

# SPECIAL MEETING OF THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

## Agenda

Thursday, April 11, 2024

6:30 PM

### Compliance with Government Code Section 54957.5

Public records, including writings related to an agenda item for an open session of a regular meeting of the Florin Resources Conservation District that are distributed less than 72 hours before the meeting, are available by email request. In addition, such writings may be posted, whenever possible, on the Elk Grove Water District website at [www.egwd.org](http://www.egwd.org). The Board will discuss all items on the agenda and may take action on any item listed as an "Action" item. The Board may discuss items that do not appear on the agenda but will not act on those items unless there is a need to take immediate action and the Board determines by a two-thirds (2/3) vote that the need for action arose after posting of the agenda. If necessary, the Meeting will be adjourned to Closed Session to discuss items on the agenda listed under "Closed Session." At the conclusion of the Closed Session, the meeting will reconvene to "Open Session."

## CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE

### Public Comment

This is the opportunity for the public to comment on non-agenda items within the subject matter jurisdiction. Comments are limited to three (3) minutes.

### Page Numbers

## 1. Proclamations and Announcements

Associate Director Comment

Public Comment

## 2. Consent Calendar

4-5

(Stefani Phillips, Board Secretary and Patrick Lee, Treasurer)

- |   |      |
|---|------|
| a. Minutes of Regular Board Meeting of March 19, 2024     | 6-8  |
| b. Accounts Payable Check History – March 2024            | 9-11 |
| c. Board and Employee Expense/Reimbursements – March 2024 | 12   |
| d. Active Accounts – March 2024                           | 13   |
| e. Bond Covenant Status for FY 2023-24 – March 2024       | 14   |
| f. CASH - Detail Schedule of Investments– March 2024      | 15   |
| g. Consultants Expenses – March 2024                      | 16   |
| h. Major Capital Improvement Projects – March 2024        | 17   |

Associate Director Comment

Public Comment

**Recommended Action/Information: Approve Florin Resource Conservation District Consent Calendar items a – h.**

## 3. Florin Resource Conservation District/Elk Grove Water District 2024 Medical Benefits Costs Study

18-28

(Stefani Phillips, Human Resources Administrator)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Accept and file the Florin Resource Conservation District/Elk Grove Water District 2024 Medical Benefits Costs Study with no changes.

**4. Elk Grove Water District Fiscal Year 2023-24 Quarterly Operating Budget Status Report** 29-36

(Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Information only.

**5. Elk Grove Water District Fiscal Year 2023-24 Quarterly Capital Reserve Status Report** 37-40

(Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Information only.

**6. Draft Budget Worksheet and Departmental Goals and Objectives for the Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2023-24 Operating Budget** 41-73

(Patrick Lee, Finance Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Review and discuss the operating budget worksheet and departmental goals and objectives for the Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2024-25 Operating Budget and provide direction to staff.

**7. Elk Grove Water District Employee Policy Manual** 74-220

(Stefani Phillips, Human Resources Administrator)

Associate Director Comment

Public Comment

**Recommended Action/Information:** Adopt Resolution No. 04.11.24.01, approving the Elk Grove Water District Employee Policy Manual.

**8. Legislative Matters and Potential Direction to Staff** 221-226

(Travis Franklin, Program Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information: Information only.**

**9. General Manager's Report**

**227-228**

(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information: Information only.**

**10. Elk Grove Water District Operations Report – March 2024**

**229-283**

(Bruce Kamilos, General Manager)

Associate Director Comment

Public Comment

**Recommended Action/Information: Information only.**

**11. Directors Comments**

Adjourn to Regular Meeting – May 21, 2024

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Board Secretary and Patrick Lee, Treasurer

SUBJECT: **CONSENT CALENDAR**

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### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors approve Florin Resource Conservation District Consent Calendar items a – h.

### **SUMMARY**

Consent Calendar items a – h are standing items on the Regular Board Meeting agenda.

By this action, the Florin Resource Conservation District (FRCD) Board of Directors will approve FRCD Consent Calendar items a – h.

### **DISCUSSION**

#### **Background**

Consent Calendar items are standing items on the Regular Board Meeting agenda.

#### **Present Situation**

Consent Calendar items a – h are standing items on the Regular Board Meeting agenda.

### **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

### **STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/Elk Grove Water District 2020-2025 Strategic Plan. The monthly Consent Calendar report provides transparency, which aligns with Goal No. 1, Governance and Customer Engagement, of the Strategic Plan 2020-2025.

April 11, 2024

**CONSENT CALENDAR**

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**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



STEFANI PHILLIPS  
BOARD SECRETARY

And



PATRICK LEE  
TREASURER

Attachments

**MINUTES OF THE REGULAR MEETING OF THE  
FLORIN RESOURCE CONSERVATION DISTRICT  
BOARD OF DIRECTORS**

**Tuesday, March 19, 2024**

The regular meeting of the Florin Resource Conservation District Board of Directors was called to order at 6:30 p.m. by Chair Tom Nelson at 9829 Waterman Road, Elk Grove, CA.

**Call to Order, Roll Call, and Pledge of Allegiance.**

Directors Present: Tom Nelson, Paul Lindsay, Elliot Mulberg, Sophia Scherman  
Directors Absent: Lisa Medina  
Staff Present: Bruce Kamilos, General Manager; Patrick Lee, Finance Manager/ Treasurer;  
Travis Franklin, Program Manager; Stefani Phillips, Human Resources  
Administrator/Board Secretary; Donella Murillo, Finance Supervisor; Ben  
Voelz, Associate Engineer; Amber Kavert, Human Resources Technician  
Staff Absent: None  
Associate Directors Present: Kim Martin, Robert Stresak  
Associate Directors Absent: None  
General Counsel Present: Andrew Ramos, Bartkiewicz, Kronick & Shanahan

**Public Comment**

No comment.

**1. Proclamations and Announcements**

General Manager Bruce Kamilos informed the Florin Resource Conservation District (District) Board of Directors (Board) that Emmanuel Vasquez has been hired as a Water Distribution Operator in Training for the Distribution Department to backfill a retiree vacancy.

The Board extended their welcome to Mr. Vasquez.

**2. Consent Calendar**

- a. Minutes of Regular Board Meeting on February 20, 2024
- b. Minutes of Conservation Committee Meeting on February 28, 2024
- c. Accounts Payable Check History – February 2024
- d. Board and Employee Expense/Reimbursements – February 2024
- e. Active Accounts – February 2024
- f. Bond Covenant Status for FY 2023-24 – February 2024
- g. CASH - Detail Schedule of Investments– February 2024
- h. Consultants Expenses – February 2024
- i. Major Capital Improvement Projects – February 2024

Items c and f were pulled for questions.

MSC (Mulberg/Lindsay) to approve Florin Resource Conservation District Consent Calendar items a-b, d-e, and g-i. 4/0: Ayes: Lindsay, Mulberg, Nelson, and Scherman.

Questions were asked and answered for items c and f.

MSC (Scherman/Lindsay) to approve Florin Resource Conservation District Consent Calendar items c and f. 4/0: Ayes: Lindsay, Mulberg, Nelson, and Scherman.

**3. Year to Date Revenues and Expenses Compared to Budget – February 2024**

Finance Manager Patrick Lee presented the Year-to-Date Revenues and Expenses Compared to Budget for February 2024 to the Board.

#### 4. Florin Resource Conservation District Election

Board Secretary Stefani Phillips presented the item to the Board.

In summary, Board members individually serve a four (4) year term. Every two (2) years, an election is held, and the Board must adopt a resolution calling the General Election (Election). The resolution also identifies that the candidates may voluntarily purchase a candidate's statement of 200 words at the Registrar of Voters office. For the November 5, 2024, election, the cost per registered voter will be \$2.3287, up from \$1.2295 for the 2022 election. The election cost increase was addressed with the Board on December 12, 2023. The action by the Board was, should the District have a contested election, that the District allocate money from the future-year reserve funds to cover the cost.

MSC (Lindsay/Scherman) to adopt Resolution No. 03.19.24.01, calling the General Election and requesting consolidation with the November 5, 2024, statewide election. 4: Ayes: Lindsay, Mulberg, Nelson, and Scherman

#### 5. Florin Resource Conservation District/Elk Grove Water District 2020-2025 Strategic Plan Update

Mr. Kamilos presented the item to the Board.

In summary, the District developed the 2020-2025 Strategic Plan (Plan) to guide the District's operations over the five-year period. The Plan is an important document that expresses the District's core values and sets forth key goals and objectives for the District. The Board has requested that staff return in March of each calendar year to provide the Board with an update on the status of each of the objectives that have been developed to help achieve the goals as set forth in the Plan.

Mr. Kamilos went through the strategic plan goal worksheet, focusing on the incomplete items. There was some discussion on the incomplete items.

Director Sophia Scherman asked how many people are going on our website. Staff will get the numbers for the Board.

Associate Director Robert Stresak complimented Mr. Kamilos for his top-down leadership, stating it's reflected in the professionalism of the staff and their understanding of the organizational objectives.

#### 6. Cosponsor Request – H.R. 7525 Special District Grant Accessibility Act

Mr. Kamilos presented the item to the Board.

In summary, the California Special Districts Association (CSDA) was urging the District to send a letter to its U.S. Representative, Congresswoman Doris Matsui, requesting that she cosponsor H.R. 7525 Special District Grant Accessibility Act. The bill would codify in federal law a formal definition of "special district" and ensure special districts are eligible to receive federal assistance, including funding from grant programs.

MSC (Mulberg/Scherman) to authorize the General Manager to send a letter to Congresswoman Doris Matsui requesting that she cosponsor H.R 7525 Special District Grant Accessibility Act. 4/0: Ayes: Lindsay, Mulberg, Nelson, and Scherman

#### 7. Legislative Matters and Potential Direction to Staff

Program Manager Travis Franklin presented the item to the Board, highlighting a few of the bills currently in legislation.

Mr. Franklin informed the Board that the Association of California Water Agencies is asking agencies to join a coalition for Assembly Bill (AB) 2257 – Local Government: Property-related water and sewer fees and assessments: remedies. This bill would prohibit a person or entity from bringing a judicial action or proceeding alleging noncompliance with the constitutional provisions for any new, increased, or extended fee or assessment, as defined, unless that person or entity has timely submitted to the local agency a written objection to that fee or assessment that specifies the grounds for alleging noncompliance, as specified. The board is in support and encouraged staff to join coalition.

Vice-chair Elliot Mulberg complimented Mr. Franklin for including where each agency stands on the bills.

## 8. General Manager's Report

Mr. Kamilos presented the item and handed it over to Mr. Franklin to update the Board on the landscaping option chosen by the Conservation Committee.

Director Scherman mentioned looking into SMUD programs.

## 9. Elk Grove Water District Operations Report – February 2024

Mr. Kamilos presented the EGWD Operations Report – February 2024 to the Board.

Mr. Kamilos informed the Board that the District has continually passed all the quarterly PFAS testing requirements and after sending out a letter on March 8<sup>th</sup> asking for a reduction in the monitoring requirements, received an email that staff no longer has to do quarterly PFAS testing. He mentioned that the Unidirectional Flushing project is 70% complete, and that the Service Line Inventory project only has nine (9) testing locations left to be completed. Associate Engineer Ben Voelz provided the Board with an update on the District's deep wells and the issues and fixes related to them.

Mr. Voelz provided footage of the ChlorTec system replacement project to show the Board one of the completed Capital Improvement Program (CIP) projects.

When going over the Residential Gallons per Capita per Day (R-GPCD) report, Vice-chair Mulberg asked to add another column with the average of year for the R-GPCD. Staff will do this.

## 10. Directors Comments

Nothing to report.

## 11. Closed Session

No reportable action.

Adjourn to Special Board Meeting on April 11, 2024.

Respectfully submitted,



Stefani Phillips, Board Secretary

AK/SP



**Check History Report**

**3/1/2024 to 3/31/2024  
Elk Grove Water District**

Check Number	Check Date	Vendor Number	Vendor Name	Check	Explanation
059093	3/6/2024	ACWAJPI	CB&T/ ACWA-JPIA	68,951.71	Medical Benefits - March 2024
059094	3/6/2024	BEN RES	BENEFIT RESOURCE, INC	152.50	
059095	3/6/2024	BG SOLU	SOLUTIONS BY BG INC.	10,085.60	Daily Tasks/Help Tickets
059096	3/6/2024	BSK4	BSK ASSOCIATES	300.00	Sampling - Treatment
059097	3/6/2024	CINTAS2	CINTAS	869.95	(2) Invoices - Uniforms & Safety/Medical Cabinet Refill MOC
059098	3/6/2024	COUNTY4	SACRAMENTO COUNTY UTILITIES	68.15	
059099	3/6/2024	COVER A	COVERALL NORTH AMERICA, INC	1,549.00	Janitorial Services - MOC/ADMIN
059100	3/6/2024	CRF FT2	FIDELITY NATIONAL TITLE	36.53	Account Closed - Customer Refund
059101	3/6/2024	CRFSTS6	STEWART TITLE OF SACRAMENTO	19.03	Account Closed - Customer Refund
059102	3/6/2024	CRMANK	MANJIT KAUR	27.41	Account Closed - Customer Refund
059103	3/6/2024	DATAPRO	DATAPROSE LLC	262.66	Inserts - Email & Text Now Available
059104	3/6/2024	DATAPRO	DATAPROSE LLC	6,941.77	Monthly Billing, Postage, and Inserts - February
059105	3/6/2024	DB COLS	DB CONSTRUCTIONAL LANDSCAPE	3,260.00	Maintenance for all Wells and Offices - MOC/ADMIN
059106	3/6/2024	LCW	LIEBERT CASSIDY WHITMORE	227.00	Legal - February
059107	3/6/2024	OLD RE1	OLD REPUBLIC TITLE	49.56	Account Closed - Customer Refund
059108	3/6/2024	PACE	PACE SUPPLY CORP	4,320.85	(6) Invoices - Materials - Distribution/Water Main Replacement Project -CIP
059109	3/6/2024	PETTY	PETTY CASH	167.71	
059110	3/6/2024	PMI	PERRYMAN MECHANICAL, INC.	2,476.50	Well #4 Repairs & Maintenance
059111	3/6/2024	PMI	PERRYMAN MECHANICAL, INC.	1,480.47	Well #4 Repairs & Maintenance
059112	3/6/2024	REPUBLI	REPUBLIC SERVICES #922	2,179.50	MOC - Recycle, Waste and Organics
059113	3/6/2024	REPUBLI	REPUBLIC SERVICES #922	560.75	ADMIN - Recycle, Waste and Organics
059114	3/6/2024	ROOCO	ROOCO RENTS	3,874.50	(2) Invoices - Materials - Water Main Replacement Project - CIP
059115	3/6/2024	SHELL	WEX BANK	4,377.82	Fuel
059116	3/6/2024	SMUD	SMUD	1,510.31	10113 Hampton Oak Drive
059117	3/6/2024	SMUD	SMUD	4,939.10	9818 Dino Drive
059118	3/6/2024	SMUD	SMUD	31.63	9085 Elk Grove Blvd
059119	3/6/2024	SMUD	SMUD	2.03	8840 Elk Way
059120	3/6/2024	SMUD	SMUD	819.46	9205 Meadow Grove Drive
059121	3/6/2024	SOFT RE	SOFTRESOURCES SOFTWARE	17,237.95	Progress Billing for ERP Software Selection Through February
059122	3/6/2024	ULTRA	ULTRA TRUCK WORKS, INC	19.53	
059123	3/6/2024	WALKER	WALKER KREATIVE	2,000.00	Social Media Public Outreach Campaign
059124	3/13/2024	AIRGAS	AIRGAS USA, LLC	333.50	Materials - Utility Crew
059125	3/13/2024	AMAZON	AMAZON CAPITAL SERVICES	38.59	
059126	3/13/2024	BSK4	BSK ASSOCIATES	538.00	Sampling - Treatment
059127	3/13/2024	CCPPM	CCPPM	34.38	
059128	3/13/2024	CHECK P	CHECK PROCESSORS, INC	307.60	
059129	3/13/2024	CINTAS2	CINTAS	180.68	
059130	3/13/2024	COEG	CITY OF ELK GROVE	204.46	Encroachment/Overhead Allocation - General District Maintenance
059131	3/13/2024	COEG	CITY OF ELK GROVE	3,194.22	Encroachment/Overhead Allocation - Derr Street - CIP
059132	3/13/2024	CONSOLI	CONSOLIDATED COMMUNICATIONS	1,655.60	Phone/Internet - MOC/ADMIN
059133	3/13/2024	COUNTY	COUNTY OF SACRAMENTO	421,739.82	Sacramento County Water Billing's - January through February
059134	3/13/2024	CR ALST	ALSTON CO.	820.49	Construction Meter Permit Refund
059135	3/13/2024	CR KAED	KATHLEEN EDDY	434.21	Credit Balance Exceeding \$300 - Refund
059136	3/13/2024	CRCT 2	CHICAGO TITLE	33.27	Account Closed - Customer Refund
059137	3/13/2024	CRF DBU	DEBRA BURKE	368.57	Credit Balance Exceeding \$300 - Refund

059138	3/13/2024	CRF PAG	PAUL GOETZ	398.46	Credit Balance Exceeding \$300 - Refund
059139	3/13/2024	CRF TOP	STEWART TITLE OF PLACER	102.02	Account Closed - Customer Refund
059140	3/13/2024	CRFC21	HENRY UNG, INC	391.31	Credit Balance Exceeding \$300 - Refund
059141	3/13/2024	HANFORD	HANFORD SAND & GRAVEL, INC	489.38	Materials - Water Main Replacement Project - CIP
059142	3/13/2024	ICONIX	ICONIX WATERWORKS (US) INC.	35,593.88	Materials - Distribution Crew
059143	3/13/2024	KEVIN Y	KEVIN YOUNG CONCRETE	5,400.00	(2) Invoices - Materials - Remove and Replace Damaged Concrete
059144	3/13/2024	PACE	PACE SUPPLY CORP	1,082.07	(2) Invoices - Materials - Distribution Crew
059145	3/13/2024	ROOCO	ROOCO RENTS	1,264.16	Materials - Water Main Replacement Project - CIP
059146	3/13/2024	SIERRA	SIERRA OFFICE SUPPLIES	204.49	
059147	3/13/2024	TEICH A	TEICHERT AGGREGATES	777.49	(2) Invoices - Materials - Water Main Replacement Project - CIP
059148	3/13/2024	TRAFF S	TRAFFIC SIGN SPECIALTIES	668.81	Safety Materials - Utility Crew
059149	3/13/2024	TRUEPOI	TRUEPOINT SOLUTIONS	12,102.50	*Annual Subscription
059150	3/13/2024	VERIZON	VERIZON WIRELESS	552.27	
059151	3/13/2024	WHITECA	WHITE CAP L.P.	1,328.59	Tools - OPS
059152	3/20/2024	ACWAJPI	CB&T/ ACWA-JPIA	68,951.71	Medical Benefits - April 2024
059153	3/20/2024	AMAZON	AMAZON CAPITAL SERVICES	18.42	
059154	3/20/2024	BART KR	BARTKIEWICZ, KRONICK &	4,155.00	Legal - February
059155	3/20/2024	BG SOLU	SOLUTIONS BY BG INC.	10,085.60	Daily Tasks/Help Tickets
059156	3/20/2024	CINTAS2	CINTAS	183.21	
059157	3/20/2024	CR WHO	WHITE HORSE HOME INC	303.22	Credit Balance Exceeding \$300 - Refund
059158	3/20/2024	CRADR	ADRIENNE FULWIDER	308.47	Credit Balance Exceeding \$300 - Refund
059159	3/20/2024	CRCHRIS	CHRISTOPHER SMITH	328.09	Credit Balance Exceeding \$300 - Refund
059160	3/20/2024	CRF DSM	DANA SMITH	310.39	Credit Balance Exceeding \$300 - Refund
059161	3/20/2024	CRF LCA	LAURA CASTELLANOS	302.06	Credit Balance Exceeding \$300 - Refund
059162	3/20/2024	CRF MBA	MOHAMMED BABAR	336.61	Credit Balance Exceeding \$300 - Refund
059163	3/20/2024	CRF NDA	NICK DALEO	300.59	Credit Balance Exceeding \$300 - Refund
059164	3/20/2024	CRFCLH	CLOTEAL HERRON	307.43	Credit Balance Exceeding \$300 - Refund
059165	3/20/2024	CRFDSD	Dennis Sumrow & Diana Sumrow	322.21	Credit Balance Exceeding \$300 - Refund
059166	3/20/2024	CRFKENN	KENNETH KAKUTANI	812.78	Credit Balance Exceeding \$300 - Refund
059167	3/20/2024	CRFPARS	PARWINDER SANDHU	306.43	Credit Balance Exceeding \$300 - Refund
059168	3/20/2024	CRPLACC	PLACENTINA CHAGOLLA	301.07	Credit Balance Exceeding \$300 - Refund
059169	3/20/2024	CS AA	CARD SERVICES	292.46	Materials and Tools
059170	3/20/2024	CS AH	CARD SERVICES	6.51	Tools
059171	3/20/2024	CS BV	CARD SERVICES	610.95	Training, Materials(CIP)
059172	3/20/2024	CS CP	CARD SERVICES	1,859.44	Tools
059173	3/20/2024	CS DF	CARD SERVICES	402.70	Materials, Repairs & Maintenance of Equipment
059174	3/20/2024	CS DM	CARD SERVICES	765.60	Hotel (CSMFO), Parking, Supplies, Software Programs
059175	3/20/2024	CS SH	CARD SERVICES	428.79	Certification, Supplies
059176	3/20/2024	CS SP	CARD SERVICES	419.52	Meals, Materials
059177	3/20/2024	CS SS	CARD SERVICES	1,534.68	*Annual Subscription Pager Duty
059178	3/20/2024	CS TF	CARD SERVICES	466.00	Storage Rental, Software Programs
059179	3/20/2024	CSPL	CARD SERVICES	822.03	Hotel (CSMFO), Parking, Repairs & Maintenance, Meeting
059180	3/20/2024	CUMMIN2	CUMMINS SALES & SERVICES	5,807.05	(2) Invoices - Annual/2 Hour Load Bank, Planned Maintenance Service
059181	3/20/2024	EDWARD	EDWARD R. BACON COMPANY, INC	1,733.45	(2) Invoices - Materials
059182	3/20/2024	JAYS	JAY'S TRUCKING SERVICE	4,593.77	(2) Invoices - Dump Fee's and Materials - Water Main Replacement Project
059183	3/20/2024	LANSET	LANSET AMERICA	1,568.60	Disaster Recovery - MOC/ADMIN
059184	3/20/2024	MACWATT	MACLEOD WATTS, INC.	8,360.00	Develop OPEB Liability and Expense for GASB 75 Reporting FY June 2024
059185	3/20/2024	PG&E	PACIFIC GAS & ELECTRIC COMPANY	630.52	
059186	3/20/2024	PIT 5	PURCHASE POWER	520.99	Postage - ADMIN
059187	3/20/2024	REPUBLI	REPUBLIC SERVICES #922	539.28	Bi-Monthly Storm Drain - ADMIN
059188	3/20/2024	SIERRA	SIERRA OFFICE SUPPLIES	385.03	
059189	3/20/2024	SWRCB2	SWRCB-DWOCB	60.00	Distribution Certification Renewal D2 - Brandon Wagner
059190	3/20/2024	TRE&TRA	TRENCH & TRAFFIC SUPPLY	440.44	Rental Equipment - Water Main Replacement Project - CIP

059191	3/20/2024	USBANK	U.S. BANK EQUIPMENT FINANCE	883.42	Copier - ADMIN
059192	3/20/2024	CS BK	CARD SERVICES	3,404.65	Meals, AWWA Membership Renewal, Materials, 2024 ACWA Spring Conf, Software
059193	3/20/2024	PIT 6	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	179.33	
059194	3/26/2024	AFLAC	AFLAC	1,391.28	
059195	3/26/2024	AMAZON	AMAZON CAPITAL SERVICES	1,987.93	(4) Invoices - Materials, Items for Board Meeting Work Station
059196	3/26/2024	BATTER	BATTERIES PLUS	350.18	
059197	3/26/2024	BSK4	BSK ASSOCIATES	487.00	Sampling - Treatment
059198	3/26/2024	CERTA	CERTAPRO PAINTERS	2,250.71	MOC Conference Room Painting
059199	3/26/2024	CINTAS2	CINTAS	183.21	
059200	3/26/2024	COEG	CITY OF ELK GROVE	3,344.87	Encroachment/Overhead Allocation School Street - CIP
059201	3/26/2024	CR PTC2	PLACER TITLE COMPANY	141.25	Account Closed - Customer Refund
059202	3/26/2024	CR PTC2	PLACER TITLE COMPANY	21.85	Account Closed - Customer Refund
059203	3/26/2024	CRF CRN	CORNER STONE TITLE COMPNAY	40.35	Account Closed - Customer Refund
059204	3/26/2024	CRF LNA	LAURA NAVARRO	326.29	Credit Balance Exceeding \$300 - Refund
059205	3/26/2024	CRF NAS	NASEBULLAH RAHMAN	378.66	Credit Balance Exceeding \$300 - Refund
059206	3/26/2024	CRF OR5	ORANGE COAST TITLE	108.13	Credit Balance Exceeding \$300 - Refund
059207	3/26/2024	CRF WAN	WANDA PRATT	352.72	Credit Balance Exceeding \$300 - Refund
059208	3/26/2024	CRFAARE	ADA AREVALO	150.00	Credit Balance Exceeding \$300 - Refund
059209	3/26/2024	JAYS	JAY'S TRUCKING SERVICE	1,914.88	Dump Fee's, Materials - Water Main Replacement Project - CIP
059210	3/26/2024	LCW	LIEBERT CASSIDY WHITMORE	12,292.00	Legal - February
059211	3/26/2024	PACE	PACE SUPPLY CORP	1,705.52	Materials - Distribution
059212	3/26/2024	PEST	PEST CONTROL CENTER INC	338.00	(4) Invoices - Pest Control - MOC/ADMIN
059213	3/26/2024	RADIAL	RADIAL TIRE OF ELK GROVE	195.68	
059214	3/26/2024	SHELL	WEX BANK	3,882.05	Fuel
059215	3/26/2024	SIERRA	SIERRA OFFICE SUPPLIES	58.07	
059216	3/26/2024	SOUTHWE	SOUTHWEST ANSWERING SERVICE,	751.48	
059217	3/26/2024	TEICH A	TEICHERT AGGREGATES	542.54	Water Main Replacement Project - CIP
059218	3/26/2024	TRE&TRA	TRENCH & TRAFFIC SUPPLY	409.19	Rental Equipment - Water Main Replacement Project - CIP
59219	3/26/2024	UNITED	UNITED SITE SERVICES	1,398.69	Facilities Rental - Utility Crew
059220	3/26/2024	US BANK	U.S. BANCORP EQUIPMENT FIN INC	883.42	Total Payoff of Copier Lease - ADMIN
059221	3/26/2024	WHITECA	WHITE CAP L.P.	477.23	Safety Materials - Utility Crew
<b>Total:</b>				<b>789,749.48</b>	

**BOARD AND EMPLOYEE MONTHLY EXPENSE/REIMBURSEMENTS**

**As of 03/31/2024**

<b>INDIVIDUAL</b>	<b>DESCRIPTION</b>	<b>AMOUNT PAID</b>
Bruce Kamilos	Annual AWWA Membership	\$321.00
Bruce Kamilos	2024 ACWA Spring Conference	\$840.00
Patrick Lee	Hotel CSMFO Conference	\$617.76
Michael Montiel	Certification Backflow Assembly Tester	\$305.00
Elliot Mulberg	2024 ACWA Spring Conference	\$840.00
Donella Murillo	Hotel CSMFO Conference	\$617.76
Tom Nelson	2024 ACWA Spring Conference	\$840.00
Ben Voelz	Training American Water College	\$349.99
		<b>\$4,731.51</b>

**Active Account Information**  
As of 03/31/2024

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Water Accounts:</b>												
<b>Metered</b>												
<b>Residential</b>	12,330	12,336	12,327	12,337	12,350	12,357	12,376	12,367	12,365			
<b>Commercial</b>	363	361	360	360	359	359	359	358	359			
<b>Irrigation</b>	190	190	190	190	190	190	190	190	191			
<b>Fire Service</b>	188	189	189	189	190	191	191	190	192			
<b>Total Accounts</b>	13,071	13,076	13,066	13,076	13,089	13,097	13,116	13,105	13,107	-	-	-

**Active Account Information**  
FY 2022/2023

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<b>Water Accounts:</b>												
<b>Metered</b>												
<b>Residential</b>	12,303	12,292	12,293	12,289	12,300	12,299	12,302	12,298	12,296	12,297	12,303	12,324
<b>Commercial</b>	361	361	360	361	360	360	360	360	360	360	360	362
<b>Irrigation</b>	185	187	186	186	186	187	187	188	188	188	191	191
<b>Fire Service</b>	186	186	187	187	187	187	187	187	187	188	188	190
<b>Total Accounts</b>	13,035	13,026	13,026	13,023	13,033	13,033	13,036	13,033	13,031	13,033	13,042	13,067

**Bond Covenant Status  
For Fiscal Year 2023-24  
As of 03/31/2024**

<b>Operating Revenues:</b>	
<b>Charges for Services</b>	\$ 12,440,658
 <b>Operating Expenses:</b>	
Salaries & Benefits	3,422,654
Seminars, Conventions and Travel	28,357
Office & Operational	1,126,066
Purchased Water	2,519,184
Outside Services	715,300
Equipment Rent, Taxes, and Utilities	358,327
Total Operating Expenses	8,169,888
 <b>Net Operating Income</b>	 <b>\$ 4,270,769</b>
 Annual Interest & Principal Payments	
\$3,886,994	\$ 2,915,246 <sup>(1)</sup>
 <b>Debt Service Coverage Ratio, YTD Only:</b>	 <b>1.46</b>
 <b>Required</b>	 <b>1.15</b>

**Notes**

<sup>(1)</sup> Reflects budget divided by number of months year to date.  
However, first Principal/Interest Payments made in September.  
Projected Annual Budget Coverage Ratio is **1.22**

**CASH - Detail Schedule of Investments  
As of 03/31/2024**

<u>G/L Account Fund</u>		<u>Account number / name</u>	<u>Investment Name</u>	<u>Investment Type</u>		<u>Restrictions</u>	<u>Market Value</u>		
<b>HELD BY BOND TRUSTEE:</b>									
1110-000-20	Water	BNY 892744 FRCD 2014A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund		Restricted	0.00		
1112-000-20	Water	BNY 743850 FRCD 2016A DEBT SERVICE	Dreyfus Inst Treasury	MM Mutual Fund		Restricted	0.00		
							<b>Subtotal</b>	<b>\$ -</b>	
1001-000-20	Water	Cash on Hand				Unrestricted	<b>\$ 300.00</b>		
<b>HELD BY F&amp;M BANK:</b>									
1011-000-20	Water	F&M 08-032017-01 OPERATING ACCOUNT				Unrestricted	3,099,667.75		
1084-000-20	Water	F&M 08-03201702-31 MONEY MARKET			0.25%	Unrestricted	1,134,025.51		
1031-000-20	Water	F&M 08-032912-01 CREDIT CARD ACCOUNT				Unrestricted	601,822.79		
1061-000-20	Water	F&M 08-032890-01 PAYROLL ACCOUNT				Unrestricted	263,015.31		
1071-000-20	Water	F&M 08-032920-01 DRAFTS ACCOUNT				Unrestricted	221,349.42		
							<b>Subtotal</b>	<b>\$ 5,319,880.78</b>	
<b>INVESTMENTS</b>									
1080-000-20	Water	Office of the Treasurer - Sacramento California	LAIF	Investment Pool	4.12%	Unrestricted	<b>\$ 5,727,632.80</b>		
1081-000-20	Water	CALTrust Medium Term		Investment	1.93%	Unrestricted	<b>\$ 1,401,727.85</b>		
1082-000-20	Water								
	<u>PURCHASE DATE</u>	<u>CUSIP</u>	<u>ISSUED BY</u>	<u>CALL DATE</u>	<u>MATURITY DATE</u>	<u>% of Portfolio</u>	<u>Current Yield</u>	<u>COST BASIS</u>	<u>MARKET VALUE</u>
	9/30/2016	N/A	US Bank	N/A	N/A	2.50%	5.20%	\$ 98,436.06	\$ 98,436.06
	11/19/2020	3135GA5H0	Federal Home Loan (FHLB)	07/10/20 - qtrly	11/25/2025	23.90%	0.620%	\$ 1,000,000.00	929,410.00
	7/31/2020	3133ELQ56	Federal Home Loan (FHLB)	11/25/20 - qtrly	7/2/2024	25.40%	0.580%	\$ 1,000,000.00	987,960.00
	7/29/2021	3133EMT36	Federal Home Loan (FHLB)	04/15/26- qtrly	4/26/2026	23.80%	0.940%	\$ 1,000,000.00	924,210.00
	7/31/2020	3136G4YP2	Federal Natl MTG ASSN	07/09/2021 - qtrly	7/9/2025	24.40%	0.760%	\$ 1,000,000.00	948,950.00
								<b>\$ 4,098,436.06</b>	<b>\$ 3,888,966.06</b>
							<b>Total</b>	<b>\$ 16,338,507.49</b>	
							<b>Total Restricted</b>	<b>\$ -</b>	
							<b>Total Unrestricted</b>	<b>\$ 16,338,507.49</b>	

YTM = Yield to Maturity  
qtrly = quarterly  
cont. = continuous

**Consultant Expenses**

As of 03/31/2024

**Fiscal Retainer Contracts**

	Description	Total Contract	Current Month	Paid to date	2023-2024 FY Budget	Percent of year (75%)
Bartkiewicz, Kronick & Shanahar	Task orders	TBD	\$ 4,155	\$ 22,001		
JRG Attorneys, LLP	Task orders		\$ -	\$ 646		
Liebert Cassidy Whitmore	Task orders	TBD	\$ 12,519	\$ 15,887		
	<b>Total</b>		<b>\$ 16,674</b>	<b>\$ 38,534</b>	<b>\$ 220,000</b>	<b>17.52%</b>
Solutions by BG, Inc.	Task orders	792,676	\$ 20,171	\$ 182,910	\$ 262,236	69.75%

**Major Contracts**

Consultant	Description	Total Contract	Paid to date	2023-2024 FY Budget	Percent of Contract Amount
	PSA		\$ -		#DIV/0!
	PSA		\$ -		#DIV/0!
	PSA		\$ -		#DIV/0!



**Major Capital Improvement Project  
Budget vs Actuals  
As of 03/31/2024**

Capital Project	Total Project Budget	Total		Capitalized Labor	Fund Type	Project Type	Mar			YTD % Spent	% of Project Complete
		Project Exp to Date	Percent Spent				2023-24 Budget	Project Exp	Total YTD <sup>(1)</sup>		
Locust/Summit Alley Water Main	699,478	525,040	75.06%	\$ 126,319	R&R	Supply/Distribution	\$ 505,000	\$ -	\$ 330,553	65.46%	98%
Well Rehab Program	84,000	2,988	3.56%	-	R&R	Supply/Distribution	84,000	261	2,988	3.56%	25%
School St/Locust Watermain	394,000	176,455	44.79%	81,264	R&R	Supply/Distribution	394,000	36,024	176,455	44.79%	90%
Locust St/EG Blvd Alley Watermain	356,000	6,014	1.69%	3,461	R&R	Supply/Distribution	356,000	-	6,014	1.69%	0%
Bond Rd Watermain Relocation	126,000	-	0.00%	-	R&R	Supply/Distribution	126,000	-	-	0.00%	0%
Storage Tank Coating	25,000	-	0.00%	-	R&R	Treatment	25,000	-	-	0.00%	0%
Chlorotech System Replacements	290,021	205,942	71.01%	-	R&R	Treatment	150,000	-	65,921	43.95%	75%
9829 Waterman Rd - Drainage Improvement	95,000	-	0.00%	-	R&R	Building and Site	95,000	-	40,028	42.13%	100%
Plotter	10,000	-	0.00%	-	R&R	Building and Site	10,000	-	6,791	67.91%	100%
Admin Storage Building Improvements <sup>(2)</sup>	20,000	-	0.00%	-	R&R	Building and Site	20,000	-	17,766	88.83%	100%
ERP System	520,000	-	0.00%	-	R&R	Building and Site	520,000	-	-	0.00%	0%
Derr St Watermain Looping	152,000	-	0.00%	24,139	CIP	Supply/Distribution	152,000	3,194	76,326	50.21%	90%
Locust St/EG Blvd Alley Watermain Looping	77,000	-	0.00%	-	CIP	Supply/Distribution	77,000	-	-	0.00%	0%
Brinkman Transmission Main	100,000	24,900	24.90%	-	CIP	Supply/Distribution	100,000	-	24,900	24.90%	0%
Chlorine Analyzers Shallow Wells	20,000	13,343	66.71%	-	CIP	Treatment	20,000	-	13,343	66.71%	75%
Trench Plates	130,000	117,450	90.35%	-	CIP	Building and Site	130,000	-	117,450	90.35%	100%
Backhoe Loader	210,000	209,463	99.74%	-	CIP	Building and Site	210,000	-	209,463	99.74%	100%
Truck Mounted Compressor	35,000	-	0.00%	-	CIP	Building and Site	35,000	-	-	0.00%	0%
Truck Replacement	66,000	65,943	99.91%	-	CIP	Building and Site	66,000	-	65,943	99.91%	100%
Unforeseen Capital Projects	100,000	-	0.00%	-	-	-	100,000	-	-	0.00% <sup>(3)</sup>	-
<b>Sub-Total</b>	<b>\$ 3,509,499</b>	<b>\$ 1,347,537</b>	<b>38.40%</b>	<b>\$ 235,183</b>			<b>\$ 3,175,000</b>	<b>\$ 39,479</b>	<b>\$ 1,153,940</b>	<b>36.34%</b>	

<sup>(1)</sup> Includes \$235,183 in capitalized labor through 03/31/2024

<sup>(2)</sup> A change order was issued in the amount of \$5,961.59, which is 52% of the original contract amount of \$11,412.41. This is being reported to the Board in accordance with the District's Public Works Construction Contracts procurement policy. The new total contract amount is \$17,374.

<sup>(3)</sup> Includes unforeseen capital projects, including:

XXXXXXXX                                   -  
Total \$                                      -

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Stefani Phillips, Human Resources Administrator

SUBJECT: **FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT 2024 MEDICAL BENEFITS COSTS STUDY**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors accept and file the Florin Resource Conservation District/Elk Grove Water District 2024 Medical Benefits Costs Study with no changes.

### **SUMMARY**

The Florin Resource Conservation District/Elk Grove Water District (District) is undergoing a medical benefits costs study for the District. The medical benefits costs study commenced from a goal established in the District's 2020-2025 Strategic Plan. The District's goal is to be an employer of choice with the objective of providing the employees with competitive salaries and benefits.

### **DISCUSSION**

#### **Background**

In June 2011, the Florin Resource Conservation District Board of Directors (Board) adopted an Employee Cost Control Program (ECCP). The ECCP was intended to reduce and control costs for future years. One element of the ECCP was imposing a maximum medical contribution cap (Cap), which would inflate each fiscal year by 2%. Over the years, staff have monitored the Cap and its impact. To comply with the District's goal to provide competitive salaries and benefits, staff completed a medical benefits costs analysis studying other agencies in the region.

In August 2023, the District retained Bryce Consulting (Consultant) to perform the Florin Resource Conservation District/Elk Grove Water District 2024 Medical Benefits Costs Study (Study). In December 2023, staff presented to the Board the Study's parameters and 14 agencies for comparison. The Board approved the recommended selection of agencies to survey and directed staff to include one (1) more agency from San Joaquin County, for a total of 15 agencies.

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
2024 MEDICAL BENEFITS COSTS STUDY**

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Page 2

Present Situation

Staff added the City of Stockton to the selection of agencies (see below) to survey as requested by the Board.

Surveyed Agencies:

- |                                  |                                       |
|----------------------------------|---------------------------------------|
| 1. Amador Water Agency           | 9. Sacramento Suburban Water District |
| 2. Carmichael Water District     | 10. San Juan Water District           |
| 3. Citrus Heights Water District | 11. City of Roseville                 |
| 4. City of Folsom                | 12. Sacramento County                 |
| 5. El Dorado Irrigation District | 13. City of West Sacramento           |
| 6. Fair Oaks Water District      | 14. City of Sacramento                |
| 7. Nevada Irrigation District    | 15. City of Stockton                  |
| 8. Placer County Water Agency    |                                       |

In February, the Consultant, Board Working Group members Chair Tom Nelson and Director Lisa Medina, and staff met to discuss the findings of the Study (attached).

Based on the surveyed agencies, the data indicates the Cap for the employee is only 1.83% less than the average of surveyed agencies. The employee plus one (1) is 1.22% less than the average of surveyed agencies and the employee plus two (2) is 5.25% more than the average of surveyed agencies. Due to the de minimis variance from the average, the Consultant, staff, and Board Working Group recommend the Board not make any changes to the Cap. Staff recommends the Board accept and file the Study.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This agenda item conforms with the District's objective of maintaining competitive salaries and benefits as stated in the Florin Resource Conservation District/Elk Grove Water District 2020-2025 Strategic Plan Strategic Goal 6.

April 11, 2024

**FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT  
2024 MEDICAL BENEFITS COSTS STUDY**

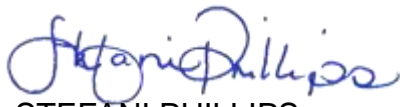
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Page 3

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



STEFANI PHILLIPS  
HUMAN RESOURCES ADMINISTRATOR

Attachment



To: Florin Resource Conservation District/Elk Grove Water District Board of Directors  
 From: Shellie Anderson, Principal  
 Subject: Labor Market for Medical Benefits Analysis

---

Bryce Consulting was retained by the District to collect and conduct an analysis of medical benefits. The analysis included the collection of plan administrators and rates, for medical benefits from an identified labor market which was presented and approved by the Board of Directors on December 12, 2023, to include the following:

Table 1 Agency
Amador Water Agency
Carmichael Water District
Citrus Heights Water District
City of Folsom
City of Roseville
City of Sacramento
City of Stockton
City of West Sacramento
El Dorado Irrigation District
Fair Oaks Water District
Nevada Irrigation District
Placer County Water Agency
Sacramento County
Sacramento Suburban Water District
San Juan Water District

Table 2 displays where the District's contribution for employee only, employee + 1, and employee + 2 rank among the agencies with Table 3 providing the information gathered from the survey agencies with a summary of the analysis below.

#### **Plan Administrator**

Elk Grove Water District has ACWA-JPIA as its plan administrator.

Of the 15 agencies surveyed:

- Eight agencies have CalPERS
- Four contract with the medical care providers directly (i.e. Kaiser, Sutter, and/or Western Health)
- Two agencies have ACWA/JPIA
- One has CalChoice

**Employer Contributions**

Elk Grove Water District contributes \$927 for the employee only plan, \$1,839 for employee plus 1, and \$2,550 for employee plus 2. It should be noted that employee plus 2 (or more) is considered the family plan.

Three agencies (Roseville, Stockton, and West Sacramento) provide a cafeteria plan whereby the amount provided covers medical, dental and vision. For these three (3) agencies, the average contribution for:

- Employee only is \$1,106 - \$1,111, depending on bargaining unit
- Employee + 1 is \$1,614 - \$1,657
- Employee + 2 is \$2,064 – \$2,120

For the agencies like the Elk Grove Water District that provide separate plans for medical, dental, and vision, the average medical plan contribution for:

- Employee only is \$944
- Employee + 1 is \$1,861
- Employee + 2 is \$2,416

The table below demonstrates where the District’s medical rates fall in comparison to the market.

Table 2					
EMPLOYEE		EMPLOYEE + 1		EMPLOYEE + 2	
Fair Oaks Water District	\$1,226	Fair Oaks Water District	\$2,533	Fair Oaks Water District	\$3,356
Placer County Water Agency	\$1,077	San Juan Water District	\$2,154	San Juan Water District	\$2,800
San Juan Water District	\$1,077	Nevada Irrigation District	\$1,894	Citrus Heights Water District	\$2,674
El Dorado Irrigation District	\$1,021	El Dorado Irrigation District	\$1,890	<b>Elk Grove Water District</b>	<b>\$2,550</b>
Sacramento Suburban Water District	\$983	Sacramento Suburban Water District	\$1,890	Amador Water Agency	\$2,465
City of Sacramento	\$955	Carmichael Water District	\$1,885	Nevada Irrigation District	\$2,462
Nevada Irrigation District	\$947	<b>Elk Grove Water District</b>	<b>\$1,839</b>	Carmichael Water District	\$2,450
Carmichael Water District	\$942	Amador Water Agency	\$1,807	El Dorado Irrigation District	\$2,411
<b>Elk Grove Water District</b>	<b>\$927</b>	Sacramento County	\$1,757	Sacramento Suburban Water District	\$2,366
Citrus Heights Water District	\$875	Placer County Water Agency	\$1,755	Placer County Water Agency	\$2,281
Amador Water Agency	\$793	Citrus Heights Water District	\$1,750	City of Sacramento	\$2,026
City of Folsom	\$750	City of Sacramento	\$1,520	City of Folsom	\$1,944
Sacramento County	\$686	City of Folsom	\$1,497	Sacramento County	\$1,757

When compared to the agencies with a stand-alone medical benefit contribution, the District's contribution for employee only is 1.83% less than the average of surveyed agencies, 1.22% less for employee plus 1 for surveyed agencies, and 5.25% more for employee plus 2 for surveyed agencies.

Should the medical benefit rates exceed the District's cap, the District would still be required, at a minimum, to pay 100% of the lowest employee only plan that ACWA-JPIA provides which is currently \$674.45, and significantly less than the labor market average for employee only, employee plus 1, or employee plus 2.

### ***Percentage of Employer/Employee Split***

The District's medical benefit contribution is not based on a percentage split between employer and employee but rather the District established a flat amount medical cap in 2011 with an annual 2% inflation escalator.

- Five of the agencies pay 100% of a particular plan
- Four agencies pay a flat amount
- Three agencies' payment of health is based on a combination of employer/employee split based on a particular plan (i.e., 80% of the Kaiser plan).
- Two of the agencies split the cost of the premium with the employee whereby they pay 100% of the employee only premium and 80% and 85% of the employee plus 1 and employee plus 2 plans.
- One agency pays 100% of the premium regardless of which plan the employee selects.

### ***Recommendation***

Based on the results of the market comparison, no change in contribution is recommended as the District is consistent with the labor market with respect to the contribution towards health premiums for each tier.

**Table 3  
Survey Data**

Agency	Administrator	Maximum Employer Contribution towards medical insurance <b>(NOTE: some agencies have a cafeteria style benefit and contribution is for health, dental and vision)</b> (per Month)			% ER/EE Split		
		EE Only	EE + 1	EE + 2	EE Only	EE + 1	EE + 2
<i>Elk Grove Water District</i>	<i>ACWA-JPIA</i>	<i>\$927</i>	<i>\$1,839</i>	<i>\$2,550</i>	<p align="center"><i>Not based on a % split.</i></p> <p align="center"><i>In 2011, as part of the Employee Cost Control Program, a maximum medical contribution was set with a 2% annual inflation increase.</i></p> <p align="center"><i>(ER Contribution covers 100% of both Kaiser and Anthem Blue Cross Classic PPO plans for all tiers.)</i></p>		
Amador Water Agency	ACWA-JPIA	\$793	\$1,807	\$2,465	ER pays 100% of EE only premium of the medical plan selected by the employee which does not exceed the "employee only" premium for the Base plan-Anthem Advantage.	ER pays 80%  The formula is determined as follows: Dependent Premium minus the Employee Only premium for the selected plan, times 20%, plus any difference in the Employee Only rate between the chosen plan and base plan, times 12 months, divided by 24 payrolls for the cost per paycheck.	
Carmichael Water District	CalPERS	\$942	\$1,885	\$2,450	ER pays 100% not to exceed the cost of Blue Shield Trio Sacramento Area Region for the employee's elected coverage level.  Beginning in December 2023 for premiums applied to January 2024 coverage, the District will contribute monthly the premium costs of an eligible employee's elected medical coverage (employee only, employee + one dependent, or employee and 2+ dependents (family coverage)) at a level based on an increase of six percent (6%) from the 2023 Blue Shield Trio Sacramento Area Region premiums.		



**Table 3  
Survey Data**

Agency	Administrator	Maximum Employer Contribution towards medical insurance <b>(NOTE: some agencies have a cafeteria style benefit and contribution is for health, dental and vision)</b> (per Month)			% ER/EE Split		
		EE Only	EE + 1	EE + 2	EE Only	EE + 1	EE + 2
Citrus Heights Water District	CalChoice	\$875 (Age based- EE age 50)	\$1,750 (Age based- EE age 50 and spouse age 50)	\$2,674 (Age based- EE age 50, Spouse age 50, 2 dependents age 18)	ER pays 100% of the Kaiser HMO rates. The rates are based on age. The employee would only pay a portion of the premium if they chose a plan that exceeded the Kaiser Platinum amounts.		
City of Folsom	Kaiser, Sutter Health or Western Health Advantage Plans	\$750	\$1,497	\$1,944	Not based on a % split. The City's maximum monthly contribution for active employee health insurance coverage shall be adjusted annually to an amount equal to 50% of the increase, if any, above the prior year's Kaiser monthly premium rate combined with the City's prior year contribution amount for employee only, employee plus 1, and employee plus 2 or more.		
City of Roseville	CalPERS	\$1,547 <b>(Cafeteria amount-\$1,347 + \$200 flex)</b>	\$1,860 <b>(Cafeteria amount-\$1,347 + \$513 flex)</b>	\$2,265 <b>(Cafeteria amount-\$1,347 + \$918 flex)</b>	Not based on a % split. Flat rate contributed by ER. EE pays difference. <b>Amounts contributed are to be used for medical, dental and vision insurance.</b>		
City of Sacramento	Kaiser, Sutter Health or Western Health Advantage Plans	\$955	\$1,520	\$2,026	Not based on a % split. Flat rate contributed by ER. EE pays difference.		
City of Stockton	Kaiser or Sutter Health Plan (Some groups also can choose-Operating Engineers Public and Miscellaneous Health and Welfare Trust)	Unrepresented, Mid Mngt/ Supv., WCEA, Water Supv. <b>Cafeteria \$711</b>	Unrepresented, Mid Mngt/ Supv., WCEA, Water Supv. <b>Cafeteria \$1,290</b>	Unrepresented, Mid Mngt/ Supv., WCEA, Water Supv. <b>Cafeteria \$1,719</b>	Not based on a % split. Flat rate contributed by ER. EE pays difference. <b>Amounts contributed are to be used for medical, dental and vision insurance.</b>		

**Table 3  
Survey Data**

Agency	Administrator	Maximum Employer Contribution towards medical insurance <b>(NOTE: some agencies have a cafeteria style benefit and contribution is for health, dental and vision)</b> (per Month)			% ER/EE Split		
		EE Only	EE + 1	EE + 2	EE Only	EE + 1	EE + 2
		Operations and Maintenance and Trades and Maintenance <b>Cafeteria</b> \$697 (MOU Expired-still in negotiations)	Operations and Maintenance and Trades and Maintenance <b>Cafeteria</b> \$1,265 (MOU Expired-still in negotiations)	Operations and Maintenance and Trades and Maintenance <b>Cafeteria</b> \$1,685 (MOU Expired-still in negotiations)			
City of West Sacramento	CalPERS	Local 39 <b>Cafeteria</b> \$1,074  Management/Confidential, and Specialist/Professionals <b>Cafeteria</b> \$1,075	Local 39 <b>Cafeteria</b> \$1,718  Management/Confidential, and Specialist/Professionals <b>Cafeteria</b> \$1,822	Local 39 <b>Cafeteria</b> \$2,243  Management/Confidential, and Specialist/Professionals <b>Cafeteria</b> \$2,377	Local 39 The cafeteria plan amount for health benefits (medical, dental and vision) for Employee Only shall either be equal to one hundred percent (100%) of the cost of the Kaiser plan for employee only and one hundred percent (100%) of the cost of employee only dental and vision or equal to \$865, whichever is greater.	Local 39 The cafeteria plan amount shall either be equal to eighty percent (80%) of the Kaiser plan for employee plus one and eighty percent (80%) of the cost of employee plus one dental and vision or equal to \$1255, whichever is greater.	Local 39 The cafeteria plan amount shall either be equal to eighty percent (80%) of the costs of employee plus two or more and eighty percent (80%) of the cost of employee plus two or more dental and vision or equal to \$1625, whichever is greater.

**Table 3  
Survey Data**

Agency	Administrator	Maximum Employer Contribution towards medical insurance (NOTE: some agencies have a cafeteria style benefit and contribution is for health, dental and vision) (per Month)			% ER/EE Split		
		EE Only	EE + 1	EE + 2	EE Only	EE + 1	EE + 2
					Management/ Confidential, and Specialist/ Professionals Employee only: City will pay up to actual premium amount of medical, dental, and vision for employee only, not to exceed \$1,075 per month.	Management/ Confidential, and Specialist/ Professionals Employee only: City will pay up to actual premium amount of medical, dental, and vision for employee only, not to exceed \$1,822 per month.	Management/ Confidential, and Specialist/ Professionals Employee only: City will pay up to actual premium amount of medical, dental, and vision for employee only, not to exceed \$2,377 per month.
El Dorado Irrigation District	CalPERS	\$1,021	\$1,890	\$2,411	Employer pays up to 100% of Kaiser rate.	Employer pays the lesser of i) 85% of the difference between the Benchmark Plan's employee-only monthly premium and its employee plus spouse/domestic partner or employee plus family monthly premium, as applicable, or ii) 85% of the difference between the employee-only monthly premium and the employee plus spouse/domestic partner or employee plus family monthly premium, as applicable, of the employee's chosen medical insurance plan.	
Fair Oaks Water District	ACWA-JPIA	\$1,226	\$2,533	\$3,356	ER pays 100% of medical insurance.		
Nevada Irrigation District	CalPERS	\$947	\$1,894	\$2,462	ER pays up to 100% of Blue Shield Trio HMO rate. Effective January 1, 2025, increase annually based on 75% of the increase in the Blue Shield Trio Region 1 CalPERS plan.		

**Table 3  
Survey Data**

Agency	Administrator	Maximum Employer Contribution towards medical insurance <b>(NOTE: some agencies have a cafeteria style benefit and contribution is for health, dental and vision)</b> (per Month)			% ER/EE Split		
		EE Only	EE + 1	EE + 2	EE Only	EE + 1	EE + 2
Placer County Water Agency	CalPERS	\$1,077	\$1,755	\$2,281	ER shall pay 100% of the Blue Shield Access+ (Region 1) rate for employee only.	Not based on a % split. Flat rates were set in 2021 and each year the Employer's increase is based on the previous year's contribution plus 70% of the average premium increase for available HMO plans for employee plus one, and employee plus family coverage.	
Sacramento County	Kaiser, Sutter Health or Western Health Advantage Plans	\$686	\$1,757  (Note-Tiers only consist of Single or Family level)		ER pays up to 80% of lowest cost HMO plan.		
Sacramento Suburban Water District	CalPERS	\$983	\$1,890	\$2,366	ER pays the higher of the lowest cost HMO or lowest cost PPO plan available through PERS - OR the minimum rate under the CalPERS 100/90 formula (whichever is greater).		
San Juan Water District	CalPERS	\$1,077	\$2,154	\$2,800	ER pays up to 100% of Blue Shield HMO Access Plus		

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **ELK GROVE WATER DISTRICT FISCAL YEAR 2023-24 QUARTERLY OPERATING BUDGET STATUS REPORT**

### **RECOMMENDATION**

This item is presented for discussion purposes only. No action by the Florin Resource Conservation District Board of Directors is requested at this time.

### **SUMMARY**

Staff is presenting the quarterly budget status report through the third quarter of fiscal year 2023-24. This report is to keep the Florin Resource Conservation District (District) Board of Directors (Board) and the public informed on the financial status of the Elk Grove Water District (EGWD).

### **DISCUSSION**

#### **Background**

On June 20, 2023, the Board approved the District's Fiscal Year (FY) 2023-24 Operating Budget. The adopted budget projects total revenues of approximately \$16.4 million and total expenditures of approximately \$18.5 million, including appropriations into the District's FY 2023-24 Capital Improvement Program (CIP) reserves of approximately \$3.2 million. The projected expenses in excess of revenues of approximately \$2.1 million will be funded by excess operating reserves from prior years.

#### **Present Situation**

A summary of the EGWD's financial status as of March 31, 2024 (Attachment 1) is provided with this report and a detailed analysis of the changes in each revenue and expenditure category is as follows:

Revenues collected through the third quarter of the fiscal year total \$12,440,658 which is 75.87% of the \$16,396,704 annual budget. The revenues are \$492,295 or 4.12% above the same quarter of the prior year due to a 4.5% revenue rate increase that went into effect January 1, 2024.

**ELK GROVE WATER DISTRICT FISCAL YEAR 2023-24 QUARTERLY OPERATING BUDGET STATUS REPORT**

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Total Operational Expenses were \$8,169,888 through the third quarter, which is 70.01% of the annual budget of \$11,669,804. The actual operating expenses were \$622,050 or 8.24% above the same quarter of the prior fiscal year as follows:

Personnel expenditures total \$3,422,654, which is 68.93% of the \$4,965,209 annual budget. The actual expenses were \$357,289 or 11.66% above the same period of the prior fiscal year. The increase is due mainly to a cost of living adjustment (COLA) increase of 4.67% effective July 1, 2023 and changes to the District's salary schedule based on the compensation study completed in FY 2023.

Seminars, Conventions and Travel expenditures total \$28,357, which is 62.06% of the annual budget of \$45,695. The actual expenses were \$5,719 or 25.26% above the same period of the prior fiscal year due mainly to an increase in conference registration costs and travel to out of town conferences that were held locally in the prior year.

Office and Operational expenditures total \$1,126,066, which is 75.09% of the annual budget of \$1,483,551. The actual expenses were \$66,750 or 6.30% above the same period of the prior fiscal year due mainly to an increase in association dues, insurance premiums, meter purchases for new development and software subscription costs, offset by a decrease in the purchase of materials and equipment repairs in FY 2023-24.

Estimated Purchased Water costs total \$2,519,184, which is 72.68% of the annual budget of \$3,466,025. The actual expenses were \$149,079 or 6.29% above the same period of the prior fiscal year. The increase is due mainly to an increase in the number of new accounts in Service Area 2 and an overall 8.6% increase in the wholesale purchase water rate, offset by a slight decline in water consumption in FY 2024 compared to FY 2023.

Outside Services expenditures total \$715,300, which is 64.43% of the annual budget of \$1,110,124. The actual expenses were \$97,926 or 15.86% above the same period of the prior fiscal year. The increase is due mainly to increased legal costs, increased bank charges for automated credit card payments, increased cost of engineering for PLC replacement consulting services, an increased security costs for new surveillance systems in place at the well sites and increased sampling costs for UCMR 5 sampling in FY 2024, which was not required in FY 2023.

Equipment Rent, Taxes and Utilities expenditures total \$358,327, which is 59.80% of the annual budget of \$599,200. The actual expenses were \$54,714 or 8.24% below the same period of the prior fiscal year. The decrease is due to the District no longer leasing the

**ELK GROVE WATER DISTRICT FISCAL YEAR 2023-24 QUARTERLY OPERATING  
BUDGET STATUS REPORT**

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property at 9257 Elk Grove Blvd as its administration building and the District not yet receiving and paying for the March 2024 SMUD invoices.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD's 2020-2025 Strategic Plan. Development and adoption of annual budgets that are balanced through cost-saving measures or transfers from operating reserves is specifically identified as an objective in the Fiscal Responsibility section of the Strategic Plan.

**FINANCIAL SUMMARY**

This report is provided to the Board for information only. There is no financial impact associated with this item at this time. Staff has provided a copy of the March 31, 2024 Quarterly Budget Review (Attachment 2) for the third quarter. The Quarterly Budget Review includes the line-item detail for the expenditure categories for the quarter-to-date for FY 2023-24, as well as the detail for last year's quarter-to-date.

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER/TREASURER

Attachments

## Attachment 1

**Elk Grove Water District**  
**Year to Date Revenues and Expenses Compared to Budget**  
**As of March 31, 2024**

	General Ledger Reference	YTD Activity	Annual Budget	9/12=75.00% % Realized
Revenues	4100 - 4900	\$ 12,440,658	\$ 16,396,705	75.87%
Operating Expenses				
Salaries & Benefits	5100 - 5280	3,657,837	5,400,398	67.73%
less Capitalized Labor		(235,183)	(435,189)	54.04%
Less CalPERS Prepayment for Remainder of Year		-		
Adjusted Salaries and Benefits		\$ 3,422,654	\$ 4,965,209	68.93%
Seminars, Conventions and Travel	5300 - 5350	28,357	45,695	62.06%
Office & Operational	5410 - 5494	1,126,066	1,483,551	75.90%
Purchased Water est. <sup>(1)</sup>	5495 - 5495	2,519,184	3,466,025	72.68%
Outside Services	5505 - 5580	715,300	1,110,124	64.43%
Equipment Rent, Taxes, Utilities	5620 - 5760	358,327	599,200	59.80%
Total Operational Expenses		\$ 8,169,888	\$ 11,669,804	70.01%
Net Operating Income		\$ 4,270,769	\$ 4,726,901	90.35%
Non-Operating Revenues				
Interest Received	9910 - 9910	161,679	25,000	646.71%
Unrealized Gains/(Losses)	9911 - 9911	250,309	-	100.00%
Other Income/(Expense)	9920 - 9973	2,245	215,000	1.04%
Total Non-Operating Revenues		\$ 414,233	\$ 240,000	172.60%
Non-Operating Expenses				
Election Costs	9950 - 9950	-	-	0.00%
Capital Expenses <sup>(2)</sup>				
Capital Improvements	1705 - 1760	507,425	790,000	64.23%
Capital Replacements	1705 - 1760	646,516	2,285,000	28.29%
Unforeseen Capital Projects	1705 - 1760	-	100,000	0.00%
Total Capital Expenses		\$ 1,153,940	\$ 3,175,000	36.34%
Bond Interest Accrued <sup>(3)</sup>	7300 - 7300	908,996	1,211,994	75.00%
Total Non Operating Expenses		\$ 2,062,936	\$ 4,386,994	47.02%
Bond Retirement <sup>(3)</sup>		\$ 2,006,250	\$ 2,675,000	75.00%
Total Expenditures		11,824,841	18,491,798	63.95%
Revenues in Excess of All Expenditures, including Capital		\$ 615,817	\$ (2,095,093)	-29.39%

## Notes:

<sup>(1)</sup> There is a lag in water billings from the Sacramento County Water Agency. Included above is an estimate of costs to date based on water used.

<sup>(2)</sup> YTD Activity includes \$235,183 in capitalized labor charged to capital projects.

