

Agenda

Regular Meeting of the Board of Directors of Yuima Municipal Water District

Monday, June 28, 2021 2:00 P.M.
34928 Valley Center Road, Pauma Valley, California

Roland Simpson, President
Don Broomell, Secretary / Treasurer
Bruce Knox, Director

Steve Wehr, Vice President
Laney Villalobos, Director

AGENDA TOPICS

- 2:00 p.m.
1. **Roll Call** - Determination of Quorum Broomell
 2. **Pledge of Allegiance**
 3. **Approval of Agenda** – At its option, the Board may approve the agenda, delete an item, reorder items and add an item to the agenda per the provisions of Government Code §54954.2. Simpson
 4. **Public Comment** – This is an opportunity for members of the public to address the Board on matters of interest within the Board’s jurisdiction that are not listed on the agenda. The Brown Act does not allow any discussion by the Board or staff on matters raised during public comment except; 1) to briefly respond to statements made or questions posed; 2) ask questions for clarification; 3) receive and file the matter; 4) if it is within staff’s authority, refer it to them for a reply; or 5) direct that it be placed on a future board agenda for a report or action. Inquiries pertaining to an item on the agenda will be received during deliberation on that agenda item. No action can be taken unless specifically listed on the agenda (Government Code §54954.3). Simpson
- 2:05-2:10 P.M.
- I. **CONSENT CALENDAR**
Consent Calendar items will be voted on together by a single motion unless separate action is requested by a Board Member, staff or audience member.
 1. Approve minutes of the Regular Meeting of May 24, 2021.
 2. Approve of Accounts Paid and Payables & Reporting under Government Code §53065.5 for May 2021.
 3. Accept of Monthly Financial Reports - May 2021, Treasurer's Report and Cash Statements.
 4. Proposed Resolution Approving Agreement for Water Service and Management Contract for the Lazy H Mutual Water Company and Rescinding Resolution No.1862-20.

Background: The contract renewal provides for management, recordkeeping and maintenance services.

Recommendation: That, should the Board agree, they approve the resolution as proposed.
 5. Proposed Resolution Approving Agreement for Emergency and Support Services for the Rancho Estates Mutual Water Company and Rescinding Resolution No. 1863-20.

Background: The Rancho Estates Mutual Water Company has requested the renewal of their emergency services contract for the 2021/2022 fiscal year.

Recommendation: That, should the Board agree, they approve the resolution as proposed.

6. Proposed Resolution Approving Agreement for Record Keeping and Secretarial Services for the Upper San Luis Rey Resource Conservation District and Rescinding Resolution No. 1875-20.

Background: The Upper San Luis Rey Resource Conservation District has requested renewal of their secretarial and bookkeeping services contract for the 2021/2022 Fiscal Year.

Recommendation: That, should the Board agree, they approve the resolution as proposed.

7. Proposed Resolution Approving Agreement for Record Keeping and Secretarial Services for the Upper San Luis Rey Watershed Authority (USLRWA) and Rescinding Resolution No. 1885-21.

Background: The Upper San Luis Rey Watershed Authority has requested renewal of their secretarial and recordkeeping contract for 2021/2022 Fiscal Year.

Recommendation: That, should the Board agree, they adopt the resolution as proposed.

2:10-3:00 P.M.

II.

ACTION DISCUSSION

1. BUDGET WORKSHOP: The Board will Review the Proposed 2021/2022 Preliminary Budget. Reeh

Background: The proposed 2021/2022 Operation and Capital Budget, and Fund Projections will be presented.

Recommendation: That the Board review and modify as appropriate for final adoption.

2. Proposed Resolution Adopting the Operating and Capital Budgets for Fiscal Year 2021/2022. Simpson

Background: The Operating and Capital Budgets were reviewed at the Board Meeting on May 24, 2021.

Recommendation: That, should the Board agree, they approve the resolution as proposed.

3. Proposed Resolution Revising the Employee Handbook. Simpson

Background: The changes to the Employee Manual reflect the recommendations made by District Council to adhere to changes in state law, the use of more appropriate legal terminology, remove ambiguities between sections and remove information that is administrative in nature and should be part of the District's policies, not the Employee Handbook.

Recommendation: That, should the Board agree, they approve the resolution as proposed.

4. Proposed Resolution Amending District Rules and Regulations Governing Water Service Section 2.27, Schedule of Rates, Rentals, Fees, Deposits and Charges. Simpson
- Background:* The changes to the Rules and Regulations reflect changes required in coordination with adoption of the 2021/22 Operating Budget.
- Recommendation:* That, should the Board agree, they approve the resolution as proposed.
5. Proposed Resolution Establishing The Appropriation Limit for Fiscal Year 2021/2022 Pursuant to Article XIII B of California Constitution. Simpson
- Background:* Annually the District is required to calculate the annual appropriation limit pursuant to Article XIII B of the State Constitution. The public notice requirement under Government Code Section §7919 have been met.
- Recommendation:* That, should the Board agree, they approve the resolution as proposed.
6. Approval of the Second Amendment to the Memorandum of Understanding for Development of a Groundwater Sustainability Plan for the San Luis Rey Valley Groundwater Basin. Simpson
- Background:* An amendment to the MOU is necessary to address the basin boundary modification created when AB1944 was passed by the California Legislature.
- Recommendation:* Approve and Authorize the President or General Manager to sign the Second Amendment to the Memorandum of Understanding for Development of a Groundwater Sustainability Plan for the San Luis Rey Valley Groundwater Basin.
7. Approval of the Assignment, Assumption, Consent and First Amendment to Agreement to Lease Well Site and Provide Pipeline Easement. Reeh
- Background:* The District currently leases the Schoepe Well Site from the Sherill Ann Schoepe Revocable Trust. The property has been sold to the Pauma-Yuima Band of Mission Indians and this document transfers the current well site lease from the Sherill Ann Schoepe Revocable Trust to the Tribe.
- Recommendation:* That, should the Board agree, they approve the Agreement as presented.
8. Approval of the Assignment and Assumption to Agreement for Conveyance of Potable Water. Reeh
- Background:* The District currently has a Wheeling Agreement with the Sherill Ann Schoepe Revocable Trust to convey Potable water from the Schoepe well site to another property owned by the Sherill Ann Schoepe Revocable Trust. This property has been sold to the Pauma-Yuima Band of Mission Indians and they would like to also continue the Wheeling Agreement with the District.
- Recommendation:* That, should the Board agree, they approve the Agreement as presented.
9. Authorize General Manager to sign the Second Amendment to Agreement Between the San Diego County Water Authority, Valley Center Municipal Water District and Yuima Municipal Water District for Funding the Design of the Emergency Storage Project Improvements. Reeh

