23	09/14/2023	32448	5000	PUENTE BASIN WATER AGENCY	1389.89 AF @\$201	139,683.95
09/23	09/14/2023	32448	5000	PUENTE BASIN WATER AGENCY	SCE 19846U COLIMA RD	18.87
Total 32448:						139,702.82
32449						
09/23	09/14/2023	32449	5100	PUENTE READY MIX INC	WASH CONCRETE SAND	1,126.42
09/23	09/14/2023	32449	5100	PUENTE READY MIX INC	CRUSHER BASE & WASH CON SAND	2,251.93
09/23	09/14/2023	32449	5100	PUENTE READY MIX INC	CRUSHER BASE & WASH CON SAND	2,247.44
Total 32449:						5,625.79
32450						
09/23	09/14/2023	32450	385	R AND I HOLDINGS INC	EQUIPMENT REPAIR-WACHS VAC TRAILER	1,191.97
09/23	09/14/2023	32450	385	R AND I HOLDINGS INC	TOOLS & SUPPLIES	238.68
09/23	09/14/2023	32450	385	R AND I HOLDINGS INC	EQUIPMENT REPAIR-TRASH PUMP	470.62
Total 32450:						1,901.27

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
32451						
09/23	09/14/2023	32451	62871	RED WAVE COMMUNICATIONS & ELE	MEGGER MOTORS AT TOMICH PUMP STATION	960.00
Total 32451:						960.00
32452						
09/23	09/14/2023	32452	62829	RED WING BUSINESS ADVANTAGE A	BOOT ALLOWANCE-DAVID TAPIA	232.73
09/23	09/14/2023	32452	62829	RED WING BUSINESS ADVANTAGE A	BOOT ALLOWANCE-KEITH FOUTS	257.16
09/23	09/14/2023	32452	62829	RED WING BUSINESS ADVANTAGE A	BOOT ALLOWANCE-NICK CARINO	400.00
09/23	09/14/2023	32452	62829	RED WING BUSINESS ADVANTAGE A	BOOT ALLOWANCE-RYAN WHITE	337.85
09/23	09/14/2023	32452	62829	RED WING BUSINESS ADVANTAGE A	BOOT ALLOWANCE-TRAVIS NOELTE	254.80
09/23	09/14/2023	32452	62829	RED WING BUSINESS ADVANTAGE A	BOOT ALLOWANCE-CASEY HAYES	285.98
09/23	09/14/2023	32452	62829	RED WING BUSINESS ADVANTAGE A	BOOT ALLOWANCE-NOE OLIVERAS	305.34
Total 32452:						2,073.86
32453						
09/23	09/14/2023	32453	62880	RYAN BERNAL	BOOT ALLOWANCE	317.85
Total 32453:						317.85
32454						
09/23	09/14/2023	32454	62460	RYAN WHITE	TOTAL EXPENSES-TRI-STATE CONFERENCE	166.66
Total 32454:						166.66
32455						
09/23	09/14/2023	32455	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR SERVICES	2,111.90
09/23	09/14/2023	32455	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR MAINS	1,025.32
09/23	09/14/2023	32455	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR SERVICES	164.25
09/23	09/14/2023	32455	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR HYDRANTS	300.03
09/23	09/14/2023	32455	62502	S & J SUPPLY COMPANY, INC	FIRE HYDRANT REPLACEMENTS	1,367.21
Total 32455:						4,968.71
32456						
09/23	09/14/2023	32456	5692	SECURITY FIRE PROTECTION	MAINT-FIRE EXTINGUISHERS	1,301.57
Total 32456:						1,301.57
32457						
09/23	09/14/2023	32457	62046	SGV REGIONAL CHAMBER OF COMM	MEMBERSHIP	395.00
Total 32457:						395.00
32458						
09/23	09/14/2023	32458	2180	SWRCB-DWOCF	D5 RENEWAL-RYAN WHITE	105.00
Total 32458:						105.00
32459						
09/23	09/14/2023	32459	62521	TRIEPI SMITH & ASSOCIATES	MONTHLY WEBSITE MAINTENANCE	375.00
Total 32459:						375.00
32461						
09/23	09/19/2023	32461	62615	BIG B'S BARBECUE	PWAG ANNUAL PICNIC	4,540.04

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 32461:						4,540.04
32462						
09/23	09/28/2023	32462	1050	ACWA JOINT POWERS INSURANCE A	PUBLIC OFFICAL BOND 4/1/23-3/31/24-T COLEMAN	800.00
Total 32462:						800.00
32463						
09/23	09/28/2023	32463	62794	ALPHA PETROLEUM TRANSPORT, INC	TRANSPORTATION & DISPOSAL OF PETROLEUM I	116,005.53
Total 32463:						116,005.53
32464						
09/23	09/28/2023	32464	62554	APPLIED TECHNOLOGY GROUP	SERVICE POOR COMMS-COI	2,187.18
09/23	09/28/2023	32464	62554	APPLIED TECHNOLOGY GROUP	REPLACE ATENNA FOR POTABLE TANK-COI	3,336.88
Total 32464:						5,524.06
32465						
09/23	09/28/2023	32465	62093	ASTRA BACKFLOW INC	BACKFLOW TEST EQUIPMENT CAL. FEE	145.00
Total 32465:						145.00
32466						
09/23	09/28/2023	32466	62597	BEST BEST & KRIEGER LLP	LEGAL FEES-REAL PROPERTY	1,120.00
09/23	09/28/2023	32466	62597	BEST BEST & KRIEGER LLP	LEGAL FEES-LABOR AND EMPLOYMENT	70.00
09/23	09/28/2023	32466	62597	BEST BEST & KRIEGER LLP	LEGAL FEES-CELL LEASES AND RELATED ISSUES	2,350.00
09/23	09/28/2023	32466	62597	BEST BEST & KRIEGER LLP	LEGAL FEES-GENERAL COUNSEL	7,709.22
Total 32466:						11,249.22
32467						
09/23	09/28/2023	32467	402	BOOMERANG BLUEPRINT	ARCHIVE SCANNING	2,142.63
Total 32467:						2,142.63
32468						
09/23	09/28/2023	32468	62810	BREAKING THE CHAIN CONSULTING	1-FULL DAY OF COACHING/CONSULTING	3,000.00
Total 32468:						3,000.00
32469						
09/23	09/28/2023	32469	1476	BUSINESS CARD (VISA)	MISC EXPENSES	1,856.60
09/23	09/28/2023	32469	1476	BUSINESS CARD (VISA)	CONFERENCE EXPENSE	6,065.00
Total 32469:						7,921.60
32470						
09/23	09/28/2023	32470	403	CASELLE INC	CONTRACT SUPPORT CHARGES	1,979.00
Total 32470:						1,979.00
32471						
09/23	09/28/2023	32471	62552	CINTAS	FIRST AID SUPPLIES	2,355.25

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
Total 32471:						2,355.25
32472						
09/23	09/28/2023	32472	1270	CORELOGIC SOLUTIONS LLC	PROPERTY DATA INFO	440.75
Total 32472:						440.75
32473						
09/23	09/28/2023	32473	62882	CREATIVE MC	CONSERVATION PROGRAM	16,189.39
Total 32473:						16,189.39
32474						
09/23	09/28/2023	32474	62439	CVSTRATEGIES	COMMUNICATION SERVICES-COLORADO RIVER	2,707.50
09/23	09/28/2023	32474	62439	CVSTRATEGIES	COMMUNICATION SERVICES-PWAG BROCHURE	1,310.00
09/23	09/28/2023	32474	62439	CVSTRATEGIES	COMMUNICATION SERVICES-PRESS RELEASES	981.25
09/23	09/28/2023	32474	62439	CVSTRATEGIES	COMMUNICATION SERVICES-BOARD SUPPORT	1,318.75
Total 32474:						6,317.50
32475						
09/23	09/28/2023	32475	62445	EXCEL DOOR & GATE COMPANY	INSTALL REPLACEMENT GATE LOCK	2,674.00
09/23	09/28/2023	32475	62445	EXCEL DOOR & GATE COMPANY	PERFORM SERVICE AND REPAIRS ON MAIN GATE-	906.55
Total 32475:						3,580.55
32476						
09/23	09/28/2023	32476	62039	FAST EDDIE'S TRUCKING	TRUCK HAULING	2,140.00
Total 32476:						2,140.00
32477						
09/23	09/28/2023	32477	330	FUEL PRO INC	D/O INSPECTION	170.00
Total 32477:						170.00
32478						
09/23	09/28/2023	32478	62864	GIANT CO2	CO2 FILL AT WELL 1	6,240.00
09/23	09/28/2023	32478	62864	GIANT CO2	DELIVERY CHARGE	165.00
09/23	09/28/2023	32478	62864	GIANT CO2	FUEL AND ENERGY	64.95
09/23	09/28/2023	32478	62864	GIANT CO2	TAX	614.65
Total 32478:						7,084.60
32479						
09/23	09/28/2023	32479	62812	GROWING ROOTS LLC	MONTHLY PLANT CARE	335.00
Total 32479:						335.00
32480						
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	500.74
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	458.05
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	416.41
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	388.65
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	444.17
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	416.41

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	416.41
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	499.69
09/23	09/28/2023	32480	62624	HASA INC	CHEMICALS FOR RCS	277.61
Total 32480:						3,818.14
32481						
09/23	09/28/2023	32481	62849	HAYES AUTOMATION INC.	WATER QUALITY TESTING SUPPLIES	1,676.43
Total 32481:						1,676.43
32482						
09/23	09/28/2023	32482	379	HIGHROAD INFORMATION TECHNOL	MANAGED IT SERVICES	6,990.00
09/23	09/28/2023	32482	379	HIGHROAD INFORMATION TECHNOL	DATA CENTER	3,002.00
09/23	09/28/2023	32482	379	HIGHROAD INFORMATION TECHNOL	MAINTENANCE, SUPPORT AND SOFTWARE RENE	18,038.00
09/23	09/28/2023	32482	379	HIGHROAD INFORMATION TECHNOL	WIRELESS KEYBOARD AND MOUSE	249.66
Total 32482:						28,279.66
32483						
09/23	09/28/2023	32483	27211	HILL BROS CHEMICAL CO	LIQUID AMMONIUM SULFATE	603.23
Total 32483:						603.23
32484						
09/23	09/28/2023	32484	2724	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR HYDRANTS	199.46
09/23	09/28/2023	32484	2724	HOME DEPOT CREDIT SERVICES	SUPPLIES FOR MAINS	54.42
09/23	09/28/2023	32484	2724	HOME DEPOT CREDIT SERVICES	MAINTENANCE & OPERATION	181.77
09/23	09/28/2023	32484	2724	HOME DEPOT CREDIT SERVICES	PUMP EXPENSE	3.01
09/23	09/28/2023	32484	2724	HOME DEPOT CREDIT SERVICES	PHASE 5 VALVE REPLACEMENT	256.47
09/23	09/28/2023	32484	2724	HOME DEPOT CREDIT SERVICES	TOOLS & SUPPLIES	1,368.98
Total 32484:						2,064.11
32485						
09/23	09/28/2023	32485	62435	INDUSTRY PUBLIC UTILITY COMMISSI	PUMPING POWER-PUMPSTATION 2A	13,489.43
Total 32485:						13,489.43
32486						
09/23	09/28/2023	32486	244	INFOSEND INC	BILLING SERVICE	79.15
Total 32486:						79.15
32487						
09/23	09/28/2023	32487	62713	JCL TRAFFIC SERVICES	SAFETY VESTS	419.85
Total 32487:						419.85
32488						
09/23	09/28/2023	32488	62664	M & J TREE SERVICE	MAINTENANCE SERVICE FOR AUGUST-PBWA	600.00
09/23	09/28/2023	32488	62664	M & J TREE SERVICE	MAINTENANCE SERVICE 6 SITES	6,600.00
Total 32488:						7,200.00
32489						
09/23	09/28/2023	32489	62573	MANAGED MOBILE INC	SERVICE CALL-ZIEMAN TRAILER	573.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
09/23	09/28/2023	32489	62573	MANAGED MOBILE INC	REPAIR RADIATOR-TRUCK 28	4,909.42
09/23	09/28/2023	32489	62573	MANAGED MOBILE INC	SERVICE FOR TRUCK 28	955.18
09/23	09/28/2023	32489	62573	MANAGED MOBILE INC	PERFORM SAFETY INSPECTION TRUCK 28	451.41
Total 32489:						6,889.99
32490						
09/23	09/28/2023	32490	62690	MASTER METER	ANNUAL MAINTENANCE 1 ALLEGRO BASE STATIO	38,827.71
Total 32490:						38,827.71
32491						
09/23	09/28/2023	32491	62735	MUTUAL OF OMAHA	LIFE INSURANCE	598.50
09/23	09/28/2023	32491	62735	MUTUAL OF OMAHA	SHORT/LONG TERM DISABILITY	1,558.24
09/23	09/28/2023	32491	62735	MUTUAL OF OMAHA	DIRECTORS LIFE INSURANCE	66.50
Total 32491:						2,223.24
32492						
09/23	09/28/2023	32492	62533	NICOLAY CONSULTING GROUP	ACTUARIAL AND CONSULTING SERVICES	3,500.00
Total 32492:						3,500.00
32493						
09/23	09/28/2023	32493	62786	NIGRO & NIGRO PC	INTERIM FIELDWORK-6/30/23	11,000.00
Total 32493:						11,000.00
32494						
09/23	09/28/2023	32494	46201	PITNEY BOWES BANK INC PURCHAS	POSTAGE METER-LEASING CHARGE	244.84
Total 32494:						244.84
32495						
09/23	09/28/2023	32495	62771	PUBLIC WATER AGENCIES GROUP	ASSESSMENT FOR EMERGENCY PREPARDNESS	1,541.92
Total 32495:						1,541.92
32496						
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	TVMWD GW RELIABILITY	7,936.67
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	WEST YOST JUL 2023	22,592.37
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	LEGAL AUG 2023	507.50
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	LASER AUGUST 2023	1,900.00
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	CJ BROWN AUDIT FY 6/30/23	1,664.00
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	MORROW MEADOW-JUN-AUG 2023	33,924.50
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	SERVICE & REG FEE-1905 FAIRPLEX	25.50
09/23	09/28/2023	32496	5000	PUENTE BASIN WATER AGENCY	REEB-OCT 2023	1,750.00
Total 32496:						70,300.54
32497						
09/23	09/28/2023	32497	5100	PUENTE READY MIX INC	CRUSHER BASE	1,143.92
Total 32497:						1,143.92
32498						
09/23	09/28/2023	32498	5740	QUINN COMPANY	CREDIT-REFERENCE COA567141S	1,049.31-

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
09/23	09/28/2023	32498	5740	QUINN COMPANY	420 F-NEW BACKHOE	4,085.83
Total 32498:						3,036.52
32499						
09/23	09/28/2023	32499	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR MAINS	1,812.47
09/23	09/28/2023	32499	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR MAINS	1,682.95
09/23	09/28/2023	32499	62502	S & J SUPPLY COMPANY, INC	SUPPLIES FOR MAINS	2,951.03
Total 32499:						6,446.45
32500						
09/23	09/28/2023	32500	62534	SHRED IT C/O STERICYCLE INC	SHREDDING SERVICE	251.03
Total 32500:						251.03
32501						
09/23	09/28/2023	32501	62691	SJ LYONS CONSTRUCTION INC	REMOVE AND REPLACE DROP BOX	2,650.00
Total 32501:						2,650.00
32502						
09/23	09/28/2023	32502	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	36,855.99
09/23	09/28/2023	32502	5800	SO CALIFORNIA EDISON	OFFICE & PUMPING POWER	4,095.10
Total 32502:						40,951.09
32503						
09/23	09/28/2023	32503	3550	SOUTHERN COUNTIES FUELS	UNLEADED FUEL	5,355.03
09/23	09/28/2023	32503	3550	SOUTHERN COUNTIES FUELS	DIESEL	8,325.33
09/23	09/28/2023	32503	3550	SOUTHERN COUNTIES FUELS	FUEL SURCHARGE	9.92
09/23	09/28/2023	32503	3550	SOUTHERN COUNTIES FUELS	REGULATORY COMPLIANCE	12.95
09/23	09/28/2023	32503	3550	SOUTHERN COUNTIES FUELS	TAX	1,102.51
Total 32503:						14,805.74
32504						
09/23	09/28/2023	32504	62869	TERRAVERDE ENERGY LLC	FLEET ZERO-EMISSION CONSULTING SERVICES P	10,000.00
Total 32504:						10,000.00
32505						
09/23	09/28/2023	32505	6950	UNDERGROUND SERVICE ALERT	SERVICE ALERT	451.00
Total 32505:						451.00
32506						
09/23	09/28/2023	32506	62850	VALLEY VISTA SERVICES INC	TRASH SERVICE	247.61
Total 32506:						247.61
32507						
09/23	09/28/2023	32507	2900	VULCAN MATERIAL COMPANY	COLD MIX	2,323.51
Total 32507:						2,323.51

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
32508						
09/23	09/28/2023	32508	7700	WALNUT VALLEY WATER DISTRICT	RECYCLED WATER	1,180.11
Total 32508:						1,180.11
32509						
09/23	09/28/2023	32509	205	WARREN GRAPHICS	REGULAR ENVELOPES	204.84
Total 32509:						204.84
32510						
09/23	09/28/2023	32510	62432	WASTE MANAGEMENT COMPANY	HAUL DIRT	1,080.98
Total 32510:						1,080.98
32511						
09/23	09/28/2023	32511	62562	WOODARD & CURRAN	AS NEEDED POTABLE WATER SUPPORT SERVICE	2,330.00
Total 32511:						2,330.00
Grand Totals:						2,096,690.94

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
11505-0	118,078.46	.00	118,078.46
11507-0	33,924.50	.00	33,924.50
222100	7,129.31	2,103,820.25-	2,096,690.94-
51310-0	1,059,729.30	6,080.00-	1,053,649.30
51410-1	3,428.52	.00	3,428.52
51410-2	3,221.54	.00	3,221.54
51410-3	2,283.83	.00	2,283.83
51410-5	12,130.07	.00	12,130.07
51510-0	31,215.51	.00	31,215.51
51910-0	176,078.86	.00	176,078.86
52210-0	963.01	.00	963.01
52310-0	97,423.70	.00	97,423.70
54209-0	10,092.82	.00	10,092.82
54210-0	9,796.53	.00	9,796.53
54211-0	13,359.14	.00	13,359.14
54213-0	1,700.55	.00	1,700.55
54215-0	499.49	.00	499.49
54217-0	6,983.68	.00	6,983.68
54218-0	7,774.63	.00	7,774.63
54219-0	1,200.00	.00	1,200.00
56210-0	26,238.53	.00	26,238.53
56211-0	3,198.70	.00	3,198.70
56215-0	1,425.00	.00	1,425.00
56216-0	2,347.47	.00	2,347.47
56217-0	181.17	.00	181.17
56218-0	11,249.22	.00	11,249.22
56218-2	1,541.92	.00	1,541.92
56219-0	11,640.36	.00	11,640.36
56220-0	11,506.66	.00	11,506.66

GL Account	Debit	Credit	Proof
56221-0	6,317.50	.00	6,317.50
56223-0	6,390.24	.00	6,390.24
56226-0	18,038.00	.00	18,038.00
56310-0	800.00	.00	800.00
56312-0	119,693.07	.00	119,693.07
56320-0	3,270.00	.00	3,270.00
56411-0	56,134.55	.00	56,134.55
56413-0	3,914.60	.00	3,914.60
56415-0	698.10	.00	698.10
56416-0	598.50	.00	598.50
56417-0	12,424.23	.00	12,424.23
56418-0	1,558.24	.00	1,558.24
56419-0	64.48	.00	64.48
56421-0	8,539.30	.00	8,539.30
56510-0	1,407.87	.00	1,407.87
56710-0	5,878.50	1,049.31-	4,829.19
56811-0	11,000.00	.00	11,000.00
56812-0	11,353.70	.00	11,353.70
57310-0	12,330.00	.00	12,330.00
57312-0	2,277.00	.00	2,277.00
57314-0	131,169.41	.00	131,169.41
57319-0	16,189.39	.00	16,189.39
57320-0	105.00	.00	105.00
57321-0	14,310.40	.00	14,310.40
57323-0	145.00	.00	145.00
Grand Totals:	2,110,949.56	2,110,949.56-	.00

Report Criteria:

Report type: GL detail

Report Criteria:
Detail Report

Check Number	Check Issue Date	Payee				
32460	09/15/2023	HARMONI INTERNATIONAL SPICE INC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1		PROJECT REFUND	24110-0	37,641.51	37,641.51	
32512	09/28/2023	LINGSHUI BRIDGE INVESTMENT LLC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1		PROJECT REFUND	24110-0	623.00	623.00	
32513	09/28/2023	J A LO WONG				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	40573-65	DEPOSIT REFUND-1858 CAMBERLEY	22810-0	38.06	38.06	
32514	09/28/2023	JINHYEOK KIM				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	75582-93	DEPOSIT REFUND-1815 EWING	22810-0	16.35	16.35	
32515	09/28/2023	VIC ULTRA				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	367386-73	DEPOSIT REFUND-18447 SEADLER	22810-0	101.53	101.53	
32516	09/28/2023	POWELL CONSTRUCTORS INC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	9600176-01	DEPOSIT REFUND	22810-0	2,926.62	2,926.62	
32517	09/28/2023	PATRIOT PAVING INC				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	9600234-01	DEPOSIT REFUND	22810-0	2,988.30	2,988.30	
32518	09/28/2023	CLARK AND SONS CONSTRUCTION				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	9600171-01	DEPOSIT REFUND	22810-0	3,098.00		
2		CREDIT REFUND	15210-0	67.00	3,165.00	

Sequence	Source	Description	GL Account	Amount	Check Amount
32519	09/28/2023	SEQUEL CONTRACTORS INC			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	9600183-01	DEPOSIT REFUND	22810-0	3,098.00	
2		CREDIT REFUND	15210-0	67.00	3,165.00
32520	09/28/2023	MICHAEL DE VERA			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	546542-30	CREDIT REFUND-1641 VALCARLOS	15210-0	34.54	34.54
32521	09/28/2023	KRISTIANO ANDRESEN			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	844819-71	CREDIT REFUND-18553 STONEGATE	15210-0	285.91	285.91
32522	09/28/2023	HONGFENG YANG			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	143571-96	CREDIT REFUND-548 BAINFORD	15210-0	149.28	149.28
32523	09/28/2023	PUMA NORTH AMERICA			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	184039-98	CREDIT REFUND-18669 SAN JOSE	15210-0	72.17	72.17
32524	09/28/2023	LUPE GLORIA			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	513399-73	CREDIT REFUND-2463 LAZY BROOK	15210-0	45.90	45.90
32525	09/28/2023	CINDY WENG			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	733000-94	CREDIT REFUND-2223 CAMARINA	15210-0	58.77	58.77
32526	09/28/2023	YANYAN LIN			
Sequence	Source	Description	GL Account	Amount	Check Amount
1	563311-83	CREDIT REFUND-1910 W ELDER ST	15210-0	48.48	48.48

Check Number	Check Issue Date	Payee				
32527	09/28/2023	LISA CHANG MEDICAL CORPORATION				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	709719-93	CREDIT REFUND-1671 AZUSA AVE	15210-0	39.04	39.04	
32528	09/28/2023	KER FENG KUNG				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	16745-27	CREDIT REFUND-1820 DOVERGLEN	15210-0	192.24	192.24	
32529	09/28/2023	SHELLEY ELLISON				
Sequence	Source	Description	GL Account	Amount	Check Amount	
1	439106-52	CREDIT REFUND-16638 CARRIAGE	15210-0	114.54	114.54	
Grand Totals:					51,706.24	