<sup>(3)</sup> Bond retirement payments are made two times a year in September and March

<sup>(4)</sup> Accounts receivable balance, which represents the difference between the total amount billed and total amount collected, as of March 31, 2024 is \$74,615.99



Attachment 2

**ELK GROVE WATER DISTRICT  
QUARTERLY BUDGET REVIEW  
THROUGH MARCH 31, 2024  
FISCAL YEAR 2023-24**

Account Description	FY 2023-24 Budget	Y-T-D 3/31/2024	75.00% Percentage	Y-T-D 3/31/2023	Change from prior year
4100 Water Payment Revenues - Residential	\$ 13,629,113	10,458,678	76.74%	\$ 10,213,741	\$ 244,937
4110 Water Payment Revenues - Commercial	2,202,712	1,489,001	67.60%	1,318,232	170,769
4120 Water Payment Revenues - Fire Service	235,379	180,365	76.63%	158,915	21,450
4200 Meter Fees/Plan Check/Water Capacity	126,000	157,102	124.68%	86,565	70,537
4201 Backflow Installation	15,000	17,000	113.33%	15,055	1,945
4202 Backflow Testing Fee	2,500	16,250	650.00%	12,415	3,835
4204 Failed Backflow Testing Fee	-	-	0.00%	50	(50)
4300 Fire Protection	-	1,560	100.00%	312	1,248
4520 Door Hanger Fees	115,000	82,425	71.67%	83,125	(700)
4530 Meter Testing Fee	-	47	0.00%	-	47
4540 New account Fees	20,000	10,680	53.40%	12,360	(1,680)
4550 NSF Fees	2,000	1,610	80.50%	1,960	(350)
4560 Fees & Penalties	-	2,047	0.00%	12,864	(10,817)
4570 Shut-off Fees	50,000	47,450	94.90%	51,300	(3,850)
4575 24 Hour Turn On	-	-	0.00%	100	(100)
4580 Restoration Fees	-	25	0.00%	-	25
4585 Administration Citations	-	-	0.00%	440	(440)
4590 Credit Card Fees	-	-	0.00%	-	-
4591 Sac County Release of Lien Fee	-	(340)	100.00%	(540)	200
4700 Rental Income	-	-	0.00%	-	-
4800 Other Income	-	-	0.00%	793	(793)

**ELK GROVE WATER DISTRICT  
 QUARTERLY BUDGET REVIEW  
 THROUGH MARCH 31, 2024  
 FISCAL YEAR 2023-24**

4900 Customer Refunds	(1,000)	(23,242)	2324.24%	(19,324)	(3,918)
<b>TOTAL GROSS REVENUES</b>	<b>\$ 16,396,704</b>	<b>\$ 12,440,658</b>	<b>75.87%</b>	<b>\$ 11,948,363</b>	<b>\$ 492,295</b>

Account	Description	FY 2023-24 Budget	Y-T-D 3/31/2024	75.00% Percentage	Y-T-D 3/31/2023	Change from prior year
	Salaries & Benefits					
5100	Executive Salary	258,417	186,328	72.10%	153,179	33,149
5110	Exempt Salaries	727,395	503,970	69.28%	454,162	49,808
5120	Non-Exempt Salaries	2,231,561	1,475,175	66.11%	1,331,097	144,078
5130	Overtime Compensation	45,000	23,858	53.02%	22,832	1,026
5140	On Call Pay	31,025	22,525	72.60%	22,440	85
5150	Holiday Pay	170,801	96,375	56.43%	110,524	(14,149)
5160	Vacation Pay	188,579	186,963	99.14%	139,146	47,817
5170	Personal Time Pay	136,641	127,337	93.19%	89,915	37,422
5200	Medical Benefits	696,569	542,359	77.86%	546,429	(4,070)
5195	EAP	911	744	81.67%	726	18
5201	EGWD Contribution H.S.A	25,000	30,800	123.20%	23,500	7,300
5210	Dental/Vision/Life Insurance	61,585	64,342	104.48%	50,978	13,365
5220	Retirement Benefits	354,798	259,062	73.02%	205,559	53,503
5225	Retirement Benefits - Post Employment	280,719	60,890	21.69%	64,623	(3,733)
5230	Medical Tax, Social Security and SUI	73,318	42,455	57.91%	40,718	1,737
5240	Worker's Compensation Insurance	68,799	29,652	43.10%	28,851	801
5250	Education Assistance	2,500	-	0.00%	-	-
5260	Employee Training	36,200	1,700	4.70%	8,107	(6,407)
5270	Employee Recognition	2,880	2,999	104.13%	6,165	(3,166)
5280	Meetings	7,700	304	3.94%	-	304
	Less Capitalized Expenditures	(435,189)	(235,183)	54.04%	(231,589)	(3,594)
	Less Remaining CalPERS prepayment	-	-	N/A	(1,997)	1,997
	<b>Category Subtotal</b>	<b>4,965,209</b>	<b>3,422,654</b>	<b>68.93%</b>	<b>3,065,364</b>	<b>357,289</b>

Account	Description	FY 2023-24 Budget	Y-T-D 3/31/2024	75.00% Percentage	Y-T-D 3/31/2023	Change from prior year
	Seminars, Conventions and Travel					
5300	Airfare	4,600	1,525	33.14%	2,043	(518)
5310	Hotels	12,600	7,716	61.24%	5,995	1,721
5320	Meals	6,790	5,117	75.36%	3,235	1,882
5330	Auto Rental	1,300	-	0.00%	-	-
5340	Seminars & Conferences	12,575	8,710	69.26%	6,382	2,328
5350	Mileage Reimbursement, Parking, Tolls	1,830	1,040	56.82%	627	413

**ELK GROVE WATER DISTRICT  
 QUARTERLY BUDGET REVIEW  
 THROUGH MARCH 31, 2024  
 FISCAL YEAR 2023-24**

5375 Auto Allowance	6,000	4,250	70.83%	4,357	(107)
Category Subtotal	<b>45,695</b>	<b>28,357</b>	<b>62.06%</b>	<b>22,638</b>	<b>5,719</b>

Account	Description	FY 2023-24 Budget	Y-T-D 3/31/2024	75.00% Percentage	Y-T-D 3/31/2023	Change from prior year
	Office & Operational					
5410	Advertising	17,200	4,477	26.03%	7,728	(3,251)
5415	Association Dues	132,870	151,158	113.76%	126,552	24,606
5420	Insurance	154,200	160,120	103.84%	132,643	27,477
5425	Licenses, Certifications, Fees	3,650	2,067	56.62%	3,411	(1,344)
5430	Repairs & Maintenance - Automotive	36,500	38,378	105.15%	17,921	20,457
5432	Repairs & Maintenance - Building	93,520	56,573	60.49%	51,881	4,692
5434	Repairs & Maintenance - Computers	21,650	7,642	35.30%	22,166	(14,525)
5435	Repairs & Maintenance - Equipment	160,500	75,030	46.75%	118,794	(43,765)
5438	Fuel	56,720	40,049	70.61%	36,806	3,243
5440	Materials	163,150	105,796	64.85%	126,677	(20,881)
5445	Chemicals	65,000	33,502	51.54%	38,346	(4,844)
5450	Meter Repairs	100,000	116,243	116.24%	66,667	49,576
5453	Permits	95,000	79,886	84.09%	76,462	3,424
5455	Postage	82,325	48,078	58.40%	44,669	3,408
5460	Printing	26,850	9,528	35.49%	8,153	1,375
5465	Safety Equipment	18,000	10,182	56.57%	9,374	808
5470	Software Programs & Updates	141,196	125,576	88.94%	100,368	25,208
5475	Supplies	29,520	12,646	42.84%	22,455	(9,809)
5480	Telephone	33,500	19,404	57.92%	20,590	(1,186)
5485	Tools	19,500	14,922	76.52%	12,295	2,627
5490	Clothing Allowance	7,700	2,135	27.73%	3,507	(1,372)
5491	EGWD-Other Clothing	13,000	10,192	78.40%	6,948	3,244
5493	Water Conservation Materials	12,000	2,481	20.68%	4,901	(2,420)
	Category Subtotal	<b>1,483,551</b>	<b>1,126,066</b>	<b>75.90%</b>	<b>1,059,315</b>	<b>66,750</b>

**ELK GROVE WATER DISTRICT  
QUARTERLY BUDGET REVIEW  
THROUGH MARCH 31, 2024  
FISCAL YEAR 2023-24**

Account Description					
5495 Purchased Water	<b>3,466,025</b>	<b>2,519,184</b>	<b>72.68%</b>	<b>2,370,105</b>	<b>149,079</b>
Account Description	FY 2023-24 Budget	Y-T-D 3/31/2024	70.83% Percentage	Y-T-D 3/31/2023	Change from prior year
Outside Services					
5505 Administration Services	4,700	1,723	36.65%	1,674	49
5510 Bank Charges	210,800	171,137	81.18%	147,723	23,414
5515 Billing Services	25,500	15,608	61.21%	18,375	(2,767)
5520 Contracted Services	449,866	352,378	78.33%	359,534	(7,156)
5523 Water Conservation Services	-	-	0.00%	-	-
5525 Accounting Services	30,000	15,941	53.14%	15,941	-
5530 Engineering	50,000	35,030	70.06%	494	34,537
5535 Legal Services	220,000	38,532	17.51%	13,316	25,216
5540 Financial Consultants	-	1,237	100.00%	188	1,049
5545 Community Relations	5,200	707	13.60%	1,158	(451)
5550 Pre-employment	1,000	56	5.60%	-	56
5552 Misc. Medical	2,000	2,225	111.27%	1,827	398
5555 Janitorial	22,200	15,743	70.91%	12,750	2,993
5560 Bond Administration	6,550	5,973	91.19%	5,773	200
5570 Security	32,308	30,977	95.88%	20,696	10,281
5575 Sampling	50,000	28,033	56.07%	17,926	10,107
Category Subtotal	<b>1,110,124</b>	<b>715,300</b>	<b>64.43%</b>	<b>617,374</b>	<b>97,926</b>
Account Description	FY 2023-24 Budget	Y-T-D 3/31/2024	75.00% Percentage	Y-T-D 3/31/2023	Change from prior year
Equipment Rent, Taxes and Utilities					
5610 Occupancy	-	-	0.00%	18,000	(18,000)
5620 Equipment Rental	32,600	23,004	70.57%	26,342	(3,337)
5710 Property Taxes	4,000	861	21.51%	3,277	(2,416)
5740 Electricity	510,800	293,240	57.41%	327,713	(34,473)
5750 Natural Gas	6,000	2,741	45.68%	3,491	(750)
5760 Sewer and Garbage	45,800	38,481	84.02%	34,219	4,262
Category Subtotal	<b>599,200</b>	<b>358,327</b>	<b>59.80%</b>	<b>413,042</b>	<b>(54,714)</b>
Total Operational Expenses	<b>11,669,804</b>	<b>8,169,888</b>	<b>70.01%</b>	<b>7,547,839</b>	<b>622,050</b>

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **ELK GROVE WATER DISTRICT FISCAL YEAR 2023-24 QUARTERLY CAPITAL RESERVE STATUS REPORT**

### **RECOMMENDATION**

This item is presented for discussion purposes only. No action by the Florin Resource Conservation District Board of Directors is requested at this time.

### **SUMMARY**

On June 16, 2020, the Florin Resource Conservation District (District) Board of Directors (Board) adopted the District's Reserve and Capital Investments Policy (Policy), establishing the funding levels for each of the District's respective reserve funds. Per the Policy, the District's unrestricted net position as of July 1 of each fiscal year is allocated first to the Operating Reserve (120 days of budgeted operating and maintenance expenses), then to the upcoming year's capital budget, followed by elections/special studies, with the remaining balance allocated to future capital improvements and future capital replacements in the ratio of 75:25, respectively. The total unrestricted net position available to be allocated to reserves on July 1, 2023 was \$17,523,943.

Through the third quarter of Fiscal Year 2023-24, the District expended \$1,153,941 for capital projects leaving a remaining total reserve balance on March 31, 2024 of \$16,370,002.

### **DISCUSSION**

#### **Background**

On June 20, 2023, the Board approved the District's Fiscal Year (FY) 2023-24 Operating Budget and the District's FY 2024-28 Capital Improvement Program (CIP) that included an appropriation of \$18.5 million in expenses, including \$3.2 million in unrestricted funds to the FY 2023-24 CIP.

**ELK GROVE WATER DISTRICT FISCAL YEAR 2023-24 QUARTERLY CAPITAL RESERVE STATUS REPORT**

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Present Situation

The District has appropriated reserve funds for FY 2023-24 as follows:

• Operations Reserves (120 days of O&M budget)	\$ 5,035,660
• FY 2023-24 Capital Improvement Fund	\$ 840,000
• FY 2023-24 Capital Replacement Fund	\$ 2,335,000
• Elections and Special Studies	\$ -
• Future Capital Improvements	\$ 6,984,963
• Future Capital Replacements	\$ 2,328,321
	<u>\$ 17,523,943</u>

The District has expended \$1,153,941 for capital expenditures through March 31, 2024 as follows:

• Capital Improvement Fund	
○ Backhoe Loader	\$ 209,463
○ Tench Plates	\$ 117,450
○ Chlorine Analyzers Shallow Wells	\$ 13,343
○ Derr Street Watermain Looping	\$ 76,326
○ Brinkman Transmission Main	\$ 24,900
○ Truck Replacements	\$ 65,943
TOTAL	<u>\$ 507,425</u>
• Capital Replacement Fund	
○ Locust/Summit Alley Watermain	\$ 330,553
○ School St/Locust Watermain	\$ 176,455
○ Locust St/EG Blvd Alley Watermain	\$ 6,014
○ Well Rehab	\$ 2,988
○ Chlorotech System Replacement	\$ 65,921
○ 9829 Waterman Drainage Improvements	\$ 40,028
○ Plotter	\$ 6,791
○ Admin Storage Building Improvements	\$ 17,766
TOTAL	<u>\$ 646,516</u>

The District's remaining reserve fund balances as of March 31, 2024 are as follows:

• Operations Reserves (120 days)	\$ 5,035,660
• FY 2023-24 Capital Improvement Fund	\$ 332,575
• FY 2023-24 Capital Replacement Fund	\$ 1,688,484

April 11, 2024

**ELK GROVE WATER DISTRICT FISCAL YEAR 2023-24 QUARTERLY CAPITAL RESERVE STATUS REPORT**

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• Elections and Special Studies	\$ -
• Future Capital Improvements	\$ 6,984,963
• Future Capital Replacements	\$ 2,328,321
	<u>\$ 16,370,002</u>

**ENVIRONMENTAL CONSIDERATIONS**

There are no environmental considerations associated with this report.

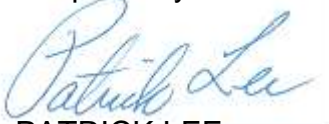
**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD's 2020-2025 Strategic Plan. Developing and adopting annual budgets that are balanced through cost saving measures or transfers from operating reserves is specifically identified as an objective in the Fiscal Responsibility section of the Strategic Plan.

**FINANCIAL SUMMARY**

There is no financial impact with this report.

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER/TREASURER

Attachment

Attachment

**ELK GROVE WATER RESERVES**  
**Fiscal Year 2023-24**  
**As of March 31, 2024**

Total Available \$ 17,523,943 at 7/1/2023

Operating Reserves	Capital Improvements	Capital Replacements	Elections/ Special Studies	Future Capital Improvements	Future Capital Replacements
Needed	Funded	Funded	Funded	Funded	Funded
\$ 5,035,660	\$ 840,000	\$ 2,335,000	\$ -	\$ 6,984,963	\$ 2,328,321
Available	Expended	Expended	Expended	Expended	Expended
-	\$ 507,425	\$ 646,516	\$ -	\$ -	\$ -
Remaining	Remaining	Remaining	Remaining	Remaining	Remaining
\$ 5,035,660	\$ 332,575	\$ 1,688,484	\$ -	\$ 6,984,963	\$ 2,328,321

**Capital Improvement Funds**

Supply/Dist. Improvements	Treatment Plant Improvements	Bldng/Site/Veh. Improvements	Unforeseen Capital Projects
Funded	Funded	Funded	Funded
\$ 329,000	\$ 20,000	\$ 441,000	\$ 50,000
Expended	Expended	Expended	Expended
\$ 101,226	\$ 13,343	\$ 392,856	\$ -
Remaining	Remaining	Remaining	Remaining
\$ 227,774	\$ 6,657	\$ 48,144	\$ 50,000

**Capital Replacement Funds**

Supply/Dist. Improvements	Treatment Plant Improvements	Bldng/Site/Veh. Improvements	Unforeseen Capital Projects
Funded	Funded	Funded	Funded
\$ 1,465,000	\$ 175,000	\$ 645,000	\$ 50,000
Expended	Expended	Expended	Expended
\$ 516,010	\$ 65,921	\$ 64,585	\$ -
Remaining	Remaining	Remaining	Remaining
\$ 948,990	\$ 109,079	\$ 580,415	\$ 50,000



April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Patrick Lee, Finance Manager/Treasurer

SUBJECT: **DRAFT BUDGET WORKSHEET AND DEPARTMENTAL GOALS AND OBJECTIVES FOR THE FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT FISCAL YEAR 2024-25 OPERATING BUDGET**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors review and discuss the operating budget worksheet and departmental goals and objectives for the Florin Resource Conservation District/Elk Grove Water District Fiscal Year 2024-25 Operating Budget and provide direction to staff.

### **SUMMARY**

Each year staff develops the operating budget worksheet of projected revenues and estimated expenses and presents the document to the Florin Resource Conservation District/Elk Grove Water District (District) Board of Directors (Board) for review and comment. Provided with this report is the operating budget worksheet and the departmental goals and objectives of the District for Fiscal Year (FY) 2024-25. Following the presentation (Attachment 1) and discussion, staff generally makes revisions and brings the revised documents back to the Board at a subsequent meeting(s) for further discussion prior to advancing to the Board for adoption in June.

### **DISCUSSION**

#### **Background**

The District operates on a fiscal year that runs from July 1 to June 30. Staff has completed the preparation of the District's FY 2024-25 operating budget worksheet (Attachment 2) and the departmental goals and objectives (Attachment 3). Staff is bringing both items to the Board for review and discussion. The preparation of the budget is a participatory process with engagement from the Board, staff and public. Once all comments are received, staff will incorporate the information into a final budget document and bring the final budget to the Board for adoption in June.

**DRAFT BUDGET WORKSHEET AND DEPARTMENTAL GOALS AND OBJECTIVES FOR THE FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER DISTRICT FISCAL YEAR 2024-25 OPERATING BUDGET**

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**Present Situation**

Staff is presenting the District operating budget worksheet and departmental goals and objectives for FY 2024-25 to the Board for review and comment. Comments from the Board will be incorporated into a final draft to be presented at the next regular Board meeting on May 15, 2024.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

This item, and all other budget related activities, conforms to the FRCD/EGWD's 2020-25 Strategic Plan. Adoption of an annual balanced budget is specifically identified as a goal in the Fiscal Responsibility section of the Strategic Plan.

**FINANCIAL SUMMARY**

The District's proposed budget for FY 2024-25 projects total operating revenues of approximately \$17.29 million and total expenses of approximately \$20.06 million including Capital Improvement and Capital Repair & Replacement Reserve contributions of approximately \$3.83 million. The projected expenses in excess of revenues are approximately \$2.77 million, which would be funded from reserves carried over from prior years.

Despite many non-discretionary cost increases and inflation, staff undertook efforts to find cost reductions to minimize increases and these are reflected in the FY 2024-25 budget. The budget has an increase in total expenditures of \$1.57 million (8.50%) from the adopted budget for FY 2023-24. The major highlights are listed below, and comparisons made are against the budgeted amounts for FY 2023-24:

- Revenues for FY 2024-25 are budgeted at \$17.29 million, an increase of \$893,590 (5.45%) from prior year's budget based on the following assumptions:

**DRAFT BUDGET WORKSHEET AND DEPARTMENTAL GOALS AND OBJECTIVES  
FOR THE FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER  
DISTRICT FISCAL YEAR 2024-25 OPERATING BUDGET**

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Page 3

- A rate study was completed and adopted by the District's Board in July of 2023, setting forth the proposed revenue rate increases for calendar years 2024 through 2028. The revenue projections for FY 2024-25 reflect the proposed 4.50% revenue rate increase effective January 1, 2025 as recommended by the study.
  - Consumption levels were calculated based on an analysis using historical demand averages to determine "normal year usage" conditions, taking into consideration current weather conditions and the requirement for conservation.
  - An increase in the number of accounts based on the review of development projects in the District's service area and a projection of the number of units to be fully built within the fiscal year.
  - A 5.0% contingency factor that decreases residential and nonresidential consumption revenue due to the unknown nature of usage conditions for FY 2024-25.
- Salaries and Benefits are budgeted at \$5.58 million, an increase of \$187,552 (3.47%) from prior year's budget mainly due to:
    - Merit increases and promotions for eligible employees.
    - An estimated 10.0% increase in medical premiums for employees who have not yet reached the medical subsidy cap. An estimated 2.0% increase for all employees who have met the District's medical subsidy cap.
    - An estimated 3.0% COLA increase based on the February CPI-U for the average of the U.S. City Average, West and San Francisco index of 2.93%. The final COLA is based on the April CPI-U which is expected to be published on May 15, 2024.
  - Seminars, Conventions and Travel are budgeted at \$40,833, a decrease of \$4,862 (-10.64%) from prior year's budget due to the District not attending the ACWA Spring 2025 conference in Monterey.
  - Office and Operational costs are budgeted at \$1.58 million, an increase of \$99,502 (6.71%) from prior year's budget mainly due to:
    - An increase in insurance premiums of \$20,000 (12.97%) as projected by JPIA for all programs.

**DRAFT BUDGET WORKSHEET AND DEPARTMENTAL GOALS AND OBJECTIVES  
FOR THE FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER  
DISTRICT FISCAL YEAR 2024-25 OPERATING BUDGET**

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- A decrease in equipment repairs and maintenance of \$40,000 (-24.92%) based on prior year spending trends.
- An increase in non-Capital Improvement Program (CIP) related Materials of \$26,150 (16.03%) due to an increase in the cost of materials due to inflation.
- An increase in Meters of \$105,840 (105.84%) due to anticipated new development as well as necessary meter replacements not covered under warranty. The cost of meters installed for new development is recovered in development fees.
- Purchased Water is budgeted at \$3.60 million, an increase of \$131,968 (3.81%) from prior year's budget due mainly to an estimated 3.00% rate increase for purchased water and anticipated increase in development in Service Area 2.
- Outside Services costs are budgeted at \$1.45 million, an increase of \$337,936 (30.44%) from prior year's budget due mainly to:
  - An increase in banking charges of \$55,000 (26.09%) due to the District anticipating an increase in the number of customers who will be utilizing recurring credit card payment option now available.
  - A decrease in contracted services of \$42,826 (-9.52%) due to the completion of the ERP solicitation and acquisition project.
  - A decrease in engineering costs of \$25,000 (-50.00%) due to less anticipated engineering services required in FY 2024-25.
  - A decrease in Legal Services of \$100,000 (45.45%) due to a decreased level of legal services required.
  - An increase in election costs of \$460,000 (100.00%) due to the anticipated need to hold elections in November of 2024.
- Equipment Rent, Taxes and Utilities are budgeted at \$569,830, a decrease of \$29,370 (-4.90%) from prior year's budget due mainly to trending decline in water consumption and less electricity used for pumping.
- Capital Improvement Funding includes contributions to the Repair & Replacement Reserve and the Capital Improvement Reserve for a total of \$3.83 million. This represents an increase of \$660,000 (20.79%) from prior year's budget.
- Bond interest expenses will decrease by \$103,965 (-8.58%) while bond principal retirements will increase by \$105,000 (3.93%).

April 11, 2024

**DRAFT BUDGET WORKSHEET AND DEPARTMENTAL GOALS AND OBJECTIVES  
FOR THE FLORIN RESOURCE CONSERVATION DISTRICT/ELK GROVE WATER  
DISTRICT FISCAL YEAR 2024-25 OPERATING BUDGET**

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Page 5

- Capital grants will decrease by \$215,000 (-100.00%) due to the use of the remaining grants funds from the City of Elk Grove ARPA Grant used on certain watermain replacement projects.
- This budget anticipates capitalizing \$461,958 of Salaries and Benefits for capital improvements constructed by the Utility Division. Capitalized labor costs are reduced from regular salaries and benefits and are included in the total funded amounts in the Five-Year CIP. Capitalized labor is estimated at 50% of the total salaries and benefits of the Utility Division.
- The budget, as recommended, will meet bond covenant requirements as follows:
  - Covenant: 1.27 (1.15 required)
- The Board will adopt a Five-Year CIP, which only appropriates funding for the CIP projects scheduled in FY 2024-25.

Staff is requesting comments from the Board. Comments will be incorporated into a final draft and presented at the next regular Board meeting on May 21, 2024.

Respectfully submitted,



PATRICK LEE  
FINANCE MANAGER/TREASURER

Attachments

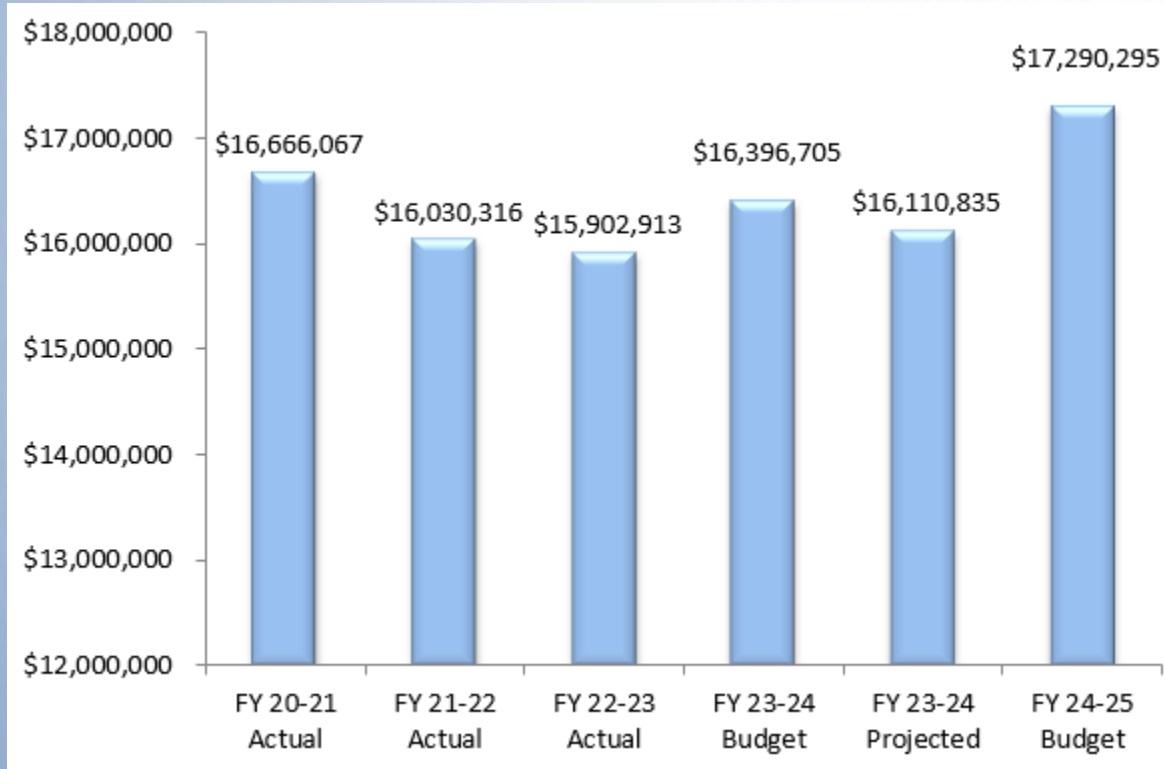
Attachment 1

**FLORIN RESOURCE  
CONSERVATION DISTRICT/ELK  
GROVE WATER DISTRICT  
FISCAL YEAR 2024-25  
OPERATING BUDGET**

APRIL 11, 2024



# FY 2024-25 REVENUE PROJECTIONS

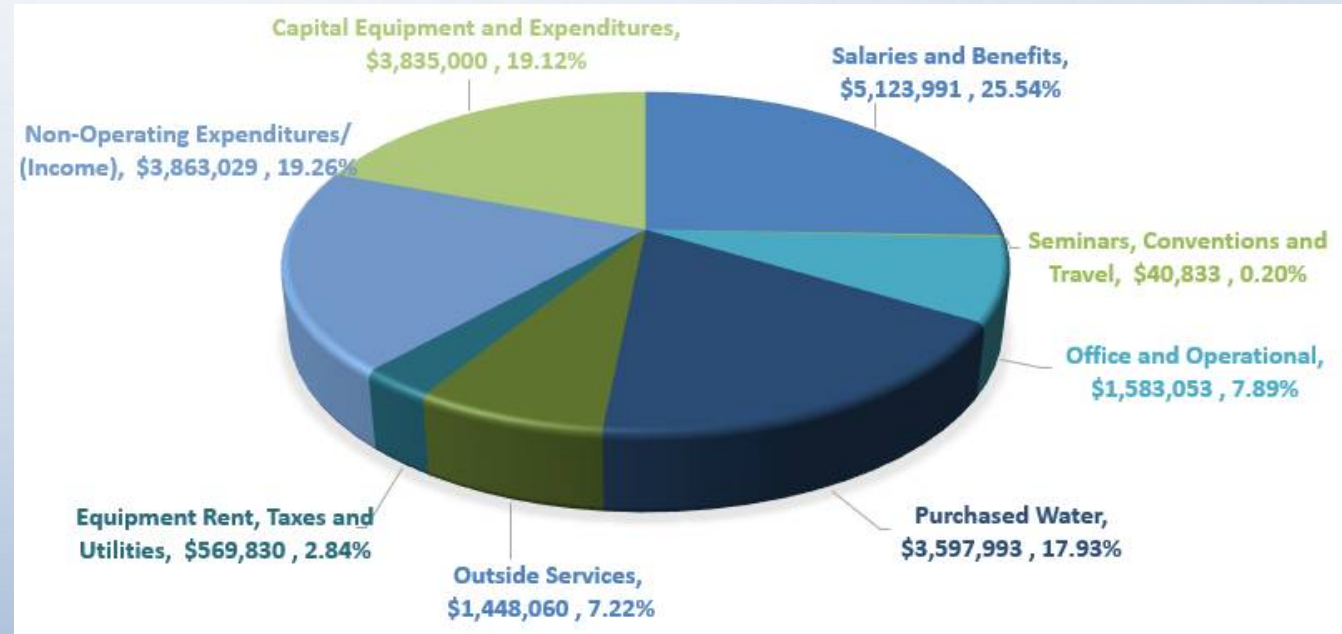
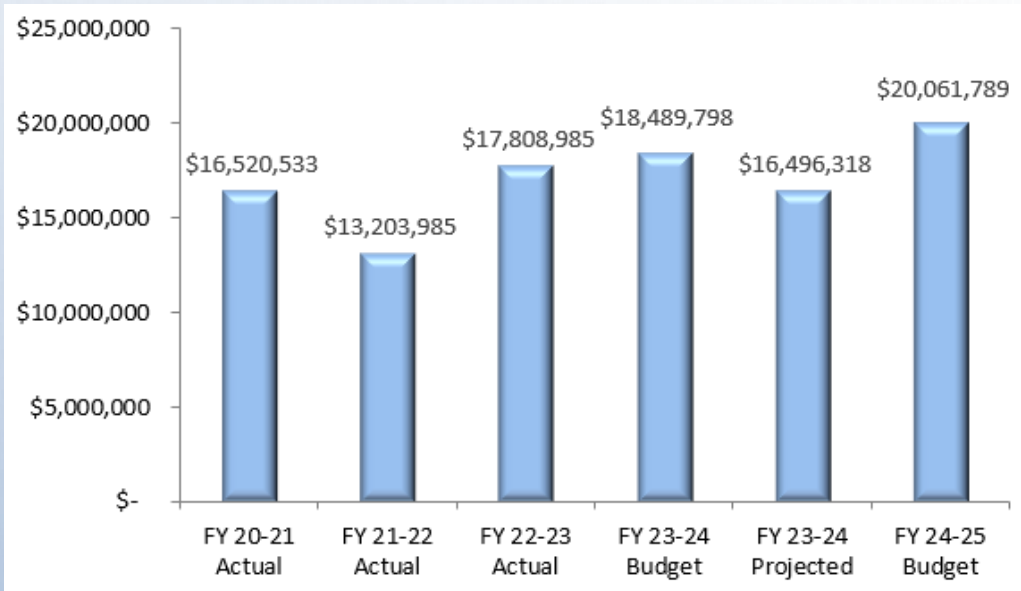


▶ \$893,590 or (5.45%) increase over PY budget

## ▶ ASSUMPTIONS

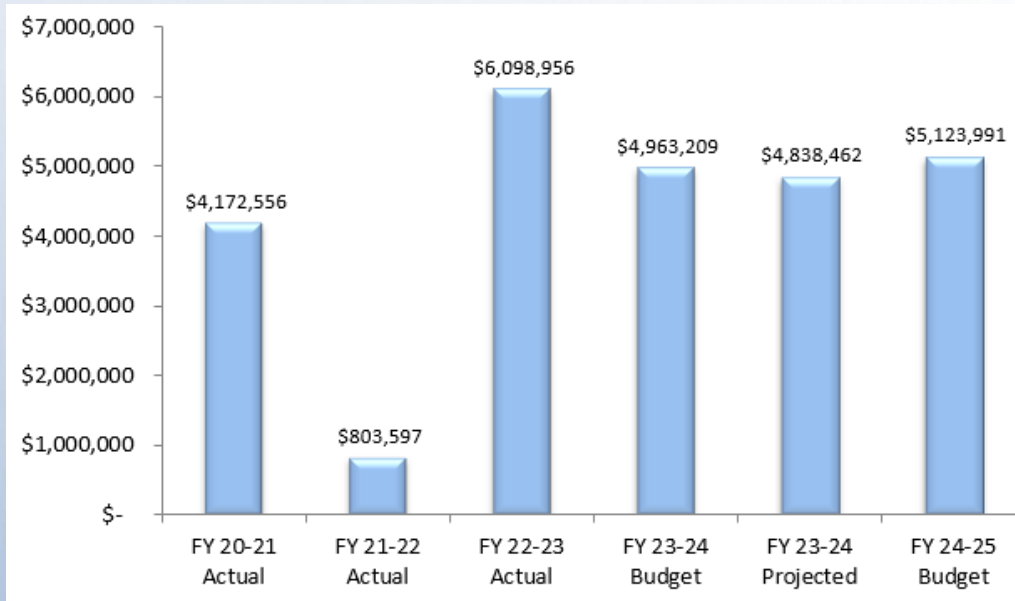
- A 4.50% revenue rate adjustment effective January 1, 2025.
- Consumption levels calculated based on an analysis using historical demand averages to determine “normal year usage” conditions, taking into consideration current weather conditions and the requirement for conservation.
- An increase in the number of accounts based on the review of development projects in the District’s service area and a projection of the number of units to be fully built within the fiscal year.
- A 5.0% contingency factor that decreases residential consumption revenue due to the unknown nature of usage conditions for FY 2024-25.

# FY 2024-25 EXPENSE PROJECTIONS





# FY 2024-25 SALARIES AND BENEFITS



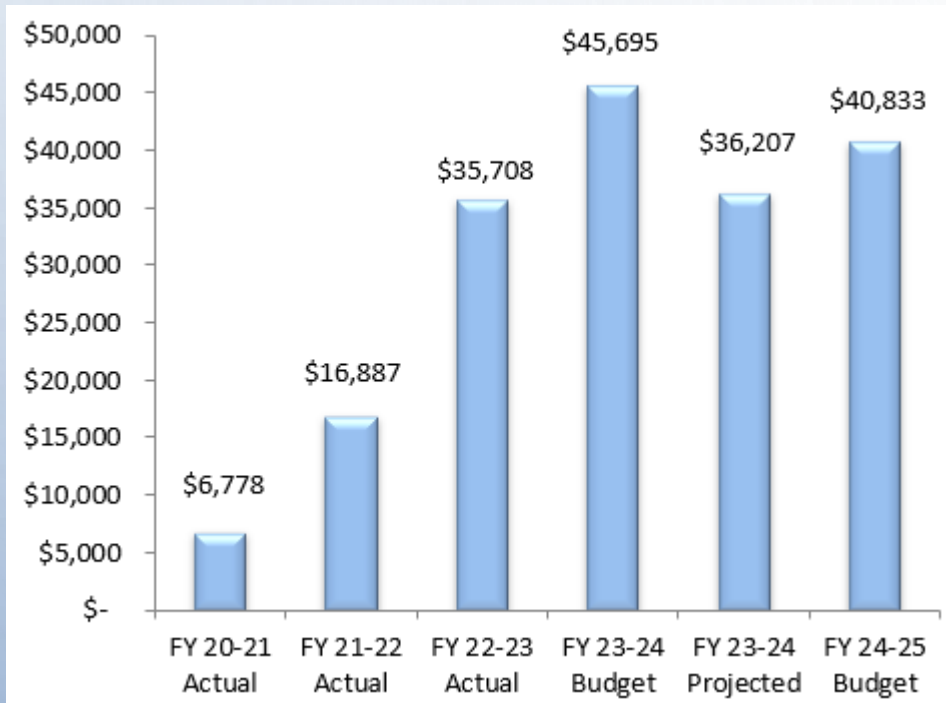
► \$187,552 or (3.47%) increase over PY budget

## ► ASSUMPTIONS

- Merit increases and promotions for eligible employees.
- An estimated 10.0% increase in medical premiums depending on medical plans for employees who have not yet reached the medical subsidy cap. An estimated 2.0% increase for all employees who have met the District's medical subsidy cap.
- An estimated 3.0% COLA increase based on the February CPI-U for the average of the U.S. City Average, West and San Francisco index of 2.93%.

In FY 2021-22, the District recognized a \$2.6 million pension income and in FY 2022-23 the District recognized a \$2.6 million pension expense related to its retirement plan at CalPERS as a result of investment returns.

# FY 2024-25 SEMINARS, CONVENTIONS AND TRAVEL



▶ \$4,862 or (-10.64%) decrease over PY budget

## ▶ ASSUMPTIONS

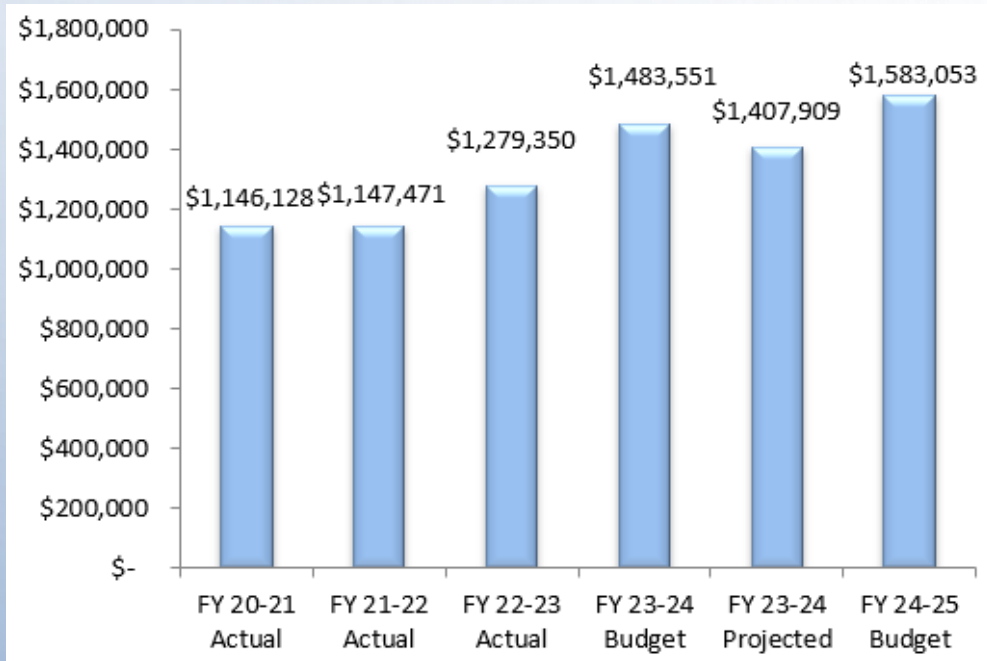
- District will not be attending the ACWA 2025 Spring Conference in Monterey
- All other Travel remaining static

# FY 2024-25 OFFICE AND OPERATIONAL

▶ \$99,502 or (6.71%) increase over PY budget

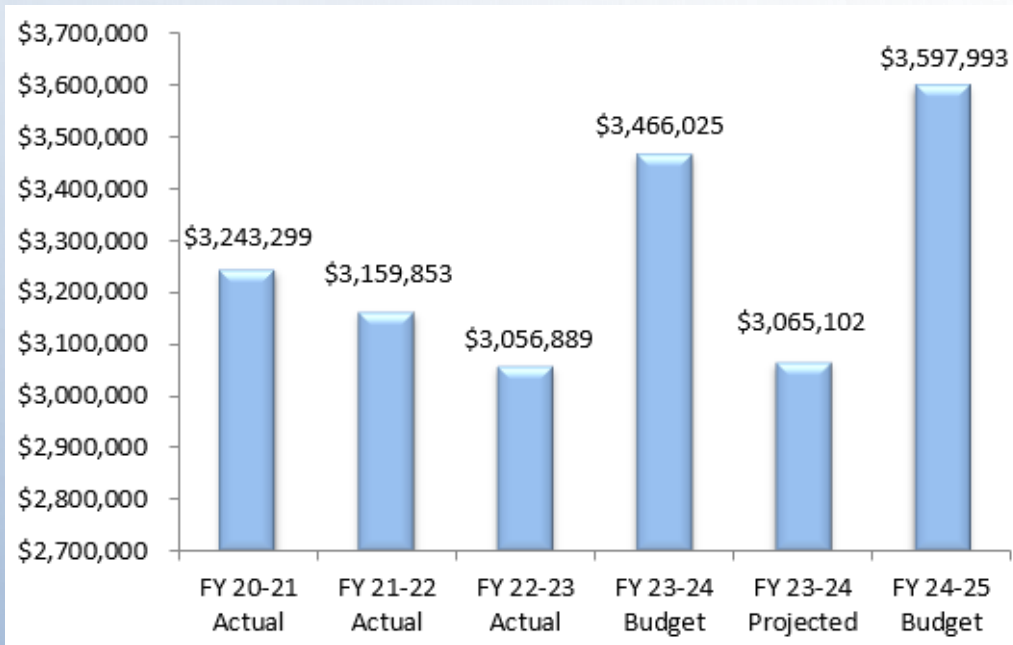
## ▶ ASSUMPTIONS

- An increase in insurance premiums of \$20,000 (12.97%) as projected by JPIA for all programs.
- A decrease in equipment repairs and maintenance of \$40,000 (-24.92%) based on prior year spending trends.
- An increase in non-CIP related Materials of \$26,150 (16.03%) due to an increase in the cost of materials due to inflation.
- An increase in Meters of \$105,840 (105.84%) due to anticipated new development as well as necessary meter replacements not covered under warranty.



# FY 2024-25 PURCHASED WATER

▶ \$131,968 or (3.81%) increase over PY Budget



## ▶ ASSUMPTIONS

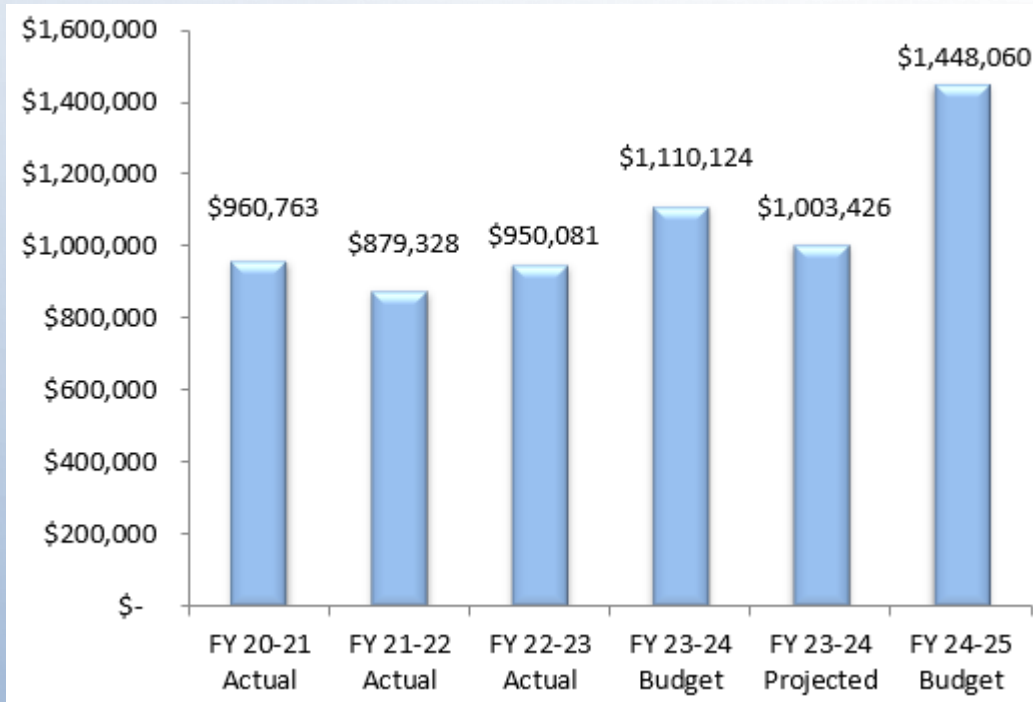
- An estimated 3.0% rate increase in the wholesale water rate as provided by the SCWA.
- Consumption levels calculated based on an analysis using historical demand averages to determine “normal year usage” conditions, taking into consideration current weather conditions the requirement for conservation.
- An increase in the number of accounts based on the review of development projects in the District’s service area and a projection of the number of units to be fully built within the fiscal year.

# FY 2024-25 OUTSIDE SERVICES

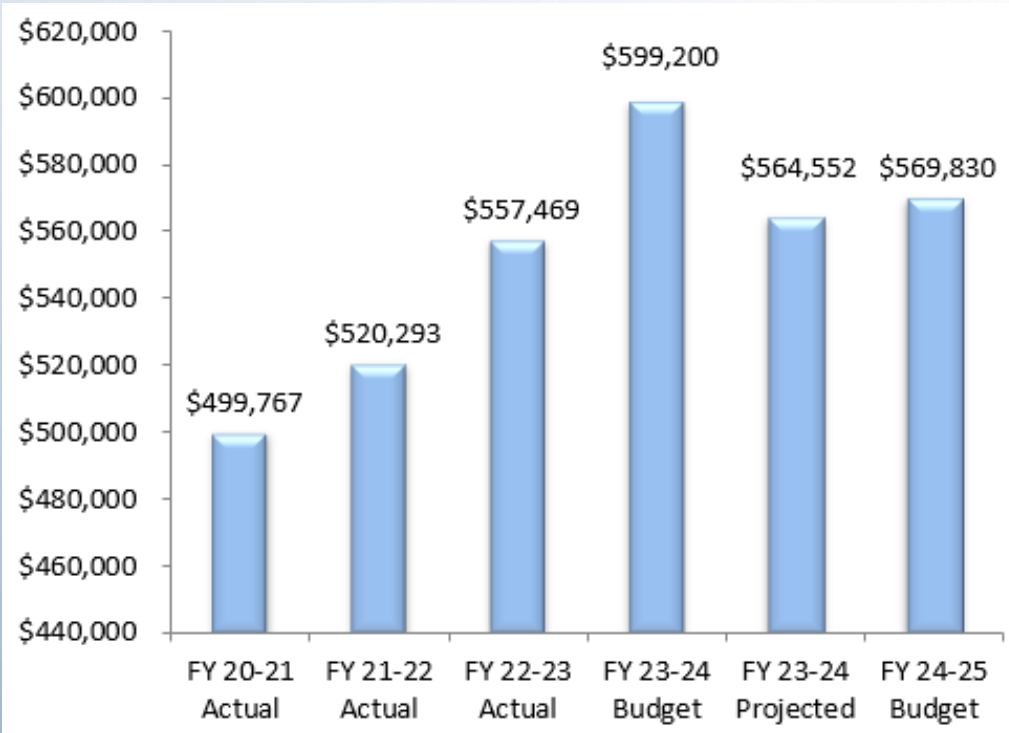
▶ \$337,936 or (30.44%) increase over PY budget

## ▶ ASSUMPTIONS

- An increase in banking charges of \$55,000 (26.09%) due to the District anticipating an increase in the number of customers who will be utilizing recurring credit card payment option now available.
- A decrease in contracted services of \$42,826 (-9.52%) due to the completion of the ERP solicitation and acquisition project.
- A decrease in engineering costs of \$25,000 (-50.00%) due to less anticipated engineering services required in FY 2025.
- A decrease in Legal Services of \$100,000 (45.45%) due to a decreased level of legal services required.
- An increase election costs of \$460,000 (100.00%) due to the anticipated need to hold elections in November of 2024.



# FY 2024-25 EQUIPMENT RENT, TAXES AND UTILITIES

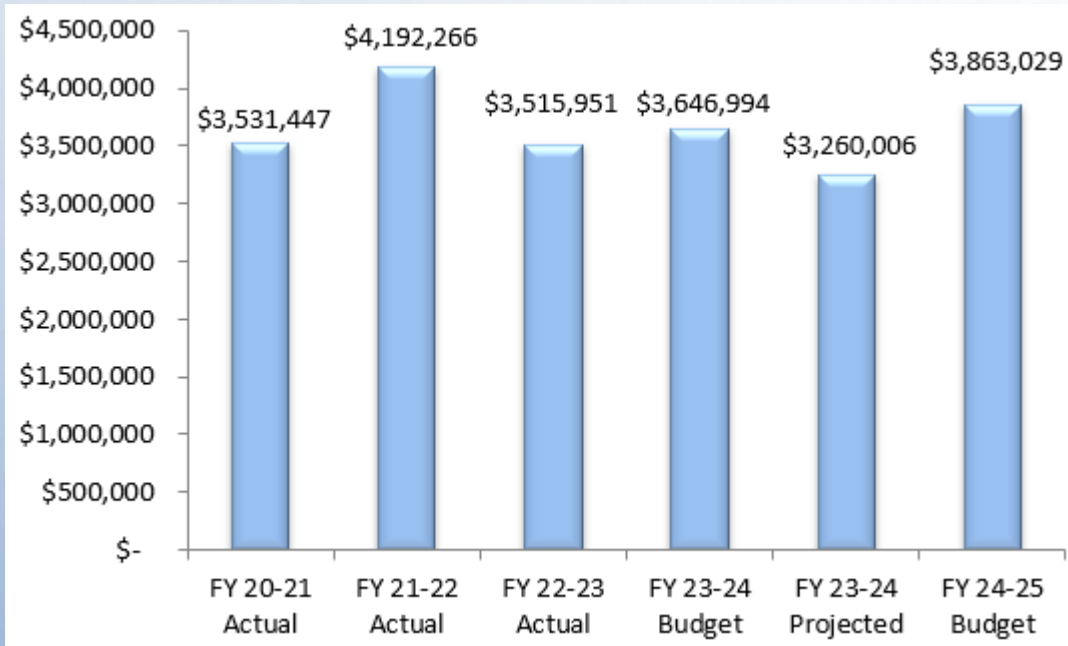


▶ \$29,370 or (-4.90%) decrease over PY budget

▶ ASSUMPTIONS

- Trending decline in water consumption resulting in less electrical cost for pumping.

# FY 2024-25 NON-OPERATING EXPENSES AND INCOME

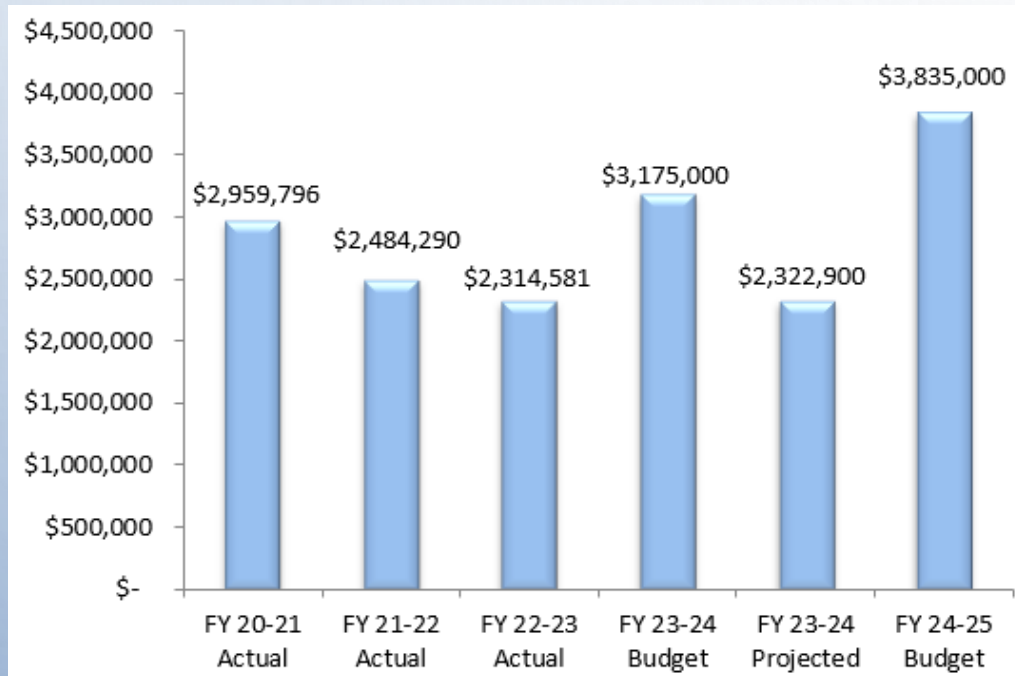


▶ \$216,035 or (5.92%) increase over PY budget

## ▶ ASSUMPTIONS

- Debt service payments based on bond amortization schedules.
- Capital grants will decrease by \$215,000 (-100.00%) due to the use of the remaining grants funds from the City of Elk Grove ARPA Grant used on certain watermain replacement projects

# FY 2024-25 CAPITAL IMPROVEMENT FUNDING



► \$660,000 or (20.79%) increase over PY budget

## ► ASSUMPTIONS

- Based on 2025-29 CIP
- Carryover of approximately \$800K in capital projects from FY 2024
- Capitalization of approximately \$461K in Utility Division salaries



# FY 2024-25 PROPOSED BUDGET SUMMARY

**Elk Grove Water District**  
**Summary of Net Position Activity**  
**For the Fiscal Year Ending June 30, 2025**

	FY 2024-25 Budget
<b>Proposed Operating Revenues</b>	\$ 17,290,295
<b>Proposed Operational Expenditures</b>	12,825,718
Less: Capitalized Labor	(461,958)
<b>Proposed Net Operating Expenses</b>	<u>12,363,760</u>
<b>Proposed Net Operating Income</b>	\$ 4,926,535
Non-Operating Expenditures (Income)	3,863,029
Capital Equipment and Expenditures	<u>3,835,000</u>
<b>Revenues/(Expenses) in Excess of Nonoperating Expenses and Principal Retirement</b>	<u>\$ (2,771,494)</u>
Transfer (to)/from Reserves	<u>2,771,494</u>
<b>Net Budget Excess/(Deficiency)</b>	<u>\$ -</u>

	Required	Proposed
Debt Covenant Ratio	1.15	1.27
Net Income	\$ 4,926,535	
Total Debt Service	\$ 3,888,029	

# FY 2024-25 SPECIFIC KEY OBJECTIVES

- IMPLEMENT THE DISTRICT'S NEW ENTERPRISE RESOURCE PLANNING SYSTEM.
- EVALUATE OPTIONS TO REDUCE DISTRICT ELECTIONS COST.
- RENEW THE DISTRICT'S STRATEGIC PLAN FOR THE YEARS 2025-2030.
- STRENGTHEN THE DISTRICT'S RELATIONSHIP WITHIN THE COMMUNITY.
- INSTALL AMI BASE STATIONS, SOFTWARE, AND SMART POINTS ON ONE COMMERCIAL METER ROUTE.
- PURSUE GROUNDWATER SUSTAINABILITY PROJECTS THROUGH PARTNERSHIPS.



Account	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Y-T-D - 3-31-24	FY 23-24 Projected		Ops 500	Tech Services 560	GM 610	HR 620	PM 640	Finance 650	Admin 700	FY 2024-25 Budget	Difference Dollars	Percentage
<b>Office &amp; Operational</b>																			
5410	Advertising	\$ 5,200	\$ 15,660	\$ 14,404	\$ 9,375	\$ 17,200	\$ 4,477	\$ 8,716	-49.33%				\$ 2,000	\$ 2,000		\$ 13,200	\$ 17,200	\$ -	0.00%
5415	Association Dues	118,649	150,003	124,103	126,552	132,870	151,158	151,158	13.76%	842	300	701			590	131,817	134,250	1,380	1.04%
5420	Insurance	91,118	100,008	99,889	137,012	154,200	160,120	160,120	3.84%							174,200	174,200	20,000	12.97%
5425	Licenses, Certifications, Fees	8,304	4,530	4,843	4,247	3,650	2,067	2,755	-24.51%	1,655	-	180	300	500	850		3,485	(165)	-4.52%
5430	Repairs & Maintenance - Automotive	33,476	34,544	25,965	26,894	36,500	37,863	50,484	38.31%	40,000	1,000					1,000	42,000	5,500	15.07%
5432	Repairs & Maintenance - Building	45,258	46,975	62,492	65,246	93,520	56,573	84,860	-9.26%	65,000						11,768	76,768	(16,752)	-17.91%
5434	Repairs & Maintenance - Computers	20,927	4,422	12,500	26,529	21,650	7,642	11,462	-47.06%	5,275	1,575		6,000		(1,425)		11,425	(10,225)	-47.23%
5435	Repairs & Maintenance - Equipment	114,022	108,307	117,926	129,708	160,500	75,030	112,545	-29.88%	115,000	500					5,000	120,500	(40,000)	-24.92%
5438	Fuel	34,343	33,622	51,644	51,123	56,720	40,049	53,399	-5.86%	55,000	1,000					720	56,720	-	0.00%
5440	Materials	12,239	180,257	105,295	163,448	163,150	107,033	142,711	-12.53%	184,300	-					5,000	189,300	26,150	16.03%
5445	Chemicals	42,547	37,126	49,148	52,369	65,000	33,502	44,670	-31.28%	65,000							65,000	-	0.00%
5450	Meter Repairs	129,363	123,132	60,523	84,702	100,000	116,243	154,990	54.99%	205,840							205,840	105,840	105.84%
5453	Permits	56,416	49,677	84,860	84,129	95,000	79,886	89,886	-5.38%	95,000							95,000	-	0.00%
5455	Postage	60,709	61,230	64,535	75,793	82,325	48,078	82,419	0.11%		75		-	15,000		68,250	83,325	1,000	1.21%
5460	Printing	7,022	9,255	6,308	16,946	26,850	9,528	14,292	-46.77%		200		-	19,050	7,500		26,750	(100)	-0.37%
5465	Safety Equipment	19,620	9,771	8,496	11,704	18,000	10,182	13,576	-24.58%	15,000	-			3,000			18,000	-	0.00%
5470	Software Programs & Updates	115,622	104,412	179,112	120,357	141,196	125,246	135,246	-4.21%	42,747	39,939		-	684	64,700		148,070	6,874	4.87%
5475	Supplies	26,796	17,844	21,086	28,450	29,520	12,646	16,861	-42.88%	10,000	900		2,000	120		15,000	28,020	(1,500)	-5.08%
5480	Telephone	25,996	26,189	20,750	26,610	33,500	19,404	33,264	-0.70%	15,000						20,000	35,000	1,500	4.48%
5485	Tools	7,857	12,709	15,083	16,069	19,500	14,922	19,896	2.03%	19,000						500	19,500	-	0.00%
5490	Clothing Allowance	2,713	3,809	6,501	5,084	7,700	2,135	7,700	0.00%	7,000	700						7,700	-	0.00%
5491	EGWD Other Clothing	11,177	12,647	10,515	10,581	13,000	10,192	13,589	4.53%	15,000							15,000	2,000	15.38%
5493	Water Conservation Materials	-	-	1,494	6,420	12,000	2,481	3,308	-72.43%					10,000			10,000	(2,000)	-16.67%
<b>Category Subtotal</b>		<b>\$ 989,374</b>	<b>\$ 1,146,128</b>	<b>\$ 1,147,471</b>	<b>\$ 1,279,350</b>	<b>\$ 1,483,551</b>	<b>\$ 1,126,457</b>	<b>\$ 1,407,909</b>	-5.10%	<b>\$ 956,659</b>	<b>\$ 46,189</b>	<b>\$ 881</b>	<b>\$ 10,300</b>	<b>\$ 50,354</b>	<b>\$ 72,215</b>	<b>\$ 446,455</b>	<b>\$ 1,583,053</b>	<b>\$ 99,502</b>	<b>6.71%</b>
5495	<b>Purchased Water</b>	<b>\$ 2,965,638</b>	<b>\$ 3,243,299</b>	<b>\$ 3,159,853</b>	<b>\$ 3,056,889</b>	<b>\$ 3,466,025</b>	<b>\$ 1,886,217</b>	<b>\$ 3,065,102</b>	-11.57%	<b>\$ 3,597,993</b>							<b>\$ 3,597,993</b>	<b>\$ 131,968</b>	<b>3.81%</b>
<b>Outside Services</b>																			
5505	Administration Services	\$ 6,419	\$ 6,239	\$ 4,359	\$ 2,505	\$ 4,700	\$ 1,723	\$ 2,584	-45.03%				\$ 5,100		\$ 300		\$ 5,400	\$ 700	14.89%
5510	Bank Charges	168,810	166,475	176,673	196,219	210,800	154,699	206,265	-2.15%						-	265,800	265,800	55,000	26.09%
5515	Billing Services	20,869	24,328	21,377	23,544	25,500	15,608	23,412	-8.19%						25,700		25,700	200	0.78%
5520	Contracted Services	351,356	479,176	482,605	568,536	449,866	352,378	528,567	17.49%	117,000	-	-	5,000	4,500		280,540	407,040	(42,826)	-9.52%
5525	Accounting Services	28,514	26,960	27,444	27,720	30,000	15,941	30,000	0.00%						30,000		30,000	-	0.00%
5530	Engineering	174,660	96,828	55,825	494	50,000	35,030	40,030	-19.94%		25,000						25,000	(25,000)	-50.00%
5535	Legal Services	94,361	63,310	33,919	24,933	220,000	38,532	57,798	-73.73%			120,000					120,000	(100,000)	-45.45%
5540	Financial Consultants	1,750	(955)	-	188	-	-	-	0.00%								-	-	0.00%
5545	Community Relations	7,650	-	1,131	1,258	5,200	707	1,061	-79.60%				-	4,000			4,000	(1,200)	-23.08%
5552	Misc. Medical	1,174	3,338	2,919	2,078	2,000	2,225	3,338	66.91%				3,000				3,000	1,000	50.00%
5550	Pre-employment	1,185	493	613	-	1,000	56	56	-94.40%				1,000				1,000	-	0.00%
5555	Janitorial	14,753	26,874	22,356	17,397	22,200	15,743	20,991	-5.45%	9,000						13,200	22,200	-	0.00%
5560	Bond Administration	5,770	7,890	3,500	5,773	6,550	5,973	5,973	-8.81%							6,800	6,800	250	3.82%
5570	Security	21,691	20,916	23,571	25,542	32,308	30,976	41,301	27.84%	27,000						5,120	32,120	(188)	-0.58%
5575	Sampling	40,494	37,003	23,037	52,010	50,000	28,033	42,050	-15.90%	40,000							40,000	(10,000)	-20.00%
9950	Election Costs	-	1,887	-	1,887	-	-	-	0.00%							460,000	460,000	460,000	100.00%
<b>Category Subtotal</b>		<b>\$ 939,456</b>	<b>\$ 960,763</b>	<b>\$ 879,328</b>	<b>\$ 950,081</b>	<b>\$ 1,110,124</b>	<b>\$ 697,624</b>	<b>\$ 1,003,426</b>	-9.61%	<b>\$ 193,000</b>	<b>\$ 25,000</b>	<b>\$ 120,000</b>	<b>\$ 14,100</b>	<b>\$ 8,500</b>	<b>\$ 56,000</b>	<b>\$ 1,031,460</b>	<b>\$ 1,448,060</b>	<b>\$ 337,936</b>	<b>30.44%</b>

Account	Description	FY 19-20 Actual	FY 20-21 Actual	FY 21-22 Actual	FY 22-23 Actual	FY 23-24 Budget	FY 23-24 Y-T-D - 3-31-24	FY 23-24 Projected	Ops 500	Tech Services 560	GM 610	HR 620	PM 640	Finance 650	Admin 700	FY 2024-25 Budget	Difference Dollars	Percentage	
<b>Equipment Rent, Taxes and Utilities</b>																			
5610	Occupancy	\$ -	\$ 17,000	\$ 72,000	\$ 18,000	\$ -	\$ -	\$ -	0.00%							\$ -	\$ -	0.00%	
5620	Equipment Rental	21,236	23,727	33,803	33,560	32,600	23,004	34,506	5.85%	\$ 18,000			\$ -		4,700	22,700	(9,900)	-30.37%	
5710	Property Taxes	995	967	2,918	3,277	4,000	861	861	-78.49%						2,800	2,800	(1,200)	-30.00%	
5740	Electricity	402,747	409,242	360,247	451,517	510,800	293,240	467,352	-8.51%	475,000					10,800	485,800	(25,000)	-4.89%	
5750	Natural Gas	725	903	1,352	5,348	6,000	2,741	4,112	-31.47%						6,000	6,000	-	0.00%	
5760	Sewer & Garbage	32,748	47,928	49,972	45,768	45,800	38,481	57,722	26.03%	42,000					10,530	52,530	6,730	14.69%	
	<b>Category Subtotal</b>	<b>\$ 458,451</b>	<b>\$ 499,767</b>	<b>\$ 520,293</b>	<b>\$ 557,469</b>	<b>\$ 599,200</b>	<b>\$ 358,327</b>	<b>\$ 564,552</b>	<b>-5.78%</b>	<b>\$ 535,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 34,830</b>	<b>\$ 569,830</b>	<b>\$ (29,370)</b>	<b>-4.90%</b>	
	<b>Gross O&amp;M Expenses</b>	<b>\$ 9,474,773</b>	<b>\$ 10,321,318</b>	<b>\$ 7,027,606</b>	<b>\$ 12,449,835</b>	<b>\$ 12,102,993</b>	<b>\$ 7,678,625</b>	<b>\$ 11,255,366</b>	<b>-7.00%</b>	<b>\$ 8,189,224</b>	<b>\$ 351,891</b>	<b>\$ 527,849</b>	<b>\$ 536,474</b>	<b>\$ 279,236</b>	<b>\$ 1,239,765</b>	<b>\$ 1,701,279</b>	<b>\$ 12,825,718</b>	<b>\$ 722,725</b>	<b>5.97%</b>
	<b>Less: Capitalized Labor</b>	<b>\$ (273,456)</b>	<b>\$ (292,028)</b>	<b>\$ (500,178)</b>	<b>\$ (471,382)</b>	<b>\$ (435,189)</b>	<b>\$ (235,183)</b>	<b>\$ (339,709)</b>	<b>-21.94%</b>	<b>\$ (461,958)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (461,958)</b>	<b>\$ (26,769)</b>	<b>6.15%</b>	
	<b>Net O&amp;M Expenses</b>	<b>\$ 9,201,317</b>	<b>\$ 10,029,290</b>	<b>\$ 6,527,428</b>	<b>\$ 11,978,453</b>	<b>\$ 11,667,804</b>	<b>\$ 7,443,442</b>	<b>\$ 10,915,657</b>	<b>-6.45%</b>	<b>\$ 7,727,266</b>	<b>\$ 351,891</b>	<b>\$ 527,849</b>	<b>\$ 536,474</b>	<b>\$ 279,236</b>	<b>\$ 1,239,765</b>	<b>\$ 1,701,279</b>	<b>\$ 12,363,760</b>	<b>\$ 695,956</b>	<b>5.96%</b>
	<b>Net Revenues</b>	<b>\$ 7,217,054</b>	<b>\$ 6,636,777</b>	<b>\$ 9,502,888</b>	<b>\$ 3,924,460</b>	<b>\$ 4,728,901</b>	<b>\$ 4,482,604</b>	<b>\$ 5,195,178</b>	<b>9.86%</b>							<b>\$ 4,926,535</b>	<b>\$ 197,634</b>	<b>4.18%</b>	

**2. Capital Improvement Funding**

3560	Repair & Replacement Reserve	\$ 778,658	\$ 2,340,867	\$ 1,869,360	\$ 1,184,166	\$ 2,335,000	\$ 646,516	\$ 1,670,000	-28.48%						\$ 2,746,000	\$ 2,746,000	\$ 411,000	17.60%
3565	Long-Term Capital Improvement Reserve	359,981	618,929	614,930	1,130,416	840,000	507,425	652,900	-22.27%						1,089,000	1,089,000	249,000	29.64%
	<b>TOTAL CAPITALIZED EXPENSES</b>	<b>\$ 1,138,639</b>	<b>\$ 2,959,796</b>	<b>\$ 2,484,290</b>	<b>\$ 2,314,581</b>	<b>\$ 3,175,000</b>	<b>\$ 1,153,941</b>	<b>\$ 2,322,900</b>	<b>-26.84%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,835,000</b>	<b>\$ 3,835,000</b>	<b>\$ 660,000</b>	<b>20.79%</b>

**3. Nonoperating (Revenue) / Expenses**

7300	Debt Service (Bond Interest Expense)	1,627,405	1,466,868	1,442,499	1,323,204	1,211,994	1,211,994	1,211,994	0.00%						1,108,029	1,108,029	(103,965)	-8.58%
2500	Bond Retirement	2,165,000	2,300,000	2,440,000	2,560,000	2,675,000	2,675,000	2,675,000	0.00%						2,780,000	2,780,000	105,000	3.93%
9700	Capital Grants	-	-	-	(221,000)	(215,000)	(215,000)	(215,000)	0.00%						-	-	215,000	100.00%
9910	Interest Earned	(221,048)	(88,328)	(56,182)	(155,106)	(25,000)	(161,679)	(161,679)	546.71%						(25,000)	(25,000)	-	0.00%
9911	Unrealized Gains/Losses	(90,446)	18,479	390,948	45,986	-	(250,309)	(250,309)	-100.00%						-	-	-	0.00%
9920	Other (Income)/expenses	(40,580)	(165,572)	(24,998)	(37,133)	-	(2,245)	(2,245)	0.00%						-	-	-	0.00%
	<b>TOTAL OTHER EXPENSES</b>	<b>\$ 3,440,331</b>	<b>\$ 3,531,447</b>	<b>\$ 4,192,266</b>	<b>\$ 3,515,951</b>	<b>\$ 3,646,994</b>	<b>\$ 3,257,761</b>	<b>\$ 3,257,761</b>	<b>-10.67%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,863,029</b>	<b>\$ 3,863,029</b>	<b>\$ 216,035</b>	<b>5.92%</b>

**TOTAL EXPENDITURES**

<b>\$ 13,780,287</b>	<b>\$ 16,520,533</b>	<b>\$ 13,203,985</b>	<b>\$ 17,808,985</b>	<b>\$ 18,489,798</b>	<b>\$ 11,855,143</b>	<b>\$ 16,496,318</b>	<b>-10.78%</b>	<b>\$ 7,727,266</b>	<b>\$ 351,891</b>	<b>\$ 527,849</b>	<b>\$ 536,474</b>	<b>\$ 279,236</b>	<b>\$ 1,239,765</b>	<b>\$ 9,399,308</b>	<b>\$ 20,061,789</b>	<b>\$ 1,571,991</b>	<b>8.50%</b>
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**DISTRICT REVENUES IN EXCESS OF EXPENDITURE**

<b>\$ 2,638,084</b>	<b>\$ 145,534</b>	<b>\$ 2,826,332</b>	<b>\$ (1,906,072)</b>	<b>\$ (2,093,093)</b>	<b>\$ 70,902</b>	<b>\$ (385,483)</b>	<b>-81.58%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (2,771,494)</b>	<b>\$ (678,401)</b>	<b>-32.41%</b>
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**TRANSFERS (TO)/FROM RESERVES**

<b>\$ (2,638,084)</b>	<b>\$ (145,534)</b>	<b>\$ (2,826,332)</b>	<b>\$ 1,906,072</b>	<b>\$ 2,093,093</b>	<b>\$ (70,902)</b>	<b>\$ 385,483</b>	<b>-81.58%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,771,494</b>	<b>678,401</b>	
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**NET BUDGET EXCESS/(DEFICIENCY)**

<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.00%</b>
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## OFFICE OF THE GENERAL MANAGER

The General Manager superintends the District, ensuring that the policies and directives of the Board of Directors are carried out as assigned. The General Manager leads the entire staff with a subset of managers informally called the Leadership Team.