Background: The District entered into the above referenced Agreement on November 20, 2018 and executed the First Amendment on June 25, 2020. This Amendment is to acknowledge the changes being made from the original ESP flow control facility design to the new facility design.

Recommendation: That, should the Board agree, they approve the Amendment as presented.

10. Proposed Resolution Supporting the Rincon del Diablo Municipal Water District Nomination of David A. Drake for LAFCO Alternate Special District Member. Reeh

Background: Clint Baze, General Manager of the Rincon del Diablo Municipal Water District (Rincon Water) requests Yuima's support in the nomination of David A. Drake as the Alternate Member of the SDLAFCO Special District Committee.

Recommendation: That, should the Board agree, they approve the resolution as proposed.

3:45-4:00 P.M. III. **INFORMATION / REPORTS**

1. **Board Reports / Meetings**
JPIA Villalobos
San Diego County Water Authority/MWD Reeh
Other Meetings (SGMA/GSA) Simpson
2. **Finance & Administrative Services** Reeh
General Information
Delinquent Accounts
3. **Capital Improvements** Reeh
4. **Operations** Reeh
General Information
Rainfall
Production / Consumption Report
Well Levels
District Water Purchased
5. **Counsel** Jungreis

- 4:00 - 4:05 P.M. IV. **CLOSED SESSION**
1. CONFERENCE WITH LEGAL COUNSEL—SIGNIFICANT RISK OF LITIGATION (1 CASE)
Pursuant to Government Code Section 54956.9 (d) (2)

V. **OTHER BUSINESS**

4:05 P.M. VI. **ADJOURNMENT**

NOTE: In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in the Board meeting, please contact the General Manager at (760) 742-3704 at least 48 hours before the meeting to enable the District to make reasonable accommodations. The meeting begins at 2:00 p.m. The time listed for individual agenda items is an estimate only. Any writings or documents provided to a majority of the members of the Yuima Municipal Water District Board of Directors regarding any item on this agenda will be made available for public inspection during normal business hours in the office of the General Manager located at 34928 Valley Center Road, Pauma Valley.

I.
CONSENT CALENDAR

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
YUIMA MUNICIPAL WATER DISTRICT
May 24, 2021**

The Regular Meeting of the Board of Directors of the Yuima Municipal Water District was held at the office of the District, 34928 Valley Center Road, Pauma Valley, California on Monday, the 24th day of May 2021.

**Regular Meeting
Meeting
05/24/2021**

1. ROLL CALL – DETERMINATION OF QUORUM

President Simpson called the meeting to order at 2:02 p.m.

**Call to Order
2:02 p.m.**

Directors Present:

Present: 5

Roland Simpson, President
Steve Wehr, Vice-President
Don Broomell, Secretary/Treasurer -arrived at 2:04 p.m.
Laney Villalobos, Director
Bruce Knox, Director

President Simpson declared that a quorum of the Board was present.

Quorum Present

Directors Absent:

Absent: 0

Others Present:

**Others
Present**

Amy Reeh, General Manager/Finance Manager, YMWD
Carmen Rodriguez, YMWD
Allen Simon, YMWD
David Drake, Board President, Rincon Del Diablo WD (via videoconference)

2. PLEDGE OF ALLEGIANCE

General Manager Reeh led those present in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

No changes to the agenda were proposed.

4. PUBLIC COMMENT

David Drake, Board President of Rincon Del Diablo Water District gave a brief background on his experience as Board President as well as Board Member at the ACWA/JPIA Board of Directors. Mr. Drake made his request to the Board supporting his nomination as Member of the San Diego LAFCO Special District.

I. CONSENT CALENDAR

Upon motion being offered by Director Knox, seconded by Director Wehr the Minutes of the Regular Meeting of April 26, 2021, Accounts Paid and Payables for April 2021, Monthly Financial Reports for April 2021, Receipt and Acceptance of Auditor's Engagement Letter (SAS 114) were approved by the following roll-call vote, to wit:

AYES: Wehr, Villalobos, Knox, Broomell, Simpson
NOES: None
ABSTAIN: None
ABSENT: None

II. ACTION/DISCUSSION

1. Budget Workshop: The Board Will Review the Preliminary 2021-2022 Budget.

General Manager Reeh presented the proposed budget for fiscal year 2021-2022. General Manager Reeh reviewed the needs assessment that was recommended by the administrative and operations department, local production & CWA water purchases, CWA

& MET Rates and the revenue requirements. General Manager Reeh answered questions throughout the presentation. No action was taken at this time, for discussion only. A second review of the proposed budget will occur at the Regular Meeting on June 28, 2021 at 2:00 p. m.

III. INFORMATION/REPORTS

These reports have been made available in the Board packet, however, in an effort to adhere to Health Agency directive and limit time spent in the presence of others these reports will not be verbally reviewed. Specific questions will be addressed if necessary.