ROWLAND WATER DISTRICT

CASH AND INVESTMENTS

As of September 30, 2023

Description / Type	Term	Shares / Units Held	Purchase Price	Current Price	Maturity Date	Current Yield	Current Value	% of Portfolio
Cash								
Citizens Business Bank							\$ 3,651,040	
Total Cash							\$ 3,651,040	
Local Agency Investment Fund (LAIF)	N/A					3.53%	\$ 8,178,389	40.64%
Citizens Trust Investments (US Bank Custodian)								
Fed'l Home Loan Mtg. Corp. - W7K6	4 Year	500,000	96.8350	99.5580	11/3/2023	0.30%	\$ 497,790	2.47%
Fed'l Home Loan Mtg. Corp. - WVJ2	4 Year	300,000	100.0000	94.9940	9/30/2024	0.42%	\$ 284,982	1.42%
Fed'l National Mtg. Assn. - XP73	3 Year	300,000	100.0000	97.6420	5/28/2025	4.10%	\$ 292,926	1.46%
Fed'l National Mtg. Assn. - YLS9	4 Year	400,000	100.0000	98.6460	3/15/2027	5.45%	\$ 394,584	1.96%
Fed'l National Mtg. Assn. - 06M0	4 Year	200,000	100.0000	94.1480	12/16/2024	0.53%	\$ 188,296	0.94%
Fed'l Home Loan Mtg. Corp. - 4C27	5 Year	350,000	100.0000	92.0090	7/29/2025	0.76%	\$ 322,032	1.60%
Fed'l National Mtg. Assn. - 4XZ1	5 Year	200,000	100.0000	92.3530	6/30/2025	0.80%	\$ 184,706	0.92%
Fed'l Farm Cr Bks - MLT7	3 Year	200,000	99.9040	98.7310	12/28/2023	0.21%	\$ 197,462	0.98%
Fed'l Farm Cr Bks - MLT7	3 Year	25,000	99.7000	98.7310	12/28/2023	0.21%	\$ 24,683	0.12%
Fed'l Farm Cr Bks - MLV2	3 Year	150,000	99.6670	97.3250	4/5/2024	0.28%	\$ 145,988	0.73%
Fed'l Farm Cr Bks - MFP2	4 Year	500,000	99.9490	94.5870	11/4/2024	0.46%	\$ 472,935	2.35%
Fed'l Farm Cr Bks - L5S9	3 Year	350,000	99.9200	95.3990	9/3/2024	0.50%	\$ 333,897	1.66%
Fed'l Farm Cr Bks - PEY7	3 Year	300,000	100.0000	98.1040	4/10/2026	4.90%	\$ 294,312	1.46%
Fed'l Home Loan Banks - KMF0	4 Year	200,000	99.9540	94.5440	10/28/2024	0.32%	\$ 189,088	0.94%
Fed'l Home Loan Banks - JP45	3 Year	200,000	100.0000	97.7990	3/11/2024	0.51%	\$ 195,598	0.97%
Fed'l Home Loan Banks - L7D0	5 Year	200,000	99.7900	91.4100	8/26/2025	0.55%	\$ 182,820	0.91%
Fed'l Home Loan Banks - N6N5	4 Year	200,000	100.0000	92.8950	4/29/2025	0.75%	\$ 185,790	0.92%
Fed'l Home Loan Banks - LGR9	5 Year	500,000	100.0000	90.1710	2/26/2026	0.94%	\$ 450,855	2.24%
Fed'l Home Loan Banks - LLD4	5 Year	250,000	99.9250	90.0470	3/17/2026	0.97%	\$ 225,118	1.12%
Fed'l Home Loan Banks - MUX8	5 Year	200,000	99.9300	89.9300	3/30/2026	0.97%	\$ 179,860	0.89%
Fed'l Home Loan Banks - PUY9	4 Year	200,000	100.0000	93.8880	2/28/2025	1.06%	\$ 187,776	0.93%
Fed'l Home Loan Banks - P6M2	5 Year	200,000	100.0000	88.7450	9/30/2026	1.15%	\$ 177,490	0.88%
Fed'l Home Loan Banks - PS48	3 Year	165,000	98.8630	95.0860	11/18/2024	1.10%	\$ 156,892	0.78%
Fed'l Home Loan Banks - QP56	3 Year	350,000	100.0000	96.8830	6/21/2024	1.24%	\$ 339,091	1.69%
Fed'l Home Loan Bank - Q7E7	5 Year	200,000	99.9050	90.7120	6/30/2026	1.65%	\$ 181,424	0.90%
Fed'l Home Loan Bank - QJD6	4 Year	200,000	99.7190	89.8440	10/27/2026	1.67%	\$ 179,688	0.89%
Fed'l Home Loan Bank - S3H0	2 Year	300,000	100.0000	98.8570	2/26/2024	2.65%	\$ 296,571	1.47%
Fed'l Home Loan Bank - 0F70	2 Year	125,000	104.3708	99.6160	12/8/2023	3.39%	\$ 124,520	0.62%
Fed'l Home Loan Bank - UND2	2 Year	600,000	100.0000	99.3780	8/1/2025	5.18%	\$ 596,268	2.96%
Fed'l Home Loan Bank - XBB3	2 Year	200,000	100.0000	100.0610	9/26/2025	5.42%	\$ 200,122	0.99%
Fed'l Home Loan Bank - XCR7	2 Year	200,000	100.0000	99.8540	9/26/2025	5.51%	\$ 199,708	0.99%
Fed'l Home Loan Bank - WYV6	2 Year	300,000	100.0000	99.4600	2/28/2025	5.66%	\$ 298,380	1.48%
Air Prods & Chems Inc. - 8BB1	5 Year	255,000	104.1940	92.4880	10/15/2025	1.62%	\$ 235,844	1.17%
Apple Inc. - 3DT4	5 Year	200,000	102.4560	93.5320	5/11/2025	1.20%	\$ 187,064	0.93%
Apple Inc. - 3CU2	5 Year	150,000	103.6730	98.2880	5/11/2024	2.90%	\$ 147,432	0.73%
Apple Inc. - 3CG3	5 Year	400,000	104.3970	99.0170	2/9/2024	3.03%	\$ 396,068	1.97%
Blackrock Inc - XAL5	1 Year	200,000	98.4250	98.9570	3/18/2024	3.54%	\$ 197,914	0.98%
Caterpillar Finl Service - Q3B3	2 Year	200,000	96.7600	96.2980	11/8/2024	2.23%	\$ 192,596	0.96%
Florida Pwr & Lt Co - 1FZ5	5 Year	800,000	108.9188	96.0420	4/1/2025	2.97%	\$ 768,336	3.82%
Paccar Financial Corp. - RQ66	5 Year	500,000	104.7908	95.1050	2/6/2025	1.89%	\$ 475,525	2.36%
Schwab Charles Corp - 3BN4	2 Year	200,000	95.7870	97.6080	3/18/2024	0.77%	\$ 195,216	0.97%
US Bancorp Mtns. - HHV5	5 Year	200,000	102.1370	99.0450	2/5/2024	3.41%	\$ 198,090	0.98%
Inter American Development Bank - OCC0	3 Year	200,000	104.5920	99.9910	10/24/2023	3.00%	\$ 199,982	0.99%
Intl Bank for Recon & Dev - 8JB0	5 Year	400,000	98.7800	92.9340	4/22/2025	0.67%	\$ 371,736	1.85%
Cash Reserve Account						5.22%	\$ 196,794	0.98%
Total Citizens Trust Investments							\$ 11,944,247	59.36%
Total Investments							\$ 20,122,636	100.00%
Total Cash & Investments							\$ 23,773,676	

Market values determined on last business day of the month. All listed investments comply with the District's Statement of Investment Policy as established in Resolution 2-2007. The District's available cash and investment portfolio provides sufficient cash flow and liquidity to meet all normal obligations for at least a six-month period of time.

NOTE: All interest values show above are based on annual rates of return.



ROWLAND WATER DISTRICT

PROFIT & LOSS (Unaudited)

September 2023

	Sep-23	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD (Unaudited)
1 OPERATING REVENUE						
2 Water Sales	\$ 1,600,293	\$ 4,665,745	\$ 16,629,200	\$ 11,963,455	28%	\$ 4,685,318
3 Meter Charges	1,006,761	3,016,140	12,191,100	9,174,960	25%	2,902,675
4 Customer Fees	33,246	374,153	397,500	23,347	94%	250,156
5 Contract Income	6,178	59,460	204,600	145,140	29%	55,535
6 RWD Labor Sales/Reimbursements	10,769	67,092	288,000	220,908	23%	111,275
7 Capacity Fees	-	20,451	50,000	29,549	41%	30,385
8 Flow Tests	1,950	4,550	15,900	11,350	29%	4,225
9 Return Check Fees	360	1,560	10,500	8,940	15%	3,780
10 Uncollectable	-	-	(57,600)	(57,600)	0%	-
11 TOTAL OPERATING REVENUE	2,659,557	8,209,150	29,729,200	21,520,050	28%	8,043,348
12 NON-OPERATING REVENUE						
13 Property Taxes	-	14,642	408,300	393,658	4%	18,890
14 Shared Services	-	-	-	-	0%	10,713
15 Interest Income	92,565	140,043	210,000	69,957	67%	60,595
16 Miscellaneous Income	35	9,823	25,000	15,177	39%	1,046
17 TOTAL NON-OPERATING REVENUE	92,600	164,507	643,300	478,793	26%	91,245
18 TOTAL REVENUES	2,752,157	8,373,657	30,372,500	21,998,843	28%	8,134,592
19 OPERATING EXPENSES						
20 Source of Supply						
21 Water Purchases	975,557	3,120,541	11,931,400	8,810,859	26%	3,003,836
22 Pumping Power	49,807	151,585	420,600	269,015	36%	101,977
23 Fixed Charges	21,064	63,192	254,100	190,908	25%	86,264
24 Chemicals	7,710	20,640	122,000	101,360	17%	24,905
25 Total Source of Supply	1,054,137	3,355,959	12,728,100	9,372,141	26%	3,216,983
26 Maintenance of Water System	94,315	207,621	751,200	543,579	28%	250,176
27 Service Contracts	27,411	178,244	434,800	256,556	41%	74,386
28 Assessments	41,688	112,467	257,600	145,133	44%	55,707
29 Vehicle Expense	28,074	51,747	132,300	80,553	39%	44,271
30 Tools & Supplies	1,725	5,974	50,700	44,726	12%	12,194
31 Equipment Expense	9,757	15,528	41,600	26,072	37%	17,711
32 Maintenance & Operations	126,576	258,267	74,200	(184,067)	348%	20,405
33 Engineering	11,401	37,678	200,000	162,322	19%	58,110
34 Water Tests	7,318	10,438	40,900	30,462	26%	7,883
35 Conservation	-	17,213	55,600	38,387	31%	1,607
36 Community Outreach	6,453	23,290	209,000	185,711	11%	31,926
37 TOTAL OPERATING EXPENSES	1,408,854	4,274,425	14,976,000	10,701,575	29%	3,791,360
38 ADMINISTRATIVE EXPENSES						
39 Liability Insurance	-	95,067	177,800	82,733	53%	77,078
40 IT Support Services	13,219	37,249	177,600	140,351	21%	38,455
41 IT Licensing	18,038	77,570	355,400	277,830	22%	89,768
42 Director Expense	11,299	34,687	193,500	158,813	18%	35,381
43 Bank / Management Fees	18,627	49,591	209,300	159,709	24%	46,070
44 Legal Fees	11,773	34,156	135,800	101,644	25%	37,211
45 Compliance	9,712	43,046	153,700	110,654	28%	32,163



ROWLAND WATER DISTRICT

PROFIT & LOSS (Unaudited)

September 2023

	Sep-23	Year-to-Date (YTD)	Budget (Annual)	Under / (Over) Budget	YTD Budget %	Prior YTD (Unaudited)
46 Auditing & Accounting	1,600	12,600	35,000	22,400	36%	11,700
47 Utility Services	9,044	32,005	132,400	100,395	24%	22,960
48 Dues & Memberships	618	2,318	55,900	53,582	4%	1,535
49 Conference & Meetings	9,009	12,333	47,000	34,667	26%	9,909
50 Office Expenses	794	3,932	39,400	35,468	10%	6,323
51 Seminars/Training	4,808	24,207	140,100	115,893	17%	30,789
52 Miscellaneous Expense	12,467	23,315	155,200	131,885	15%	23,616
53 TOTAL ADMINISTRATIVE EXPENSES	121,009	482,077	2,008,100	1,526,023	24%	462,957
54 PERSONNEL EXPENSES						
55 Wages						
56 Operations	96,758	294,741	1,285,100	990,359	23%	168,490
57 Distribution	87,000	274,584	1,328,200	1,053,616	21%	234,575
58 Administration	132,633	396,144	1,664,000	1,267,856	24%	355,560
59 Total Wages	316,391	965,469	4,277,300	3,311,831	23%	758,625
60 Payroll Taxes	20,635	66,835	318,300	251,465	21%	52,199
61 Workers Compensation	19,239	19,239	102,600	83,361	19%	16,817
62 Unemployment	85	85	6,000	5,915	1%	279
63 CalPERS	47,538	135,184	647,200	512,016	21%	449,789
64 OPEB Contributions	-	-	-	-	0%	-
65 EE & Retiree Health Insurance	75,051	223,923	921,200	697,277	24%	215,077
66 TOTAL PERSONNEL EXPENSES	478,938	1,410,735	6,272,600	4,861,865	22%	1,492,786
67 TOTAL EXPENSES	2,008,801	6,167,236	23,256,700	17,089,464	27%	5,747,103
68 NET INCOME / (LOSS) - BEFORE DEBT SERVICE & CAPITAL EXPENDITURES	743,355	2,206,421	7,115,800	4,909,379	31%	2,387,490
69 Less: Total Debt Service	-	-	(2,094,000)	2,094,000	0%	-
70 Less: CalPERS (Bond Debt Savings)	-	-	(1,000,800)	1,000,800	0%	-
71 Less: Capital Expenses (Current Year)	(94,882)	(232,894)	(4,568,100)	4,335,206	5%	-
72 CASH INCREASE / (DECREASE)	\$ 648,473	\$ 1,973,527	\$ (547,100)	\$ 2,520,627		\$ 2,387,490

**No assurance is provided on these financial statements. The financial statements do not include a statement of cash flows. Substantially all disclosures required by accounting principles generally accepted in the United States are not included.*



Rowland Water District

Profit & Loss Analysis and Variance Report

September 2023

1. OPERATING REVENUE

2. Water Sales – volumetric water sales revenue from all customer types including residential, commercial, public, industrial, recycled and construction. YTD is at 28%.
3. Meter Charges – the fixed monthly base rate charged to water customers each month (includes all customer types). YTD is at 25%.
4. Customer Fees – various fees conditionally charged to customers such as penalties, new service connections, reconnections, backflow administration, cross connections, connections and recycled water checks/inspections. These types of fees are unpredictable in nature and can often trend over/under expected budget. YTD is high at 94% due to new water service installations.
5. Contract Income – contains revenues from cell tower lease contracts. YTD is at 29%.
6. RWD Labor Sales/Reimbursements – water sold on construction invoices, City of Industry labor sales and Pomona-Walnut-Rowland Joint Water Line Commission (PWR JWLC) treasurer fees. The frequency and amounts of these revenues are unknown and can occasionally trend over/under budget due to their unpredictable nature. YTD is at 23%.
7. Capacity Fees – fees imposed on any property or person requesting a new, additional or larger connection to the District's potable water system (fees vary by meter size). These receipts are uncertain and can trend over/under budget due to their unpredictable nature. YTD is high at 41% due to new water service installations.
8. Flow Tests – fire flow tests performed by District personnel to measure the volume of water available at a specific hydrant (\$350 per test). YTD is at 29%.
9. Return Check Fees – customers are charged a fee when the District is paid with insufficient funds checks and checks are returned by the bank. These receipts are uncertain and can trend over/under budget due to their unpredictable nature. YTD is currently at 15%.
10. Uncollectable – the District analyzes customer receivables at the end of each year and recognizes an expense equal to the estimated amount of cash that may not be collected. Uncollectable expense will be zero until assessed at the year-end audited financial statements.

11. TOTAL OPERATING REVENUE

12. NON-OPERATING REVENUE



Rowland Water District

Profit & Loss Analysis and Variance Report

September 2023

13. Property Taxes – includes tax contributions from the County of Los Angeles. YTD is at 4% since the bulk of receipts happen between December and May each year and can cause YTD % to trend over/under expected budget %.
14. Shared Services – RWD is paid for extending Executive Director services to Bellflower-Somerset Mutual Water Company (provided by the General Manager of RWD). There are no anticipated transactions for shared services as RWD stopped providing Executive Director services.
15. Interest Income – includes interest and dividends received on District investments. YTD is at 67%.
16. Miscellaneous Income – includes income from various sources such as recycling and refunds. YTD there are no transactions for miscellaneous income. YTD is high at 39% due to sale of scrap brass, copper, steel and meters.
17. **TOTAL NON-OPERATING REVENUE**
18. **TOTAL REVENUES**
19. **OPERATING EXPENSES**
20. **SOURCE OF SUPPLY**
21. Water Purchases – Includes variable costs of potable water from Three Valleys Municipal Water District (TVMWD) and California Domestic Water Company (CalDomestic), and recycled water purchases from City of Industry and Walnut Valley Water District (WVWD). YTD is at 26%.
22. Pumping Power – the cost of electricity used for pumping water. YTD is at 36%.
23. Fixed Charges – includes fixed charges from TVMWD and CalDomestic. YTD is at 25%.
24. Chemicals – the cost of chemicals used to treat water sold to customers. YTD is at 17%.
25. **TOTAL SOURCE OF SUPPLY**
26. Maintenance of Water System – the costs of repairs and maintenance on elements of the District water system such as main lines, services, meters, reservoirs, valves, hydrants, and telemetry system. YTD is at 28%.
27. Service Contracts – includes costs for services such as billing printing and mailing, bulk paper shredding, copier leasing and services, landscaping, janitorial, uniforms, security system monitoring and maintenance, Caselle maintenance and support, Harmony renewal and other services. YTD is high at 41% due to payment of annual maintenance contract with Master Meter.



Rowland Water District

Profit & Loss Analysis and Variance Report

September 2023

28. Assessments – operating costs billed to RWD for their share of the PWR JWLC, which is billed quarterly, and the Puente Basin Water Agency (PBWA), which is billed monthly. YTD can trend over/under budget due to the timing of billing. YTD is currently high at 41% due to PBWA lease payments from July through December.
29. Vehicle Expense – includes repair and maintenance costs for District vehicles as well as the cost of fuel. YTD can trend over/under budget due to the timing of truck maintenance and fuel purchases. YTD is currently at 39%.
30. Tools & Supplies – small tools and supplies used in the field. YTD can trend over/under budget due to the timing of tools and supplies. YTD is at 12%.
31. Equipment Expense – various costs incurred related to District equipment. YTD can trend over/under budget due to the timing of equipment expenses. YTD is at 37%.
32. Maintenance & Operations – various costs incurred for District maintenance and operations not directly related to the water system. YTD can trend over/under budget due to the timing of maintenance and operations. YTD is high at 348% due to emergency response on fuel spill at District headquarters. The cost of emergency response will be reimbursed from insurance carrier.
33. Engineering – general engineering costs related to District operations. YTD is currently at 19%.
34. Water Tests – laboratory testing and sampling of District water. YTD is at 26%.
35. Conservation – water conservation programs and efforts. YTD high at 31% due to purchase of conservation materials/supplies for community events.
36. Community Outreach – costs related to public relations and community outreach. YTD is at 11%.
37. **TOTAL OPERATING EXPENSES**
38. **ADMINISTRATIVE EXPENSES**
39. Liability Insurance – coverage through ACWA JPIA for the District insurance package. YTD is high at 53% due to timing of insurance bill received and budgeting method used.
40. IT Support Services – information technology support services. YTD is at 21%.
41. IT Licensing – includes costs for various software licenses. YTD is at 22%.
42. Director Expense – costs for director compensation and benefits. YTD is at 18% of budget.



Rowland Water District

Profit & Loss Analysis and Variance Report

September 2023

43. Bank/Management Fees – includes various banking fees, Paymentus fees (for processing customer payments) and investment administrative fees. YTD is currently at 24%.
44. Legal Fees – legal costs related to RWD, PBWA and Public Water Agencies Group (PWAG). YTD is at 25%.
45. Compliance – includes costs for State Water Resources Control Board (SWRCB) compliance, LA County property taxes, various employee certifications, District permits, and maintenance costs for equipment compliance. YTD is at 28%.
46. Auditing & Accounting – includes consulting services for complex accounting matters and annual audit assurance services related to District financial reporting. YTD is high at 36% due to annual audit fees.
47. Utility Services – costs related to office electricity, office phones, gas and district cell phones. YTD is at 24%.
48. Dues & Memberships – costs for district memberships, dues and subscriptions to various agencies such as the Water Education Foundation, Association of California Water Agencies, Urban Water Institute, California Special Districts Association and American Water Works Association. YTD is at 4%.
49. Conference & Meetings – conference attendance and meeting expenses. YTD is at 26%.
50. Office Expenses – costs for office supplies, postage, printing and stationery. YTD is low at 10% due to the timing of these expenses.
51. Seminars/Training – employee seminars and training. YTD is at 17%.
52. Miscellaneous Expense – includes costs for travel, books & subscriptions, and miscellaneous general expenses. YTD is low at 7% due to the timing of these expenses.
53. **TOTAL ADMINISTRATIVE EXPENSES**
54. **PERSONNEL EXPENSES**
55. **WAGES**
56. Operations – wages expense (regular, standby, OT) attributable to Operations. YTD is at 23%.
57. Distribution – wages expense (regular, standby, OT) attributable to Distribution. YTD is at 21%.
58. Administration – wages expense (regular) attributable to Administration. YTD is at 24%.
59. **TOTAL WAGES**



Rowland Water District

Profit & Loss Analysis and Variance Report

September 2023

- 60. Payroll Taxes – employer payroll taxes paid by the District. YTD is trending at 21%.
- 61. Workers Compensation – the District is billed quarterly for workers compensation insurance which can occasionally cause this line item to trend over/under expected budget. YTD is at 19%.
- 62. Unemployment – state unemployment insurance is paid quarterly which can cause this line to occasionally trend over/under expected budget. YTD is at 1%.
- 63. CalPERS – includes retirement costs for employee pension plans through the California Public Employee Retirement System. Contributions are made monthly and an annual payment is made at the beginning of each fiscal year for the plan's unfunded accrued liability. YTD is at 21%.
- 64. OPEB Contributions – includes retirement costs for other post-employment benefits that provides medical, dental and vision coverage. There will be no OPEB contributions for the current fiscal year as the Public Agency Retirement Services (PARS) trust is fully funded.
- 65. EE & Retiree Health Insurance – includes the cost of health, dental, vision, life, and disability insurance for current employees as well as health insurance for retired employees. YTD is at 24%.
- 66. **TOTAL PERSONNEL EXPENSES**
- 67. **TOTAL EXPENSES**
- 68. **NET INCOME / (LOSS) BEFORE DEBT SERVICE & CAPITAL EXPENSES** – Financially, the District has performed as expected through September 2023.
- 69. Less: Total Debt Service – includes interest and principal payments on outstanding District debt as well as related administrative expenses. Interest payments on outstanding debt are made twice per year (December/June).
- 70. Less: CalPERS (Bond Debt Savings) – includes bond debt refunding savings for paying down the CalPERS unfunded accrued liability. Payments are made in December and June.
- 71. Less: Capital Expenses (Current-Year) – includes expenses related to current-year district projects and capital assets, excluding projects funded by bond proceeds (debt). YTD is at 5%.
- 72. **CASH INCREASE / (DECREASE)**

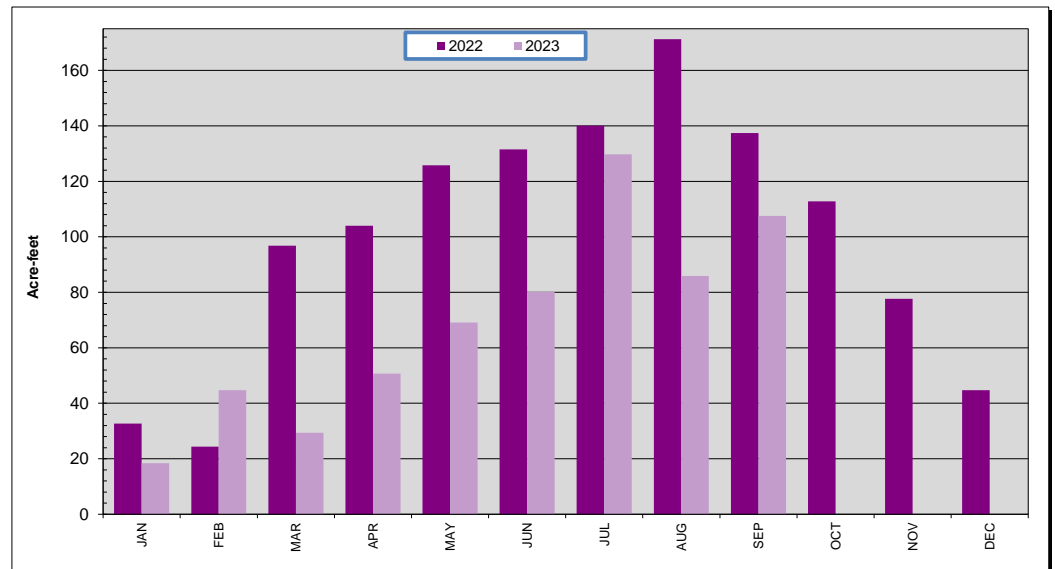
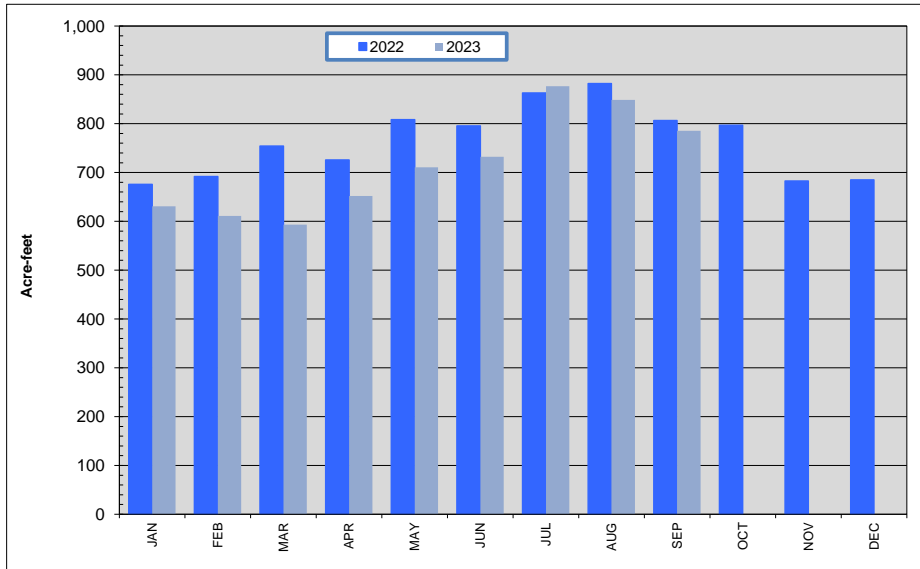


Water Purchases for CY 2023 (Acre-feet)



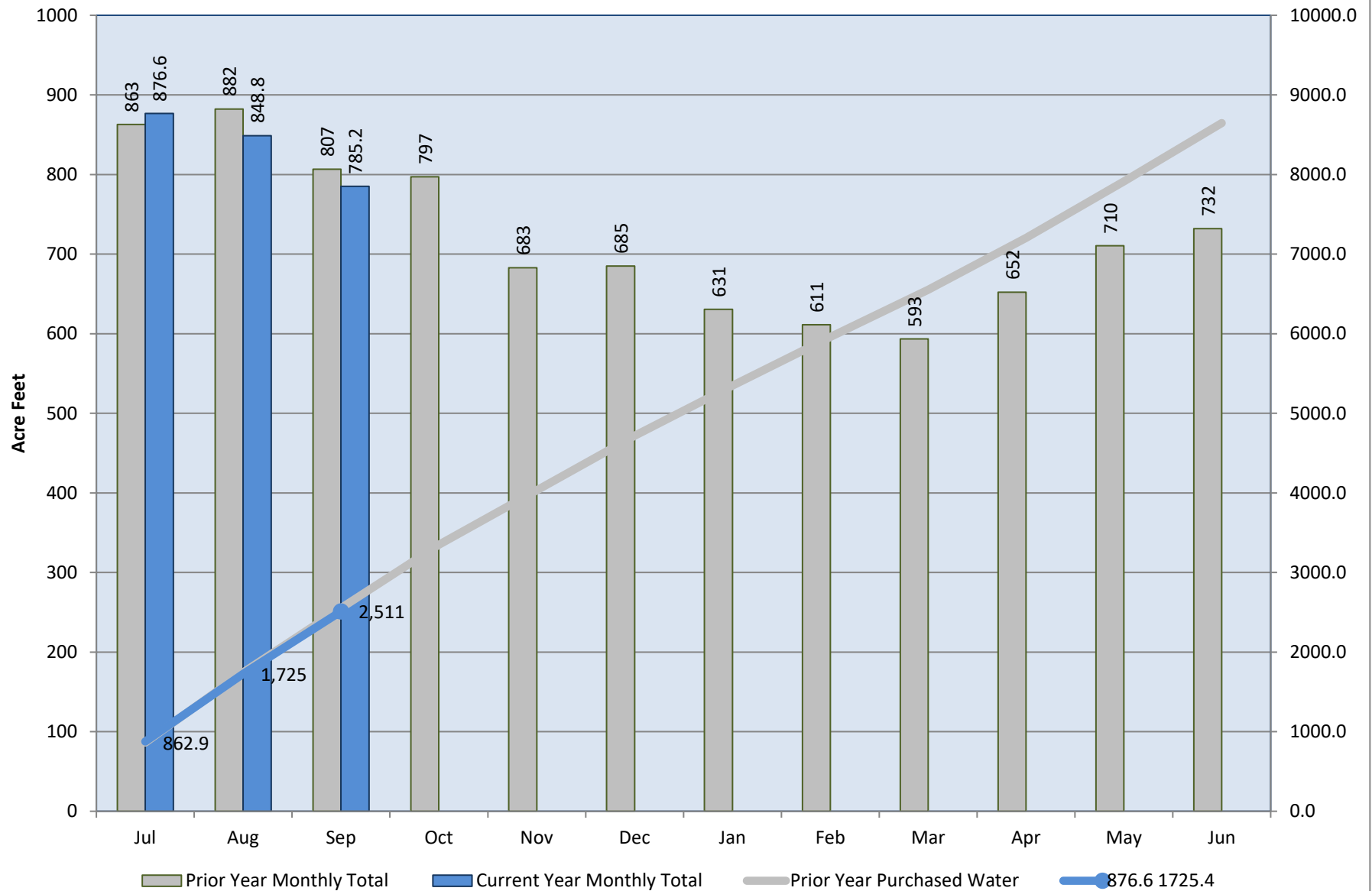
	POTABLE SYSTEM						TOTAL
	WBS	LHH	PM-9	PM-22	JWL		
					PM-15	Miramar	
JAN	162.2	0.0	0.0	149.5	217.1	101.9	630.7
FEB	155.9	0.0	0.0	141.0	270.7	43.5	611.1
MAR	169.1	0.0	0.0	188.9	97.9	137.4	593.3
APR	158.2	0.0	0.0	215.2	77.5	201.1	652.0
MAY	192.8	0.0	7.3	235.4	74.5	200.5	710.5
JUN	169.5	0.0	0.0	242.4	87.3	232.8	732.0
JUL	78.1	0.0	0.0	342.0	197.4	259.1	876.6
AUG	0.0	0.0	0.0	251.3	384.6	212.9	848.8
SEP	0.0	0.0	0.0	339.1	256.9	189.2	785.2
OCT							0.0
NOV							0.0
DEC							0.0
TOTAL	1,085.8	0.0	7.3	2,104.8	1,663.9	1,578.4	6,440.2