### **FY 2023-24 ACCOMPLISHMENTS**

- Selected a new Enterprise Resource Planning system for the District.
- Improved the customer's ability to manage their account online by providing an option to set up recurring, automatic credit card payments of monthly water bills.
- Retained a new District General Counsel.
- Completed an update to the District's Employee Policy Manual.
- Completed a review of the District's contributions to employee medical premiums compared to other water agencies in the region.
- Completed unidirectional flushing of Service Area 1 water mains.
- Applied for an Advanced Metering Infrastructure (AMI) grant.
- Joined the Sacramento Regional Water Bank to improve groundwater recharge that benefits the EGWD ratepayers.

### **FY 2024-25 GOALS AND OBJECTIVES**

#### **GENERAL OBJECTIVES**

- Provide leadership to ensure that the District overall mission and values are accomplished.
- Provide the Board of Directors with timely support and information.
- Ensure that all water facilities and programs are operated in compliance with all applicable standards.
- Promote continued innovation and creativity in providing services in a more effective and cost-efficient manner.
- Maintain effective long-term financial and operational plans.
- Implement sound fiscal policies, budgets, and controls.
- Maintain effective coordination, cooperation, and communication with local governments, State and Federal agencies and continue involvement in civic, professional and community affairs.
- Motivate employees and encourage teamwork throughout the organization.

#### **Specific Key Objectives**

- Implement the District's new Enterprise Resource Planning system.
- Evaluate options to reduce District elections cost.
- Renew the District's Strategic Plan for the years 2025-2030.

- Strengthen the District’s relationship within the community.
- Install AMI base stations, software, and smart points on one commercial meter route.
- Pursue groundwater sustainability projects through partnerships.

**FY 2024-25 PERFORMANCE MEASURES**

<b>MEASURE</b>	<b>2023 ACTUAL</b>	<b>2024 TARGET</b>	<b>2024 ESTIMATE</b>	<b>2025 TARGET</b>
<i># OF EMPLOYEE CHECK-IN SESSIONS</i>	48	36	53	36
<i># OF BOARD MEMBER CHECK-IN SESSIONS</i>	18	18	18	24
<i># OF ON-SITE DISTRICT JOB VISITS</i>	41	39	41	40
<i># OF CITY COORDINATED MEETINGS</i>	3	4	3	3
<i># OF OUTSIDE AGENCY COORDINATION MEEINGS</i>	36	24	36	24

## **FINANCE AND ADMINISTRATIVE**

The Finance Department is responsible for maintaining fiscal stability in a manner consistent with generally accepted accounting principles and statutory requirements. Included in the Financial Department's duties are: customer service, accounts payable, utility billing and accounts receivable, general ledger maintenance, capital assets records, investment activity, accounting, budget development and monitoring, development of cash flow models, debt service, revenue and expenditure forecasting, payroll, financial reporting and coordination with external financial audits. Finance also oversees the general and administrative functions of the District and its administrative building, including purchasing/procurement management, risk management, equipment rent, supplies and building maintenance.

### **FY 2023-24 ACCOMPLISHMENTS**

- Completed the review and update of the District's Provisions of Water Service Ordinance.
- Implemented process improvements to the District's water shutoff process to enhance the ability to restore water service after hours and on weekends.
- Implemented text and email notifications through the utility billing software to increase communication capabilities with customers.
- Hosted an on-site community signup event in partnership with the CA Department of Community Services District for the Low Income Household Water Assistance Program.
- Completed the solicitation and selection of a new Enterprise Resource Planning system with implementation to start in FY 2025.
- Implemented a new online application process for construction meters rentals.
- Achieved the GFOA Certificate of Excellence in Financial Reporting for the 15<sup>th</sup> consecutive year.
- Achieved the GFOA Distinguished Budget Presentation Award for the 5<sup>th</sup> consecutive year.

### **FY 2024-25 GOALS AND OBJECTIVES**

- Complete the implementation of a new Enterprise Resources Planning system for the District.
- Complete a cost and feasibility analysis for a new investment trustee/custodian bank.
- Explore the requirements and system capabilities for implementing ACH payments to accounts payable vendors to reduce the number of printed checks.
- Develop a campaign focused on ways to increase the number of customers with paperless billing.
- Develop standard operating procedures (SOP's) covering the payroll process and accounts payable process.



**FY 2024-25 PERFORMANCE MEASURES**

<b>MEASURE</b>	<b>2023 ACTUAL</b>	<b>2024 TARGET</b>	<b>2024 ESTIMATE</b>	<b>2025 TARGET</b>
<i># OF ACCOUNTS PAYABLE CHECKS ISSUED</i>	2099	2200	2100	2200
<i># OF PAYROLLS COMPLETED ON TIME</i>	26	26	26	26
<i># OF NEW ACCOUNTS OPENED</i>	981	800	680	700
<i># OF CUSTOMER REFUNDS ISSUED</i>	568	580	600	620
<i># OF CUSTOMERS RECEIVING PAPERLESS BILLS</i>	2302	2961	3500	4000

# HUMAN RESOURCES

The Human Resource Department is responsible for handling confidential personnel matters, including recruitment, hiring, training and development, policy development and compliance and employee benefits. The Human Resources Department makes certain that employee matters are handled fairly, equitably and without discrimination according to District policies and state and federal regulations.

## FY 2023-24 ACCOMPLISHMENTS

- Completed the independent District-wide Medical Benefits Costs study.
- Departmental cross-training.
- Completed an update to the Employee Policy Manual.
- Converted personnel documentation to digital format where possible.
- Held an Open Enrollment Fair.
- Conducted the recruitment and selection to fill a retirement vacancy.

## FY 2024-25 GOALS AND OBJECTIVES

- Complete a review of Board policies.
- Conduct a review of the District Bylaws.
- Implementation of new Human Resources and Employee Self Service modules.
- Assist in implementation of various District Enterprise Resource Planning modules.
- Convert to a digital hiring process and on-boarding.
- Organize the District’s 25 year anniversary celebration.
- Conduct Board member on-boarding and orientations.
- Develop a Professional Development Program.
- Develop a Wellness Program.

## FY 2024-25 PERFORMANCE MEASURES

MEASURE	2023 ACTUAL	2024 TARGET	2024 ESTIMATE	2025 TARGET
<i># OF BOARD/COMMITTEE MEETINGS SCHEDULED</i>	18	16	16	20
<i># OF STAFF REPORTS REVIEWED</i>	112	175	100	115
<i># OF BOARD/COMMITTEE PACKETS ASSEMBLED</i>	18	17	16	20
<i># OF FORM 700 RECEIVED AND FILED</i>	15	15	15	15
<i># OF BOARD MEMBER ORIENTATION</i>	0	3	0	2

*# OF BOARD MEMBERS PARTICIPATED IN REQUIRED TRAINING*

*# OF DISTRICT EMPLOYEE PERFORMANCE EVALUATIONS COMPLETED*

*# OF APPROVED DISTRICT STANDARD OPERATING PROCEDURES DEVELOPED*

3	5	5	5
103	109	109	109
8	5	5	10

## PROGRAM MANAGER

The Program Manager manages special programs and projects as assigned by the General Manager, including water conservation, safety, legislative tracking and lobbying, grant acquisition, and public information and outreach.

### FY 2023-24 ACCOMPLISHMENTS

- Submitted WaterSMART grant application for Advanced Metering Infrastructure (AMI).
- Coordinated and completed the Unidirectional Flushing Program in Service Area 1.
- Facilitated an emergency response plan tabletop exercise involving a high heat power outage.
- Continued performing customer outreach to achieve water conservation in alignment with State goals.
- Maintained a comprehensive safety program designed to reduce risk and comply with all regulatory requirements.
- Worked with SMUD to develop an Advanced Clean Fleet infrastructure plan.
- Provided comments to the State Water Resource Control Board on the Draft Regulation for Water Use Efficiency

### FY 2024-25 GOALS AND OBJECTIVES

- Track and monitor State Water Resource Control Board Conservation Regulations and ensure District compliance with targets.
- Provide oversight for Administration Building drought-tolerant landscaping project.
- Track and monitor legislation that may impact District operations in coordination with CSDA, RWA and ACWA.
- Provide oversight for Advanced Metering Infrastructure (AMI) project.
- Audit commercial accounts for proper meter type classifications.
- Explore opportunities to submit for ACWA JPIA LaBounty Safety Award Program.

### FY 2024-25 PERFORMANCE MEASURES

MEASURE	2023 ACTUAL	2024 TARGET	2024 ESTIMATE	2025 TARGET
<i># OF SAFETY MEETINGS</i>	22	26	27	26
<i># OF WATER DROP NEWSLETTERS PUBLISHED</i>	3	3	3	3
<i>NUMBER OF BILL INSERTS DISTRIBUTED</i>	7	6	8	6

# TECHNICAL SERVICES

The Technical Services Department provides planning, engineering, construction management, Operations technical support, and district-wide geographic information system (GIS) services. Technical Services Department is also responsible for developing and administering the District’s capital improvement program.

## FY 2023-24 ACCOMPLISHMENTS

- Completed approximately 80 percent of the District controlled CIP projects identified in the FY 2023-24 CIP budget.
- Completed risk assessment of water infrastructure surrounding critical infrastructure.
- Board adoption of the updated the District Standard Construction Specifications and Detail Drawings.
- Completed and employed a Water Main Master Plan to better identify aging, undersized, or otherwise poor quality water mains and prioritize replacement.
- Coordinated with field staff to complete the Lead Service Line inspection inventory as mandated by the EPA and State Water Board.

## FY 2024-25 GOALS AND OBJECTIVES

- Perform the technical work behind the District’s capital improvement program.
- Develop improvement plans for the District’s water main replacement program.
- Coordinate with other District staff in creating the 2026-2030 EGWD Strategic Plan.
- Employ a transmission main valve exercising plan.
- Coordinate with field staff to facilitate and carry out installation of AMI meter reading infrastructure and equipment.
- Represent the District’s interest with developer-installed water system infrastructure.

## FY 2023-24 PERFORMANCE MEASURES

MEASURE	2023 ACTUAL	2024 TARGET	2024 ESTIMATE	2025 TARGET
<i>% OF PROJECTS COMPLETED IN ANNUAL CIP</i>	80%	100%	90%	100%
<i>% OF PROJECTS COMPLETED UNDER BUDGET</i>	95%	100%	80%	100%
<i>% OF SUCCESSFUL RESPONSES TO OUTSIDE INFORMATION REQUESTS</i>	100%	100%	100%	100%
<i># OF MONTHLY OPERATIONS REPORTS COMPLETED ON TIME</i>	12	12	12	12

# INFORMATION TECHNOLOGY

The District does not have a formal Information Technology (IT) department or staff but considers the operations of IT to be an essential function. The District contracts its Information Technology (IT) services to an IT Professional that reports to the General Manager, who is responsible for information services, including development and support of computers and software, information network, program development, office telecommunications, office security, and office systems. All hardware and software IT costs are budgeted for and directly charged to each department based on actual costs for equipment and software. Contract costs are budgeted for and paid out of the Administrative Budget, so there are no expenditures to report for Information Technology.

## **FY 2023-24 ACCOMPLISHMENTS**

- Installed 8118 security patches to servers and systems.
- Maintained and patched all user software as needed to keep systems operating at peak efficiency. Server system uptime (24x7x365) averaged 98.992% uptime (a total downtime of 3 days, 15 hours, 38 minutes, 1.3 seconds) per month over all servers and systems and services; this accounts for downtime to patch/reboot systems during off-hours).
- Completed and closed out 9753 help desk tickets.
- Completed a security scan of all the district's network assets for twelve consecutive months and fixed any major flaws found. Vulnerabilities found, patched, or fixed reduced by 25%.
- Procurement and deployment of 3 new physical servers, strengthening the district's server infrastructure.
- Successful configuration and deployment of servers to the off-site disaster recovery facility, ensuring data redundancy and business continuity.
- Migration of several Windows Servers (with end-of-life operating systems), showcasing our commitment to modernizing and optimizing our server environment.
- Implementation of Office 365 backup solutions, enhancing data protection and resilience against cloud system failures.
- Repurposing of hardware servers for increased storage capacity, enabling compliance with PCI-DSS standards for camera surveillance data.
- Setup of Teams Room for Bob Gray Conference Room, facilitating seamless virtual meetings and public broadcasts.
- Migration to a new Domain Controller, ensuring efficient user and resource access management.

## **FY 2024-25 GOALS AND OBJECTIVES**

- Set up automated disaster recovery response and test response systems to test the effectiveness of the server and system backups.
- Reduce the outstanding cyber security vulnerabilities (High and Medium) to below 40.

- Migrate all Server systems whose operating systems will be discontinued this fiscal year to new operating system versions.
- Implement a solution to allow continued use of Win911 to make phone calls to alert the Treatment Team to any alarms.
- Assist in the Implementation and Migration of Data from on-premises servers to the cloud as part of the ERP Migration Project.

**FY 2024-25 PERFORMANCE MEASURES**

<b>MEASURE</b>	<b>2023 ACTUAL</b>	<b>2024 TARGET</b>	<b>2024 ESTIMATE</b>	<b>2025 TARGET</b>
<i>SYSTEM UPTIME (MONTHLY AVERAGE)</i>	99.564%	99.3%	99.0%	99.5%
<i>HELP DESK TICKETS CLOSED</i>	9753	10,000	10,000	10500
<i>OUTSTANDING CYBER SECURITY VILNERABILITIES</i>	120	80	100	39

# OPERATIONS

The Operations Department, overseen by the General Manager, consists of the Treatment, Distribution, and Utility Divisions. The purpose of the Operations Department is to operate and maintain all facilities in a manner that safeguards public and employee health, complies with all regulatory requirements, and ensures outstanding customer service. The Operations Department is also responsible for the delivery of water to District customers as well as operating and maintaining the District's pipelines and facilities. This department includes the functions of water quality, system maintenance, planning, operations, inspection, and safety.

## **TREATMENT DIVISION**

The Treatment Division oversees the operation and maintenance of the District's water supply and treatment facilities to ensure safe and reliable water supplies to ratepayers. Responsibilities of the Treatment Division include maintaining strict compliance with all state and federal regulatory agencies with the intent of safeguarding public health and the environment; managing all water quality sampling and reporting to local, state and federal agencies; and maintaining water production and equipment maintenance records and reports

## **DISTRIBUTION DIVISION**

The Distribution Division oversees the operation and maintenance of the District's water distribution facilities to ensure the reliable and safe distribution of water to ratepayers. Responsibilities of the Distribution Division include maintenance of 1,610 fire hydrants to ensure reliable fire flows during emergencies; and maintenance and exercising of 1,843 valves to ensure that every valve is checked and exercised every three years. The Distribution Division also conducts monthly meter readings, responds to all customer service requests, performs corrective maintenance, repairs leaks that occur in the water distribution system, and facilitates the District's backflow/cross-connection program.

## **UTILITY DIVISION**

The Utility Division oversees the implementation of the capital improvement program for the District's water system. Responsibilities of the Utility Division are to replace the District's aging water mains on a pay-as-you-go basis.

## **FY 2023-24 ACCOMPLISHMENTS**

- Installed 2,800 linear feet of new water main pipeline as part of the District's ongoing water main replacement program.
- Tested over 900 water quality samples on raw and treated water throughout the system and performed per- and polyfluoroalkyl substances (PFAS) sampling per state general order.



- Replaced the ChlorTec sodium hypochlorite generator system and dosing pumps at the Railroad Water Treatment Plant.
- Refurbished the vertical turbine pump motors for Wells 1D and 11D.
- Rehabilitated Well 4D.
- Conducted the District’s ongoing valve exercising and hydrant maintenance program.
- Extended water service turn-ons to include weekends for customers who make online payments on overdue accounts.
- Developed standard operating procedures for Operation’s activities.

**FY 2024-25 GOALS AND OBJECTIVES**

- Install 3,300 linear feet of new water main pipeline.
- Install AMI smart points on one commercial meter route and assist with AMI setup.
- Perform valve exercising of transmission main valves.
- Perform all scheduled preventative maintenance activities.

**FY 2024-25 PERFORMANCE MEASURES**

<b>MEASURE</b>	<b>2023 ACTUAL</b>	<b>2024 TARGET</b>	<b>2024 ESTIMATE</b>	<b>2025 TARGET</b>
<i>LINEAR FEET OF NEW WATERMAIN INSTALLED</i>	3200	3100	3000	3100
<i># OF WATER DISTRIBUTION VALVES EXERCISED</i>	1524	1524	1524	1524
<i># OF WATER DISTRIBUTION HYDRANTS EXERCISED</i>	552	552	552	552
<i># OF WEEKS PREVENTATIVE MAINTENANCE PROGRAM FOR WATER TREATMENT PLANTS FULLY COMPLETED</i>	52	52	52	52

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Stefani Phillips, Human Resource Administrator  
SUBJECT: **ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL**

### **RECOMMENDATION**

It is recommended that the Florin Resource Conservation District Board of Directors adopt Resolution No. 04.11.24.01, approving the Elk Grove Water District Employee Policy Manual.

### **SUMMARY**

The Employee Policy Manual (Manual) has been updated to ensure policies comply with current laws and adhere to the Elk Grove Water District's (EGWD) current practices.

The draft Manual has been reviewed by law firm Liebert Cassidy Whitmore (LCW) who incorporated any new legal requirements to ensure the policy provisions are up to date and in compliance with current laws.

By this action, the Florin Resource Conservation District (FRCD) Board of Directors (Board) would adopt Resolution No. 04.11.24.01, approving the EGWD Employee Policy Manual (attached).

### **DISCUSSION**

#### **Background**

The Manual was adopted on July 1, 2019, and periodic updates have been made as needed. A key objective for fiscal year 2023-24 was for staff to review and update the Manual. Staff completed a review of the Manual with edits and forwarded it to LCW for a legal review. LCW provided a thorough overview and incorporated new legal requirements. Members of the management staff have shared the task of reviewing the draft Manual. Staff also met with the Board Working Group (BWG), consisting of Chair Tom Nelson and Director Paul Lindsay, to review the Manual. Staff made additional edits following the comments posed by the BWG. The draft Manual was redistributed to the respective BWG for a final review.

## **ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL**

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### Present Situation

The Manual was updated to ensure policies comply with current laws and adhere to the District's current practices. Below are several key changes. Of significance, LCW developed provision 6.1.5. California Family Rights Act (CFRA), and staff added 2.6.1.1 Check-Ins, as well as updated Appendix J by changing the date of the maximum medical contribution adjustment.

The key changes to the Employee Policy Manual are as follows:

### Chapter 1 – Introduction

- District Values, 1.1.2.1 – Transparency was added.

### Chapter 2 – Employment Policies and Practices

- Reasonable Accommodation and Interactive Process, 2.1.3, Interactive Process provision, has been added.
- Job Performance, 2.6.1.1, Check-Ins provision has been added.

### Chapter 3 – Employee Conduct

- Y-Rate, 3.2.7., was moved out of Employee Conduct to Chapter 4. Work Days and Compensation.

### Chapter 4 – Work Days and Compensation

- On Call Duty, 4.2.7., removed task-based language from provision and incorporated into the On Call Duty standard operating procedures.
- Y-Rate, 4.2.15, relocated from Chapter 3.

### Chapter 6 – Leaves of Absence

- Bereavement, 6.1.3, new requirement was added to include Reproductive Loss Leave.
- Court of Administrative Appearances, 6.1.4., additional language was added.
- Family and Medical Care Leaves, 6.1.5., California Family Rights Act (CFRA) new provision added.

**ELK GROVE WATER DISTRICT EMPLOYEE POLICY MANUAL**

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Chapter 8 – Use of Information Technology

- E-mail, 8.1.5., E-mails provision was updated to current and relevant terms.

Appendix G – California Family Rights Act (CFRA)

- Appendix G was created from Chapter 6, provision 6.1.5.

Appendix J – Maximum Medical Insurance Contributions Policy

- The annual adjustment to maximum medical insurance contributions date was changed from July 1 to January 1 to coincide with the date of new medical premiums.

The Manual will be provided to all District staff members upon adoption and training will be provided on appropriate provisions.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**STRATEGIC PLAN CONFORMITY**

The Strategic Plan update conforms to the objective to monitor, review and update District policies to adhere to changes in operational requirements. This objective is one (1) of several that will assist the District in achieving the goal of Governance and Customer Engagement.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,



STEFANI PHILLIPS,  
HUMAN RESOURCE ADMINISTRATOR

Attachment

**RESOLUTION NO. 04.11.24.01**

**RESOLUTION OF THE FLORIN RESOURCE CONSERVATION DISTRICT  
BOARD OF DIRECTORS APPROVING THE ELK GROVE  
WATER DISTRICT EMPLOYEE POLICY MANUAL**

**WHEREAS**, the Florin Resource Conservation District Board of Directors (Board), establishes written policies and procedures for the Elk Grove Water District (EGWD) employees;

**WHEREAS**, approved policies provide guidance and continuity of direction for EGWD staff;

**WHEREAS**, the Board desires to maintain an Employee Policy Manual (Manual) of performance standards and to keep that Manual current according to labor laws, employment benefit offerings and other conditions of employment;

**WHEREAS**, the Board and staff review this Manual regularly and update it as necessary;

**WHEREAS**, the Board has been provided with proposed policies implementing the foregoing;

**NOW, THEREFORE, THE FLORIN RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS DOES HEREBY RESOLVE:**

SECTION 1. The Board hereby adopts the Elk Grove Water District Employee Policy Manual, effective April 11, 2024.

SECTION 2. The Board hereby authorizes the General Manager or his designee to duly implement the aforementioned adopted policies and procedures on behalf of the District, and distribute the Manual to all employees.

SECTION 3. This Resolution shall serve to repeal and supersede all previous resolutions establishing written policies and procedures for EGWD employees.

SECTION 4. The Board Secretary shall certify the adoption of this Resolution.

SECTION 5. This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED** by the Florin Resource Conservation District Board of Directors on this 11<sup>th</sup> day of April, 2024 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Tom Nelson  
Chair

ATTEST:

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Stefani Phillips  
Board Secretary

APPROVED AS TO FORM:

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Andrew Ramos  
General Counsel



# Employee Policy Manual

Adopted:

~~June 19, 2019~~

**DRAFT**

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## 1.1 OVERVIEW

### 1.1.1 Purpose

The purpose of this employee policy manual (~~“MManual”~~) is to provide guidance to the employees of the Elk Grove Water District (~~“EGWD,” or “District”~~), ~~which will be referred to as the “District” from here on out~~. The General Manager is vested with the authority to administer personnel relations in accordance with the terms of this ~~mManual~~. ~~–The General Manager may delegate responsibility to the Human Resources Administrator or their designee to perform personnel actions in accordance with this section.~~

This ~~Mmanual~~ highlights areas of importance to facilitate efficient and economical service to the public, as well as promote a fair and equitable system of personnel management within the District. This ~~mManual~~ does not provide an answer to all personnel questions and issues that may arise regarding responsibilities, obligations, rights, privileges, benefits, and prohibitions which, are placed upon all employees of the District.

This ~~mManual~~ is not a contract. ~~Accordingly, it should not be interpreted to and does not~~ create any expressed or implied contractual rights between the District and any employee. It is expressly understood that the contents of this ~~Mmanual~~ do not constitute the terms of a contract of employment or benefits. Thus, this ~~Mmanual~~ should not be construed as a guarantee of continued employment. Any verbal or written representations to the contrary are invalid and ~~should may~~ not be relied upon by current or prospective employees.

The policies set forth in this ~~Mmanual~~ replace ~~any and all~~ previous policy statements, whether written ~~and/or verbal~~, which differ from or are inconsistent with the policies expressed in this ~~Mmanual~~. No such prior policies or procedures shall have any force or effect after the effective date of this ~~Mmanual~~.

This ~~mManual~~ may be revised and updated from time to time, ~~without notice~~, as deemed necessary by the General Manager of the District subject to approval by the ~~Florin Resource Conservation District (FRCD) Board of Directors (Board)~~. ~~of the Florin Resource Conservation District (FRCD)~~.

### 1.1.2 About the District

Elk Grove Water Works began as an investor-owned utility founded in 1893 to serve the community of Elk Grove. It was acquired by the FRCD in December 1999. The utility is operating as District, a public entity and department of FRCD, which is a ~~De~~istrict that is duly formed and organized pursuant to the California Public Resources Code § 9151 *et seq.* The District’s service area is approximately 13 square miles.

#### 1.1.2.1 District Values

All employees shall demonstrate and abide by the following values:

- **Transparency:** We recognize that transparency is the foundation of good governance. We are committed to openness and accountability in all District endeavors.
- **Leadership:** We are a team. The community is supported through ~~mutual cooperation~~cooperation and respect. Great ideas come from many ~~source~~sources, and we listen with an open mind.
- **Caring:** We care about the quality of our ~~water,~~water; we care about our customers' satisfaction, and we care about the quality of the working environment.
- **Integrity:** We are honest with one another, with our customers and with our industry partners. We maintain a quality operation that is fiscally sound and forthright. We want the trust and respect of our community and ratepayers.
- **Professionalism:** We are committed to standards of excellence, ~~accuracy~~accuracy, and superior conduct.
- **Vision:** We recognize that decisions we make today impact the future of this District and our community. We value our community's natural resources and actively seek ways to improve our services through local control and stewardship.

#### 1.1.2.2 Open Door

Management adheres to an ~~open-door~~open-door policy and encourages all employees to share opinions, ideas, and thoughts about general operations, especially relating to improving efficiency, increasing productivity, devising innovative solutions, and achieving desired results. The ~~open-door~~open-door policy is intended to encourage personnel at all levels of the District to express their opinions and ideas about any general item. The ~~open-door~~open-door policy allows management to understand details of the District's operations and creative suggestions for improvement that might be lost in translation as the message makes its way through multiple channels.

#### 1.1.2.3 Employee Recognition

Employees receive recognition for every five (5) years of service.

As part of the District Safety Program, individuals or the entire staff may receive awards for continuous safe work actions.

## 1.2 THINGS TO KNOW

### 1.2.1 Fiscal Year

The District operates on a fiscal year, from July 1<sup>st</sup> to June 30<sup>th</sup>. Unless otherwise noted, employee functions in this ~~M~~manual are based on a fiscal year.

### 1.2.2 Bulletin Boards

District bulletin boards are reserved for the exclusive use of the District for posting work-related notices or notices which must be posted pursuant to local, ~~state~~state, and federal law. From time to time, special notices and information for employees will be posted by the District on the bulletin boards. Please check the boards regularly for such notices.

## 2.1 GENERAL POLICIES

### 2.1.1 Equal Opportunity Employer

The District is an equal opportunity employer for all qualified employees and applicants to all terms of employment with the District, including but not limited to compensation, hiring, training, promotion, transfer, discipline, and termination. The District and strictly prohibits unlawful discrimination by any employee against any employee or applicant. It is the policy of the District that its employment practices be administered without regard to:

- Race
- Color
- Religious creed, including religious dress and grooming practices
- Sex (including gender, gender identity, gender expression, transgender, pregnancy and breastfeeding and medical conditions relating to breastfeeding)
- Marital status
- Physical or mental disability
- Medical condition
- Genetic characteristics or information
- Age (over 40)
- National origin or ancestry
- Sexual orientation (including homosexuality, bisexuality, or heterosexuality)
- Military or veteran status
- Any other consideration made unlawful by applicable discrimination laws

### 2.1.2 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation

The District has adopted a policy and complaint procedure against harassment, discrimination, and retaliation. The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in the workplace; to define those terms; and to set forth a procedure for investigating and resolving internal complaints. The District has zero tolerance for any conduct that violates this policy. Conduct need not violate either federal or state law to constitute a violation of this policy. Employees, applicants, unpaid interns, volunteers, officers, officials, or contractors who believe they have experienced any form of harassment, discrimination, or retaliation are encouraged to report this immediately.

See Appendix A - Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy for more information.

### 2.1.3 Reasonable Accommodation and the Interactive Process

Absent undue hardship on the District or its operations, or direct threats to the health and safety of employee(s), the District provides reasonable employment-related reasonable accommodations to:

- Qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions and/or participate in the hiring process;

- Employees with conditions related to pregnancy, childbirth, or a related medical condition, if they so request, and with the advice of their health care provider;
- Employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- Employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

Any employee who requires an accommodation ~~in order~~ to perform the essential functions of ~~their~~~~his or her~~ job should contact the Human Resources Administrator and request an accommodation. Next, an interactive process with the employee will be conducted to determine whether the requested accommodation or an alternative is reasonable and can be implemented without imposing an undue hardship on the District.

#### 2.1.23.1 — Reasonable Medical Documentation of Disability

The District may request an employee to provide reasonable medical documentation confirming the existence of the disability and the need for reasonable accommodation, along with the name and credentials of the individual's health care provider. If the employee provides insufficient documentation, the District will do the following: (1) explain the insufficiency of the documentation provided; (2) allow the employee or applicant to supplement the documentation in order to remedy the issue with the documentation provided; (3) pursue the interactive process only to the extent that the request for reasonable accommodation is supported by the medical documentation provided.

#### 2.1.23.2 Medical Certification Indicating the Need for Reasonable Accommodation or Transfer Due to Pregnancy or Related Conditions

If a pregnant employee, or an employee with a pregnancy-related condition, requests a reasonable accommodation or transfer due to pregnancy, the District will provide the employee with notice of the need for a medical certification within two (2) business days after the employee's request for accommodation. A medical certification confirming the need for a reasonable accommodation, including transfer, is sufficient if it contains: (1) a description of the requested accommodation or transfer; (2) a statement describing the medical advisability of the accommodation or transfer due to pregnancy; and (3) the date that the need for the accommodation or transfer will become necessary and the estimated duration of the accommodation or transfer.

#### 2.1.23.3 Certification of Victim Status

An employee who is a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety while at work must provide both of the following:

- A written statement signed by the employee or an individual acting on the employee's behalf, to certify that the accommodation is to address victim-safety concerns while at work; and
- A certification demonstrating the employee's status as a victim of domestic violence, sexual assault, or stalking, that can be in the form of: a police report indicating the employee's victim status; a court order separating the perpetrator from the employee or that the employee has appeared in court

for that purpose; or documentation from a medical professional or counselor that the employee is undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence, sexual assault, or stalking.

#### 2.1.23.4 Interactive Process

The Human Resources Administrator or designee will initiate the interactive process when:

- a. An applicant or employee with a known physical or mental disability or medical condition requests reasonable accommodation(s);
- b. The District otherwise becomes aware of the need for an accommodation through a third party (e.g., a doctor's note requesting an accommodation), or by observation of the employee's work;
- c. The District becomes aware of the possible need for an accommodation because the employee with a disability has exhausted workers' compensation leave, Family and Medical Act leave, or other leave rights, but the employee and/or the employee's health care provider indicate that further accommodation is still necessary for recuperative leave or other accommodation;
- d. An employee disabled by pregnancy, childbirth or related medical conditions requests a reasonable accommodation or transfer based on the advice of her health care provider;
- e. An employee with a physical or mental disability, regardless of cause, fails to return to work following pregnancy disability leave;
- f. An employee-victim of domestic violence, sexual assault, or stalking requests a reasonable accommodation(s) for their safety at work;
- g. An employee requests an accommodation to address a conflict between religious belief, observance, or practice and any employment requirement; or
- h. An employer is aware of the need for reasonable accommodation for an employee or applicant's religious beliefs, observance, or practices.

The interactive process analysis will generally begin with a review of possible reasonable accommodations that would enable the employee or applicant to perform the essential functions of the current job. The process will generally then move on to possible reasonable accommodations in other vacant jobs, that the individual is qualified, if there is no reasonable accommodation in the current job that does not cause undue hardship, or that does not present a risk of harm to the individual or others. The District will consider accommodations that the applicant or employee suggests but has the right to select and implement any reasonable accommodation that it deems effective.

After the interactive process communications, the Human Resources Administrator or designee will review the information received, and determine: (1) whether all available information has been reviewed; (2) whether all potential accommodations that the applicant or employee has suggested have been considered; (3) whether additional discussions with the applicant or employee would be helpful; (4) whether the applicant's or employee's preferences have been taken into account; (5) if there is a reasonable accommodation that would enable the applicant or employee to perform essential job functions without harming themselves or others; and (6) if the accommodations would pose an



undue hardship on District finances or operations. The Human Resources Administrator or designee will inform the applicant or employee of their determination in writing. The ~~Personnel Officer~~General Manager or designee will use their discretion based upon the particular facts of each case.

#### 2.1.23.56.4 Modified Duty

The District encourages employees to return to work through an interactive process. Any employee may request modified duty as an accommodation when a temporary disability limits the employee's ability to perform the essential duties of their job. The District will consider the request consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act (ADA).

### ~~2.1.3 Anti-Harassment, Anti-Discrimination, and Anti-Retaliation~~

~~The District has adopted a policy and complaint procedure against harassment, discrimination, and retaliation. The purpose of this policy is to establish a strong commitment to prohibit and prevent discrimination, harassment, and retaliation in the workplace; to define those terms; and to set forth a procedure for investigating and resolving internal complaints. The District has zero tolerance for any conduct that violates this policy. Conduct need not violate either federal or state law to constitute a violation of this policy. Employees, applicants, unpaid interns, volunteers, officers, officials, or contractors who believe they have experienced any form of harassment, discrimination, or retaliation are encouraged to report this immediately.~~

~~Complaints may be made following procedures provided in Appendix A, Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy, to the General Manager, Human Resources Administrator, by contacting the U.S. Equal Employment Opportunity Commission (EEOC), or the California Department of Fair Employment and Housing (DFEH).~~

~~See Appendix A - contains the Anti-Harassment, Anti-Discrimination, and Anti-Retaliation Policy for more information.~~

#### **2.1.4 Drug Free Workplace**

It is the desire of the District that all work environments be safe, productive and free of the influence of alcohol and/or controlled substances (including marijuana). The District recognizes that the use of alcohol and/or controlled substances (including marijuana) in the workplace is not conducive to safe working conditions and will not be tolerated.

Employees will not be at work under the influence of alcohol and/or controlled substances (including marijuana), will not use alcohol and/or controlled substances (including marijuana) while on duty or while on paid standby time and will not sell, manufacture, distribute or provide controlled substances (including marijuana) to any person while on duty. -The District has no intention of interfering with the private lives of its employees unless involvement with alcohol and/or controlled substances off the job affects job performance or public safety.

All employees of the District, whether or not in safety sensitive positions, are subject to reasonable suspicion testing for alcohol and/or controlled substances. In addition, safety sensitive employees (the Department of Transportation's definition includes any employee who must possess a commercial driver license) are subject to pre-employment and random, alcohol and/or controlled substance testing.

See Appendix B ~~- contains the District's~~ EGWD Drug Free Workplace Policy.

### 2.1.5 Tobacco Free Workplace

The District is committed to providing a healthy and safe workplace for its employees and the public. In keeping with this commitment and in accordance with state law, the use of tobacco or vaping products is strictly prohibited on District premises, other than specially designated areas, in District vehicles, on District work sites, or in the presence of District customers.

### 2.1.6 Whistle-~~B~~blower Protection

The General Manager has primary responsibility for:

- Ensuring compliance with this Manual, and ensuring that District employees do not engage in improper activities;
- Investigating allegations of improper activities; and
- Taking appropriate corrective and disciplinary actions.

Employees are encouraged to fulfill their obligation to the public and the District by disclosing in writing to their immediate supervisor, to ~~the an~~ extent not expressly prohibited by law, improper work-related activities within their knowledge. ~~In the event that~~ if the improper activity involves their immediate supervisor, the employee must follow the chain of command and alert the next responsible manager. Employees will not interfere with the General Manager's responsibilities in identifying, investigating, and correcting improper work-related activities.

An employee will not directly or indirectly use or attempt to use the authority or influence of their position for the purpose of intimidating, threatening, coercing, commanding, or influencing any other person ~~so as to~~ deter such person from acting in good faith to report or otherwise bring to the attention of the General Manager any information that, if true, would constitute:

- A work-related violation by a District employee of any law or regulation;
- Gross waste of District funds;
- Gross abuse of authority;
- A specific and substantial danger to public health or safety due to an act or omission of a District employee;
- Use of a District office or position or of District resources for personal gain; or
- A conflict of interest of a District employee.

An employee will not use or threaten to use any official authority or influence to ~~affect~~ any action as a reprisal against a District employee who reports or otherwise brings to the attention of the General Manager any information regarding the subjects discussed in this section.

The District also prohibits ~~all of~~ the following:

- Taking any retaliatory adverse employment action against an employee because the employee has or is believed to have disclosed information to any government or law enforcement agency, including to the District, if the employee has

reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(b));

- Preventing an employee from disclosing information to a government agency, including to the District, if the employee has reasonable cause to believe that the information discloses a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(a));
- Retaliating against an employee for refusing to participate in any activity that would result in a violation of state or federal law, or a violation or noncompliance with a local, state, or federal rule or regulation (Labor Code § 1102.5(c)); and
- Retaliating against an employee because the employee's family member has, or is perceived to have, engaged in any of the protected activities listed above.

Any person who believes that ~~they~~~~he or she~~ ~~has~~~~have~~ been subjected to any action prohibited by this section should immediately report the conduct according to the complaint procedure in the District's policy against discrimination, harassment, or retaliation so that the complaint can be resolved fairly and quickly. Supervisors and managers have the same responsibilities as defined in the policies against discrimination, harassment, or retaliation. ~~may file a confidential complaint with: 1) the General Manager, or 2) any member of the Board of Directors, if the complaint involves the conduct of the General Manager. Upon the conclusion of an investigation, the General Manager (or the Board of Directors) will take appropriate action consistent with this Manual.~~

### 2.1.7 Conflict of Interest

Pursuant to the provisions of Gov. Code § 87300, et seq. no official or employee will accept a fee, compensation, gift, payment of expenses or any other thing of monetary value in any circumstances in which acceptance may result in or reasonably create the appearance of a conflict between the employee's personal interests and the interests of the District in any one (1) or more of the following:

- Use of public office and/or employment for personal or private gain;
- Preferential treatment of any person;
- Loss of complete independence or impartiality;
- Making a District decision outside of official channels;
- Reduction of public confidence in the integrity of the District and/or its employees;
- ~~and~~
- Impeding government efficiency or economy; ~~and~~
- Disclosure of confidential information.

It is the employee's responsibility to disclose and report all potential conflict of interest situations to ~~their~~~~his or her~~ supervisor or the General Manager.

Should a District employee be approached by a contractor or supplier and offered a gift or bribe so as to enhance that contractor's or supplier's position with the District, the employee must immediately report such activity to the General Manager.

See Appendix C - ~~contains the~~ Conflict of Interest Code.

### 2.1.8 Outside Employment

An employee shall not engage in any paid or self-employment, activity, or enterprise which is inconsistent, incompatible or in conflict with ~~their~~his or her District duties, functions, responsibilities, or that of the department in which ~~they are~~he or she is employed at the District. Part-time employees may engage in outside business employment. In order to avoid perceived or actual conflicts of interest that may arise from outside employment, all employees must obtain written approval from the General Manager or designee prior to undertaking any outside employment (Gov. Code § 1126(a).)

### 2.1.9 Political Activity

District employees and officials are prohibited from engaging in political activity during working hours or on District property, with the exception that political activities may take place at ~~Board of Director~~Board meetings. (Gov. Code § 3207.)

No District employee or official will participate in political activities of any kind while in a District uniform wearing clothing that identifies the employee as a District employee. (Gov. Code § 3206.)

No District employee or official may use District funds or resources to advocate a partisan position or otherwise use District funds or resources to support ~~their~~his or her personal political activities. (Gov. Code § 54964.)

### 2.1.10 Confidentiality

Employees may, during the course of their duties, acquire, develop, use or learn ~~certain~~ confidential, sensitive, or proprietary information (collectively Confidential Information) concerning District operations, customers, employees, contractors, vendors, suppliers, or proposed contractors, vendors, or suppliers.

Confidential information includes, but is not limited to: personnel records, customer data, real property acquisition materials, legal memoranda, technical information, designs, procedures, processes, configurations, discoveries, inventions, improvements, promotional ideas, research and development, proprietary research data, instruction manuals, training materials, business plans and proposals, financial information, records pertaining to pending litigation, preliminary drafts, notes or memoranda which are not typically retained in the ordinary course of business, terrorist attack risk, vulnerability assessments, information security records, or trade secrets, as defined by California Evidence Code § 1061(a)(1), whether such secrets are owned by the District or any of its contractors, vendors, or suppliers or proposed contractors, vendors, or suppliers. Employees shall not, during their employment with the District or any time thereafter in the future, directly or indirectly:

- Disclose or furnish, to any other person, firm, agency, corporation, client, business or enterprise, any confidential information acquired during their employment;
- Individually or in conjunction with any other person, firm, agency, company, client, business or corporation, employ use or cause to be employed used any confidential information in any manner whatsoever except in furtherance of the business of the District;
- Without the written consent of the District, publish, deliver, or commit to being published or delivered, any copies, abstracts or summaries of any files, records,

documents, drawings, specifications, lists, equipment, and similar items relating to the business of the District, except to the extent required in the ordinary course of their duties.

#### **2.1.11 Protecting District Security**

Employees are responsible for all equipment assigned to them, including security resources such as key cards, keys, combinations, ~~key pad~~keypad PINs and passcodes. Duplication of keys is strictly prohibited.

#### **2.1.12 Personal Property**

Any loss or damage to personal property of employees that is voluntarily brought on to District premises, will be reviewed for resolution on a ~~case-by-case~~case-by-case basis.

## **2.2 EMPLOYMENT CLASSIFICATIONS**

### **2.2.1 At-Will Employment**

Employment at the District is at-will. At-will employment means that an employee may terminate ~~their~~his or her employment at any time with or without advance notice to the District and with or without cause. Likewise, the District may terminate the employment of any employee for any legal reason at any time with or without advance notice and with or without cause.

An at-will employee has no property right in continued employment with the District and is not entitled to any pre- or post-disciplinary procedural due process of evidentiary appeal.

Except for the General Manager, no manager, supervisor, or representative of the District has any authority to enter into any agreement for employment for any specific ~~period of time~~period or to make any agreement contrary to at-will employment.

### 2.2.2 Categories

The following is a list of the employment categories used by the District. If an individual has any questions about their/his or her job category, they individual should check with the Human Resources Administrator.

<b>Employees</b>	The term “employees(s)” shall mean all persons employed by the District. Directors are not employees. Individuals working through an employment agency (leased employees, etc.) and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.
<b>Exempt Employees</b>	Exempt employees are employees whose job duties meet the federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay. The Human Resources Administrator will inform the employee if <u>their/his or her</u> status is exempt. Exempt employees may have job assignments that require full or part-time work.
<b>Non-exempt Employees</b>	Non-exempt employees are employees subject to federal FLSA overtime regulations and will be compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.
<b>Regular Full-Time Employees</b>	Regular <del>full-time</del> <u>full-time</u> employees are employees who are normally scheduled to work and who regularly do work a schedule of 40 hours or more per work week.
<b>Regular Part-Time Employees</b>	Regular part time employees are employees who are regularly scheduled to and do work less than 40 hours per work week. Part time employees may be assigned a work schedule in advance or may work as needed.
<b>Temporary Employees</b>	Temporary employees are employees who are employed by the District for short-term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to job duties and method of compensation. This classification includes but is not limited to persons hired for the following reasons: seasonal peak workloads, water conservation program and emergency extra workloads.
<b>Management Employees</b>	Management employees are those employees specifically designated by the General Manager as responsible for the management of administration and operations. Management employees are exempt <del>salaries</del> employees <u>if their salaries meet or exceed the minimum requirements under the law and,</u> therefore, are not eligible for overtime compensation.
<b>Supervisory Employees</b>	Supervisory employees are those employees specifically designated by the General Manager as responsible for monitoring the performance of at least one other individual employee. Supervisory employees may or may not be exempt employees, <u>depending on job duties and method of compensation.</u>

### 2.2.3 Verification of Eligibility for Employment

The District is required by federal immigration laws to verify documentation that shows each person's identity and legal authorization to work in the United States. All offers of employment and continued employment are conditioned upon furnishing satisfactory evidence of identity and legal authorization to work in the United States and each individual must attest to their identity and legal authorization to work.

### 2.2.4 Nepotism

Relatives of employees or directors of the District will not be placed within the District as ~~temporary, part-time, or~~ full-time employees for reasons of security, safety and/or morale. Present employees who marry one another will be permitted to continue their employment with the District only if they do not work in a supervisory relationship with one another or otherwise pose difficulties for supervision, security, safety or morale. If such employee-spouses do work in a supervisory relationship with one another, the District will attempt to reassign one of them to another position for which ~~they are~~ ~~he~~ ~~or she is~~ qualified if such a position is available. The District retains sole discretion to determine which employee-spouse will be transferred based upon the District needs in observance of this section. If no such position is available, then the District retains sole discretion to separate one of the employee-spouses ~~will be required to leave the~~ ~~from~~ District's employment. ~~The decision as to which employee will leave is left initially to the employee-spouses. If they do not decide which of them will leave,~~ Absent the resignation of one employee-spouse, the less senior employee-spouse ~~District will determine based on the District's needs which employee-spouse will be required to leave~~ separated from ~~the~~ District's employment. Any separation or transfer resulting from the administration of this policy is not disciplinary and is not subject to any grievance or appeal, or pre- or post-disciplinary appeal due process.

Relatives as referred to in this policy include spouse, registered domestic partner, parents, children, brothers, sisters, grandparents, stepfather, stepmother, stepbrother, stepsister, stepchild, niece, nephew, cousin, uncle, aunt, grandchildren, and in-laws, or any member of an employee's immediate household.

## 2.3 EMPLOYEE REIMBURSEMENTS

### 2.3.1 Mileage Allowance

In the event a personal vehicle must be used, the District will reimburse expenses based on the Internal Revenue Service (IRS) current Standard Mileage rate. The Finance Manager will periodically adjust the mileage allowance to correspond to IRS guidelines. Employees must submit proof of the distance (e.g., a Google map of the route) traveled when requesting reimbursement.

### 2.3.2 Travel Expenses

With the General Manager's permission, employees may travel to ~~work-related~~ work-related conferences and similar events. No family members, friends, etc., may ride in a District vehicle at any time. Flight travel should be in coach class; if an employee wishes to upgrade, the employee is responsible for the price difference. Receipts should be itemized and presented to the Finance Manager for reimbursement of appropriate travel expenses, which may include airline tickets, hotel stays and other necessities.

See Appendix D ~~- contains the~~ Travel Procedures and Expenditures Policy.





## 2.4 DISTRICT VEHICLES AND PERSONAL VEHICLE USE

### 2.4.1 Employee Use of District Vehicles

District owned vehicles assigned to employees ~~shall generally be restricted to~~may be used on District business ~~only in the exercise of the employee's job duties.~~

All employees who drive on behalf of the District must maintain a valid driver's license at all times. Employees must notify their supervisor by their next scheduled workday of any changes regarding the status of their driver's license.

Only District employees may drive a District vehicle, whereas, employees and/or Board of Directors may be a passenger, ~~in a District vehicle. Nothing in this policy prohibits the transportation of any person in a District vehicle in case of an emergency. Emergency means a serious, unexpected, and dangerous situation, usually of a medical nature, requiring immediate action.~~

District employees who are on-call may use the vehicle for commuting purposes and may maintain the vehicle overnight at ~~his or her~~their residence, so that they may report directly to a work site. De minimis use (such as stopping for a personal errand) during the course of a commute is permitted. Any use beyond de minimis, will be subjected to the guidelines under the Internal Revenue Code and Regulations. Staff may also use District-owned vehicles for District-related out of town travel and may take the vehicle home on the way to or from the event.

An employee using a District owned vehicle for these purposes shall provide evidence that ~~they are he or she is~~ covered under ~~their his or her~~ own automobile insurance policy for any claims and damages arising out of ~~their his or her~~ personal use of the vehicle. ~~In addition, no other individual besides the employee shall be the only individual that operate the vehicle except in the case of an emergency.~~

Drivers of District owned vehicles are personally responsible for any fines or other citations for traffic violations incurred during the use of the vehicle. The privilege of driving a District owned vehicle may be revoked in the event of repeated violations.

### 2.4.2 Use of Personal Vehicles for District Purpose

An employee who must use ~~their his or her~~ personal vehicle for District purposes (e.g., driving to a conference when a District vehicle is either unavailable or impractical) will be reimbursed by the District at the standard mileage rate established by the IRS.

The employee shall provide evidence that ~~they are he or she is~~ covered under ~~their his or her~~ own automobile insurance policy for any claims and damages arising out of ~~their his or her~~ business use of the vehicle. This information must be on file with the Human Resources Administrator.

Drivers are personally responsible for any fines or other citations for traffic violations incurred during the use of their vehicle for District purposes.

## 2.5 CREDIT CARD USE

### 2.5.1 Authorized Users

Credit cards are issued to supervisory-select employees through the authorization of the General Manager or ~~his or her~~ designee.

### 2.5.2 Use of District Credit Cards

Employees' use of District credit cards must adhere to the District Issued Credit Card Policy,

~~which may be found in~~ See Appendix E - contains the Credit Card Policy.

### 2.5.3 Account Reconciliation

Detailed receipts for all purchases must be turned in to the supervisor for reconciliation against the monthly credit card bill. Supervisors are responsible for verifying all transactions on credit accounts and for presenting credit card bills and corresponding receipts to the Finance Department in a timely manner. Late charges on credit accounts are unacceptable.

## 2.6 JOB PERFORMANCE

### 2.6.1 Performance Evaluations

#### 2.6.1.1 ~~Content~~ Performance Evaluations

The performance evaluation is designed to help employees, in new positions, become aware of the progress made and/or of any areas for improvement. Employees will meet with their immediate supervisor to discuss the evaluation. Each employee is encouraged to ask specific questions and to comment about ~~their~~ ~~his or her~~ evaluation. The employee's signature on the evaluation will be required to acknowledge receipt of the evaluation, and that the evaluation will be placed in the employee's personnel file. The employee's signature will not mean that they endorse the contents of the evaluation. If an employee refuses to sign the evaluation, the Human Resources Administrator and the supervisor will note the refusal on the evaluation and sign the notation. A copy of the evaluation will be provided to the employee. It is the responsibility of the employee to read and understand the content of the evaluation. An employee may submit written comments on the evaluation that will be included with the evaluation in the employee's personnel file.

A positive performance evaluation does not guarantee a merit pay increase, nor is it a promise of continued employment.

An Employee will be given a performance evaluation date when they begin employment or change in position. During the first six (6) months of employment, an employee may be evaluated at the completion of three (3) months and at the completion of six (6) months. Employees considered for a merit pay increase may be evaluated annually.

#### 2.6.1.2 Check-Ins

Check-Ins are informal performance evaluations designed to help the employees and their supervisors, or the General Manager gauge progress

made in the daily activities, and tasks of their employees. Check-Ins may be more frequent and more conversational than a performance evaluation. The employee is encouraged to ask specific questions and speak freely. A summary of the Check-Ins will be provided to the employee and included in the employee's personnel file.

All employees participate in check-ins performed quarterly by their supervisor. The General Manager may meet with each employee annually.

#### Schedule

~~The District will periodically review employee performance and discuss the review with the employee privately. Evaluations may be performed annually, unless otherwise specified by a supervisor. During the first six (6) months of employment, an employee may be evaluated at the completion of three (3) months and at the completion of six (6) months.~~

## 2.6.2 Change in Position

### 2.6.2.1 Promotion

When District employees apply for a change in position, the District considers, among other things, the following factors:

- The qualifications for that position;
- Evaluation of the candidate's competency, experience, and ability to perform the work, as determined by past performance and examination of personnel records; and
- Ability to perform essential job functions of the applicable position.

The General Manager will consider the recommendations of the ~~employee's~~employees' immediate supervisors when reviewing qualifications ~~for~~for promotion/advancement. Change in position is effective upon approval by the General ~~Manager, but~~Manager but does not change the at-will nature of ~~the promoted employee's~~the employment with the District. A promotion will result in a new anniversary date, determined by the date of promotion.

### 2.6.2.2 Lateral Transfers

A lateral transfer is where an employee moves from one (1) position to another that has the same wage range. An employee who moves to a lateral position may not necessarily be eligible for a step increase in pay, as this transfer does not constitute a promotion. A lateral transfer Employees transferring to a different job assignment at the same level or grade does not change an employee's anniversary dates.

Such transfers may be made at the request of the District, or by the employee. An employee's request will be considered and approved by the General Manager if a lateral position is vacant and only if the interests of the District are best served by doing so.

### 2.6.2.3 Demotion

An employee's inability to perform satisfactorily in a new promoted position and class may result in a return to their former position and class, provided the former position is available. An employee may also be demoted to an appropriate class, not previously held, the employee's former position and class due to unsatisfactory work performance.

### 2.6.3 Fitness for Duty Exam

The District may require an employee to undergo a fitness for duty examination to determine whether the employee can perform the essential functions of the job with or without reasonable accommodation when there is significant evidence that:

- a. the employee's ability to perform one (1) or more essential functions of theirhis or her job has declined; or
- b. could cause a reasonable person to question whether an employee is still capable of performing one (1) or more of their essential job duties, or duties or is still capable of performing those duties in a manner that does not cause harm to themselves or others.

The District may also require that a District-approved medical provider conduct the examination. An employee who is required to pass a medical examination has the right to obtain a second medical opinion at their expense and may submit that second opinion for consideration.

### ~~2.6.4 Modified Duty~~

~~The District encourages employees to return to work through an interactive process. Any employee may request modified duty as an accommodation when a temporary disability limits the employee's ability to perform the essential duties of his or her job. The District will consider the request consistent with federal and state laws including, but not limited to, the Americans with Disabilities Act (ADA).~~

## 2.7 EMPLOYEE RECORDS AND RIGHT TO PRIVACY

### 2.7.1 General

The District maintains a personnel file on each employee. A personnel file will contain only material that the District deems necessary and relevant or that is required by law. Personnel files are the property of the District, and access to the information it contains is restricted to protect employee privacy interests. Access to personnel files will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoena, or court order.

## **2.7.2 Employee Information**

Employees must notify the Human Resources Administrator promptly of any changes to their home address, phone number, name or number of their dependents, marital status, name change or any other such information necessary for accurate record keeping.

## **2.7.3. Medical Information**

All medical information about an employee or applicant is kept in separate medical files and is treated as confidential. Access to employee or applicant medical information will be strictly limited to only those with a legitimate need to have such information for the District's business purposes, or if access is required by law, subpoenasubpoena, or court order. In the case of an employee with a disability, supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations.

## **2.7.4 Access to Personnel Files**

### **2.7.4.1 Inspection of File**

Personnel files can be reviewed at reasonable times and at reasonable intervals, within 30 days of a written request. A former employee is entitled to inspect their personnel records one (1) time per year. (Labor Code § 1198.5(d).) A current or former employee and/or their representative who wishes to review their personnel file should make a written request to the Human Resources Administrator. (Labor Code § 1198.5(b)(2)(A).)

The inspection must occur in the presence and location of the Human Resources Administrator or designee and at a time that works best (Labor Code § 1198.5(b)(1)) without loss of compensation to the employee. (Labor Code § 1198.5(c)(2).

If a former employee files a lawsuit relating to a District personnel matter, the right to access personnel records may be suspended while the lawsuit is pending.

### **2.7.4.2 Copies**

A copy of personnel records can be obtained within 30 days after the employer receives a written request. (Labor Code § 1198.5(b)(1)). -A current or former employee who wishes to receive such a copy should contact the Human Resources Administrator or designee in writing. The District may charge a fee for the actual cost of copying. (Labor Code § 1198.5(b)(1); 1198.5 (b)(2)(A).)

Prior to making a copy of personnel records or allowing inspection, the District may redact the names of nonsupervisory employees. (Labor Code § 1198.5(g).) Under no circumstances will the District provide access or copying of the following categories of personnel file documents: records relating to the investigation of a possible criminal offense; letters of reference; ratings, reports, or records that were obtained prior to employment, prepared by identifiable examination committee members, or obtained in connection with a promotional examination. (Labor Code § 1198.5(h).)

|

#### 2.7.4.3 Representative's Inspection

To have another person/representative inspect their personnel files, a current or former employee must provide the person/representative with written authorization. (Labor Code § 1198.5(e).) The General Manager or designee will notify the employee and/or representative of the date, time, and place of the inspection in writing.

#### 2.7.4.4 Personnel File Documents

No person inspecting a personnel file is permitted to add or remove any document or other item to/from the personnel file.

### 2.7.5 Employment Reference

All requests from outside the District for reference checks or verification of employment concerning any current or former employee must be referred to the Human Resources Administrator. Information will be released only if the employee signs an authorization for release of employment information in the form prescribed by the District, except that without such authorization the following limited information will be provided: dates of employment, classifications held, and salary range.

### 2.7.6 Personnel Records

The District will keep employee personnel files after the termination of employment per the District's record retention policy.

## 2.8 SEPARATION PROCEDURES

### 2.8.1 Resignations

To leave District service in good standing, an employee must file a written notice of resignation with the General Manager at least two (2) weeks before the employee leaves employment with the District. The General Manager may, however, grant good standing with less notice. "Resignation in good standing" does not include employees who resign while on suspension or while charges or disciplinary actions are ~~pending, or pending or~~ resign to avoid dismissal. Resignations may not be withdrawn without the General Manager's approval. A resignation becomes final when the General Manager or designee accepts the resignation in writing. Once a resignation has been accepted, it is final and irrevocable.

Nothing in this Resignation ~~p~~Policy is intended to or should be taken to limit the at-will employment relationship between the employee and the District. Either the employee or the District can terminate employment at any time with or without cause and with or without advance notice.

### 2.8.2 Layoffs

The General Manager may abolish any position of employment as necessary for economic or operational reasons and the employee holding such position may be laid off, transferred to a lateral position, or demoted ~~if necessary due to lack of work, lack of funds or other economic reason, or because the necessity for a position no longer exists.~~

### 2.8.3 Exit Procedures

Upon leaving employment with the District, each employee must return all ~~keys and other~~ District property in as good a condition as when received (normal wear and tear

excepted) including but not limited to uniforms, keys, all files, records, documents, drawings, specifications, lists, equipment and supplies, promotional materials and similar items relating to the business of the District to the General Manager or ~~his or her~~ designee. The employee may be asked to participate in an exit interview with the Human Resources Administrator or designee. Each employee will be asked to sign a Personnel Action Form confirming receipt of the final paycheck and that all District property has been returned.

The Human Resources Administrator will provide each employee with information regarding any conversion or continuation rights to insurance benefits. When leaving the District, employees and their dependents may have the right to continue group medical and dental benefits at their own expense temporarily under state and federal statute, commonly known as Cal-COBRA and COBRA, respectively.



### 3.1. PROFESSIONAL CONDUCT

#### 3.1.1 Professional Conduct

District employees are expected to maintain a professional standard of conduct in the performance of their duties. Unsatisfactory performance and/or misconduct may subject an employee to discipline up to and including termination of employment.

#### 3.1.2 Chain of Command

When an employee is seeking clarification on policies, procedures, or specific assigned tasks, those questions should be directed to the employee's supervisor. The District encourages employees to follow the chain of command in these instances in order to ensure that the matter is handled at the level nearest the problem and by the individuals who are most knowledgeable. If the situation cannot be resolved satisfactorily, the matter can be escalated to the next level in the employee's chain of command.

### 3.2. DISCIPLINE

#### 3.2.1 General

District policies, practices and procedures are not intended to create a contract of employment and do not, in any fashion, alter the at-will employment relationship under which the District operates. The District has the right to terminate an employee at any time without having to prove cause or justification, and without any recourse to a grievance procedure or an appeal right. However, the District may choose to utilize discipline to address an employee's performance.

#### 3.2.2 Unacceptable Conduct

The following is a non-exhaustive list of conduct that is prohibited:

- Falsification or allowing the falsification of employment records, including time sheets, employment information, or other District records.
- Inability to perform required job duties.
- Incompetence, inefficiency or Neglect of duty.
- ~~Recording the work time of another employee or allowing any other employee to record his or her work time, or allowing falsification of any time sheet, either the employee's own or another's.~~
- Deliberate or careless grossly negligent damage of any District property or the property of any employee or customer.
- Participating in horseplay or practical jokes on District time or on District premises.
- Carrying firearms or any other device designed or intended to primarily function as Possessing a weapon while on duty. "Weapon" is defined as a firearm, chemical agent, club or baton, knife, or any other device, tool, or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm. ~~(multi tools, pocket knives, razor knives, and other devices designed or intended primarily as tools are not deemed weapons under this policy.)~~

- Possessing any open container of alcohol or possession of illegal drugs while on District property or using District equipment while under the influence of any impairment substances.
- Insubordination, including but not limited to failure or refusal to obey the lawful orders or instructions of a supervisor or member of management; or use of abusive or threatening language toward a supervisor or member of management.
- Unreported, unauthorized or habitual absence or tardiness.
- Abuse of personal time off or vacation.
- Failure to report unsafe or otherwise harmful situations to a supervisor.
- Sleeping on the job.
- Failure to observe work schedules including rest and lunch periods.
- Engaging in criminal conduct.
- Discourteous treatment of the public or fellow employees.
- Causing, creating or participating in a disruption of any kind during working hours or on District property.
- Soliciting other employees for membership, funds or other similar activity in connection with any outside organization during the employee's working time or the working time of the employee solicited.
- Distributing unauthorized literature or any written or printed material during working time or in work areas. ("Working time" does not include employee meal and break periods.)
- Failure of a non-exempt employee to obtain permission to leave work for any reason during normal working hours.
- Unauthorized use of District equipment, time, materials, facilities or the District's name.
- Excessive personal telephone calls during working hours that interfere with District business.
- Failure to provide a physician's certificate when requested or required to do so.
- Wearing ~~extreme~~, unprofessional or inappropriate styles of dress, ~~jewelry or hair~~ while working.
- Working overtime without authorization or refusing to work assigned overtime.
- Committing a fraudulent act or a breach of trust under any circumstances; dishonesty.
- Violation of policies or procedures contained in this manual or any revisions thereof.

### 3.2.3 Corrective and Disciplinary Action

The General Manager or designee has sole discretion and right to determine what corrective or disciplinary action is appropriate in each situation and is not required to treat each corrective or disciplinary action as a step in a series of progressive discipline. The following is a non-exhaustive list of disciplinary actions~~are types of counseling, reprimands and discipline, which~~ the District may impose:

#### 3.2.3.1 Counseling Memorandum

A counseling memorandum will be provided to an employee to identify: a failure of appropriate conduct or performance issue; the performance the employee is to demonstrate in the future; and consequences for failure to correct the behavior or problem. A counseling memorandum will be retained in the supervisor's file until the completion of the evaluation year, and then documented in the

employee performance evaluation, as the supervisor deems necessary.

#### 3.2.3.2 Verbal Reprimand

A verbal reprimand is a verbal direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A verbal reprimand will be documented in writing and retained in the supervisor's file until the completion of the evaluation year and then documented in the employee performance evaluation, as the supervisor deems necessary.

#### 3.2.3.3 Written Reprimand

A written reprimand is written direction from a supervisory employee to discontinue inappropriate conduct or to correct a performance issue. A written reprimand will be retained in the employee's personnel file and documented in the employee performance evaluation. The employee has the right to have ~~his or her~~their written rebuttal attached to the reprimand in the employee's personnel file, if the employee submits the rebuttal to the issuing supervisory employee or to the Human Resources Administrator within five (5) business days after the reprimand is received.

#### 3.2.3.4 Suspension Without Pay

The District may suspend an employee from ~~his or her~~their position without pay for cause. Documents related to a suspension shall become part of the employee's personnel file when the suspension is final and documented in the employee performance evaluation. Employees who are exempt from Fair Labor Standards Act (FLSA) overtime will only be suspended as authorized by the FLSA.

#### 3.2.3.5 Reduction in Pay or Paid Leave

The District may reduce an employee's pay or paid leave for cause. A reduction in pay for disciplinary purposes may take one (1) of three (3) forms:

1. A decrease in base rate of pay to a lower step within the salary range;
2. A decrease in base rate of pay to an employee for a fixed period of time; or
3. Loss of accrued paid vacation or administrative leave, floating holiday, or compensatory time off.

Documents related to a reduction in pay shall become part of the employee's personnel file when the reduction in pay is final and documented in the employee performance evaluation.