1. Board Reports/Meeting

Reports were available in the Board Packet.

2. Administrative

No Reports were available.

3. Capital Improvement Program

Manager Reeh presented the needs assessment during the Budget Workshop.

4. Operations

No Reports were available.

5. Counsel

Counsel was not present.

6. Finance & Administrative Services

Reports were available in the Board Packet.

IV. OTHER BUSINESS

No other business was presented.

V. ADJOURNMENT

There being no further business to come before the board the meeting was adjourned at 4:07 p.m.

Don Broomell, Secretary/Treasurer

Roland Simpson, President

DRAFT



Yuima Municipal Water District

Expense Approval Report

By Payment Number

Payment Dates 5/1/2021 - 5/31/2021

Payment Number	Payment Date Payable Number	Vendor # Description	Vendor Name	Payment Amount Item Amount
70349	5/4/2021 INV0001741	1130 Valic Deferred Compensation	VALIC GA#24515	400.00 400.00
70350	5/5/2021 480935	3 Rincon Ranch Rd Project	A-1 IRRIGATION, INC.	46.52 46.52
70351	5/5/2021 0666969 0666969 0666969 0666969 0666969 0666969 INV0001629 INV0001630 INV0001631 INV0001632 INV0001635 INV0001722 INV0001723 INV0001724 INV0001725 INV0001730 INV0001742 INV0001743 INV0001744 INV0001745 INV0001751 To Cancel To Cancel	16 JUNE 2021 JUNE 2021 JUNE 2021 JUNE 2021 JUNE 2021 JUNE 2021 Dental Insurance GTL GTL Admin Health Benefits Vision Dental Insurance GTL GTL Admin Health Benefits Vision Dental Insurance GTL GTL Admin Health Benefits Vision To cancel amounts in A/P for A Champaco already pd To cancel amounts in A/P for A Champaco already pd	ACWA JPIA	16,324.13 679.71 36.28 12.74 2,753.61 3,745.82 11.50 53.29 6.31 0.47 825.84 10.92 217.52 162.71 3.76 4,078.11 76.44 217.52 170.10 3.76 4,078.11 76.44 -6.78 -890.05
70353	5/5/2021 71107423	146 PRE EMPLOYMENT FOR JOHN STEDMAN	CONCENTRA MEDICAL CENTER	98.50 98.50
70355	5/5/2021 0421.23.0300	1848 FOREBAY ADDITIONAL SERVICES	Dexter Wilson Engineering	1,070.00 1,070.00
70357	5/5/2021 YMWD-01-26 YMWD-01-26	1958 Geoscience Support For San Luis Rey Valley GSP Geoscience-SGWP Grant	Geoscience Support Services	69,712.08 30,211.29 39,500.79
70358	5/5/2021 1026 1075	1862 Perricone Reinstall Motor & Replace Wire Motors and Controls Yearly Maintenance	Hydrocurrent Well Services	5,426.91 1,500.00 3,926.91
70359	5/5/2021 37-52-14970	1981 Rincon Ranch Rd Project	LF Staffing Services, Inc.	634.20 634.20
70360	5/5/2021 62231	60 281' of 5" A/C	M. BAKER CONCRETE CUTTING, INC	390.00 390.00
70361	5/5/2021 549091 RI	625 Meter Head 6"ML04 Indicat SN932275	MCCROMETER	2,429.61 2,429.61
70362	5/5/2021 RANCHO CORRIDO	1983 RANCHO CORRIDO ANNEXATOIN	METROPOLITAN WATER DISTRICT	192,608.41 192,608.41
70363	5/5/2021 132041831 132044491	127 FY 20/21 Uniform Services FY 20/21 Uniform Services	PRUDENTIAL OVERALL SUPPLY	63.86 31.93 31.93
70364	5/5/2021	163	R & G REDDING CONSTRUCTION	6,540.00