RECYCLED SYSTEM							TOTAL
Well 1	Wet Well	WVWD	Industry	Potable Make-up	Nogales Dewatering	Fullerton Dewatering	
1.1	2.0	0.0	0.0	0.0	15.3	0.0	18.4
8.5	13.1	1.0	9.2	0.0	12.9	0.0	44.7
8.5	0.4	0.0	2.8	0.0	17.7	0.0	29.4
16.9	15.9	1.0	0.9	0.0	16.0	0.0	50.7
27.1	22.2	1.0	3.5	0.0	15.3	0.0	69.1
21.2	40.0	2.0	3.3	0.0	13.7	0.0	80.2
22.7	22.6	2.0	67.8	0.0	14.6	0.0	129.7
19.7	12.3	3.0	36.3	0.0	14.6	0.0	85.9
28.5	15.9	3.0	56.7	0.0	3.4	0.0	107.5
							0.0
							0.0
							0.0
							0.0
154.2	144.4	13.0	180.5	0.0	123.5	0.0	615.6



Potable Water Purchases For FY 2023-2024

(Acre-feet)



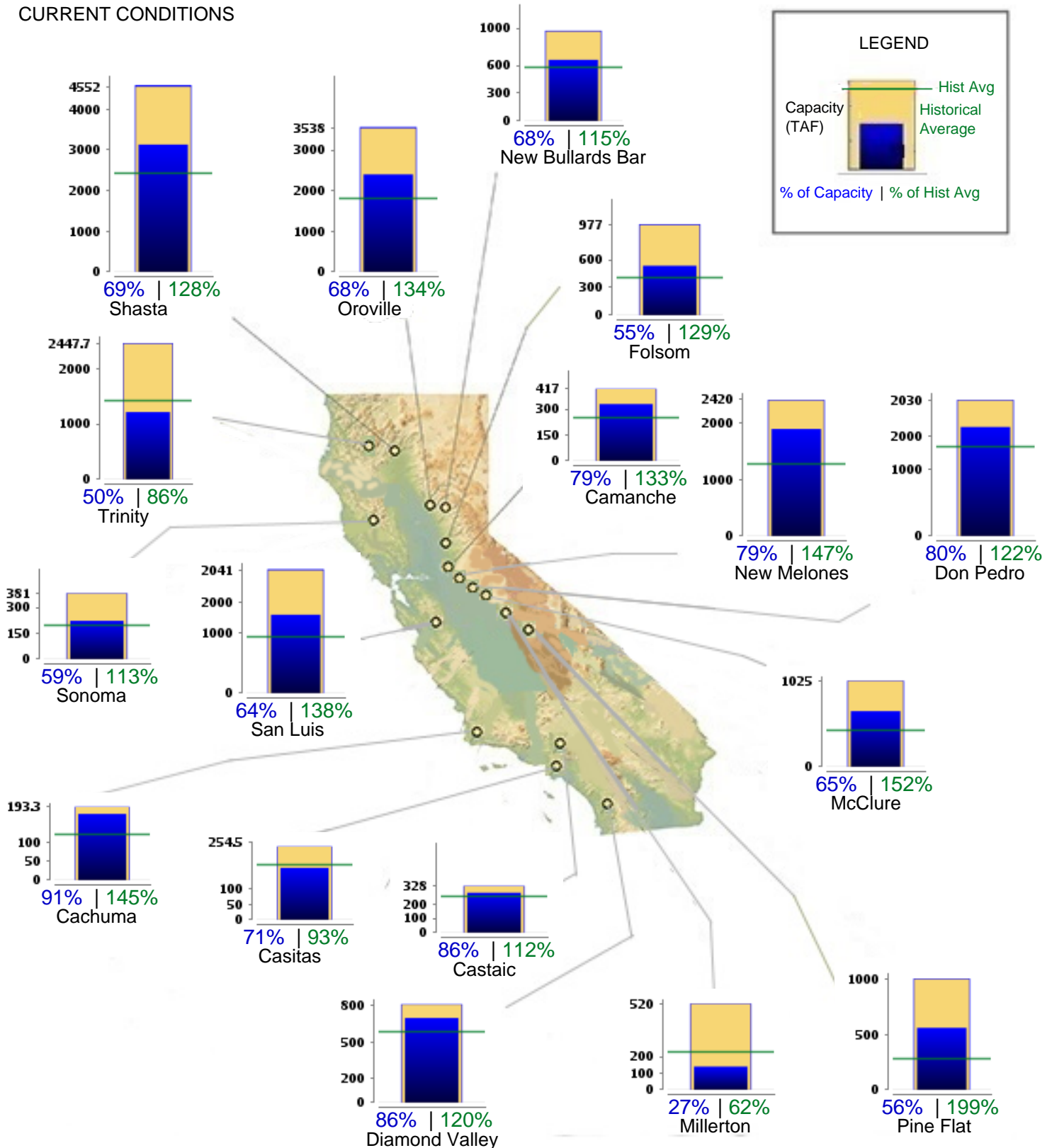


CURRENT RESERVOIR CONDITIONS

CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - November 6, 2023

CURRENT CONDITIONS





October 2023-DIRECTOR REIMBURSEMENTS

Director	Date of Meeting/Event	Meeting/Event Attended	Reimbursement	No Charge	Additional Comments (Submit expense report if claiming mileage and/or meal reimbursement)
Anthony J. Lima					
	10/4/2023	TVMWD Board Meeting	\$230.00		Mileage
	10/5/2023	PBWA	\$230.00		
	10/10/2023	RWD Board Meeting	\$230.00		
	10/12/2023	P-W-R Joint Water Line	\$230.00		Mileage
	10/18/2023	TVMWD Board Meeting	\$230.00		Mileage
	10/21/2023	Buckboard Days Parade		X	
	10/24/2023	RWD Special Board Meeting - Sexual Harassment Avoidance Training (AB 1825 & 1661 Compliance)	\$230.00		
		TOTAL PAYMENT	\$1,380.00		
John Bellah					
	10/4/2023	TVMWD Board Meeting	\$230.00		Mileage
	10/10/2023	RWD Board Meeting	\$230.00		
	10/16/2023	RHCCC	\$230.00		
	10/18/2023	TVMWD Board Meeting	\$230.00		Mileage
	10/21/2023	Buckboard Days Parade		X	
	10/24/2023	RWD Special Board Meeting - Sexual Harassment Avoidance Training (AB 1825 & 1661 Compliance)	\$230.00		
	10/26/2023	TVMWD Leadership Breakfast		X	
		TOTAL PAYMENT	\$1,150.00		
Robert W. Lewis					
	10/5/2023	PBWA	\$230.00		
	10/10/2023	RWD Board Meeting	\$230.00		
	10/11/2023	LAFCO		X	
	10/21/2023	Buckboard Days Parade		X	
	10/24/2023	RWD Special Board Meeting - Sexual Harassment Avoidance Training (AB 1825 & 1661 Compliance)	\$230.00		
		TOTAL PAYMENT	\$690.00		
Szu Pei Lu-Yang					
	10/10/2023	RWD Board Meeting	\$230.00		
	10/11/2023	RWD Project Meeting	\$230.00		
	10/21/2023	Buckboard Days Parade		X	
	10/24/2023	RWD Special Board Meeting - Sexual Harassment Avoidance Training (AB 1825 & 1661 Compliance)	\$230.00		
		TOTAL PAYMENT	\$690.00		
Vanessa Hsu					
	10/24/2023	RWD Special Board Meeting - Sexual Harassment Avoidance Training (AB 1825 & 1661 Compliance)	\$230.00		
		TOTAL PAYMENT	\$230.00		

APPROVED FOR PAYMENT:

Tom Coleman

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA
EDISON

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO

SOUTHERN CALIFORNIA EDISON COMPANY

2 INNOVATION WAY, 2nd FLOOR
POMONA, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF
EASEMENT**

DOCUMENTARY TRANSFER TAX \$ NONE VALUE AND CONSIDERATION LESS THAN \$100.00.		DISTRICT Covina	SERVICE ORDER TD2081401	SERIAL NO.	MAP SIZE
SCE Company		GVM MT-2367-G	APPROVED:	BY	DATE
SIG. OF DECLARANT OR AGENT DETERMINING TAX FIRM NAME		APN 8709-023-904	VEGETATION & LAND MANAGEMENT	SLS/BT	02/27/2023

ROWLAND WATER DISTRICT, and agency holding title as ROWLAND AREA COUNTY WATER DISTRICT, (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence, data and/or communications (eg. through fiber optic cable), in, on, over, under, across and along that certain real property in the County of Los Angeles, State of California, described as follows:

A 6.00 FOOT WIDE STRIP OF LAND LYING WITHIN LOT 5 OF C. M. WRIGHT TRACT, AS PER MAP RECORDED IN BOOK 5, PAGE 75 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTERLINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

COMMENCING AT THE NORTHERLY TERMINUS OF THAT CERTAIN COURSE SHOWN AS "*NORTH 07°57'34" EAST 142.85 FEET*" IN THE WESTERLY LINE OF LOT 49 OF TRACT NO. 41684, AS PER MAP FILED IN BOOK 1053, PAGES 6 THROUGH 12 OF MAPS, IN THE OFFICE OF SAID COUNTY RECORDER; THENCE LEAVING SAID CERTAIN COURSE, NORTH 82°02'26" WEST 50.70 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE WEST 87.79 FEET; THENCE SOUTH 45°00'00" WEST 16.00 FEET TO A POINT OF ENDING.

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO JOIN AT THE ANGLE POINT.

It is understood and agreed that the above description is approximate only, it being the intention of the Grantor(s) to grant an easement for said systems as constructed. The centerline of the easement shall be coincidental with the centerline of said systems as constructed in, on, over, under, across, and along the Grantor(s) property.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor further grants, bargains, sells and conveys unto the Grantee the right of assignment, in whole or in part, to others, without limitation, and the right to apportion or divide in whatever manner Grantee deems desirable, any one or more, or all, of the easements and rights, including but not limited to all rights of access and ingress and egress granted to the Grantee by this Grant of Easement.

EXECUTED this ____ day of _____, 20__.

GRANTEE

SOUTHERN CALIFORNIA EDISON COMPANY,
a corporation

Signature

Print Name

Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.
--

State of California)

County of _____)

On _____ before me, _____, a Notary Public, personally appeared

_____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

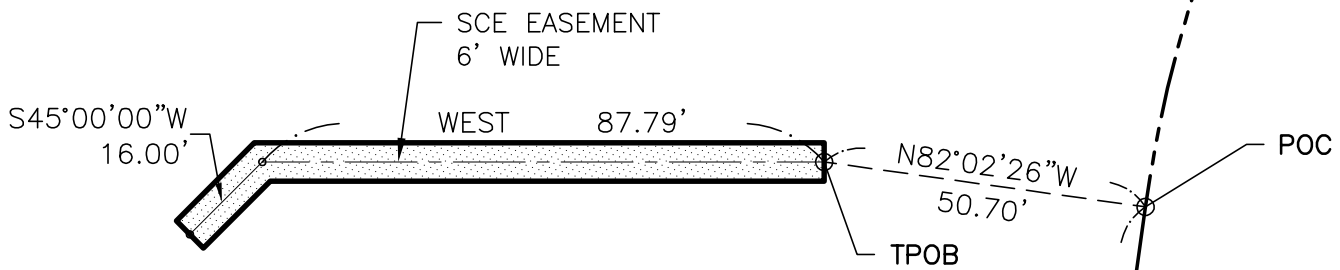
I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)



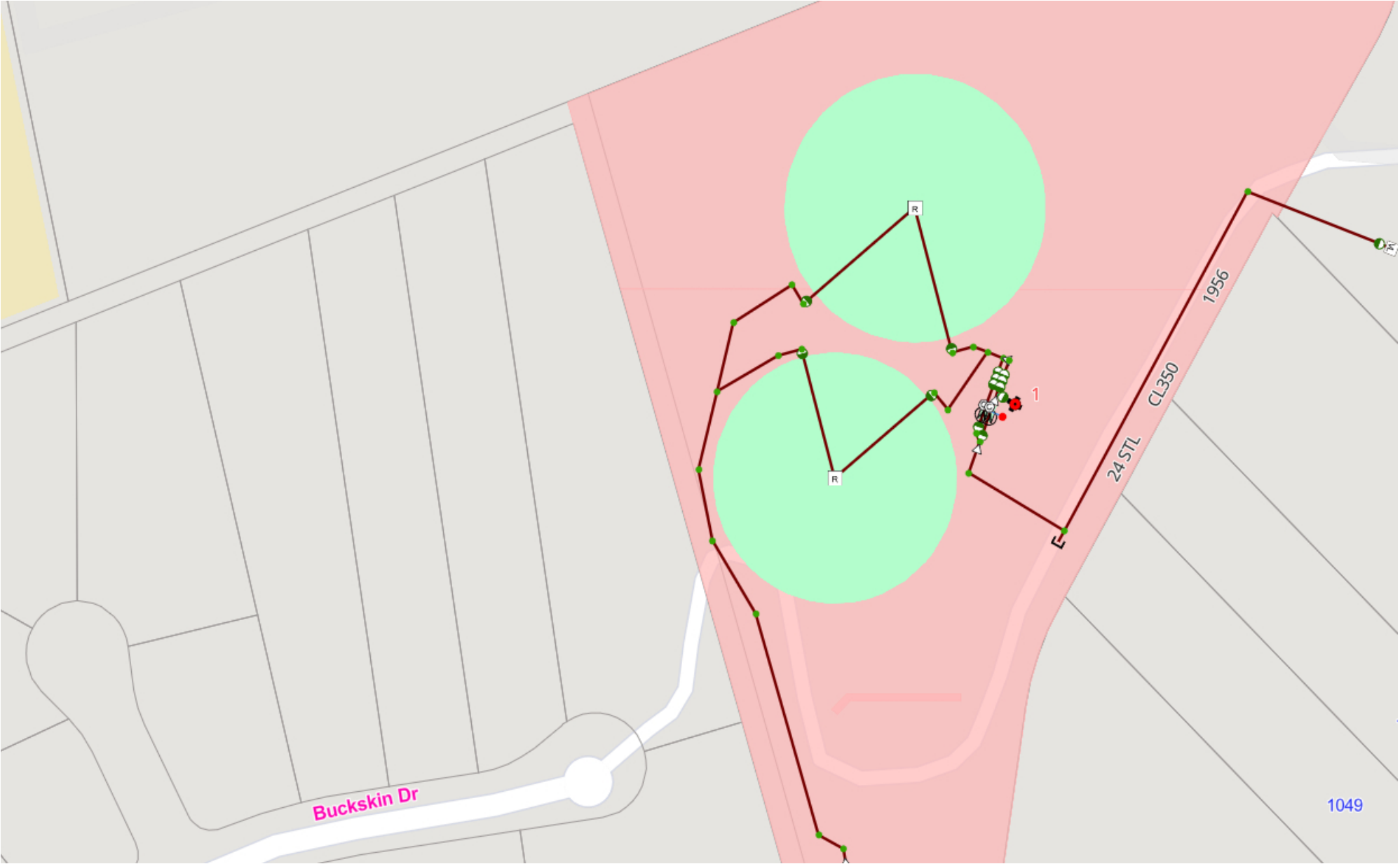
**POR. LOT 5 OF
C. M. WRIGHT TRACT
M.B. 5 / 75
LOS ANGELES CO.**



**LOT 49 OF
TRACT NO. 41684
M.B. 1053 / 6-12
LOS ANGELES CO.**

SCE EASEMENT	
DSE802251193	TD2081401
SLS/BT	02/27/2023

Default Title



1" = 127 ft

Sub Title

10/12/2023



This map may represents a visual display of related geographic information. Data provided here on is not guarantee of actual field conditions. To be sure of complete accuracy, please contact the responsible staff for most up-to-date information.



RESOLUTION NO. 11-2023

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROWLAND WATER DISTRICT AMENDING THE POLICIES, RULES AND REGULATIONS APPLICABLE TO DISTRICT EMPLOYEES

WHEREAS, the General Manager and executive staff have undertaken a review of the District's Rules and Regulations governing District Personnel and has requested the law firm of Best Best & Krieger to review the Rules and Regulations and to advise the District on whether changes are needed; and,

WHEREAS, based upon the review, **Best Best & Krieger** have recommended certain modifications to the District's Rules and Regulations to align the document with current legal requirements;

WHEREAS, the District's Personnel Rules and Regulations have not been updated since 2015. In the time that has since passed, significant legal changes have occurred for employers in the State of California. Consequently, the District is now integrating revisions into the following sections to ensure that the document complies with current legal requirements. The referenced District's Rules and Regulations, as well as the Employee Acknowledgement, are incorporated as reference herein.

WHEREAS, the Board of Directors has reviewed the recommended changes and additions and has determined that the policies of the District governing District employees should be amended consistent with the recommendations of the General Manager and Best Best & Krieger, and that the standalone policies in the District Personnel Rules and Regulations be updated to reflect the amended policies of the Board.

NOW THEREFORE, be it resolved by the Board of Directors of the Rowland Water District that:

A. The Personnel Rules and Regulations of the District governing employees of the District be amended as follows effective January 1, 2024:

1. Purpose and Administration: Section 1

The District hereby incorporates revisions to Section 1 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

2. Employment and Separation: Section 2

The District hereby incorporates revisions to Section 2 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

3. Compensation, Hours and Benefits: Section 3

The District hereby incorporates revisions to Section 3 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

4. Time Off: Section 4

The District hereby incorporates revisions to Section 4 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

5. Employee Rights: Section 5

The District hereby incorporates revisions to Section 5 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

6. Employee Standards of Conduct: Section 6

The District hereby incorporates revisions to Section 6 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

7. Discipline: Section 7

The District hereby incorporates revisions to Section 7 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

8. Performance Evaluation: Section 8

The District hereby incorporates revisions to Section 8 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

9. Right to Amend, Delete or Suspend: Section 9

The District hereby incorporates revisions to Section 9 of the Personnel Rules and Regulations to ensure the document aligns with current legal requirements. The referenced

District's Rules and Regulations as amended as well as the Employee Acknowledgement are incorporated herein.

B. Any standalone policies in the District Personnel Rules and Regulations that are amended by the changes to the policies in Section A of this Resolution are hereby updated to reflect those changes.

PASSED, APPROVED, AND ADOPTED at the regular meeting of the Board of Directors held November 14, 2023, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

SZU PEI LU-YANG
Board President

ATTEST:

TOM COLEMAN
Board Secretary and General Manager



PERSONNEL RULES and REGULATIONS

3021 Fullerton Road

Rowland Heights, CA 91748

(562) 697-1726

(Revised and Adopted November 14, 2023)

PERSONNEL RULES AND REGULATIONS

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SECTION 1. PURPOSE AND ADMINISTRATION

1.1 Purpose and Introduction

For employees who are commencing employment with the Rowland Water District (hereinafter the "District"), let me extend a warm and sincere welcome. For employees who have been with us, thank you for your past and continued service.

These Personnel Rules and Regulations (hereinafter "personnel policy") is designed to help employees get acquainted with the District. It describes some basic terms and conditions of employment with the District.

Employees are expected to read these personnel policies carefully and to know and understand its contents. The District reserves the right to make changes to this Handbook. Employees are responsible for knowing about and understanding those changes once they have been disseminated. The District also reserves the right to interpret the provisions of this Handbook. For this reason, employees should check with the Human Resources Department to obtain information regarding specific employment guidelines, practices, policies or procedures.

Employees should not interpret anything in this policy manual as creating a contract or guarantee of continued employment. In addition, these personnel policies are not intended to cover all possible situations that may arise in your employment relationship with the District.

The personnel policies are the property of the District and are intended for the personal use and reference by employees of the District.

Every employee is responsible for completing the following within two weeks of receiving these policies: reading and signing the Acknowledgment Form and returning it to the Human Resources Department. This Acknowledgment Form contains important points for employees and provides the District with a record that each employee has received this Handbook.

1.2 Equal Opportunity Employment

The District is an Equal Opportunity Employer that does not discriminate on the basis of race (including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship status, age (40 years and older), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity and expression (including transgender identity and expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning (or is perceived to be transitioning), sexual orientation, sex stereotyping, reproductive health decision making (protected under section 12920 of the Government Code in California) marital status, domestic partner status, military service and veteran

status, physical and/or mental disability (including HIV and AIDS), legally protected medical condition or information (including genetic information,) protected medical leaves (requesting or approved), status as a victim of status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, or any other basis protected by local, state or federal laws. Any such discrimination is unlawful and all persons involved in the operations of the District are prohibited from engaging in this type of conduct. Please contact the Accounting/Customer Service/ Human Resources Manager if you have any questions or concerns.

The District's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Service/Human Resources Manager. To ensure our workplace is free of artificial barriers, violation of this policy including any improper retaliatory conduct will lead to discipline, up to and including discharge. All employees must cooperate with all investigations conducted pursuant to this policy.

The District utilizes the same complaint procedures for complaints of discrimination as it does for complaints of harassment. Please see the separate policy prohibiting employee harassment. California law and the District also prohibit retaliation against any employee for making a good faith complaint of discrimination or for cooperating, assisting, testifying, or participating in any of the discrimination complaint procedures in the separate policy prohibiting employee harassment.

1.3 Reasonable Accommodation Policy

To carry out the District's commitment to providing equal opportunity for all applicants and employees, the District will provide reasonable accommodations, including as required under applicable laws, in accordance with this policy.

Reasonable Accommodations Related to Disability and Religion: The District will provide reasonable accommodations for applicants and employees with disabilities in accordance with the Americans with Disabilities Act (the "ADA") and California law, and for applicants and employees based on their sincerely-held religious beliefs, practices, or observance under state and federal law. Employees seeking such accommodations should promptly notify the District's Human Resources Department.

Reasonable Accommodations Relating to Pregnancy: The District will provide reasonable accommodations to employees who are affected by a pregnancy, childbirth, or related medical conditions, as medically advisable. Such accommodations may consist of:

- Modified work duties or a modified schedule to permit earlier or later hours or more frequent breaks; stools, chairs or other furniture; modified or acquired equipment or devices; reduced work hours; or other accommodations,
- Temporary transfers to a less strenuous or less hazardous position, if such transfer can be reasonably accommodated, or
- A “Pregnancy-Related Disability Leave” if the employee is disabled by pregnancy, as described in the District’s leave of absence policy.

Employees seeking a pregnancy-related accommodation, including transfer under this policy, should notify the District’s Human Resources Department. This notice must be timely and be provided by employees in advance when the need for reasonable accommodation is foreseeable; in all other circumstances, notice must be provided as soon as practicable. Failure to give advance notice when the need is foreseeable may delay the reasonable accommodation or transfer until 30 days after the date the employee provides notice (unless such delay would endanger the health of the employee, her pregnancy or her coworkers).

Reasonable Accommodations for Victims of Domestic Violence, Stalking, or Sexual Assault: The District will also provide reasonable accommodations for an employee who is the victim of domestic violence, stalking or sexual assault if: (i) the employee has disclosed that status to the District, and (ii) the employee requests an accommodation for the employee’s safety while at work.

In such circumstances, the District will engage, in good faith, in a timely and interactive process with the employee to determine an effective reasonable accommodation. In this process, the employee may be asked to provide: (i) a written statement, signed by the employee or someone acting on the employee’s behalf, certifying that the accommodation is for the purposes stated above, and (ii) a certification confirming the employee’s status as a victim of domestic violence, sexual assault or stalking. Six months after the date of each previous certification, the District may request a recertification of such status. The District will maintain any such certification as confidential if it identifies the employee as a victim of domestic violence, sexual assault or stalking, disclosing such information only as required by law, or as needed to protect the employee’s workplace safety, and with prior notice of such disclosure to the employee.

Retaliation and Discrimination Prohibited: The District prohibits discrimination, discharge, retaliation, or any other unlawful acts against an individual because such person requests or receives an accommodation under this (or another applicable) policy, or because such individual engaged in any other conduct protected by the law. Additionally, as addressed in the District’s separate policy on harassment, discrimination and retaliation, the District prohibits unlawful harassment, discrimination or retaliation against any employee on the basis of an individual’s disability, religion, religious creed, sex (including pregnancy, childbirth

and related medical conditions), status as a victim of domestic violence, sexual assault or stalking, or any other status as protected by law.

1.4 Criteria for Selection and Promotion

The District is an Equal Opportunity Employer and shall select, retain and promote employees on the basis of knowledge, fitness, merit, and efficiency and by selecting the candidate that is best qualified for the available position. Employees selected for certain positions may be required to fulfill a probationary period, as explained more fully herein.

1.5 Nepotism

A spouse or domestic partner of a District employee may not be precluded from employment unless there is a supervision, safety, security or morale problem involved in the placement of the employee in the same department as a spouse or domestic partner, creating a potential conflict of interest or other hazards greater for married couples or domestic partners than for other persons.

If a District employee marries another person employed by the District within the same department, both employees shall be allowed to retain their respective positions provided that a supervisory relationship does not exist between the couple. During the period of employment, no supervisory position shall exist between the two employees. For the purpose of this section, a supervisory relationship shall be defined as one in which one person exercises the right to control, direct, reward, or punish another person by virtue of the duties and responsibilities assigned to his or her position.

The District also retains the right to refuse to place both spouses in the same department, division or facility where such has the potential to create adverse impact on supervision, safety, security or morale or involves potential conflicts of interest.

Where the circumstances mandate that two spouses shall not work together, the General Manager will attempt to transfer one spouse to a similar position in another department. Although the wishes of the involved parties as to which spouse is to be transferred will be given consideration by the General Manager, the controlling factor in determining which spouse is to be transferred shall be the positive operation and efficiency of the District. If any such transfer results in a reduction in salary or compensation, the same shall not be considered disciplinary in nature and shall not be the subject of any form of administrative appeal.