#### 3.2.3.6 Demotion

The District may demote an employee from ~~his or her~~their current position to a lower-level position ~~with the appropriate wage or~~ ~~lower salary~~ allocation for cause. The employee must still meet the minimum qualifications for the lower-level position. ~~Such The~~ demoted employee shall not be eligible for a promotion for a period of six (6) months, unless an earlier date is otherwise recommended and approved by the General Manager.

A new Employee Performance Evaluation date shall be established unless otherwise recommended and approved by the General Manager.

Documents related to a demotion shall become part of the employee's personnel file when the demotion is final and documented in the employee performance evaluation.

#### ~~3.2.3.7 Y-Rate~~

~~The District may choose to Y-rate an employee when he or she is reassigned to a classification with a lower wage range on the salary schedule. The process of y-rating will allow the employee's base rate to remain the same. Y-rating will automatically end once future increases bring the employee's new wage range up to a level where the employee's Y-rated wage falls within the new wage range.~~

#### 3.2.3.78 Termination

The District may dismiss an employee from ~~his or her~~their position for cause. Documents related to the dismissal shall become a part of an employee's personnel file when the dismissal is final.

### 3.3 EXPECTATIONS

#### 3.3.1 Personal Appearance

Maintaining an appropriate professional appearance is essential to employment at the District. Appropriate appearance means attire and overall appearance that reflects positively on the District, meets the day-to-day needs of the work being done, and is consistent with this policy.

As representatives of the District, employees must present a clean and professional image to customers, coworkers, and management. Employees must practice good grooming and personal hygiene. Employees must dress in uniform, and appropriate safety wear if required or in a professional and appropriate manner otherwise. Appropriate footwear must be worn at all times during work hours or on stand-by duty.

Employees should check with their supervisor for guidance on questions relating to their workplace attire.

Employees who may be called on to switch job assignments during the ~~day, day~~ must have appropriate ~~work-related~~work-related changes of clothing with them for the assignment.

*~~EXAMPLE: A meter reader on a hot day is wearing shorts and running shoes as he walks his route. He gets a call, pulling him from the meter route to help fix a leak. He changes into work pants, hard hat and steel toe boots for that job.~~*

#### 3.3.2 Logo Attire

Employees may only wear District uniforms for District-related ~~business, and~~business ~~and~~ shall not publicly wear District uniforms during non-work hours or for purposes unrelated to the provision of services for the District. Employees who fail to comply will be subject to discipline.

~~In order to~~To maintain professional appearances and to prevent non-employees from wearing disposed District clothing, all worn District uniforms must be discarded.

### **3.3.3 Customer Relations**

The District's image to customers and the general public is critical to our success. Accordingly, each employee is responsible for ensuring that ~~his or her~~their personal image and the District's image is raised to the highest possible level. All employees are expected to be prompt, polite, courteous, and attentive to District customers and the public.

### **3.3.4 Limitations on Solicitations, Distribution and Access**

Employees are prohibited from soliciting for charitable, nonprofit or personal activities during work hours. Circulating materials, such as school fundraisers or charitable walk-a-thons, is permitted during meals or breaks and before or after work.

## 4.1 WORKING HOURS

## 4.1.1 Regular Hours of Work

The regular hours of work each day are consecutive except for interruptions for meal periods. The 40-hour workweek consists of seven (7) consecutive 24-hour periods days beginning on Friday and ending the following Friday, except where otherwise defined, such as for 9/80 workweeks. "Overtime" is defined as time worked in excess of 40 hours worked in a workweek or time worked in excess of nine (9) hours worked on a regularly scheduled work day/workday.

The District has designated a 9/80 workweek periods-schedule for all employees. The 9/80 workweek schedule consists of eight (8) work days/workdays of nine (9) hours and one (1) work day/workday of eight (8) hours for a total of 80 hours during two (2) consecutive workweeks. The District's 9/80 work schedule, The District's 9/80 work schedule has a 30-minute meal period. For all employees working a 9/80 schedule their workweek shall begin exactly four (4) hours into their eight (8) hour shift on the day of the week that constitutes their alternative flex day off (FDO). The District's 9/80 work schedule provides FDO on alternating Fridays.

See Appendix F contains the District's 9/80 Alternative Workweek Policy.

Employees' hours include an unpaid 30-minute meal break, and two paid ten (10) minute breaks during each consecutive four (4) hours worked.

## 4.1.2 Punctuality 4.1.2 Attendance and Punctuality and Attendance

Attendance and punctuality, that is observant of scheduled hours on a regular basis/basis, is an essential function.

## 4.1.2.1 Attendance

Employees who are unable to report for work on any day must call their supervisor no less than 30 minutes before the beginning of the workday. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work. When an employee is absent for three (3) or more consecutive days, resulting from an injury or illness, a doctor note shall be required before the employee returns to work.

## Punctuality

An employee who is not at work and ready to start working at his or her scheduled work time is considered tardy. More than three (3) instances of tardiness by a non-exempt employee during any 12-month period is considered excessive. Any unexcused absence is considered excessive. Excessive tardiness or absence is grounds for discipline, up to and including termination.

## 4.1.2.2 Attendance

Employees who are unable to report for work on any particular day/day must call their supervisor no less than 30 minutes before the beginning of the work

~~dayworkday. Absent extenuating circumstances, employees must call in on any day they are scheduled to work and will not report to work. When an employee is absent for three (3) or more consecutive days, as a result of resulting from an injury or illness, a doctor note shall be required before the employee returns to work. —Punctuality~~

An employee who is not at work and ready to start working at their scheduled work time is considered tardy. More than three (3) instances of tardiness by a non-exempt employee during any 12-month period is considered excessive. Any unexcused absence is considered excessive. Excessive tardiness or absence is grounds for discipline, up to and including termination.

#### 4.1.2.3 Request for Time Off

Employees shall request leave in advance with a minimum number of days' notice equal to the number of days of planned leave.



#### 4.1.2.4 ~~—~~Excessive Absences

One (1) or more absences that is not preapproved, in consecutive pay periods may ~~be considered to be~~ excessive and subject to review by the General Manager and may be grounds for discipline, up to and including termination.

#### 4.1.3 Job Abandonment

A constructive resignation occurs and is effective when an employee has been absent from duty for three (3) or more consecutive working days without authorized leave. The District may consider that a constructive resignation has occurred due to the absence, or that the absence provides a reasonable basis for believing that the employee has abandoned the job.

At minimum, one (1) phone call ~~in an attempt to~~ speak with the employee will occur. A voice message may be left for the employee.

After being absent for three (3) consecutive working days, a written notice will be sent via United States Postal Service (U.S.P.S), Priority Mail, including a Proof of Service Form, to the employee. If known, a notice may also be sent to the employee's personal e-mail address. The employee will be given written notice, at ~~employee's~~ the employee's address of record, of the circumstances of the job abandonment, and an opportunity to provide an explanation for employee's unauthorized absence. The employee will be provided five (5) calendar days to respond in writing why employee's employment with the District should not be terminated due to job abandonment or to arrange for an appointment with the General Manager before final action is taken to explain the unauthorized absence and failure of timely notification. The decision of the General Manager is final.

## 4.2 COMPENSATION

### 4.2.1 Overview

The District uses a salary schedule to determine the compensation for each job classification. The District's goal is to be an employer of choice with the objective of providing the employees with competitive salaries and benefits. Any monetary changes to the salary schedule shall be approved by the Board.

The current salary schedule is available to employees and posted on the District's website.

~~The General Manager shall determine, and/or recommend, the compensation of all District employees based upon performance. Base rate of pay may be adjusted upward in a single fiscal year in an amount not to exceed five (5)% at the General Manager's discretion. Base rate of pay adjustments exceeding five (5)% in a single fiscal year will require approval by the Board of Directors.~~ **4.2.2 Pay Periods**

All employees of the District are paid every other Wednesday. Time sheets for payroll are due to the Finance Department on Monday before the pay date. The biweekly payroll covers work performed for an 80-hour pay period for all

employees. Direct deposit is encouraged for all employees. Further information on direct deposit is available from the Human Resources Administrator.

All employees are expected to enter their time worked every day on their time sheet, which must be turned in by 8:00 a.m. on the payroll due date. Employees should direct questions regarding payroll to their supervisors. The employee's responsibility is to complete the time sheet accurately and submit it to their supervisor to review and approve. Failure to submit an accurate time sheet on time may result in a delay of payment or discipline, up to and including termination if the inaccuracy is intentional or due to gross negligence.

All changes in the salary schedule will be reported to the Board of Directors.

The current salary schedule is available to employees and posted on the District's website. Only the grade level and classifications, including unfilled classifications, are displayed.

#### **4.2.3 Cost of Living Adjustment**

Cost of living adjustments (COLA) may be made annually at the determination and discretion of the Board. The COLA is ~~generally~~ based on the average of the All Cities CPI – U, Western CPI – U, and San Francisco CPI-U.

COLAs shall be used in computing all salary-related costs and shall be effective on a date designated by the Board.

#### **4.2.4 Merit Increase**

Employees considered for a merit pay increase~~Employees who may be eligible for one (1) step increase per year, if they~~ have consistently rated above average on their performance ~~evaluations, and evaluations and~~ have otherwise excelled in the performance of their job duties beyond what is ordinarily expected, ~~may be eligible for a merit pay increase of one (1) level per year.~~ Any decision to award a merit pay increase is made by and at the discretion of the employee's direct supervisor and the General Manager. A positive performance evaluation does not guarantee a merit increase.

An employee's base rate of pay may be adjusted upward in a single fiscal year in an amount not to exceed five (5)% at the General Manager's discretion. Base rate of pay adjustments exceeding five (5)% in a single fiscal year, with the exception of promotions, will require approval by the Board.

#### **4.2.5 Working Early/Staying Late**

Non-exempt employees shall not enter or remain in District work areas for any purpose except to report for, be present during and to conclude a work period. Without approval by their supervisor, non-exempt employees must not begin work and clock in at ~~his or her~~ their working area more than seven (7) minutes before they are scheduled to begin and must stop work and clock out from ~~his or~~

hertheir work area no later than seven (7) minutes after their work scheduled for the day is completed. The work area does not include District parking lots, gates or other similar outside areas. Employee work time is rounded up or down to the nearest 15 minutes interval.

EXAMPLES: An employee clocks out at the end of a workday at 5:03 pm. ~~His or her~~ Their timecard will be rounded down to 5:00. Another employee stays a few minutes later at ~~his or her~~ their supervisor's request and clocks out for the day at 5:12 pm. ~~His or her~~ Their timecard is rounded up to 5:15 pm.

#### **4.2.2 Fair Labor Standards Act**

As a public agency, the District falls under the governance of the Fair Labor Standards Act (FLSA). FLSA regulates the wages paid to District employees, including overtime and recordkeeping. Information on the FLSA is posted on the District's bulletin boards. Employees who have questions regarding the FLSA should speak with the Human Resources Administrator.

#### **4.2.3 Pay Periods**

All employees of the District are paid every other Wednesday. Time sheets for payroll are due to the Finance Department on Monday before the pay date. The biweekly payroll covers work performed to date for all employees. Direct deposit is encouraged for all employees. Further information on direct deposit is available from the Human Resources Administrator.

All employees are expected to enter their time worked every day on their time sheet, which must be turned in by 8:00 a.m. on the payroll due date. Employees should direct questions regarding payroll to their supervisors. The employee's responsibility is to complete the time sheet accurately and submit it to their supervisor to review and approve. Failure to submit an accurate time sheet on time may result in a delay of payment or discipline, up to and including termination if the inaccuracy is intentional or due to gross negligence.

#### **4.2.4 Wage Garnishment**

The District must comply with court orders directing garnishment of wages. A garnishment will reduce the employee's take-home pay.

#### **4.2.5 Cost of Living Adjustment**

Cost of living adjustments (COLA) may be made annually at the determination and discretion of the Board of Directors. The COLA is generally based on the average of the All-Cities CPI-W, Western CPI-W, and San Francisco CPI-W.

COLAs shall be used in computing all salary-related costs and shall be effective on a date designated by the Board of Directors.

#### **4.2.6 Longevity Pay**

Longevity pay is to recognize an employee's long-term service to the District. Annual Longevity Pay amounts are based on the length of service with the District, beginning at year six (6) and capping at year 15, and at a percentage of the employee's annual rate of base salary on their anniversary date. Employees will receive one-half (0.5)% of their salary, per year, up to the 15<sup>th</sup> year where it will cap. The employee will continue to receive the Longevity Pay annually, for every year following the 15<sup>th</sup> year at the capped amount. Longevity amounts are computed by multiplying the employee's base rate of pay by the appropriate percentage from the following table:

<b>Years of Service</b>	<b>Rate of Longevity Pay</b>
6	0.5%
7	1%
8	1.5%
9	2%

10	2.5%
11	3%
12	3.5%
13	4%
14	4.5%
15	5%

~~Payment shall be made during the same pay period following the employee's anniversary date in which the employee is eligible to receive longevity pay. This includes employees on workers' compensation leave.~~

~~Longevity Pay is reportable to California Public Employees Retirement Systems (CalPERS) as Incentive Pay under Special Compensation and is added to the yearly computations of an employee's annual pay, unless otherwise prescribed by law.~~

**4.2.7-6 Overtime Pay**

Non-exempt employees shall be eligible for overtime compensation. No employee shall work overtime unless the employee's immediate supervisor authorizes the additional work time. Employees who work unauthorized overtime will be compensated for such work, but will be subject to discipline, up to and including termination.

All hours worked over a regularly scheduled nine (9) hour workday or time worked in excess 40 hours in a workweek shall be paid at the overtime rate of one and a half (1.5) times the employee's regular rate of pay. An employee will be paid for overtime worked by rounding up to the nearest 15-minute interval.

~~EXAMPLE: If a non-exempt employee who is scheduled for a nine (9) hour workday works an additional hour, he or she will be paid one (1) hour overtime, even if he or she has not exceeded 40 hours in that week.~~

Time worked includes vacation, personal leave, or other leave whether paid or unpaid. No employee may work more than 12 hours in a 24-hour period without the approval of the General Manager or ~~his or her~~their designee.

Exempt employees are not eligible for overtime pay.

**4.2.8 Working Early/Staying Late**

~~Non-exempt employees shall not enter or remain in District work areas for any purpose except to report for, be present during and to conclude a work period. Without approval by their supervisor, non-exempt employees must not begin work and clock in at his or her working area more than seven (7) minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than seven (7) minutes after their work scheduled for the day is completed. Work area does not include District parking lots, gates or other similar outside areas. Employee work time is rounded up or down to the nearest 15 minutes interval.~~

*EXAMPLES: An employee clocks out at the end of a workday at 5:03 pm. His or her timecard will be rounded down to 5:00. Another employee stays a few minutes later at his or her supervisor's request and clocks out for the day at 5:12 pm. His or her timecard is rounded up to 5:15 pm.*

#### **4.2.9 Working on Holidays**

Employees required to work on a scheduled holiday shall be paid time and a half of the employee's base rate of pay.

#### **4.2.10-7 On-Call Duty**

A schedule is maintained by a designated supervisor ~~or designee~~ whereby qualified operation employees are assigned on a rotational basis to be on-call on weekends, holidays, and other times outside of regular business hours for the District. Employees assigned to on-call duty are paid \$85 per day.

~~Employees who are assigned to on call duty are required to receive calls, report for work whenever needed and to keep their supervisor informed of the telephone number where they can be reached. The on-call employee must respond by telephone within five (5) minutes of receiving notification of a call-out event and must respond in person within 45 minutes. Additionally, employees shall monitor the on-call phone four (4) times per day over even time increments for water waste complaints sent to the District's "Report Water Waste" email. The purpose of this monitoring shall be to determine if a customer has mistakenly reported a significant leak as a water waste event that requires the District's urgent attention.~~

Each qualified operation employee is eligible for on-call duty. Employees may volunteer to be added to the on-call list. If required, the District can mandate an employee to serve on-call duty. Any employees who would like to switch their scheduled on-call week(s) must find their own replacement, except in cases of illness or emergency. The employee must obtain approval from the designated supervisor ~~or designee~~ at least seven (7) days in advance of ~~his or her~~ their scheduled on-call shift.

Employees servicing on-call will be scheduled for weekend service for routine operations and maintenance activities necessary outside of regular business hours. Employees will be compensated in accordance with the overtime provision from the time of their arrival at the Railroad Water Treatment and Storage Facility (RRWTSF) to the completion of their daily activities, which shall end at the RRWTSF.

#### **4.2.11-8 Call-Out**

Employees serving on-call are subject to a call-out event. Employees who respond to a call-out event will be compensated for travel time from their homes to the event location. An on-call, non-exempt employee who is called to work outside of ~~his or her~~ their regularly scheduled shift shall be paid for a minimum of two (2) hours in accordance with the overtime provision. ~~The employee shall be paid for call-out time worked at the applicable straight time or overtime rate.~~

*EXAMPLE: Sam is on-call on a Thursday evening when he receives a call-out to a suspected leak. While he is at the site investigating the leak, he receives another call for a water turn-on. These two (2) calls are a single call-out and Sam*

will be paid a minimum of two (2) hours, plus any additional time it takes to complete the second work order.

#### **4.2.12-9 Call Back**

~~When if an~~ employee ~~has completed his or her~~their normal work shift, ~~has left work, and is requested to return back to work by a supervisor, because of a District request made after the employee has completed his or her~~the normal work shift and left the work station, ~~the~~ employee shall be ~~compensated credited with~~two (2) hours ~~minimum~~, plus any hours of work in excess of two (2) hours ~~in accordance with the overtime provision. in which the employee is continuously engaged in work for which he or she was called back.~~

The two (2) hour minimum shall apply only when an employee is required to physically return to work (e.g. leave home or another off duty location) in order to perform required duties. ~~An employee who performs work after regular work hours, but who is not required to leave home, shall be compensated at one and a half (1.5) times pay- in accordance with the overtime provision. or compensatory time as per overtime provisions.~~

Call back provisions, including the two (2) hour minimum, shall not apply if an employee is called to work within one (1) hour of the employee's normal starting time. An employee who is called to work within the one (1) hour prior to the normal starting time, shall be compensated in accordance with the overtime provision.

~~under normal overtime provisions.~~

*EXAMPLE: Fred's normal work schedule is 7:00 AM to 4:30 PM. Fred receives a call back at 6:00 AM and must come into work early. ~~Since the call back is no more than one (1) hour prior to Fred's normal start time, Fred will not receive a two (2) hour minimum pay, he will receive but~~ one (1) hour of pay.*

#### **4.2.10 Working on Holidays**

Employees required to work on a scheduled holiday shall be paid time and a half of the employee's base rate of pay.

#### **4.2.13-13 Commercial<sup>131</sup> Commercial Class A License Differential Pay**

All full-time, non-exempt water distribution and treatment operators, including supervisors, are eligible to receive differential pay for holding a California commercial Class A license (Class A license) during employment with the District. Any operator possessing a Class A license shall be paid a differential of \$1.50 per hour above ~~his or her~~their regular rate of pay.

Operators have the sole responsibility of providing copies of ~~his or her~~their license and renewals to the Human Resources Administrator. Operators must provide evidence that the license is current ~~in order for~~for compensation to be considered. If the license has expired, the related compensation will stop. In no event will retroactive differential pay be awarded for changes in policy or an operator's failure to provide or maintain proof of a current license in ~~his or~~

hertheir personnel file. All requests for differential pay will be made to the Human Resources Administrator and codified with a Personnel Action Form.

#### **4.2.12 Longevity Pay**

Longevity pay is to recognize an employee's long-term service to the District. Annual Longevity Pay amounts are based on the length of service with the District, beginning at year six (6) and capping at year 15, and at a percentage of the employee's annual rate of base salary on their anniversary date. Employees will receive one half (0.5)% of their salary, per year, up to the 15<sup>th</sup> year where it will cap. The employee will continue to receive the Longevity Pay annually, for every year following the 15<sup>th</sup> year at the capped amount. Longevity amounts are computed by multiplying the employee's base rate of pay by the appropriate percentage from the following table:

<u>Years of Service</u>	<u>Rate of Longevity Pay</u>
<u>6</u>	<u>0.5%</u>
<u>7</u>	<u>1%</u>
<u>8</u>	<u>1.5%</u>
<u>9</u>	<u>2%</u>
<u>10</u>	<u>2.5%</u>
<u>11</u>	<u>3%</u>
<u>12</u>	<u>3.5%</u>
<u>13</u>	<u>4%</u>
<u>14</u>	<u>4.5%</u>
<u>15</u>	<u>5%</u>

Payment shall be made during the same pay period following the employee's anniversary date in which the employee is eligible to receive longevity pay. This includes employees on workers' compensation leave.

Longevity Pay is reportable to California Public Employees Retirement Systems (CalPERS) as Incentive Pay under Special Compensation and is added to the yearly computations of an employee's annual pay, unless otherwise prescribed by law.

#### **4.2.13 Fair Labor Standards Act**

As a public agency, the District falls under the governance of the Fair Labor Standards Act (FLSA). FLSA regulates the wages paid to District employees, including overtime and recordkeeping. Information on the FLSA is posted on the District's bulletin boards. Employees who have questions regarding the FLSA should speak with the Human Resources Administrator.

#### **4.2.14 Wage4.2.134 Wage Garnishment**

The District must comply with court orders directing garnishment of wages. A garnishment will reduce the employee's take-home pay.

#### **4.2.154 No Volunteering of Work Time**

All time spent for the benefit of the District must be reported as hours worked on time records so that the employee is paid for all work. Overtime-eligible employees may not "volunteer" work time to perform duties that are the same or



similar as their stated or regular job duties. Employees have no authorization to work without compensation. No supervisor has authority to request overtime-eligible employees to volunteer work time.

#### **4.2.15 Y-Rate**

The District may choose to Y-rate an employee when their salary grade is determined, by a salary and compensation study, to be above the wage range assigned. The process of y-rating will allow the employee's base rate to remain the same. Y-rating will automatically end once future increases bring the employee's new wage range up to a level where the employee's Y-rated wage falls within the new wage range.

**Commented [1]:** Typically, Y Rating is associated with implementing compensation studies, not as a disciplinary measure. We would recommend removing this unless the District has specific scenarios where this form of discipline is used.

## 5.1 INTRODUCTION

### 5.1.1 Notice

This chapter of the Employee Policy Manual is intended to provide a general overview of the benefits currently available to eligible employees of the District. State and/or federal laws govern some of these benefits, while others are determined by the District Board or governed by a benefit provider. Should there be a discrepancy between the contents of this manual and a provision of an applicable law, benefit plan, or contract, then the law, plan document, or contract will prevail.

This manual does not describe all the exclusions, limitations, or conditions of the benefit programs. Employees who wish to review any official plan documents or who have questions about employee benefits may make an appointment with the Human Resources Administrator for that purpose.

The District Board reserves the right to curtail, reduce, change, suspend or discontinue any non-vested benefit in its sole discretion at any time. Employees will be notified of any changes in employee benefit programs. The District's Boards right to make these changes is not limited by an employee's length of service or by an employee's reliance on availability of benefits or any other factor. Part-time and temporary employees are not eligible for benefits unless required by law.

### 5.1.2 Administration of Employee Benefits

All of the employee benefit programs at the District are administered by the District Human Resources Administrator or his or her their designee its designated administrators. ~~The District Human Resources Administrator reserves the exclusive authority and discretion to determine all issues of eligibility and all questions of interpretation and administration of each benefit program.~~

## 5.2 HOLIDAYS

### 5.2.1 Observed Holidays

The District observes the following 12 paid holidays.

- January 1<sup>st</sup>, New Year's Day
- Third Monday in January, Martin Luther King's Birthday
- Third Monday in February, Presidents' Day
- Last Monday in May, Memorial Day
- June 19<sup>th</sup>, Juneteenth National Independence Day
- July 4<sup>th</sup>, Independence Day
- First Monday in September, Labor Day
- November 11<sup>th</sup>, Veterans' Day
- Fourth Thursday in November, Thanksgiving Day
- Fourth Friday in November, Day after Thanksgiving Day
- December 25<sup>th</sup>, Christmas

- Floating Holiday

- 5.2.1.1 Floating Holiday

Regular full-time employees will receive one (1) floating holiday per fiscal year. This time will be credited to regular full-time ~~employees~~ employees ~~at~~ the first full pay period in July. Regular part-time employees shall receive floating holiday time on a pro-rated basis.

Newly hired employees will receive pro-rated floating holidays based on their start date:

- a. If the start date falls after July 1<sup>st</sup>, but before December 31<sup>st</sup>, the new employee will receive one (1) floating holiday.
- b. If the start date falls after January 1<sup>st</sup>, but before June 30<sup>th</sup>, the new employee will receive a half day of floating holiday time.

Floating holidays may not be accumulated or carried over into the next fiscal year. Floating holidays may be taken at a time mutually agreeable to the employee and supervisor.

- 5.2.1.2 Recognized Holiday Dates

Each year, the General Manager will designate the recognized dates of District holidays. When an authorized holiday falls on a Saturday, the preceding Friday shall be observed as an authorized paid holiday; or when an authorized holiday falls on a Sunday, the following Monday shall be observed as an authorized paid holiday. If a holiday falls on a 9/80 Flex Day Off, the General Manager will determine when the holiday will be designated.

- 5.2.1.3 Exceptions

In the event any of the holidays occur on a day an employee is on personal time off (PTO) or vacation, the employee shall not be charged vacation or PTO time for that day.

### 5.3 PERSONAL TIME OFF

#### 5.3.1 Personal Time Off

The District provides PTO to its regular full-time employees. -This benefit is a method of furthering the health and general welfare of the employees, as well as establishing standards to ensure maximum and reasonable job attendance. ~~PTO can be used for any reason.~~

- 5.3.1.1 Eligibility and Accrual

Regular full-time employees begin to accrue PTO benefits on the first day after completing their first full month of employment based on their date of hire.

*EXAMPLE: An employee beginning work at the District on March 15<sup>th</sup> will begin accruing PTO benefits on April 16<sup>th</sup>.*

Regular full-time employees accrue eight (8) hours of PTO benefits during each month of service in which they are actively employed by the District in a paid status.

#### 5.3.1.2 Maximum Accrual

PTO can be accrued up to the maximum of 320 hours (8 weeks). Employees who have reached the maximum accrual will cease accruing until the employee has used enough personal time to fall under the maximum. Employees may, upon written request and approval by the General Manager, be permitted to receive a cash payment for all or part of their accrued, unused PTO balances.

#### 5.3.1.3 Use of Personal Time Off

PTO can be used for any reason. PTO may be granted in minimum units of a quarter hour provided such time has been earned at the time of use. Selection of PTO dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

*EXAMPLE: If a regular full-time employee requests five (5) PTO days off, the employee must provide a written request five (5) business days prior to the start of requested PTO.*

The use of any PTO is the responsibility of the employee and must be noted on the employee's time sheet for each pay period in which time is taken.

Upon separation from service, unused accrued PTO will be paid to regular full-time employees.

#### 5.3.1.4 When Personal Time Off is Exhausted

If an absent employee exhausts ~~his or her~~their accrued PTO, the employee may request unpaid time off subject to the approval by the General Manager.

### 5.4 SICK LEAVE FOR PART-TIME EMPLOYEES

Part-time employees who work 30 or more days within a calendar year from commencement of employment are eligible for sick leave.

Eligible part-time employees shall accrue sick leave at the rate of one (1) hour for every 30 hours worked. Eligible part-time employees may use accrued sick leave starting on the 90th day of their employment to address the diagnosis, care or treatment (including preventive treatment) of an existing health condition. Such care or treatment may be for the employee, the employee's family member, or for an employee who is the victim of domestic violence, sexual assault or stalking to engage in protected activities, such as seeking medical attention or counseling, obtaining a restraining order, and participating in safety planning.

Eligible part-time employees may use up to 2440 hours of accrued sick leave annually. –Eligible part-time employees may accrue up to and carry over to the following year a maximum of 48 hours of sick leave. Accrued but unused sick leave will not be paid out upon termination of employment.

## 5.5 PAID ADMINISTRATIVE BENEFITS

### 5.5.1 Paid Administrative Benefits

The District provides paid administrative benefits to its regular full-time exempt employees. This benefit is a means of rewarding and encouraging management employees to participate in and attend meetings, activities, and events on behalf of the District and to spend time outside of normal working hours otherwise in the service of the District. Paid administrative benefits is not considered vacation and is a privilege of paid time away from work. Paid administrative leave is not provided as accrued time-off and is not a form of deferred compensation.

#### 5.5.1.1 Eligibility ~~and Accrual~~

Regular full-time exempt employees may request to use up to ~~are allocated~~ 80 hours of paid administrative benefits ~~each on the first day of each~~ fiscal year (July 1<sup>st</sup>).

New exempt employees or promoted employees will be eligible to request to use ~~receive~~ paid administrative benefits on the first day of their exempt status as follows:

- a. If the start date falls after July 1<sup>st</sup>, but before December 31<sup>st</sup>, the exempt employee will be eligible to use up to ~~receive~~ 80 hours of paid administrative benefits.
- b. If the start date falls after January 1<sup>st</sup>, but before, June 30<sup>th</sup>, the exempt employee will be eligible to use up to ~~receive~~ 40 hours of paid administrative benefits.

#### 5.5.1.2 Use of Paid Administrative Benefits

Paid Administrative Benefits may be granted in minimum units of a quarter hour provided such time is available at the time of use. Selection of paid administration benefit dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

*EXAMPLE: If a regular full-time exempt employee requests five (5) paid administrative benefit days off, the employee must provide a written request five (5) business days prior to the start of requested paid administrative benefits.*

The use of paid administrative benefits must be recorded in the District's payroll records.

~~Unused Paid Administrative Benefits are not eligible for cash-out and do not roll over. Unused Paid Administrative Benefits are forfeited by the employee at the end of the fiscal year. Paid administrative benefits cannot be cashed out and unused time cannot be rolled over into a new fiscal year.~~ Upon separation of service, unused paid administrative benefits will not be paid to eligible employees.

## 5.6 VACATION BENEFITS

### 5.6.1 Vacation Benefits

The District provides vacation benefits to its regular full-time employees. -This benefit is a method of furthering ~~the health~~health and general welfare, as well as establishing standards to ensure maximum and reasonable job attendance.

#### 5.6.1.1 Eligibility and Accrual

Regular full-time employees begin to accrue vacation benefits on the first day after completing their first full month of employment based on their date of hire.

~~Regular full-time employees accrue vacation benefits during each month of service in which they are actively employed by the District in a paid status. Each month, an employee will accrue the hours listed in the table below.~~

*EXAMPLE: An employee beginning work for the District on March 15<sup>th</sup> will begin accruing 3.34 vacation ~~benefits~~hours on April 16<sup>th</sup>. By the end of their first year, they will have accrued 40 vacation hours. When an employee reaches their first-year anniversary, they will be entering their second year of employment and will begin to accrue 6.68 vacation hours per month, for a total of 80 hours of vacation per year. This accrual will continue until they reach their fourth-year anniversary.*

~~Regular full-time employees accrue vacation benefits during each month of service in which they are actively employed by the District in a paid status.~~

Regular full-time employees will accrue paid vacation benefits based on a full month of service as follows:

From the beginning of year...	Until the end of year...:	Hours Accrued Monthly:	Equivalent Vacation Hours Accrued Yearly:
<del>40</del>	1	3.34	40
2	4	6.68	80
5	9	10.00	120
10	14	13.34	160

15	19	16.67	200
20+		0.67+	Additional 8 hours per year

5.6.1.2 Maximum Accrual

Vacation benefits may be accrued up to a maximum of 320 hours (8 weeks). Employees who have reached the maximum accrual cease to accrue vacation benefits until they have used enough vacation ~~time~~ hours to fall under the maximum. Employees may, upon written request and approval by the General Manager, be permitted to receive a cash payment for all or part of their accrued, unused vacation benefits.

5.6.1.3 Use of Vacation Benefits

Vacation benefits may not be used until they are accrued. Vacation benefits may be granted in minimum units of a quarter hour provided such time has been earned at the time of use. Employees are encouraged to take at least five (5) consecutive vacation benefit days during each calendar year. Selection of vacation benefit dates is subject to written approval from the employee's supervisor with a minimum notice of one day per each day requested.

*EXAMPLE: If a regular full-time employee requests five (5) vacation days off, the employee must provide a written request five (5) business days prior to the start of requested vacation.*

Employees must take work schedules into consideration when requesting and/or granting leave so as to ~~insure~~ensure adequate coverage.

It is the employee's responsibility to record used vacation hours on ~~his or her~~their time sheet.

Eligible employees may take no more than 15 consecutive working days of vacation benefits in a single vacation leave unless approved by the General Manager. Upon separation from service, unused accrued vacation benefits will be paid to employees.

5.6.1.4 When Vacation Benefits are Exhausted

If an ~~absent~~ employee exhausts ~~his or her~~their accrued vacation benefits, the employee may request unpaid time off subject to the approval by the General Manager.

Commented [1]: Discuss scenarios. Should we remove the word absent, how is that relevant.

**5.7 CATASTROPHIC ILLNESS LEAVE DONATION**

**5.7.1 Catastrophic Illness Leave Donation**

~~The District has established a policy to allow~~ employees are allowed to voluntarily donate accrued leave time to fellow employees who are incapacitated due to a medical emergency and who have exhausted all other paid leave credits, including any sick leave, PTO, vacation benefits, floating holiday time, and paid administrative benefits.

5.7.1.1 Medical Emergency

For purposes of this policy, a “medical emergency” means a medical condition of the employee or an immediate family member of the employee that will require the prolonged absence of the employee from duty and will result in a substantial loss of income to the employee because the employee will have exhausted all paid leave.

5.7.1.2 Donated Leave Requests and Receipt

All leave donations and requests for receipt of donated leave must be approved by the General Manager. The General Manager may approve a donation request in full, deny it outright, or approve it at a reduced number of hours. The decision ~~whether or not~~whether to approve a leave donation or the receipt of donated leave is made at the sole discretion of the General Manager and is not subject to any grievance procedure.

5.7.1.3 Qualifications for Leave Donations

~~In order to~~To qualify for leave donations, an employee must submit a written application describing the medical emergency to the Human Resources Administrator. The application should include appropriate verification of the need for leave from the employee’s or family member’s medical provider. The application must also specify the number of leave hours requested. The employee may, but is not required to, voluntarily include information about the nature of the medical emergency to inform prospective leave donors. Although an employee is ineligible to receive donated leave while he or she has accrued leave available, a donation application may be submitted prior to the anticipated date that all leave balances will be exhausted.

5.7.1.4 Medical Information

Upon receipt of a valid request for donations from an eligible employee, the Human Resources Administrator shall prepare a notice to all District employees of the eligible employee’s need for donations. Confidential medical information shall not be included in the posted notice unless voluntarily provided by the requesting employee for this purpose.

5.7.1.5 Voluntary Donations

All donations are entirely voluntary. Donations are irrevocable, as donated leave is deemed to be surrendered to the District. The Employee shall be responsible for compliance with all applicable state and federal tax laws concerning the leave donation and the deductibility thereof.

Donations must be made in whole-hour increments. The value of donated hours will be calculated at the donating employee’s regular rate of pay, then converted to hours of sick leave at the recipient’s regular rate of pay to the nearest hour to determine the number of hours of sick leave available to the recipient.

In accordance with IRS Ruling 90-20, leave donated is not considered wages for the employee who donates the leave and will, therefore, not be included in gross income or subject to withholding. An employee who



donates leave incurs no deductible expense or loss either upon the donation or use by the recipient.

## 5.8 INTEGRATION OF OTHER BENEFITS

### 5.8.1 Workers' Compensation

A covered employee who is entitled to receive temporary disability indemnity under the California Labor Code (Workers' Compensation) may elect to take only that portion of accumulated sick leave, PTO, or vacation benefit that, when added to the employee's disability indemnity, will equal the employee's total base salary. The election must be made by filing a request to integrate these benefits with the Human Resources Administrator prior to the end of the bi-weekly pay period.

### 5.8.2 State Disability Insurance (SDI)

Eligible employees are covered by State of California Disability Insurance pursuant to the California Unemployment Insurance Code. Disability insurance is payable when the employee cannot work because of illness or injury not caused by employment at the District, or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability payments are available from the Human Resources Administrator. Any combination of SDI, PTO, Sick, or other with Accrued leave(s) may not exceed 100% of the employee's current wage.

### 5.8.3 Social Security

Regular full-time District employees do not pay into Social Security. Employee wages are subject to Medicare tax. Temporary employees shall pay into Social Security and employee wages are subject to Medicare tax.

## 5.9 INSURANCE BENEFITS

### 5.9.1 Group Medical Insurance

#### 5.9.1.1 Coverage Effective Date

Group medical insurance coverage begins on the first day of the month following one (1) full month after employment.

*EXAMPLE: If a regular full-time employee begins employment on January 4<sup>th</sup>, the medical insurance is effective on March 1<sup>st</sup>*

#### 5.9.1.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a choice of group medical plans sponsored by the District. Employees are required to work a minimum of 20 hours per week to be eligible for group medical insurance.

Each employee should verify eligibility for coverage before undergoing treatment to ensure that treatment is covered.

#### 5.9.1.3 Coverage

Employees may not opt out of group medical insurance coverage. Coverage shall be in accordance with the terms of the medical insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the medical insurance plans offered by the District. Coverage may be maintained for children to the age of 26.

For regular full-time employees and eligible part-time employees, open enrollment will be held once a year, to allow the selection of health plans. Individuals with a qualifying event, as defined by federal law, such as a change in marital status or change in number of dependents, may make a change within the individuals' medical plan by contacting the Human Resources Administrator within ~~ten (10)~~ days of the qualifying event to obtain the required form. Employees with a non-qualifying event, such as an address change, must also contact the Human Resources Administrator as quickly as possible.

#### 5.9.1.4 District Contribution

The District's contribution to group medical insurance premiums will be as set forth in the District's Summary of Benefits provided to employees during open enrollment. The District reserves the right to eliminate or modify any of its benefits at any time.

For employees using the Consumer Driven Health Plan (CDHP) a Health Savings Account (HSA) is incorporated. For information on the HSA, see section 5.10.2.

Group medical insurance coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy ~~and the New Parent Leave Act~~). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

Continuance of group medical insurance coverage upon separation from the District will be provided under COBRA.

~~For information regarding the maximum monthly medical insurance contributions policy -~~ See Appendix ~~J~~ - Maximum Monthly Medical Insurance Contributions policy.

-For current maximum contributions or other questions regarding group medical insurance, please contact the Human Resources Administrator.

## 5.9.2 Group Dental Insurance

### 5.9.2.1 Coverage Effective Date

Group dental insurance coverage begins on the first day of the month following one (1) full month after employment.

*EXAMPLE: If a regular full-time employee begins employment on January 4<sup>th</sup>, the group dental insurance coverage is effective on March 1<sup>st</sup>.*

### 5.9.2.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by group dental insurance coverage sponsored by the District. Employees are required to work a minimum of 20 hours per week to be eligible for group dental insurance.

### 5.9.2.3 Coverage

Employees may not opt out of group dental insurance coverage. Coverage shall be in accordance with the terms of the group dental insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group dental insurance plan offered by the District. Coverage may be maintained for dependent children to the age of 26.

### 5.9.2.4 District Contribution

The District will pay the group dental insurance plan premiums for eligible employees, and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group dental insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy [and the New Parent Leave Act](#)). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group dental insurance plan premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

Continuance of group dental insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group dental insurance, please contact the Human Resources Administrator.

## 5.9.3 Group Life Insurance

### 5.9.3.1 Coverage Effective Date

Group life insurance plan coverage begins on the first day of the month following one (1) full month after employment.

*EXAMPLE: If a regular full-time employee begins employment on January 4th, the group life insurance plan coverage is effective on March 1st.*

5.9.3.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a group life insurance plan. Employees are required to enroll in the group life insurance plan. Employees are required to work a minimum of 20 hours per week to be eligible for group vision insurance coverage.

5.9.3.3 Coverage

Employees may not opt out of group life insurance plan coverage. Coverage shall be in accordance with the terms of the group life insurance plan as it exists.

Group life insurance coverage will not be covered by the District during an extended leave of absence (other than pregnancy disability leave).

5.9.3.4 District Contribution

The District will pay the group life insurance plan premium rates for eligible employees and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group life insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy and the New Parent Leave Act). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group life insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

For further information regarding group life insurance plan coverage, please contact the Human Resources Administrator.

**5.9.4 Group Vision Insurance**

5.9.4.1 Coverage Effective Date

Group vision insurance plan coverage begins on the first day of the month following one (1) full month after employment.

*EXAMPLE: If a regular full-time employee begins employment on January 4th, the group vision insurance plan coverage is effective on March 1st.*

5.9.4.2 Eligibility

Regular full-time employees and eligible part-time employees are insured by a group vision insurance plan. Employees are required to enroll in the

group vision insurance plan. Employees are required to work a minimum of 20 hours per week to be eligible for group vision insurance coverage.

#### 5.9.4.3 Coverage

Employees may not opt out of group vision insurance plan coverage. Coverage shall be in accordance with the terms of the group vision insurance plan as it exists. Employee's family members, including registered domestic partners, may participate in the group vision insurance plan offered by the District. Coverage may be maintained for children to the age of 26.

#### 5.9.4.4 District Contribution

The District will pay the group vision insurance plan premium rates for eligible employees and for eligible dependents. The District reserves the right to eliminate or modify any of its benefits at any time.

Group vision insurance plan coverage will not be covered by the District during an unpaid leave of absence or during disability leave (other than the District's pregnancy disability leave policy ~~and the New Parent Leave Act~~). In such cases, the employee may reimburse the District for the premium (which may include an administration fee).

In the event of any increase in group vision insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage at the discretion of the Board of Directors.

Continuance of group vision insurance plan coverage upon separation from the District will be provided under COBRA.

For further information regarding group vision insurance, please contact the Human Resources Administrator.

### 5.9.5 Post-Retirement Benefits

The District pays a portion of the group medical, dental, and vision insurance premiums for each eligible employee and spouse, or registered domestic partner, retiring within 120 days of separation from the District. Eligibility is based on an employee reaching 55 years of age and having 15 years continuous service with the District. Health Benefits with the District continue for a spouse upon death of the Retired employee. ~~In the event that~~ the Surviving Spouse obtains additional medical coverage, aside from Medicare, the medical benefit provided by the District will be terminated.

For details on current monthly maximums, please contact the Human Resources Administrator. Group medical plan coverage shall be in accordance with the terms of the group medical insurance plan.

Employees hired before October 28, 2009 had a one-time option to stay with the policy in place at that time (employee reaching 55 years of age, five (5) years of continuous service with the District, and retiring with medical only) or electing the new policy (employee reaching 55 years of age, having 15 years

of continuous service with the District, retiring with medical, and adding dental, and vision to their retirement health benefits).

5.9.5.1 Open Enrollment

Retired employees will be offered the same retirement health coverages as currently offered to active employees.

Retired Employees will be offered the right to change plans during annual Open Enrollment. Elections made during the Open Enrollment period remain in force for the duration of the following calendar year with the exception that if the retirement occurs after the close of Open Enrollment but before January 1<sup>st</sup>, a new plan election may be made to take effect January 1<sup>st</sup>.

Once a retired employee leaves the District's health plans, they are ineligible to return.

5.9.5.2 Premium Payments

Premium payments are due and payable to the District by the first of the month. A maximum 30-day grace period follows the due date. Non-payment of premiums may result in elimination from the plans. If eliminated, the retired employee may continue to participate only for the period mandated by COBRA and only if the premiums are paid.

5.9.5.3 Medicare

If eligible for Medicare, retired employees are required to enroll in Part A and B. The retired employee pays Part B premiums directly to Medicare. In addition, the retired employee and spouse will be automatically signed up for Medicare Part D. The retired employee pays Part D premiums. Premiums are determined by Medicare and are published on an annual basis.

5.9.5.4 -Change in Geographic Location

Retired employees, who do not live within service areas of the District's health plan providers, may receive reimbursement for health insurance premiums paid. Upon receipt of proof of address outside of the service areas of the District's health plans, proof of insurance coverage and a billing itemizing premium payments, the District will reimburse the retired employees quarterly, in a dollar amount equal to the actual premium amounts paid, but not to exceed the District's Cap (Single or Two-Party) for medical and for the dental and vision premiums in place each year.

The reimbursement shall occur at the end of each quarter and is the retired employee's responsibility to submit the required paperwork.

#### 5.9.5.5 Health Savings Account

Retirees who select the District's Consumer Driven Health Plans may be eligible for an annual contribution into their HSA up to the maximum medical insurance contribution as established by the District. For details on the current maximum medical amounts, please contact the Human Resources Administrator.

When a retiree turns 65 and begins Medicare coverage, they lose HSA eligibility on the first day of that month.

EXAMPLE: If a retiree's birthday is April 19, they are no longer eligible to contribute to an HSA as of April 1. For the months prior to their birthday, they are still eligible for an HSA.

#### 5.9.6 Retirement Disability Benefits

The District provides retirement disability benefits to assist eligible employees who have reached 50 years of age or older and who are retired due to disability. The District provides 75% of its maximum contribution, at the level provided at the time of the disability's certification, toward continued group medical insurance coverage for the retiree and the retiree's eligible dependents. This coverage will continue for up to 15 years.

To be eligible, employees must be:

- Regularly eligible for medical benefits
- Employed by the District as a regular full-time employee for no fewer than three (3) years
- Age 50 or older and have retired due to disability

A doctor's certificate establishing eligibility for retirement disability is required. The certification must contain: the date, if known, that the condition began, the probable duration of the condition, and a statement that, due to the condition, the retiree became unable to work at all or unable to perform any one or more of the position's essential duties. Claims for this benefit must be processed through the Human Resources Administrator and approved by the General Manager.

#### 5.9.6.1 Open Enrollment

Retired employees will be offered the same retirement health coverages as currently offered to active employees. Retired employees will be offered the right to change plans during annual Open Enrollment. Elections made during the Open Enrollment period remain in force for the duration of the following calendar year with the exception that if the retirement occurs after the close of Open Enrollment but before January 1<sup>st</sup>, a new plan election may be made to take effect January 1<sup>st</sup>.

Once the Retired employee leaves the District's health plans, they are ineligible to return.

**Commented [2]:** The District should consider whether regular retiree medical or the disability retirement medical are properly aligned with the PEMHCA requirements. This can be examined as a separate billable matter.

#### 5.9.6.2 Premium Payments

Premium payments are due and payable to the District by the first of the month. A maximum 30-day grace period follows the due date. Non-payment of premiums may result in elimination from the plans. If eliminated, the retired employee may continue to participate only for the period mandated by COBRA and only if the premiums are paid.

#### 5.9.6.3 Medicare

If eligible for Medicare, retired employees are required to enroll in Part A and B. The retired employee pays Part B premiums directly to Medicare. In addition, the retired employee and spouse will be automatically signed up with Medicare Part D. The retired employee pays Part D premiums.

Premiums are determined by Medicare and are published on an annual basis.

#### 5.9.6.4 Change in Geographic Location

Retired employees, who do not live within service areas of the District's health plan providers, may receive reimbursement for health insurance premiums paid. Upon receipt of proof of address outside of the service areas of the District's health plans, proof of insurance coverage and a billing itemizing premium payments, the District will reimburse the retired employees, in a dollar amount equal to the actual premium amounts paid, but not to exceed the District's Cap (Single or Two-Party) for medical and for the dental and vision premiums in place each year. The reimbursement shall occur at the end of each quarter and is the retired employee's responsibility to submit the required paperwork.

#### 5.9.6.5 Health Savings Account

Retirees who select the District's Consumer Driven Health Plans may be eligible for an annual contribution into their HSA up to the maximum medical insurance contribution as established by the District. For details on the current maximum medical amounts, please contact the Human Resources Administrator.

When a retiree turns 65 and begins Medicare coverage, they lose HSA eligibility on the first day of that month.

EXAMPLE: If a retiree's birthday is April 19, they are no longer eligible to contribute to an HSA as of April 1. For the months prior to their birthday, they are still eligible for an HSA.

#### **5.9.7 Workers' Compensation Insurance**

District employees are protected by Workers' Compensation Insurance while employed by the District at no cost to employees. The policy covers employees in case of occupational injury or illness. Every occupational injury or illness, no



matter how slight, must be reported immediately to a supervisor. The supervisor will explain the steps that should be taken next.

## 5.10 OTHER BENEFITS

### 5.10.1 CalPERS Retirement Plan

The District's contract with the California Public Employee's Retirement System (CalPERS) provides for the following retirement benefits. CalPERS shall determine if an employee is a Classic or New CalPERS member. -Extra help employees will may be enrolled in CalPERS where required by law. -(Gov. Code, § 20305.)

1. Tier 1 – Retirement benefits for classic members, meaning all employees who are not “new members” as defined by Government Code section 7522.04, shall receive the following CalPERS benefits.
  - 2.0% @ age 55 retirement formula (GC 21354)
  - Three (3) year average of final compensation (GC Section 20042)
  - Death Benefits — Basic Level (GC 21532)
  - 1959 Survivor's Benefits (Level IV) (GC 21574)
  - Continuation of Pre-Retirement Death Benefits After Remarriage of Survivor (GC 21551)
  - Military service credit as public service (GC 21024)
  - Employee Sharing Cost of Additional Benefits (GC 20516)
2. Tier 2 - New members, as defined by Government Code section 7522.04, hired on or after January 1, 2013, shall receive the following CalPERS benefits.
  - 2.0% @ age 62 retirement formula (GC 7522.20)
  - Three (3) year average of final compensation (GC Section 7522.32)
  - Other benefits as defined by the Public Employees' Pension Reform Act of 2013

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### 5.10.2 Flexible Savings Accounts and Health Savings Accounts

Employees may redirect portions of their pre-tax salaries into a “flexible spending accounts” (FSA) or an health saving account (HSA) or into funds commonly known as “cafeteria plans” or “flexible spending accounts” (FSA), up to the federally identified yearly deduction for dependent care and health benefits. This reduces the employee's taxable income, but still gives the employee use of the money for important life purchases, such as childcare or medical co-pays.

#### 5.10.2.1 Flexible Spending Account

An FSA is tax-exempt for contributions, earnings, and withdrawals for qualified yearly expenses, such as medical expenses or dependent care

expenses. An FSA has a grace period of March 15<sup>th</sup> of the following year in which claims must be submitted. Unexhausted funds will remain with the District to offset costs of administering benefits. An FSA may not be used in conjunction with an HSA.

#### 5.10.2.3 Limited-Purpose Flexible Savings Account

A Limited-Purpose Flexible Savings Account (LPFSA) allows contributions of additional pre-tax dollars to use for dental and/or vision expenses. It can only be used in conjunction with an HSA.

#### 5.10.2.2 Health Saving Account

An HSA is tax-exempt for contributions, earnings, and withdrawals for qualified medical expenses. An HSA is only offered in conjunction with a Consumer Driven Health Plan (CDHP) and can be saved and used to pay for future qualified medical expenses.

See Appendix K - HSA Contributions.

#### ~~5.10.2.3 Limited Purpose Flexible Savings Account~~

~~A Limited Purpose Flexible Savings Account (LPFSA) allows contributions of additional pre-tax dollars to use for dental and/or vision expenses. It can only be used in conjunction with an HSA.~~

~~-Contact the Human Resources Administrator for further information on these programs.~~

#### 5.10.3 ~~Clothing Allowance~~ Clothing Safety Shoes Allowance

The District offers an annual reimbursement of up to \$350 for field service personnel for ~~personal protective equipment (PPE), e.g. steel/composite toe boots and tennis shoes that meets the safety compliance standards (ASTM F2413-11).~~ Rain clothes, ~~and coats, and personal protective equipment (PPE)~~ are provided for field service personnel and paid for by the District.

All personnel may be provided with logo shirts.

#### 5.10.4 Employee Assistance Program

Regular full-time employees and their dependents are entitled to use the District's Employee Assistance Program (EAP). EAP coverage begins on the first day of the month following one (1) full month after employment.

*EXAMPLE: If a regular full-time employee begins employment on January 4<sup>th</sup>, EAP services are available as of March 1<sup>st</sup>.*

The District pays the premiums for the EAP. The EAP is designed to provide eligible employees and their dependents with many services such as referrals for employer-requested assistance, personal counseling, and financial assistance. EAP is completely confidential.

For EAP contact information, employees may contact the Human Resources Administrator. ~~EAP is completely confidential.~~

### 5.10.5 Membership in Organizations

The District may assist employees in the payment of membership dues for [trade/professional](#) organizations related to the services and operations provided by the District. The General Manager has the sole discretion to decide whether the District will contribute toward membership dues for such organizations.

### 5.10.6 On-Duty and Off-Duty Education

The District encourages the academic advancement of its employees in subjects related to District functions, including job-related courses leading to a degree or certification and may provide financial assistance to employees who enroll in and complete courses in accordance with this section.

Notwithstanding the provisions of this section, District employees in certain job classifications are required to obtain certain certification(s) within their first year of employment. Those failing to meet the published requirements may be subject to disciplinary action, up to and including termination. The employee's supervisor will inform the employee at the beginning of employment with the District if the employee is required to obtain one (1) or more of the above-referenced certifications.

#### 5.10.6.1 On-Duty Education

Employees may, with prior approval and the General Manager's sole discretion, attend seminars, conferences, workshops, cross-training activities, or meetings during regular working hours that provide specific training in subjects related directly to the employee's position, or a position the employee may reasonably aspire to obtain.

General Manager approval for all training requests must be obtained prior to attendance and/or making reservations. Reasonable fees, tuition, and approved expenses will be paid by the District; however, for courses and tests required to obtain or renew a license or certification required in the class specification for their position, employees will be reimbursed for fees, tuition and approved expenses only after successfully obtaining the required license or certificate. If an employee fails a certification or licensing exam on ~~his or her~~[their](#) first effort, all subsequent expenses related to obtaining that certification must be paid by the employee.

#### 5.10.6.2 Off-Duty Education

The District has adopted a Section 127 Educational Assistance Program. Educational assistance reimbursements, as well as qualified job-related reimbursements under IRC § 132(j)(8), are exempt from Federal and California income tax withholding and Medicare. Educational assistance may be available to employees who desire to obtain skills and/or knowledge that enables them to become more proficient in their present duties (§ 132(j)(8)) and/or prepare them for future assignments. Such assistance may be ~~provided~~[provided at](#) the sole discretion of the General Manager. Any reimbursement(s) under the Section 127 program that exceed the designated amount in a calendar year will be taxable to the employee and included on their W-2 as wages.

The District's intent in adopting this policy is to provide educational assistance to employees who agree to remain employed with the District for a minimum of three (3) years after completing the coursework. An employee who voluntarily leaves District employment prior to the completion of three (3) years of continued service shall reimburse the District for the cost of educational assistance, prorated for each month of completed service, calculated from the calendar month in which the employee successfully completes the coursework. In the event litigation is necessary to collect the reimbursement, the employee shall also reimburse the District for litigation costs including but not limited to attorney's fees, as well as interest at the legal rate.

As a condition to receiving financial assistance under this policy, employees shall sign a written statement acknowledging and agreeing to the reimbursement requirements outlined above. Consult with the Human Resources Administrator for further information.

This education may occur after regular scheduled working hours at a college, vocational trade school, or through a self-study correspondence course that leads to a certificate, license, or diploma related to the general functions of the District. Generally, the District will not compensate for an employee's time ~~expended~~spent on off-duty education.

Under special circumstances, employees may attend classes during business hours if:

1. The course is not (and will not be) available at night or through a correspondence course.
2. The course pertains to an approved degree program; and
3. The employee arranges a flexible time schedule with ~~their~~his or her department or immediate supervisor to make up time spent at class during normal work hours. Time spent ~~to attend~~attending off-duty education programs will not be considered hours worked. Employees may use their accrued PTO or vacation.

Only regular full-time employees who are performing their jobs satisfactorily are eligible for this program. The following off-duty education qualifies for financial assistance at the sole discretion of the General Manager:

1. Courses taken for credit toward a degree or other program related to the functions of the District.
2. Specific courses taken for credit related to District functions.
3. Specific courses taken for credit related to support District functions (e.g., accounting, administrative, welding, chemistry, computer, computer-aided drafting).
4. Specific courses resulting in or maintaining certificates or professional licenses for subjects related to District functions.

5. Self-study/correspondence courses from institutions approved in advance by the General Manager with final exams and certificates in subjects related to District functions.
6. Obtaining or retaining professional certificates or licenses.
7. Other programs deemed appropriate by the General Manager for District personnel.

## 5.11 Lactation Accommodation

### 5.11.1 Lactation Break Time and Location

The District will provide a reasonable amount of break time to accommodate any employee desiring to express breast milk for the employee's infant child each time the employee has a need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee. -If the employee takes lactation breaks at times other than their provided break times, then the lactation break shall be unpaid or the employee may choose to use accrued leave.

Those desiring to take a lactation break at times other than their provided break times must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will provide a room or other appropriate location in close proximity to the employee's worksite that is not in a bathroom to express milk in private. The room or location will meet the following requirements:

- (a.) Be shielded from view and free from intrusion while being used to express milk;
- (b.) Be safe, clean, and free of hazardous materials;
- (c.) Contain a surface on which to place a breast pump and personal items;
- (d.) Contain a place to sit; and
- (e.) Have access to electricity needed to operate an electric battery-powered breast pump.

An employee occupying such private area shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

The District will provide access to a sink with running water and a refrigerator, or other cooling device, suitable for storing milk, in close proximity to the employee's work area.

### **5.11.2 Lactation Accommodation Request**

An employee may make a request for lactation accommodation, either orally~~ly~~ verbally or in writing, to the Human Resources Administrator.

Following receipt of a request for lactation accommodation, the District will provide a timely written response to the employee in which the District will indicate if it is unable to provide the requested break time or a requested location for the purposes of expressing breast milk.

An employee who does not believe that the District is providing an appropriate lactation accommodation should immediately inform the Human Resources Administrator.

An employee who does not believe that the District is providing an appropriate lactation accommodation as required by state law has the right to file a complaint with the California Division of Labor Standards Enforcement/Labor Commissioner.

## 6.1 ABOUT LEAVES OF ABSENCE

### 6.1.1 Overview

This Manual contains only a summary of available leaves. Some leaves have detailed requirements regarding eligibility, duration, benefits, etc. Employees should contact the Human Resources Administrator for additional information.

### 6.1.2 Adult Literacy Programs

The District will make reasonable accommodations [of time off](#) for any employee who reveals a literacy problem and requests assistance in enrolling in an adult literacy program unless it would result in undue hardship to the District. The District will also assist employees who wish to seek literacy education training by providing employees with the location of local literacy programs.

The District will take reasonable steps to safeguard the privacy of any employee who identifies ~~himself or herself~~ as an individual with a literacy problem. An employee who wishes to identify ~~himself or herself~~ as such an individual can contact the General Manager directly. Further, individuals who are performing satisfactorily or who can otherwise be reasonably accommodated will not be subject to termination of employment because they have disclosed literacy problems.

While the District generally encourages employees to improve their literacy skills, employees will not be reimbursed for the costs incurred in attending a literacy program. Employees may use accrued PTO or vacation to make up for work that is missed to attend literacy classes. (California Labor Code §1040-1044.)

### 6.1.3 Bereavement

#### 6.1.3.1 Bereavement Leave

An employee may take up to five (5) scheduled workdays off with pay for bereavement with the approval of the General Manager.

Bereavement applies to ~~in the event of~~ the death of a current spouse, ~~registered~~ domestic partner, child (step-child), parent (step-parent, legal guardian or parental figure), brother (step-brother), sister (step-sister), grandparent, grandchild, ~~or grandparent-in-law~~, mother-, father-, sister-, brother-, son-, ~~or daughter-~~, ~~or grandparent-~~ in-law. ~~An employee may take up to five (5) scheduled workdays off with pay with the approval of the General Manager.~~

Employees may use ~~b~~Bereavement leave ~~on a non-consecutive basis must be taken within three (3) months following the date of the death of a qualifying family member listed above and~~ is not compensable when the employee is on a pre-approved (paid or unpaid) leave of absence, bona fide layoff, or for days falling outside the employee's regular work period.

#### 6.1.3.2 Reproductive Loss Leave

All employees who have been employed by the District for at least thirty (30) days are entitled to five (5) days of unpaid leave in the event of a Reproductive Loss Event.

A “Reproductive Loss Event,” means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction. (California Government Code §12945.6.) The leave shall be carried out as follows:

—The Leave is pro-rated for part-time employees based on their work schedule. If an employee experiences more than one (1) Reproductive Loss Event within a 12-month period, the District will provide reproductive loss leave up to a maximum of ~~twenty (20)~~ days within a 12-month period.

1. —The Leave may be used on a non-consecutive basis, but must be completed within three (3) months of the Reproductive Loss Event, with the exception that if an employee is on California Family Rights Act leave (CFRA), Pregnancy Disability Leave (PDL), or another leave protected by state and/or federal law at the time of or immediately following the Reproductive Loss Event, the employee may use their Reproductive Loss Leave within three (3) months of the end date of the other protected leave.

2. —  
3. The Leave is unpaid, but employees may elect to use PTO, vacation, sick leave (if applicable), or any other accrued paid leaves in conjunction with the leave.

The District will maintain the confidentiality of any employee requesting Reproductive Loss Leave, and the District will not disclose such information other than to internal personnel on a need-to-know basis, or as required by law.

#### **6.1.4 Court or Administrative Appearances**

##### **6.1.4.1 Regarding District Duties On-Duty Time**

Any employee who is subpoenaed to appear in court or other legal proceeding in a matter regarding an event or transaction in the course of their District job duties, must give their supervisor as much advance notice as is possible. The District will determine whether the matter involves an event or transaction in the course of the employee’s District job duties. If so, this leave to appear in court will be without loss of compensation, and the time spent Any regular employee called as a witness arising out of and in the course of during District employment will be deemed to be on-duty and there will be no loss of salary, but a. Any witness fees, not including mileage, received by the employee will be paid to the District. Employees released from witness duty during their normal duty hours will report back to work unless employees contact their direct supervisors and receive authority not to return to work. Non-exempt employees may use accrued Personal Time Off (PTO) or vacation for the remaining hours. Exempt employees who serve less than four (4) hours of witness duty may use accrued PTO or vacation for the remaining hours.



#### 6.1.4.2. Private Litigation

Any employee subpoenaed to appear or appears in court or other legal proceeding called as a witness in a private or civil matter outside the course and scope of their District employment will not be compensated by the District for time spent related to those proceedings. ~~Time spent in those proceedings are not considered work time.~~ Employees may use accrued PTO or vacation. ~~It is the employee's responsibility to make arrangements for payment of witness fees from the involved parties in accordance with the California Code of Civil Procedure.~~

#### 6.1.4.3 Regarding Crime Victim/Victim Family Member Court Attendance

Any employee who is a victim of a crime may take leave from work to attend judicial proceedings related to that crime, if the employee provides the District notice of the scheduled proceeding in advance. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, documentation from the District Attorney, victim's rights office, or court/governing agency that shows that the judicial proceeding occurred when the leave was used. An employee who is an immediate family member of such a crime victim, including: a registered domestic partner; the child of the registered domestic partner; spouse; child; stepchild; brother; stepbrother; sister; stepsister; mother; stepmother; father; or stepfather of the crime victim is also entitled to leave from work to attend judicial proceedings relating to that crime. The leave is unpaid unless the employee elects to use accrued vacation, sick, or other paid leave, or compensatory time off.

#### 6.1.4.4 Regarding Crime Victim/Victim Family Member Victim's Rights Proceedings Leave

Any employee who is a victim of a crime listed in Labor Code section 230.5(a)(2)(A), may take leave from work to appear in court to be heard at any proceeding in which the right of the victim is at issue, if the employee provides the employer reasonable advance notice. If advance notice is not feasible, the employee must provide the District, within a reasonable time after the leave is taken, certification from a police report, a district attorney or court, or from a health care provider or victim advocate, that the employee was a victim of any of the crimes listed in Labor Code section 230.5(a)(2)(A). An employee who is a spouse, parent, child, sibling, or guardian of such a crime victim is also a victim who is entitled to this leave if the above notice or certification requirements are met. The leave is unpaid unless the employee elects to use accrued vacation or paid leave, or compensatory time off.

### 6.1.5 Family ~~6.1.5~~ **Family and Medical Care Leaves - California Family Rights Act**

The ~~Organization-District~~ provides leave in accordance with the California Family Rights Act (C"CFRA"). Unless otherwise stated in this Ppolicy, "Leave" means leave pursuant to the CFRA.

[See Appendix G - California Family Rights Act Policy](#)[Please see the Human Resource Administrator for more information.](#)

### **6.1.65 Hardship Leave**

In extraordinary circumstances, the General Manager has the discretion to grant up to five (5) days of paid leave to an employee who needs to take time off from work due to a significant hardship, and who has exhausted all other paid leave accruals, including sick leave (if applicable), PTO, vacation benefits, floating holiday time, and paid administrative benefits.

Examples of circumstances that could demonstrate a significant hardship include, but are not limited to, the following:

- The employee was the victim of domestic violence, sexual assault, or stalking;
- The employee was a victim of a serious or violent crime;
- The employee was a victim of a major disaster or emergency.

An employee requesting discretionary hardship leave must submit in writing to the Human Resources Administrator describing the hardship in question. The General Manager may request additional information or require appropriate documentation before deciding to grant hardship leave. The requesting employee must exhaust all applicable paid leave before ~~he or she~~they is/they are eligible to receive hardship leave. However, applying for hardship leave may be submitted prior to the anticipated date that leave balances will be exhausted.

The decision ~~whether or not~~whether to grant paid leave pursuant to this section is made at the sole discretion of the General Manager and is not subject to any grievance procedure.

The decision to grant or deny leave under this section does not affect an employee's entitlement to unpaid leave pursuant to other provisions of this Manual or applicable law. Hardship leave runs concurrently with any applicable unpaid leave provided by law.

### **6.1.76 Jury Duty**

The District encourages employees to serve when called for jury duty. Exempt employees will receive full regular base rate of pay for up to five (5) days of jury duty, less any daily jury fees paid by the court.

Non-exempt employees will receive full regular base rate of pay while serving up to five (5) days of jury duty. The time spent on jury duty is not considered work time for purposes of calculating overtime.

[Employees may use accrued PTO, vacation and/or compensatory time off \(compensatory time off/CTO\) if jury duty lasts longer than five \(5\) days.](#)

Employees who have the option to call in for juror status should exercise that option. The employee will provide to ~~his or her~~their supervisor evidence of jury service, such as notice for jury duty and any timecards or similar appearance documents issued by the court.