	1475	Rincon Ranch Rd 12" Line Installation	3,120.00
	1476	Rincon Ranch Rd 12" Line Installation	3,420.00
70365	5/5/2021	1948 RUTAN & TUCKER, LLP	2,210.00
	896282	GENERAL LEGAL FEE	1,722.50
	896289	Labor & Employment Legal Fees	487.50
70366	5/5/2021	1005 SAN DIEGO COUNTY WATER AUTHORITY	248,322.92
	0321-23 MAR 21	2021 MARCH	26,867.00
	0321-23 MAR 21	2021 MARCH	20,295.00
	0321-23 MAR 21	2021 MARCH	13,062.09
	0321-23 MAR 21	2021 MARCH	12,249.00
	0321-23 MAR 21	2021 MARCH	167,095.50
	0321-23 MAR 21	2021 MARCH	8,797.00
	0321-23 MAR 21	2021 MARCH	2,595.00
	0321-23 MAR 21	2021 MARCH	-12,551.00
	0321-23 MAR 21	2021 MARCH	-8,597.67
	0321-23 MAR 21	2021 MARCH	18,511.00
70367	5/5/2021	1025 SDG&E	124,833.28
	2021 March	March 2021	48.52
	2021 March	March 2021	103.08
	2021 March	March 2021	502.93
	2021 March	March 2021	5,297.74
	2021 March	March 2021	1,003.27
	2021 March	March 2021	21,452.77
	2021 March	March 2021	32,670.54
	2021 March	March 2021	63,067.05
	2021 March	March 2021	25.00
	2021 March	March 2021	656.25
	2021 March	March 2021	6.13
70368	5/5/2021	1806 SERGIO PEDROZA	50.00
	252786	Customer Backflow Test	50.00
70369	5/5/2021	1035 SERRATOS AUTOMOTIVE & TIRE	119.68
	23410	TRUCK2,3,4 OIL CHANGE/REPAIRS *NOT TO EXCEED \$1000	119.68
70370	5/5/2021	1613 VERIZON WIRELESS	93.12
	9878269434	FY 20/21 SCADA Access	93.12
70371	5/5/2021	1225 WATERLINE TECHNOLOGIES	1,478.10
	5526780	FY 20/21 Station #1 CL2	242.00
	5526781	FY 20/21 Eastside CL2	121.00
	5527172	FY 20/21 Station 1 Ammonia	498.00
	5527175	FY 20/21 Well #23 CL2	36.30
	5527176	FY 20/21 Well #24 Chlorine	36.30
	5527178	FY 20/21 Eastside CL2	121.00
	5527179	FY 20/21 Station #1 CL2	423.50
70372	5/5/2021	1265 XEROX FINANCIAL SERVICES LLC	450.46
	2584623	FY 20/21 Copy Machine Rental	450.46
70373	5/12/2021	1988 CRUISE PARTY RENTAL	99.00
	16059	Chairs, White Wedding	65.00
	16059	Linen 60"x120"	18.50
	16059	Table, 8'x30" Banquet	15.50
70374	5/12/2021	1847 DENISE M. LANDSTEDT	1,976.00
	YMWD2021-GRANTS2	DACI GRANT & CROP SWAP RESEARCH	1,656.00
	YMWD2021-GRANTS2	DACI GRANT & CROP SWAP RESEARCH	320.00
70375	5/12/2021	1323 DIAMOND ENVIRONMENTAL SERVICES	193.06
	0003229322	Portable Outlet for RRR Pipeline Project	193.06
70376	5/12/2021	1395 Eurofins Eaton Analytical, LLC	235.00
	L0564611	FY 20/21 Yuima Water Testing	60.00
	L0564612	FY 20/21 IDA Water Testing	70.00
	L0564966	FY 20/21 Yuima Water Testing	15.00
	L0564967	FY 20/21 IDA Water Testing	15.00
	L0564968	FY 20/21 IDA Water Testing	15.00
	L0564969	FY 20/21 IDA Water Testing	15.00

	L0564970	FY 20/21 IDA Water Testing		15.00
	L0564971	FY 20/21 Yuima Water Testing		15.00
	L0564972	FY 20/21 IDA Water Testing		15.00
70377	5/12/2021	1862	Hydrocurrent Well Services	3,239.99
	968 FINAL	Motors and Controls Yearly Maintenance		3,239.99
70378	5/12/2021	1981	LF Staffing Services, Inc.	507.36
	37-52-15003	Rincon Ranch Rd Project		507.36
70379	5/12/2021	900	MARK QUINN	47.39
	WELDER PARTS	TRACTOR SUPPLY		47.39
70380	5/12/2021	673	NORTH COUNTY LAWNMOWER, INC.	100.74
	3302240	Credit Memo		-12.98
	3302240	Jumping Jack Repair		113.72
70381	5/12/2021	127	PRUDENTIAL OVERALL SUPPLY	82.97
	132039157	FY 20/21 Uniform Services		31.93
	132040490	FY 20/21 Uniform Services		25.52
	132043169	FY 20/21 Uniform Services		25.52
70382	5/12/2021	163	R & G REDDING CONSTRUCTION	5,535.00
	1478	Rincon Ranch Rd 12" Line Installation		5,535.00
70383	5/12/2021	1948	RUTAN & TUCKER, LLP	9,930.50
	896283	SGMA LEGAL FEES		9,930.50
70384	5/12/2021	1748	Sherrill Ann Schoepe Revocable Trust, Sandra S. Wetzler, Trustee	2,915.60
	2021 APRIL	APRIL 2021		2,915.60
70385	5/12/2021	1630	SUPREME OIL COMPANY	404.02
	499206	Red Dye Diesel for Equipment- Rincon Ranch Project		404.02
70386	5/12/2021	1587	TRENCH PLATE RENTAL CO	255.79
	302520	Trench Plate for Rincon Ranch Rd Pipeline Project		255.79
70387	5/12/2021	1118	UNDERGROUND SERV. ALERT	26.50
	420210848	FY 20/21 Dig Alert Tickets		26.50
70388	5/12/2021	1102	USA BLUE BOOK	198.37
	546555	Hach Nitrate Test N Tube		424.92
	546903	Credit against 546555		-424.92
	549592	Incorrect Tax		-0.41
	575386	#1 TUBE ASSEMBLY PKG OF 5		104.01
	575386	#3 PUMP TUBE ASSMBLY- PKG OF 5 M CCP203 #76988		94.77
70389	5/12/2021	116	VALLEY CENTER EQUIPMENT RENTAL	12,540.00
	159398 04/26/21	321 Cat Excavator		5,800.00
	159398 04/26/21	8 Yard Bob Tail Dump Truck (Demo Box)		5,200.00
	159398 04/26/21	DAMAGE WAIVER		1,540.00
70390	5/12/2021	1666	Verizon Connect	52.00
	OSV0000002432933	FY 20/21 GPS Monitoring		52.00
70391	5/12/2021	1225	WATERLINE TECHNOLOGIES	2,284.00
	5527872	Deposit In/Out		50.00
	5527872	FY 20/21 Eastside Ammonia		249.00
	5527873	FY 20/21 Station 1 Ammonia		598.00
	5527978	FY 20/21 Station 1 Ammonia		598.00
	5527980	FY 20/21 Eastside Ammonia		249.00
	5528142	FY 20/21 Eastside CL2		135.00
	5528143	FY 20/21 Station #1 CL2		405.00
70394	5/18/2021	1130	VALIC GA#24515	400.00
	INV0001759	Valic Deferred Compensation		400.00
70395	5/20/2021	1896	AFLAC	118.86
	INV0001739	AFLAC-Cancer Coverage Insurance		18.63
	INV0001740	AFLAC-Accident Coverage Insurance		40.80
	INV0001757	AFLAC-Cancer Coverage Insurance		18.63
	INV0001758	AFLAC-Accident Coverage Insurance		40.80