1.6 Application of Personnel Policies

Unless specifically stated otherwise, the District's personnel rules and regulations shall apply to all officers and exempt and non-exempt employees with exception to members of the Board of Directors, the General Manager, at-will employees,

temporary employees, uncompensated volunteers, or persons contractually engaged to supply expert, professional, technical or similar services.

Section 5 (Employee Rights) and Section 6 (Employee Standards of Conduct) apply to all members of the Board of Directors, the General Manager, officers, exempt and non-exempt employees, at-will employees, temporary employees, uncompensated volunteers, and persons contractually engaged to supply expert, professional, technical or similar services.

The Board has delegated to the General Manager the authority to provide day-to-day supervision of employees. The General Manager shall have the authority to hire, fire, assign duties to, and direct the activities of all District employees. The General Manager shall also have the authority to establish District employee positions and job classifications subject to periodic review of the Board.

1.7 No Contract Created

These rules do not create any contract of employment, express or implied, or any right in the nature for a contract. This manual does not intend to constitute a guaranty of future employment.

SECTION 2. EMPLOYMENT AND SEPARATION

2.1 Employee Status

On original appointment every employee except at-will employees, shall serve a probationary period of six (6) months of actual and continuous service. Probation may be extended by an additional six (6) months upon written notice to the employee. Every employee shall be at-will during the course of his or her probationary period and may be discharged with or without cause, without right of appeal or so-called Skelly rights. If the employee's performance is satisfactory during the probationary period, the employee shall be considered a full-time permanent employee on the first day of the month following the completion of the probationary period.

At the discretion of the Supervisor, the full-time permanent employee may receive a merit increase upon satisfactory completion of the probationary period. Employee's eligibility for benefits shall vest pursuant to the period outlined in policy or as required by law, regardless of any probationary period.

All promotional appointments shall be tentative and subject to a new probationary period of: six (6) months of actual and continuous service. Probation may be extended by an additional six (6) months upon written notice to the employee. At the end of any two-month period of probation the supervisor will prepare a statement of appraisal including a report on performance with the probationer.

If, at any time during the probation period, the probationer has not performed the duties of the position in a satisfactory manner, then the employee may be discharged.

The immediate supervisor shall file a recommendation with the General Manager stating that the retention of such probationer in the position is not desirable. The General Manager will evaluate the recommendation, and if necessary, process the discharge of such probationer.

At-will employees do not serve a probationary period. Their employment is always at the will of the Board of Directors or the General Manager. They can be terminated at any time without cause or right to appeal. The current and only list of at-will employees includes: the General Manager and temporary and part-time employees. At its sole discretion, the District may designate any new or unfilled position as at-will.

2.1.1 Objective of Probationary Period

The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing an employee's work for securing the most effective adjustment of a new employee to his/her position, and for rejecting any probationary employee, for any reason, including but not limited to a determination

that the probationary employee's performance does not meet the required standards of work or that the needs of the District have changed. A probationary employee's employment may be terminated at any time without cause or right of appeal.

2.1.2 Rejection of a Probationer After Promotion

Any full-time permanent employee rejected during the probationary period following a promotional appointment shall be reinstated to the position from which he/she was promoted provided that the position has not been filled and is still available, unless a formal employee evaluation is prepared and he/she is discharged or demoted to an open position for cause in the manner provided in the Personnel Rules and Regulations.

2.1.3 Production and Distribution Stand-By Policy

Designated employees who, as part of their duties, are responsible for the operations and maintenance of District facilities are required, at assigned times, to be available for work during non-regularly scheduled hours. All field classified employees are subject to rotating stand-by duty assignments. When assigned stand-by duty, the employee must be fit for work, locally available, and reachable by District supplied cell phone..

Stand-by will be one week in duration (7 days), commencing at 7:00 A.M. Wednesday until 7:00 A.M. the following Wednesday. In the event a holiday falls on Wednesday, the next scheduled person will take over the stand-by responsibility at 4:30 P.M. on the previous Tuesday.

In the event of illness, injury, etc., if the person cannot stand their duty or remain on duty, the person next in rotation will take over, unless other arrangements are made.

2.1.4 Residency Policy for Field Employees

To ensure that designated District employees can quickly respond to an emergency event, all field classified employees assigned to standby duty must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from the employee's residence shall be estimated by Google maps or some equivalent software and approved by employee's supervisor.

2.1.5 Full-Time/Part-Time/Temporary

Full-time employees are employees who are regularly scheduled to work an average of thirty (30) hours per week or more. This category includes employees who work alternative work schedules.

Part-time employees are employees whose regularly scheduled hours of work are less than thirty (30) hours per week. Part-time schedules at the District are currently twenty (20) hours or less. Part-time employees are “at-will” employees.

Temporary employees are employees who are hired to work on a temporary or casual basis. Temporary employees are “at-will” employees.

2.2 Termination of Employment

2.2.1 Discharge

An employee who is within the probationary period or who is at-will may be discharged at any time without cause by the General Manager, and without right of appeal.

The General Manager shall have the authority to discharge any employee for cause, after the employee has completed the original probationary period following his/her hiring. “Cause” shall mean failure to satisfactorily perform the duties of the position or misconduct by the employee.

2.2.2 Layoff

At the discretion of the General Manager or in the judgment of the Board of Directors, the District, at any time, may layoff any full time permanent employee as the result of staffing reorganization, reductions in funding sources, or a general reduction in work loads. The layoff process will take into account the employee’s ability and performance with the District and an employee who is laid-off will not have the right of appeal.

2.2.3 Resignation

An employee who wishes to leave the District’s employ in good standing shall submit a written resignation to his/her supervisor at least two (2) weeks prior to the day of resignation. Prior to leaving their employment with the District, the employee shall undergo an exit interview.

SECTION 3. COMPENSATION, HOURS AND BENEFITS

3.1 Determination of Compensation

Upon recommendation of the General Manager, the Board shall periodically review and establish compensation levels for all district employees.

3.2 Hours of Operation

The Board has adopted an alternative work schedule, which consists of nine-hour work days Monday through Thursday of each week from 7:00 A.M. to 4:30 P.M.; eight-hour work days on alternate Fridays from 7:00 A.M. to 3:30 P.M. and the remaining Fridays, the District will be closed. The designated Fair Labor Standards Act (FLSA) work week shall begin at 12:01 p.m. on Friday and end at 12:00 noon the following Friday.

3.3 Overtime

The District is subject to the federal FLSA standard for overtime. All employees who are classified as “non-exempt employees,” as defined under applicable laws or regulations, will be eligible for overtime pay. Exempt employees are not entitled to overtime pay. Overtime is typically defined under federal law as hours worked by non-exempt employees in excess of forty (40) hours in a workweek. As a public employer, the District is largely exempt from the state overtime regulations. Overtime must be approved by a supervisor/manager in advance before it is worked. Please note that only actual hours worked in a given workday or work week apply in calculating overtime. In other words, sick leave, vacation, holidays, or other paid time off is not considered hours worked for purposes of calculating overtime.

Overtime may be required of employees when deemed to be in the best interest of the District. The provision of a reliable water supply is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could constitute cause for termination. No overtime is due when an employee works only the regularly scheduled hours under the alternative workweek.

3.3.1 Emergency Overtime

Emergency or unscheduled overtime work must be authorized by the employee’s immediate Supervisor, who shall report the event to the General Manager as soon as practical, but no later than the next workday. The Supervisor shall report employee name(s), hours worked, location of emergency and the reason for the overtime costs. In emergency situations whereby prior authorization cannot be

obtained and immediate action is necessary, the employee shall notify his/her supervisor after the overtime is worked, but no later than the end of the employee's next scheduled working day, that he/she worked the emergency overtime and the reasons why he/she could not obtain prior authorization before working the overtime.

3.3.2 Scheduled Overtime

Overtime, other than emergency overtime, shall be scheduled by the Supervisor. Scheduled overtime may be authorized by the Supervisor only after prior approval of the General Manager.

3.3.3 Payment for Overtime

- a. Overtime is time worked in excess of forty (40) hours in the FLSA work week, as that week is defined in Section 3.2, or in excess of the full-time employee's regularly scheduled day. Overtime is generally paid at time and a half their regular rate of pay. Pursuant to District policy, the District will pay double an employee's regular rate of pay for hours worked beyond twelve (12) hours in a single workday.
- b. Holiday hours, sick leave, and vacation hours shall not be considered hours worked for purposes of computing overtime pay.
- c. When an employee is called back to work after returning home or is called to work on a day when he/she would normally be off duty, or is called to work on a shift to which he/she is not assigned, he/she shall be paid a minimum of one hour of pay at the overtime rate (time and a half their regular rate of pay) even though he/she works less than one hour. Should an employee so called to work be recalled after having been released from work, he/she will again be paid a minimum of one hour of pay at the overtime rate provided he/she worked at least one hour during the previous call to overtime duty, or one hour elapsed since the previous call to duty.
- d. Each Supervisor shall maintain a daily record of all overtime worked by employees in their section.

3.4 Compensation for Stand-by (Production)

2 hours of straight time will be paid for each 24-hour period of stand-by. In the event a Telemetry alarm condition occurs, the stand-by person is to access the telemetry system from home using the a laptop computer or iPad provided by the District; and, if possible, resolve the problem. Time spent by an employee to address a telemetry alarm from the employee's residence will be paid at a minimum of one-half hour straight time or actual time worked, whichever is greater. If the alarm condition cannot be resolved from home and the stand-by person is required to come into the District, a minimum of one (1) hour will be paid at time

and one-half, or actual time worked paid at time and one-half, whichever is greater for each call back, provided the next call back is after the initial hour has passed.

On closed Fridays, weekends and holidays, the employee on Stand-by shall access the Telemetry system at least three times per day, morning afternoon and evening, to make sure the District's facilities are operating properly. Each check will be paid at one-half hour straight time.

3.5 Compensation for Stand-By (Distribution)

Two (2) hours of straight time will be paid for each 24 hour period of stand-by. A minimum of one (1) hour paid at time and one-half, or actual time worked paid at time and one-half, whichever is greater for each call back, provided the next call back is after the initial hour has passed.

3.6 Pay Day

Employees shall be compensated twice a month on the business days nearest the 15th and the last day of the month.

3.7 Health, Dental, and Vision Insurance

For all full-time District employees who have successfully completed the original probationary period, or where otherwise required by law, the District will pay the full cost of health insurance coverage for the employee and his or her spouse and dependent(s) in accordance with a group plan provided for by the District. District paid health insurance is subject to the discretion of the Board of Directors, and the plan may be changed or the District may pay less than the full cost of coverage. The District shall provide such benefits by the ninetieth (90th) day of employment, regardless of the employee's probationary status. The District also provides a group dental and vision program, and pays all of the premiums for the employee and dependent(s) at the discretion of the Board of Directors. The District can modify the group dental and vision program or pay less than the total cost of coverage.

3.8 Life Insurance

The District provides a life insurance benefit to all full-time District employees who have successfully completed six months of employment. As of the time the policy was drafted, general full-time District employees and Board of Directors are provided a maximum of \$50,000.00 life insurance benefit. General full-time District employees and Board of Directors are able to purchase an additional \$50,000 of life insurance at their expense at the District rate. Managers and Directors are allowed to purchase an additional \$100,000 of life insurance at their expense at the District rate and the General Manager is allowed an additional \$150,000.

3.9 Long Term Disability Benefits

The District provides long term disability insurance to all full-time District employees, who have successfully completed the original probationary period, at the discretion of the Board of Directors and subject to change. The District currently pays all of the premiums for long-term disability insurance; however the District reserves the right to modify the plan or the District's contribution

3.10 Retirement Benefits

The District participates in the California Public Employees Retirement System (CalPERS). The following policy is intended as a guideline only. Employees should refer to CalPERS for information regarding specific retirement entitlements. Generally, for current employees hired BEFORE January 1, 2013 and for new employees previously members of CalPERS who have not had a break in service of greater than six (6) months the District pays 100% of the contributions, both employer and employee contribution required by the plan. The District's contract with CalPERS provides employees with a 2.5% at 55, single highest year compensation retirement benefit. Social Security deductions are made from the employee's salary.

The table below provides information on the benefit formula, final compensation period and the employer and employee contribution rates effective January 1, 2013 for any employee hired AFTER January 1, 2013 who has not been a member of CalPERS or after a break in service of greater than six (6) months:

Benefit Formula	2% at Age 62
Final Compensation Period	36 consecutive months highest average pensionable compensation
Employer Contribution Rate	50% of the normal cost of the pension benefit
Employee Contribution	50% of the normal cost of the pension benefit

Social Security deductions are made from the employee's salary.

3.11 Retiree Health Benefits

- a. **Eligibility.** Current full-time employees hired before January 1, 2013, and new employees previously members of CalPERS since before 2013 who have not had a break in service of greater than six (6) months, are eligible for post-retirement medical, dental, and vision benefits, if, at the time of retirement, they have been employed by the District for a minimum continuous period of fifteen (15) years and have attained a minimum age of fifty (50) years. All other employees are eligible for post-retirement medical, dental, and vision benefits, if, at the time of retirement, they have been

employed by the District for a minimum continuous period of fifteen (15) years and have attained a minimum age of sixty-two (62) years.

An employee may also be eligible for retiree medical, dental, and vision benefits if, at the time of retirement from the District, the employee has at least twenty-five (25) years of service in the water utility industry, has been employed by the District for a minimum continuous period of five (5) years, and has attained a minimum age of fifty (50) years. For purposes of this benefit, "retirement from the District" means the employee's effective retirement date is within 120 days of separation from employment with the District and the employee receives either a service or disability retirement allowance from CalPERS resulting from his or her service to the District.

- b. **Coverage for Employee and Spouse.** The District will pay the full cost for the retiree for medical, dental, and vision insurance. The District will provide benefits for the spouse of a retired eligible employee if the retiree was either (1) employed by the District prior to July 1, 2009 or was (2) otherwise eligible because of his or her twenty five years of service in the industry pursuant to the second paragraph in section (a). The spousal benefits are provided until the death of the spouse, divorce from the retiree, or remarriage of either party.

Where an employee was eligible for retirement and the above-stated spousal benefits but passes away prior to retirement, the District will provide retiree health benefits to the surviving spouse of the deceased employee until the surviving spouse's death or remarriage. This benefit shall only be available to a surviving spouse if he or she was married to the eligible employee for at least one year prior to the employee's death.

- c. **Coverage for Dependents.** The District shall provide group medical insurance benefits at District expense for dependent children of retired eligible employees who are eligible for benefits for his or her spouse pursuant to paragraph (b). Dependent children mean unmarried children of the qualifying employee under nineteen (19) years of age and unmarried children between the ages of nineteen (19) and twenty-six (26) years who are IRS dependents of retired eligible employees.

Where an employee was eligible for retirement and the above-stated coverage for dependents but passes away prior to retirement, the District will provide the retiree health benefits to the surviving dependents of the deceased employee, so long as they would have qualified for such benefits except for the employee's passing and so long as they remain dependents of a surviving spouse who is covered pursuant to paragraph (b). This benefit shall cease upon coverage by any other source.

- d. **Coverage Upon Medicare Eligibility.** The District's coverage shall become secondary to Medicare or any other similar state or federal program

providing such benefits upon the employee's eligibility for Medicare or any other similar state or federal program.

- e. **Substitution of Coverage.** The Board of Directors retains sole discretion to substitute other major medical, vision and dental coverage for the coverages currently provided.

3.12 Deferred Compensation

Employees are eligible to participate in the offered deferred compensation plans. This is a voluntary program which can provide for future additional benefits and offer income tax advantages for employees. Information about the plan can be obtained at the District's headquarters.

3.13 Payment at Separation

Any full-time employee who resigns, is laid off for lack of work, lack of funds, reorganization, retires under the provisions of the Public Employee's Retirement Law, or enters upon an extended military leave without pay, shall be paid for all of his/her accumulated vacation leave and accumulated earned compensatory time. In addition, retirees shall be paid 50% for hours earned up to 352 hours of unused sick leave or 176 hours maximum. Rate of compensation for sick leave payout shall be current hourly rate.

If the employee should die, his/her estate shall be entitled to his/her pay for accumulated vacation, compensatory time, and 50% for hours earned up to 352 hours of unused sick leave or 176 hours maximum.

3.14 Travel Allowance

3.14.1 Definitions

"District-related business" for purposes of this policy shall mean any meeting, conference, workshop, seminar, work assignment, or other activity which a District employee is directed or authorized by his or her supervisor to attend or perform as a part of his or her duties for the District.

"Meals and miscellaneous expenses" for purposes of this policy shall not include alcoholic beverages.

3.14.2 Mileage

Employees shall be reimbursed for mileage driven when they use their personal vehicles to travel outside the District on District-related business. Reimbursement shall be paid at the rate established by the Internal Revenue Service, for actual miles driven while engaged in District-related business. Mileage driven for side trips for personal reasons shall not be reimbursed. The mileage reimbursement rate is intended to cover the cost of gasoline, vehicle maintenance, wear and tear,

repairs, and vehicle insurance and no separate reimbursement shall be allowed for such items. Mileage reimbursement shall be allowed only when determined by the supervisor that use of the employee's own vehicle for travel is the most efficient means of travel to the specific location. If the supervisor determines that another means of travel would be more cost-effective, the employee shall not be entitled to reimbursement for the difference between the mileage rate and the cost of less expensive travel if he or she elects to use his or her own vehicle. District employees who receive an automobile allowance shall not be entitled to reimbursement for mileage or other expenses incurred in the use of their personal vehicle for District business.

3.14.3 Meals

Employees shall be entitled to reimbursement for the reasonable cost of the employee's meals while the employee is out of the District on District-related business during normal meal times. Reimbursement for meals shall include actual expense for meals for the employee, but shall not include food, beverage, or entertainment of spouses or guests, unless such expense is authorized in advance by the General Manager. All meal expenses shall be itemized and supported by receipts, except that a receipt shall not be required if the individual expense is less than \$10.00. When the District pays for meals, which are included in a conference or seminar registration packet, the cost of outside meals will not be reimbursed.

3.14.4 Miscellaneous Expenses

Miscellaneous travel expenses, including, but not limited to telephone calls, shuttles, vans, taxies, car rental charges, parking fees, lodging, baggage handling, and tips shall be reimbursed to the extent that they are necessarily and reasonably incurred by the employee while traveling on District-related business. No reimbursement shall be made for expenses incurred in connection with spouses or guests, for entertainment or special activities provided in conjunction with conferences, or similar expenses not related to District business. Receipts shall be provided for all expenses and all expenses shall be itemized, except that a receipt shall not be required if the individual's itemized expense is less than \$10.00.

3.14.5 Maximum Reimbursements

Except in exceptional circumstances, (as determined by the General Manager) the maximum reimbursement for meals shall be \$75.00 per day and the maximum reimbursement for expenses for which the employee does not provide a receipt shall be \$25.00 per day.

3.15 Educational Reimbursement

The District shall reimburse up to \$7,500.00 per year, and not to exceed \$37,500 in total, of expenses actually incurred by a full-time permanent District employee for tuition, books, materials, parking, and other necessary and reasonable expenses of enrolling in and completing a qualifying course or courses. Qualifying

courses are those which are directly related to improving the employee's job skills or knowledge with respect to his or her current position, or which qualify him or her for advancement to a higher job classification.

3.15.1 Qualification for Reimbursement

In order to qualify for reimbursement, the course or courses must meet the following criteria.

- a. The course must pertain to a subject that will materially advance the employee's job skills or job-related knowledge or provide the employee with a job-related certification related to the employee's current position or to a position with the District to which the employee seeks promotion.
- b. The course must be provided by an accredited college, university, trade school, or other institution which is recognized to provide quality education or training and is qualified to issue the certificate or degree sought.
- c. The employee must complete the course with a grade of "C" or better if letter grades are given. If letter grades are not given, the employee must maintain a passing score necessary to qualify for any certificate for which the course is given.
- d. Prior to registering or enrolling for a course, the employee must provide the General Manager with the course description and a schedule of tuition, fees and costs for which reimbursement is requested, and obtain the prior written approval of the General Manager for the amount of reimbursable costs.
- e. By participating in the Educational Reimbursement Program, the employee commits to continue as a District employee for at least four (4) years after completing the course for which reimbursement is provided. In the event, the employee voluntarily leaves District employment less than four (4) years after completing the course for which reimbursement was provided, the employee shall refund to the District the entire amount paid by the District for reimbursement of costs for those courses completed less than four (4) years prior.
- f. Any employee choosing to participate in the Educational Reimbursement Program must first enter into an agreement with the District that is consistent with this policy. The agreement will make clear and the employee must acknowledge that he or she understands that a portion of the reimbursement of \$2,250 in any year is taxable income and is the responsibility of the employee. If no such agreement is entered into between the employee and the District, the District will have no obligation to provide any reimbursement described in the policy.

3.15.2 Reimbursable Costs

Subject to the maximum limit, the District shall reimburse 100% of costs actually and necessarily incurred by the employee for tuition, registration, parking permits, and other required fees and charges for a qualifying course(s), provided the employee obtained the prior approval of the General Manager. The District shall reimburse the costs of texts, publications, and other materials purchased by the employee which are required for a qualifying course. The total reimbursement to any individual employee under the Educational Reimbursement Program shall not exceed \$7,500.00 per fiscal, and under no circumstances may exceed \$37,500 in total. Reimbursement may be conditioned on the employee representing that he or she commits to remaining in the employ of the District for at least four (4) years from the date of finishing the course(s). The employee shall be entitled to retain any books and materials purchased for a qualifying course.

3.15.3 Request for Reimbursement

In order to receive reimbursement, the employee must submit a request with receipts for reimbursable costs, along with proof of completion of the eligible course with a grade of "C" or better, or a passing grade or score for courses which do not give letter grades. Reimbursement will be made within thirty-days of submittal of a request, provided the employee has met all requirements for eligibility.

3.16 Certification and Membership Fees

The District will pay for certification and membership fees for programs which improve the employees' knowledge and abilities as they relate to the District, provided the employee has obtained advance approval for the expense.

The General Manager shall have full responsibility in determining the necessity of said certification and memberships.

3.17 Boot Allowance

The District requires field employees to wear safety-toed shoes or suitable work boots. The District will provide an allowance/reimbursement for the cost of such shoes or boots to field employees. The allowance for safety-toed shoes or boots shall be \$450.00 per year for each employee, at a maximum of two pairs per year. The District shall reserve the right to increase the annual boot allowance up to 3% each year contingent upon the Consumer Price index as published by the US Department of Labor – Bureau of Labor Statistics. Any resulting increase shall be effective July 1st of each year. Such allowance shall also include in-soles and other related items that increase the life expectancy of the boot or as recommended by the District's Workers' Compensation carrier. An employee is not required to utilize their allowance but is expected to purchase new safety footwear as necessary. The Compliance and Safety Manager will authorize the purchase and review the safety boot/shoe specifications to determine if they meet the ANSI

requirements/ratings. Upon authorization the employee will be given a boot voucher; however, if the employee elects to not use the voucher provided reimbursement shall be paid to the employee upon submission of receipts for authorized boot expenses.

SECTION 4. TIME OFF

4.1 Compensatory Time

At the discretion of the General Manager, employees may accrue up to forty-four (44) hours of compensatory time in lieu of overtime.

Compensatory time is defined as time worked in excess of the work week as defined in Section 3.2 or in excess of the employee's regular work day. Accumulated hours shall be compensated on a time-and-a-half basis by taking compensatory time off at the mutual convenience of the District and the employee.

4.2 Holidays

The following holidays are "paid" days off for District full-time Employees:

* New Year's Eve Day	December 31st - 1/2 day
New Year's Day	January 1st
Martin Luther King Day	January 15th/Celebrated on a Monday
President's Day	3rd Monday in February
* Good Friday	Friday before Easter - 1/2 day
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Fourth Thursday in November and the Friday following
* Christmas Eve Day	December 24th - 1/2 day
Christmas Day	December 25th
* General Manager's Discretion	

If a holiday falls on a Friday that the District is scheduled to be open, then the District will be closed on that Friday. If a holiday falls on a Friday that the District

is closed, the holiday will be credited as a “floating” holiday. If a holiday falls on the Saturday following the Friday the District is scheduled to be open, the holiday will be observed that Friday. If a holiday falls on a Sunday, the following Monday will be observed. If a holiday falls on a Saturday following the normally closed Friday, the day will be credited as a “Floating” holiday (to be used within the current fiscal year between July 1st and June 30th.)

4.3 VACATION

4.3.1 Eligibility

Only full-time permanent District employees are entitled to a vacation benefit. All other employees, other than full-time, permanent District employees are not entitled to paid vacation and are not covered by this section.

4.3.2 Vacation Accrual

YEARS OF SERVICE		Vacation Hours Per Pay Period
From	To	Completion of (x) th year
Date of Hire	5th	3.3333
Beginning of 6th Year	15th	5.0000
Beginning of 16th Year	& more	6.67

4.3.3 Vacation Maximum

Unless preauthorized, in writing, by the General Manager, employees are not permitted to accumulate more than 240 hours of vacation leave. When an employee reaches the 240-hour threshold, the District will automatically compensate the employee for 80 hours, thus reducing their total vacation accrual to 160 hours.

4.3.4 Scheduled Use of Vacation

Vacations may not be taken during an employee’s first year of employment unless approved by their department head and/or the General Manager.

Vacation use shall be scheduled in as far in advance as possible and must have prior approval of the employee’s supervisor or the General Manager. Vacation scheduling can be subject to change based on the ability to minimally meet District service levels. Vacation days may be accumulated to a maximum of 240 hours. By December 31 of each year employees may request payment, at their current rate, of any portion of accrued vacation over 160 hours.

4.3.5 Holidays During Vacation

In the event of one or more holidays falling within an annual vacation leave, such holidays shall not be charged as vacation.

4.4 Leaves

For purposes of this section, excessive leave, absence or tardiness, as determined by the employee's supervisor or the General Manager, is a quantity of absences, leaves or tardiness that significantly affects an employee's job function. The District shall not count any protected leaves required by law toward the excessive leave, absence or tardiness standard.

4.4.1 Management Leave

Only the following exempt employees shall receive management time off without loss of compensation in lieu of overtime or any other compensation. Management leave is granted each July 1 and hours will accrue only to a maximum that is equivalent to one year's management leave for his/her applicable category. During employment, an exchange for the cash equivalent of any accrued management leave will not be allowed. Management time off will be treated the same as personal leave for scheduling and approval purposes. Said annual management leave is not accruable and the exempt employee will not be compensated for any portion which is not used. Any unused time as of June 30th of each year will be forfeited.

Exempt employees shall receive the following annual management leave:

General Manager	Pursuant to Terms of Contract
Assistant General Manager	Eighty (80) hours
Director of Operations	Eighty (80) hours
Director of Finance	Eighty (80) hours
Executive Services Manager	Eighty (80) hours
Accounting/Customer Service/ Human Resources Manager	Fifty-six (56) hours
Project Manager	Fifty-six(56) hours
Compliance and Safety Manager	Fifty-six (56) hours

4.4.2 Employee Attendance Incentive Program

A full-time employee shall be credited with one (1) day of sick leave for each month of employment (12 days per year) after 30 calendar days of service. If an employee is absent from work and misses more than five (5) consecutive days of service, that employee shall be required to provide verification of illness from a doctor to the General Manager. Sick leave may be used for the employee's own illness or injury, the illness or injury of a qualified family member or designated person, or any other use allowed pursuant to the Health Workplaces, Healthy Families Act (B 1522). The General Manager may ask for verification of illness for any absence following three days of sick leave usage.