#### **6.1.87 Leave of Absence Without Pay**

The General Manager may grant unpaid leaves of absence to employees in certain circumstances. It is important to request any leave in writing as far in advance as possible, to maintain contact with the supervisor and the Human Resources Administrator during a leave, and to give prompt notice if there is any change in the return date. If the leave expires and the employee fails to report for work on the scheduled return date without contacting ~~his or her~~their supervisor and the Human Resources Administrator, it will be assumed that the employee does not plan to return and has terminated ~~his or her~~their employment voluntarily. If the employee is unwilling or unable to return to work at the conclusion of any leave, employment may be terminated.

The employee must exhaust ~~his or her~~their accrued PTO and vacation before beginning an unpaid leave of absence. PTO and vacation are not earned during an unpaid leave of absence, and an employee on an unpaid leave of absence is not eligible for holiday pay. An unpaid leave of absence can affect an employee's medical benefit plan coverage.

Employees must present verification of their need for a leave of absence for leave approval. An approved leave of absence may be up to eight (8) weeks, unless otherwise approved by the General Manager or provided by law.

Employees cannot obtain other employment (other than military duty) or apply for unemployment insurance while on a leave of absence. Acceptance of other civilian (non-military) employment while on leave will be treated as a voluntary resignation from employment with the District.

#### **6.1.98 Military Leave**

The District provides military leaves of absence to employees who serve in the uniformed services as required by the Uniformed Services Employment and Reemployment Rights Act of 1994 and applicable state laws.

The employee shall provide their supervisor with notice of the need for military leave when they are informed of the request for duty. A copy of the military orders specifying the dates, site and purpose of the activity or mission shall be provided to the supervisor upon receipt. Within the limits of such orders, the supervisor may determine when the leave is to be taken and may modify the employee's work schedule to accommodate the request for leave.

Employees on qualifying military leave will receive full pay to the extent provided by law. Employees on elective military leave may select to use accrued PTO and vacation during unpaid military leave. Employees on military leave are entitled to continued health plan coverage to the extent provided by the USERRA, the Uniformed Services Employment and Reemployment Rights Act of 1994. As with

other leaves of absence, failure to return to work or to re-apply within applicable time limits may result in termination of employment.

Additionally, an employee who works more than 20 hours per week and who is the spouse of a qualified member of the Armed Forces, National Guard or the Reserves may be entitled to take up to ~~ten (10)~~ days of unpaid leave during a period in which ~~his or her~~their spouse is on leave from deployment during a period of military conflict.

#### **6.1.9 ~~New Parent Leave Act~~**

~~— Under the New Parent Leave Act, the District will provide 12 weeks of unpaid, job protected leave for baby bonding purposes to qualified employees. The employee must have more than 12 months of service and have worked at least 1250 hours with the District during the 12 months 12-month period prior to starting the leave.~~

~~— During this time, the District will continue the employee's health care coverage at the level and under the same conditions as existed prior to the employee taking leave.~~

#### **6.1.10 Paid Family Leave**

California Paid Family Leave (PFL) provides up to ~~six-eight (86)~~ weeks of partial pay within any 12-month period to employees who take time off from work to care for a seriously ill family member (child, parent, parent-in-law, grandparent, grandchild, sibling, spouse, or registered domestic partner) or to bond with a new child entering the family through birth, adoption, or foster care placement.

PFL is not a leave entitlement; rather, PFL is a monetary wage replacement benefit for employees taking leave that would otherwise be unpaid (e.g. New Parent Leave, Pregnancy Disability Leave, or a leave of absence without pay). This benefit is offered through State Disability Insurance (SDI) and the State of California Employment Development Department (EDD). Health care benefits are not covered while on PFL but may be covered under another provision of this Manual. For information on compensation and health care coverage, please contact the Human Resources Administrator.

~~The District does not employ 50 or more employees; therefore, District employees are not eligible for benefits under the Family Medical Leave Act (FMLA).~~

##### **6.1.10.1 Eligibility**

- Employee has earned at least \$300 from which SDI deductions were withheld during the employee's base year.
- Employee is unable to do employee's regular or customary work due to the need to provide care for a seriously ill family member or to bond with a new child.
- Employee has lost wages because employee was caring for a seriously ill family member or bonding with a new child.

~~•~~

#### 6.1.10.2 Definition

A serious health condition means an illness, injury, impairment, or physical or mental condition of a patient that involves any period of incapacity (e.g., inability to work or perform other regular daily activities) or inpatient care in a hospital, hospice, or residential medical care facility and any subsequent treatment in connection with such inpatient care; or continuing treatment by a physician/practitioner.

Unless complications arise, cosmetic treatments, the common cold, influenza, earaches, upset stomach, minor ulcers, and headaches other than migraines, are examples of conditions that do not meet the definition of a serious health condition for purposes of PFL.

SDI may require an independent medical examination of the care recipient to determine initial or continuing eligibility.

#### 6.1.10.3 Applying for Paid Family Leave

An employee must apply directly to SDI for PFL benefits. –An employee may apply through the Employment Development Department (EDD) website or by submitting a paper application to SDI.

An employee must complete and submit a claim form no earlier than the first day family leave begins, but no later than 49 days after family leave begins or the employee may lose benefits.

SDI will notify the District that an employee is receiving PFL benefits.

### 6.1.11 Pregnancy Disability Leave

#### 6.1.11.1 Temporary Disability

A pregnant employee will be allowed to be absent for the period during which, in the opinion of their attending physician and, where necessary, a District designated physician, the employee is temporarily disabled because of pregnancy, childbirth or a related medical condition.

When an employee is disabled due to pregnancy, the employee will furnish the District a certification from their health care provider. –The certification must include a statement that the employee is disabled due to pregnancy, the date on which the employee became disabled due to pregnancy, the probable duration of the period or periods of disability, and an explanatory statement that, due to disability, the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of their position without undue risk to themselves, the successful completion of their pregnancy, or to other persons.

#### 6.1.11.2 Time of Leave Request

When an employee's leave is foreseeable and at least 30 days' notice has been provided, and if a medical certification is requested, the employee

must provide it before the leave begins.

When this is not possible, the employee must provide the requested certification to the District within the time frame requested by the District within 15 calendar days, unless it is not practicable under the ~~particular circumstances~~circumstances to do so despite the employee's diligent, good faith efforts.

An employee is eligible for PDL upon commencement of employment. There is no length-of-service requirement for PDL.

#### 6.1.11.3 Compensation During Leave

PDL is without pay. However, the employee may use accrued PTO or vacation. PDL will be treated as any other disability leave and may entitle the employee to short-term ~~long-term~~ disability benefits or additional unpaid leave requested by the employee and granted by the General Manager.

#### 6.1.11.4 Benefits During Leave

In accordance with the State of California's Pregnancy Disability Leave law, an employee on PDL is entitled to up to four (4) months (17 1/3 weeks) of job-protected leave for the time that the employee is disabled due to pregnancy and/or childbirth. ~~PDL does not need to be taken in one (1) continuous period of time.~~

If the employee is disabled by pregnancy, coverage will continue for up to four (4) months for each pregnancy (as opposed to each leave year).

While on PDL, the employee is entitled to continued coverage in the District's group health insurance and supplemental policies to the same extent as when the employee was working. As such, ~~in order to~~to maintain coverage, employees are required to pay timely the full employee contribution to maintain their group health plan coverage, either through payroll deduction or by paying the District directly. The District may recover premiums it paid to maintain health coverage, if an employee does not return to work following PDL.

PTO ~~, sick leave,~~ and vacation do not accrue while an employee is on unpaid PDL.

Whenever an employee is also receiving PFL and PDL these leaves will run concurrently.

Part-time employees are eligible for leave on a pro-rated basis.

#### 6.1.11.5 Reinstatement

Upon the expiration of PDL and the District's receipt of a written statement from the health care provider that the employee is fit to return to duty, the employee will be reinstated to their original or an equivalent position, so long as it was not eliminated for a legitimate business reason during the leave.

If the employee's original position is no longer available, the employee will be assigned to an open position that is substantially ~~similar to~~like the employee's original position in terms of job content, status, pay, promotional opportunities, and geographic location.

If upon return from leave an employee is unable to perform the essential functions of their job because of a physical or mental disability, the District will initiate an interactive process with the employee ~~in order to~~to identify a potential reasonable accommodation.

An employee who fails to return to work after the termination of their leave will lose their reinstatement rights.

#### 6.1.11.6 Lactation

~~In accordance with California Labor Code § 1030, the District will provide a reasonable amount of break time to accommodate an employee desiring to express breast milk for the employee's infant child. The break time, if possible, will run concurrently with the employee's regular break time.~~

~~In accordance with California Labor Code § 1031, the District will make all reasonable efforts to provide the employee with the use of a room or other location, other than the restroom, in close proximity to near the employee's work area, for the employee to express milk in private.~~

#### **6.1.12 School Related Leave**

~~Pursuant to the Family School Partnership Act (Labor Code § 230.8), a~~Any District employee who is a parent, guardian or grandparent having custody of one (1) or more children in kindergarten or grades 1 through 12 or attending a licensed day care facility will be allowed up to 40 hours each calendar year, not to exceed eight (8) hours in any calendar month, without pay, to participate in activities of the school of their child, or to find, enroll, or reenroll ~~his or her~~their child in a school or with a licensed child care provider. The employee must provide reasonable advance notice of the planned absence. This leave may also be used to address a ~~child care~~childcare provider or school emergency, if the employee gives notice to the employer. The employee may be required to use PTO, vacation and/or ~~compensatory time off~~CTO to cover the absence. The District may require the employee to provide documentation from the school as verification that the employee participated in school activities on a specific date.

#### 6.1.13 Child Suspension Leave

~~Any employee who is the parent or guardian of a child in grades 1 through 12 may take time off to go to the child's school in response to a request from the child's school, if the employee gives advance notice to their supervisor. A school has the authority to request that the parent attend the child's school if the child has: committed any obscene act; habitually used profanity or vulgarity; disrupted school activities; or otherwise willfully defied the valid authority of sch school personnel.~~  
~~A school personnel.~~

### 6.1.143 Substance Abuse Rehabilitation

If an employee decides to voluntarily enter a substance abuse rehabilitation program, ~~he or she~~they may be eligible for an unpaid leave of absence to participate in the program. The District will take reasonable steps to safeguard the privacy of any employee who identifies ~~himself or herself~~ as an individual with a dependency problem. An employee who wishes to identify ~~himself or herself~~ as such an individual can contact a supervisor or manager of ~~his or her~~their choice directly. (California Labor Code § 1025)

While the District generally encourages employees to take action to treat dependency problems, employees will not be reimbursed for the costs incurred in attending a rehabilitation program. Employees may, however, use accrued PTO or vacation time during a requested leave.

When recommended by a Substance Abuse Professional (SAP) pursuant to Department of Transportation regulations, participation in and completion of the rehabilitation program is mandatory. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to sign a return-to-duty agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one (1) year or longer than five (5) years.

*NOTE: Health insurance plans may provide coverage for rehabilitation costs. Health benefits information can be obtained from the District's Human Resources Administrator.*

### 6.1.154 Time Off for Victims of Violent Crime or Domestic Violence

~~In accordance with California Labor Code § 230.1-230.2, any~~Any District employee who is a victim of domestic violence, ~~or~~ sexual assault, stalking, or other crime is entitled to take time off from work to seek relief (such as a temporary restraining order) or other assistance to help safeguard the health, safety, or welfare of the employee and/or ~~his or her~~their child. The employee must provide reasonable advance notice of the intent to take leave for this reason unless advance notice is not feasible. If advance notice is not feasible, the employee must provide any of the following certifications within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse.~~An employee may be required to provide documentation establishing the right to such time off.~~

Leave for this purpose is unpaid, though an employee may choose to use any available accrued paid leave.

The District will make every effort to maintain the confidentiality of the employee.



#### 6.1.15.1 Leave for Victims of Domestic Violence, Sexual Assault, Stalking or other Crimes to Obtain Medical Attention or Counseling or Safety Planning

Any employee who is a victim of domestic violence, sexual assault, stalking, or other crime, may take leave from work to attend to any of the following: obtaining medical attention or psychological counseling; obtaining services from a shelter, program or crisis center; or participating in safety planning or other actions to increase safety, if the employee provides advance notice of the employee's intention to take time off for these purposes. If advance notice is not feasible, the employee must provide any of the following to the District within a reasonable time after the leave: a police report indicating that the employee was a victim; a court order protecting the employee from the perpetrator; evidence from the district attorney or court that the employee has appeared in court; or documentation from a health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse. The leave is unpaid unless the employee elects to any available accrued leave.

#### **6.1.165 Time Off to Vote**

In accordance with California Election Code, § 14000, employees are eligible for paid time off for the purpose of voting if they do not have sufficient time outside of working hours to vote. The intent of the law is to provide an opportunity to vote ~~to~~for those workers who would not be able to do so because of their jobs.

Subject to the conditions above, an employee may take up to two (2) hours off to vote in a statewide election, without any loss of pay, if the employee is scheduled to work during voting hours (typically 7 AM to 8 PM). In general, a "statewide election" is defined as one (1) in which all voters in the state have an opportunity to vote on at least one (1) common race or issue. An employee is entitled to take as much time as actually needed to vote, but only up to two (2) hours of that time will be paid.

Time off for voting may be taken only at the beginning or end of the employee's regular work shift unless other arrangements are approved in advance by the General Manager. If the employee needs time off to vote, the employee must notify ~~his or her~~their supervisor at least two (2) working days prior to the election. The employee must note on the employee's timecard the time approved for voting purposes.

An ~~emple~~mployee who serves as an election official in a local, special, or statewide election, is eligible for ~~an unpaid~~unpaid leave on the day of the election. Employees should give supervisors as much notice as possible if they plan to serve as an election official. (California Government Code § 19844.7)

#### **6.1.176 Volunteer Firefighter's Leave**

If an employee is a registered volunteer firefighter who intends to perform emergency duty during work hours, the employee should alert ~~his or her~~their supervisor so that the District is aware that the employee may have to take time off to perform emergency duty. In the event the employee is a volunteer firefighter and needs to take time off for emergency duty, ~~he or she~~they should

alert the supervisor before leaving District premises. (California Labor Code § 230.3-230.4) Time off for volunteer firefighter duty is unpaid leave, but employees may use accrued PTO or vacation.

#### **6.1.187 Workers' Compensation Leave**

All employees will be covered by the workers' compensation laws of the state. Employees who are absent from work by reason of an injury or illness covered by workers' ~~compensation, compensation~~ will continue in pay status under the following provisions.

The District may integrate PTO, sick leave (if applicable), vacation, and then ~~compensatory time~~CTO, with temporary disability payments for an employee who is eligible for workers' compensation. The employee will continue in pay status and receive ~~his or her~~their pay until ~~his or her~~their accumulated paid leave and authorized compensatory time hours have been depleted to the nearest hour. Any employee who is eligible for temporary disability payments under the workers' compensation law will, for the duration of such payments, receive only that portion of the employee's regular salary that, together with said payments, will equal the employee's regular salary.

7.1 SAFETY

7.1.1 Injury and Illness Prevention Program

The District is concerned about the safety of all employees and is committed to maintaining a safe work environment. District, State, and Federal law requires that employees be provided a working environment free ~~from~~ recognized safety hazards, and with proper tools and equipment necessary to accomplish work assignments in a safe manner. To achieve a safe work environment the District has adopted an Injury and Illness Prevention Program (IIPP). All employees shall be familiar with the IIPP and are responsible for implementing safe practices, policies and procedures. Employees are expected to always act in the safest manner possible to protect themselves and others, therefore the District encourages every employee to take action to prevent unsafe working conditions. All supervisors maintain a copy of the IIPP and it is available upon request.

7.1.2 Personal Protective Equipment

7.1.2.1 Supervisor Responsibility

Supervisors are responsible for training their employees on the use of Personal Protective Equipment (PPE). Employees are required to wear all PPE as required by their job function without exception.

Some employees are required to wear steel or composite toe cap boots. Additionally, employees who perform meter reading, who opt to wear tennis shoes, must have steel or composite toe cap tennis shoes.

7.1.2.2 Safety Compliance Standards

All boots and tennis shoes shall meet safety compliance standards and be identified with the ASTM F2413-11 number. ASTM F2413-11 is the Standard Specification for Performance Requirements for Protective (Safety) Toe Cap Footwear, which covers the minimum requirements for the design, performance, testing and classification of protective footwear. The identifying number for compliant shoes can be found on the inside of the tongue.

Employees are responsible for maintaining their PPE in good condition and replacing damaged items in a timely manner so as not to create safety hazards.

7.1.2.3 Failure to Comply

Failure to use required personal protective equipment is a violation of CAL-OSHA requirements and will result in disciplinary action up to and including termination of employment ~~from~~ the District.

7.1.2.4 Reimbursable Personal Protective Equipment

Boots and tennis shoes as defined in this section are reimbursable through the ~~clothing allowance~~ safety shoe allowance as defined in Section 5.10.3.

### 7.1.3 Workplace Violence Prevention

The goal of the District is to provide every employee a safe work environment. To this end it is the District's policy that violence, or the threat of violence, in the workplace will not be tolerated in any form. It is inappropriate to use violence, or threats of violence, for any reason or to in any way interfere with providing a safe workplace. Employees are expected to conduct themselves in accordance with the policies and regulations of the District.

**Commented [1]:** This section and Appendix G needs to be reviewed for compliance with SB 553.

**Commented [2R1]:** This complies. An anti-retaliation provision in the policy has been added.

#### 7.1.3.1 Personal Safety

The District will provide reasonable accommodations to ensure the personal safety of its employees from outside parties. If a situation occurs where an employee feels they are in danger, they should remove themselves from the situation and immediately report the incident to a supervisor. The District ~~may will~~ obtain a restraining order if necessary to protect employees from abuse by an individual not employed by the District if the threat is the result of District employment.

An Employee should notify the Human Resource Administrator if a restraining order is in effect either protecting or restraining the employee or if the employee is connected in any way to a potentially violent non-work situation. Copies of any protective or restraining order must be provided to the Human Resource Administrator.

~~See~~ Appendix ~~HG contains the District's~~ Workplace Violence Prevention policy.

### 7.1.4 Pepper Spray

The District is concerned with the welfare and safety of its employees in the field, especially in situations where employees may be confronted by a stray and/or aggressive animal. To address possible encounters with potentially dangerous animals, the District supports field staff's use of pepper spray for self-defense purposes. Pepper spray has been proven to be an effective form of self-protection when encountering dangerous animals. The spray does not kill the animal, but when properly applied, stops the animal and provides the user with time to safely leave the area.

Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code § 22810.

Employees working in the field who have received authorization from the General Manager and completed the required training are authorized to carry and use pepper spray as a self-defense measure while on duty. Pepper spray is considered an available self-defense option to facilitate an employee's withdrawal from an assault or attack by an animal.

~~See~~ Appendix ~~HJ contains the District~~ Pepper Spray policy.

### 8.1 Use of District Owned Media

#### 8.1.1 Purpose

This section defines standards, procedures and restrictions for employees who use District devices for business purposes. The District uses various forms of electronic communication, including, but not limited to personal and personal and District owned electronic devices~~laptop computers~~, e-mail, telephones (landlines and mobile), fax machines, and online services (Internet and Intranet). All electronic communications, including all software and hardware, remain the sole property of the District. Employees shall have no expectation of privacy while using District owned equipment.

#### 8.1.2 Data

Employees are required to protect the integrity of District data, which may include proprietary or other confidential information. An employee who allows, either deliberately or inadvertently, a breach in District technology security or confidentiality may be subject to disciplinary action, up to and including termination of employment.

#### 8.1.3 Personal Use of Electronic Media

Access to the Internet and other types of District paid computer access is to be used for District-related business. Minimal personal use of e-mail and ~~Internet~~the Internet is permitted as long as if it does not interfere with job performance. Communication systems are not to be used in ways that may be disruptive, offensive to others, or harmful to morale. For example, anything that may be construed as harassment, discrimination, or retaliation of others based on any protected category shall not be displayed or transmitted.

Employees should consider all transmissions to be of a permanent nature, such that the District will be able to retrieve and read or view them ~~at a later time~~later. Therefore, all communications on District computers and systems should be composed with the belief that they will be subject to the same review as written communication.

Employees are not permitted to access the electronic communications of any other employee or third party unless directed to do so by District management.

The Systems Administrator is responsible for Information Technology. Employees may not install personal software on District computer systems without prior approval from the Systems Administrator, or designee. All electronic information created by an employee using any means of electronic communication furnished by the District is and shall remain the property of the District. All software installations must receive approval from the Systems Administrator to ensure the protection of the District's network. Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, discrimination, harassment, or related actions will be subject to disciplinary action, up to and including termination.

~~Employees may not install personal software on District computer systems. All electronic information created by an employee using any means of electronic communication furnished by the District is and shall remain the property of the District. Employees who misuse electronic communications and engage in defamation,~~

~~copyright or trademark infringement, discrimination, harassment or related actions will be subject to disciplinary action, up to and including termination.~~

#### 8.1.4 Passwords

The District reserves the right to inspect District owned equipment and systems at any time, to access and review electronic files, messages, mail, etc., and to monitor the use of electronic communications. The District will override all passwords if it becomes necessary.

The Systems Administrator shall be responsible for the administration of access controls to all District computer systems.

Each user's computer and network access is protected by a personal confidential password to be determined by the user. It is the user's responsibility to maintain the confidentiality of their password. Individual users can be held accountable for the use of their account by others.

Each user shall be responsible for all computer transactions made with the user's password. A user may not use another user's password to gain access to the computer system without authorization nor may a user offer the use of their privileges for another user's access. Users with a need to access a coworker's files should contact their Department Manager.

Users are expected to log out or lock the screen when leaving a workstation for an extended period. To prevent unauthorized access every user is expected to log off the computer every day at the close of the workday.

Employees are not to share passwords with anyone, including supervisors. Passwords should be changed every 90 days. Strong passwords include:

- Both ~~upper and lower case~~upper- and lower-case characters
- Both numeric and special characters as well as letters
- No personal information, such as family names or birthdates

#### 8.1.5 E-Mail

Employees should exercise utmost caution when opening email attachments from unfamiliar senders, as they could potentially harbor malware, phishing attempts, or ransomware. It's crucial to stay vigilant against threats like email spoofing and spear phishing, which often target individuals with convincing yet malicious messages. While limited personal use of email is permitted, it's advisable to segregate personal correspondence from business-related emails by using separate folders or labeling systems to maintain organizational clarity and security. Additionally, employees should be cautious of suspicious links or requests for sensitive information and report any suspicious emails to the Systems Administrator for further investigation. Regular cybersecurity training and awareness programs can also help employees stay updated on the latest email threats and best practices.

~~Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs or Trojan horse code. Some personal use of e-mail is acceptable but should be stored in a separate folder from business items.~~

Employees shall have no expectation of privacy in any email that they send or receive using the District's email system. If an employee receives an offensive message, he or she shall report the matter to the Systems Administrator.

#### 8.1.5.1 Brown Act Compliance

E-mail messages sent to a quorum of the District board or committee subject to the Brown ~~Act, Act~~ should be of an informational nature only and should not solicit feedback or encourage separate communication amongst a quorum.

## 8.2 Use of Personal Media

### 8.2.1 Using Personal Electronics on the Job

Using personal electronic devices such as mobile phones is discouraged during work ~~hours, unless~~ ~~hours unless~~ the employee is working independently and on a task that generally is not considered hazardous. Employees are encouraged to use their work breaks and ~~lunch time~~ ~~lunchtime~~ to return personal calls. Supervisors are responsible for determining when it is appropriate for employees to use personal electronic devices and advising employees accordingly.

#### 8.2.1.1 Use of Electronic Devices While Driving

Employees are expected to adhere to the California Vehicle Code, including those regulations regarding the use of electronic devices while driving. California Vehicle Code § 23123 requires the use of a hands-free device while driving.

### 8.2.2 Using Personal Electronics for Business Purpose

Employees in leadership roles are required to use mobile phones for business purposes and if so, will receive a monthly stipend to help cover their costs.

~~In certain situations, Likewise,~~ some employees, ~~depending upon job function,~~ may use personally owned devices to connect with District systems. The District reserves the right to refuse this access. Prior to use on the District network, all personal devices must be inspected by the Systems Administrator, who will verify that the device is appropriate and contains no harmful software or viruses. This inspection may be repeated whenever the Systems Administrator determines it is necessary.

Use of a personal device for business purposes does not entitle the employee to the District's systems support. If the device requires repair or other maintenance, it is the sole responsibility of the employee.

### 8.2.3 Security

All employees using personal devices for the benefit of the District, must employ security measures to protect data from being compromised. This includes using password access, ~~encryption~~ ~~encryption~~, and physical control of the devices.

Confidential District information should not be stored on any personal device, unless authorized by the General Manager.

If a personal device is lost or stolen, inform the Systems Administrator immediately. The District may then wipe District information remotely and lock the device to prevent access by anyone except for the Systems Administrator. If there is any suspicion that the device's security has been compromised in any way, notify the Systems Administrator immediately.

## 8.3 Social Media

### 8.3.1 Social Media

Social media are forms of electronic communications (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (as videos).

### 8.3.2 Social Networking

Social networking is the creation and maintenance of personal and business ~~relationships~~relationships, especially using online platforms.

The District views social networks such as web-based discussions or conversation pages and other forms of social media such as Facebook, LinkedIn, Twitter, YouTube, etc., as significant platforms for communication. This policy establishes direction for employees ~~in regard to~~regarding social networking etiquette and prohibited communications.

Employees are advised to not publicize their place of employment on their social networking profiles, except for LinkedIn. Employees shall not engage in conduct that is unbecoming to the District. All employees have an obligation to the District to ensure that any communication they make, including social networking communications, must not impact the reputation of the District negatively or disrespect the District, its customers, or its vendors. Employees may publicly speak on behalf of the District only when authorized by the General Manager. Employees should direct inquiries from ~~new~~the news media regarding District business to the General Manager.

#### 8.3.2.1 Prohibited Communications

Examples of Prohibited Communications:

- Employees shall not use the District logo in posts unless given consent by the General Manager.
- Employees shall not link posts to the District's website or post District material on a social media site without consent by the General Manager.

This list contains examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. All District policies that regulate employee conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, and protecting confidential and/or



proprietary information. The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy. Where no policy exists, employees should use their professional judgment and take the most sensible action possible. Consult with your manager or supervisor if you are uncertain.

#### 8.3.2.2 Employee Privacy

The District is prohibited by law from requiring or requesting an employee or applicant for employment to disclose a username or password for the purpose of accessing personal social media, to access personal social media in the presence of the employer, or to divulge any personal social media. The District is also prohibited from discharging, disciplining, threatening to discharge or discipline, or otherwise retaliating against an employee or applicant for not complying with a request or demand by the District that violates this provision.

Violations of this policy will result in discipline, up to and including termination, depending on the severity of the situation and its impact on the District.

#### 8.3.3 Equipment and System Maintenance

The Systems Administrator is responsible for ensuring all District electronic communications equipment and systems are properly maintained and secure. Accordingly, the Systems Administrator will, from time to time, define maintenance, operational and access standards for user compliance.

Users are prohibited from connecting accessories and from modifying the settings or programs to any District-issued computers, unless otherwise authorized by the Systems Administrator. Users with issues or problems regarding District-owned information systems and technology resources should contact the Systems Administrator through the help desk and not attempt to repair problems themselves.

#### 8.3.3.1 Security and Virus Protection

The Systems Administrator is responsible for maintaining security and anti-virus software on the District network and on all District computers. Users shall not download and/or install any programs, antivirus software or other type of software without approval from the ~~IT Department~~Systems Administrator.

All users must promptly perform updates to operating systems, security and anti-virus programs as requested by ~~IT personnel~~the Systems Administrator.

#### 8.3.3.2 Remote Access

Users are prohibited from accessing the District Information Systems and Technology Resources internal network from a remote location (a location not physically connected to the District network) unless specifically authorized by the Department Manager or General Manager. Authorized remote access users should only access District systems in a manner specified by the Systems Administrator, and are subject to the following:

- Remote access users shall be responsible for ~~maintaining District security at all times~~always maintaining District security.
- At no time shall unauthorized users have access to internal District networks or files.
- Storage of confidential District information on any non-District owned device is strictly prohibited.
- Remote access users shall exercise due diligence in ensuring non-District devices used to connect to the District systems are free from viral infections. Exercise due diligence means, a) ensuring an antivirus/antimalware application is installed on the device and is up-to-date and that daily quick scans are run. ~~Additionally~~Additionally, the antivirus/antimalware application should be configured to run scans when external drives or devices are attached to the system.
- Support will be provided only for District devices used for remote access.
- Personal devices used for remote access will not be serviced by the District.
- The District will not be liable for damage to personal ~~devices~~devices, nor the data stored on them.
- Storing District information in cloud-based storage services is prohibited unless specifically authorized by the Department Manager or General Manager.
- At no time shall confidential or sensitive District information be stored in a cloud-based storage service.
- Authorized users of cloud-based storage services must provide account information (~~user name~~username and passcode) to the Systems Administrator and give the District permission to access the site at any time.
- All activity during a remote session is subject to District policies.

### 9.1 Definitions

9.1.1 ~~9.1.13 HIRE DATE~~ ANNIVERSARY DATE  
The beginning date of the employee's current period of continuous employment with the District.

9.1.2 ~~–~~ AT-WILL EMPLOYEE

An at-will employee serves at the pleasure of the District and can be terminated at any time without cause and without the opportunity to appeal. All employment with the District is "at-will," meaning that both the employee and the District, through action of the General Manager, have the right to terminate employment at any time with or without advance notice, and with or without cause.

~~9.1.2–3~~ BIWEEKLY PAY PERIOD

Employees shall be paid biweekly (every other week) in direct proportion to actual hours worked. Forty (40) hours shall constitute a workweek; eighty (80) hours shall constitute a pay period.

~~9.1.3–4~~ BUSINESS DAY

A business day is any day in which the District's main administration office is open for business.

~~9.1.4–5~~ CALPERS

California Public Employees Retirement System.

~~9.1.5–6~~ CATASTROPHIC ILLNESS

A catastrophic illness is a severe illness requiring prolonged care or recovery and may disable an employee from working, creating a financial hardship.

~~9.1.6–7~~ CONFLICT OF INTEREST

A situation in which an employee can derive personal benefit from actions or decisions made during business.

~~9.1.7–8~~ CONTINUOUS EMPLOYMENT

The period of actual service commencing with the employee's hire date and continuing until broken by resignation or dismissal for the purpose of determining eligibility for paid leave and eligibility for performance step advancement.

~~9.1.8–9~~ COST OF LIVING ADJUSTMENT (COLA)

The COLA is an increase to all wages to keep up with the rate of inflation. The COLA is approved at the discretion of the Florin Resources Conservation District Board of Directors.

~~9.1.9–10~~ DEMOTION

The change in classification of a regular employee from a position in one class to another class having a lower maximum rate of pay.

~~9.1.10–11~~ EMPLOYEE

Any person employed by the District. The Board of Directors are not employees. Individuals working through an employment agency and those working as independent contractors are not considered employees of the District and are not entitled to any employment benefits provided by the District.

#### 9.1.11-12 EXEMPT EMPLOYEE

Employees whose job duties meet the Federal Fair Labor Standards Act (FLSA) requirements for overtime exemption. Exempt employees are compensated by salaries and are not eligible for overtime pay.

#### 9.1.12-13 FAIR LABOR STANDARDS ACT (FLSA)

The FLSA is a federal law which establishes minimum wage, overtime pay eligibility, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state, and local governments.

#### ~~9.1.13 HIRE DATE~~

~~The beginning date of the employee's current period of continuous employment with the District.~~

#### 9.1.14 HOLIDAY/HOLIDAY PAY

A declared holiday, constituting eight (8) or nine (9) hours depending on what day the holiday falls on, is granted as time off with pay for regular full-time employees.

#### 9.1.15 INJURY ILLNESS PREVENTION PROGRAM

The IIPP is a basic written workplace safety program. Title 8 of the California Code of Regulations (T8CCR) section 3203, requires every employer to develop and implement an effective IIPP.

#### 9.1.16 INTERACTIVE PROCESS

The interactive process is a collaborative effort involving an employer and employee to determine if the employee can return to work after an occupational or non- occupational injury, disease, or disorder.

#### 9.1.17 LATERAL TRANSFERS

A lateral transfer is where an employee moves from one position to another that has the same wage range.

#### 9.1.18 LAYOFF

Termination of employment of an employee without prejudice for any of the following reasons:

- Necessity due to lack of work, funds, or other economic reason
- Necessity for a position no longer exists.

#### 9.1.19 LOGO ATTIRE

Clothing/hats adorned with the District's name or symbol.

#### 9.1.20 MODIFIED DUTY

Modified duty is an offer for a temporary work assignment made to a worker who is recovering from an illness or injury and who has received clearance from a physician to return to work under specific limitations.

#### 9.1.21 NEPOTISM

In the business world, nepotism is the practice of showing favoritism toward an employees' family members or friends in economic or employment terms.

#### 9.1.22 NON-EXEMPT EMPLOYEE

Employees are subject to Federal FLSA overtime regulations and are compensated for overtime hours worked in accordance with the law. Non-exempt employees must comply with District policies regarding overtime work.

#### 9.1.23 OVERTIME

Time worked more than 40 hours in a work week or time worked more than nine (9) hours worked on a regularly scheduled workday.

#### 9.1.24 PAY PERIOD

Fourteen (14) calendar days as designated by the District.

#### 9.1.25 PROMOTION

The change of a regular employee to a position in a class allocated to a wage range where the top step is a higher maximum rate of pay than the top step of the class that the employee formerly occupied.

#### 9.1.26 REASONABLE ACCOMODATION

Reasonable accommodation is assistance or changes to a position or workplace that will enable an employee to do his or her job despite having a disability. Under the Americans with the Disabilities Act (ADA), employers are required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship.

#### 9.1.27 REASSIGN

To assign a new duty, a different classification or department.

#### 9.1.28 RECLASSIFICATION

The act of changing a position by raising it to a higher class or reducing it to a lower class based on significant changes in the nature, difficulty or responsibility of the duties performed in the position.

#### 9.1.29 REGULAR WORK HOURS

The 40-hour workweek consists of seven (7) consecutive days beginning on Friday and ending the following Friday, hours Monday through Friday excluding holidays, during which time the District is normally open for business.

#### 9.1.30 REGULAR FULL-TIME EMPLOYEES

Employees normally scheduled to work and who regularly do work a schedule of 40 or more hours per week.

#### 9.1.31 REGULAR PART-TIME EMPLOYEES

Employees who are regularly scheduled to work and do work less than 40 hours per work week. Part time employees may be assigned a work schedule in advance or may work as needed.

#### 9.1.32 RESIGNATION

The voluntary termination of employment with the District.

#### 9.1.33 SAFETY SENSITIVE

Work classifications whose duties involve a greater-than-normal level of trust, responsibility for or impact on the health and safety of others. Where errors in judgment, inattentiveness

or diminished coordination, dexterity or composure while performing their duties could clearly result in a mistake that would endanger the health and safety of others.  
~~Safety sensitive positions have public safety implications, such as operating water resources.~~

#### 9.1.34 TEMPORARY EMPLOYMENT

Individuals hired by the District for short term assignments and who are not considered regular employees. Temporary employees are not eligible for employee benefits and may be classified as exempt or non-exempt according to the job duties and method of compensation.

#### 9.1.35 TERMINATION

Employment dismissed for cause.

#### 9.1.36 WORK-WEEK

~~The workweek is a fixed and regularly recurring period of seven (7) consecutive 24-hour periods (168 hours). The 9/80 work week begins on the employee's eight (8) hour day exactly four (4) hours~~

~~after the scheduled start time and ends 168 hours later, at the same time on the same day during the following week. Thus, the first half of the employee's eight (8) hour day (or four hours) will be on one (1) FLSA workweek and the second half (typically four hours) will be on the subsequent FLSA workweek. This results in 40 straight time hours per FLSA workweek.~~

#### 9.1.37 Y-RATE

~~When the employee's existing salary is frozen until adjustments to the employee's salary causes it to fall within the new salary range. The process by which an employee's base rate of pay is not decreased when either: 1) the employee is reassigned to a classification with a lower range on the salary schedule; or 2) the wage range for the employee's classification is set to a lower range on the wage schedule. Y-rating will automatically end once future increases bring the employee's new classification wage range up to a level where the employee's Y-rated wage falls within the new classification wage range.~~

## APPENDIX A

### ANTI-HARASSMENT, ANTI-DISCRIMINATION, AND ANTI-RETALIATION POLICY

#### I. PURPOSE

The District is committed to providing an atmosphere free of harassment, discrimination, and retaliation in employment. This policy provides an organizational action plan and workplace conduct guidelines to maintain such an environment; further defines what is meant by those terms; provides avenues for reporting discrimination, harassment, or retaliation; and provides a procedure for investigation and resolution of employee complaints.

#### II. POLICY

A. Harassment or discrimination on the basis of any of the following is unlawful and will not be tolerated:

- Race (including traits that are historically associated with race, such as hair texture and natural, protective hairstyles)
- Color
- Religious creed, including religious dress and grooming practices
- Sex (including physical reproductive organs, gender, gender identity, gender expression, transgender, pregnancy and breastfeeding and medical conditions relating to breastfeeding)
- Marital status
- Physical and/or mental disability
- Medical condition
- Genetic characteristics and/or information
- Age (over 40)
- National origin and/or ancestry
- Sexual orientation
- Military and/or veteran status
- Off-duty cannabis use
- Any other consideration made unlawful by applicable discrimination laws

- ~~—Race or color,~~
- ~~—Religion or creed,~~
- ~~—Disability, mental and physical,~~
- ~~Sex and gender (including gender, gender identity, gender expression, transgender, pregnancy, and breastfeeding and related medical conditions),~~
- ~~—Ancestry or national origin,~~
- ~~—Citizenship status,~~
- ~~—Medical condition (cancer history and diagnosis),~~
- ~~—Genetic characteristics or information,~~
- ~~—Marital status,~~
- ~~—Age (over 40),~~
- ~~—Sexual orientation (including homosexuality, bisexuality, or heterosexuality),~~
- ~~—Military and veteran status, or~~
- ~~—Membership in any other legally protected category.~~

B. This policy applies to all employees, applicants, unpaid interns, volunteers, vendors or independent contractors involved in the operations of the District. The District will not tolerate ~~harassment~~ harassment, discrimination, or retaliation against or by employees, members of the public, or anyone conducting business with the District.



- C. Disciplinary action up to and including termination will be instituted for prohibited behavior by employees. Action will be taken on a ~~case-by-case~~case-by-case basis for applicants, unpaid interns, volunteers, ~~vendors~~vendors, or independent contractors for prohibited behavior.
- D. Protected activity includes making a request for an accommodation for a disability; making a request for accommodation for religious beliefs; making a complaint under this policy; opposing or reporting violations of this policy; or participating in an investigation under this policy.
- E. Employees found to be retaliating in violation of this policy will be subject to disciplinary action up to and including termination. Action will be taken on a ~~case-by-case~~case-by-case basis for applicants, unpaid interns, volunteers, vendors or independent contractors for retaliating in violation of this policy.

### III. HARASSMENT, DISCRIMINATION, AND RETALIATION DEFINED

#### A. Harassment

1. Harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation will not be tolerated, whether or not it is severe enough to be unlawful. Harassment includes conduct that has the purpose or effect of unreasonably interfering with an individual's work performance; creating an intimidating, hostile, threatening, or offensive working environment; or adversely affecting the employee's performance, evaluation, assigned duties, or any other condition of employment or career development. This policy prohibits harassment in any form, including, but not limited to:
  - a. ~~Verbal~~~~Oral~~ or written harassment such as epithets, derogatory comments, slurs, unwanted sexual advances or invitations, race-oriented stories or jokes, or inappropriate comments on appearance (including dress or physical features) or gender identification.
  - b. Physical harassment such as assault, touching, impeding or blocking movement or interfering with work directed at an employee because of their sex or any other protected basis.
  - c. Visual harassment such as derogatory posters, photography, cartoons, drawings or gestures.
2. Sexual harassment includes any unsolicited, ~~offensive~~~~offensive~~, or unwelcome sexual advances, requests for sexual favors, and other oral or written, visual, or physical conduct of a sexual nature which occurs under any of the following circumstances:
  - a. Submission to such conduct is made by expressing or implicating a term of condition of an individual's employment.
  - b. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting the individual.
  - c. Other examples of sexual harassment include unwelcome sexual flirtation or propositions, verbal abuse of a sexual nature, graphic verbal comments about an individual's body, sexually degrading words used to describe an individual, and the display or use in the work environment of sexually suggestive objects or pictures, posters, jokes, cartoons, or calendar illustrations.

Sexual harassment also includes gender-based harassment by a person of the same gender. Prohibited sexual harassment may not always be motivated by sexual desire. Such conduct has the potential to negatively affect an employee's work performance.

#### B. Discrimination

This Policy prohibits treating individuals unequally because of the individual's protected category as defined in this Policy.

## C. Retaliation

1. Any adverse treatment of an employee, applicant, unpaid intern, volunteer, vendor, or independent contractor, which occurs because that person has:
  - a. Reported harassment or discrimination,
  - b. Has participated in the complaint and investigation process, or
  - c. Has otherwise engaged in a protected activity.
2. Retaliation against an employee for engaging in protected activity is strictly prohibited. If an employee believes to have been subjected to any such retaliation, he or she is required to report it in accordance with the complaint procedures that follow.

## IV. HARASSMENT INVOLVING THE PUBLIC

The District strictly prohibits harassment of any member of the public by any person conducting District business or otherwise representing the District.

Dealing with the public can be challenging and sometimes contentious. While employees are expected to interface with the public as their duties dictate (sometimes in difficult or even volatile situations), employees are not expected to endure actual harassment by members of the public. If an employee feels that he or she is being subjected to harassment by a member of the public, the employee should report such harassment to their supervisor, the Human Resources Administrator or any District supervisor with whom the employee feels comfortable speaking. Employees will not be penalized for refusing to tolerate harassment from a member of the public.

## VI. COMPLAINT PROCEDURE

- A. Employees may have legitimate claims of harassment even if they have not lost a job or some other economic benefit. Harassment that unreasonably impairs working ability or emotional well-being at work violates this policy and will not be tolerated even when the harassment does not rise to the level of unlawful harassment.
- B. Employees who believe they have been subjected to harassment, discrimination, or retaliation on the job because of a prohibited basis, are encouraged to immediately use the procedure outlined in this policy to file a complaint and have it investigated. The District requires all employees to report conduct prohibited by this policy whether or not they are personally involved. It is important that employees inform the District as soon as possible about any prohibited harassment, discrimination, or retaliation.
  1. Employee Responsibilities  
All employees are required to report any incidents of harassment, discrimination, and retaliation forbidden by this policy immediately so that complaints can be quickly and fairly resolved. Any individual who feels comfortable doing so should let a fellow employee know when that employee's behavior or comments are offensive or unwelcome, even if the situation does not rise to the level of a violation of this policy. However, individuals are not required to handle these situations on their own. Individuals may report to their supervisor, the Human Resources Administrator or any District supervisor with whom the individual feels comfortable speaking to for any of the following:

- a. An individual is not comfortable handling a situation directly with another employee;
- b. An individual believes that he or she has been or is being harassed, discriminated, or retaliated against; or
- c. An individual is aware or suspects that another person has been harassed, discriminated, or retaliated against.

The District provides a workplace complaint form that employees can use to submit and document complaints. Employees are encouraged to submit complaints in writing, but they are not required to use this form. Employees should feel free to submit complaints orally if they choose. The workplace complaint form may be found as Attachment A.

## 2. Supervisor Responsibilities

Each supervisor has the responsibility of maintaining a work environment free of harassment, discrimination, and retaliation. This responsibility includes being available to discuss this policy with the employees they supervise and to assure the employees that they are not required to endure any form of prohibited harassment, discrimination, and retaliation.

If someone reports a harassment allegation to a supervisor, it is the responsibility of the supervisor to take immediate action by documenting the incident(s) and reporting the allegation of harassment to the Human Resources Administrator.

Any supervisor who fails to take appropriate action to report or address harassment, discrimination, or retaliation can and will be disciplined up to and including termination.

## 3. Investigation

The District will investigate all complaints of harassment, discrimination, and retaliation in a prompt, objective, and thorough manner. This investigation can include interviews of those with relevant knowledge where appropriate. The District's investigation will be designed to maintain, to the extent possible, the privacy and confidentiality of all parties involved. The Human Resources Administrator is responsible for directing an investigation into such allegations and for facilitating the imposition of appropriate remedial action, where warranted.

After completion of the investigation, the District will communicate the confidential findings (i.e., "sustained," "not sustained," or "inconclusive") to the complainant, the alleged harasser, and members of management with a legitimate need to know.

If there is a finding that harassment, discrimination, or retaliation in violation of this policy has occurred, the District will take appropriate and immediate action. This may include imposing discipline, up to and including termination. The specific action taken will depend upon the specific circumstances.

Employees are urged to contact the Human Resources Administrator if they have any questions or concerns about this policy.

4. Reporting and Performance Standards

An employee, job applicant, unpaid intern, volunteer, or contractor who makes a complaint of discrimination, harassment, or retaliation is in no manner excused or exempt from the same performance standards to which others performing the same or similar work are held accountable. All job performance standards will be maintained throughout and following any investigation undertaken as a result of this procedure. Failure to meet job-related performance standards may be grounds for disciplinary action.

5. Other Complaint Options

Complaints of unlawful harassment may be filed with the California [Department of Fair Employment and Housing Civil Rights Department \(DFEHCRD\)](#) and/or the federal Equal Employment Opportunity Commission (EEOC). These agencies may accept, investigate and prosecute complaints. [DFEH-CRD](#) provides additional information regarding the legal remedies and complaint process available through the government agencies.

California [Department of Fair Employment and Housing Civil Rights Department \(DFEHCRD\)](#): (800) 884-1684 or [www.dfeh.ca.gov](http://www.dfeh.ca.gov) [www.calcivilrights.ca.gov](http://www.calcivilrights.ca.gov)

Equal Employment Opportunity Commission (EEOC): (800) 669-4000 or [www.eeoc.gov](http://www.eeoc.gov)

**VI. CONFIDENTIALITY**

Every effort possible will be made to assure the confidentiality of complaints made under this policy. Complete confidentiality cannot occur, however, due to the need to fully investigate and the duty to take effective remedial action. As a result, confidentiality will be maintained to the extent possible. The District will not disclose a completed investigation report except, as it deems necessary to support a disciplinary action, to take remedial action, to defend itself in adversarial proceedings, or to comply with the law or court order.

ATTACHMENT A – Workplace Complaint Form

# WORKPLACE COMPLAINT FORM

## **SECTION I**

Employee's Name (Complainant)	
Address	
Work Phone	
Home Phone	
Position / Title	
Department	
Supervisor's Name	

## **SECTION II**

Please list the Employee Policy that you believe has been violated: \_\_\_\_\_

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## **SECTION III**

Please list the accused by name and title. Also, please include his/her Department:

<b>Name:</b>	<b>Title:</b>	<b>Department:</b>

## **SECTION IV**

- Please list date(s) and location(s) of workplace incident.
- Please list each incident separately.
- Please describe the specific act(s) or omission(s) which is alleged to be inappropriate as clearly and completely as possible.

### **INCIDENT #1**

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Description of incident: \_\_\_\_\_

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**SECTION IV-CONTINUED**

**INCIDENT #2**

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Description of incident: \_\_\_\_\_

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**SECTION IV-CONTINUED**

**INCIDENT #3**

Date of Incident \_\_\_\_\_

Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Description of incident: \_\_\_\_\_

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## **SECTION VI**

Please identify the names of whom you (complainant) wish to have interviewed as possible witness (es):

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**SECTION VIII**

Other comments:

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I declare that to the best of my knowledge, the information provided in this complaint is true and correct:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Complainant's Signature

\_\_\_\_\_  
Date

## APPENDIX B

### DRUG FREE WORKPLACE POLICY

#### I. PURPOSE

In compliance with the Drug Free Workplace Act of 1988, the District has a longstanding commitment to provide a safe, quality-oriented and productive work environment. Alcohol and/or controlled substance abuse poses a threat to the health and safety of the District's employees and to the security of the equipment and facilities. The unlawful manufacture, distribution, possession or use of a controlled substance is prohibited in the workplace and District vehicles. For these reasons, the District is committed to the elimination of alcohol and/or controlled substance use and abuse in the workplace. A violation of this policy will subject the employee to disciplinary action, up to and including termination.

#### II. POLICY

This policy establishes the District's goal to provide a safe and drug free work environment for employees.

#### III. EMPLOYEE ASSISTANCE PROGRAMS (EAP)

The District provides an EAP that offers counseling and treatment of drug- and/or alcohol-related problems.

#### IV. PROHIBITED CONDUCT

- A. Employees may not be under the influence of ~~have any~~ alcohol and/or controlled substances, ~~narcotics (including marijuana), and/or prescription drugs that have not been lawfully prescribed to the employee in their bodily system~~ during working hours, on-call duty, or when employees are being subject to call back. Additionally, the manufacture, distribution, possession, or use of controlled substances by any employee in any District workplace or wherever District business is performed is prohibited. (41 U.S.C. §§ 8102-8103; Gov. Code § 8355(a)(1).)
- B. Employees are required to notify their supervisor or the Human Resources Administrator before beginning work when taking medications or drugs, including but not limited to prescription drugs, over the counter medications, or illegal drugs or narcotics (including marijuana) that may affect the employee's ability to safely and efficiently and/or competently conduct his or hertheir job duties. The employee does not need to report the specific medication or the employee's underlying medical condition.
- C. Failure to notify the Human Resources Administrator of any criminal conviction for a drug violation that occurred in the workplace within five (5) days after such conviction is prohibited. (41 U.S.C. §§ 8102-8103.)

D. An employee's criminal conviction for drug violation that occurred in the workplace.

#### V. DEFINITIONS

- A. Being under the influence of controlled substances (excluding marijuana) and/or alcohol means being impaired in any way from fully and proficiently performing job duties and/or

having a detectable amount of said substances in one's body. [Being under the influence of marijuana or cannabis means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of psychoactive cannabis metabolite or Tetrahydrocannabinol \("THC"\).](#)

- B. For purposes of this policy, "controlled substances" includes any drug not legally obtainable under either state or federal law, or both, or any drug that is legally obtainable but not legally obtained or used. This includes prescription drugs obtained illegally and prescription drugs not being used for the prescribed purpose or being used in excess of the prescribed dosage. It does not include prescription drugs possessed and used under a valid prescription.
- C. Further, the District's safety sensitive classifications will be held to the federal standards under the Department of Transportation (DOT) as applicable.

## VI. DRUG AND ALCOHOL TESTING

- A. The District has discretion to test applicants and employees for alcohol and drug use, using an outside laboratory, under the following circumstances:
  - 1. Pre-Employment  
All individuals offered employment in a safety sensitive position must submit to a pre-employment drug and alcohol test prior to hiring. All offers of employment for safety sensitive positions are contingent upon successful completion and passing of a drug test. If the applicant is under age 18, a consent form must be signed by the employee's parent or guardian prior to screening  
  
At the applicant's request, any positive test result may be retested independently and at the applicant's expense. Applicants whose test results are positive for the use of controlled substances or alcohol intoxication will be deemed to have failed the pre-employment physical examination;
  - 2. Post-Accident  
Post-accident drug and alcohol testing will be required if an employee is involved in an accident and there is a reasonable suspicion that drug or alcohol use may have been a factor or cause;
  - 3. Random  
Random drug and alcohol testing of employees may be required where permitted [and/or required](#) by state and federal law; or
  - 4. Reasonable Suspicion  
The District may require a blood test, urinalysis, or other drug and/or alcohol screening of those employees who are reasonably suspected of using or being under the influence of drugs or alcohol at work, under the following circumstances:
    - a. Reasonable suspicion to test exists if, based on objective factors, a reasonable person would believe that the employee is under the influence of drugs or alcohol at work. Examples of objective factors, include, but are not limited to: unusual

behavior, slurred or altered speech, body odor, red or watery eyes, untidy appearance, unsteady gait, lack of coordination, sleeping on the job, a pattern of abnormal or erratic behavior, a verbal or physical altercation, puncture marks or sores on skin, runny nose, dry mouth, dilated or constricted pupils, agitation, hostility, confused or incoherent behavior, paranoia, euphoria, disorientation, inappropriate wearing of sunglasses, tremors, an accident involving agency property or equipment, [employee statements that they have been using drugs and/or alcohol and/or](#) other evidence of recent drug or alcohol use.

b. Document and Analysis: In order to receive authority to test, the supervisor must record the factors that support reasonable suspicion in writing and analyze the matter with the Human Resources Administrator. Any reasonable suspicion testing must be pre-approved by the Human Resources Administrator or General Manager.

c. Testing Protocol: If the documentation and analysis show that there is a reasonable suspicion of drug or alcohol abuse at work, upon approval by the Human Resources Administrator, the employee will be relieved from duty, and transported to the testing facility and to the employee's home after the test. The employee will be placed on sick or other paid leave until the test results are received.

e.d. [Psychoactive Metabolite Testing: in testing for the presence of marijuana or cannabis, the District shall only utilize testing methods that focus on the presence of psychoactive cannabis metabolite or THC and not for non-psychoactive metabolite.](#)

B. Employees who refuse or fail to take a lawfully required drug and/or alcohol test, those who fail a drug and/or alcohol test, those who refuse to consent, in writing, to take a drug and/or alcohol test, those who tamper with or otherwise attempt to improperly influence the result of a drug and/or alcohol test, or those who otherwise violate this policy are subject to immediate termination of employment in the first instance.

C. The District reserves the right to conduct reasonable searches of offices, lockers, storage areas, furniture, District vehicles and other places under the common control of the District and its employees, and to enlist the assistance of law enforcement personnel in connection with the enforcement of this policy.

## VII. CONVICTION FOR DRUG-RELATED OFFENSE

An employee who is convicted under a federal or state criminal drug statute relating to any conduct prohibited by this policy will be deemed to have violated this policy. Upon receiving notice of an employee conviction for any such violation, the District will either (a) take appropriate disciplinary action in accordance with this policy, and/or (b) require the employee to participate in and satisfactorily complete a drug abuse assistance, rehabilitation or counseling program.– Employees will notify the Human Resources Administrator of any conviction under a criminal drug statute.



**CONFLICT OF INTEREST CODE  
OF THE  
FLORIN RESOURCE  
CONSERVATION DISTRICT**

# **CONFLICT OF INTEREST CODE OF THE FLORIN RESOURCE CONSERVATION DISTRICT (Amended April 28, 2023)**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted California Code of Regulations, title 2, Section 18730 which contains the terms of a standard conflict of interest code which can be incorporated by reference in an agency's code. After public notice and hearing, the Fair Political Practices Commission may revise these regulations to conform to amendments in the Political Reform Act. Therefore, the terms of Cal. Code Regs, tit. 2, section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This incorporation page, regulation and the attached Appendix designating positions and establishing disclosure categories, shall constitute the conflict of interest code of the **Florin Resource Conservation District** (the "**District**").

All Officials and Designated Positions required to submit a statement of economic interests shall file their statements with the **Board Secretary** as the District's Filing Officer. The **Board Secretary** shall make and retain a copy of all statements filed by Members of the Board of Directors and the General Manager and forward the originals of such statements to the Clerk of the Board of Supervisors in the County of Sacramento. The **Board Secretary** shall retain the originals of the statements of all other Officials and Designated Position and shall make all retained statements available for public inspection and reproduction during regular business hours. (Gov. Code Section 81008.)

# APPENDIX

## CONFLICT OF INTEREST CODE

### OF THE

## FLORIN RESOURCE CONSERVATION DISTRICT

(Amended April 28, 2023)

### EXHIBIT "A"

#### OFFICIALS WHO MANAGE PUBLIC INVESTMENTS

District Officials who manage public investments, as defined by Cal. Code Regs., tit. 2, § 18700.3(b)(1), are NOT subject to the District's Code, but must file disclosure statements under Government Code Section 87200 et seq. [Cal. Code Regs., tit. 2, § 18730(b)(3).] These positions are listed here for informational purposes only.

It has been determined that the positions listed below are officials who manage public investments<sup>1</sup>:

Members of the Board of Directors

Treasurer

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<sup>1</sup> Individuals holding one of the above-listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been categorized incorrectly. The Fair Political Practices Commission makes the final determination whether a position is covered by § 87200.

# DESIGNATED POSITIONS

## GOVERNED BY THE CONFLICT OF INTEREST CODE

<u>DESIGNATED POSITIONS'</u> <u>TITLE OR FUNCTION</u>	<u>DISCLOSURE CATEGORIES</u> <u>ASSIGNED</u>
Assistant General Manager	1, 2
Associate Engineer	2, 3, 5
Associate Civil Engineer	2, 3, 5
Senior Civil Engineer	2, 3, 5
Finance Manager	1, 2, 4
Finance Supervisor	2, 3, 5
General Counsel	1, 2
General Manager	1, 2
Human Resources Administrator	5
Human Resources Specialist	5
Operations Manager	5
Program Manager	4
Water Distribution Supervisor	5
Water Treatment Supervisor	5
Consultant and New Positions <sup>2</sup>	

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<sup>2</sup> Individuals providing services as a Consultant as defined in Regulation 18700.3(a), or in a new position created since this Code was last approved that makes or participates in making decisions shall disclose pursuant to the broadest disclosure category in this Code subject to the following limitation:

The General Manager may determine that, due to the range of duties or contractual obligations, it is more appropriate to assign a limited disclosure requirement. A clear explanation of the duties and a statement of the extent of the disclosure requirements must be in a written. (Gov. Code Sec. 82019; FPPC Regulations 18219 and 18734.). The General Manager's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code. (Gov. Code Sec. 81008.)

# **EXHIBIT “B”**

## **DISCLOSURE CATEGORIES**

The disclosure categories listed below identify the types of economic interests that the Designated Position must disclose for each disclosure category to which he or she is assigned.<sup>3</sup>

Category 1: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that do business in or own real property within the jurisdiction of the District.

Category 2: All interests in real property which is located in whole or in part within, or not more than two (2) miles outside, the jurisdiction of the District.

Category 3: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, engaged in land development, construction or the acquisition or sale of real property within the jurisdiction of the District.

Category 4: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type utilized by the District.

Category 5: All investments and business positions in business entities, and sources of income, including gifts, loans and travel payments, that provide services, products, materials, machinery, vehicles or equipment of a type purchased or leased by the Designated Position’s department, unit or division.

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<sup>3</sup> This Conflict of Interest Code does not require the reporting of gifts from outside this agency’s jurisdiction if the source does not have some connection with or bearing upon the functions or duties of the position. (Reg. 18730.1)

## APPENDIX D

### TRAVEL PROCEDURES AND EXPENDITURES POLICY

#### I. PURPOSE

It is in the best interest of the District to invest in the employees to allow them to stay current and educated about activities, developments, and professional trends affecting their ability to provide high-quality job performance, which includes external and internal customer service. As such, travel to attend hearings, meetings, conferences, or other gatherings is of value to the District and its rate payers.

#### II. POLICY

This policy establishes business travel guidelines for employees that are fair, accountable, and transparent.

This policy applies to all District employees who travel on official business for the District. Contract employees and consultants are not covered under this policy, and they will be governed by the contractual agreement between their company and the District.

#### III. GENERAL GUIDELINES

- A. Employees are responsible for exercising good judgment when requesting, arranging, and traveling. Good judgment includes being fiscally responsible when spending District funds on travel and related activities. Travel should be thoroughly planned well in advance. Personal business should not be mixed with official business if it will cost the District in dollars or lost time, or if it will harm the District's interests in any way.
- B. This policy is not intended to address every issue, exception, or contingency that may arise in the course of District travel. Accordingly, the basic standard that should always prevail is to exercise good judgment in the use and stewardship of the District's resources.
- C. Prior to travel or expense, funds shall be identified and accounted for in each department's line item budget. ~~If possible, funds shall be encumbered prior to actual travel.~~
- D. The District's preference is to reimburse an employee's actual and necessary costs after travel has occurred through receipts, rather than provide funds in advance of travel or expense. However, the District will, on a case-by-case basis, provide travel advances upon request by the employee and approval of the Finance Manager or designee.
- E. Itemized receipts are required for all business travel expenditures. Itemized receipts include a list of each cost incurred, item by item. For example, an itemized receipt for a lunch establishment would include the cost of the hamburger, fries, soda plus tax and tip on separate lines. In addition to the itemized receipt, all travel expenses shall include the following information:
  - The amount of the expenditure;
  - The date and place of the expenditure;
  - The business purpose of the expenditure; and

Commented [SP1]: We no longer used an encumbrance system.

- The business relationship to the person(s) entertained, as well as the individual's names.

F. Business travel expenditures not substantiated with the above information will be deemed non-business related. Non-business travel related expenses paid for with District issued credit card or a travel advancement will be repaid to the District by the employee within ten (10) business days of returning from such travel. Non-business related travel expenses paid for directly by employees will not be eligible for reimbursement by the District. Failure to repay non-business related travel expenses will result in a suspension of future travel and/or withholding such amounts from the employee's paycheck, as well as disciplinary action, up to and including termination.

#### **IV. PROCEDURES**

A. Upon completion of travel, a final accounting of all expenses shall be approved by the appropriate manager or supervisor and submitted to the Finance Department within ten (10) business days. The final accounting is made by submitting all receipts with the information detailed in Section III, E above along with any relevant District credit card statements.

B. The District will pay all approved expenses including transportation, lodging, registration fees, meals, and any other related expenses for official business in compliance with this policy.

C. There are four (4) methods of payment for travel expenses:

1. Direct vendor payment by check in advance. Direct vendor payments are made by the District to an organization to pay for specific travel related costs such as registration fees, lodging and airfare and is the best method of payment;
2. Use of a District issued credit card. Credit cards are issued and used pursuant to District policy.
3. Payment by the employee to be claimed for reimbursement. Reimbursement for out-of-pocket expenditures are processed after travel has been completed; or
4. Travel advance. Travel advances are provided to the employee prior to travel and may be provided upon request subject to approval by the Finance Manager or designee. If the employee fails to reconcile expenses upon returning to work, they shall forfeit the ability to receive future advances.

#### **V. AUTHORIZED TRAVEL**

Expenses incurred by employees while engaging and/or participating in the following activities and/or events constitute authorized and reimbursable expenses provided all other requirements of this policy are met:

1. The seminar, meeting, or conference is mandatory, reimbursable, or otherwise necessary to accomplish key District or employee goals and objectives and is unavailable locally if overnight accommodations are required;
2. Communication with representative(s) of regional, state, and national government and their respective agencies and entities on District adopted or authorized policy positions;
3. Attendance of educational seminars designed to improve skill and information levels;
4. Attendance at an approved conference, convention, training, seminar or other meeting;

5. Participation in regional, state and national organizations whose activities affect the District's interests;
6. Attendance of functions of local civic or community organizations where there is a clear nexus between the event and the employee's job.

## **VI. UNAUTHORIZED EXPENSES**

The following personal expenditures shall not be reimbursed:

- The personal portion of any trip;
- The purchase of alcohol, tobacco, or related costs;
- Political or charitable contributions;
- Family expenses, including those of a partner when accompanying the employee on official business; child or pet care;
- Entertainment expenses including theatre, shows, movies (either in-room or in theaters). Sporting events, golf, spa treatments, etc.;
- Non-mileage personal automobile expenses including repairs, gasoline, traffic citations, and other expenses;
- Loss of or damage to personal items while on District business; or
- Changes to travel arrangements for personal reasons that could have reasonably been foreseen.

## **VII. TRANSPORTATION**

- A. Air, train, private automobile, or other mode of public transportation shall be selected on the basis of the lowest reasonable cost to the District after all expense items are tabulated, including travel time salary costs.
  1. Airfare: Employees shall book the most economical and reasonable mode and class of transportation available that is consistent with scheduling needs. First class travel is prohibited;
  2. Automobile: The District's preferred travel method is to utilize a District vehicle for official business. If a District vehicle is not available the employee may use a personal vehicle and will be reimbursed as described in section VII, B below;
  3. Car Rental: Rental rates that are reasonable and economical are eligible for reimbursement;
  4. Taxis/Shuttles: Reasonable actual costs for taxi and shuttle fares will be reimbursed including up to a 15 percent gratuity per fare.
- B. Automobile mileage is reimbursable if the employee is required to use a personal vehicle for travel at the IRS rates in effect at the time of travel. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include reimbursable expenses such as bridge and road tolls, which are also reimbursable. Proof of insurance must be presented if requested.
- C. Reimbursement for personal auto usage for business will be calculated per the current IRS guidelines, based on the following:
  1. If an employee drives round-trip from her or his residence to work function, including driving to an airport, the round-trip mileage the employee would have driven from



~~his or her~~their residence to work must be subtracted from the round-trip mileage. Any excess mileage is reimbursable to the employee at the current IRS approved rate.

2. If an employee drives from work to a meeting, training function or airport, the round-trip mileage from the District facility to the event is reimbursable at the current IRS approved rate.
3. Employees who receive a car allowance will not receive any additional mileage/travel reimbursement.
4. In instances where more than one (1) employee is traveling to the same event, the employee that receives a car allowance shall drive if both employees are departing and returning near the same time from the same location.
5. The District highly encourages carpooling to save District resources, and to be eco-friendly.

## VIII. TRAVEL TIME AND HOURS WORKED

- A. The following principles shall be applied when determining hours worked for the purposes of calculating work hours and proper compensation, in compliance with the Fair Labor Standards Act.
  1. Travel time to and from an airport or public transportation terminal is considered hours worked.
  2. Time spent for air travel or other means of public transportation when required by the District shall be considered hours worked. Travel time shall include actual hours for travel, up to one and one half hours of wait time prior to departure of the flight and shall conclude upon arrival at the hotel or when returning, upon return to the employee's home.
  3. Employees are required to take the most expedient and efficient means of travel possible to meet the needs of the District. Therefore, an employee who opts to drive a personal vehicle instead of taking air travel or other faster means of travel, shall only record the time he or she would have received had they traveled via a faster mode of transportation reasonably available. For example, an employee may prefer to drive to San Diego, taking nine (9) hours, rather than flying which takes one and one half hours plus the one and one half hours of wait time prior to the departure of the flight. The employee shall only record three (3) hours of work time on their timesheet.
  4. If an employee is required to report to work at a location other than the normal work location, the travel time to and from the other location may be considered work time if travel to that location falls outside the definition of ordinary home to work travel. For example, an employee living in Stockton being asked to report to Roseville would be compensated for the travel time to/from their Elk Grove work place to the Roseville location. However, an employee living in Rocklin reporting to the Roseville location would not record travel time as hours worked since it would be less than their normal home to work commute time.
  5. Managers and supervisors should be mindful of employee's schedules and try to reduce/prevent over-time as a result of travel whenever possible. Additionally, managers and supervisors shall use their discretion when accounting for multiple attendees at events and the impact related to the specific mode of transportation.
- B. Ordinary home to work travel shall not be considered as hours worked. If an employee is required by the District to conduct business on the way to work, the employee shall

record all hours worked from the onset of that activity to the time the employee reaches the workplace to begin ~~his or her~~their shift. For example, if an employee is directed to pick up supplies on their way into the office, the employee shall record hours from the time they make the stop to pick up those supplies to the time they arrive at the worksite through the completion of their shift, less normal meal periods

## **IX. LODGING**

- A. The District will pay for or reimburse for lodging expenses when travel on official district business reasonably requires an overnight stay. Lodging shall be booked at the most economical and reasonable rates for lodging that is in a location that is reasonable and convenient in relation to the employee's official business needs. For lodging in connection with a conference or organized educational activity, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the traveler at the time of booking. If the group rate is not available, the traveler shall use comparable lodging.
- B. It is recommended that employees inquire with the Finance Manager or designee about the use of the Claim for Exemption from Transit Occupancy Tax when possible.
- C. While determining appropriate lodging arrangements, employees shall take into consideration the start and end times as well as the duration of the event. Employees generally shall not book prior evening overnight accommodations for travel within the local vicinity, which includes the Sacramento area or a round trip distance of 100 miles or less. Additionally, employees shall not book overnight accommodations for the same day the event ends. Any exception to this shall be pre-approved by the Finance Manager or designee.