70396	5/20/2021 043021	1814 FY 20/21 Janitorial Services	AL STEINBAUM'S JANITORIAL	200.00 200.00
70397	5/20/2021 YMWD2021-GRANTS4 YMWD2021-GRANTS4	1847 SGMP & DACI GRANTS SGMP & DACI GRANTS	DENISE M. LANDSTEDT	2,744.00 1,448.00 1,296.00
70398	5/20/2021 0321.04.0411	1848 Engineering oversite CWA ESP project	Dexter Wilson Engineering	780.00 780.00
70399	5/20/2021 35337	1720 Forebay Bronze Castling Plaque	GLASER-BAILEY AWARDS, INC.	2,012.77 2,012.77
70400	5/20/2021 60279	504 DRIVEWAY CLEANING AND SEALANT	JOE'S PAVING CO., INC.	1,215.40 1,215.40
70401	5/20/2021 16207	1985 FLAT SAW ASPHALT CUTTING	LASER CONCRETE CUTTING & CORING INC	380.00 380.00
70402	5/20/2021 37-52-15069	1981 Rincon Ranch Rd Project	LF Staffing Services, Inc.	1,014.72 1,014.72
70403	5/20/2021 S100426979.001 S100426979.001 S100426979.003	755 12" Slip on Weld Flanges Gasket Non-ASB Ring #150 1/16" 12" 12" Slip on Weld Flanges	PACIFIC PIPELINE SUPPLY	1,593.05 1,024.06 56.96 512.03
70404	5/20/2021 1480	163 Rincon Ranch Rd 12" Line Installation	R & G REDDING CONSTRUCTION	4,580.00 4,580.00
70405	5/20/2021 1027	1843 SCADA Annual Service	TRAN CONTROLS SCADA SOLUTIONS	1,200.00 1,200.00
70406	5/20/2021 302720	1540 FY 20/21 Office Internet Services	VALLEY CENTER WIRELESS	129.90 129.90
70407	5/26/2021 8022	1625 BI-ANNUAL MAINTENANCE	AIR CRAFT HEATING INC.	200.00 200.00
70408	5/26/2021 287276569280X05212	1510 FY 20/21 GM Cell Phone	AT & T MOBILITY	150.46 150.46
70409	5/26/2021 16170	1751 Annual Fire Extinguisher Service	CIMA FIRE PROTECTION, INC.	335.00 335.00
70410	5/26/2021 1657	1471 FY 20/21 Weed Abatement	CONTROLLED ENVIRONMENTS LLC	663.00 663.00
70411	5/26/2021 04/30/21 25-6A-0970	256 FY 20/21 Annual Waste Services	EDCO	187.65 187.65
70412	5/26/2021 1050863 1051059 1051060 1051064	1990 LAZY H BACTI WELL 20 BACTI LAZY H BACTI LAZY H BACTI	EnviroMatrix Analytical, Inc.	720.00 300.00 60.00 180.00 180.00
70413	5/26/2021 L0565834 L0565836 L0566549 L0566550 L0567340	1395 FY 20/21 IDA Water Testing FY 20/21 IDA Water Testing FY 20/21 IDA Water Testing FY 20/21 IDA Water Testing FY 20/21 IDA Water Testing	Eurofins Eaton Analytical, LLC	965.00 15.00 15.00 500.00 295.00 140.00
70414	5/26/2021 YMWD-01-27 YMWD-01-27 YMWD-01-27	1958 Geoscience Support For San Luis Rey Valley GSP Geoscience-SGWP Grant NON-REIMBURSABLE CHARGES	Geoscience Support Services	116,545.17 50,521.02 65,510.01 514.14
70415	5/26/2021 25AR1274539	1778 FY 20/21 Copy Services	IMAGE SOURCE, INC.	307.03 307.03
70416	5/26/2021 172145726001	1816 Scanned Stamp	OFFICE DEPOT	21.60 6.41