Sick leave shall not be considered as a privilege which an employee may use at his/her discretion, but shall be allowed only in the case of necessity and actual sickness or disability incurred on or off the job. Employees may use one-half of their yearly accrual of sick leave (6 days) to attend to an ill or injured child, parent, spouse or domestic partner. Excessive use of sick leave or abuse of sick leave may be grounds for discipline.

Accrual of unused sick leave: Employees may accrue an unlimited number of days of sick leave to be used as needed for illness during employment.

Sick Leave Buy-Back: Employees who have accrued 352 hours or more of sick leave, have the option to exchange any portion of sick leave hours earned in the previous 12 months, 2 for 1, for cash at their current rate, or for vacation time.

Compensation for accrued sick leave upon retirement: Upon retirement, resignation or layoff of a full-time employee, employee shall receive as additional retirement benefits, an amount equal to 50% of unused sick leave pay for accrued hours up to 352 hours or a maximum of 176 hours.

4.4.3 Paid Sick Leave

Any employee not otherwise provided paid leave sufficient to cover at least forty (40) hours of absence on an annual basis for the reasons set forth in the District's Sick Leave Policy (e.g., sick leave or paid time off), shall be eligible for Minimum Paid Sick Leave. An employee who works thirty (30) or more days within a year from the commencement of employment is eligible for Minimum Paid Sick Leave.

Eligible employees will be granted forty (40) hours upon hire for use during the calendar year of their hire. Every year thereafter, on January 1st, each covered employee shall receive an annual grant of forty (40) hours of Minimum Paid Sick Leave for use during the calendar year. This annual grant does not roll over to the next calendar year and is not paid out upon termination of employment. The Minimum Paid Sick Leave entitlement and its use shall be reflected on the covered employee's regular pay stubs.

4.4.4 Bereavement Leave

In the event of a death in the employee's immediate family, the employee shall be granted five (5) days of paid bereavement leave.. At the District's discretion, in the instance that the loss is of a spouse, domestic partner, child or stepchild, up to an additional seven (7) days shall be granted, constituting a maximum of up to twelve (12) days total paid bereavement leave; in the instance that the loss is of an immediate family member, an additional two (2) days of paid bereavement days may be provided, constituting a maximum of up to seven (7) days total paid bereavement leave. The additional days may be provided only upon a showing of good cause necessitating additional time off. Good cause for additional time may be shown, for instance, if the employee must attend a funeral outside the state or more than 400 miles outside the District boundaries.

"Immediate family," in this instance, shall mean spouse, domestic partner, parent, parent-in-law, step-parent, legal guardian, sibling, step-sibling, sibling-in-law, child, step-child, child-in-law, legal ward, grandchild, or grandparent. In the General Manager's discretion, the definition may be expanded to include aunt, uncle, aunt-in-law, cousin and uncle-in-law.

Verification of the need for and the duration of the leave or extenuating circumstances necessitating additional bereavement days may be requested.

4.4.5 Military Leave

Every employee of the District, who is a member of the United States Army, Navy, Marine Corps, or Air Force, or their reserve components, or the National Guard or Air National Guard, or the United States Coast Guard, shall be entitled to military leave in accordance with the applicable provisions of federal and state law.

4.4.6 Military Spouse Leave

Qualified California employees will be given up to 10 days leave during that time in which the employee's spouse or domestic partner is on leave from deployment in a combat zone with the active duty or reserve military or national guard during a period of military conflict. Employees may use accrued vacation time to cover this absence. If the employee has no accrued vacation, the employee must request time off without pay.

Qualifying employees are employees who work an average of 20 hours per week and have a spouse or domestic partner who is serving as (1) a member of the U.S. Armed Forces and who has been deployed during a period of military conflict to an area designated as a combat theater or combat zone by the President of the United States or (2) a member of the Armed Forces Reserve Components or the National Guard and has been deployed during a period of military conflict.

Qualifying employees who wish to request this leave must provide the District with a written request for such leave within two business days of receiving official notice that the military spouse or domestic partner will be on leave from deployment. The

employee must also provide written documentation to the District certifying that the military member will be on military leave from deployment.

4.4.7 Jury Duty Leave

All employees of the District are eligible for jury duty leave with pay when required by any legally constituted court to appear for jury service. To qualify for paid jury duty leave, employees shall furnish proof of attendance.

An amount equal to the per diem paid by the court to the employee will be deducted from the employee's pay. No deduction will be made for the value of mileage allowances, meals or lodging furnished by the court. Employee benefits will continue to accrue during the jury duty leave. Jury duty leave with pay shall not exceed ten (10) working days. All jury duty leave must be coordinated with the General Manager.

4.4.8 Leave Related to Domestic Violence, Sexual Assault or Stalking

The District will provide time off to an employee who has been the victim of domestic violence, sexual assault or stalking to seek any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief, to help ensure the health, safety, or welfare of the victim or his or her child. This includes time off for court proceedings, services from a domestic violence shelter, program or rape crisis center, counseling, medical attention, and participation in safety planning programs. The District requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide the District with certification of the need for the leave such as a police report, court order, documentation from a healthcare provider, victims advocate, or counselor.

Employees eligible for paid sick leave benefits under California law may take any such available paid time off, consistent with such law, for the purposes set forth in this policy. For more information, please see the Sick Leave policy. In the event paid sick leave benefits are not available, employees taking leave under this policy may elect to apply accrued and unused vacation to such time.

The District prohibits discrimination, discharge, or retaliation against an employee for taking time off or requesting an accommodation under this policy, or based on the employee's status as a victim of domestic violence, sexual assault, and/or stalking.

4.4.9 Crime Victims' Leave

The District will provide time off to an employee to attend judicial proceedings related to a crime, if that employee is a victim of crime, an immediate family member of a victim, a registered domestic partner of a victim, or the child of a registered domestic partner of a victim. The District requires that where feasible, in advance of taking leave, the employee provide it with a copy of the notice of

each scheduled proceeding that is provided to the victim by the agency responsible for providing notice. If advance notice is not possible, the employee is required to provide the District with a copy of the notice within a reasonable time.

No employee who is absent from work pursuant to this provision will be discharged or otherwise discriminated against in compensation or other terms, conditions or privileges of employment, because of such absence. Such leave is unpaid. Employees taking leave under this policy may elect to apply vacation time to such leave.

4.4.10 Leave for Organ and Bone Marrow Donation

The District will grant an employee the following leaves of absence:

- Bone Marrow Donation: A paid leave of absence of up to five business days in any one-year period for the purpose of donating the employee's bone marrow to another person.
- Organ Donation:
 - A paid leave of absence of up to 30 business days in any one-year period for the purpose of the employee donating the employee's organ to another person.
 - An additional unpaid leave of absence, not exceeding 30 business days in a one-year period, for the purpose of the employee donating the employee's organ to another person.

For leaves of absence under this policy that are paid, if an employee has earned and unused sick or vacation time available, the employee is required to first use up to five days of such paid sick or vacation time for a bone marrow donation and up to two weeks of sick or vacation time for organ donation.

In order to receive a leave of absence pursuant to this policy, the employee must provide written verification to the District's Human Resources Department that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

Any leave taken for the donation of an organ or bone marrow will not constitute a break in service for purposes of the employee's right to salary adjustments, sick leave, vacation, annual leave, or seniority. During any leave taken under this policy, the District will maintain and pay for coverage under any group health plan, for the full duration of this leave.

Leave provided under this policy may be taken in one or more periods. Leave taken under this policy will not run concurrently with any leave taken pursuant to the federal Family and Medical Leave Act or the California Family Rights Act.

Upon expiration of a leave of absence authorized by this policy, the District will restore the employee to the position held by the employee when the leave began or to a position with equivalent seniority status, employee benefits, pay, and other terms and conditions of employment. The District may decline to restore an employee because of reasons unrelated to the employee's exercise of rights under this policy.

4.4.11 School Activity Leave

School Activity Leave (SAL) applies to employers with twenty-five (25) employees at the same location. An employee is eligible to take if the employee:

- Is the parent or guardian of a student;
- Is the parent, guardian, or custodial grandparent of a child in kindergarten, grade school, or licensed day care.

"Parent" for purposes of this policy, means a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to, a child.

Qualification For Leave

To qualify for this leave, an employee must be a parent and:

- Find, enroll, or reenroll their child in a school or with a licensed childcare provider;
- Participate in activities of the school or licensed childcare provider of their child;
- Address a childcare provider or school emergency.

Please note, under California law, the District is prohibited from discharging or discriminating against an employee who both: is the parent or guardian of a student; and takes time off, with reasonable notice, to appear at school because the student was suspended.

Duration of Leave

An employee may take a maximum to take up to 40 hours off per year, with reasonable notice to take SAL. The time off cannot exceed 8 hours in any calendar month of the year. An employee must elect to use paid accrued leaves concurrently (e.g. sick leave, vacation, etc.) in the same way they could for other qualifying purposes under the District's policies.

Notice Requirement

The employee is required to provide the District with reasonable notice of the need for SAL. The District may ask for proof that the employee utilized the time for child related-activities permitted under California law.

4.4.12 Kin Care Leave

Under California state law, employees who accrue sick leave are eligible for Kin Care Leave (KCL). An employee may use KCL for the following reasons:

- Diagnosis, care, or treatment of an existing health condition of the employee, or preventive care for, an employee or an employee's covered family member;
- For obtaining relief if the employee is a victim of domestic violence, sexual assault, or stalking.
- If the employee is a victim of domestic violence, sexual assault, or stalking, the employee may take time off to: obtain medical treatment, counseling or other victims' services, obtain or attempt to obtain any relief to help ensure the health, safety, or welfare of the employee or the employee's child, such as a temporary restraining order, restraining order, or other injunctive relief.

The number of days the employee can take off is calculated as an amount not less than the sick leave that would be accrued during 6 months of the employee's then-current rate of entitlement. Employees are able to use up to half of their sick leave for KCL. But, no more than one-half of the employees' annual accrued sick leave benefits can be counted as KCL. For a full-time career employee, for example, this would mean no more than 48 hours of sick leave can be counted as KCL.

To the extent possible, employees must provide reasonable advance notice of their need for leave under this policy. If the need for leave is not foreseeable, an employee must provide notice as soon as practicable.

A "family member" for the purposes of this policy is defined as a child (a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis), a parent (a biological, adoptive or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child), a spouse or registered domestic partner, a grandparent, grandchild and sibling.

Please note, leave under this statute runs concurrently with paid sick leave, and CFRA leave.

4.4.13 Alcohol and Drug Rehabilitation Leave

Under California state law, employees who seek time off to voluntarily complete a rehabilitation program are eligible for this leave under this policy.

Employees may take reasonable unpaid leave as long as the leave does not cause the District an undue hardship. Employees may choose to use available sick leave concurrently with rehabilitation leave

4.4.14 Time Off To Vote

If an employee does not have sufficient time outside of working hours to vote at a statewide election, the employee may request up to two (2) hours of paid time off during working hours in order to vote. The General Manager will approve up to two (2) hours of paid time for such purposes. The time off should, so far as allowable, be provided at the beginning or end of the employee's shift, so as to minimize work disruption.

4.4.15 Personal Business

A full-time employee may use a maximum of three (3) days earned of sick leave in any calendar year for personal business. Personal business leave may be granted for one of the following reasons:

- a. Death of a member of the immediate family when additional leave is required beyond that provided in the bereavement leave section;
- b. Accident involving the employee's person or property, or the person or property of the employee's immediate family;
- c. Adoption of a child by an employee which necessitates legal adoption procedures during the normal working day or care for the child in its new home;
- d. An illness of an employee's family member which is serious in nature and under such circumstances, the employee cannot be expected to disregard, and which requires the attention of the employee during his/her assigned hours of service, and
- e. Two (2) days personal business may be used by an employee to attend to matters which must be taken care of during the assigned hours of service, provided the employee requests the absence from his/her Supervisor/General Manager in advance of the leave and provided that not more than one each of the staff of field or office may be granted a leave under this provision for the same day.

4.4.15.1 Personal Business (Eligibility)

To be eligible for a Personal Business leave, the employee must contact his/her Supervisor or General Manager prior to the start of the regular work shift, provide the reasons for the requested absence, and gain approval from the Supervisor/General Manager. The District, at its discretion, may waive the above requirement when it deems an emergency existed which made it impossible for the employee to comply with the notification procedure.

4.4.15.2 Personal Business (Absence Request Form and Proof of Eligibility)

Upon return from an approved Personal Business absence, the employee shall be required to submit an Employee Absence Request form and, if required, provide proof that such absence was eligible under rules outlined for Personal Business absence.

4.4.16 Leave Without Pay

The General Manager may grant leaves of absence without pay to full-time employees. No employee shall be eligible for a leave of absence without pay until the employee has two (2) or more years of continuous employment in a full-time position. In special cases, the General Manager may waive the two (2) year employment requirement if in the best interest of the District. An employee is not eligible for a leave of absence without pay until all of the employee's accrued leave time with pay has been used. During the period of a leave of absence without pay, the employee shall not accept any other employment except with express written permission of the General Manager. An employee on such a leave may continue any insurance available to him/her as an employee by paying, in advance, all costs of such continued insurance. An employee granted leave, must return to work not later than the start of the first working day following the end of the leave. A leave of absence shall not exceed three (3) working days.

4.4.17 Job Abandonment

NOTIFICATION OF ABSENCE

Employees shall report to their Supervisor or to the General Manager by telephone or text their inability to report to work at their regularly scheduled time and the reason for the absence. Notification must be given prior to their regularly scheduled shift, but no later than thirty (30) minutes after the shift begins.

When an employee, who is absent without leave, fails to return to duty within 24 hours after notice to return is issued and confirmation of delivery is received by the District, or by direct contact, shall be deemed to have voluntarily resigned. An employee, who is deemed to have voluntarily resigned, automatically waives all rights of appeal. However, prior to separation for job abandonment the employee will be allowed to present any justification for absence such as severe accident,

severe illness, false arrest, or mental or physical impairment which prevented notification.

4.4.18 California Family Rights Act Leave

The California Family Rights Act (CFRA) authorizes eligible employees to take up a total of 12 weeks of paid or unpaid job-protected leave during a 12-month period. To be eligible for CFRA leave an employees must have worked for the employer for one year or more and completed 1250 hours. While on leave, employees keep the same employer-paid health benefits they had while working. Eligible employees can take the leave for one or more of the following reasons:

- The birth of a child (including the child of a domestic partner) or adoption or foster care placement of a child.
- To care for an immediate family member (spouse, domestic partner, child of any age, parent, sibling, grandparent or grandchild), or designated person (a designated person, means any individual related by blood or whose association with the employee is the equivalent of a family relationship. A designated person may be identified by the employee at the time the employee requests paid sick days) with a serious health condition.
- When the employee is unable to work because of a serious health condition (excluding pregnancy)
- A qualifying military exigency related to the covered active duty or call to covered active duty of an employee's spouse, domestic partner, child (of any age), or parent in the United States Armed Forces, as specified in Section 3302.2 of the Unemployment Insurance Code.

Employees must notify the District as soon as they are aware of the need for such leave. For foreseeable leave, the employee must provide 30 calendar days' advance notice. For events not foreseeable 30 days in advance, the employee must give notice as soon as is practicable, and generally must comply with the District's normal call-in or notice procedures. All requests for CFRA Leave should include enough information to make the District aware that the employee needs qualifying leave, and the anticipated timing and duration of the leave, if known. If an employee fails to provide the requisite 30-day advance notice for foreseeable events without a reasonable excuse for the delay, the District reserves the right to delay the start of the leave until at least 30 days after the date on which the employee does provide such notice. Once aware the employee needs leave, the District will inform the employee as to whether the employee is eligible under CFRA for such leave. The District may request documentation evidencing the need for such leave as permitted by law.

Eligible employees who take CFRA Leave should note that they are guaranteed employment in the same or a comparable position upon termination of such leave, subject to any exceptions provided by law.

If the District employs both parents who are entitled to CFRA Leave, both employees are entitled to 12 weeks of leave each.

The District will not discriminate against an employee for exercising CFRA rights or giving information or testimony as to the employee's or another person's CFRA Leave; nor will the District interfere with or limit the exercise or attempted exercise of such rights.

4.4.18.1 Part-Time, Etc. Employees

Part-time, emergency, seasonal relief, and temporary employees shall not be entitled to paid vacation or holiday pay, or any other paid leave, except to the extent required under any state or Federally-funded program, or except to the extent that such benefits are funded through non-District sources.

4.4.19 Pregnancy-Related Disability Leave

The District recognizes that employees may be unable to work for temporary but extended periods of time due to pregnancy, childbirth, or related medical conditions. Accordingly, for any employee who is disabled by pregnancy, childbirth, or related medical conditions, the District provides leave for the period of actual disability ("Pregnancy Disability Leave"), up to a maximum of four months. Pregnancy Disability Leave may be taken intermittently, or on a reduced-hours schedule, as medically advisable. An employee may also be entitled to a reasonable accommodation for pregnancy, childbirth, or related medical conditions.

Whenever possible, an employee should submit a written request for Pregnancy Disability leave to the District's Human Resources Department as soon as she is aware of the need for such leave. If the leave is foreseeable, the employee must provide 30 calendar days' advance notice to the District of the need for Pregnancy Disability Leave. If it is not practicable to give 30 calendar days' advance notice of the need for such leave, the employee must notify the District as soon as practicable after she learns of the need for such leave. If an employee fails to provide the requisite 30 days' advance notice for a foreseeable need for leave, without any reasonable excuse for the delay, the District reserves the right to delay the taking of the leave until at least 30 days after the date that the employee does provide such notice.

A request for a Pregnancy Disability Leave must be supported by medical certification from a health care provider, which shall provide the following information: (a) the date on which the employee became disabled due to pregnancy; (b) the probable duration of the period or periods of disability; and (c) an explanatory statement that, due to the disability, the employee is unable to work

at all or is unable to perform any one or more of the essential functions of her position without undue risk to herself, her pregnancy, or to other persons. Upon expiration of the time period for the leave estimated by the health care provider, the District may require the employee to provide another medical certification if additional leave time is requested.

An employee taking Pregnancy Disability Leave must substitute any accrued sick pay for her leave and may, at her option, substitute any accrued vacation time for her leave. Except to the extent that paid leave is substituted for Pregnancy Disability Leave, such leave will be unpaid. The substitution of paid leave for Pregnancy Disability Leave does not extend the total duration of the leave to which an employee is entitled.

During an employee's Pregnancy Disability Leave, the District will continue to pay for the employee's participation in the District's group health plans, to the same extent and under the same terms and conditions as would apply had the employee not taken leave. Thus, the employee must continue to pay her share of the health plan premiums during the leave. If the employee substitutes paid leave for the unpaid leave, such payments will be deducted from the employee's pay through the regular payroll deductions. Otherwise, the employee must make arrangements with the District for the payment of such premiums.

All other benefits will be governed in accordance with the terms of each benefit plan and are the sole responsibility of the employee.

The District may recover from the employee the amount of premiums that the District paid to maintain coverage for the employee under the group health plan if the employee fails to return from leave after the period of leave has expired due to a reason other than: (i) the employee is taking (i.e., has transitioned over to) leave under the California Family Rights Act, unless the employee chooses later not to return after the CFRA leave, in which case the District can recover such premium amounts; (ii) the continuation, recurrence, or onset of a health condition that entitles the employee to Pregnancy Disability Leave, unless the employee chooses not to return after the Pregnancy Disability Leave, in which case the District can recover such premiums; (iii) non-pregnancy related medical conditions requiring further leave, unless the employee chooses not to return to work following such leave, in which case the District can recover such premiums, or (iv) other circumstances beyond the employee's control.

Employees on Pregnancy Disability Leave will accrue employment benefits, such as sick leave, vacation, and seniority only when paid leave is being substituted for unpaid leave and only if the employee would otherwise be entitled to such accrual. Employee benefits may be continued during the unpaid portion of the Pregnancy Disability Leave according to the provisions of the District's various employee benefit plans.

Unless the District and the employee have already agreed upon the employee's return date, an employee who has taken a Pregnancy Disability Leave must notify the District's Human Resources Department at least two business days before her scheduled return to work or, as applicable, transfer back to her former position. An employee who timely returns to work at the expiration of her Pregnancy Disability Leave will be reinstated to her former position, or a comparable position, whenever possible and consistent with applicable law.

Each employee who has taken a Pregnancy Disability Leave must be released by her doctor to return to work. The return-to-work release should be in writing and submitted to the Human Resources Department on or before the employee's return

4.4.20 Lactation Policy

The District provides accommodations to lactating employees who need to express breastmilk during work hours in accordance with applicable law. The District will provide a room or other location (not a bathroom) for employees to express breastmilk in private. The District will ensure that the lactation room or location will:

- Be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk;
- Be clean, safe and free of hazardous materials;
- Contain a surface to place a breast pump and other personal items;
- Contain a place to sit; and
- Have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery powered breast pump.

In addition, the District will provide access to a sink with running water and a refrigerator suitable for storing milk (or other cooling device suitable for storing milk) in close proximity to an employee's workspace. In the event that more than one employee needs use of the lactation room, the District will discuss alternative options with the employees to determine what arrangement addresses their needs, such as finding an alternative space or creating a schedule for such use.

The District shall also provide a reasonable amount of break time for an employee to express any breast milk each time that she needs to do so. The break time, if possible, should run concurrently with any break time already provided to the employee. Break time for a nonexempt employee that does not run concurrently with rest time already authorized for the employee is unpaid. However, if the employee performs any work during such break, she must accurately record all time worked and the District will compensate her for such time.

Employees who are nursing have a right to request a lactation accommodation. Such requests may be made verbally or in writing, should indicate the need for an accommodation in order to express breastmilk at work, and should be directed to the District's Human Resources Department. The District shall respond to such requests in a reasonable manner, not exceeding five business days. If the District cannot provide break time, location, or other reasonable accommodations in accordance with this policy, it will inform the requesting employee in writing.

Because lactation accommodation needs may change over time, employees may request changes to existing accommodations by a written request to the District's Human Resources Department that describes the nature of the change that is requested.

The District prohibits any form of retaliation or discrimination against an employee for exercising or attempting to exercise any rights provided under the above policies. Any such conduct or violations of the above-referenced policies should be reported to the Human Resources Department. Employees also have the right to file a complaint with the California Labor Commissioner for violation of a lactation accommodation right described in the policy above.

4.4.21 Civil Air Patrol Leave

Civil Air Patrol ("CAP") leaves of absence are granted without pay. Voluntary members of the CAP may take ten (10) days leave per year, beyond any other leave benefits, in order to respond to an emergency operational mission. To qualify, an employee must be employed for at least ninety (90) days immediately preceding the commencement of the leave.

Employees are required to give as much notice as possible of the intended dates on which the leave would begin and end. Employees must submit written verification from the appropriate CAP authority. The District will reinstate those employees returning from CAP leave to their same position or one of comparable seniority, status and pay.

SECTION 5. EMPLOYEE RIGHTS

Employees, paid and unpaid interns, volunteers, applicants, and independent contractors have the right to be free from harassment, retaliation, and discrimination. The policies set forth below protect those rights.

5.1 Harassment, Retaliation, and Discrimination Prevention Policy

The District is committed to prohibiting and preventing all forms of harassment, retaliation and discrimination. The District prohibits harassment, retaliation, and discrimination in any phase of the employment process, including, but not limited to recruitment, testing, hiring, upgrading, promotion/demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. This includes discrimination and harassment on the basis of any status or characteristic protected under federal or state law, such as race (including but not limited to, hair texture and protective hairstyles such as braids, locks, and twists), color, religious creed (including religious dress and religious grooming practices), national origin, ancestry, citizenship status, sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity and gender expression (including transgender identity and expression), because an individual has transitioned (to live as the gender with which they identify), sexual orientation, sex stereotyping, age (40 years and older), medical condition, marital status, domestic partner status, pregnancy, physical or mental disability (including HIV and AIDS), military status, veteran status, legally protected medical condition or information (including genetic information), protected medical leaves (requested or approved), status as a victim (of domestic violence, sexual assault or stalking), enrollment in a public assistance program, on the basis of any perception that an applicant or employee has any of these characteristics; or on the basis that an applicant or employee is associated with someone who has or is perceived to have these characteristics. The District will not tolerate any such harassment of its employees, paid and unpaid interns, volunteers, applicants, and independent contractors and will take affirmative steps to stop it.

This policy defines harassment, and sets forth a procedure for the investigation and resolution of complaints of such harassment by or against any employee, paid and unpaid interns, volunteers, applicants, and independent contractors. This policy also covers elected and appointed officials.

5.1.1 Definition

Harassment need not be explicit, nor even specifically directed at the victim. Harassment can occur in the workplace, after hours, or on social media. Harassment may consist of offensive verbal, physical, visual, and sexual conduct. (1) Verbal harassment includes jokes, epithets, negative stereotyping, derogatory comments, or slurs; (2) physical harassment includes conduct such as physical interference with normal work, impeding or blocking movement, assault or unwelcome physical contact/physical touching, violent or intimidating behavior; (3)

visual harassment, includes conduct such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings, gestures, display of sexually suggestive or lewd objects, or unwelcome notes or letters; and (4) sexual harassment, discussed below.

Sexual Harassment

Because sexual harassment raises issues that are, to some extent, unique in comparison to other forms of harassment, the District believes it warrants separate emphasis. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when: (1) submission to the offensive conduct is an explicit or implicit term or condition of employment; (2) submission to or rejection of the offensive conduct forms the basis for an employment decision affecting the employee; or (3) the offensive conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

For the purpose of clarification, examples of what may constitute prohibited sexual harassment include, but are not limited to, the following:

- a. Making unsolicited sexual advances written, verbal, physical, or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes, invitations. Verbal examples: derogatory comments, slurs, jokes, epithets. Physical examples: touching, assault blocking or impeding access, leering gestures, display of sexually suggestive objects or pictures, cartoons or posters.);
- b. Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction is not considered sexual harassment.);
- c. Making reprisals, threats of reprisal, or implied threats of reprisal following a negative response. (For example, implying or actually withholding support for an appointment, promotion, or change of assignment; suggesting a poor performance report will be prepared; or suggesting probation will be failed.)
- d. Engaging in implicit or explicit coercive sexual behavior which is used to control, influence, or affect the career, salary, or work environment of another employee.
- e. Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations, reclassifications, etc., in exchange for sexual favors. (Similar conduct when applied to other protected classes such as race, color, creed, national origin, age, disability, medical condition, religion, sexual orientation, or marital status may constitute harassment in violation of this Policy. For example, racial jokes or degrading comments about age or ethnic background can constitute harassment under this Policy).

Accordingly, in order to avoid the risk of discipline, such acts should be avoided in all circumstances.