## **X. MEAL EXPENSES**

- A. Daily meal expenses shall be reimbursed in accordance with current IRS published Maximum Federal Per Diem Rates in effect for the highest cost area of California at the time of travel. The District will reimburse for documented meal expenditures, including gratuity, up to the Maximum Federal Rate. Documentation shall include all items as outlined in Section III, E of this policy.
- B. The Finance Department shall provide the current IRS published Maximum Federal Rates and the applicable guidelines, including time departure reductions. The Finance Department shall account for meals that are provided at a meeting or while in transit (a group lunch advertised in a conference brochure, for example). Appropriate reductions must be made from the Maximum Federal Rate based on available information to Finance. After travel is completed, if the employee did not utilize the paid meal and incurred a personal meal expense, the employee may be reimbursed for the applicable meal with proper documentation if the employee can demonstrate a compelling reason why the paid meal was not utilized.

C. Meal expenses, including gratuity, in excess of the Maximum Federal Rate will not be reimbursed without approval of the Finance Manager. The employee may receive reimbursement above the Maximum Federal Rate if a compelling reason can be demonstrated.

D. District funds cannot be used to purchase alcohol, tobacco, or other related costs.

#### **XI. MISCELLANEOUS EXPENSES**

A. Employees will be reimbursed for actual telephone, internet, fax, parking, tolls, tipping (meals fall under the Maximum Federal Rates), taxi, or other reasonable expenses which shall be supported by receipts. Where receipts are not available, a signed declaration of expenditure may be accepted by the Finance Manager at ~~his or her~~their discretion.

B. Employees shall make every effort to utilize cost effective means to park vehicles overnight. The District recommends overnight parking in the hotel where the employee is staying. Valet parking, while not encouraged, is allowed if it is the only means available for reasonable and safe parking.

#### **XII. CASH ADVANCES**

A. Employees may request a cash advance to cover anticipated expenses while traveling or conducting business on behalf of the District. The request for an advance should be submitted to the Finance Manager or designee no more than 30 days before and no less than ten (10) days prior to the disbursement. Every effort should be made to request the cash advance ahead of the normal check run date occurring prior to the disbursement.

B. Upon request, the Finance Manager or designee shall determine if a cash advance is necessary and appropriate. Employees who have a District issued credit card are not eligible for a cash advance, unless credit cards are not accepted.

C. Any unused advance must be returned to the District within ten (10) calendar days of the employee's return along with supporting receipts documenting advance expenditures. If the employee fails to reconcile expenses upon their return, they forfeit the ability to receive future advances.

#### **XIII. SPOUSES AND GUESTS**

Spouses and guests may accompany employees on District travel and at conferences, seminars, and meetings. However, any additional costs associated with the participation of a spouse or guest is the employee's responsibility.

#### **XIV. EXPENSES TO ACCOMMODATE DISABILITIES**

This policy shall not be construed to limit the District's ability to reimburse travelers for necessary expenses in excess of that which is otherwise permitted under this policy where such additional expenses are necessary to accommodate for a disability.

#### **XV. RATES**

The Finance Department is responsible for updating the Maximum Federal Rates published by the U.S. General Services Administration (GSA) annually on October 1<sup>st</sup>. The Finance Department shall also update the IRS allowed mileage reimbursement rate on January 1<sup>st</sup> of each year or as any changes are implemented by the IRS.

**XVI. UNFORESEEN AND UNCONTROLLABLE NATURAL EVENTS**

Unforeseen and uncontrollable natural events are directly and exclusively results from the occurrence of natural causes that could not have been prevented by the exercise of foresight or caution. Examples include: earthquake, flood, hurricane, and tornado. During such an event, the District will work with the employee to make lodging, meal, travel, and other reasonable accommodations. However, the District shall not pay overtime costs associated with such events.

## APPENDIX E

### CREDIT CARD POLICY

#### I. PURPOSE

The purpose of this policy is to establish guidelines for the District to issue credit cards to employees for covering expenses related to authorized travel and enabling a cost-effective, convenient and streamlined method of purchasing items.

#### II. POLICY

A credit card may be issued to an individual who is a regular employee of the District and agrees to be held liable to the credit card company for all charges while conducting official District business. Credit cards are issued through the authorization of the General Manager or their designee.

#### III. PROCEDURES FOR OBTAINING CREDIT CARDS

A. The District may establish a credit card in the name of the District employee, with an approved financial institution provider, for District business use only. The cardholder will receive monthly statements.

B. The Finance Department shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:

1. A dollar limitation on the credit card;
2. A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card;
3. A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle;
4. Merchant category blocking.

#### IV. AUTHORIZED CREDIT CARD USE

A. Cardholders are authorized to use their credit card to purchase merchandise or services required as a function of their duties at the District.

B. A purchase made with a credit card may be made in-store, by telephone, fax, internet or U.S. mail. A purchase order may be required per established procurement policies and procedures.

C. If a credit card is issued for the purpose of covering expenses related to authorized travel, upon billing or no later than ten days of the billing date, the employee using a credit card shall submit a fully itemized travel expense log. Any charges against the credit card not properly identified on the travel expense log shall be paid by the employee by check or cash.

#### V. UNAUTHROIZED AND/OR INAPPROPRIATE CREDIT CARD USE

Credit cards shall not be used to purchase items for non-District purposes, even if the cardholder intends to reimburse the District. Unauthorized and/or inappropriate credit card use includes, but is not limited to:

- Items for personal use;
- Cash advances;
- Non-business related food and beverages for an individual employee. (However, authorized cards may allow for food and non-alcoholic beverages for business-related meetings and travel in compliance with travel policies and after obtaining approval for special expenses);
- Alcoholic beverages or tobacco;
- Weapons of any kind or explosives;
- Relocation expenses;
- Entertainment; and
- Recreation.

## **VI. DISCIPLINARY ACTION**

- A. A cardholder who makes an unauthorized purchase with the credit card will be subject to revocation of the credit card, potential disciplinary action including restitution to the District for unauthorized purchases, possible card cancellation, up to and including termination and criminal prosecution.
- B. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be made by cash or check, then the funds must be deposited immediately with the District Finance Department.
- C. If, for any reason, disallowed charges are not repaid before the credit card billing is due and payable, the District shall have a prior lien against and a right to withhold any and all funds payable to the employee.
- D. Any employee who has been issued a credit card by the District shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Finance Manager. The District shall have unlimited authority to revoke use of any credit card issued under this section, and, upon such revocation order being delivered to the credit card company, shall not be liable for any costs.

## **VII. RESPONSIBILITY AND ACCOUNTABILITY**

It is the responsibility of each individual cardholder to:

1. Safeguard the credit card and associated account number at all times; lost or stolen credit cards shall be reported immediately to the credit card agency and the District Finance Department;
2. Keep credit card in a secure location at all times;
3. Prevent unauthorized persons from using the credit card and or associated account number;
4. Obtain and retain original itemized receipts for goods and services purchased. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit in lieu of receipt if the original is lost or not obtained;
5. Review in a timely manner, monthly statements from the financial institution for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder.

6. Receipts and/or packing slips must be attached to the monthly statement. The cardholder must sign the statement certifying all the charges;
7. Submit the statement and receipts to the District Finance Departments within ten (10) business days of the billing date for payment processing;
8. Surrender the credit card and corresponding support documentation to the Human Resources Administrator upon separation from the District.

**VIII. PERIODIC REVIEWS**

The District Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.



## APPENDIX F

### 9/80 WORKWEEK SCHEDULE POLICY

#### I. PURPOSE

To set forth the District's policy and procedure governing the establishment and administration of an available 9/80 workweek schedule.

#### II. POLICY

The District has designated a 9/80 workweek schedule for all employees. If at any time the District determines the work schedules and/or workweek periods offered must be changed, affected employees will be notified of the change at least one (1) pay period in advance of the change. Scheduling of a 9/80 work schedule, including the selection of work days, work times, and the Flex Day Off (FDO), shall be done by management based on business needs. Employees may, however, request consideration for an alternate schedule and FDO. Written management approval is required.

#### III. 9/80 WORKWEEK SCHEDULE

##### A. Work Schedule

The 9/80 work schedule shall consist of eight (8) work days of nine (9) hours and one (1) work day of eight (8) hours for a total of eighty (80) hours during two (2) consecutive workweeks. For non-exempt employees, the eight (8) hour work day must be on the same day of the week as the employee's regular FDO. The District's 9/80 work schedule provides FDO on alternating Fridays.

Under the Federal Fair Labor Standards Act (FLSA), the workweek is defined as "a fixed and regularly recurring period of seven (7) consecutive 24-hour periods (168 hours)." When an employee is assigned to a 9/80 schedule, the 9/80 work week begins on the employee's eight (8) hour day exactly four (4) hours after the scheduled start time and ends 168 hours later, at the same time on the same day during the following week. Thus, the first half of the employee's eight (8) hour day (or four hours) will be on one (1) FLSA workweek and the second half (typically four hours) will be on the *subsequent* FLSA workweek. This results in 40 straight time hours per FLSA workweek, and 80 hours per two-week pay period.

All employees have every other Friday as a designated FDO. The District has two (2) work schedules where the first begins at 7:00 AM and the second begins at 7:30 AM. The time in which an employee begins work dictates the time in which a work period begins.

<b>Work Shifts and Workweek</b>		
<b>If your shift begins at...</b>	<b>Then your workweek begins on...</b>	<b>And ends on...</b>
7:00 a.m.	11:00 a.m. Friday	The following Friday at 10:59 a.m.
7:30 a.m.	11:30 a.m. Friday	The following Friday at 11:29 a.m.

On the Fridays that the District is open, the District has a set meal period for Field Staff from 11:00 A.M. to 11:30 A.M., and Administration Staff from 11:30 A.M. to 12:00 P.M.

B. Pay Periods

Employees should be aware that pay periods may not coincide with the designated FLSA workweek. For purposes of assessing overtime, management determines whether the employee worked over nine (9) hours on a scheduled work day or 40 hours within the FLSA workweek, regardless of the pay period.

#### **IV. HOLIDAYS, PERSONAL TIME OFF AND JURY DUTY**

A. Holidays

Employees who are eligible for holiday pay will be paid for the appropriate workday hours in which the holiday falls, in accordance with the 9/80 work schedule.

B. Leave

Time off from work using accrued vacation, sick, or other paid leave banks or bereavement leave will be charged one (1) hour for every hour taken. Time off from work on the eight (8) hour work day will be charged at eight (8) hours. Time off from work on the nine (9) hour work day will be charged nine (9) hours.

C. Jury Duty

An employee shall not be entitled to jury duty pay, or to overtime pay or compensatory time off for jury duty on the FDO.

#### **V. OVERTIME**

A. Overtime Earned

When a non-exempt employee is on a 9/80 work schedule, overtime for hours exceeding nine (9) hours in a scheduled work day or 40 hours in a workweek will be based on the FLSA workweek. Overtime will be paid at one and one half rate of an employee's regular rate of pay.

B. Overtime Paid

The 9/80 FLSA workweeks may not correspond with the District's pay periods. Therefore, where adjustments to overtime compensation cannot be calculated until the completion of the employee's workweek (e.g., when they occur in the last half of the 8-hour day), a one (1) pay period—delay in the employee receiving the additional compensation may occur.

#### **VI. TRANSITIONING TO OR FROM A 9/80 WORK SCHEDULE**

When an employee transitions from a different work schedule to a 9/80 alternate work schedule, there will be a change to the beginning of the FLSA workweek. This results in a situation in which four (4) hours fall in both the old workweek and the new workweek. The following procedures are designed to avoid an overtime obligation during this change. Any deviation from these procedures must be approved in advance by management.

A. Transitioning to a 9/80 Alternate Work Schedule

For a non-exempt employee, the transition to a 9/80 alternate work schedule will be set to begin during a 36-hour calendar workweek, when a FDO occurs. Four (4) hours in the new FLSA workweek will overlap with the prior 40-hour calendar workweek, but because the following calendar week will contain 36 hours, this will result in 40 hours of straight time in the first new FLSA workweek.

B. Transitioning to a Normal 40 Hour Work Schedule

For a non-exempt employee, the transition back to a normal 40-hour workweek (e.g. "10/80" or "4/10") from a 9/80 work schedule will be set to begin the week following a 36-hour calendar workweek. This will result in 40 hours of straight time in both the prior FLSA 9/80 workweek and the new regular FLSA calendar week.

## APPENDIX G

### CALIFORNIA FAMILY RIGHTS ACT POLICY

#### I. PURPOSE

The District will follow the guidelines provided by the California Family Rights Act (CFRA) for all eligible employees. Employees who qualify are provided up to 12 weeks of unpaid, job-protection leave to care for their own serious health condition or a family member with a serious health condition, or to bond with a new child.

#### II. POLICY

This policy implements the guidelines in accordance with CFRA.

#### III. DEFINITIONS

- A. 12-Month Period – a rolling 12-month period measured backward from the date leave is taken and continuous with each additional leave day taken.
- B. Child – an employee's child, including a child who is 18 years of age or older. An employee's child means a biological, adopted, foster, step-child, legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis (in place of a parent).
- C. Family member – an employee's child, parent, spouse, domestic partner, grandchild, grandparent, sibling or designated person.
- D. Parent – the biological, adoptive, step or foster parent, and parent-in-law, of an employee or an individual who stood in loco parentis (in place of a parent) to an employee when the employee was a child.
- E. Spouse – a legal partner, regardless of the sex of the persons, and includes a registered domestic partner as defined below.
- F. Domestic Partner – another adult with whom the employee has filed a Declaration of Domestic Partnership with the Secretary of State and who meets the criteria specified in California Family Code sections 297 and 299.2. A legal union formed in another state that is substantially equivalent to the California domestic partnership is also sufficient.
- G. Grandparent – a parent of the employee's parent.
- H. Grandchild – a child of the employee's child.
- I. Sibling – a person related to the employee by blood, adoption or affinity through a common legal or biological parent.
- J. Designated Person – any individual related by blood or whose association with the employee is the equivalent of a family relationship. The designated person may be identified by the employee at the time the employee requests the leave. Employees are limited to one (1) designated person per 12-month period for family care and medical leave.

- K. Serious health condition – an illness, injury impairment, or physical or mental condition that involves:
1. Inpatient Care (e., an overnight stay) in a hospital, hospice or residential medical care facility, including any period of incapacity (i.e., inability to work, or perform other regular daily activities due to the serious health condition, treatment involved, or recovery therefrom), or any subsequent treatment in connection with such inpatient care; or
  2. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one (1) or more of the following:
    - A period of incapacity (e., inability to work or perform other regular daily activities) due to a serious health condition of more than three (3) consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:
      1. Treatment two (2) or more times within thirty (30) days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, a nurse, or by a provider of health care services (g., a physical therapist) under orders of, or on referral by, a health care provider. The first in-person treatment visit must take place within seven (7) days of the first day of incapacity; or
      2. Treatment by a health care provider on at least one (1) occasion that must take place within seven (7) days of the first day of incapacity and results in a regimen of continuing treatment under the supervision of the health care provider. This includes, for example, a course of prescription medication or therapy requiring special equipment to resolve or alleviate the health condition. If the medication is over the counter and can be initiated without a visit to a health care provider, it does not constitute a regimen of continuing treatment.
    - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition:
      1. Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse;
      2. Continues over an extended period of time (including recurring episodes of a single underlying condition); and
      3. May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy). Absences for such incapacity qualify for leave even if the absence lasts only one (1) day.
    - A period of incapacity that is permanent or long term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

- Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.

L. Health Care Provider –

1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
2. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in California and performing within the scope of their practice as defined under California State law;
3. Nurse practitioners and nurse-midwives, clinical social workers and physician assistants who are authorized to practice under California law and who are performing within the scope of their practice as defined under California law;
4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and,
5. Any health care provider from whom an employer or group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits.

M. Covered active duty –

- In the case of a member of a regular component of the Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; and
- In the case of a member of the reserve component of the Armed Forces, duty during the deployment of members of the Armed Forces to a foreign country under a call or order to active duty under certain specified provisions.

#### IV. GENERAL GUIDELINES

A. Eligibility

1. The employee has been employed by the District for at least 12 months (can be nonconsecutive work for employer over a 7-year period, except that any military leave time while employed counts towards this 12 months of service); and
2. The employee has been employed by the District for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.

B. Permissible Uses of Leave

1. Leave because of a serious health condition that makes the employee unable to perform the functions of their position;
2. Leave for the birth of a child or to care for a newborn of an employee;
3. Leave after the placement of a child with an employee in connection with the adoption or foster care of a child;
4. Leave to care for a child, parent, spouse, domestic partner, grandparent, grandchild or sibling, or designated person who has a serious health condition; and

5. Leave for a variety of “qualifying exigencies” arising out of the fact that an employee’s spouse, domestic partner, son, daughter, or parent is on covered active duty or been notified of an impending call or order to covered active duty in the Armed Forces. There are eight general categories of “qualifying exigencies”: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, additional activities, and parental care arrangements.

C. Notice Requirements

Although the District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much verbal and/or written notice as possible of their need for leave. If leave is foreseeable, at least thirty (30) days’ notice is required. In addition, if an employee knows that they will need leave in the future but does not know the exact day(s) (e.g., for the birth of a child or to take care of a newborn), the employee must inform their supervisor as soon as possible that such leave will be needed. For foreseeable leave due to a qualifying exigency, an employee must provide verbal or written notice of the need for leave as soon as practicable, regardless of how far in advance such leave is foreseeable.

D. Amount of Leave

Eligible employees are entitled to a total of 12 weeks of leave during any 12-month period.

E. Effects of Holidays and District Closures

If a District observed holiday occurs within a week taken as CFRA leave, the holiday has no effect on the amount of CFRA leave taken and the entire week is still counted as a week of CFRA leave. However, if the employee is using CFRA leave in increments of less than a week, the holiday will not count against the employee’s leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

If for some reason the District’s activity has temporarily ceased and employees generally are not expected to report for work for one (1) or more weeks (e.g., a closure for December holidays), the days that the District activities have ceased do not count against the employee’s CFRA leave entitlement.

F. Minimum Duration of Leave

If leave is requested for the birth, adoption or foster care placement of a child of the employee, leave must be concluded within one (1) year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two (2) weeks. However, an employee is entitled to leave for one (1) of these purposes (e.g., bonding with a newborn) for less than two (2) weeks duration on any two (2) occasions.

If leave is requested to care for a child, parent, spouse, domestic partner, grandparent, grandchild, sibling, designated person or the employee himself or herself with a serious health condition, there is no minimum amount of leave that must be taken. However, compliance with the notice and medical certification provisions of this policy is required.

G. Intermittent Leave or Leave on Reduced Schedule

Under certain circumstances, leave may be taken intermittently or on a reduced leave schedule.

Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason, rather than for one (1) continuous period of time and may include leave of periods from an hour or more to several weeks. Reduced leave schedule means a leave schedule that reduces the employee's usual number of hours per workweek or workday, usually from full- to part-time.

Where leave is taken because of the birth or the placement of a child for adoption or foster care, a reduced leave schedule may only be taken if the District agrees. Employees may take intermittent leave because of the birth or the placement of a child for adoption or foster care in minimum increments of two (2) weeks duration, with the exception that an employee is entitled to leave for this purpose in periods that are less than two (2) weeks duration on any two (2) occasions.

Where leave is taken to care for a sick family member, or for the employee's own serious health condition, intermittent leave or leave on a reduced leave schedule may be taken when "medically necessary" (e.g., weekly physical therapy treatments). The employee must provide medical certification that there is a medical need for leave (as distinguished from voluntary treatments and procedures) and such medical need can be accommodated best through an intermittent leave or reduced leave schedule. Employees needing such leave must make a reasonable effort to schedule their leave so as not to disrupt the District's operations.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the District may require the employee to transfer temporarily to an alternate position of equivalent pay and benefits during the period that the intermittent leave or reduced schedule leave is required. The District will not transfer employees who take unforeseeable intermittent leave.

If an employee takes leave intermittently or on a reduced leave schedule, only the amount of leave taken may be counted towards the 12 weeks of leave to which an employee is entitled. For example, if an employee takes one (1) day of leave per week, they have used 1/5 of a week of CFRA leave. Similarly, if an employee who regularly works eight-hour days works four-hour days on a reduced leave schedule, the employee would use one-half of a week of CFRA leave.

#### H. Spouses Both Employed by the District

In any case in which both parents of a child, adoptee, or foster child are employed by the District and are entitled to bonding leave, each parent is entitled to take 12 workweeks of CFRA bonding leave during any 12-month period.

#### I. Substitution of Paid Accrued Leaves and Leave's Effect on Pay

Although leave under this policy is unpaid, an employee may elect and the District will require an employee to use paid accrued leaves as described below:

- The District will require an employee to use accrued paid vacation or personal time off (PTO), if any, for all or part of any unpaid leave under this policy.
- Where an employee qualifies for CFRA leave and is taking leave pursuant to the state disability benefit plan or worker's compensation benefits, the District may not require substitution of paid leave. However, the employee and the District may mutually agree to have paid leave supplement the disability plan or worker's compensation benefits.



Except to the extent that accrued paid leave is substituted for family care and medical leave, as set forth above, leave under this policy is unpaid.

Upon becoming disabled, an employee should apply for State Disability Insurance (SDI). In addition, under the Paid Family Leave (PFL) law, employees who take time off from work to care for a seriously ill child, spouse, domestic partner, parent, grandparent, grandchild, or sibling, designated person, or to bond with a new child (entering their life either by birth, adoption, or foster care placement), may receive PFL benefits through SDI. For more information, and to obtain claim forms, employees may speak with the Human Resources Administrator, visit any SDI office, or go to EDD's website at [www.edd.ca.gov](http://www.edd.ca.gov). Any paid time used will be integrated so that the employee does not receive more than 100% of regular pay.

Vacation and PTO are not earned during unpaid leaves. Employees who are eligible to accrue vacation only accrue vacation when working or when receiving another form of paid leave earned through their work (for example, when using paid vacation or sick leave), and then only for the portion of the paid leave earned through work.

Also, in circumstances if there is a District closure for a week or more and the employee is not otherwise required to work (such as a holiday closure), the time does not count against an employee's CFRA leave entitlement. Further, employees who are using any accrued paid leave (vacation or personal leave) prior to a paid closure period (if any) are entitled to be paid the same as other employees who are not on CFRA leave during such period.

J. District's Right to Require an Employee to Exhaust CFRA Leave Concurrently with Other Leaves

If an employee takes a leave of absence for any reason that also qualifies under the CFRA, the District may designate that leave as running concurrently with the employee's 12-week CFRA leave entitlement.

K. District and the Employee's Rights if an Employee Requests Accrued Leave without Mentioning CFRA

If an employee requests to utilize accrued vacation leave, personal leave, or other accrued paid time off without reference to a CFRA qualifying purpose, the District may not ask the employee if the leave is for a CFRA qualifying purpose. However, if the District denies the employee's leave request and the employee provides information that the requested time off is for a CFRA qualifying purpose, the District may require the employee to exhaust accrued leave as described above.

L. Reinstatement Upon Return from Leave

Upon expiration of leave, an employee is entitled to be reinstated to the position of employment held when the leave commenced, or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Employees have no greater rights to reinstatement, benefits and other conditions of employment than if the employee had been continuously employed during the CFRA period.

If a definite date of reinstatement has been agreed upon at the beginning of the leave, the employee will be reinstated on the date agreed upon. If the reinstatement date differs from the original agreement of the employee and the District, the employee will

be reinstated within two business days, where feasible, after the employee notifies the employer of their readiness to return.

M. Employee's Obligation to Periodically Report on Condition

Employees may be required to periodically report on their status and intent to return to work. This will avoid any delays to reinstatement when the employee is ready to return.

N. Fitness-for-Duty Certification

As a condition of reinstatement of an employee whose leave was due to the employee's own serious health condition, which made the employee unable to perform their job, the employee must obtain and present a fitness-for-duty certification from the health care provider that the employee is able to resume work. Failure to provide such certification will result in denial of reinstatement.

O. Misuse or Abuse of Leave

Employees who misuse or abuse family and medical care leave may be disciplined up to and including termination. Employees who fraudulently obtain or use leave under the CFRA are not protected by the statute's job restoration or maintenance of health benefits provisions.

## V. EMPLOYEE BENEFITS WHILE ON LEAVE

A. Group Health Insurance During Unpaid Leave

Leave under this Policy is unpaid. While on unpaid leave, employees will continue to be covered by the District's group health insurance (which includes health, dental and vision) for up to 12 weeks each leave year to the same extent that coverage is provided while the employee is on the job. If the employee is disabled by pregnancy, coverage will continue up to four (4) months each leave year (see below for more information).

If an employee disabled by pregnancy also uses leave under the CFRA for baby-bonding, the District will maintain her coverage while she is disabled by pregnancy (up to four (4) months or 17 1/3 weeks) and during her CFRA leave (up to 12 weeks).

B. Benefit Plans Not Provided through the District's Group Health Plan During Unpaid Leave Do Not Continue

The District does not pay for benefit plans that are not part of the group health plan for any employee on unpaid leave. As a result, employees will not continue to be covered under the District's benefit plans that are not provided through the District's group health plans while the employee is on unpaid leave.

C. Payment of Premiums

Employees may make the appropriate contributions for continued coverage under the health benefits plans by payroll deductions (if the employee is using their paid leave) or direct payments (if the employee is not using their paid leave). The Organization will inform the employee whether the direct payments for premiums should be paid to the carrier or to the Organization, and the deadlines for paying premiums in order to prevent coverage from being dropped. Employee contribution rates are subject to any changes in rates that occur while employee is on leave.

D. Recovery of Premium if the Employee Fails to Return from Leave

If an employee fails to return to work after their leave entitlement has been exhausted or expires, the District has the right to recover its share of health plan premiums for the entire leave period, unless the employee does not return because of the continuation, recurrence or onset of a serious health condition of the employee or their family member that would entitle the employee to leave or because of circumstances beyond the employee's control.

**VI. MEDICAL CERTIFICATIONS**

Employees who request leave must provide a medical certification and/or recertification to support the need for the leave as described below:

1. Employee's Own Serious Health Condition

Employees who request leave for their own serious health condition must provide written certification from the health care provider that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; and a statement that, due to the serious health condition, the employee is unable to work at all or is unable to perform any one (1) or more of the essential functions of their position. Upon expiration of the time period the health care provider originally estimated that the employee needed for their own serious health condition, the employee must obtain recertification if additional leave is requested.

2. Family Member Serious Health Condition

Employees who request leave to care for a child, parent, domestic partner, spouse, grandparent, grandchild, or sibling who has a serious health condition must provide written certification from the health care provider of the family member requiring care that contains all of the following: the date, if known, on which the serious health condition commenced; the probable duration of the condition; an estimate of the amount of time which the health care provider believes the employee needs to care for the child, parent, domestic partner, spouse, grandparent, grandchild, or sibling and a statement that the serious health condition warrants the participation of the employee to provide care during a period of treatment or supervision of the child, parent, spouse, domestic partner, grandparent, grandchild, or sibling. The term "warrants the participation of the employee" includes, but is not limited to, providing psychological comfort, and arranging third party care for the covered family member, as well as directly providing, or participating in, the medical care. Upon expiration of the time period the health care provider originally estimated that the employee needed to care for a covered family member, the employer must obtain recertification if additional leave is requested.

3. Qualifying Exigency

The first time an employee requests leave because of a qualifying exigency, an employee may require the employee to provide a copy of the military member's active duty orders or other documentation issued by the military which indicates that the military member is on covered active duty or call to active duty status in a foreign country, and the dates of the military member's active duty service. A copy of the new active duty orders or similar documentation shall be provided to the District if the need for leave because of a qualifying exigency arises out of a different active duty or call to active duty status of the same or a different military member. The District will verify the certification as permitted by the CFRA.

4. Time to Provide Certification

When an employee's leave is foreseeable and at least 30 days' notice has been provided, if a medical certification is requested, the employee must provide it before the leave begins. When this is not possible, the employee must provide the requested certification within the time frame requested by the District (which must allow at least 15 calendar days after the request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.

5. Incomplete/Invalid Medical Certification

If an employee provides an incomplete medical certification the employee will be given a reasonable opportunity to cure any such deficiency. However, if an employee fails to provide a medical certification within the time frame established by this policy, the District may delay the taking of CFRA leave until the required certification is provided or deny CFRA protections following the expiration of the time period to provide an adequate certification.

If the District has a good faith, objective reason to doubt the validity of a certification for the employee's serious health condition, the District may require a medical opinion of a second health care provider chosen and paid for by the District. If the second opinion is different from the first, the District may require the opinion of a third provider jointly approved by the District and the employee but paid for by the District. The opinion of the third provider will be binding. An employee may request a copy of the health care provider's opinions when there is a second or third medical opinion sought.

## APPENDIX

### HG

## WORKPLACE VIOLENCE PREVENTION POLICY

### I. PURPOSE

The goal of the District is to provide every employee a safe work environment.

### II. POLICY

Safety and security of employees is of vital importance to the District. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect the District or which occur on District property, will not be tolerated. Any act or threat of violence should be documented and reported to a supervisor immediately.

The prohibition against threats and acts of violence applies to all persons involved in District operations including, but not limited to District personnel, contract and temporary workers, and anyone else on District property. Violations of this policy by any individual may result in disciplinary action, up to and including termination, and/or legal action as appropriate.

### III. DEFINITIONS

Workplace violence is defined as any conduct that causes an individual to reasonably fear for ~~his or her~~their personal safety or the safety of ~~his or her~~their family, friends, and/or property. Specific examples of workplace violence include, but are not limited to, the following:

- ~~1.~~ 1. Threats or acts of physical harm directed toward an individual, ~~his or her~~their family, friends, associates, or property;
- ~~2.~~ Bullying behavior, i.e., acts or verbal comments that could 'mentally' hurt or isolate a  
2. person in the workplace; repeated incidents or a pattern of behavior intended to intimidate, offend, degrade, or humiliate a particular person or group of people; the assertion of power through aggression;
- ~~3.~~ 3. The destruction of, or threat of destruction of District property or another employee's property;
- ~~4.~~ 4. Fighting, challenging another person to fight, or participating in dangerous or threatening horseplay;
- ~~5.~~ 5. ~~S~~Striking, punching, slapping, or assaulting another person;
- ~~6.~~ 6. Grabbing, pinching, or touching another person in an unwanted way whether sexually or otherwise;
- ~~7.~~ 7. Harassing or threatening phone calls;
- ~~8.~~ 8. Surveillance;
- ~~9.~~ 9. ~~S~~Stalking;
- ~~10.~~ Possessing a weapon(s) on District property or in District vehicles. "Weapon" is defined ~~as~~ a firearm, unauthorized chemical agent, club or baton, knife, or any other device, tool,  
10. or implement that can cause bodily harm if used as a weapon or displayed in such a manner to cause harm or threaten a person with harm.

### IV. INCIDENT REPORTING PROCEDURES

1. ~~4.~~—Any District employee, who is a victim of any violent threatening or harassing conduct, who is a witness to such, or who receives a report of such conduct, whether the alleged perpetrator is a District employee or non-employee, must immediately report to their supervisor or the Human Resources Administrator. Employees also should notify the Human Resources Administrator of any restraining order in effect, or if a potentially violent nonwork-related situation exists that could result in violence in the workplace.

Anyone who fears for the safety of person(s) at the scene of the violent act should call law enforcement immediately.

~~2.~~ The Human Resources Administrator will document the incident, including the employee's name(s), date/time, location, incident description, witness name(s) and statements,

~~2.~~ description of unidentified parties, description of the act(s) and/or behavior(s) arising from the incident, action taken, and provide any other relevant information regarding the incident.

~~3.~~ ~~3.~~ The Human Resources Administrator will take appropriate steps to provide security, such as:

~~a.~~ Placing the employee alleged to have engaged in workplace violence on

~~a.~~ Administrative Leave, pending investigation;

~~a.~~

~~b.~~ Any threatening or potentially violent person will be requested to leave the site, or

~~c.~~ ~~c.~~ Immediately contacting an appropriate law enforcement agency.

## V. INVESTIGATION

The Human Resources Administrator will investigate the violations of the policy as necessary.

## VI. PREVENTION

The District will enforce this policy by:

1. Training supervisors on their responsibilities under this policy;
2. Assuring that reports of workplace violence are addressed and documented accurately and timely;
3. Notifying the Human Resources Administrator and/or law enforcement authorities of any incidents;
4. Making all reasonable efforts to maintain a safe and secure workplace; and
5. Maintaining records and documents of follow up actions taken related to reports of workplace violence.

## VI. ANTI-RETALIATION

—Employees found to be retaliating against anyone making a good-faith report of workplace violence or participating in an investigation, thereof, in violation of this policy will be subject to disciplinary action up to and including termination.

|

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Appendix  
[HG](#)



## APPENDIX H!

### PEPPER SPRAY POLICY

#### I. PURPOSE

The District is concerned with the welfare and safety of its employees in the field, especially in situations where employees may be confronted by a stray and/or aggressive animal. To address possible encounters with potentially dangerous animals, the District supports field staff's use of pepper spray for self-defense purposes. Pepper spray has been proven to be an effective form of self-protection when encountering dangerous animals. The spray does not kill the animal, but when properly applied, stops the animal and provides the user with time to safely leave the area.

#### II. POLICY

The District supports field staff's use of pepper spray for self-defense purposes when encountering dangerous animals. Pepper spray is a chemical with an active ingredient derived from the cayenne pepper plant. Exposure to pepper spray in aerosol form has physiological effects including inflammation and swelling of the mucus membranes of the eyes, nose, and throat and involuntary closure of the eyes. Pepper spray, also known as oleoresin capsicum (OC), is available commercially in containers that can be used for self-defense purposes. Use of pepper spray solely for self-defense purposes is allowed by state law in accordance with Penal Code § 22810.

#### III. AUTHORIZATION

- A. Employees may request authorization by the General Manager to carry pepper spray while on duty.
- B. Authorized employees who have completed the required training may carry pepper spray.
- C. The District will supply the pepper spray container.
- D. Training will be performed by the Safety Program Manager or approved instructor and will include:
  - 1. Review of this policy
  - 2. The instructions accompanying the pepper spray container,
  - 3. Penal Code § 22810, and
  - 4. Usage training.

#### IV. PROCEDURES

- A. Usage Criteria
  - 1. Pepper spray may be used for self-defense when an employee reasonably believes that it is necessary to protect him- or herself from an imminent physical threat posed by an animal. Pepper spray may be used to incapacitate an attacking animal in order to avoid physical harm and facilitate escape from danger.

2. Employees should use verbal techniques to de-escalate a confrontation, if possible, before resorting to deployment of pepper spray.
3. Once the attacking animal is incapacitated, use of pepper spray is no longer justified.

#### B. Usage Procedures

1. Whenever possible, employees should be upwind from the attacking animal before using pepper spray and should avoid entering the spray area.
2. Employees should maintain a safe distance from the attacking animal of between four (4) and six (6) feet.
3. A single spray burst of between one (1) and three (3) seconds should be directed at the attacking animal's eyes, nose, and mouth. Additional burst(s) may be used if the initial or subsequent burst proves ineffective.

#### C. Effects of Pepper Spray and Staff Response

1. Within several seconds of being sprayed with pepper spray, the animal will normally display symptoms of temporary blindness and have difficulty breathing and will have a burning sensation in the throat and lungs.
2. Employees should retreat to a safe distance from the attacking animal and immediately call 9-1-1 to request law enforcement assistance.
3. Employees should encourage bystanders to move to a safe location, as applicable.

#### D. Reporting Procedures

1. Any intentional, or unintentional, use of pepper spray shall be reported to the supervisor on the day of the incident, either by phone or in person.
2. A written Incident Report shall be completed by the employee by the end of the next workday and submitted to their supervisor.

#### E. Inspection and Replacement

1. Pepper spray devices shall be maintained in an operational and charged state by authorized employees or vendors.
2. Employees are responsible for following the manufacturer's instructions for care and storage of the pepper spray container.
3. Employees are responsible for requesting replacement of a damaged, inoperable, or empty device.
4. District issued pepper spray containers must be safely stored in the authorized employee's locker at the District while employees are not on shift.

## APPENDIX J

### MAXIMUM MEDICAL INSURANCE CONTRIBUTIONS POLICY

#### I. PURPOSE

The purpose of this policy is to provide the establishment of District maximum contributions for employee group medical insurance.

#### II. POLICY

This policy is intended to prescribe the District maximum contributions for employee group medical insurance for eligible employees and their eligible dependents.

#### III. CONTRIBUTIONS

##### A. Establishment of District Maximum Contributions

The District provides contributions toward employee group medical insurance for eligible employees and their eligible dependents. In fiscal year 2011-12, the District established monthly maximum contributions with the following thresholds: \$2,010.00 for employee and family; \$1,450.00 for employee plus spouse; and \$730.00 for employee only.

1. On July 1 every year thereafter, the monthly maximum contribution levels ~~shall~~ increase at the rate of two percent (2%).

2. Beginning in fiscal year 2024-25, the annual two percent (2%) rate increase shall not occur on July 1, 2024. Rather, the rate increase shall occur on January 1, 2025, so that the adjustment to monthly maximum contributions occurs at the same time new medical insurance premiums are published.

a. On January 1 every year thereafter, the monthly maximum contribution levels shall increase at the rate of two percent (2%).

~~4.~~

2.3. The District shall pay all the medical insurance premiums up to the established maximum thresholds. Therefore, the employee shall be responsible for any cost difference above said thresholds of their selected plan.

##### B. Regulatory Compliance

1. The administering insurance agreement states, the District is required to pay, in full, the lowest costing employee group medical insurance plan for employee only.
2. Where conflict exists between this policy, the law, and the administering insurance agreement, the latter two (2) shall prevail.

## APPENDIX K

### BASIS FOR HEALTH SAVINGS ACCOUNT CONTRIBUTIONS POLICY

#### I. PURPOSE

The purpose of this policy is to provide the basis for the District's Health Savings Account (HSA) contributions for Consumer Driven Health Plans (CDHP).

#### II. POLICY

This policy is intended to prescribe the District's HSA contributions in combination with a CDHP for eligible employees and their eligible dependents.

#### III. CONTRIBUTIONS

The CDHP, otherwise known as large deductible healthcare plans were incorporated into the medical plans offered by the District in 2018. Along with the CDHP was an HSA, to offset the large deductible. The District mimicked Association of California Water Agencies/Joint Powers Insurance Authority (ACWAJPIA) established HSA tiers for both Anthem Blue Cross and Kaiser CDHP's.

##### A. Anthem CDHP

The basis ACWAJPIA used to establish the HSA contributions for the Anthem CHDP was the Classic PPO deductibles. The Classic PPO is considered the favored plans and has a minimum deductible of \$200 for employees only, \$200 for each employee/dependent, and \$600 for family. The premise of contributions was to take the deductible from the CDHP and reduce it by the amount of the PPO plan. By doing so, the employee is only coming out of pocket by \$200/400/\$600 for the CDHP.

##### B. Kaiser CDHP

ACWAJPIA initially established the Kaiser CDHP with a tiered contribution level of \$1350/employee; \$2700/two-party; and \$2550/family, at the time the minimum employee only deductible was set at \$1500, and the minimum family deductible was set at \$2700.00. The out of pocket would be \$150.00 for the employee only and the family. ACWA JPIA found that there was not enough incentive where the contributions were set for the Kaiser CDHP, and they later increased them to \$1600/\$3200/\$3200 to be consistent with the Kaiser CDHP deductibles.

Every January, thereafter, the District will monitor the contribution amounts ACWAJPIA has established for any updates.

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Travis Franklin, Program Manager  
SUBJECT: **LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

### **RECOMMENDATION**

This item is presented as information although the Florin Resource Conservation District Board of Directors may provide an action to authorize staff to respond to a legislative item.

### **SUMMARY**

There are several bills that have been introduced in the 2024 legislative session that could potentially impact the Florin Resource Conservation District/Elk Grove Water District (District) if passed. These bills are highlighted below.

### **DISCUSSION**

#### **Background**

The Florin Resource Conservation District (FRCD) Board of Directors (Board) is periodically updated on legislative and regulatory issues.

#### **Present Situation**

The following bills have been introduced in the 2024 legislative session that could potentially impact the District if passed in their current form.

#### **AB 1820 (Schiavo D) Housing development projects: applications: fees and exactions.**

This bill would authorize a development proponent that submits a preliminary application for a housing development project to request a preliminary fee and exaction estimate, as defined, and would require the local agency to provide the estimate within 10 business days of the submission of the preliminary application. The California Special Districts Association (CSDA) has an oppose position. The Association of California Water Agencies (ACWA) and Regional Water Authority (RWA) have an oppose unless amended.

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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Page 2

**AB 1827 (Papan D) Local government: fees and charges: water: higher-consumptive water parcels.**

This bill would provide that the fees or charges for property-related water service imposed or increased, may include the incrementally higher costs of water service due to specified factors, including the higher water usage demand of parcels. The bill would provide that the costs associated with higher water usage demands, the maximum potential water use, or a projected peak water usage demand may be allocated using any method that reasonably assesses the water service provider's cost of serving those parcels that are increasing potential water usage demand, maximum potential water use, or project peak water use demand. ACWA, CSDA, and RWA support this bill.

**AB 1851 (Holden D) Drinking water: school sites: lead testing pilot program.**

The bill would require a nonprofit technical assistance organization, if sampling results show lead levels in excess of five (5) parts per billion for any potable water system outlet, to take immediate steps to shut down all potable water system outlets where excess lead levels may exist and to work to ensure that a lead-free source of drinking water is provided for pupils at each potable water system outlet that has been shut down. ACWA, CSDA and RWA have a watch position.

**AB 2257 (Wilson D) Local government: property-related water and sewer fees and assessments: remedies.**

This bill would prohibit a person or entity from bringing a judicial action or proceeding alleging noncompliance with the constitutional provisions for any new, increased, or extended fee or assessment, as defined, unless that person or entity has timely submitted to the local agency a written objection to that fee or assessment that specifies the grounds for alleging noncompliance, as specified. ACWA sponsored this bill and CSDA and RWA support it.

**AB 2626 (Dixon R) Advanced Clean Fleets regulations: local governments.**

This bill would extend the compliance dates for local government set forth in the Advanced Clean Fleets Regulation by 10 years. The bill would prohibit the state board from taking enforcement action against a local government for violating the Advanced Clean Fleets Regulation if the alleged violation occurs before January 1, 2025. CSDA has a support position on this bill, RWA is a watch and ACWA has no position.

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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Page 3

**AB 2729 (Patterson, Joe R) Residential fees and charges.**

Current law prohibits a local agency that imposes fees or charges on a residential development for the construction of public improvements or facilities from requiring the payment of those fees or charges until the date of the final inspection or the date the certificate of occupancy is issued, whichever occurs first, except that the payment may be required sooner if the local agency determines that the fees or charges will be collected for public improvements or facilities for which an account has been established and funds appropriated and for which the local agency has adopted a proposed construction schedule or plan prior to final inspection or issuance of the certificate of occupancy, or if the fees or charges are to reimburse the local agency for expenditures previously made. This bill would delete the above-described authorization for a local agency to require payment of fees or charges prior to the date of final inspection or issuance of the certificate of occupancy, whichever occurs first. CSDA and RWA have an oppose position on this bill while and ACWA does not have it on its tracking list.

**AB 3121 (Hart D) Urban retail water suppliers: written notice: conservation order: dates.**

Current law authorizes the State Water Resources Control Board, on and after January 1, 2025, to issue a written notice to an urban retail water supplier that does not meet its urban water use objective. Current law authorizes the board, on and after January 1, 2026, to issue a conservation order to an urban retail water supplier that does not meet its urban water use objective. This bill would instead provide that the date the board is authorized to issue a written notice to January 1, 2026 and a conservation order to January 1, 2027. ACWA and RWA have a watch position on this bill while CSDA is not tracking it.

**AB 3219 (Sanchez R) Advanced Clean Fleets Regulation: local governments.**

This bill would provide that the requirements of the Advanced Clean Fleets Regulation do not apply to the purchase by a local government of vehicles with a gross vehicle weight rating greater than 8,500 pounds if the price of the zero-emission version of a vehicle is more than an unspecified percentage of the price of a comparable internal combustion engine version of that vehicle. CSDA and RWA are a watch on this bill, while ACWA has no position.

**SB 937 (Wiener D) Development projects: permits and other entitlements: fees and charges.**

The Permit Streamlining Act requires a public agency that is the lead agency for a development project to approve or disapprove that project within specified time periods. Current law extended by 18 months the period for the expiration, effectuation, or utilization of a housing entitlement, as defined, that was issued before, and was in effect on, March

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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4, 2020, and that would expire before December 31, 2021, except as specified. Current law provides that if the state or a local agency extended the otherwise applicable time for the expiration, effectuation, or utilization of a housing entitlement for not less than 18 months, as specified, that housing entitlement would not be extended an additional 18 months pursuant to these provisions. This bill would extend by 18 months the period for the expiration, effectuation, or utilization of a housing entitlement, as defined, that was issued before January 1, 2024, and that will expire before December 31, 2025, except as specified. The bill would toll this 18-month extension during any time that the housing entitlement is the subject of a legal challenge. This would delay when connection fees could be collected by water agencies. ACWA, CSDA and RWA have an oppose unless amended, which would remove the water connection fees from this bill.

**SB 1110 (Ashby D) Urban retail water suppliers: informational order: conservation order.**

Current law authorizes the State Water Resources Control Board, on and after January 1, 2024, to issue informational orders pertaining to water production, water use, and water conservation to an urban retail water supplier that does not meet its urban water use objective. Current law requires the board to consider certain information in determining whether to issue an informational order. This bill would require the board to additionally consider lower cost actions the water supplier has implemented or will implement in order to help the water supplier achieve overall water supply resiliency in determining whether to issue an informational order. RWA is sponsoring this bill, no position by ACWA and CSDA at this time.

**SB 1210 (Skinner D) New housing construction: electrical, gas, sewer, and water service connections: charges.**

This bill would, for new housing construction, prohibit a connection, capacity, or other point of connection charge from a public utility, as defined, or a special district, as defined, for electrical, gas, sewer, or water service from exceeding 1% of the reported building permit value of that housing unit. The bill would require a public utility or special district to issue an above-described charge over a period of at least 10 years commencing on the date when the housing unit is first occupied, as specified. The bill would require a public utility to publicly report on its internet website the amount of any charge issued each year pursuant to the above-described provision by the housing unit's address. ACWA, RWA, and CSDA have an oppose position.



**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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**SB 1218 (Newman D) Water: emergency water supplies.**

Would declare that it is the established policy of the state to encourage and incentivize, but not mandate, the development of emergency water supplies, and to support their use during times of water shortage. ACWA, CSDA and RWA support this bill.

**SB 1393 (Niello R) Advanced Clean Fleets Regulation Appeals Advisory Committee.**

Would require the State Air Resource Control Board to establish the Advanced Clean Fleets Regulation Appeals Advisory Committee for purposes of reviewing appeals of denied requests for exemptions from the requirements of the Advanced Clean Fleets Regulation. CSDA and RWA have a support position, while ACWA has no position.

**SB 1330 (Archuleta D) Urban retail water supplier: water use.**

Current law requires the Department of Water Resources, in coordination with the State Water Resources Control Board, to conduct necessary studies and investigations, and recommend for adoption by the board appropriate variances for unique uses that can have a material effect on an urban retail water supplier's urban water use objective. Current law requires the department, in recommending variances, to also recommend a threshold of significance for each recommended variance. Current law requires an urban retail water supplier to request and receive approval by the board for inclusion of a variance in calculating their water use objective. Current law requires the board to post specified information on its internet website relating to variances, including a list of all urban retail water suppliers with approved variances. This bill would require the board to adopt variances recommended by the department for unique uses that can have a material effect on an urban retail water supplier's urban water use objective. The bill would provide that variances adopted by the board shall not be subject to a threshold of significance. The bill would require an urban retail water supplier to self-certify the amount of water included in its urban water use objective that is attributable to a variance. The bill would require the board to randomly audit a select number of variances each year to ensure the self-certifications are based on variances adopted by the board. ACWA and RWA have a watch position on this bill while CSDA is not tracking it.

**SB 1393 (Niello R) Advanced Clean Fleets Regulation Appeals Advisory Committee.**

This bill would require the state board to establish the Advanced Clean Fleets Regulation Appeals Advisory Committee by an unspecified date for purposes of reviewing appeals of denied requests for exemptions from the requirements of the Advanced Clean Fleets Regulation. The bill would require the committee to include representatives of specified state agencies, other state and local government representatives, and representatives of

**LEGISLATIVE MATTERS AND POTENTIAL DIRECTION TO STAFF**

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private fleet owners, the electric vehicle manufacturing industry, and electrical corporations, as provided. The bill would require the committee to meet monthly and would require recordings of its meetings to be made publicly available on the state board's internet website. The bill would require the committee to consider, and make a recommendation on, an appeal of an exemption request denial no later than 60 days after the appeal is made. The bill would require specified information relating to the committee's consideration of an appeal to be made publicly available on the state board's internet website. CSDA and RWA have support position while ACWA has no position on the bill.

Staff will continue to monitor these bills along with any other bills which may affect District operations.

**ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

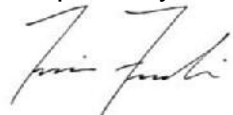
**STRATEGIC PLAN CONFORMITY**

Tracking active legislation complies with the District's Water Industry Leadership goals of the 2020-2025 Strategic Plan.

**FINANCIAL SUMMARY**

There is no direct financial impact associated with this report.

Respectfully submitted,



TRAVIS FRANKLIN  
PROGRAM MANAGER

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District

FROM: Bruce Kamilos, General Manager

SUBJECT: **GENERAL MANAGER'S REPORT**

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## **RECOMMENDATION**

This item is presented to the Florin Resource Conservation District Board of Directors for information, discussion, and in some instances, to provide direction to staff.

## **SUMMARY**

The General Manager's Report is a standing item on the regular board meeting agenda. The report is intended to inform the Florin Resource Conservation District/Elk Grove Water District (District) Board of Directors (Board) of notable, miscellaneous items the General Manager would like to share with the Board. The report also provides an opportunity for the Board to discuss the items, and in some instances provide direction to staff.

## **DISCUSSION**

### **Background**

Each month, the General Manager provides a report to the Board of any notable, miscellaneous items.

### **Present Situation**

- **Infrastructure Committee Report** – On April 4, 2024, the Infrastructure Committee held a special meeting to present and discuss the proposed Fiscal Year 2024-25 Capital Improvement Program. Staff will provide the Board with a summary report of the meeting.

## **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

**GENERAL MANAGER'S REPORT**

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**STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD 2020-2025 Strategic Plan. Due to the varied subject matters presented in the General Manager's Report, the report over time will likely touch on every strategic goal contained in the plan.

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "B. M. Kamilos".

BRUCE KAMILOS  
GENERAL MANAGER

April 11, 2024

TO: Chair and Directors of the Florin Resource Conservation District  
FROM: Bruce Kamilos, General Manager  
SUBJECT: **ELK GROVE WATER DISTRICT OPERATIONS REPORT – MARCH 2024**

### **RECOMMENDATION**

This item is presented for information only. No action by the Florin Resource Conservation District Board of Directors is proposed at this time.

### **SUMMARY**

The Elk Grove Water District (EGWD) Operations Report is a standing item on the regular board meeting agenda.

All regulatory requirements were met for the month of March. Other notable events are described below.

### **DISCUSSION**

#### **Background**

Every month, staff presents an update of the activities related to the operations of the EGWD. Included for the Florin Resource Conservation District Board of Director's review is the EGWD's March 2024 Operations Report.

#### **Present Situation**

The EGWD March 2024 Operations Report highlights are as follows:

- **Operations Activities Summary** – 322 door hangers were placed for past due balances, which resulted in 56 shut offs. We received one (1) water pressure complaints and zero water quality complaints.
- **Production** – The Combined Total Service Area 1 production graph on page 13 shows that production during the month of March increased by 14.04 percent compared to what was produced in 2023. The Total Demand/Production for both service areas on page 14 shows that customer use during the month of March compared to 2023 increased by 9.13 percent.

## **ELK GROVE WATER DISTRICT OPERATIONS REPORT – MARCH 2024**

Page 2

- **Static and Pumping Level Graphs** – The first quarter soundings are shown and indicate that the static water levels are higher compared to the first quarter of 2023.
- **Treatment (Compliance Reporting)** – All samples taken during the month comply with all regulatory permit requirements. No exceedances of any maximum contaminant levels were found, and all water supplied to EGWD’s customers met or exceeded safe drinking water standards.
- **Corrective Maintenance Program** – The tables included in this section of the report also include certain activities completed to date. Below is a list of out-of-ordinary maintenance work completed in March:
  - Staff replaced a failing hydrogen blower fan at the Railroad WTP.
  - Staff continued working on the programming phases of the chemical dosing pump and chlorine generation system replacement CIP at the Railroad Water Treatment Plant.
  - Staff facilitated the replacement of the pump motor at well 11D Dino. The upper bearing in the motor was beginning to fail.
  - After having the pump motor at Well 1D repaired, staff successfully returned the well to service.
- **Safety Meetings/Training** – Two (2) safety training sessions were conducted for the month which is compliant with OSHA standards.
- **Service and Main Leaks Map** – There were zero service line leaks and one (1) main line leak during March.
- **System Pressures** – Pressures in Service Area 1 and Service Area 2 generally remained stable during the month of March.

### **ENVIRONMENTAL CONSIDERATIONS**

There are no direct environmental considerations associated with this report.

### **STRATEGIC PLAN CONFORMITY**

This item conforms to the FRCD/EGWD 2020-2025 Strategic Plan. The EGWD Operations Report provides an ongoing review of EGWD’s operations, and therefore conforms with Strategic Goal No. 1, Governance and Customer Engagement.

April 11, 2024

**ELK GROVE WATER DISTRICT OPERATIONS REPORT – MARCH 2024**

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Page 3

**FINANCIAL SUMMARY**

There is no financial impact associated with this report.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "B. M. Kamilos".

BRUCE KAMILOS  
GENERAL MANAGER

BMK/ac

Attachment

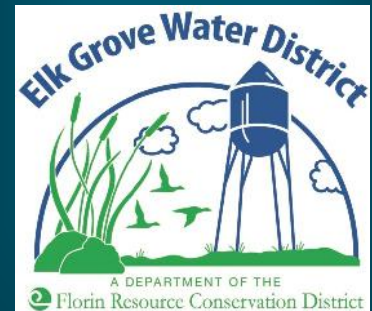
# EGWD

## OPERATIONS REPORT

March 2024



Elk  
Grove  
Water  
District





**Elk Grove Water District**  
**Operations Report**  
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# Operations Activities Summary

## Service Requests:

	March -24		YTD (Since Jan. 1, 2024)	
<u>Department</u>	<u>Service Request</u>	<u>Hours</u>	<u>Service Request</u>	<u>Hours</u>
<b>Distribution</b>				
Door Hangers	322	25	1,071	69
Shut offs	56	20	165	43.5
Turn ons	53	11.5	153	34.5
Investigations	36	9	89	22.25
USA Locates	345	86.25	1,110	277.5
Customer Complaints				
-Pressure	1	0.5	2	1
-Water Quality	0	0	0	0

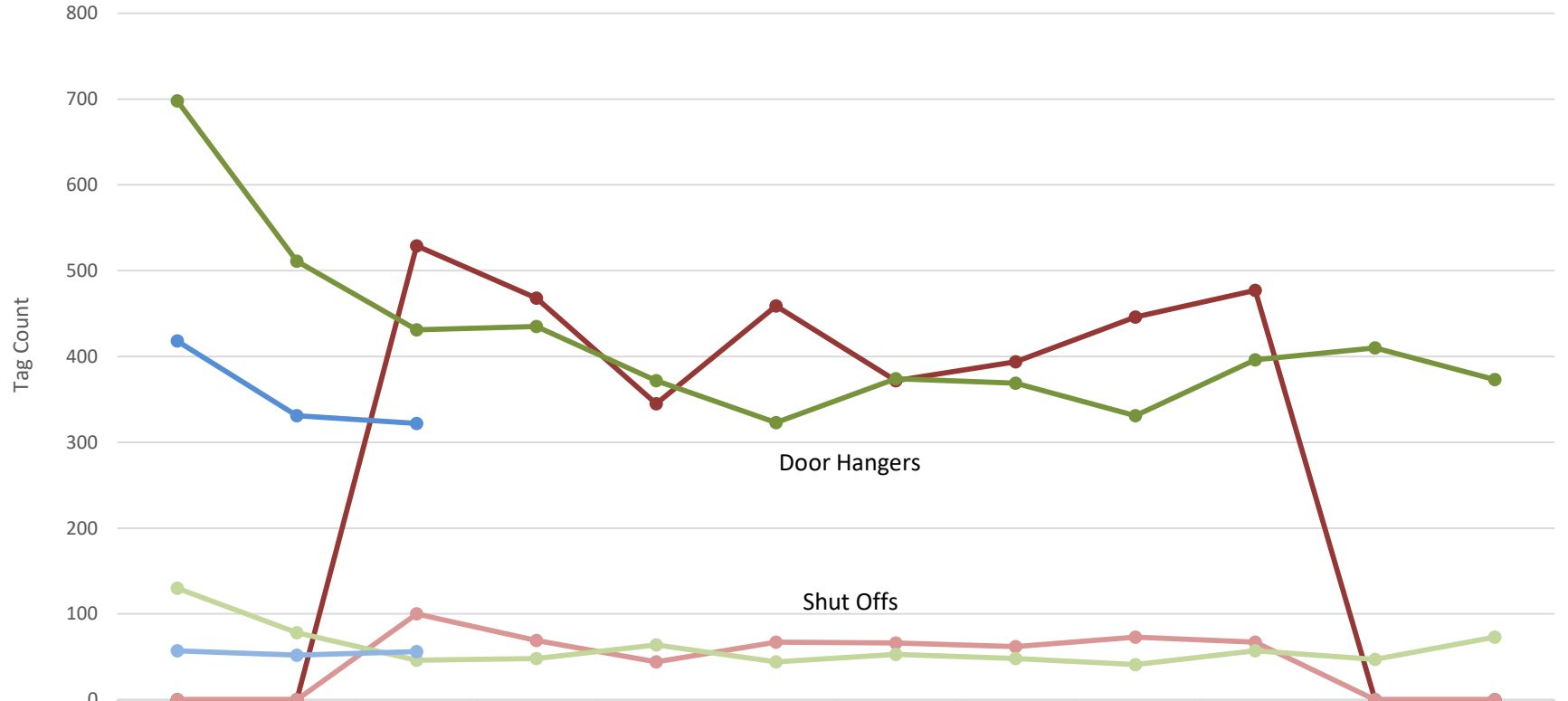
## Work Orders:

	March -24		YTD (Since Jan. 1, 2024)	
<u>Department</u>	<u>Work Orders</u>	<u>Hours</u>	<u>Work Orders</u>	<u>Hours</u>
<b>Distribution:</b>				
Meters Installed	2	8	20	15
Meter Change Out	29	19.5	139	93.55
Preventative Maint.				
-Hydrant Maintenance (45)	45	10.5	119	24.2
-Valve Exercising (80)	80	17	243	49.5
Corrective Maint.				
-Leaks	1	58.5	7	163
-Other	1	42	1	42
Valve Locates	0	0	0	0
Service Lines Verified	28	28	86	86

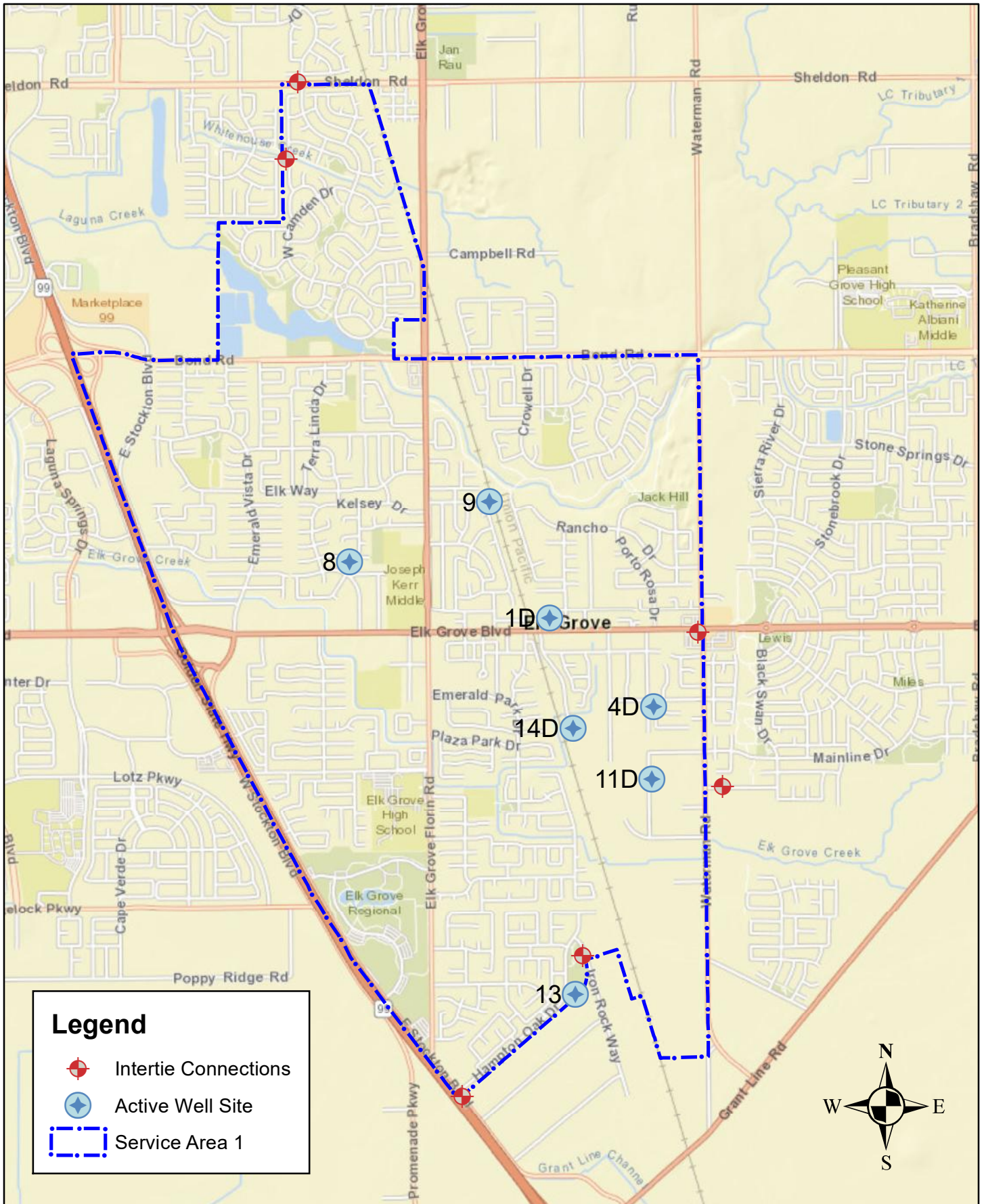


# Elk Grove Water District

## Door Hangers and Shut Off Tags



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2022 Door Hangers	0	0	529	468	345	459	372	394	446	477	0	0
2022 Shut Offs	0	0	100	69	44	67	66	62	73	67	0	0
2023 Door Hangers	698	511	431	435	372	323	374	369	331	396	410	373
2023 Shut Offs	130	78	46	48	64	44	53	48	41	57	47	73
2024 Door Hangers	418	331	322									
2024 Shut Offs	57	52	56									

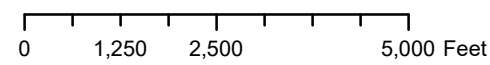


**Legend**

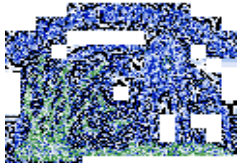
- ◆ Intertie Connections
- ◆ Active Well Site
- Service Area 1