	172150278001	Mailing Labels		15.19
70417	5/26/2021	163	R & G REDDING CONSTRUCTION	3,535.00
	1481	Rincon Ranch Rd 12" Line Installation		2,520.00
	1482	580 M Case Backhoe		1,015.00
70418	5/26/2021	1035	SERRATOS AUTOMOTIVE & TIRE	20.00
	23497	TRUCK2,3,4 OIL CHANGE/REPAIRS *NOT TO EXCEED \$1000		20.00
70419	5/26/2021	1630	SUPREME OIL COMPANY	472.13
	400277	Red Dye Diesel for Equipment- Rincon Ranch Project		472.13
70420	5/26/2021	1843	TRAN CONTROLS SCADA SOLUTIONS	1,200.00
	1026	SCADA Annual Service		1,200.00
70421	5/26/2021	116	VALLEY CENTER EQUIPMENT RENTAL	5,288.00
	05/14/21 CONTRACT :	321 Cat Excavator		5,288.00
70422	5/26/2021	1225	WATERLINE TECHNOLOGIES	337.50
	5529070	FY 20/21 Station #1 CL2		202.50
	5529071	FY 20/21 Eastside CL2		135.00
70423	5/26/2021	1265	XEROX FINANCIAL SERVICES LLC	450.46
	2629063	FY 20/21 Copy Machine Rental		450.46
DFT0000971	5/4/2021	112	California Bank & Trust	20,517.80
		Net Payrol PPE 4/30/21		20,517.80
DFT0000972	5/4/2021	118	CALPERS -FISCAL SERVICES DIV.	328.80
	INV0001746	PEPRA Member Contributions		328.80
DFT0000973	5/4/2021	118	CALPERS -FISCAL SERVICES DIV.	376.62
	INV0001747	PEPRA Employer Contribution		376.62
DFT0000974	5/4/2021	118	CALPERS -FISCAL SERVICES DIV.	1,490.60
	INV0001748	PERS Classic Member Contribution		1,490.60
DFT0000975	5/4/2021	118	CALPERS -FISCAL SERVICES DIV.	2,877.79
	INV0001749	PERS Employer Classic Member Contribution		2,877.79
DFT0000976	5/4/2021	1562	CALPERS 457 PLAN	60.00
	INV0001750	SIP 457 Director Def Comp ER		60.00
DFT0000977	5/4/2021	118	CALPERS -FISCAL SERVICES DIV.	7.76
	INV0001752	1959 Survivor Benefit		7.76
DFT0000978	5/4/2021	1857	Employment Development Department	1,144.40
	INV0001753	State Withholding		1,144.40
DFT0000979	5/4/2021	1856	EFTPS - Federal Payroll Tax	148.80
	INV0001754	Social Security Withholding		148.80
DFT0000980	5/4/2021	1857	Employment Development Department	326.59
	INV0001755	SDI Withholding		326.59
DFT0000981	5/4/2021	1856	EFTPS - Federal Payroll Tax	3,937.20
	INV0001756	Federal Withholding		3,124.72
	INV0001756	Medicare Withholding		812.48
DFT0000971	5/4/2021	112	California Bank & Trust	20,065.30
		Net Payrol PPE 4/30/21		20,065.31
DFT0000982	5/18/2021	118	CALPERS -FISCAL SERVICES DIV.	328.80
	INV0001764	PEPRA Member Contributions		328.80
DFT0000983	5/18/2021	118	CALPERS -FISCAL SERVICES DIV.	376.62
	INV0001765	PEPRA Employer Contribution		376.62
DFT0000984	5/18/2021	118	CALPERS -FISCAL SERVICES DIV.	1,473.81
	INV0001766	PERS Classic Member Contribution		1,473.81
DFT0000985	5/18/2021	118	CALPERS -FISCAL SERVICES DIV.	2,845.37
	INV0001767	PERS Employer Classic Member Contribution		2,845.37
DFT0000986	5/18/2021	118	CALPERS -FISCAL SERVICES DIV.	7.76
	INV0001769	1959 Survivor Benefit		7.76

DFT0000987	5/18/2021 INV0001770	1857 State Withholding	Employment Development Department	1,130.78 1,130.78
DFT0000988	5/18/2021 INV0001771	1856 Social Security Withholding	EFTPS - Federal Payroll Tax	282.72 282.72
DFT0000989	5/18/2021 INV0001772	1857 SDI Withholding	Employment Development Department	331.41 331.41
DFT0000990	5/18/2021 INV0001773 INV0001773	1856 Federal Withholding Medicare Withholding	EFTPS - Federal Payroll Tax	3,943.91 3,143.03 800.88
DFT0000991	5/26/2021 05/17/21 PO 1366 05/17/21 PO 1370 & 1 05/17/21 PO 1370 & 1 05/17/21 PO 1373 & \\ 05/17/21 PO 1373 & \\ 05/17/21 PO 1374 05/17/21 PO 1374 05/17/21 PO 996	113 Cisco Webex Subscription GOOGLE MONTHLY CHARGE PO 1228 ACCIDENTALLY CLOSED Forebay Dedication Ceremony Forebay Dedication Ceremony WELLNESS GRANT 1500VA Smart UPS Battery Backup USB Extender FY 20/21 Open PO Amy Reeh	CALIF BANK & TRUST VISA	1,821.30 162.00 111.60 22.97 48.00 340.00 814.57 27.99 294.17
Grand Total:				924,340.67