5.1.2 Training

All non-managerial District employees must attend a one-hour Sexual Harassment Prevention Training, and all managerial District employees must attend a two-hour Sexual Harassment Prevention Training. All District employees will be required to attend a sexual harassment training every two years as assigned by Administration. Managers will receive two hours of training every two years as assigned by Administration. Staff may be required to attend additional any-harassment or other sensitivity trainings in regards to any protected class. District employees may refer to the Department of Civil Rights (CRD) [formerly known as the Fair Employment and Housing (DFEH) sexual harassment prevention online training course appropriate for their position. You may visit <https://calcivilrights.ca.gov/> to access the online training courses.

5.1.3 Internal Report

All employees, independent contractors, interns, and volunteers of the District must promptly report any incidents of harassment, discrimination, and retaliation so that the District can take appropriate action. It is the responsibility of all of us to contribute to a work environment that is free of unlawful bias, discrimination, harassment, and retaliation. Failure to bring forth a complaint prevents the District from having the opportunity to correct the situation.

Any incidents of discrimination, harassment, or retaliation, including work-related harassment by any District personnel or any other person, or any conduct believed to violate this policy, must be reported immediately to the District's Accounting/Customer Service/Human Resources Manager, who is responsible for investigating harassment complaints. An individual is not required to bring a complaint to the Human Resources Department if the individual is uncomfortable doing so for any reason. In that case, complaints should be reported to the General Manager.

Managers and supervisors have a special responsibility under this policy. All levels of management and all supervisors are responsible for compliance with this Policy AND for ensuring that everyone in their department is aware of, understands and adheres to this policy. Supervisors and managers who receive complaints or who observe or learn of discriminatory, harassing, or retaliatory conduct must immediately inform the General Manager or other appropriate District official so that an investigation may be initiated.

Individuals making such complaints must report the facts as accurately and as completely as possible. Every reported complaint of harassment, discrimination, and retaliation is taken seriously by the District. Every reported complaint, including allegations of misconduct, will be investigated thoroughly and promptly by impartial

and qualified personnel. Typically, the investigation will include the following steps: an interview of the employee who lodged the complaint to obtain complete details regarding the alleged harassment, discrimination, or retaliation; interviews of anyone who is alleged to have engaged in such conduct to respond to the claims; and interview of any employees who may have witnessed, or who may have knowledge of, the alleged conduct. The Accounting/Customer Service/Human Resource Manager or other District official responsible for the investigation, will notify the employee who lodged the complaint of progress during the investigation, including documentation where applicable, and timely notification of the results of the investigation.

The investigation will be handled in as confidential a manner as possible consistent with a fair, timely, and thorough investigation (e.g., parties will receive appropriate due process, the District will reach reasonable conclusions based on the evidence collected, etc.). Employees (or other complainants) making complaints are expected to cooperate fully with the person or persons designated to investigate the complaint.

The District prohibits conduct severe enough to be unlawful. Yet even more, the District's workplace conduct standards also prohibit conduct and comments which are not severe enough to violate state or local or federal law—but which are still inappropriate in the workplace. For example, the District prohibits abusive conduct in the workplace—whether or not it is based on a protected category. As a result, the District will take prompt, appropriate, and effective corrective action (e.g., remedial measures) any time it is established that discrimination, harassment, or retaliation in violation of this policy has occurred—whether or not such violation also violates the law.

Corrective action may include, for example: training, referral to counseling, or disciplinary action ranging from a verbal or written warning to termination of employment, depending on the circumstances.

The District will not tolerate retaliation against an individual for good faith reports of harassment, discrimination, or retaliation; assisting another in making a report; cooperating in an investigation; filing an administrative complaint with a government agency; or engaging in other protected activity. Such retaliation is a separate violation of the law and of District policy, and is subject to disciplinary action up to employment termination. Individuals who believe they have experienced or been threatened with such retaliation, and any manager or supervisor who learns of possible retaliation, must immediately report it using the same Complaint Reporting Process above.

5.1.4 Internal Investigation and Resolution

Following receipt of a grievance, the District shall begin an immediate and thorough impartial investigation to determine if sexual and/or other harassment or discrimination, or retaliation has occurred. The investigation shall be conducted in

an impartial manner and all information shall be maintained confidential to the extent possible. After full consideration of all relevant facts and circumstances involving the inquiry, a timely decision will be made by the District and appropriate action may be taken, up to and including termination of employment.

5.1.5 External Reporting

In addition to the District's internal complaint procedure, an employee may file a complaint with the following:

- Department of Civil Rights (CRD) [formerly known as the Fair Employment and Housing (DFEH) at 800-844-1684 or visiting <https://calcivilrights.ca.gov/contactus>
- Equal; Employment Opportunity Commission (EEOC) at 800-669-4000 or visiting <https://www.eeoc.gov/contact-eeoc/>.

If you wish to pursue filing with agencies you should contact them directly to obtain further information about their processes and time limits.

5.2 Policy Against Retaliation

Retaliation and/or adverse action, against any individual for opposing conduct prohibited by the District's anti-harassment policies or for filing a complaint with or otherwise participating in an investigation, proceeding, or hearing conducted by the District, or any authorized governmental agency, or engaging in protected activity is strictly prohibited and may subject the offending person to, among other things, disciplinary action, up to and including, termination of employment.

Definitions

For purposes of this policy, "protected activity" includes, but is not limited to, any of the following:

Filing a complaint with the District or a federal or state enforcement or administrative agency; Participating in or cooperating with the District or a federal or state enforcement agency that is conducting an investigation regarding alleged violations of District policy or unlawful activity; Testifying as a party, witness, or accused regarding violation of District policy or alleged unlawful activity; Associating with another employee who is engaged in any of the protected activities enumerated here; Providing informal notice to the District regarding alleged violation of District policy or unlawful activity; and any activity protected under federal and state law.

For purposes of this policy, "adverse action" includes, but is not limited to, any of the following:

Real or implied threats of intimidation to attempt or prevent an individual from reporting alleged wrongdoing or because the individual engaged in protected activity (as defined above); Refusing to hire an individual because the individual engaged in protected activity (as defined above); Denying promotion to an individual because of protected activity; Taking any form of disciplinary action because the individual engaged in protected activity (as defined above); Issuing a poor evaluation because of protected activity; Extending a probationary period because the individual engaged in protected activity; Altering work schedules or work assignments because the individual engaged in protected activity (as defined above).

5.3 Grievances

The grievance procedure provides a means for settling complaints that arise over the application of this manual as quickly as possible and at the lowest possible level of authority. The grievance procedure should not be used to contest performance evaluations or discipline. (See Section 7 re Discipline). Each step in the procedure must be completed before the next step may be taken. Failure to take the next step within the timeframes allotted will result in waiver of any appeal.

A grievance must be filed within ten (10) calendar days of the occurrence of the event or within ten (10) calendar days following the date the grieving party could have reasonably known of the occurrence of the act or omission giving rise to the grievance. Any supervisor or other member of management who receives a grievance must notify the General Manager of the grievance as soon as practicable. The facts concerning the grievance and the grievance process are to remain confidential, to the extent possible given the requirements of District business.

Step 1. The employee should initially try to resolve any item of concern informally with his or her direct supervisor. The direct supervisor should hold a conference with the employee as soon as reasonably practicable following the employee's request and attempt to informally resolve the issue. If the grievance is against the direct supervisor, the matter shall be taken directly to Step 2.

Step 2. If successful resolution is not reached in Step 1, the employee shall reduce his or her concern to writing and submit it to the General Manager. This formal written grievance must be submitted within ten (10) calendar days of the date of the occurrence giving rise to the grievance or the right to file is waived. The General Manager, or his or her designee, shall meet with the grievant, and after the initial meeting, the General Manager or his or her designee will investigate the complaint. This investigation may involve separate conversations or meeting of all parties at the manager's discretion. The General Manager shall attempt to provide his or her written decision within ten (10) calendar days of the date of the first meeting with the employee.

Step 3. If the employee believes the decision of General Manager does not adequately resolve the issue, the employee may request reconsideration by the District's Board. The written request must be submitted in care of the General Manager to the Board to be handled by an ad hoc personnel committee ("Personnel Committee") established by the Board within ten (10) calendar days of the General Manager's decision. The Personnel Committee will be furnished with the then-existing written record. The Personnel Committee will meet as soon as practicable to consider the grievance. The Personnel Committee may, in its discretion, rely on the existing record or conduct a hearing in whatever way deemed appropriate under the circumstances. The Personnel Committee may call any witnesses or parties, if it deems such testimony necessary. The decision of the Personnel Committee shall be put in writing within ten (10) calendar days of the close of any hearing on the matter. The action of the Board's Personnel Committee is final and binding.

5.4 Open Door

The District encourages employee input. Employees who have job-related ideas or concerns are encouraged to discuss them with their supervisor or any other management representative with whom they feel comfortable. The District believes that employee concerns are best addressed through this type of informal and open communication. Employees are encouraged to raise work-related concerns with their immediate supervisor as soon as possible after the events that cause the concern. Employees are further encouraged to pursue discussion of their work-related concerns until the matter is fully resolved.

Although the District cannot guarantee that in each instance the employee will be satisfied with the result, the District will attempt in each instance to explain the result to the employee if the employee is not satisfied. The District will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate. No employee will be disciplined or otherwise penalized for raising a good-faith concern.

SECTION 6. EMPLOYEE STANDARDS OF CONDUCT

6.1 Code of Ethics

- a. Each officer, official and employee has an obligation to the citizens, to the people's elected representatives and to fellow employees to meet the highest ethical and professional standards and to enhance the public's respect and trust for the District government and its operations.
- b. Employees of the District have responsibilities unique from their counterparts in the private industry. Employment with the District carries an obligation of personal integrity and conduct that serves to establish public respect, confidence, and trust.
- c. Employees represent the District and the quality of District service is judged through their performance and conduct. The District has the right to expect that employees will provide services in an efficient, thorough, and courteous manner.
- d. The District, as a condition of employment, expects to receive from the employee:
 1. Initiative and a conscientious effort to perform productive work.
 2. Cooperative, positive, responsive, and courteous relations with fellow employees, supervisors, subordinates, and the public.
 3. A continuous effort to strive for greater knowledge and skill on the job in order to maintain performance at a high level.
 4. Compliance with all policies, regulations, rules of conduct and ordinances established by the District.
 5. Public loyalty to, and support of the official policies of the District.
 6. Responsible work habits demonstrated by:
 - i. Dependability, promptness, reliable attendance, and performing required duties competently,
 - ii. Keeping informed of developments and matters affecting job performance,
 - iii. Being flexible and adaptable to change,
 - iv. Accepting constructive suggestions and criticism.

7. Neat and clean grooming and attire appropriate to the job assignment. Prescribed uniforms and safety equipment must be worn where applicable.
- e. No officer, official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary value other than his or her compensation from the District, for performing the duties of his or her office or position, or under any circumstances in which acceptance may result in or create the appearance of any one or more of the following:
 1. Use of public office and/or employment for personal or private gain.
 2. Preferential treatment of any person.
 3. Loss of complete independence or impartiality.
 4. Making a District decision outside of official channels.
 5. Reduction of public confidence in the integrity of District government and/or its employees.
 6. Impeding government efficiency or economy.

6.2 Mobile Device Usage Policy

This policy applies to the use of cellular telephones, smart telephones, tablets, personal organizers, or other mobile devices, whether personal or provided by the District (collectively, "mobile devices") while working; the personal use of District-provided mobile devices; and the permissible use of mobile devices while driving.

While working, employees are expected to devote their time and attention to performing their job. Excessive usage of mobile devices for personal calls, texts, receiving or responding to personal e-mail, or for any other personal reason while working, regardless of the device used, can interfere with employee productivity and be distracting to others, and for certain positions, can pose a threat to the safety of the employee or others. All usage of mobile devices while at work must be in accordance with District policies. The District will not be liable for the loss of personal mobile devices brought into the workplace.

Where job or business needs require it, the District may issue a mobile device to an employee for work-related purposes. Employees who believe that they need a District-provided mobile device for work-related purposes should contact a District Manager.

Employees in possession of District equipment, such as mobile devices, are expected to protect the equipment from loss, damage, or theft. This provision does not require the employee to purchase insurance for the device, and does not hold the employee responsible for normal wear and tear or loss for reasons beyond the

employee's control. Upon resignation or termination of employment, or at any return or inspection of the device and any data stored on it.

Non-exempt employees who reasonably determine that it is necessary to make or respond to calls after regular hours for work-related purposes, whether using a District-provided or personal mobile device or other telephone, must promptly record that time as time worked, and will be paid for that time. Non-exempt employees should check that such after-hours work complies with District policies regarding working overtime hours.

The District strictly prohibits the use of all hands-on mobile devices while operating a motor vehicle when (a) the device is used for business reasons while driving at any time, and (b) the device is used while driving on District business. This includes use of the device to send or receive calls, e-mails, texts, and other communications. Note that in California, use of a hands-on mobile device while driving (whether for work or not) may be criminally punished.

Employees may use hands-free mobile devices while driving, solely for calls, if it is both safe and lawful to do so. However, safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, refrain from discussion of complicated or emotional discussions, and keep their eyes on the road at all times. Special care should be taken in situations where there is traffic or inclement weather, road construction, or the employee is driving in an unfamiliar area.

In situations where job responsibilities include regular driving while making or accepting of business calls, hands-free equipment will be provided to facilitate the provisions of this policy. Employees whose job responsibilities do not specifically include driving, but who are issued a mobile device for business use, also are expected to abide by the provisions above. Under no circumstances may employees place themselves or others at risk to fulfill business needs. Employees who are charged with traffic violations resulting from the use of a mobile device while driving will be solely responsible for all liabilities that result from their actions.

As with any policy, managerial staff members are expected to serve as role models for proper compliance with the provisions above and are encouraged to regularly remind employees of their responsibilities in complying with this policy.

All usage of mobile devices as addressed in this policy must also be in accordance with all District policies on acceptable use, non-harassment/non-discrimination, security, and confidentiality and the Technology Use And Security policy. In addition, employees must adhere to all federal, state, and local rules and regulations regarding the use of mobile devices while driving.

Violations of this Mobile Device Usage policy will be subject to discipline, up to and including termination.

6.3 Use of District Provided Vehicles

The District will provide vehicles for business, emergencies, on-call, and standby work on an as-needed/required basis. All District vehicles will be identified with the District seal, logo, or name. The provision of a vehicle is not an employment benefit and no employee is entitled to a vehicle. At any time the General Manager determines that provision of a District vehicle is no longer necessary, the relevant employee shall return the vehicle without any offsetting adjustment to pay or benefits.

Employees operating District vehicles are responsible for safe operation in accordance with the law and relevant District Policies (including but not limited to the IIPP) and procedures. Note that, in many instances, District policy is more stringent than the law. (For instance, smoking is prohibited). When vehicles or equipment are assigned to an employee, whether for transportation to and from work, or strictly for use during the normal hours of the workday, the employee is responsible for the appearance, and maintenance of oil, water, etc., necessary to ensure the safe operation and long-term life of the vehicle or equipment. Additionally, the employee is responsible for all tools and equipment assigned to that vehicle or equipment or carried thereon. Since most job classifications require daily or periodic operation of District vehicles, employees are required to be in possession of a valid California Driver's License of the class of vehicle being operated. Employees assigned a vehicle are obligated to notify the District immediately upon any suspension or revocation of Driver's License. The District considers the revocation or suspension of a license by the State of California for any reason, or a driving record, as sufficient cause for dismissal, regardless of the absence of progressive discipline. The driving records of all employees will be monitored through the State of California BIT program, which is reviewed by management.

Transportation in District Vehicles. Unless the District vehicle is expressly designated and approved for transportation of the public and is being operated under such guidelines, transportation in District vehicles of persons other than directors, officers, employees, or authorized agents or guests of the District is prohibited. District vehicles are not for personal use. Designated employees who drive District-owned vehicles to and from work may occasionally need to make incidental stops during their commutes. Such usage may be deemed a de minimis benefit and shall not be considered a violation of this section. Such usage may be considered a de minimis benefit and shall not be in violation of this section.

Accident Procedure. When an employee is involved in an accident in a District-owned vehicle, he or she must immediately notify his or her supervisor or management and should not make any statements concerning the responsibility for the accident to anyone but the District representative. Cooperation should be

extended to law enforcement officers. The employee involved in the accident may not leave the scene without District authorization and may be required to submit to reasonable suspicion drug and alcohol testing.

6.3.1 Automobile Allowances

The General Manager, Assistant General Manager and Director of Operations shall be provided an Automobile Allowance to compensate them for use of their personal vehicles in performing their job duties. District employees who receive an Automobile Allowance shall provide and maintain a suitable vehicle for their use on District business. District employees who receive an Automobile Allowance shall maintain such vehicle at all times in proper operating condition and pay for registration and license fees, maintenance, repairs, insurance and replacement expenses as necessary. The Automobile Allowance is intended to cover all operating expenses associated with using of the employee's vehicle for District business, as well as depreciation and wear and tear. The employee shall not be entitled to reimbursement for mileage or other expenses incurred for use of the vehicle. The Automobile Allowance shall be treated as a non-accountable plan for purposes of tax reporting and the entire amount of the Automobile Allowance will be reported as taxable compensation on Managers' W-2 form, and taxes will be withheld from that amount.

6.4 District Provided Computer Tablet Devices

District-provided computer tablet devices shall remain the District's property and shall be used by employees exclusively for District business. District employees shall possess the computer tablet device for their use for District business, subject to returning the devices to the District at any time requested by staff for periodic maintenance, upgrades and service. Employees shall surrender the District-provided computer tablet devices to the District upon termination of their employment. Employees shall be responsible for the care and safekeeping of the District-provided computer tablet devices in their possession and shall reimburse the District for the cost of replacing a device that is damaged, lost or stolen due to an employee's negligence or misuse. Employees shall not install software, download files or make any other alterations to the computer tablet devices for purposes which the district does not expressly authorize. Any employee who violates the rules applicable to using District-provided computer tablet devices will be required to surrender the device to the District. Employees do not have an expectation of privacy as to any of the communications and data residing in the computer tablet devices assigned to employees and communications and data on such devices, whether confidential or personal, are subject to District monitoring.

6.5 Social Media Policy

At the District, we understand that social media can be a fun and rewarding way to share one's life and opinions with family, friends and co-workers around the world. The District respects the right of employees to use them as a medium of

self-expression. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, the District has established these guidelines for appropriate use of social media. This policy applies to all employees who work for the District. All employees need to follow these requirements when posting on social media.

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to an employee's own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication.

The same principles and guidelines found in the District's policies apply to employees' activities online. Ultimately, employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved. Employee conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects customers, suppliers, people who work on behalf of the District or the District's legitimate business interests may result in disciplinary action up to and including termination.

Employees should carefully read these guidelines and the District's employment policies that address social media, including the District Property: Confidential and Personal Information Policy, the Equal Employment Opportunity Policy, and the Policy Against Harassment, Discrimination, and Retaliation, and ensure their postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination. Employees should not have an expectation of privacy with respect to information or communications that they post using the District's computers or networks. The District has the right to monitor all activity on its equipment and systems.

Employees should always be fair to fellow employees and people who work on behalf of the District. Also, employees should keep in mind that they are more likely to resolve work-related complaints by speaking directly with co-workers or by utilizing any of the District's procedures for raising concerns or complaints (i.e., the District's Open Door Policy or Procedure for Reporting Employee Complaints, or for concerns involving suspected harassment, discrimination or retaliation, by using the complaint reporting procedure described in the Policy Against Harassment, Discrimination, and Retaliation). Nevertheless, if employees decide to post complaints or criticism, they should avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that might constitute harassment or bullying. Examples

of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, national origin, sex, disability, religion or any other status protected by law or District policy. Employees are personally responsible for what they post, and the District will not assume any liability for those statements.

Employees should strive to remain honest and accurate when posting information or news, and if they make a mistake, they should be open about it and correct it quickly. This includes being open about any previous posts they have altered. The Internet archives almost everything; therefore, even removed or deleted postings can be searched. Employees should never post any information or rumors that they know to be maliciously false about the District, fellow employees or people working on behalf of the District. When using social media, employees should comply with the site's terms of service, acceptable use policy and any other posted guidelines.

Employees must maintain the privacy of the District's non-public, proprietary information. Employees should not create a link from their blog, website or other social networking site to the District's website without identifying themselves as a District employee. In addition, they must use their best judgment and exercise discretion when linking to people on social media sites. Co-workers and members of the public may see employee connections and make judgments about them or their work. Employees must not violate copyright, trade secret, fair use, privacy, libel and defamation, federal securities and financial disclosure laws.

Employees should express only their personal opinions. They should never represent themselves as a spokesperson for the District. Employees are not authorized to speak on behalf of the District unless given specific prior written approval from the District. If the District is a subject of the content employees are creating, employees should be clear and open about the fact that they are an employee and make it clear that their views do not represent those of the District, fellow employees or people working on behalf of the District. If employees do publish a blog or post online related to the work they do or subjects associated with the District, they should make it clear that they are not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the District." Employees may not promote any of the District's products or services without fully disclosing their relationship with the District. Additionally, employees should respect others in the online community. They should not use ethnic or racial slurs, or obscenity, and avoid personal attacks or threats.

Employees should refrain from using social media while on work time, unless it is work-related as authorized by their supervisor or consistent with the District's policies. Also, employees may not use the District's email addresses to register on social networks, blogs or other online tools utilized for personal use.

The District prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination. Nothing in this policy is intended to discourage or prohibit District employees from discussing wages, safety concerns, or terms and conditions of employment with other employees or third parties. This Policy will be administered in compliance with applicable laws and regulations.

Employees who are contacted by the media should not speak on the District's behalf without contacting the District Manager. All media inquiries should be directed to them. Employees with any questions or who need further guidance should contact the District's Accounting/Customer Service/ Human Resources Manager.

6.6 Technology Usage and Security Policy

The District provides various Technology Resources to authorized employees to assist them in performing their job duties for the District. Each employee has a responsibility to use the District's Technology Resources in a manner that increases productivity, enhances the District's public image, and is respectful of other employees. Failure to follow the District's policies regarding Technology Resources may lead to disciplinary measures, up to and including termination of employment.

Technology Resources consist of all electronic media and storage devices, software, and means of electronic communication including any of the following: personal computers and workstations; laptop computers; mini and mainframe computers; tablets; computer hardware such as disk drives, tape drives, external hard drives and flash/thumb drives; peripheral equipment such as printers, modems, fax machines, and copiers; computer software applications and associated files and data, including software that grants access to external services, such as the Internet or cloud storage accounts; electronic mail; telephones; mobile phones; personal organizers and other handheld devices; voicemail systems; and instant messaging systems.

Access to the District's Technology Resources is within the sole discretion of the District. Generally, employees are given access to the District's various technologies based on their job functions. Only employees whose job performance will benefit from the use of the District's Technology Resources are authorized to access and use the necessary technology. The District's Technology Resources are to be used by employees during working time only for the purpose of conducting District business.

The District is aware that emails are often less formal than traditional written memoranda. Employees must take care, however, not to let informality degenerate

into improper use. As set forth more fully in the District's "Equal Employment Opportunity Policy" and its "Policy Against Harassment, Discrimination, and Retaliation," the District does not tolerate discrimination or harassment based on race, color, religion, religious creed (including religious dress and religious grooming practices), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity (including transgender identity), gender expression (including transgender expression), because an individual has transitioned (to live as the gender with which they identify), is transitioning, or is perceived to be transitioning), sex stereotyping, national origin, ancestry, citizenship, age (40 years and over), mental disability and physical disability (including HIV and AIDS), legally protected medical condition or information (including genetic information), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family Rights Act), military and/or veteran status, service, or obligation, reserve status, national guard status, marital status, domestic partner status, sexual orientation, status as a victim of domestic violence, sexual assault or stalking, enrollment in a public assistance program, engaging in protected communications regarding employee wages or otherwise exercising rights protected under the California Fair Pay Act, requesting a reasonable accommodation on the basis of disability or bona fide religious belief or practice, or any other status protected by applicable laws.

Under no circumstances shall employees use the District's Technology Resources to transmit, receive, or store any information that is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could adversely affect any individual, group, or entity (e.g., sexually explicit or racial messages, slurs, jokes, or cartoons).

Additionally, employees shall not use the District's Technology Resources for any illegal purpose, violation of any District policy, for pecuniary gain, or in any way that discloses trade secrets or other confidential or proprietary information of the District, business partners, vendors, or customers.

All messages sent and received, including personal messages, and all data and information stored on the District's Technology Resources (including on its electronic mail system, voicemail system, SMS messages, or computer systems) are District property regardless of the content. As such, the District reserves the right to access all of its Technology Resources including its computers, voicemail, SMS messages, and electronic mail systems, at any time, in its sole discretion.

While the District does not wish to examine personal information of its employees, from time to time, the District may need to access its Technology Resources including computer files, electronic mail messages, SMS messages, and voicemail messages. Employees should understand, therefore, that they have no right of privacy with respect to any messages or information created, collected, or maintained on the District's Technology Resources, including personal information or messages. The District may, at its discretion, inspect all files or messages on

its Technology Resources at any time for any reason. The District may also monitor its Technology Resources at any time in order to confirm compliance with its policies, for purposes of legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.

Some of the District's Technology Resources can be accessed only by entering a password or using login credentials. Passwords and login credentials are intended to prevent unauthorized access to information. Passwords and login credentials do not confer any right of privacy upon any employee of the District. Thus, even though employees may maintain passwords or be provided with login credentials for accessing Technology Resources, employees must not expect that any information maintained on Technology Resources, including electronic mail and voicemail messages, are private. Employees are expected to maintain their passwords and login credentials as confidential. Employees must not share passwords, or forward login credentials unless authorized by the District Manager and must not access coworkers' systems without express authorization.

The best way for employees to ensure the privacy of personal information is not to store or transmit it on the District's Technology Resources. So that employees understand the extent to which information is collected and stored, examples of information currently maintained by the District are provided below. The District may, however, in its sole discretion, and at any time, alter the amount and type of information that it retains.

- Telephone Use and Voicemail: Records are kept of all calls made from and to a given telephone extension. Although voicemail is password-protected, an authorized administrator can listen to voicemail messages and also reset the password.
- Electronic Mail: Electronic mail is backed up and archived. Although electronic mail is password-protected, an authorized administrator can read electronic mail and also reset the password.
- Document Use: Each document stored on District computers has a history that shows which users have accessed the document for any purpose.
- Internet Use: Internet sites visited, the number of times visited, and the total time connected to each site are recorded and periodically monitored.

Deleting or erasing information, documents, or messages maintained on the District's Technology Resources is, in most cases, ineffective. All employees should understand that any information kept on the District's Technology Resources may be electronically recalled or recreated regardless of whether it may have been "deleted" or "erased" by an employee. Because the District periodically backs up all files and messages, and because of the way in which computers reuse file storage space, files and messages may exist that are thought to have been deleted or erased. Therefore, employees who delete or erase information or

messages should not assume that such information or messages are confidential or ever were confidential. If a legal dispute arises, or may arise in the future, it may be unlawful to attempt to delete or erase certain information. Employees shall fully comply with District policy regarding retention or destruction of information.

Notwithstanding the above, the District shall delete personal employee information to the extent required by applicable law, including as required by the California Consumer Privacy Act.

The District provides authorized employees access to online services such as the Internet. The District expects that employees will use these services in a responsible way and for business-related purposes only. Under no circumstances are employees permitted to use the District's Technology Resources to access, download, or contribute to Internet sites that contain inappropriate content such as that which is discriminatory, harassing, defamatory, obscene, indecent, threatening, or that otherwise could reasonably adversely affect any individual, group, or entity.