Active Well Sites & Intertie Connections



Elk Grove Water District



# Elk Grove Water District

## Monthly Production

Well 1D School -- March 2024

### Selected Month Production

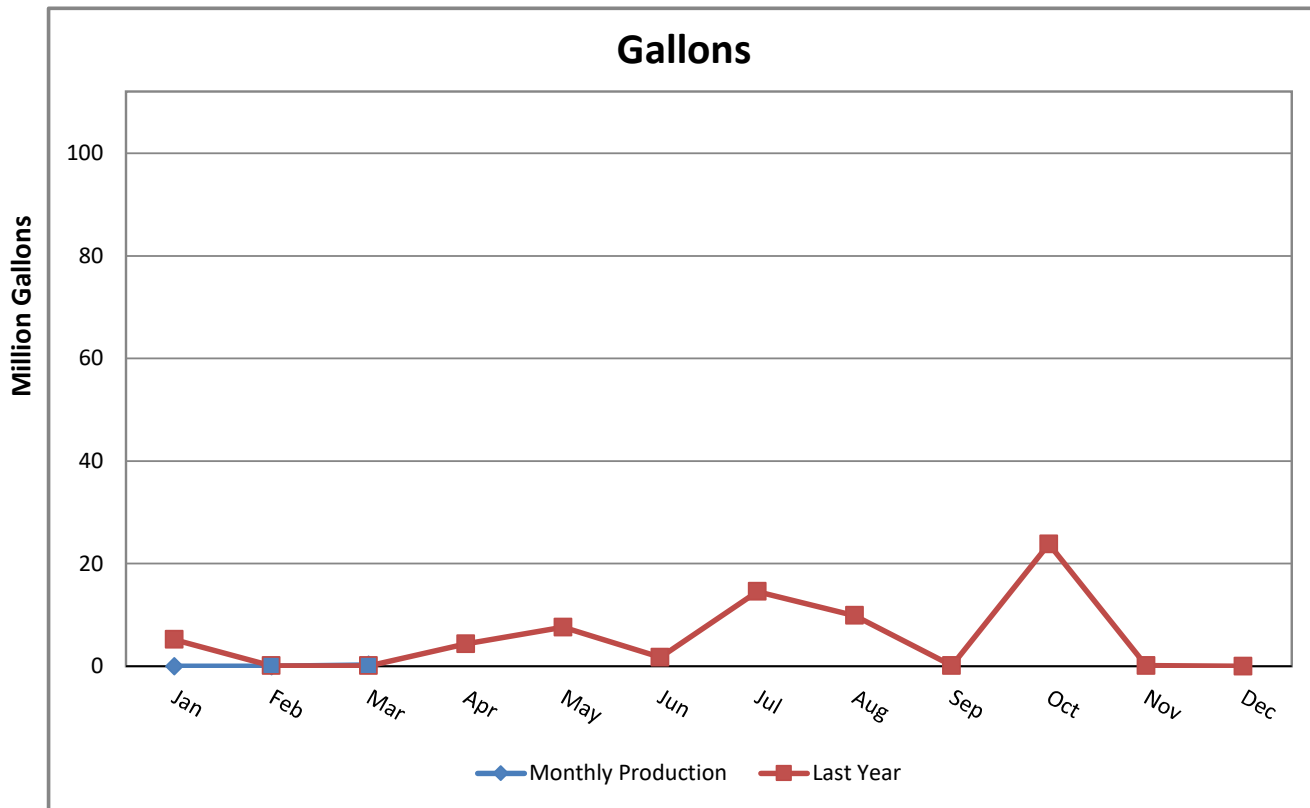
261,085 Gallons

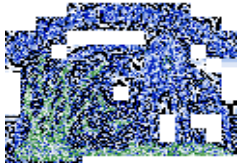
Average GPM: 1,673  
 Pump depth: 275 ft  
 Well depth: 1025 ft

**Motor:**  
 Volts: --  
 Volts (Rated): 460  
 RPM: --  
 RPM (Rated): 2115  
 Amps A: --  
 Amps A (Rated): 222  
 Amps B: --  
 Amps B (Rated): 222  
 Amps C: --  
 Amps C (Rated): 222  
 Motor Temp: -- F  
 Hour Meter: 2.60

**Chlorine:**  
 Dosing: 1.8 mg/L  
 Demand: 0.71 mg/L  
 Residual: 1.09 mg/L

**Vibration Reading:**  
 Base Line: 0.05 in/sec  
 Current: -- in/sec





# Elk Grove Water District

## Monthly Production

Well 4D Webb -- March 2024  
(Well offline)

### Selected Month Production

0 Gallons

Average GPM: 0  
Pump depth: 340 ft  
Well depth: 1075 ft

### Motor:

Volts: --  
Volts (Rated): 460  
RPM: --  
RPM (Rated): 1775  
Amps A: --  
Amps A (Rated): 225  
Amps B: --  
Amps B (Rated): 225  
Amps C: --  
Amps C (Rated): 225

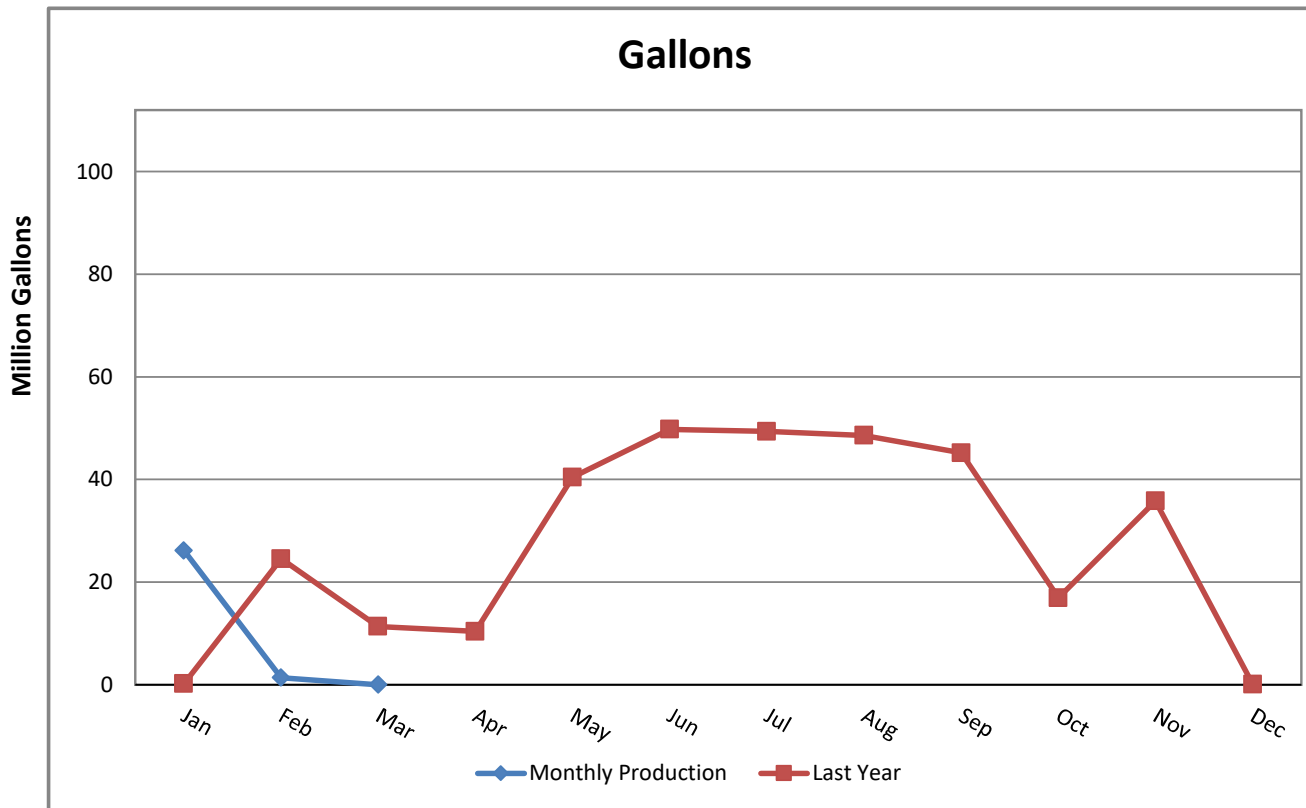
Motor Temp: -- F  
Hour Meter: 0.00

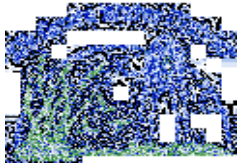
### Chlorine:

Dosing: -- mg/L  
Demand: -- mg/L  
Residual: -- mg/L

### Vibration Reading:

Base Line: 0.05 in/sec  
Current: -- in/sec





# Elk Grove Water District

## Monthly Production

Well 11D Dino -- March 2024

### Selected Month Production

44,278,768 Gallons

Average GPM: 1699  
 Pump depth: 340 ft  
 Well depth: 1038 ft

### Motor:

Volts: 481  
 Volts (Rated): 460  
 RPM: 1662  
 RPM (Rated): 1775  
 Amps A: 198  
 Amps A (Rated): 225  
 Amps B: 197  
 Amps B (Rated): 225  
 Amps C: 185  
 Amps C (Rated): 225

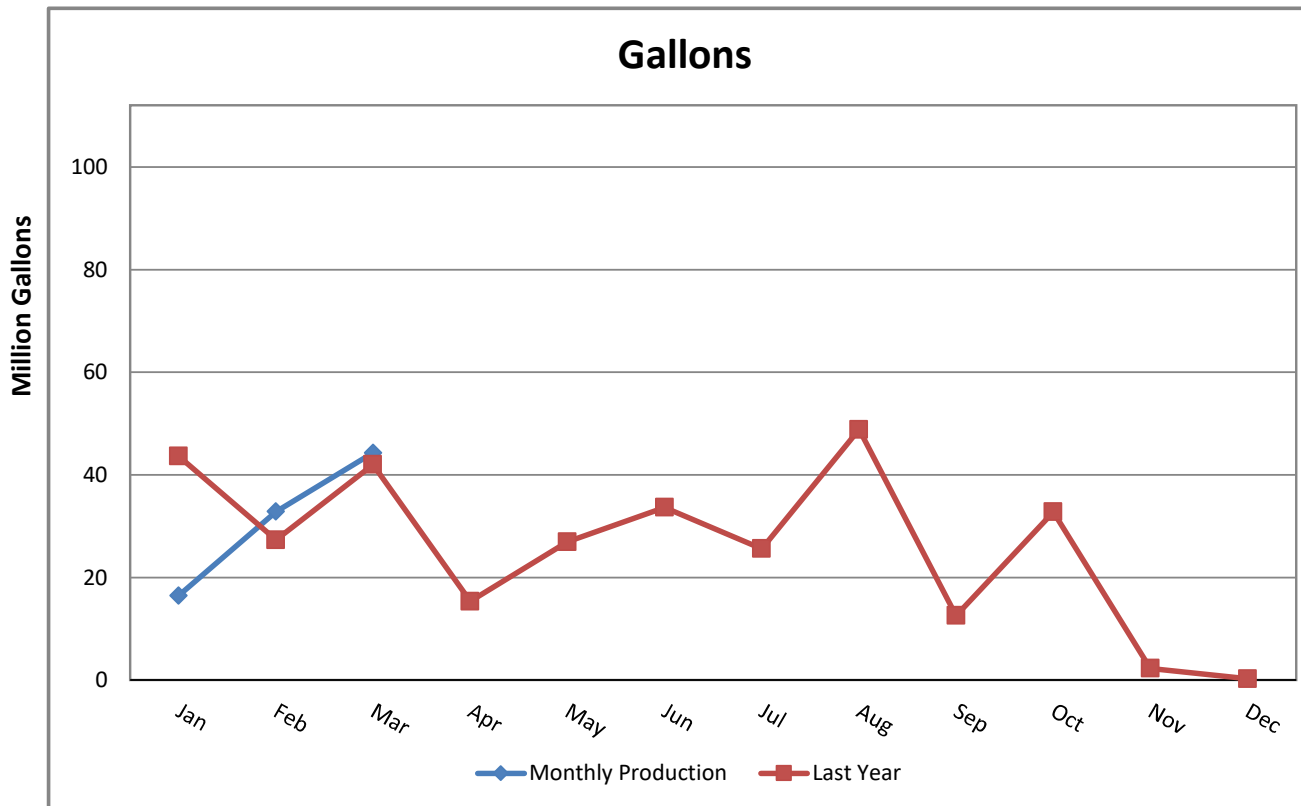
Motor Temp: 118.2 F  
 Hour Meter: 434.20

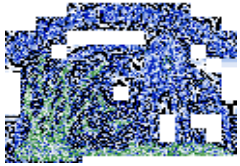
### Chlorine:

Dosing: 1.75 mg/L  
 Demand: 0.69 mg/L  
 Residual: 1.06 mg/L

### Vibration Reading:

Base Line: 0.05 in/sec  
 Current: 0.04 in/sec





# Elk Grove Water District

## Monthly Production

Well 14D Railroad -- March 2024

### Selected Month Production

3,906,012 Gallons

Average GPM: 1546  
 Pump depth: 340 ft  
 Well depth: 1051 ft

### Motor:

Volts: 479  
 Volts (Rated): 460  
 RPM: 1786  
 RPM (Rated): 1785  
 Amps A: 165  
 Amps A (Rated): 171  
 Amps B: 163  
 Amps B (Rated): 171  
 Amps C: 165  
 Amps C (Rated): 171

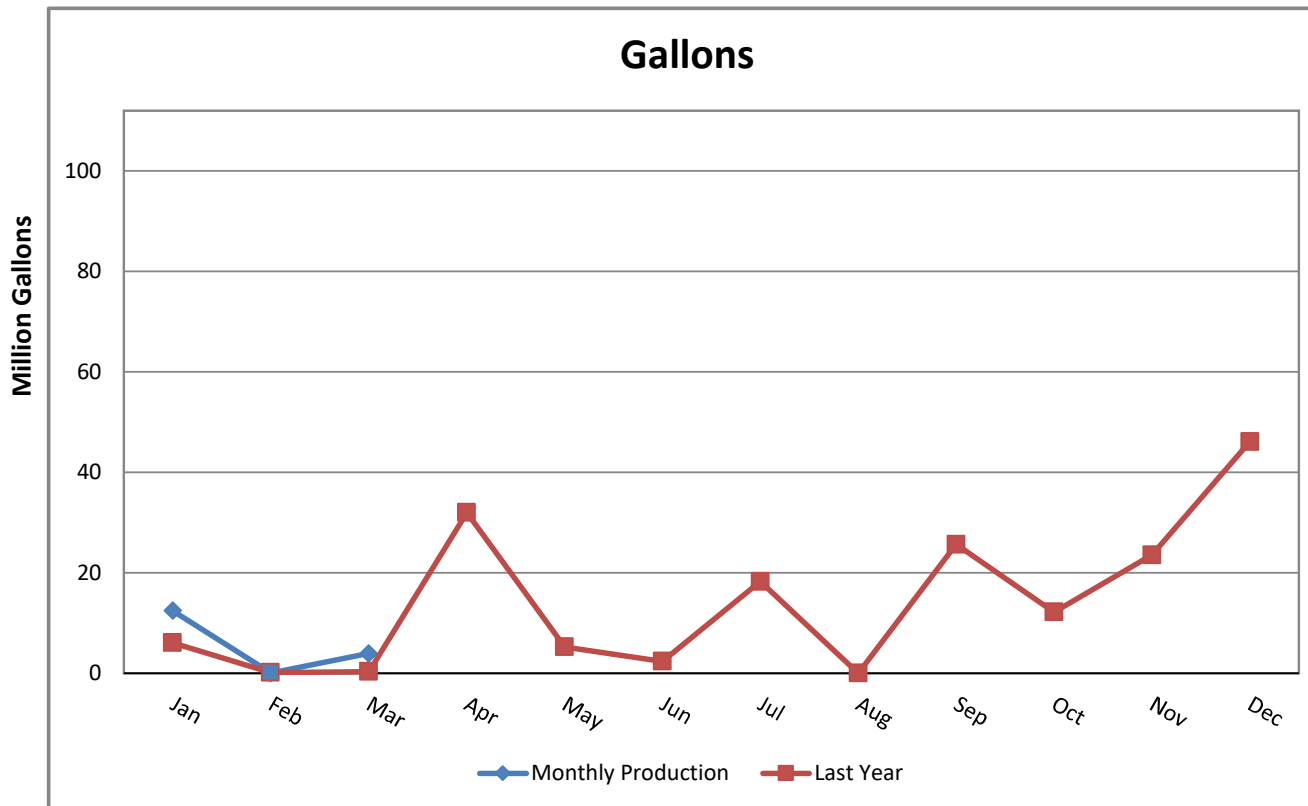
Motor Temp.: 100.9 F  
 Hour Meter: 42.10

### Chlorine:

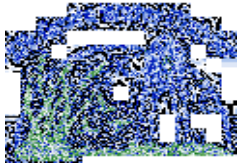
Dosing: 1.84 mg/L  
 Demand: 0.67 mg/L  
 Residual: 1.17 mg/L

### Vibration Reading:

Base Line: 0.02 in/sec  
 Current: 0.04 in/sec







# Elk Grove Water District

## Monthly Production

Well 8 Williamson -- March 2024  
(Submersible)

### Selected Month Production

0 Gallons

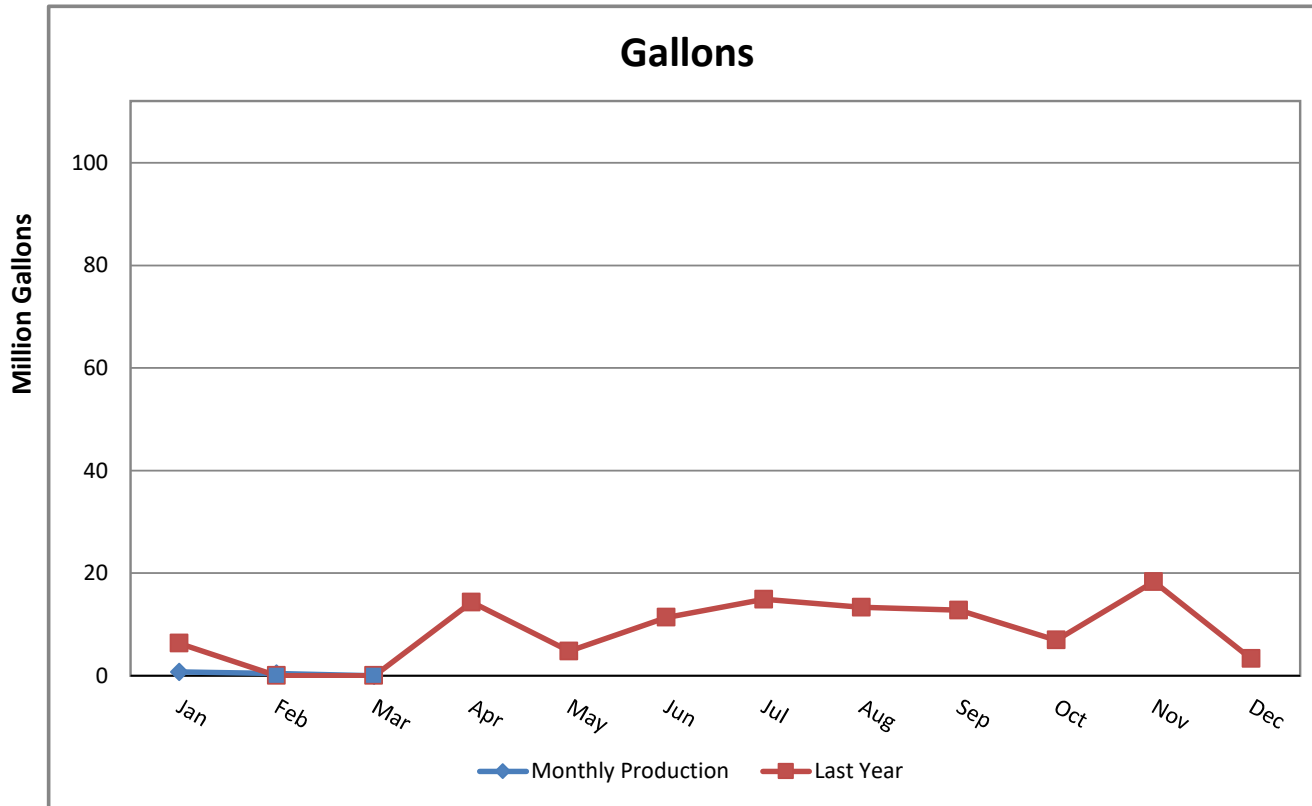
Average GPM: 0  
Pump depth: 150 ft  
Well depth: 564 ft

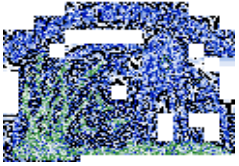
**Motor:**  
Volts: --  
Volts (Rated): 460

Amps A: --  
Amps A (Rated): 65  
Amps B: --  
Amps B (Rated): 65  
Amps C: --  
Amps C (Rated): 65

Hour Meter: 0.00

**Chlorine:**  
Dosing: -- mg/L  
Demand: -- mg/L  
Residual: -- mg/L





# Elk Grove Water District

## Monthly Production

Well 9 Polhemus -- March 2024  
(Submersible)

### Selected Month Production

14,634,226 Gallons

Average GPM: 491  
Pump depth: 150 ft  
Well depth: 556 ft

### Motor:

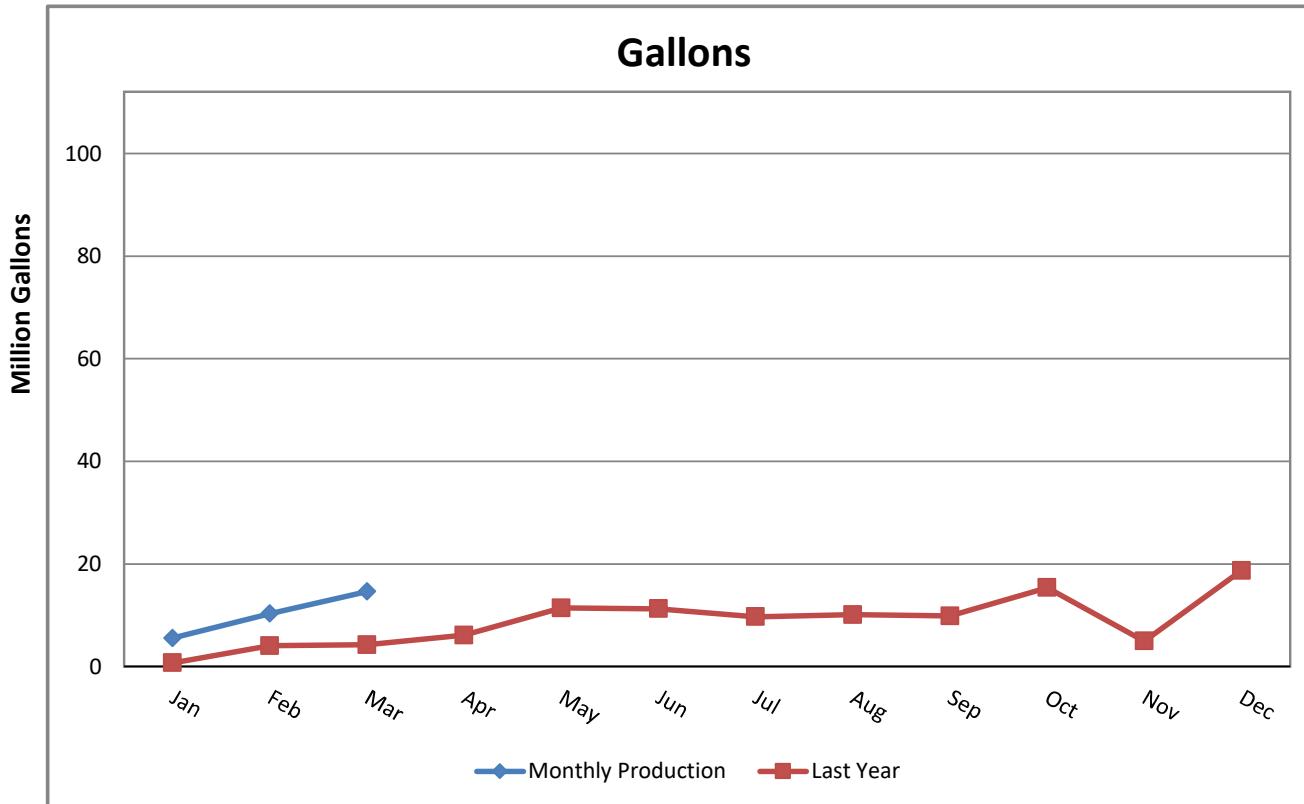
Volts: 480  
Volts (Rated): 460

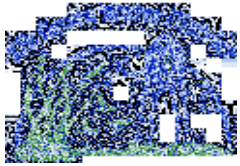
Amps A: 57  
Amps A (Rated): 65  
Amps B: 57  
Amps B (Rated): 65  
Amps C: 61  
Amps C (Rated): 65

Hour Meter: 496.70

### Chlorine:

Dosing: 1.33 mg/L  
Demand: 0.06 mg/L  
Residual: 1.17 mg/L





# Elk Grove Water District

## Monthly Production

Well 13 Hampton -- March 2024

### Selected Month Production

3,329,828 Gallons

Average GPM: 939  
 Pump depth: 200 ft  
 Well depth: 500 ft

### Motor:

Volts: 478  
 Volts (Rated): 460  
 RPM: 1785  
 RPM (Rated): 1785  
 Amps A: 103  
 Amps A (Rated): 141  
 Amps B: 104  
 Amps B (Rated): 141  
 Amps C: 106  
 Amps C (Rated): 141

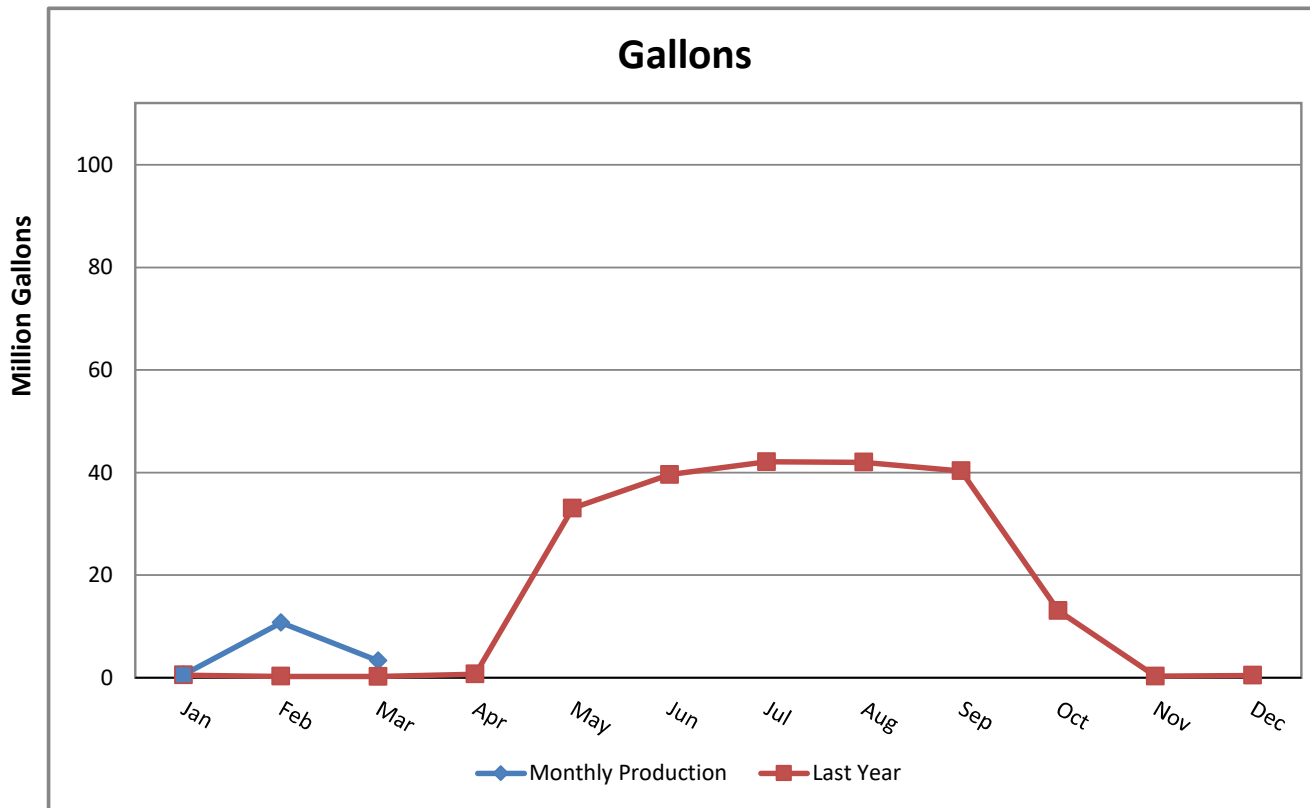
Motor Temp.: 133.8 F  
 Hour Meter: 59.1

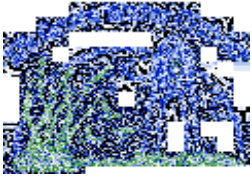
### Chlorine:

Dosing: 1.45 mg/L  
 Demand: 0.63 mg/L  
 Residual: 0.82 mg/L

### Vibration Reading:

Base Line: 0.02 in/sec  
 Current: 0.05 in/sec





# Elk Grove Water District

## Combined Total Production

Service Area 1

Mar-2024

### Current Month Production:

66,410,639 Gallons

### Highest Day Demand of the Month:

2,631,972

### Date of Occurrence

18-Mar-24

### Highest Day Demand of the Calendar Year:

2,631,972

### Date of Occurrence

18-Mar-24

### "Water Year" Rainfall: (Oct-23 to Sep-24)

Current Month:

1.62 in

Year To Date:

14.71 in

### "Water Year" Rainfall: (Oct-22 to Sep-23)

March 2023

5.04 in

Year To Date:

21.52 in

Entire Year Total:

22.00 in

### Temperature:

This Month High

74 F

This Month Low

40 F

This Month Average

55 F

MAR-23 High

68 F

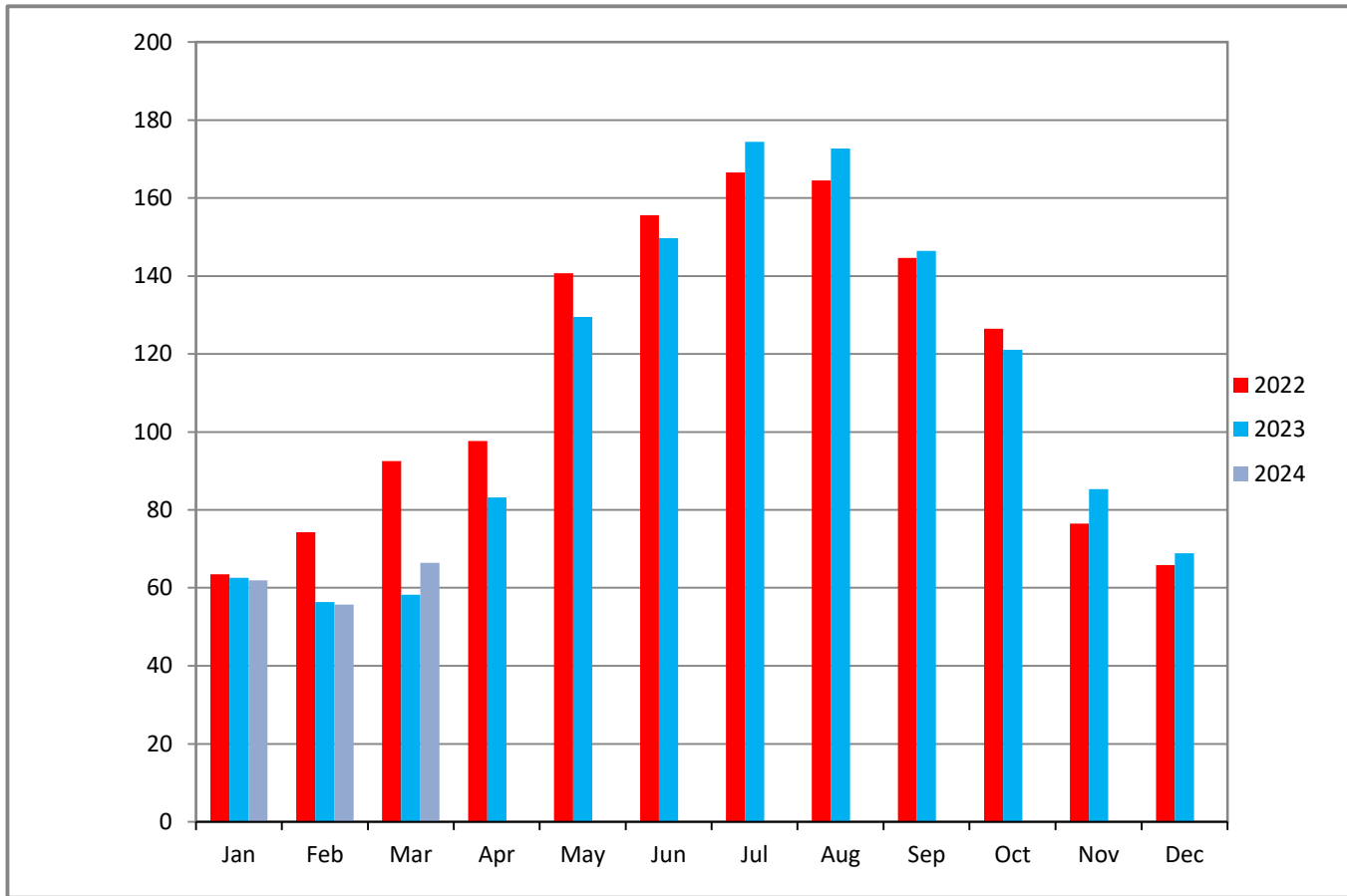
MAR-23 Low

33 F

MAR-23 Average

50.7 F

Million Gallons

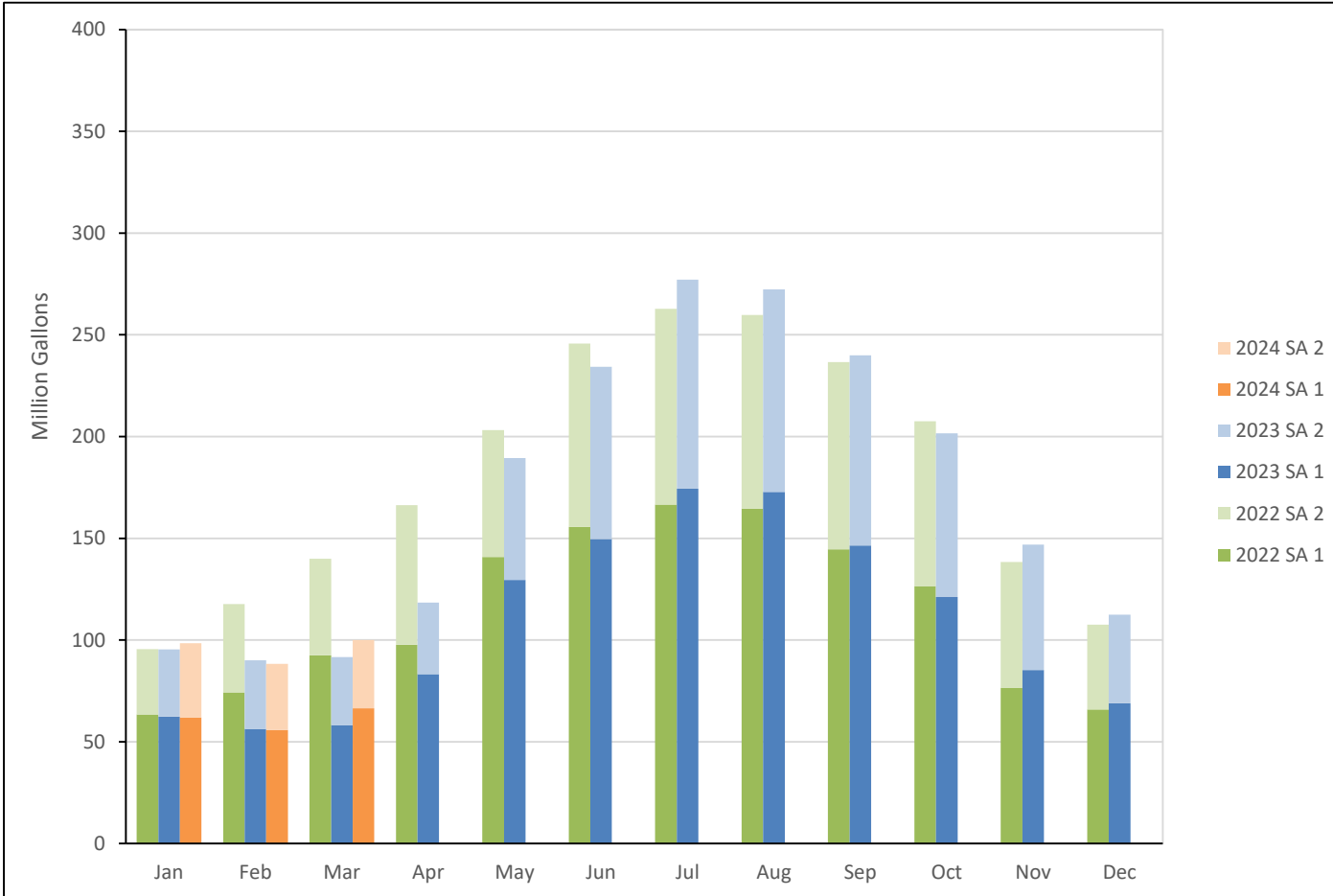




# Elk Grove Water District

## Total Demand/Production

Mar-2024



### Current Month Demand/Production:

100,043,711 Gallons

**\*Change From March 2023:** 9.13%

**GPCD:** 74.1 Gallons per Day

**R-GPCD:** 59.2 Gallons per Day

### Service Area 1

**Active Connections:** 7,939

### Current Month Demand/Production:

66,410,639 Gallons

**\*Change From March 2023:** 14.04%

**GPCD:** 81.0 Gallons per Day

**R-GPCD:** 61.2 Gallons per Day

### Service Area 2

**Active Connections:** 5,004

### Current Month Demand/Production:

33,633,072 Gallons

**\*Change From March 2023:** 0.58%

**GPCD:** 63.4 Gallons per Day

**R-GPCD:** 55.0 Gallons per Day

\*Percent reduction has been changed to percent change. Negative change is reduction and positive change is increase.

Elk Grove Water District Water Usage

----- Monthly Production (gallons) -----

2021	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	64,881,378	57,088,452	78,904,998	122,759,415	161,903,489	171,428,103	180,693,083	173,985,025	153,922,309	114,717,480	65,607,814	61,008,401	1,406,899,947
Purchased (SA2)	34,553,112	34,867,272	38,268,428	53,156,620	84,725,960	96,521,920	110,862,576	113,081,144	94,977,300	84,569,628	48,501,816	34,885,972	828,971,748
Total	99,434,490	91,955,724	117,173,426	175,916,035	246,629,449	267,950,023	291,555,659	287,066,169	248,899,609	199,287,108	114,109,630	95,894,373	2,235,871,695

2022	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	63,469,715	74,242,203	92,483,924	97,643,001	140,747,995	155,597,114	166,596,675	164,513,039	144,632,180	126,478,648	76,517,155	65,813,605	1,368,735,254
Purchased (SA2)	32,115,380	43,369,788	47,452,372	68,588,608	62,494,652	90,110,812	96,146,424	95,299,688	92,002,504	81,006,904	61,785,548	41,748,872	812,121,552
Total	95,585,095	117,611,991	139,936,296	166,231,609	203,242,647	245,707,926	262,743,099	259,812,727	236,634,684	207,485,552	138,302,703	107,562,477	2,180,856,806

2023	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	62,562,387	56,343,279	58,232,742	83,205,416	129,475,692	149,684,059	174,452,699	172,730,059	146,408,453	121,106,581	85,315,369	68,908,092	1,308,424,828
Purchased (SA2)	32,851,412	33,735,548	33,439,340	35,189,660	59,937,240	84,604,784	102,673,472	99,610,412	93,544,132	80,540,900	61,575,360	43,502,932	761,205,192
Total	95,413,799	90,078,827	91,672,082	118,395,076	189,412,932	234,288,843	277,126,171	272,340,471	239,952,585	201,647,481	146,890,729	112,411,024	2,069,630,020

2024	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	61,915,877	55,729,972	66,410,639	-	-	-	-	-	-	-	-	-	184,056,488
Purchased (SA2)	36,458,268	32,530,520	33,633,072	-	-	-	-	-	-	-	-	-	102,621,860
Total	98,374,145	88,260,492	100,043,711	0	0	0	0	0	0	0	0	0	286,678,348

----- Monthly Percent Change - Comparing 2023 to 2024 -----

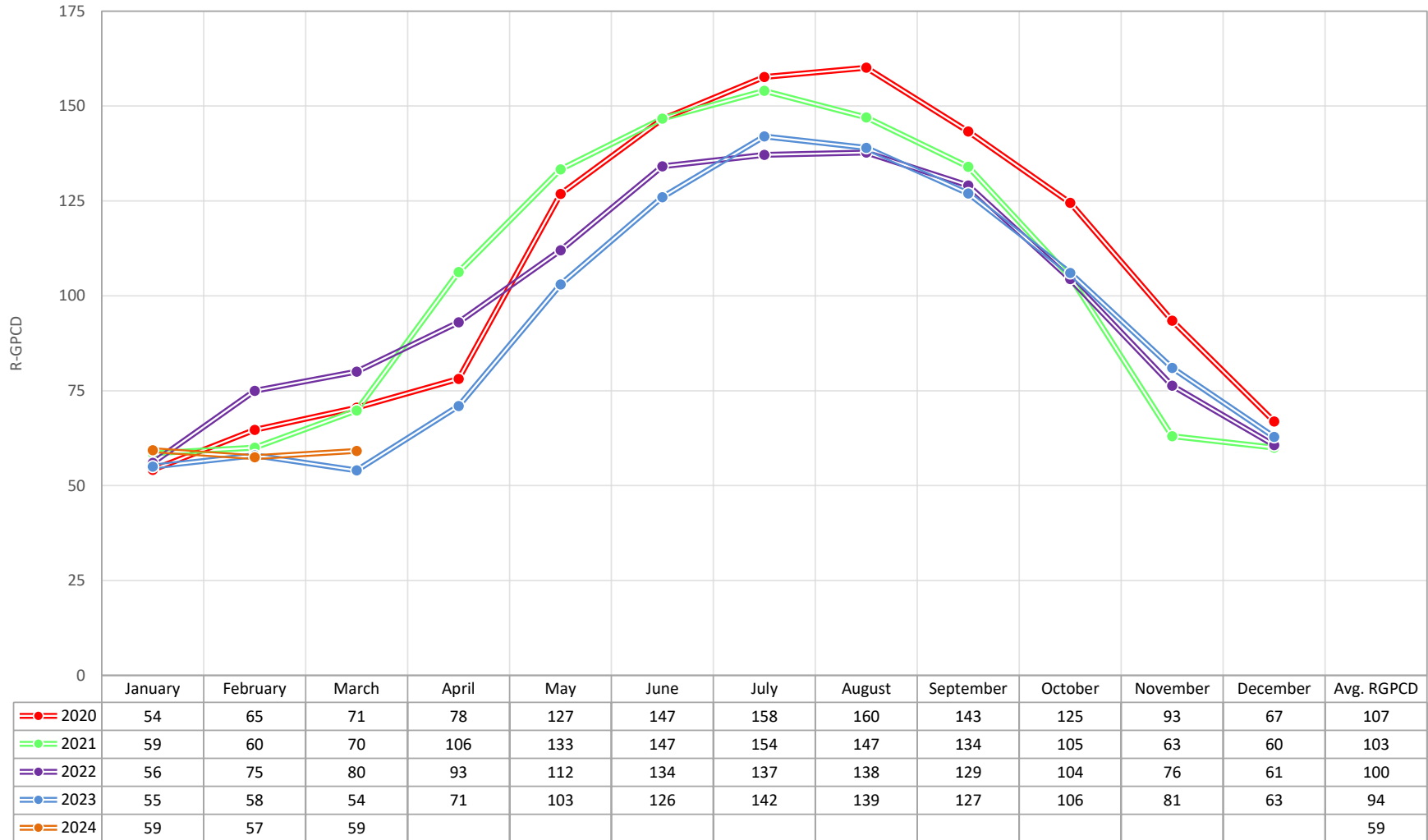
% Change	January	February	March	April	May	June	July	August	September	October	November	December	Total
GW (SA1)	-1.03%	-1.09%	14.04%	-	-	-	-	-	-	-	-	-	-
Purchased (SA2)	10.98%	-3.57%	0.58%	-	-	-	-	-	-	-	-	-	-
Total	3.10%	-2.02%	9.13%	-	-	-	-	-	-	-	-	-	-
% Cumulative Change	3.10%	0.62%	3.43%	-	-	-	-	-	-	-	-	-	-

Service Area 2		Consumption	
2024	# Accts	CCF	Gallons
Jan	5,002	48,741	36,458,268
Feb	5,004	43,490	32,530,520
Mar	5,004	44,964	33,633,072
Apr			0
May			0
Jun			0
Jul			0
Aug			0
Sep			0
Oct			0
Nov			0
Dec			0

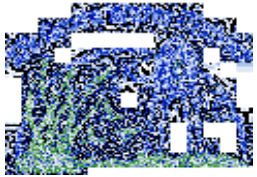


## EGWD COMBINED R-GPCD

—●— 2020    —●— 2021    —●— 2022    —●— 2023    —●— 2024



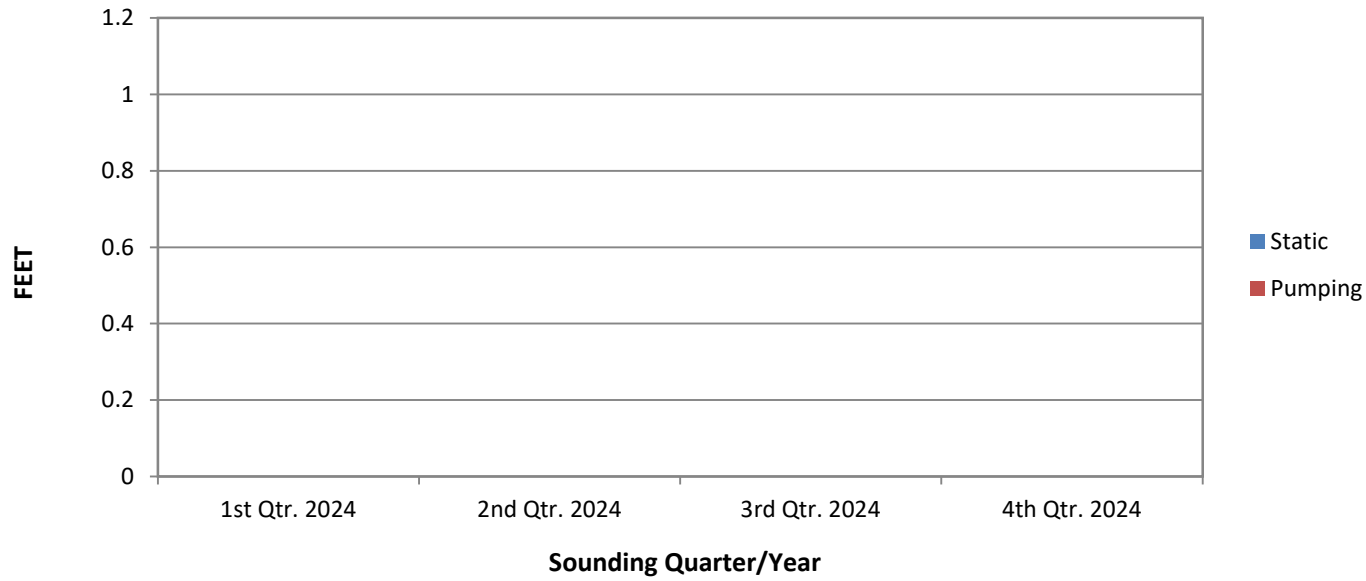
R-GPCD = Residential Gallons per Capita per Day



# Elk Grove Water District

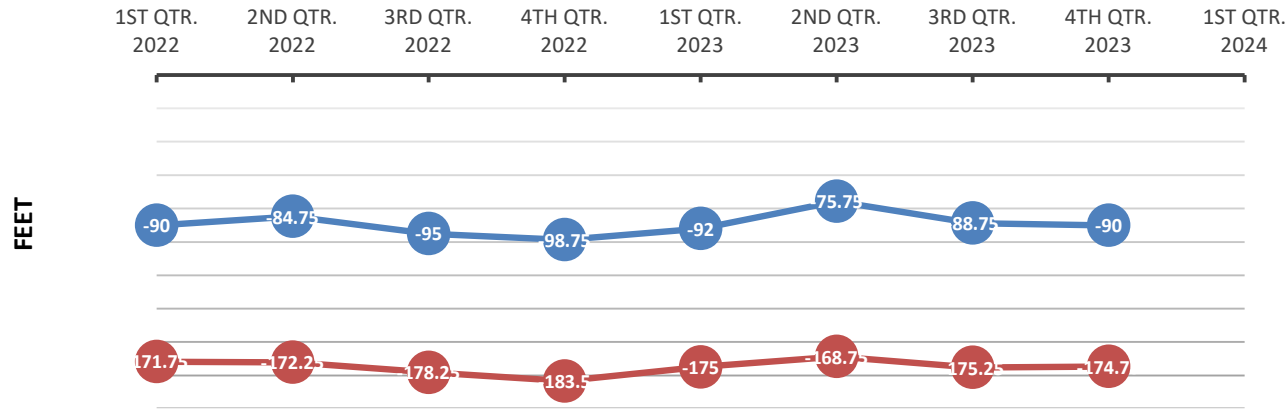
## Static and Pumping Levels

Well 1D School St



### Latest Well Sounding

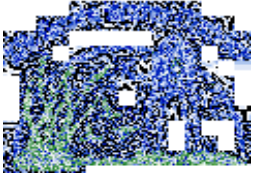
<b>Static:</b>	90 Ft
<b>Pumping:</b>	174.75 Ft
<b>Drawdown:</b>	84.75 Ft
<b>GPM:</b>	1,734
<b>Specific Capacity:</b>	20.456



### Latest Sand Tester Results:

15 Min:	< 5 ppm
---------	---------

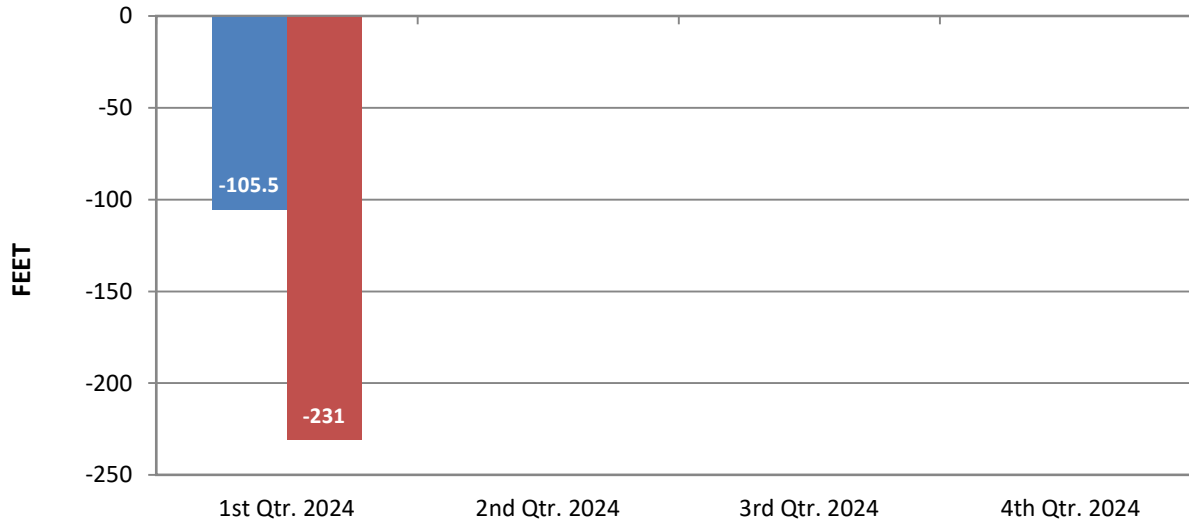




# Elk Grove Water District

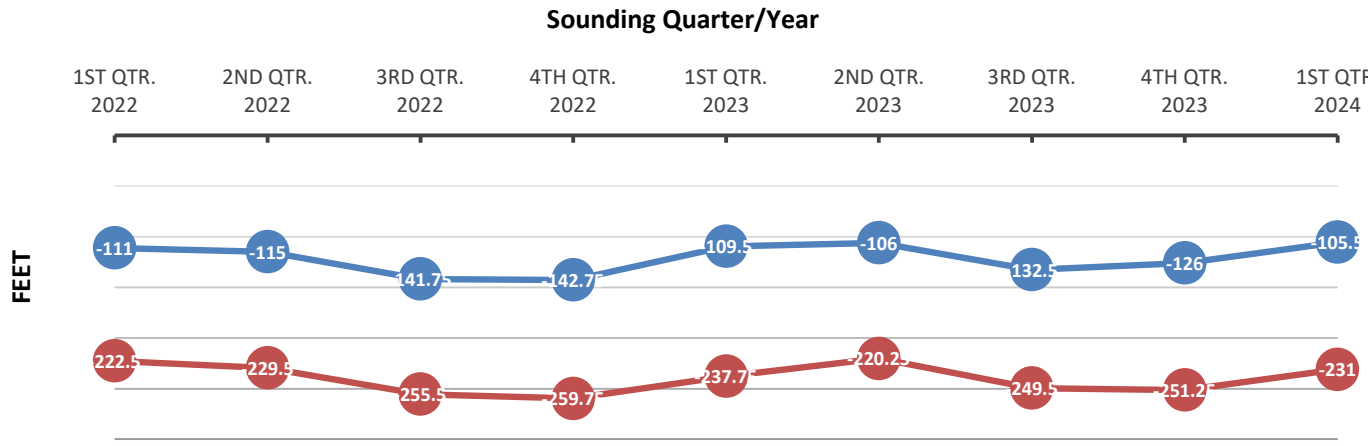
## Static and Pumping Levels

Well 4D Webb St



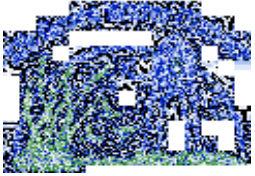
### Latest Well Sounding

<b>Static:</b>	105.5 Ft
<b>Pumping:</b>	231 Ft
<b>Drawdown:</b>	125.5 Ft
<b>GPM:</b>	1,707
<b>Specific Capacity:</b>	13.605



### Latest Sand Tester Results:

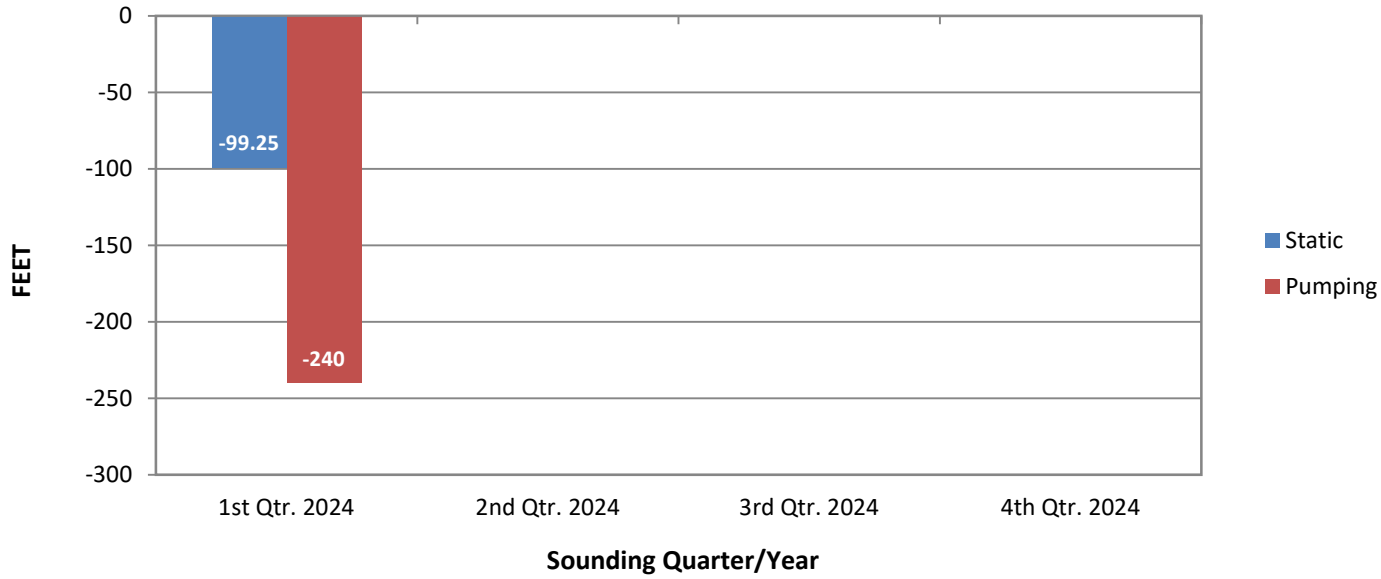
15 Min: < 5 ppm



# Elk Grove Water District

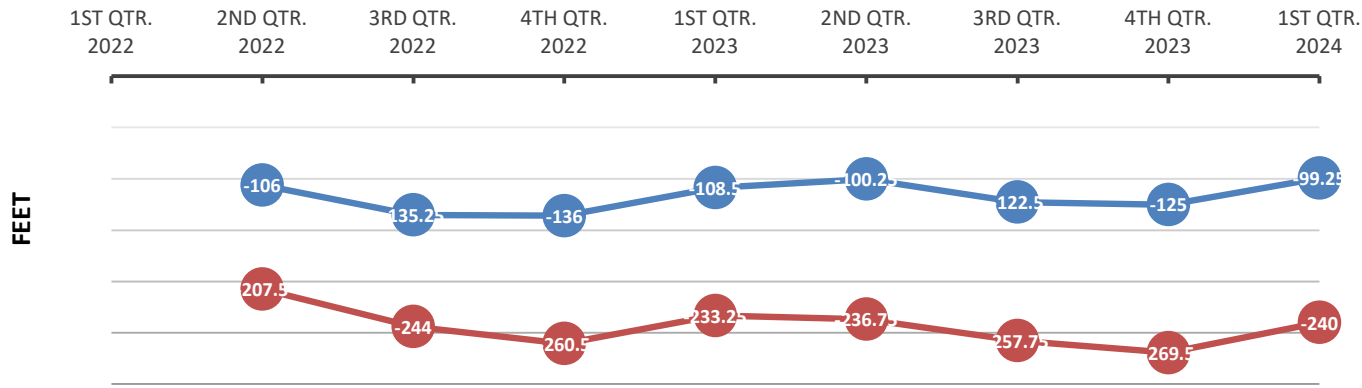
## Static and Pumping Levels

Well 11D Dino



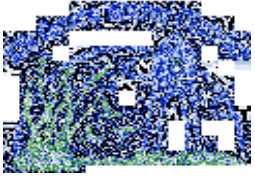
### Latest Well Sounding

<b>Static:</b>	99.25 Ft
<b>Pumping:</b>	240 Ft
<b>Drawdown:</b>	140.75 Ft
<b>GPM:</b>	1,702
<b>Specific Capacity:</b>	12.096



### Latest Sand Tester Results:

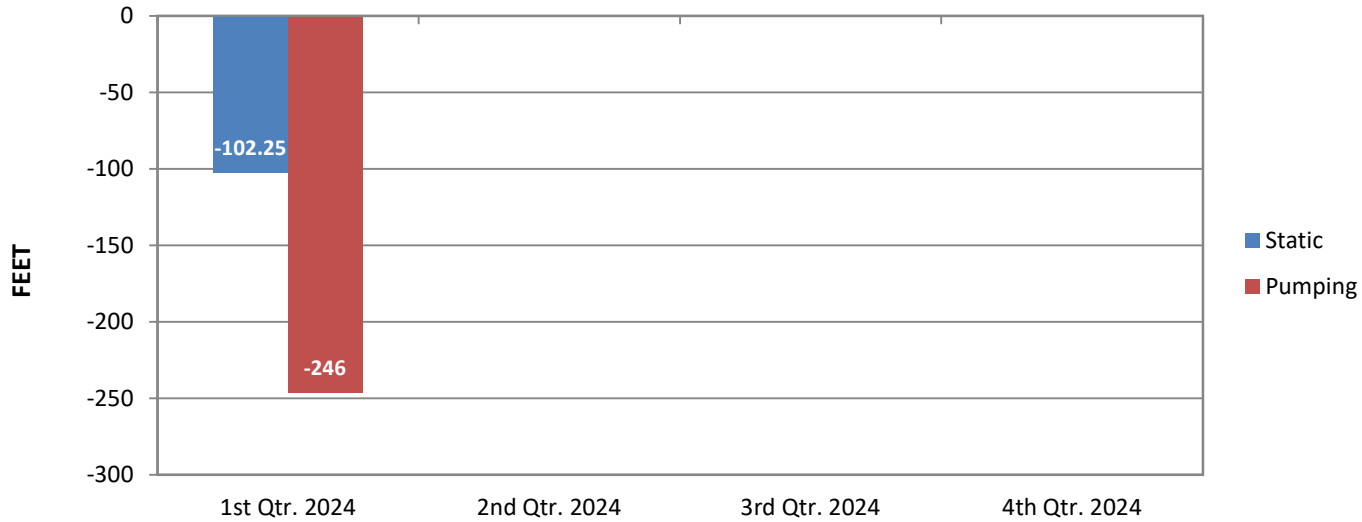
15 Min:	< 5 ppm
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# Elk Grove Water District

## Static and Pumping Levels

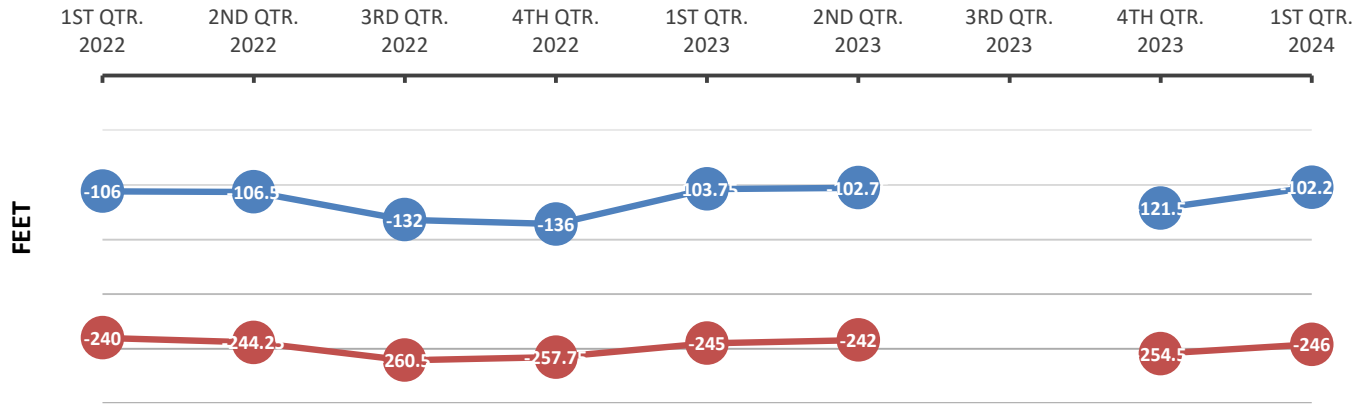
Well 14D Railroad



### Latest Well Sounding

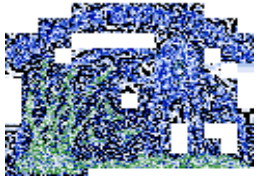
<b>Static:</b>	102.25 Ft
<b>Pumping:</b>	246 Ft
<b>Drawdown:</b>	143.75 Ft
<b>GPM:</b>	1,551
<b>Specific Capacity:</b>	10.787

### Sounding Quarter/Year



### Latest Sand Tester Results:

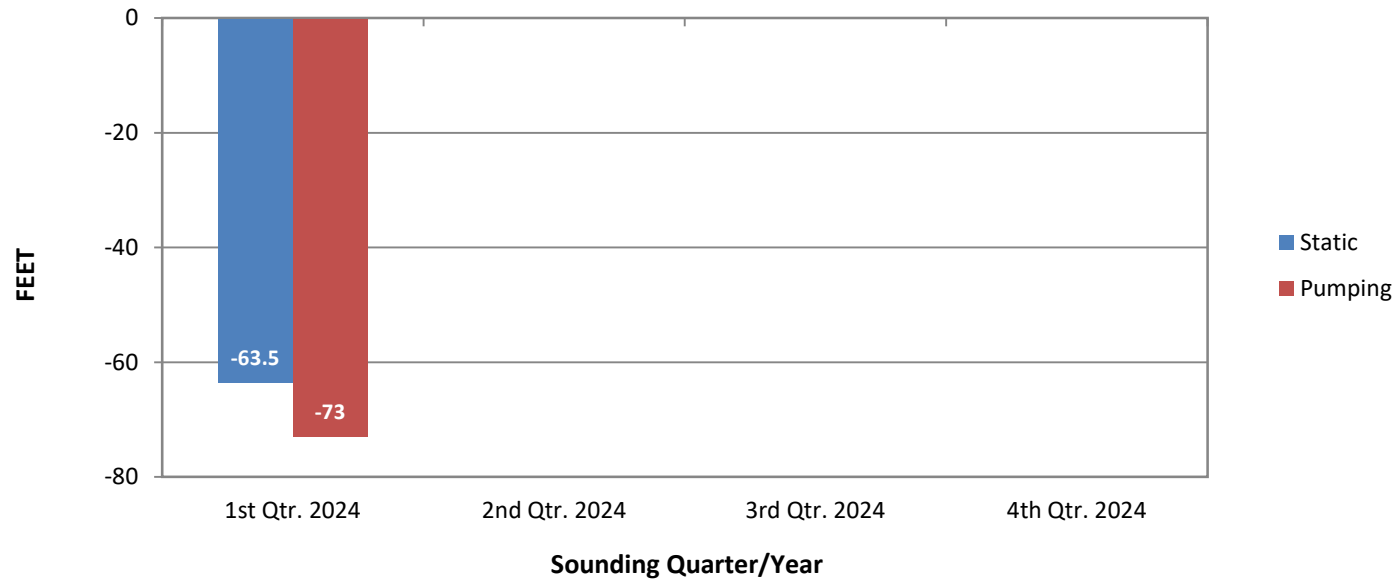
15 Min: < 5 ppm



# Elk Grove Water District

## Static and Pumping Levels

Well 8 Williamson



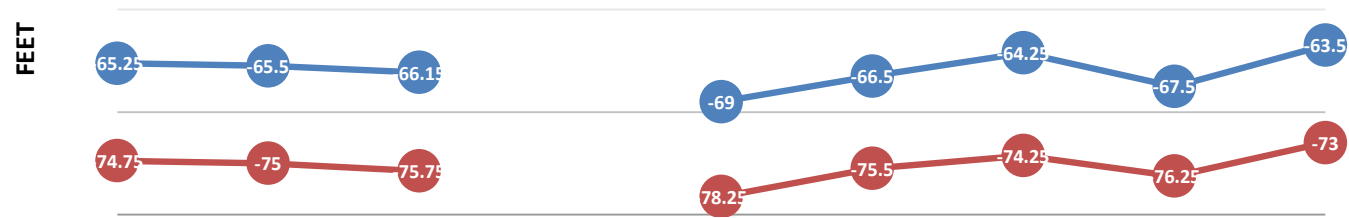
### Latest Well Sounding

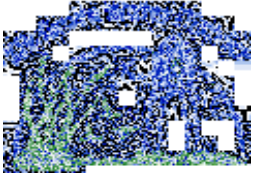
<b>Static:</b>	63.5 Ft
<b>Pumping:</b>	73 Ft
<b>Drawdown:</b>	9.5 Ft
<b>GPM:</b>	559
<b>Specific Capacity:</b>	58.862

1ST QTR. 2022    2ND QTR. 2022    3RD QTR. 2022    4TH QTR. 2022    1ST QTR. 2023    2ND QTR. 2023    3RD QTR. 2023    4TH QTR. 2023    1ST QTR. 2024