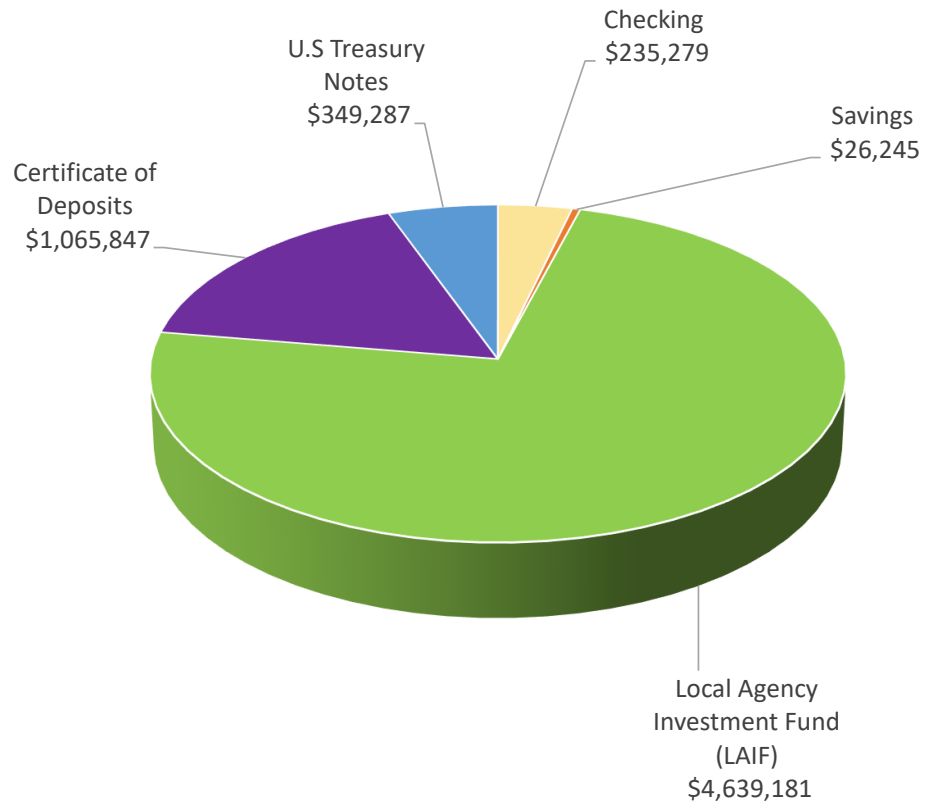
My Pooled Cash Report

Yuima Municipal Water District
For the Period Ending 5/31/2021

ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
CLAIM ON CASH					
01-1001-000	Claim on Cash - General Fund	3,673,816.87	441,932.22	4,115,749.09	
02-1001-000	Claim on Cash - IDA	2,693,819.85	11,791.82	2,705,611.67	
06-1001-000	Claim on Cash - Fire Mitigation	0.00	0.00	0.00	
07-1001-000	Claim on Cash - Fire Protection	0.00	0.00	0.00	
10-1001-000	Claim on Cash - Yuima General Dist	(179,713.23)	14,650.83	(165,062.40)	
20-1001-000	Claim on Cash - Improvement District Capital	(291,389.46)	(49,068.95)	(340,458.41)	
TOTAL CLAIM ON CASH		5,896,534.03	419,305.92	6,315,839.95	
CASH IN BANK					
Cash in Bank					
99-1000-000	Petty Cash	500.00	0.00	500.00	
99-1000-010	General Checking - OLD	0.00	0.00	0.00	
99-1000-011	General Checking - NEW	45,530.08	189,249.40	234,779.48	
99-1100-015	General Savings	10,053.10	0.00	10,053.10	
99-1100-016	Fire Savings	0.00	0.00	0.00	
99-1100-017	Official Pay Account	13,068.13	3,123.88	16,192.01	
99-1200-020	LAIF State Treasury	4,664,180.93	(25,000.00)	4,639,180.93	
99-1300-030	UBS Money Market	524.79	0.14	524.93	
99-1300-035	Higgins Capital Management	0.00	0.00	0.00	
99-1400-040	Texas Capital Bank-CUSIP 88224PLY3	100,281.00	50.00	100,331.00	
99-1400-046	BMO Harris BK - 05600XCG3	99,020.00	265.00	99,285.00	
99-1400-049	Goldman Sachs - 38148PCK1	0.00	0.00	0.00	
99-1400-050	BMW Bank - 05580ALS1	0.00	0.00	0.00	
99-1400-054	State Bank of India - 856285VD0	248,030.00	640.00	248,670.00	
99-1400-058	Morgan Stanley Bank-61690UUH1	260,782.50	(187.50)	260,595.00	
99-1400-062	Flagstar Bank CUSIP 33847E4D6	99,784.00	475.00	100,259.00	
99-1400-068	American Express Natl Bank-02589AB50	256,272.50	(90.00)	256,182.50	
99-1450-061	FHLB Bond CUSIP 3130AJZ36	98,507.00	770.00	99,277.00	
99-1450-063	U.S. Treasury Note 912828P53	0.00	0.00	0.00	
99-1450-064	U.S. Treasury Note 912828J84	0.00	0.00	0.00	
99-1450-065	U.S. Treasury Note 912796SD2	0.00	0.00	0.00	
99-1450-066	US Treasury Bill CUSIP 912796XD6	0.00	0.00	0.00	
99-1450-067	FFCB Bond CUSIP 3133ELQV9	0.00	0.00	0.00	
99-1450-068	FHLB Step-Up CUSIP 3130AMAW2	0.00	250,010.00	250,010.00	
TOTAL: Cash in Bank		5,896,534.03	419,305.92	6,315,839.95	
TOTAL CASH IN BANK		5,896,534.03	419,305.92	6,315,839.95	
DUE TO OTHER FUNDS					
99-2601-000	Due to Other Funds	5,896,534.03	419,305.92	6,315,839.95	
TOTAL DUE TO OTHER FUNDS		5,896,534.03	419,305.92	6,315,839.95	
Claim on Cash	6,315,839.95	Claim on Cash	6,315,839.95	Cash in Bank	6,315,839.95
Cash in Bank	6,315,839.95	Due To Other Funds	6,315,839.95	Due To Other Funds	6,315,839.95
Difference	0.00	Difference	0.00	Difference	0.00