The District monitors both the amount of time spent using online services and the sites visited by individual employees. The District reserves the right to limit such access by any means available to it, including revoking access altogether.

The District is very sensitive to the issue of protection of trade secrets and other confidential and proprietary information of the District as well as that of its business partners, vendors, and customers ("Confidential Information"). Therefore, employees are expected to use good judgment and to adhere to the highest ethical standards when using or transmitting Confidential Information on the District's Technology Resources.

Confidential Information should not be accessed through the District's Technology Resources in the presence of unauthorized individuals. Similarly, Confidential Information should not be left visible or unattended. Moreover, any Confidential Information transmitted via Technology Resources should be marked with the following confidentiality legend: "This message contains confidential information. Unless you are the addressee (or authorized to receive for the addressee), you may not copy, use, or distribute this information. If you have received this message in error, please advise [employee's name] immediately at [employee's telephone number] or return it promptly by mail."

Employees should adhere to District's security policy with regard to Confidential Information and take all appropriate measures to safeguard the confidentiality and security of such information. Employees should avoid sending Confidential Information via unsecure platforms, and should only transmit Confidential Information when absolutely necessary and only via approved platforms. Employees should also verify electronic mail addresses before transmitting any messages containing Confidential Information.

All software in use on the District's Technology Resources is officially licensed software. No software is to be installed or used that has not been duly paid for and licensed appropriately for the use to which it is being put. No employee may load any software on the District's computers, by any means of transmission, unless authorized in writing in advance by the District Manager and thoroughly scanned for viruses or other malware prior to installation.

Before transferring or copying any software from a District Technology Resource to another computer or other device, employees must obtain written authorization from the District Manager. It is the employee's responsibility to adhere to applicable licensing requirements, including not making or distributing unauthorized copies of software to others. Upon departure from the District, it is the employee's responsibility to remove all District software from non-District computers and other devices on which District software has been installed. If an employee sells or otherwise transfers out of his or her own possession or control his or her own personally owned computer, he or she must first notify the District and work with the District to ensure all District data and related software is deleted and/or remediated prior to such sale or other transfer. Please ask the District Manager for assistance if needed.

The District has installed a variety of programs and devices to ensure the safety and security of the District's Technology Resources. Any employee found tampering with or disabling any of the District's security devices will be subject to discipline up to and including termination. If Confidential Information is downloaded, stored, or copied onto non-District equipment or media, employees must take all appropriate measures to safeguard against loss, theft, damage, or breach of such equipment or media. If Confidential Information is downloaded, stored, or copied onto non-District equipment or media, employees must permanently delete such information prior to selling or otherwise transferring out of their own possession or control such equipment or media. If Confidential Information is downloaded, stored, or copied onto non-District equipment or media and an employee resigns, is terminated, or is requested to do so by management, the employee must work with the District to identify all such Information and its location, and help ensure it is retrieved and/or permanently deleted by the District (or the District's designated agent. Similarly, employees may not send Confidential Information to their personal e-mail accounts, even for work-related purposes, without prior written approval of the District Manager.).

Any loss or suspected loss of Confidential Information, or any suspicious activity such as external hacking attempts or unusual internal activity, should be reported immediately to District management.

The District may, at its sole discretion, provide certain employees with remote access systems such as a laptop, smartphone, tablet, or other personal organizer to allow such employees to handle the tasks associated with their jobs while working away from the office. Employees must take care to ensure the security of all District-provided equipment. Employees must not share network passwords or

other PINs with anyone. As soon as an employee believes District-provided equipment is lost or that the security and confidentiality of the data on that equipment has been compromised, he or she must notify the District Manager. If District-provided equipment is lost, or if it is damaged as a result of carelessness, employees may be responsible for replacement fees. The District-provided remote access system should only be used for District-related business. The District may decide that it is no longer necessary for certain employees to possess a remote access system and their ability to use such systems may be discontinued, in which case such employees are expected to return any District-issued remote access systems in accordance with District's "District Property" policy.

Use of public or other networks, such as unencrypted WiFi networks, can be a threat to the security and reliability of the District's Technology Resources. Accordingly, employees must only access District Technology Resources via means that are specifically approved by the District Manager.

Employees are expected to use sound judgment with respect to use of the District's electronic mail ("e-mail"). All employees should adhere to the following with respect to use of e-mail:

- Always ask before sending an e-mail if it is the appropriate medium of communication. When communicating about a sensitive subject, consider whether e-mail is the appropriate medium or whether using the phone rather than e-mail might be more appropriate (but keep in mind that voicemail is similar to e-mail; voicemail may be stored on a computer server and may be forwarded to third parties).
- Use the "front page" test. Assuming that e-mail is the appropriate medium of communication, each e-mail should be treated as a formal written document. Do not write anything in an e-mail that could not be printed on the front page of the newspaper. Off-the-cuff, sarcastic, or angry comments can come back to haunt the author.
- E-mail is part of the workplace environment. E-mail containing rude and insensitive comments is not only personally embarrassing, but also may serve as the basis for legal liability. Employees and managers should exercise the same care and sensitivity in communicating via e-mail as they would when communicating in person or in letters. Offensive e-mail received from others should not be forwarded, and the recipient should ask the sender to refrain from sending inappropriate e-mail.
- Provide context. As with other forms of communication, there is a risk that an e-mail message may be taken out of context. To reduce the risk that the message will be taken out of context, consider including the original message to which the reply e-mail relates.

- Know your audience. When sending an e-mail, always double-check to whom the e-mail is addressed, especially when using the “reply to all” button. Ask whether it is appropriate for each addressee to receive the e-mail and whether sending the e-mail to a particular addressee will result in the unauthorized disclosure of Confidential Information. If in doubt, remove the doubted addressee.
- Avoid using a home or personal computer for business purposes. When working remotely, use only District-provided devices, unless you have received the written approval from (specify, e.g., Technology Coordinator, Office Manager, etc.).

The District, as part of its technology security roll-out, has initiated phishing training which is ongoing. All employees shall receive such training as part of their onboarding process. From time-to-time, and as part of this training, employees will receive a “test” e-mail that may contain a phishing link. The District’s expectations are that if an employee clicks on the link contained in this phishing exercise, they will be required to immediately report this to the District Manager. Failure to report this may be grounds for disciplinary action, up to and including termination.

Further, if any employee becomes aware that their District equipment has been compromised through malware or other action, such as by clicking on or opening an email, clicking on or opening a suspicious website or link, etc., it is the employee’s responsibility to bring this to the immediate attention of the District Manager. An employee who fails to do so may be subject to disciplinary action, up to and including termination.

The District may perform auditing activity or monitoring to determine compliance with these policies. Audits of software and data stored on the District’s Technology Resources may be conducted without warning at any time.

6.7 District Property; Confidential and Personal Information

The security of District property is of vital importance to the District. District property includes not only tangible property, like desks and computers, but also intangible property such as confidential information. It is critical for the District to preserve and protect its confidential information, as well as the confidential information of customers, suppliers, and third parties. All employees are responsible for ensuring that proper security is maintained at all times.

“Confidential Information” means all information, not generally known, belonging to, or otherwise relating to the business of the District or its clients, customers, suppliers, vendors, affiliates or partners, regardless of the media or manner in which it is stored or conveyed, that the District has taken reasonable steps to protect from unauthorized use or disclosure. Confidential Information includes but is not limited to trade secrets as well as other proprietary knowledge, information,

and know-how; non-public intellectual property rights, including business plans and strategies; manufacturing techniques; formulae; processes; designs; drawings; discoveries; improvements; ideas; conceptions; test data; compilations of data; and developments, whether or not patentable and whether or not copyrightable.

“Personal Identification Information” includes individually identifiable information about employees, customers, consultants, or other individuals, such as Social Security numbers, background information, credit card or banking information, health information, or other non-public information entrusted to the District regarding an individual’s personal identity. There are laws in the United States and other countries that protect certain types of Personal Identification Information, and employees should not disclose such protected Personal Identification Information that has been acquired and retained by the District about other individuals to any third party or from one country to another without prior managerial approval.

Given the nature of the District’s business, protecting Confidential Information and Personal Identification Information is of vital concern to the District. This information is one of the District’s most important assets. It enhances the District’s opportunities for future growth, and indirectly adds to the job security of all employees. Failure to take reasonable measures to protect the District’s Confidential Information may jeopardize its status as a trade secret. While employed by the District, employees must not use or disclose any Confidential Information or Personal Identification Information that they produce or obtain during employment with the District, except to the extent such use or disclosure is required in connection with performing their jobs. Employees may not use or disclose Confidential Information or Personal Identification Information for any reason after the employment relationship with the District ends. Misuse or unauthorized disclosure of Confidential Information or Personal Identification Information may result in immediate termination, as well as potential personal and criminal liability.

Nothing in this Guideline limits any rights an employee may have to discuss terms, wages, and working conditions of employment, or disclose information about sexual harassment or other unlawful acts in the workplace, as protected by applicable law. Employees are permitted to disclose Confidential Information that they are required to disclose pursuant to judicial order or other legal mandate. Should such a circumstance arise, the employee agrees to give the District prompt notice, prior to the deadline of the disclosure requirement, and to fully cooperate with any efforts by the District to obtain and comply with any protective order imposed on such disclosure.

Upon separation of employment, whether voluntary or involuntary, all tangible and intangible District property must be returned to the District immediately. This includes documents, materials, data files, and records of any kind, including any that contain Confidential Information or Personal Information, and any copies thereof. Also, the terminating employee must immediately notify the District if the

employee has Confidential Information or Personal Information stored in the employee's personal computer, or in a mobile, cloud, or other storage medium, and work with the District to identify all such Information and its location, and help ensure it is retrieved and/or permanently deleted by the District (or the District's designated agent).

6.8 Outside Employment

Full-time District employees shall not engage in any outside employment, activity, or private enterprise where it would create a conflict or adversely affect the performance of the employee's regular duties and responsibilities, or create a conflict with their duty of loyalty to the District, or which casts discredit upon or creates embarrassment for the District. An employee with intentions to engage in outside employment must have prior written approval from the General Manager. Employees that have been granted permission to engage in outside employment cannot use District resources, including time or equipment, to perform their outside employment. Approval for continued outside employment shall be re-evaluated by the employee's Supervisor and/or the General Manager on an annual basis.

6.9 Drug and Alcohol Policy

The District will be firm in identifying and disciplining those employees who use, possess, or distribute illegal drugs or alcohol in violation of District policies. The District has a significant interest in ensuring the health and safety of its employees. In addition, the District has an obligation to ensure that its employees do not present a safety risk at work, or to the efficient performance of the employee's duties. The use of drugs, alcohol, or any other substance which alters an employee's behavior affects an employee's ability to perform his or her duties safely and effectively, and increase the potential for accidents, absenteeism, and substandard performance, cause poor employee morale, and can damage the District's reputation.

At no time shall any employee be under the influence of any controlled drug or alcohol while on the job, including but not limited to marijuana (with, or without, prescription).

PLEASE NOTE: Despite Proposition 64's legalization of marijuana under California law, the District still considers it a prohibited drug for purposes of this policy as it remains illegal under Federal law. Being under the influence of marijuana, at any level of intoxication, is prohibited. No level of cannabinoids in an employee's system is acceptable. Use, possession, purchase, sale, or distribution of marijuana are grounds for discipline, mostly likely termination. Employee use of marijuana is not excused even when used as "medical marijuana."

Definitions. For the purposes of this policy, the following terms shall have the following meanings:

A. "Alcohol" means any alcoholic beverage as defined in California Business and Professions Code Sections 23000, et seq.

B. "Drug" means any drug, including but not limited to illegal drugs, prescription medications, and/or over-the-counter medications.

C. "Illegal Drug" means any substance, drug, narcotic, or immediate precursor which may subject an individual to criminal penalties, or a legal drug which has not been legally obtained or is being used in a manner for which it was not prescribed or intended. Because marijuana is regulated on the federal level, it is considered an "Illegal Drug" under this policy, whether obtained legally under state law or not.

D. "Legal Drug" means any "over-the-counter" drug or prescription drug which has been legally obtained and is being used in a manner, combination and quantity for which it was manufactured, prescribed, or intended.

E. "Reasonable Suspicion" is defined as a good faith belief, based on articulated facts or evidence that a person may be under the influence of alcohol or drugs.

F. "On Duty" means the span of time between the time the employee reports for work through the time an employee's period of work ends. It also includes any time an employee is on standby duty. Standby duty includes any time during which a District employee is on notice that he or she may be called to duty.

G. "Safety Sensitive Position" means a position that has job duties that may put the employee or others at risk of irremediable consequences if performed under the influence. Irremediable consequences result when an employee, due to the use of drugs or alcohol, is not able to rectify his or her mistake, and the co-workers of the employee have no opportunity to intervene, before harm occurs. A safety sensitive position would include, but not be limited to, those positions that as a normal course of business require District employees to operate vehicles, equipment, tools, and/or other devices or machinery that may cause bodily harm to themselves or other individuals.

H. "Under the influence" means that a drug or alcohol is present in the employee's system in any detectable amount that may impair the employee's ability to work safely and efficiently.

Prohibitions. The following conduct is prohibited and may result in discipline, up to and including termination:

1. Using or possessing alcohol or other controlled substances while on duty.
2. Reporting for duty or remaining on duty when the employee used any controlled substances, except if the use is pursuant to the instructions of a physician who has advised the employee that the

substance does not adversely affect the employee's ability to safely operate a vehicle or otherwise perform the employee's job.

3. Reporting for duty or remaining on duty if the employee tests as having a blood alcohol concentration of 0.04 or greater.
4. The use or being under the influence of any legally obtained drug by an employee while performing District business, while on District property, is prohibited to the extent that such use or influence may affect the safety of the employee, co-workers, the employee's job performance; or the safe or efficient operation of District business. An employee shall notify his or her supervisor if the employee is using a legal drug which may impair the employee's ability to perform work safely and efficiently. The employee will not be required to disclose the type of drug or the reason for taking the drug, but the employee may be required to provide verification from his or her doctor or physician that he or she may continue working safely and efficiently while taking the drug. If the employee's doctor or physician cannot verify that the employee can work safely and efficiently while taking the drug, the employee may be placed in an alternative position, if available, or on a leave of absence until the employee is no longer taking the drug in question.
5. The use, being under the influence, manufacture, distribution, purchase, transfer, or possession of an illegal drug by an employee while on duty, on standby duty or while on District property is strictly prohibited. A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines. Marijuana, whether or not obtained legally under state law, is federally regulated and is therefore considered an "illegal drug" under this policy; there is no allowable level of influence for marijuana.
6. Reporting for duty or remaining on duty if the employee tests positive for controlled substances (including, but not limited to, marijuana, whether prescribed or not).
7. Refusing to submit to any alcohol or controlled substances test required by this Policy. An employee who refuses to submit to a required drug/alcohol test will be treated in the same manner as an employee who tested 0.04 or greater on a blood alcohol test or tested positively on a controlled substances test. A "refusal to submit" to an alcohol or controlled substances test required by this policy includes, but is not limited to:

- A refusal to provide a urine sample for a drug test;
- An inability to provide a urine sample without a valid medical explanation;
- A refusal to complete and sign the breath alcohol testing form, or otherwise to cooperate with the testing process in a way that prevents the completion of the test;
- An inability to provide breath or to provide an adequate amount of breath without a valid medical explanation;
- Tampering with or attempting to adulterate the urine specimen or collection procedure;
- Not reporting to the collection site in the time allotted by the supervisor or manager who directs the employee to be tested;
- Leaving the scene of an accident without a valid authorization.

Please note: The District reserves the right to search all places under the common control of the District and employees and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

6.9.1 Alcohol and Drug Testing

An applicant for a safety sensitive position with the District shall be required to participate in and successfully complete a drug screening as part of their pre-employment medical examination. Any offer of employment will be conditioned upon compliance with this policy. Failure or inability to successfully complete the drug screening process will constitute disqualification of the applicant for the position. The applicant will be requested to execute a consent form which includes a waiver and release. Refusal to do so will terminate consideration of the applicant for employment. A prior failed drug screening is grounds for denial of future employment applications. Applications received within one year of a failed drug screen will not be considered.

1. Reasonable Suspicion Testing.

All employees may be required to submit to an alcohol or drug test if a supervisor has reasonable suspicion to believe the employee is under the influence of alcohol or controlled substances. Reasonable suspicion alcohol and drug testing will generally be administered within two hours of the observation. If not, the supervisor should provide written documentation as to why the test was not promptly conducted.

The District may require a blood test, urinalysis, or other drug and/or alcohol test of employees reasonably suspected of using or being under the influence of a drug

or alcohol when on duty or on District property. The type of test to be performed shall be determined by the medical facility, laboratory or collection facility conducting the test. An employee's consent to submit to such a test is required as a condition of the employee's continued employment, and the employee's refusal to consent will be considered insubordination and may result in disciplinary action, up to and including termination of employment, for even a first refusal or any subsequent refusal.

Only the Human Resources Department or other designated individuals who have specific training with respect to recognizing potential substance abuse will have the authority to request a drug or alcohol test based on reasonable suspicion. Employees must report any perceived violation of this policy to their supervisors or the Human Resources for further assessment. The Human Resources Department Head or other designated individuals (as applicable) requesting an employee to submit to a drug or alcohol test based on a reasonable suspicion must document in writing the facts constituting reasonable suspicion that the employee in question is using or under the influence of drugs or alcohol.

Employees reasonably believed to be under the influence of drugs or alcohol shall not be permitted to engage in further work. In addition, such employees shall not depart from their assigned work place without supervision. If it is reasonably suspected that an employee is under the influence of illegal drugs or alcohol, or if it is suspected the employee is being impaired from the use of a legal drug, the District shall arrange for transportation from the assigned work place to a testing center and/or the employee's residence, as is deemed appropriate.

Any employee who has drugs or alcohol in his or her system that exceed the standards established by the Department of Transportation at the time a drug and alcohol test is performed based upon a reasonable suspicion shall be subject to disciplinary action, up to and including termination.

2. Department of Transportation and Other Federally Mandated Testing

The District will institute and comply with any drug and alcohol testing program mandated by state and federal law, including the Drug-free Workplace Act and the U.S. Department of Transportation's testing requirements.

3. Random Drug and Alcohol Testing of Employees in Safety Sensitive Positions

For those employees in safety sensitive positions, the District may require a blood test, urinalysis, or other drug and/or alcohol test on a random basis. The type of test to be performed shall be determined by the medical facility, laboratory or collection facility conducting the test. Excluded from the random testing under this policy will be those employees who are subject to the DOT testing regulations. The random testing under this policy will be implemented using an independent third

party administrator who will follow a random selection pattern and testing procedures similar to those used under the DOT testing regulations.

4. Drug Testing in the Event of an Accident

Employees will be required to undergo alcohol and drug testing if they are involved in an accident with District equipment that results in damage or injury occur, so long as there is reasonable suspicion of possession or intoxication. This includes all employees who are on duty operating the equipment and any others whose performance could have contributed to the accident. This is in order to ensure the safety and health of all District employees.

Following an accident where an employee is to be tested, the employee will be tested as soon as practicable (generally within two hours but not to exceed eight hours). Any employee who leaves the scene of the accident without appropriate authorization prior to submission to a drug and alcohol test will be considered to have refused the test and may be subject to termination of employment.

5. Procedures Used in All Testing

- Prior to any testing, an applicant or employee will be required to sign a consent and release form allowing the District to conduct or order the testing and receive the test results. The signing of a consent and release form is a condition of employment. An employee's refusal to sign a consent and release may be considered insubordination and will subject the employee to disciplinary action, up to and including termination of employment. An applicant's refusal to sign a consent and release form will result in withdrawal of an offer of employment.
- The drug or alcohol testing will be conducted in such a manner as to reasonably provide the applicant or employee privacy.
- The test results will be kept on a need-to-know basis by the District. However, the District reserves the right to submit the test results as evidence in any legal or administrative action, including an action challenging disciplinary action taken by the District against the employee in question. A copy of the test results will be provided to the employee in question upon request.
- A portion of the biological sample taken in the drug or alcohol test will be provided to the employee or applicant, upon request, so that he or she may have the sample independently analyzed at his or her own expense.
- Biological samples taken in the drug or alcohol test will not be used for anything other than an analysis for drug or alcohol content.

- The District shall use specimen collection sites and laboratories certified for drug and alcohol testing by the U. S. Department of Health and Human Services.
- Testing of current employees will be conducted when the employee is in an on duty status.
- If an employee is tested for substance abuse and the test results are positive for drugs and/or alcohol, or if an employee admits to using drugs or alcohol that has affected their job performance, it is left to the District's management and Human Resource Department's discretion as to whether the employee shall be immediately terminated from their employment, or if they will be offered the opportunity to participate in a rehabilitation program which may be covered under the District's medical insurance coverage. If the employee is allowed to remain in the employment of the District and they elect to participate in a rehabilitation program, reinstatement to their position will be permitted only if the program was completed and they receive affirmation of their successful completion from the program provider. Before returning to work the employee must submit the results of a new drug and alcohol test which shows an absence of substances for which the test was originally given or any other substance which would be considered illegal and which would cause impairment. This test will be performed at the same testing facility used by the District, or approved in advance by the District. Further, if an employee elects to participate in a rehabilitation program, they may be eligible to use their leave time, or request a leave of absence in order to enter into the program for a period of time to be determined prior to admittance into the program, not to exceed 30 days.
- Unless otherwise required by law, an employee will not be guaranteed reinstatement to the position they held at the time they were tested positively for drugs; following the successful completion of a rehabilitation program, reinstatement and the terms and conditions under which reinstatement will occur will be determined on a case-by-case basis, with the final determination made by the General Manager. The terms and conditions for continued employment or reinstatement shall be contained in a written agreement.

6. Legal Drugs

An employee shall notify the District in writing of any legal drug (not including marijuana, whether obtained legally pursuant to state law or not) in his or her system which may show up as a positive result in a drug or alcohol test, prior to taking the test. (The employee will not be required to disclose the type of drug or the reason for taking the drug, but the employee may be required to provide verification from a doctor or physician that the employee's use of the drug is indeed

legal and that he or she may continue working safely and efficiently while taking the drug.)

6.9.2 Consequences of Failing an Alcohol or Drug Test.

A positive result from a drug or alcohol test may result in disciplinary action, up to and including termination, even for a first offense. The District also reserves the right to discipline or terminate an employee convicted of an offense which involves the use, distribution, or possession of illegal drugs. If an employee is not terminated, the employee:

1. Must be removed from performing any job function and immediately placed in an unpaid status.
2. Must submit to an examination by a substance abuse professional. Upon a determination by the substance abuse professional, the employee may be required to undergo treatment for his or her alcohol or drug abuse. The District is not required to pay for this treatment.
3. Shall not be returned to his or her former position until the employee submits to a return to duty controlled substance and/or blood alcohol test (depending on which test the employee failed) which indicates and alcohol concentration level of less than 0.02 or a negative result on a controlled substance test.
4. Will be required to submit to unannounced follow up testing and, possibly other conditions if he or she has been returned to his or her position.

6.9.3 Compliance With State or Federal Law.

At all times, the District will comply with current applicable state or federal law concerning drug and alcohol testing. Issues or inconsistencies that are not addressed in this policy will be determined by referring to state or federal law and regulations governing drug and alcohol testing. The District reserves the right to make changes to this policy at any time, for the purpose of complying with state or federal law or regulation as it exists now or as it may be amended.

6.10 Smoking Prohibitions

Employees are prohibited from smoking in all buildings, structures, facilities, establishments, conference rooms, trailers, meeting areas, hallways, lobbies, storage rooms, shops, garages, bays, shelters, vehicles, job sites, and equipment that are rented, leased, owned, or operated by the District. In conformity with California Government Code section 7597, no smoking shall be allowed within twenty (20) feet of any main entrance, exit, or window of any District building. The term "smoking" as used in this policy includes use of any recreational inhalable product, whether made inhalable by burning, vaporization, or any other means.

This policy prohibits use of any cigarettes, e-cigarettes, cigars, pipes, or vaporizer, regardless of the substance being inhaled. Smoking shall also be prohibited within fifty (50) feet of all confined spaces. This policy also prohibits smokeless tobacco or any other recreational product that is intended to be spat during usage.

Smoking is prohibited in District vehicles and equipment. This Policy shall apply to all District employees, associates, visitors, or any riders in District vehicles or equipment.

Smoking is only allowed on District property in areas previously designated and marked as “smoking areas” and only during an employee’s own time, such as during a meal or rest period.

6.11 District Tattoo and Piercing Policy

All employees are subject to the following policy:

The District’s policy regarding tattoos is as follows:

- a. No visible tattoos are allowed on the head, face or neck.
- b. Any visible tattoo cannot be obscene, sexually explicit, discriminatory as to sex, race, religion, national origin or any protected category; extremist and/or gang-related.
- c. Any nonconforming tattoo must be covered with clothing or a bandage while at work or must be removed.
- d. If an employee has a question about how the tattoo policy applies to them, the employee should immediately raise the issue with his/her supervisor for consideration and determination.

The District Policy regarding body piercing is as follows:

- a. No objects, articles, jewelry or ornamentation of any kind shall be attached to or through the skin if visible on any body part including the tongue or any part of the mouth. The only exception is that an employee may wear one pair of earrings in the ears.
- b. Any non-conforming piercing shall be removed while the employee is on duty.
- c. If an employee has a question about how the piercing policy applies to them, the employee should immediately raise the issue with his/her supervisor for consideration and determination.

6.12 Inspections and Searches

The District believes that maintaining a workplace free of drugs, alcohol, and other harmful materials is vital to the health and safety of its employees and the success of the District's business. The District also intends to protect against the unauthorized use and removal of District property. In addition, the District intends to ensure its access at all times to District premises and District property, equipment, information, records, documents, and files. Accordingly, the District has established this policy concerning inspections and searches on District premises.

Access. In order to ensure access at all times to District property, and because employees properly in possession of District property or information related to District business may not always be available to produce the property or information when needed in the ordinary course of the District's business, the District reserves the right to conduct a routine inspection or search at any time for District property on District premises. In addition, the District reserves the right to access, at any time, information and communications stored in District computer files, on District computer drives, in employee voicemail boxes, and in electronic-mail systems.

Inspections. Inspections or searches for prohibited materials in or on District premises also will be conducted whenever the District has reasonable suspicion to believe that a particular employee or group of employees may be in possession of materials in violation of this policy. Inspections or searches for prohibited materials may be conducted by an independent security service or by District personnel. Inspections or searches for prohibited materials may be conducted from time to time even when there is no immediate reason to suspect the presence of the materials. In such cases, the District may announce the inspection in advance, except for inspections or searches conducted at locations where employees enter or exit District premises. Inspections or searches for prohibited materials may include an employee's office, desk, file cabinet, closet, computer, or similar places where employees may place personal possessions or information, whether or not the places are locked or password protected. Inspections or searches for prohibited materials also may include an employee's locker, or an employee's pockets, purse, briefcase, lunch box, or other item of personal property worn or carried by the employee while on District premises.