### Latest Sand Tester Results:

15 Min: < 5 ppm

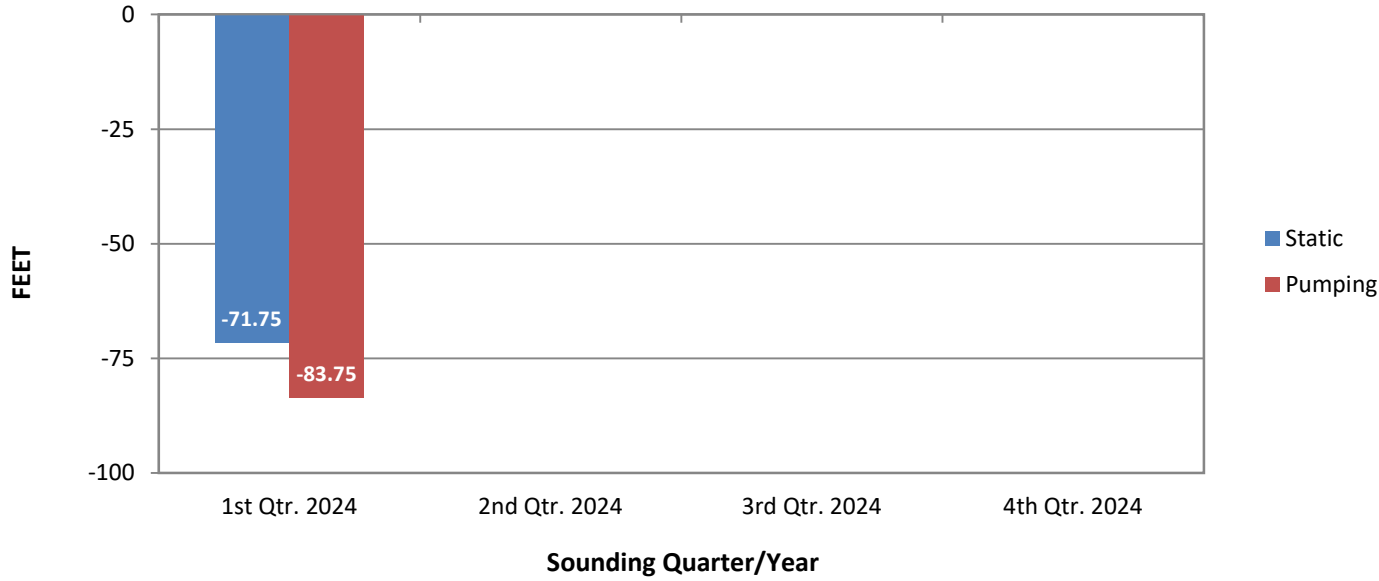




# Elk Grove Water District

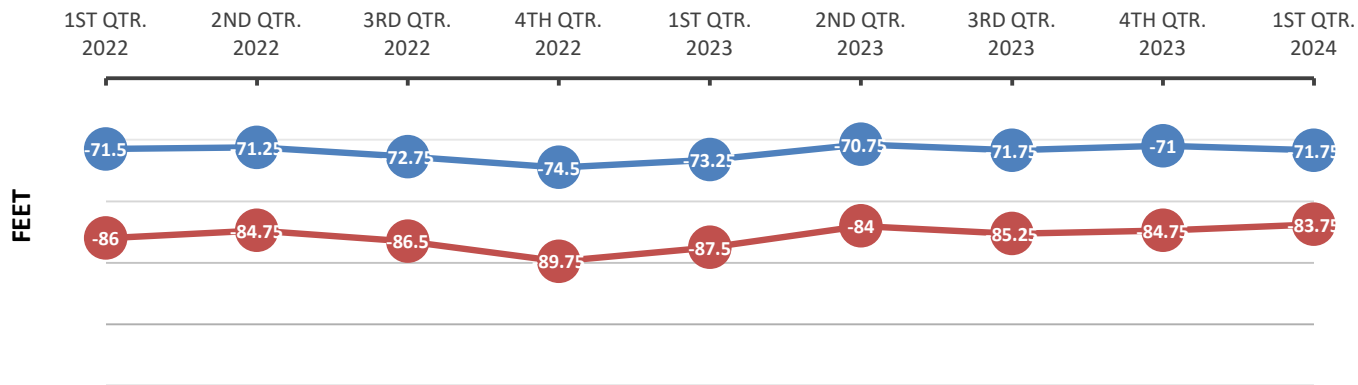
## Static and Pumping Levels

Well 9 Polhemus



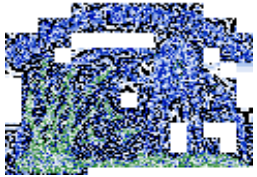
### Latest Well Sounding

<b>Static:</b>	71.75 Ft
<b>Pumping:</b>	83.75 Ft
<b>Drawdown:</b>	12 Ft
<b>GPM:</b>	497
<b>Specific Capacity:</b>	41.379



### Latest Sand Tester Results:

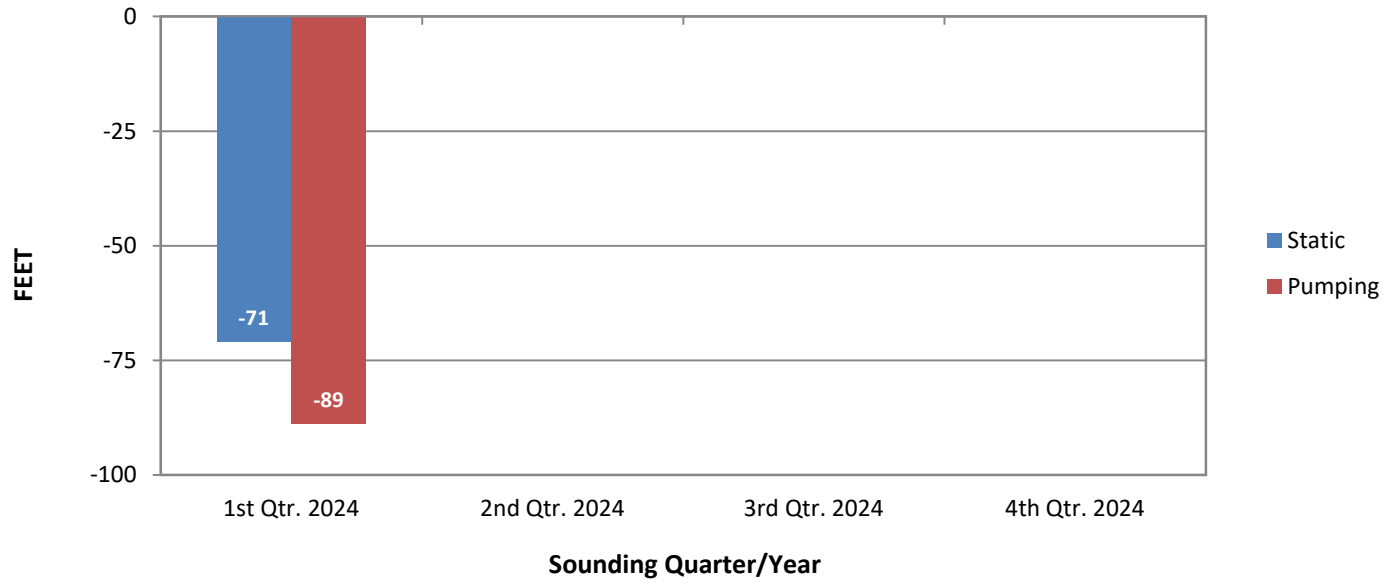
15 Min: < 5 ppm



# Elk Grove Water District

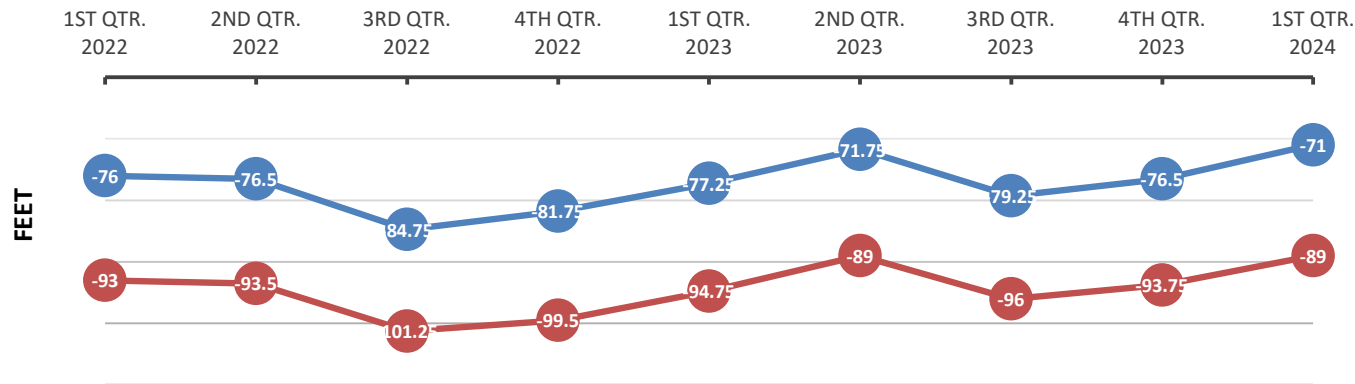
## Static and Pumping Levels

Well 13 Hampton



### Latest Well Sounding

<b>Static:</b>	71 Ft
<b>Pumping:</b>	89 Ft
<b>Drawdown:</b>	18 Ft
<b>GPM:</b>	979
<b>Specific Capacity:</b>	54.388

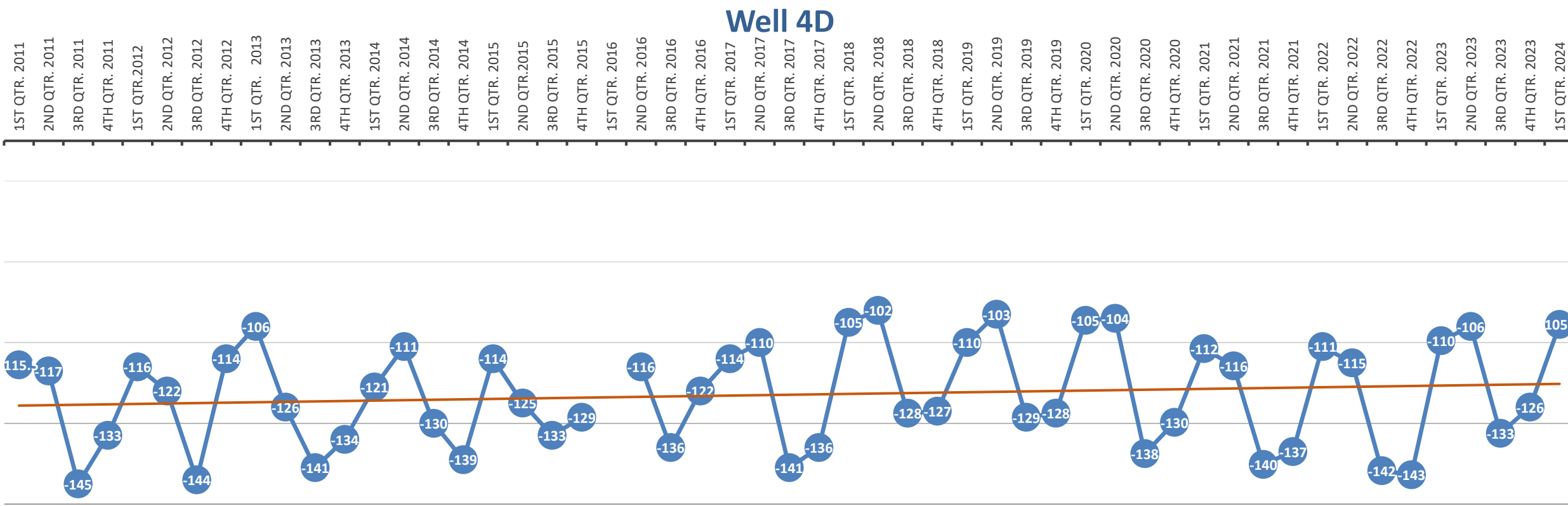
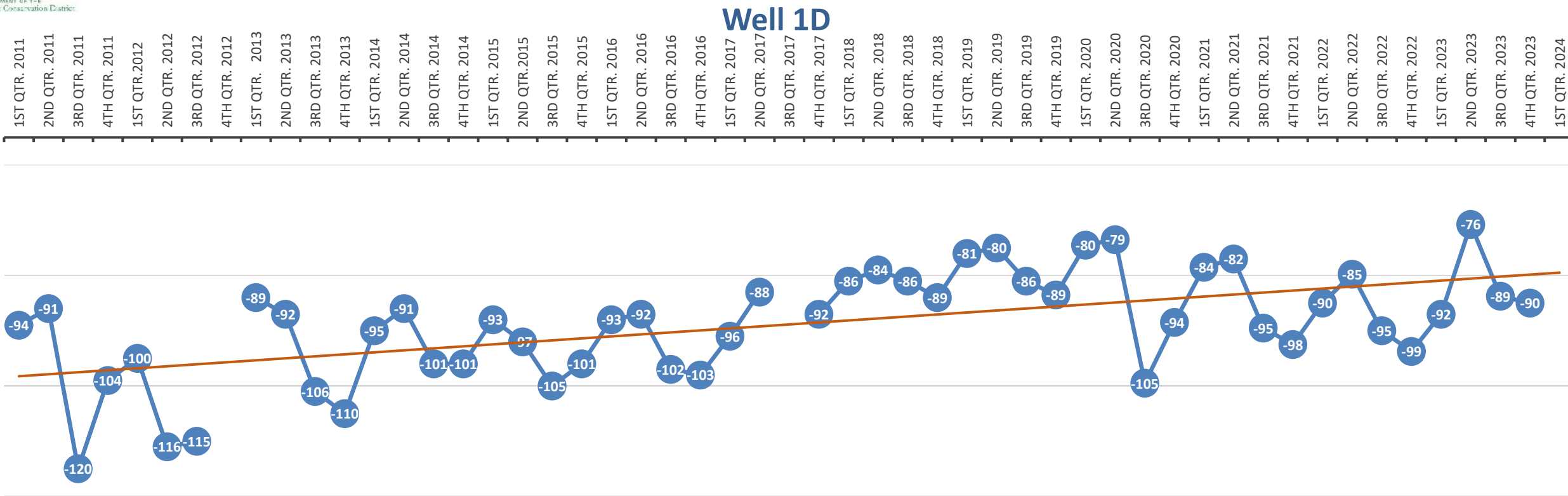


### Latest Sand Tester Results:

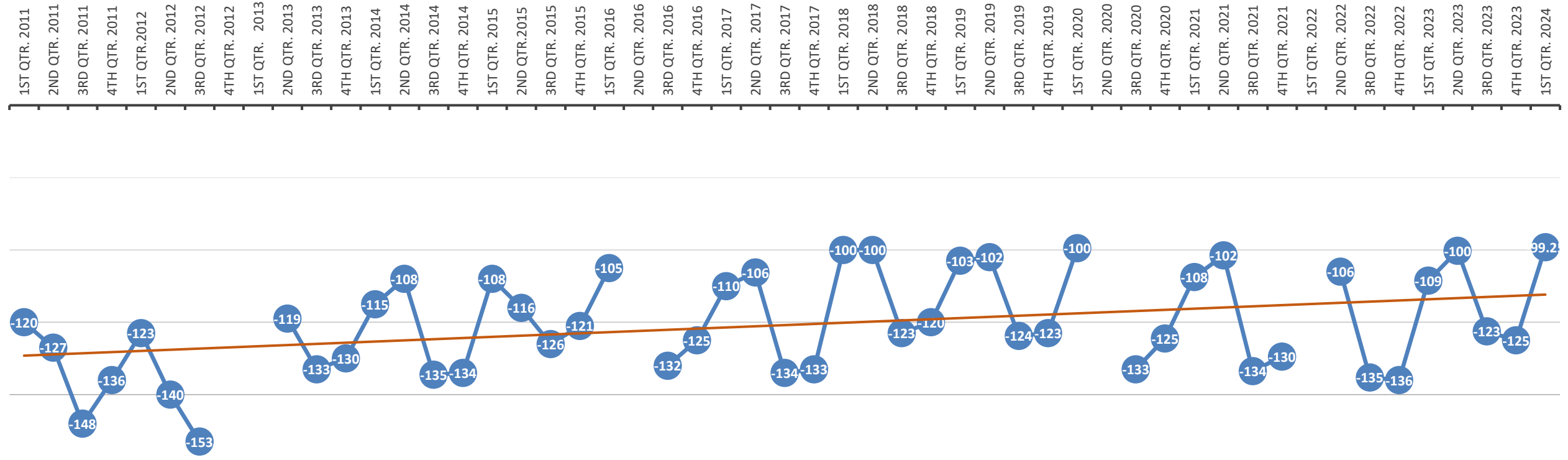
15 Min: < 5 ppm



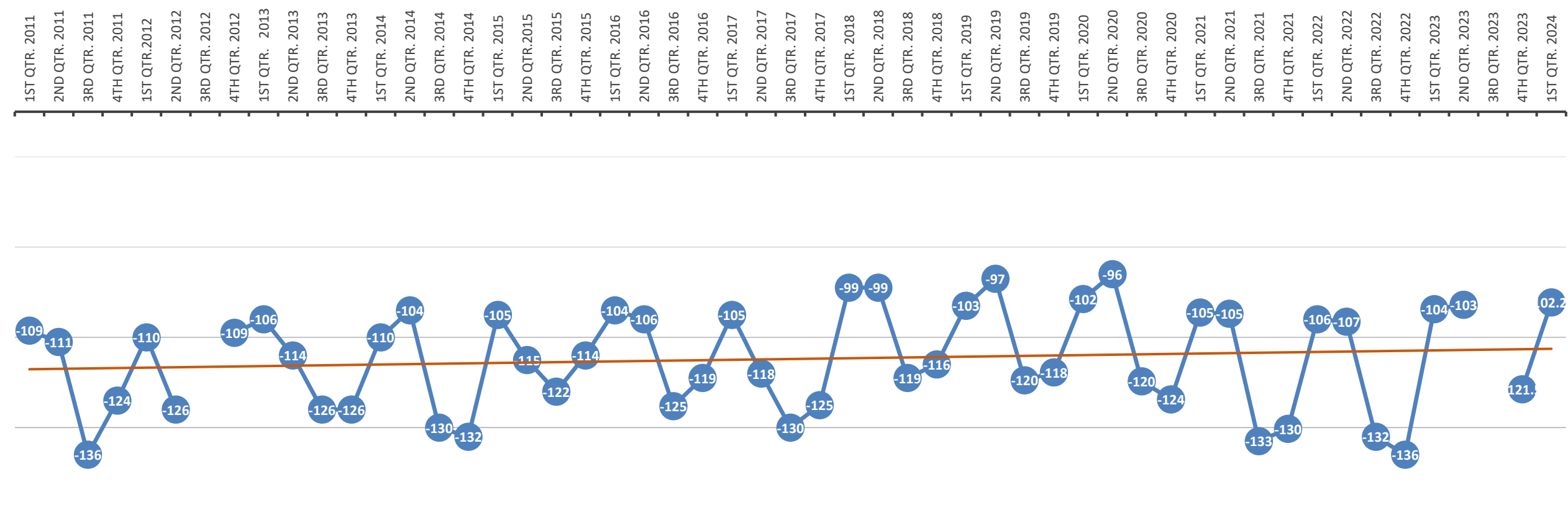
# Historic Static Well Levels



## Well 11D

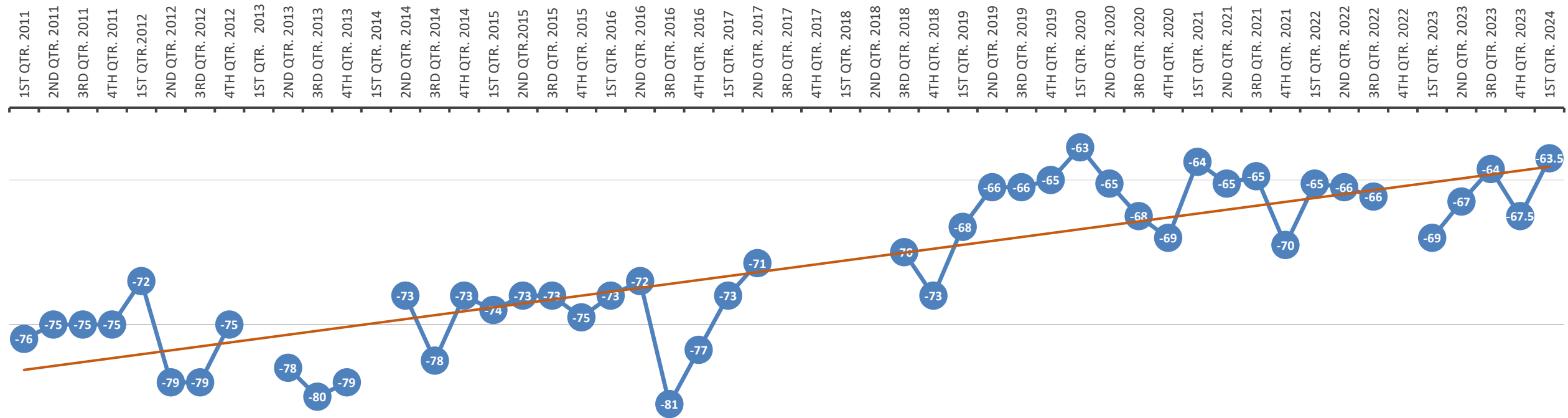


## Well 14D

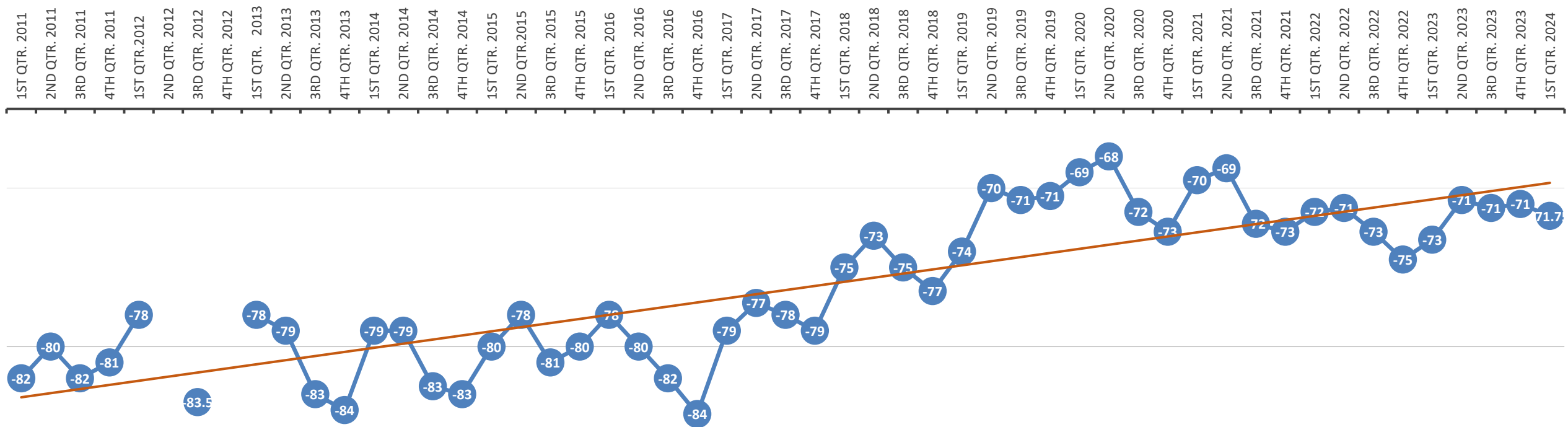




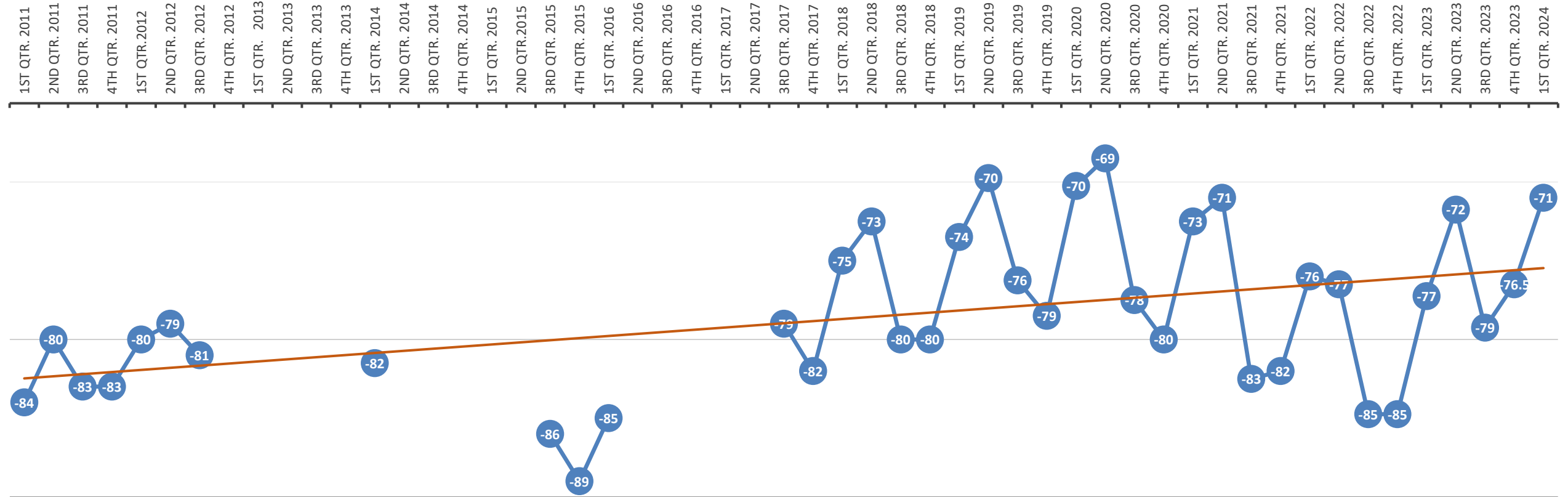
## Well 8



## Well 9



## Well 13



**Monthly Sample Report - March 2024**  
**Water System: Elk Grove Water System**

**Sampling Point: 01 - 8693 W. Camden**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: School Well 01D - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
			Quarterly

**Sampling Point: 02 - 9425 Emerald Vista**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: 03 - 8809 Valley Oak**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: Webb Well 04D - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: 04 - 10122 Glacier Point**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: 05 - 9230 Amsden Ct.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: 06 - 9227 Rancho Dr.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: 07 - Al Gates Park Mainline Dr.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: - Williamson Well 8 Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: 09 - 9436 Hollow Springs Wy.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: Polhemus Well 9 Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: 09 - 8417 Blackman Wy.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: 10 - 9373 Oreo Ranch Cir.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week
3/5/2024	Distribution System	Fluoride	Week

**Sampling Point: 11 - 9907 Kapalua Ln.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: 12-9205 Meadow Grove Dr.**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Distribution System	Bacteriological	Week
3/12/2024	Distribution System	Bacteriological	Week
3/19/2024	Distribution System	Bacteriological	Week
3/26/2024	Distribution System	Bacteriological	Week

**Sampling Point: Dino Well 11D - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: Hampton Well 13 - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Source Water	Fe, Mn, As, Total	Weekly
3/11/2024	Source Water	Fe, Mn, As, Total	Weekly
3/18/2024	Source Water	Fe, Mn, As, Total	Weekly
3/25/2024	Source Water	Fe, Mn, As, Total	Weekly

**Sampling Point: Hampton WTP Effluent**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
3/5/2024	Treated Effluent	Fe, Mn, As, Total	Weekly
3/11/2024	Treated Effluent	Fe, Mn, As, Total	Weekly
3/18/2024	Treated Effluent	Fe, Mn, As, Total	Weekly
3/25/2024	Treated Effluent	Fe, Mn, As, Total	Weekly

**Sampling Point: Hampton WTP Backwash Tank**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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**Sampling Point: Railroad Well 14D - Raw Water**

<b>Sample Date</b>	<b>Sample Class</b>	<b>Sample Name</b>	<b>Collection Occurrence</b>
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Sampling Point: Railroad WTP Effluent			
Sample Date	Sample Class	Sample Name	Collection Occurrence
3/5/2024	Treated Plant Effluent	WTP Eff - Fe,Mn,As,Al Total	Month

Sampling Point: Railroad WTP Backwash Tank			
Sample Date	Sample Class	Sample Name	Collection Occurrence

Sampling Point: Special Distribution/Construction Samples			
Sample Date	Sample Class	Sample Name	Collection Description
3/14/2024	Distribution System	Bacteriological	9605 E.Stockton Blvd. Broken Valve
3/19/2024	Distribution System	Bacteriological	9645 E. Stockton Blvd. Broken Valve

Colors	Monthly Total	Yearly Total
Black = Scheduled	58	211
Green = Unscheduled	2	4
Red = Incomplete Sample	0	



April 3, 2024

Sacramento Regional County  
Sanitation District  
Environmental Specialist  
10060 Goethe Rd.  
Sacramento, CA. 95827

**WASTEWATER DISCHARGE COMPLIANCE REPORT FORM**

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Enclosed is the Wastewater Discharge Compliance Report Form from Elk Grove Water District March 2024.

If you have any further questions, you may contact me at 916-585-9386

A handwritten signature in blue ink, appearing to read 'STEVE SHAW', is located below the contact information.

STEVE SHAW  
WATER TREATMENT SUPERVISOR



**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN)**

**COMPLIANCE REPORT FORM**

Attn: Alex Burkert	E-mail: burkerta@sacsewer.com	Wastewater Source Control Section
Phone: (916) 875-6454		Fax: (916) 854-9286
From: Steve Shaw		
Company: Elk Grove Water District		Permit # WTP-010

<b>Discharge Month:</b>	<b>March</b>	<b>Year:</b>	<b>2024</b>
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The following reports and information are attached (check all that apply):

<input checked="" type="checkbox"/> Water use/flow meter report (If there is no discharge during the reporting period, this must be reported)	<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align:left;">Location</th> <th style="text-align:right;">Total Gallons</th> </tr> </thead> <tbody> <tr> <td>OF 1 Hampton WTP Backwash Tank</td> <td style="text-align:right;">102,378</td> </tr> <tr> <td>OF 3 Railroad WTP Backwash Tank</td> <td style="text-align:right;">93,719</td> </tr> <tr> <td>OF 5 Analyzer Water</td> <td style="text-align:right;">35,712</td> </tr> <tr> <td>OF 6 Tank Sludge (preapproval req)</td> <td></td> </tr> <tr> <td>OF 7 Misc. (preapproval req)</td> <td></td> </tr> </tbody> </table>	Location	Total Gallons	OF 1 Hampton WTP Backwash Tank	102,378	OF 3 Railroad WTP Backwash Tank	93,719	OF 5 Analyzer Water	35,712	OF 6 Tank Sludge (preapproval req)		OF 7 Misc. (preapproval req)		
Location	Total Gallons													
OF 1 Hampton WTP Backwash Tank	102,378													
OF 3 Railroad WTP Backwash Tank	93,719													
OF 5 Analyzer Water	35,712													
OF 6 Tank Sludge (preapproval req)														
OF 7 Misc. (preapproval req)														

Monitoring results/analytical report(s)

**pH (if measured); Grab Monitoring Data Review**

Location	Date and Time	pH
OF1		
OF3		
OF6		
OF7		

**pH compliance statement – CHECK ONE BELOW**

- Based on a review of this facility’s pH data, pH has exceeded the discharge limits.
- I certify that this facility has reviewed pH data and is in compliance.

**Discharge Rate - CHECK ONE BELOW**

- or  Based on a review of this facility’s flow data, the discharge rate limit was exceeded.
- I certify that this facility is in compliance with the discharge rate limit.

Attached is a description of anticipated changes that may significantly alter the nature, quality, or volume of the wastewater discharged.

Flow monitoring equipment certification

Other (explain):

**SACRAMENTO REGIONAL COUNTY SANITATION DISTRICT (REGIONAL SAN)**

**Domestic Calculation**

<b>Domestic Usage/ Employee Monthly Totals</b>	<b>Number of Full-time Equivalent* Employees</b>	<b>Business Days per Month</b>	<b>Allowance (gallons per day)</b>	<b>Gallons</b>
Production	2	19	15	570
Office	3	19	10	570
Drivers/Field	13	19	3	741
Total				1,881

\*FTE Equivalent: all employees' monthly hours added together and converted to a full-time employee count

**Certification Statement**

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information including the possibility of fine and imprisonment for knowing violations."

SIGNATURE of Authorized Representative:

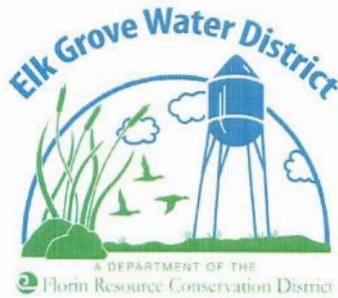


PRINTED NAME, TITLE:

Steve Shaw Water Treatment Supervisor  
(Name) (Title)

DATE:

April 3, 2024



April 2, 2024

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> Floor  
Sacramento, CA. 95814

**MONTHLY SUMMARY OF DISTRIBUTION SYSTEM COLIFORM MONITORING**

Enclosed is the Monthly Summary of Distribution System Coliform Monitoring report from Elk Grove Water District for March 2024.

If you have any further questions, you may contact me at 916-585-9386.

A handwritten signature in blue ink, appearing to read "Steve Shaw", is positioned above the printed name.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

## MONTHLY SUMMARY OF REVISED TOTAL COLIFORM RULE DISTRIBUTION SYSTEM MONITORING (including triggered source monitoring for systems subject to the Groundwater Rule)

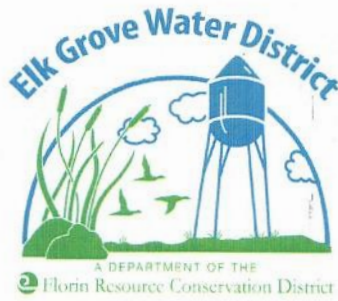
System Name <p style="text-align: center; font-size: 1.2em;">Elk Grove Water District</p>	System Number <p style="text-align: center; font-size: 1.2em;">3410008</p>
Sampling Period <p style="text-align: center; font-size: 1.2em; color: blue;">March</p>	Year <p style="text-align: center; font-size: 1.2em;">2024</p>

	Number Required	Number Collected	Number Total Coliform Positives	Number E.coli Positives
1. Routine Samples (see note 1)	48	48	0	0
2. Repeat Samples following samples that are Total Coliform Positive and <i>E.coli</i> <b>Negative</b> (see notes 10 and 11)		0	0	0
3. Repeat Samples following Routine Samples that are <b>Total Coliform Positive</b> and <i>E. coli</i> <b>Positive</b> (see notes 10 and 11)		0	0	0
4. Treatment Technique (TT)/MCL Violation Computation for Total Coliform/ <i>E. coli</i> Positive Samples				
a. Totals (sum of columns)	48	48	0	0
b. If 40 or more samples collected in month, determine percent of samples that are total coliform positive [(total number positive/total number collected) x 100] =	0	%		
c. Did the system trigger... a <b>Level 2 Assessment TT?</b> (see notes 2, 3, 4, 5 and 6 for trigger info) <i>If a Level 2 Assessment is triggered, see note 8 below.</i>			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
a <b>Level 1 Assessment TT?</b> (see note 7 for trigger info) <i>If a Level 1 Assessment is triggered, see note 9 below.</i>			<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
5. Triggered Source Samples per Groundwater Rule (see notes 12 and 13)		0	0	0
6. Invalidated Samples (Note what samples, if any, were invalidated; who authorized the invalidation; and when replacement samples were collected. Attach additional sheets, if necessary.)				
7. Summary Completed By: <b>Steve Shaw</b>				

Signature 	Title <p style="text-align: center; font-size: 1.2em;">Water Treatment Supervisor</p>	Date <p style="text-align: center; font-size: 1.2em; color: blue;">4.2.2024</p>
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**NOTES AND INSTRUCTIONS:**

1. Routine samples include:
  - a. Samples required pursuant to 22 CCR Section 64423 and any additional samples required by an approved routine sample siting plan established pursuant to 22 CCR Section 64422.
  - b. Extra samples are required for systems collecting less than five routine samples per month that had one or more total coliform positives in previous month.
  - c. Extra samples for systems with high source water turbidities that are using surface water or groundwater under direct influence of surface water and do not practice filtration in compliance with regulations.
2. Note: For a repeat sample following a total coliform positive sample, any *E.coli* positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
3. Note: For repeat sample following a *E.coli* positive sample, any total coliform positive repeat (boxed entry) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
4. Note: Failure to take all required repeat samples following an *E. coli* positive routine sample (22, CCR, Section 64426.1) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
5. Note: Failure to test for *E. coli* when any repeat sample tests positive for total coliform (22, CCR, Section 64426.1) **constitutes an MCL violation and requires immediate notification to the Division** (22, CCR, Section 64426.1).
6. Note: Second Level I treatment technique trigger in a rolling 12-month period.
7. Total coliform Treatment Technique (TT) Violation (**Notify Department within 24 hours of TT violation**):
  - a. For systems collecting less than 40 samples, if two or more samples are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
  - b. For systems collecting 40 or more samples, if more than 5.0 percent of samples collected are total coliform positive, then the TT is violated and a Level 1 Assessment is required.
8. Contact the Division as soon as practical to arrange for the division to conduct a Level 2 Assessment of the water system. The water system shall complete a Level 2 Assessment and submit it to the Division within 30 days of learning of the trigger exceedance.
9. Conduct a Level 1 Assessment in accordance with as soon as practical that covers the minimum elements (22, CCR, Section 64426.8 (a), (2)). Submit the report to the Division within 30 days of learning of the trigger exceedance.
10. Positive results and their associated repeat samples are to be tracked on the Coliform Monitoring Worksheet.
11. Repeat samples must be collected within 24 hours of being notified of the positive results. For systems collecting more than one routine sample per month, three repeat samples must be collected for each total coliform positive sample. For systems collecting one or fewer routine samples per month, four repeat samples must be collected for each total coliform positive sample. At least three samples shall be taken the month following a total coliform positive.
12. For systems subject to the Groundwater Rule: Positive results and the associated triggered source samples are to be tracked on the Coliform Monitoring Worksheet.
13. For triggered sample(s) required as a result of a total coliform routine positive sample, an *E.coli*-positive triggered sample (boxed entry) **requires immediate notification to the Division, Tier 1 public notification, and corrective action.**



April 3, 2024

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> Floor  
Sacramento, CA. 95814

**MONTHLY SUMMARY OF THE HAMPTON GROUNDWATER TREATMENT PLANT**

Enclosed is the Monthly Summary of the Hampton GWTP report from Elk Grove Water District for March 2024.

If you have any further questions, you may contact me at 916-585-9386.

A handwritten signature in blue ink, appearing to read 'STEVE SHAW', is positioned above the typed name.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

# Elk Grove Water District

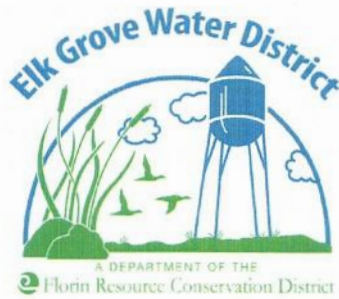
## Hampton GWTP Monthly Report

PWS Number  
GWTP Name

3410008-013  
Hampton Water Treatment Plant

Month: March

Date	Hour Meter	Run Hours	Production Meter	Well Production	Backwash Meter	Backwash Waste	Weekly In-House Monitoring (mg/L) R (Raw) T (Treated)As (ug/L)						Weekly Average				
							Date	Fe, R	Fe, T	Mn, R	Mn, T	As, R	As, T	Inf. pH	Eff. pH		
last day	28568.9		666252718		36012916	43839245											
1	28568.9	0	666252718	0	36012916	43839245	3/5/2024	0.04	0.017	0.018	0.015	5	2				
2	28580.2	11.3	666890245	637527	36027556	43853838	3/11/2024	0.003	0.064	0.012	0.017	3	2	Week 1: 7.1 to 7.9			
3	28592.9	12.7	667615935	725690	36045849	43877680	3/18/2024	0.025	0.204	0.034	0.014	2	<2	Cl2	0.82		
4	28605.7	12.8	668339533	723598	36064093	43895655	3/25/2024	0.004	0.078	0.008	0.017	3	<2	Week 2: 6.9 to 7.9			
5	28623.4	17.7	669329353	989820	36089681	43928842								Cl2	0.64		
6	28623.4	0	669350061	20708	36089681	43928842								Week 3: 7.0 to 7.9			
7	28623.4	0	669350061	0	36089681	43928842	Total Gallons Sodium Hypochlorite: 33.3 Gal							Cl2	0.59		
8	28623.4	0	669350061	0	36089681	43928842	Pounds per day 1.343 Lbs/Day							Week 4: 7.1 to 8.0			
9	28623.4	0	669350061	0	36089681	43928842	Dosage (Milligrams Per Liter @ 12.5% Cl) 1.8 mg/L							Cl2	0.79		
10	28623.4	0	669350061	0	36089681	43928842								Week 5: to			
11	28623.4	0	669350061	0	36089681	43928842	Total Gallons Ferric Chloride: 21 Gal							Cl2			
12	28624.1	0.7	669365585	15524	36089681	43928842	Dosage (Milligrams Per Liter @ 38% FeCl) .65mg/L										
13	28624.1	0	669365585	0	36089681	43928842											
14	28624.1	0	669365585	0	36089681	43928842	Total Gallons Sodium Hydroxide: 23.1 Gal										
15	28624.1	0	669365585	0	36089681	43928842	Dosage (Gallons Per Hour @ 30% NaOH) 0.48 Gal/Hr										
16	28624.1	0	669365585	0	36089681	43928842											
17	28624.1	0	669365585	0	36089681	43928842	Total Gallons Sulfuric Acid : 22 Gal										
18	28624.1	0	669365585	0	36089681	43928842	Dose (Gallons Per Hour @ 93% H2SO4 ) 0.33 Gal/Hr										
19	28624.4	0.3	669382292	16707	36089681	43928842											
20	28624.4	0	669382292	0	36089681	43928842	Total Backwashed 87,734 Gal		Total Run Hours 59.1Hours								
21	28624.4	0	669382292	0	36089681	43928842											
22	28624.4	0	669382292	0	36089681	43928842	Total Water Pumped 3,329,828 Gal		Total Backwash Waste 102,378 Gal								
23	28624.4	0	669382292	0	36089681	43928842											
24	28624.4	0	669382292	0	36089681	43928842	Reporting Limits/Units			Maximum Contaminant Levels (MCLs)							
25	28624.4	0	669382292	0	36089681	43928842	Iron = 0.100 mg/L			Iron (Fe) = 0.300 mg/L (Secondary)							
26	28628	3.6	669582546	200254	36100650	43941623	Manganese = 0.010 mg/L			Manganese (Mn) = 0.050 mg/L (Secondary)							
27	28628	0	669582546	0	36100650	43941623	Arsenic = 1.0 µg/L			Arsenic (As) = 10 µg/L (Primary)							
28	28628	0	669582546	0	36100650	43941623											
29	28628	0	669582546	0	36100650	43941623											
30	28628	0	669582546	0	36100650	43941623	Prepared By: Steve Shaw									Date: 4.3.2024	
31	28628	0	669582546	0	36100650	43941623											
<b>Total</b>		59.1		3,329,828	87,734	102,378											



April 3, 2024

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> Floor  
Sacramento, Ca. 95814

### **MONTHLY FLUORIDATION MONITORING REPORT**

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Enclosed is the Monthly Summary of the Fluoridation Monitoring from Elk Grove Water District for March 2024.

If you have any further questions, you may contact me at 916-585-9386.

A handwritten signature in blue ink, appearing to read "Steve Shaw". The signature is fluid and cursive, with a long horizontal stroke at the top.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

# ELK GROVE WATER DISTRICT AREA 2

## DISTRIBUTION SYSTEM

### MONTHLY FLUORIDATION MONITORING REPORT

March-24

Week	Location of Sample	Monitoring Results (mg/L)		
		Date	Time	Results
1	Hollow Springs	3.5.2024	9:06 AM	0.51
1	Kapalua	3.5.2024	9:30 AM	0.53
1	Al Gates Park	3.5.2024	10:00 AM	0.71
1	Oreo Ranch	3.5.2024	10:29 AM	0.66
1	Blackman	3.5.2024	11:52 AM	0.82
2	Hollow Springs	3.12.2024	9:22 AM	0.36
2	Kapalua	3.12.2024	9:51 AM	0.6
2	Al Gates Park	3.12.2024	10:25 AM	0.76
2	Oreo Ranch	3.12.2024	10:52 AM	0.72
2	Blackman	3.12.2024	12:20 PM	0.65
3	Hollow Springs	3.19.2024	9:32 AM	0.64
3	Kapalua	3.19.2024	9:55 AM	0.52
3	Al Gates Park	3.19.2024	10:21 AM	0.72
3	Oreo Ranch	3.19.2024	10:42 AM	0.78
3	Blackman	3.19.2024	12:15 PM	0.9
4	Hollow Springs	3.26.2024	9:23 AM	0.51
4	Kapalua	3.26.2024	9:42 AM	0.46
4	Al Gates Park	3.26.2024	9:58 AM	0.53
4	Oreo Ranch	3.26.2024	10:17 AM	0.56
4	Blackman	3.26.2024	12:20 PM	0.51
5	Hollow Springs			
5	Kapalua			
5	Al Gates Park			
5	Oreo Ranch			
5	Blackman			

Monthly fluoride split sample results:

Date: 3.5.2024

Water System Results: 0.66 mg/L

Approved Lab: 0.71 mg/L

Contact Name: Steve Shaw

Telephone : (916) 585-9386

System PWS Number: 3410008





April 3, 2024

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> Floor  
Sacramento, CA 95814

**QUARTERLY REPORT FOR DISINFECTANT RESIDUALS COMPLIANCE  
MONITORING**

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Enclosed is the Quarterly Report for Disinfectant Residuals Compliance Monitoring from Elk Grove Water District for 1st Quarter 2024.

If you have any further questions, you may contact me at 916-585-9386

A handwritten signature in blue ink, appearing to read "Steve Shaw". The signature is fluid and cursive, with a long horizontal stroke at the end.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

### Quarterly Report for Disinfectant Residuals Compliance For Systems Using Chlorine or Chloramines

System Name: Elk Grove Water District Area 1

System No.: 3410008

Calendar Year: 2024

Quarter: 1st

1st Quarter					
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)		
Previous Year	April		0.96		
	May		0.99		
	June		1.00		
	July		0.94		
	August		1.00		
	September		0.99		
	October		0.96		
	November		0.99		
	December		0.89		
	Current Year		January	35	0.80
			February	28	0.95
			March	28	0.96
Running Annual Average (RAA):			0.95		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

2nd Quarter					
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)		
Previous Year	July		0.94		
	August		1.00		
	September		0.99		
	October		0.96		
	November		0.99		
	December		0.89		
	Current Year		January		0.80
			February		0.95
			March		0.96
			April		28
	May		35	0.83	
	June		28	0.95	
Running Annual Average (RAA):			0.93		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

3rd Quarter					
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)		
Previous Yr.	October		0.96		
	November		0.99		
	December		0.89		
Current Year	January			0.80	
	February			0.95	
	March			0.96	
	April			0.86	
	May			0.83	
	June			0.95	
	July			28	0.87
	August			38	0.88
	September			28	0.85
Running Annual Average (RAA):			0.90		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

4th Quarter				
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)	
Current Year	January		0.80	
	February		0.95	
	March		0.96	
	April		0.86	
	May		0.83	
	June		0.95	
	July		0.87	
	August		0.88	
	September		0.85	
	October		35	0.86
	November		28	0.81
	December		28	0.84
Running Annual Average (RAA):			0.87	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Comments: The Elk Grove Water District is split into two different water systems. Area 1 water is produced and distributed by Elk Grove Water District.

Signature:

Date: 4.3.2024

### Quarterly Report for Disinfectant Residuals Compliance For Systems Using Chlorine or Chloramines

System Name: Elk Grove Water District Area 2

System No.: 3410008

Calendar Year: 2024

Quarter: 1st

1st Quarter				
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)	
Previous Year	April		1.19	
	May		1.21	
	June		1.17	
	July		1.14	
	August		1.13	
	September		1.09	
	October		0.94	
	November		0.87	
	December		0.89	
	Current Year	January	25	1.04
		February	20	1.20
		March	20	1.08
Running Annual Average (RAA):		1.08		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

2nd Quarter				
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)	
Previous Year	July		1.14	
	August		1.13	
	September		1.09	
	October		0.94	
	November		0.87	
	December		0.89	
	Current Year	January		1.04
		February		1.20
		March		1.08
		April	20	1.24
		May	25	1.20
		June	20	1.16
Running Annual Average (RAA):		1.08		
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

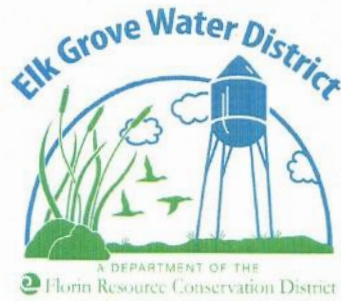
3rd Quarter			
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)
Previous Yr	October		0.94
	November		0.87
	December		0.89
Current Year	January		1.04
	February		1.20
	March		1.08
	April		1.24
	May		1.20
	June		1.16
	July	20	1.23
	August	26	1.29
	September	20	1.22
Running Annual Average (RAA):		1.11	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

4th Quarter			
	Month	Number of Samples Taken	Monthly Avg. Chlorine Level (mg/L)
Current Year	January		1.04
	February		1.20
	March		1.08
	April		1.24
	May		1.20
	June		1.16
	July		1.23
	August		1.29
	September		1.22
	October	25	1.06
	November	20	0.94
	December	20	1.00
Running Annual Average (RAA):		1.14	
Meets standard? (i.e. RAA ≤ MRDL of 4.0 mg/L as Cl <sub>2</sub> )		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Comments: The Elk Grove Water District is split into two different water systems. Area 2 is whole sale water from Sacramento County Water Agency.

Signature: \_\_\_\_\_

Date: 4.2.2024



April 2, 2024

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> Floor  
Sacramento, Ca. 95814

**QUARTERLY SUMMARY OF RAW GROUNDWATER COLIFORM MONITORING**

Enclosed is the Quarterly Summary of Raw Groundwater Coliform Monitoring report from Elk Grove Water District for 1st Quarter 2024.

If you have any further questions, you may contact me at 916-585-9386.

A handwritten signature in blue ink, appearing to read 'STEVE SHAW', is positioned above the printed name.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

# QUARTERLY SUMMARY OF RAW GROUNDWATER COLIFORM MONITORING

Samples must be taken prior to chlorination

**Water System Name**

Elk Grove Water District

**Water System Number**

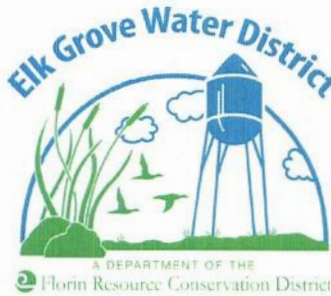
3410008

**Sampling Period:**

Month January - March 1st qtr

Year 2024

Well Name	Status (On/Off)	Sample Time & Date	Total Coliforms (P/A, CFU or MPN)	<i>E. coli</i> (P/A, CFU or MPN)
Well # 1D School St.	ON	Off Line	N/A	N/A
Well # 4D Webb St.	ON	1/18/2024 8:43	A	A
Well # 11D Dino Dr.	ON	1/23/2024 12:43	A	A
Well 14D Railroad St.	ON	1/8/2024 7:27	A	A
Well # 8 Williamson	ON	2/6/2024 9:08	A	A
Well # 9 Polhemus	ON	1/8/2024 8:31	A	A
Well # 13 Hampton	ON	2/6/2024 9:54	A	A



April 3, 2024

State Water Resources Control Board  
Division of Drinking Water  
1001 I Street  
13<sup>th</sup> Floor  
Sacramento CA. 95814

**QUARTERLY TTHM AND HAA5 REPORT FOR DISINFECTION BYPRODUCTS COMPLIANCE**

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Enclosed is the Quarterly TTHM and HAA5 Report from Elk Grove Water District for the 1<sup>st</sup> quarter 2024.

If you have any further questions, you may contact me at 916-585-9386.

A handwritten signature in blue ink, appearing to read "Steve Shaw", is written above the name.

STEVE SHAW  
WATER TREATMENT SUPERVISOR

Quarterly HAA5 Report for Disinfection Byproducts Compliance (in µg/L or ppb)

System Name: Elk Grove Water District System No.: 3410008 Year: 2024 Quarter: 1

Year:	2020				2021				2022				2023				2024			
	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Quarter:	2/4	4/7	7/14	10/6	1/19	4/6	7/6	10/5	1/11	4/5	7/12	10/11	1/17	4/11	7/3	10/10	1/8			
Sample Date (month/date):																				
<b>Site Q1 HAA5 Results</b>	0	19	0	0	0	21	0	0	31	12	0	0	34	24	0	21	39			
Lcn. Running Annual Average	0	10	6	5	5	5	5	5	13	11	11	11	12	15	15	20	21	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	5	5	0	11	5	5	16	14	11	3	17	21	15	17	25	N/A	N/A	N/A
Op Evaluation Req'd? <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Site Q2 HAA5 Results</b>																				
Lcn. Running Annual Average	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Op Evaluation Req'd? <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Site Q3 HAA5 Results</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Lcn. Running Annual Average	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Op Evaluation Req'd? <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Site Q4 HAA5 Results</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Lcn. Running Annual Average	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A
Op Evaluation Req'd? <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Quarterly Average	0	6	0	0	0	7	0	0	10	4	0	0	11	8	0	7	13	N/A	N/A	N/A
No. Samples This Quarter	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0

Identify the sample locations in the table below.

Site	Sample Location
Q1	9436 Hollow Springs
Q2	
Q3	8693 W. Camden
Q4	9230 Amsden Ct

Comments:

<sup>1</sup> Meets Standard - LRAA, calculated quarterly, is less than 60 ug/L  
<sup>2</sup> Operation Evaluation Req'd - Projected LRAA, calculated quarterly, is greater than 60 ug/L

  
 Signature

4.3.2024  
 Date

\*If, during the first year of monitoring, any individual quarter's average will cause the running annual average of that system to exceed the standard, then the system is out of compliance at the end of that quarter.

**Quarterly TTHM Report for Disinfection Byproducts Compliance (in µg/L or ppb)**

System Name: Elk Grove Water District System No.: 3410008 Year: 2024 Quarter: 1

Year:	2020				2021				2022				2023				2024			
Quarter:	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.
Sample Date (month/date):	2/4	4/7	7/14	10/6	1/19	4/6	7/6	10/5	1/11	4/5	7/12	10/11	1/17	4/11	7/3	10/10	1/8			
<b>Site Q1 TTHM Results</b>	1	31	0	3	1	40	0	0	38	25	0	6	44	39	0	37	48			
Lcn. Running Annual Average	1	16	11	9	9	11	11	10	20	16	16	17	19	22	22	30	31	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	8	9	1	21	10	10	19	22	16	9	23	32	21	28	33	N/A	N/A	N/A
Op Evaluation Req'd <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Site Q2 TTHM Results</b>																				
Lcn. Running Annual Average	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Op Evaluation Req'd <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Site Q3 TTHM Results</b>	2	2	1	2	2	1	1	0	0	7	0	0	1	2	0	1	0			
Lcn. Running Annual Average	2	2	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	1	1	1	1	1	1	0	3	2	2	1	1	1	1	0	N/A	N/A	N/A
Op Evaluation Req'd <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>Site Q4 TTHM Results</b>	2	3	0	1	1	1	1	0	3	5	0	0	1	3	0	1	0			
Lcn. Running Annual Average	2	2	1	1	1	1	1	1	1	2	2	2	2	1	1	1	1	N/A	N/A	N/A
Meets Standard? <sup>1</sup> (check box)	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/>
Projected LRAA Next Quarter	N/A	N/A	1	1	1	1	1	1	1	3	2	1	1	2	1	1	0	N/A	N/A	N/A
Op Evaluation Req'd <sup>2</sup> (check box)	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Quarterly Average	2	12	0	2	1	14	1	0	14	12	0	2	16	15	0	13	16	N/A	N/A	N/A
No. Samples This Quarter	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	0	0	0

Identify the sample locations in the table below.

Site	Sample Location
Q1	9436 Hollow Springs
Q2	
Q3	8693 W. Camden
Q4	9230 Amsden Ct

Comments:

49

<sup>1</sup> Meets Standard - LRAA, calculated quarterly, is less than 80 ug/L  
<sup>2</sup> Operation Evaluation Req'd - Projected LRAA, calculated quarterly, is greater than 80 ug/L

  
 Signature \_\_\_\_\_

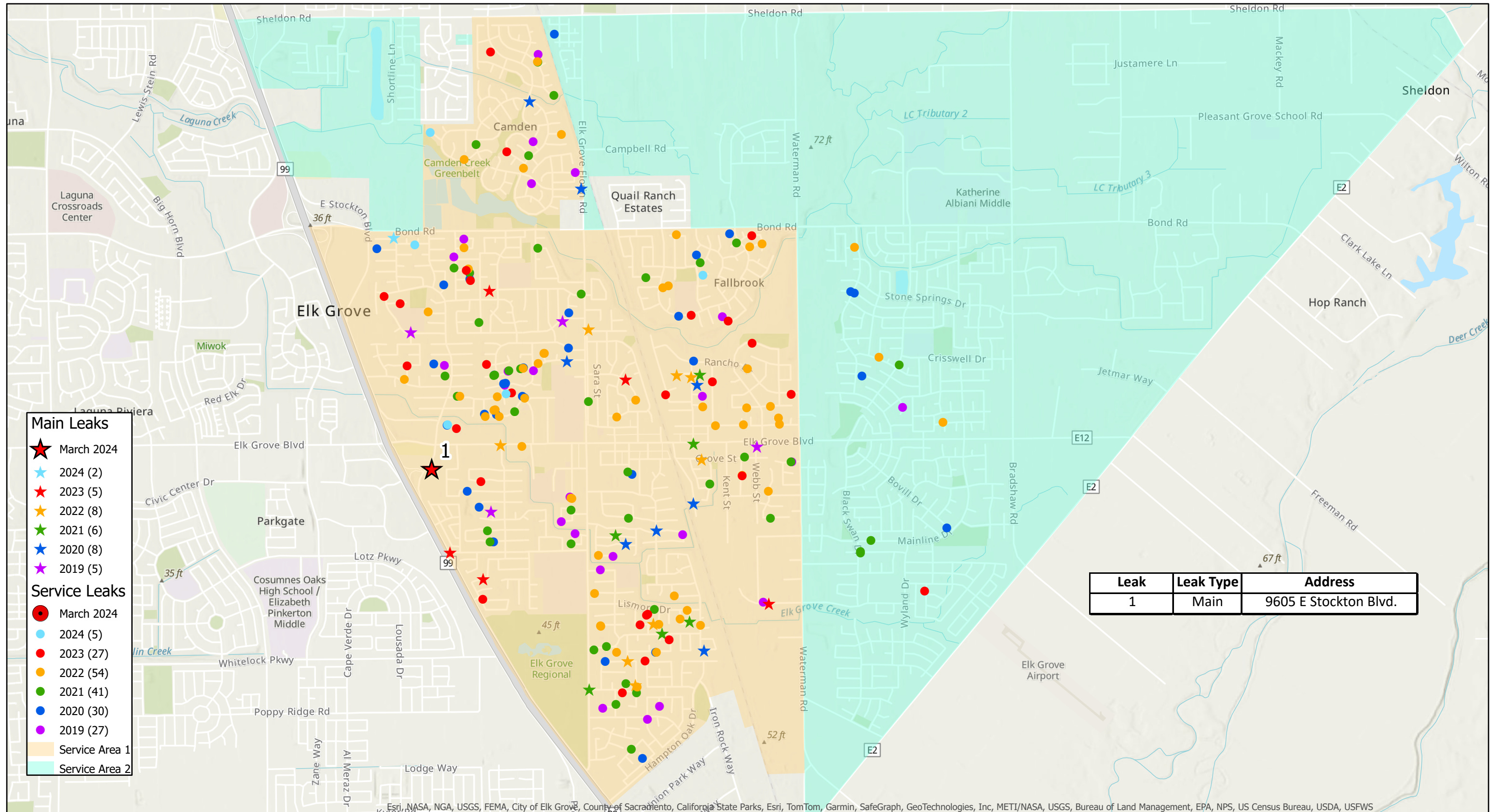
4.3.2024  
 Date \_\_\_\_\_

\*If, during the first year of monitoring, any individual quarter's average will cause the running annual average of that system to exceed the standard, then the system is out of compliance at the end of that quarter.



Elk Grove Water District  
 Safety Meetings/Training  
 March 2024

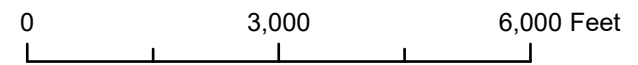
Date	Topic	Attendees	Hosted By
3/11/2024	Back Injuries and Prevention	Alan Aragon, Jaylyn Gordon-Ford, David Frederick, Aaron Hewitt, James Hinegardner, Sean Hinton, Brandon Kent, Justin Mello, Jose Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, Emmanuel Vasquez, Brandon Wagner, Marcell Wilson	Sean Hinton & Steve Shaw
3/25/2024	Spotter Safety	Alan Aragon, Stefan Chanh, Jaylyn Gordon-Ford, David Frederick, Aaron Hewitt, James Hinegardner, Sean Hinton, Brandon Kent, Justin Mello, Jose Mendoza, Sal Mendoza, Michael Montiel, Chris Phillips, Steve Shaw, Emmanuel Vasquez, Brandon Wagner, Marcell Wilson	Sean Hinton & Steve Shaw



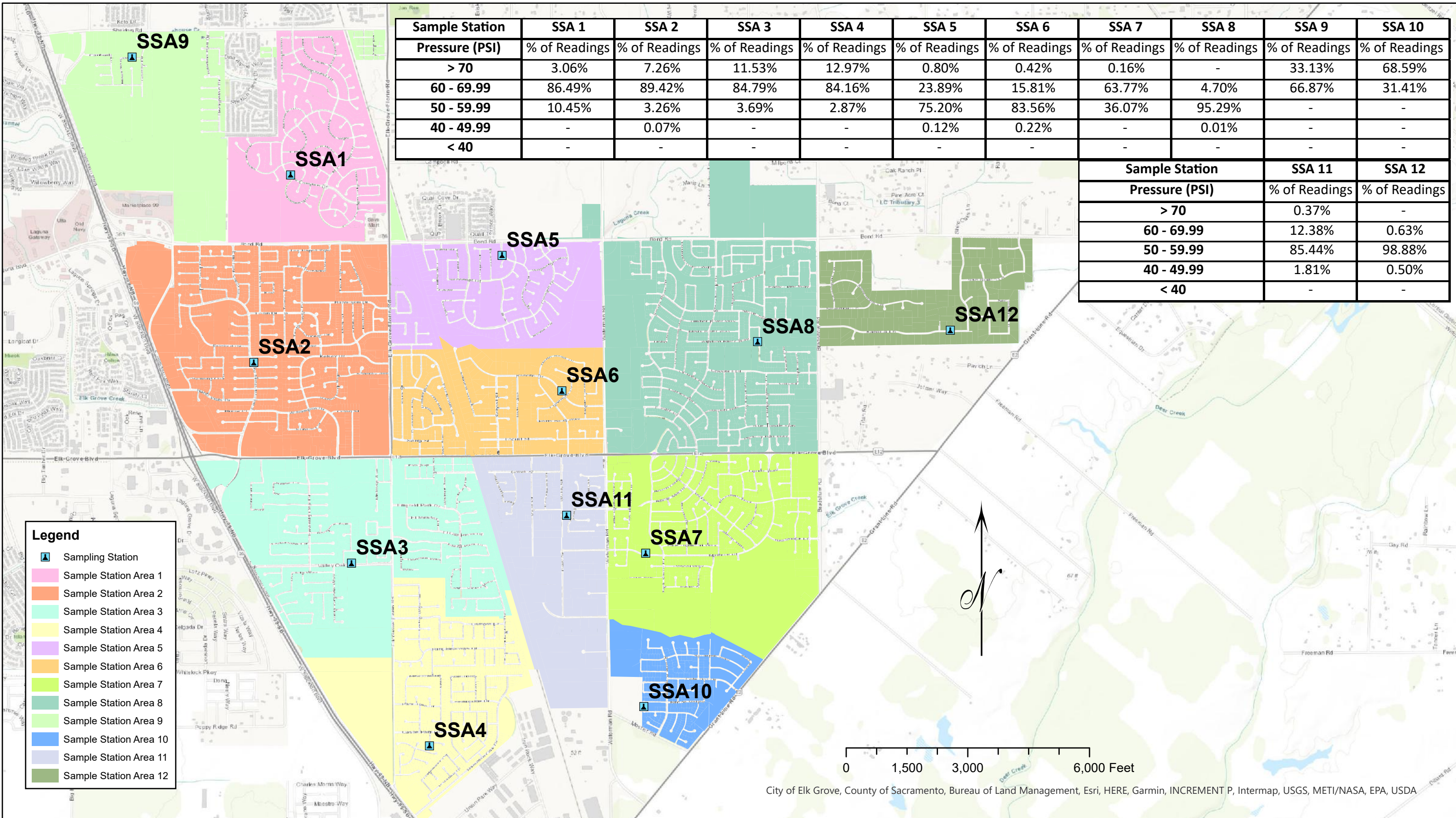
March 2024	
Main Line Leaks: 1	YTD: 2
Service Line Leaks: 0	YTD: 5
Total Leaks: 1	YTD: 7



## Elk Grove Water District Main and Service Line Leaks Map



Elk Grove Water District	
Main & Service Line Leaks	
Created by: Richard Ko	
Date: April 4, 2024	



- Legend**
- Sampling Station
  - Sample Station Area 1
  - Sample Station Area 2
  - Sample Station Area 3
  - Sample Station Area 4
  - Sample Station Area 5
  - Sample Station Area 6
  - Sample Station Area 7
  - Sample Station Area 8
  - Sample Station Area 9
  - Sample Station Area 10
  - Sample Station Area 11
  - Sample Station Area 12

**Sample Stations: 12**

March 2024



## Elk Grove Water District

### Sample Station Areas

Projected Coordinate System: NAD 83 State Plane CA II FIPS 0402

Source: EGWD GIS Database

Modified by: Richard Ko

April 4, 2024