No Reasonable Expectation of Privacy. Routine searches or inspections for District property may include an employee's office, desk, file cabinet, closet, computer files, voice mail, electronic mail, or similar places where employees may store District property or District-related information, whether or not the places are locked or protected by access codes or passwords. Because even a routine search for District property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property they do not wish to reveal to the District.

6.13 Workplace Violence Policy

The District recognizes that workplace violence is a concern among employers and employees across the country. The District is committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, customers, visitors, or anyone else on District premises or engaging in a District-related activity from behaving in a violent or threatening manner. Moreover, the District seeks to prevent workplace violence before it begins and reserves the right to address certain behaviors, even in the absence of violent behavior.

The District believes that prevention of workplace violence begins with recognition and awareness of potential early warning signs and has established procedures within the Human Resources Department for responding to any situation that presents the possibility of violence.

Workplace violence is any act or threat of physical violence, harassment, intimidation, or other threatening disruptive behavior that occurs at the worksite, ranging from threats and verbal abuse to physical assaults and even homicide, that can affect and involve employees, clients, customers and visitors. If any employee observes or becomes aware of any of any workplace violence related actions or behavior by an employee, customer, consultant, visitor, or anyone else, he or she should notify the Accounting/Customer Service/Human Resources Manager or General Manager immediately. Further, employees should notify the Service/Human Resources Manager or General Manager if any restraining order is in effect, or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation. The District may, however, need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence.

If the District determines that workplace violence in violation of this policy has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated.

Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the

District may request that the employee participate in counseling, either voluntarily or as a condition of continued employment.

6.14 Health & Safety

The District is committed to providing a safe and healthy workplace. The safety of every employee is a fundamental consideration for the District, and all reasonable precautions will be taken to protect employees from injury. In order to promote safety in the workplace, the District expects employees to conduct business and perform their duties in a safety-conscious manner at all times. All work areas must be kept clean, and free of clutter and debris. The District also expects all employees to refrain from horseplay and careless behavior in the workplace. Any hazards or potentially dangerous conditions must be corrected promptly and/or reported to a supervisor.

Under California law, in the event of an emergency condition, the District will not take or threaten adverse action against any employee for refusing to report to, or leaving, a workplace because the employee has a “reasonable belief that the workplace is unsafe.” The law requires employees to, “when feasible,” notify employers in advance of the emergency condition that requires they either leave the workplace or refuse to report to work. If it’s not feasible, then the employee must notify the employer as soon as possible.

“Emergency Condition” for purposes of this policy, is defined as conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act. And, an order to evacuate a workplace, worksite, worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

“A reasonable belief” for purposes of this policy, is defined as the workplace or worksite is unsafe” means that a reasonable person, under the circumstances known to the employee at the time, would conclude there is a real danger of death or serious injury if that person enters or remains on the premises. The existence of any health and safety regulations specific to the emergency condition and an employer’s compliance or noncompliance with those regulations shall be a relevant factor if this information is known to the employee at the time of the emergency condition or the employee received training on the health and safety regulations mandated by law specific to the emergency condition.

6.15 Accident Reporting

If you are involved in an accident or sustain (or witness) an occupational injury, you must report the matter to your supervisor or to Human Resources promptly. Any potentially unsafe working condition, unsafe action on the part of any employee, hazardous condition, or other safety concern should be brought to the immediate attention of Human Resources. The District complies with all applicable health and safety regulations, including the establishment of an Injury and Illness

Prevention Program. Please see Human Resources to review the Injury and Illness Prevention Program, or if you have any other questions.

UNAPPROVED

SECTION 7. DISCIPLINE

7.1.1 Types of Disciplinary Action

In most cases, the District will attempt to follow a progressive discipline model when it comes to issuing corrective action to District employees. However, this may not be possible in all instances. The District may bypass progressive discipline when, in its discretion, it believes the facts warrant or when any one such instance is so severe that it warrants more serious disciplinary action. Evaluation, coaching instructions, performance improvement plans, lateral transfers, paid administrative leave, and reductions in force for business reasons do not constitute discipline. The following are the typical forms of discipline utilized at the District:

- a. *Oral Warning.* A formal discussion with an employee, usually by the employee's immediate supervisor, about performance or conduct problems, the need for the employee to improve and what specific improvement is expected. Supervisor shall make a written record of the warning which will be maintained in the employee's personnel file.
- b. *Written Reprimand.* A formal written notice to the employee regarding performance or conduct problems, the need for the employee to improve, and what specific improvement is expected. The written reprimand goes in the employee's personnel file. The employee may respond in writing to the written reprimand within fourteen (14) days. The response will be placed in the personnel file with the written reprimand.
- c. *Suspension.* Removal of an employee from duty without pay for a specified period.
- d. *Reduction in Pay.* A reduction in pay from the employee's current step within a pay range to a lower step within that same pay range.
- e. *Demotion.* A reduction in status and salary from one classification to another classification having a lower salary range.
- f. *Dismissal or Discharge.* Separation from employment of an employee for cause.

7.1.2 Grounds for Disciplinary Action Involving Full-Time Permanent Employees

Grounds for Discipline include, but are not limited to, the following:

- a. Fraud in securing employment or making a false statement on an application for employment.
- b. Incompetency, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.

- c. Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.
- d. Willful disobedience or insubordination, a willful failure to submit to duly appointed and acting supervision or to conform to duly established orders or directions of persons in a supervisory position or insulting or demeaning a supervisor or manager.
- e. Dishonesty involving employment.
- f. Unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol while on duty, or on District property, or at any District building or facility. Reporting to work under the influence of alcohol or any controlled substance or any prescription medication for which the employee does not possess a valid prescription, or becoming so influenced while on duty.
- g. Refusal to submit to drug and alcohol screening when directed to do so by District Management pursuant to the District's Drug-Free Workplace Policy. Testing positive upon a confirming test for the presence of a controlled substance or alcohol pursuant to the District's Drug-Free Workplace Policy.
- h. Excessive absenteeism.
- i. Inexcusable absence without leave.
- j. Abuse or misuse of sick leave, i.e.
- k. The conviction of either a misdemeanor or a felony related to the position held may constitute grounds for dismissal of any employee. The record of conviction will be conclusive evidence of the fact that the conviction occurred. The General Manager may inquire into the circumstances surrounding the commission of the crime in order to support the degree of discipline. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere is deemed to be a conviction within the meaning of this Section.
- l. Discourteous treatment of the public or other employees.
- m. Improper or unauthorized use of agency property.
- n. Refusal to subscribe to any oath or affirmation which is required by law in connection with agency employment.
- o. Any willful act or conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the agency, the employee's department or division.

- p. Inattention to duty or negligence in the care and handling of District property.
- q. Violation of the rules and regulations of any department.
- r. Outside employment that interferes with the employee's ability to perform their job for the District.
- s. Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his or her official duties.
- t. Falsifying work records or the practice of fraud of any type.
- u. Leaving the job during duty hours without approval from supervisor.
- v. Becoming uninsurable by standards of the District's automobile insurance carrier for any reason.
- w. Sleeping on the job or habitually reporting to work later than the assigned hour, after having been duly warned.
- x. Willful violation of any of the provisions of an ordinance, resolution, rule, regulation or policy prescribed by the District.
- y. Working overtime without authorization.
- z. Possession of weapons on agency property unless authorized.
- aa. The receipt or placement of non-emergency personal telephone calls during working hours, text messaging, or personal e-mails.
- bb. Failure to report immediately, an accident or injury to the immediate supervisor.
- cc. Failure to report immediately – breakdowns, improper or unsafe operation of equipment or facilities.
- dd. Entering into contracts in the name of the District which have not been authorized.
- ee. Willfully violating the District's cyber security protocols.

7.1.3 Procedures for Taking Disciplinary Action

- a. *Disciplinary Actions Not Subject to Notice and Hearing Procedures.* The following disciplinary actions may be taken against any regular employee by the General Manager, or such management personnel as he may designate, without notice or hearing procedures:

1. Reprimand, which may be oral or in writing or both.
 2. Suspension for up to three (3) shifts without pay.
 3. Any discipline related to a District employee whose employment is "at will."
- b. *Disciplinary Actions Subject to Notice and Hearing Procedures.* Upon compliance with the procedures set forth herein, satisfying the so-called Skelly rights, the following disciplinary actions may be taken against a regular full-time employee by the General Manager:
1. Suspension of four (4) or more shifts without pay: An ordered interruption of duties for four (4) or more shifts without pay.
 2. Salary reduction: A reduction in pay from the employee's current step within a pay range to any lower step within the same range, as such range is recorded in the District's current salary schedule.
 3. Demotion: A reduction from a position in one class to a position in another class having a lower salary range for disciplinary purposes.
 4. Dismissal or Termination: Discharge from District service for cause.

These disciplinary actions are subject to the notice and hearing rights as set forth below but are not subject to the District's grievance procedures.

- c. *Disciplinary Notice and Hearing Procedures.* The following provides the procedures for notice of discipline, hearing, and appeal, where such procedures are required. See Section 7.1.3(b).
1. *Notice of the Proposed Action.* Prior to imposing discipline, the District shall deliver to the employee a written notice of its intention to discipline the employee. Such notice shall be personally served on the employee or sent by mail to the employee's place of residence as last shown on the records of the District. The notice shall be served on or mailed not less than seven (7) calendar days prior to the effective date of the proposed disciplinary action and shall contain the following:
 - i. The type of Discipline proposed and the effective date thereof.
 - ii. The charges upon which such action has been proposed and the reasons why such action is being taken.
 - iii. If such charges are based in whole or in part, upon documents or materials, the notice shall inform the employee

of this fact, and shall inform the employee as to the location of such documents or materials. If available and subject to duplication, copies of such documents and materials shall be furnished to the employee with the notice.

- iv. A time and date by which the employee may respond to the charges, orally or in writing, which date shall not be less than seven calendar days after the notice is served on or mailed to the employee, whichever occurs first.
- d. *Response of Employee.* The employee shall have the right to respond either orally, by Skelly conference, or in writing no later than the time and date provided in the notice to the employee. The time for response may be extended by the General Manager for a reasonable period if the General Manager determines it to be necessary to provide the employee with a fair opportunity to answer the charges made. Written responses shall be delivered to the General Manager within the time allowed to respond or said right shall be waived. If the employee desires to make an oral response, the employee shall give written notice to the General Manager of this fact at least two (2) calendar days before the time and date stated in the notice for the expiration of the time to respond. Failure of the employee to give such notice shall constitute a waiver by the employee of any right to present an oral response.
- e. *Determination by General Manager.* Upon expiration of the period of time set forth in the District's notice to the employee, the General Manager shall review the matter, including the response of the employee, if any, and shall make a determination as to whether to impose discipline. The General Manager shall notify the employee in writing of his determination. Such notice shall be personally served on the employee or shall be sent by registered or certified mail to the employee's place of residence as last shown on the records of the District.
- f. *Disqualification of General Manager.* If prior to the time set for consideration of the response, the General Manager has become so involved in the matter as to create an actual bias against the employee which prevents the General Manager from fairly considering the response of the employee, the General Manager shall so advise the Board of Directors' Personnel Committee, which shall thereupon appoint another person to act on behalf of and in the place of the General Manager. However, mere prior knowledge of the factual background of the matter, and an expression of opinion thereon, shall not, in and of itself, disqualify the General Manager.
- g. *Appeal of Decision of General Manager.* An employee or former employee dissatisfied with the determination made by the General Manager may appeal the determination to the Board, provided that a written notice of appeal is received by the Board Secretary no later than ten (10) calendar

days after the date of personal service or mailing of the notice of the General Manager's determination, whichever is sooner. This appeal does not allow for a new hearing. The Board shall establish an ad hoc personnel committee ("Personnel Committee") that shall review the record. The appeal is a review of the record and decision of the General Manager. After review, the Ad Hoc Personnel Committee will issue a final decision.

SECTION 8. PERFORMANCE EVALUATION

The District recognizes the importance of on-going communication regarding employee performance. Therefore, employees will be provided analysis and constructive criticism on job performance on a regular basis. The District's goal is to review every employee at least once a year, preferably on his or her anniversary. Supervisors are encouraged also to provide performance improvement plans and interim employee evaluations, at their discretion, whenever such feedback would be advantageous. Evaluations do not entitle employees to salary adjustments though they may be considered when salary adjustments are at issue.

SECTION 9. RIGHT TO AMEND, DELETE OR SUSPEND

These rules and regulations may be amended periodically by adding, deleting, or changing policies as necessary.

The District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this handbook or in any other document. Any changes to this handbook will be distributed in writing to all employees so that employees may be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this handbook.

Acknowledgement of Receipt of PERSONNEL RULES AND REGULATIONS

Employee Name: _____

I acknowledge that I have received a copy of the Personnel Rules and Regulations, issued by the **Rowland Water District** (the "District") on _____, _____. I have promptly read its contents. I agree to observe and abide by the conditions of employment, policies, and rules contained in this manual. I understand that this manual refers to current benefit plans maintained by the District and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I understand and agree that nothing in the manual creates or is intended to create a promise or representation of continued employment.

I also acknowledge receipt of the District's anti-harassment and discrimination policy set forth in this manual, as well as the District's technology usage and security policy, and I certify that I have read it, understand it, and agree to comply with its terms and conditions.

I understand and acknowledge that these policies may be amended from time-to-time and in the sole discretion of the District.

My signature below certifies that I understand that the foregoing and that I have read and understand the policies in this manual. I also understand that if I violate the rules, policies, and procedures set forth herein that I may be subject to discipline, up to and including termination of my employment. This manual supersedes all prior agreements, understandings, and representations concerning my employment. I understand that if I have questions regarding the manual that I can discuss with my management team or Human Resources department.

Signature _____ Date _____

Print Name _____



Rowland Water District – Board Report

November 14, 2023



Customer Communications

Understanding the Colorado River Water Supply

- 6 Video FAQs are being finalized
- FAQ Handout in Development

Customer Letter Regarding Efficiency Legislation

Lobby Design is being finalized



District Outreach

Water Supply – OpEd #2 (Review and pending approval by Tom)

Podcast Finalization – New Podcast Being Scheduled

Water Reuse Conference

Updating “Where Does Your Water Come From?” video



Website/Graphics Enhancements

Updated videos and sliders as needed

Branding elements revised per guidelines

Development of lobby concepts and mock-ups



Press Releases/Earned Media

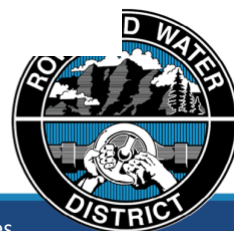
Board Ethics Training

Occupational Excellence Achievement Award

Metropolitan Water District Annual Calendar Poster Contest

Internship Presentation

Buckboard Days Parade First Place Win



Public.

NEWS

POLITICS
AND POLICY

BUSINESS
AND ECONOMY

ARTS
AND CULTURE

LIFESTYLE
AND LEISURE

Search Companies, Topics, Organizations, Governments...

ROWLAND WATER DISTRICT

10/23/2023 | Press release | Archived content

Water District Board Prioritizes Transparency And Responsibility

General Manager Training

Rowland Water District comprehensive ethics training for all employees. Camarena at Best, Fair Political Practices Commission has equipped the District with maintaining ethical

Public.

NEWS

POLITICS
AND POLICY

BUSINESS
AND ECONOMY

ARTS
AND CULTURE

LIFESTYLE
AND LEISURE

Search Companies, Topics, Organizations, Governments...

ROWLAND WATER DISTRICT

10/16/2023 | Press release | Archived content

Culture Of Workplace Safety Recognized Organization-Wide

Accolade Conferred by Workplace Wellness Leaders

Rowland Heights, CA (October 13, 2023) - Rowland Water District (RWD) is being recognized for its rigorous safety standards with the 2023 Occupational Excellence Achievement Award. The District reported zero injuries in 2022.

The National Safety Council (NSC) award highlights organizations with exemplary injury and illness records. The NSC considers specific criteria from the past year. Recipients must display a lost workday case incident rate better than or equal to 50 percent of the Bureau of Labor Statistics for their North American Industry Classification System (NAICS) code and have zero fatalities.





Community & Education Outreach Update

November 14, 2023

SOCIAL MEDIA

#DiscoverRWD #RowlandConnections #RWDeducation #WaterFacts

Rowland Water District continually posts updates regarding District information, careers in water, conservation, and water education. These posts are shared on Facebook, Instagram X/Twitter, and YouTube when necessary. See below for our social media engagement:



X/Twitter:

Measurement	Total
Followers	787
Tweets	16
Tweet Impressions	1,256
Post Impressions	964
Post Retweets	1

Top Performing Tweet:

Tweet activity





Rowland Water District @RowlandWater
★ Today our #CAWaterWeek Water Pros staff spotlight is our Customer Service Supervisor, Monica Ulloa.

❤️ "Working for an industry that provides a vital source to our community is very rewarding..."
[@cwea](#)

#DiscoverRWD #WeAreCAWater
#EssentialWorkers
pic.twitter.com/EqUwur2RyP

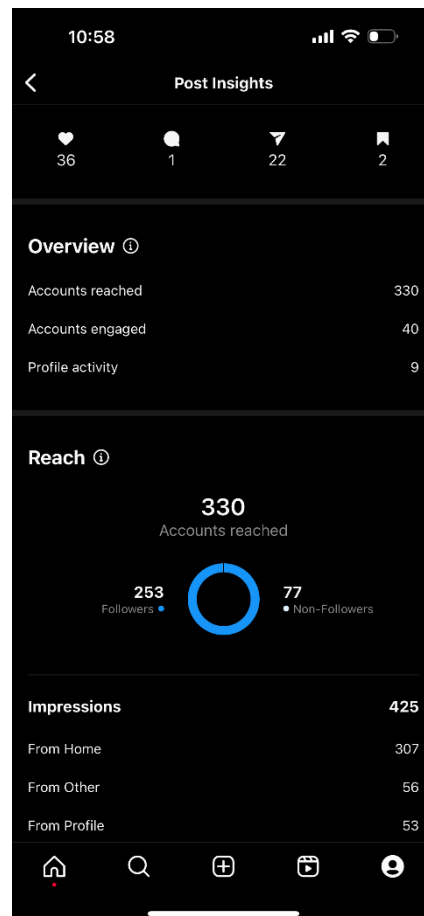
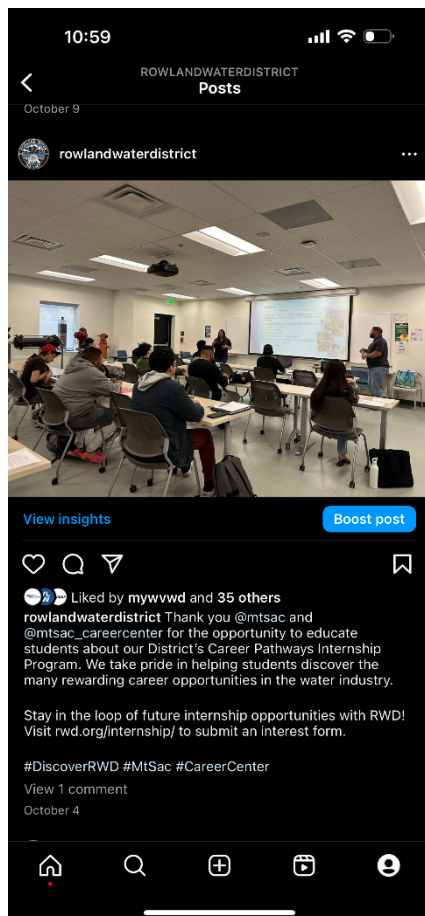
Impressions	141
Total engagements	9
Likes	6
Retweets	2
Hashtag clicks	1



Instagram:

Measurement	Total
Total Followers	1,269
Post Engagement	290
Post Impressions <i>(Total number of times post have been seen)</i>	2,754
Profile Impressions	5,327

Instagram Top Performing Post/Reel:





Website - October 2023

Measurement	Total
Users	3,900
New Users	2,900
Returning Visitor	1,500
Pageviews	15,204



CONSTANT CONTACT- Electronic information sent to customer emails.

Total Active Contacts-12,597



COMMUNITY & EDUCATION ENGAGEMENT

National Theater for Kids – Eight performances were conducted during October 2023. Two (2) at Bixby Elementary School and six (6) at Northam Elementary School.

College Internship Program Presentations – District staff made presentations to Mount San Antonio Community College (Mt. SAC) students on the District's internship program. Presentations were held on October 3rd and 19th.

Buckboard Days Parade and Festival – The District received 1st place in the business float category at the Buckboard Days Parade on October 21, 2023. Following the parade, the District staffed a booth at the festival that was highly visited by attendees.





Mini Solar Challenge – 305 students have been enrolled by their teachers to participate in RWD’s 2023-24 Mini Solar Challenge. RWD will invite these 103 teams to race their solar mini “boats” in March 2024 at a local high school. Following RWD’s local challenge, the top team will then compete against Valley County Water District’s team at the first-ever regional mini-solar competition. Details of this regional event are in discussion with PWAG’s Conservation and Education Team.

Scholar Dollar Contest – High School principals and English teachers have been asked to share details of the Scholar Dollar scholarship program with the senior student body. This is a great opportunity for four students to receive \$1,000, payable to an educational institution upon proof of enrollment. Application details and requirements may be accessed by visiting <https://pwagcet.org/scholar-dollars/>.

Water Bottle Filling Stations - District staff recently conducted site visits to Santana and Nogales High School in preparation for the upcoming installation of water bottle filling stations. These schools will also receive reusable water bottles for their student body, administrative staff, and teachers.

Splash Cash Program – The application period for submittals has closed. District staff is currently in the process of reviewing applications and will award those that meet eligibility criteria.


Other Water Education/Outreach Activities

- Staff attended the annual Member Agencies Conservation Coordinators meeting at TVMWD where they received a presentation by Krista Guerrero, MWD Water Efficiency Team member, on MWD conservation program updates.
- Staff continues attending monthly Conservation and Education Team (CET) meetings. Teachers are encouraged to visit: <https://pwagcet.org/> for resources on water-related lessons and grants.



MEMORANDUM

To: Los Angeles County Independent Special Districts

From: William F. Kruse, Special Counsel 

Date: November 1, 2023

Subject: Special Election Results; LAFCO Alternate Representative

The special election to fill the vacancy for LAFCO Alternate Representative closed as of 5:00 p.m. on October 27, 2023. Thirty-three (33) valid ballots were received. The results are as follows:

1. For ALTERNATE REPRESENTATIVE:

MICAH ALI received 11 votes

STEVEN APPLETON received 5 votes

STEPHEN H. BROWN received 7 votes

GARY BURNS received 5 votes

SHARON S. RAGHAVACHARY received 5 votes

Mr. Ali will serve as LAFCO Alternate Representative with his term ending May 4, 2026.

Thank you for participating in the election.

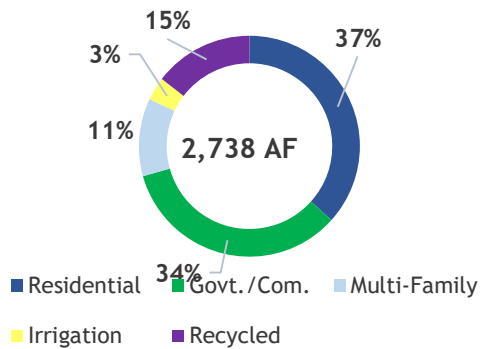


ROWLAND WATER DISTRICT FINANCIAL DASHBOARD

September 30, 2023



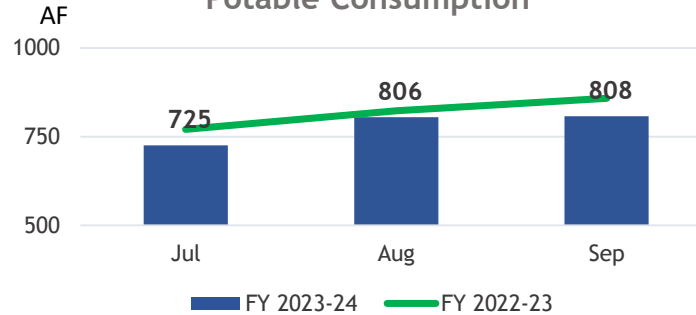
Consumption by Class



95% of Prior Year

28% of Budget

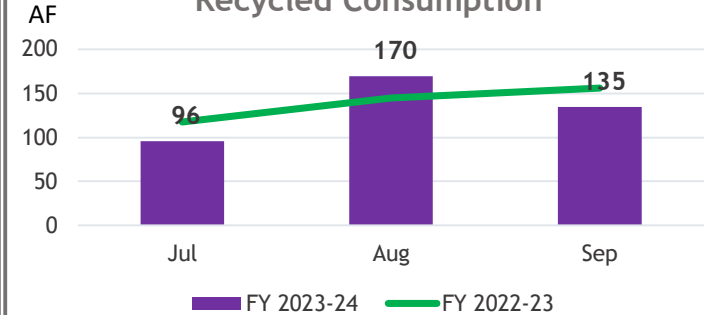
Potable Consumption



96% of Prior Year

43% of Budget

Recycled Consumption



YTD Revenue

\$8,373,657

Annual Budget

\$30,372,500

28%

YTD Expense

\$6,167,236

Annual Budget

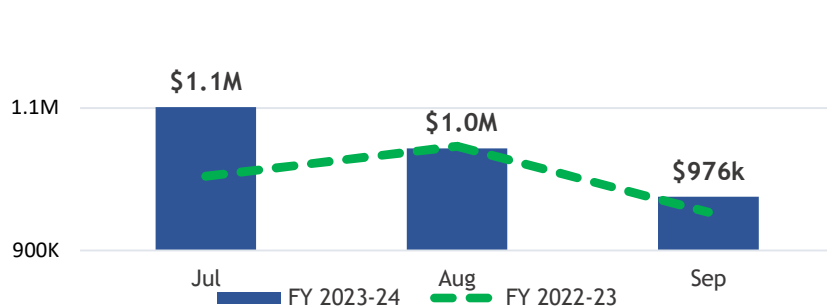
\$23,256,700

27%

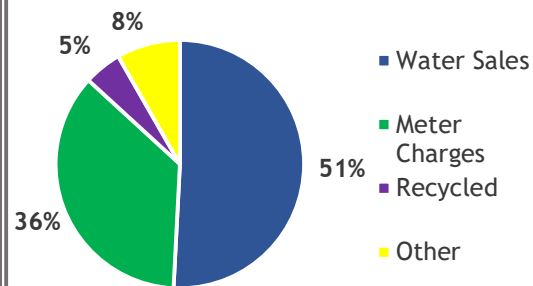
YTD Water Purchases
of \$3.1 M

51% of YTD Expense

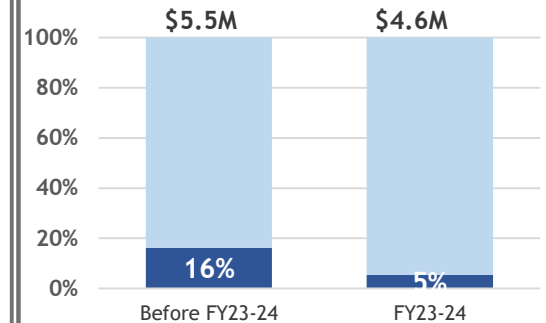
Water Purchases



Revenues by Category



CIP Completion



291

Low Income Assist.



110

Turn-Offs



93

New Applications



772

Phone Calls