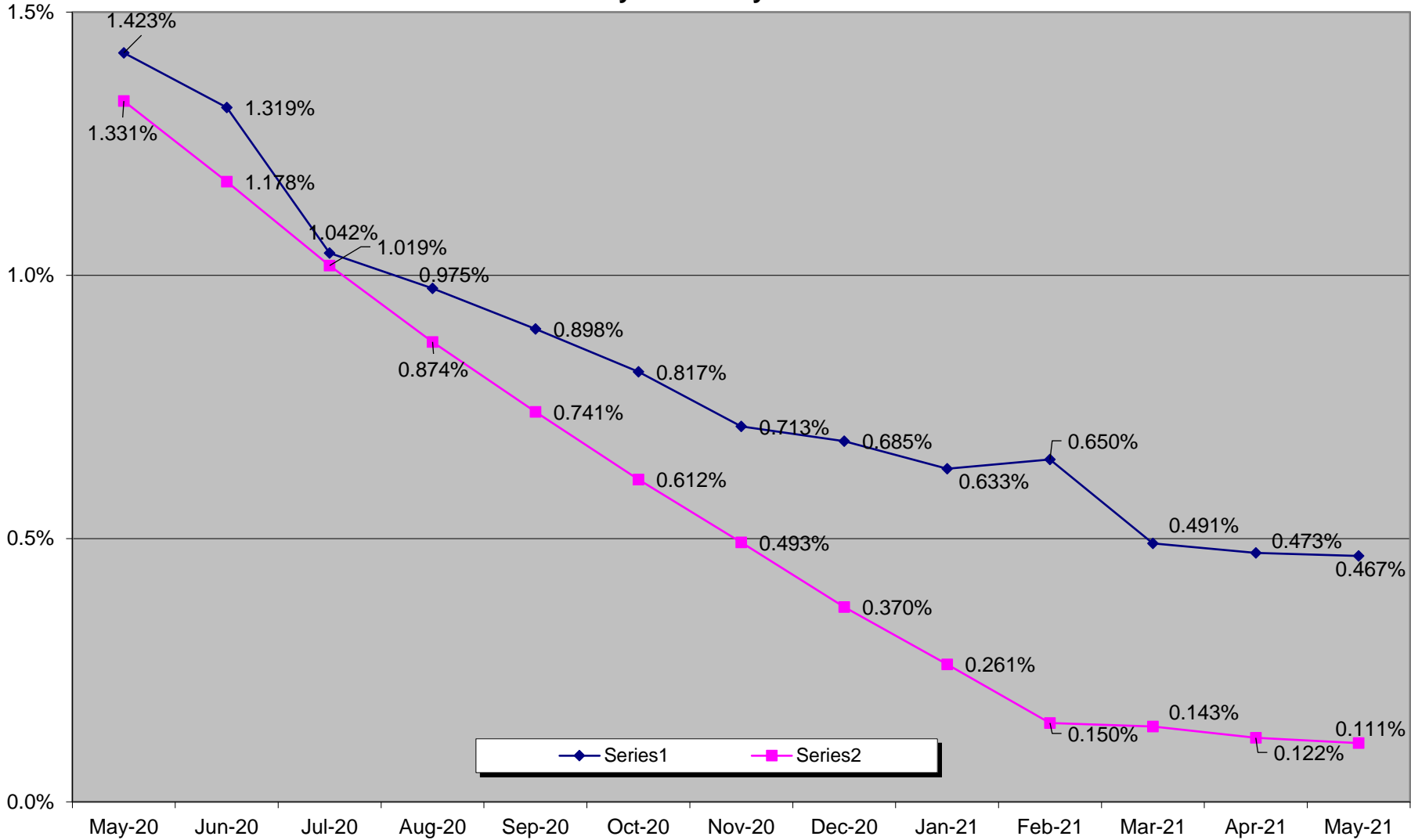
ACCOUNT #	ACCOUNT NAME	BEGINNING BALANCE	CURRENT ACTIVITY	CURRENT BALANCE	
ACCOUNTS PAYABLE PENDING					
01-2555-000	AP Pending - General District	908,334.52	375,993.45	1,284,327.97	
02-2555-000	AP Pending - IDA	94,020.70	(1,906.06)	92,114.64	
07-2555-000	AP Pending - Fire Protection	0.00	0.00	0.00	
10-2555-000	AP Pending - Yuima General District Capital	0.00	0.00	0.00	
20-2555-000	AP Pending - Improvement District	13,380.54	(12,278.24)	1,102.30	
TOTAL ACCOUNTS PAYABLE PENDING		<u>1,015,735.76</u>	<u>361,809.15</u>	<u>1,377,544.91</u>	
DUE FROM OTHER FUNDS					
99-1501-000	Due From General District	(908,334.52)	(375,993.45)	(1,284,327.97)	
99-1502-000	Due From IDA	(94,020.70)	1,906.06	(92,114.64)	
99-1506-000	Due From Fire Mitigation	0.00	0.00	0.00	
99-1507-000	Due From Fire Protection	0.00	0.00	0.00	
99-1508-000	Due From Annex #1	0.00	0.00	0.00	
99-1509-000	Due From Annex #2	0.00	0.00	0.00	
99-1510-000	Due From General District Capital	0.00	0.00	0.00	
99-1511-000	Due From Energy Efficient Capital Project	0.00	0.00	0.00	
99-1520-000	Due From Improvement District A Capital	(13,380.54)	12,278.24	(1,102.30)	
TOTAL DUE FROM OTHER FUNDS		<u>(1,015,735.76)</u>	<u>(361,809.15)</u>	<u>(1,377,544.91)</u>	
ACCOUNTS PAYABLE					
99-2555-000	Accounts Payable	<u>1,015,735.76</u>	<u>361,809.15</u>	<u>1,377,544.91</u>	
TOTAL ACCOUNTS PAYABLE		<u>1,015,735.76</u>	<u>361,809.15</u>	<u>1,377,544.91</u>	
AP Pending	1,377,544.91	AP Pending	1,377,544.91	Due From Other Funds	1,377,544.91
Due From Other Funds	1,377,544.91	Accounts Payable	1,377,544.91	Accounts Payable	1,377,544.91
Difference	<u>0.00</u>	Difference	<u>0.00</u>	Difference	<u>0.00</u>

**Yuima Municipal Water
District**
Cash & Investments Data
May 31, 2021
\$6,315,839.95



Aggregate Yuima Portfolio Yield

May 2020 - May 2021





PMIA/LAIF Performance Report as of 06/11/21



PMIA Average Monthly Effective Yields⁽¹⁾

May	0.315
Apr	0.339
Mar	0.357

Quarterly Performance Quarter Ended 03/31/21

LAIF Apportionment Rate ⁽²⁾ :	0.44
LAIF Earnings Ratio ⁽²⁾ :	0.00001214175683392
LAIF Fair Value Factor ⁽¹⁾ :	1.001269853
PMIA Daily ⁽¹⁾ :	0.35%
PMIA Quarter to Date ⁽¹⁾ :	0.41%
PMIA Average Life ⁽¹⁾ :	220

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 05/31/21 \$153.4 billion

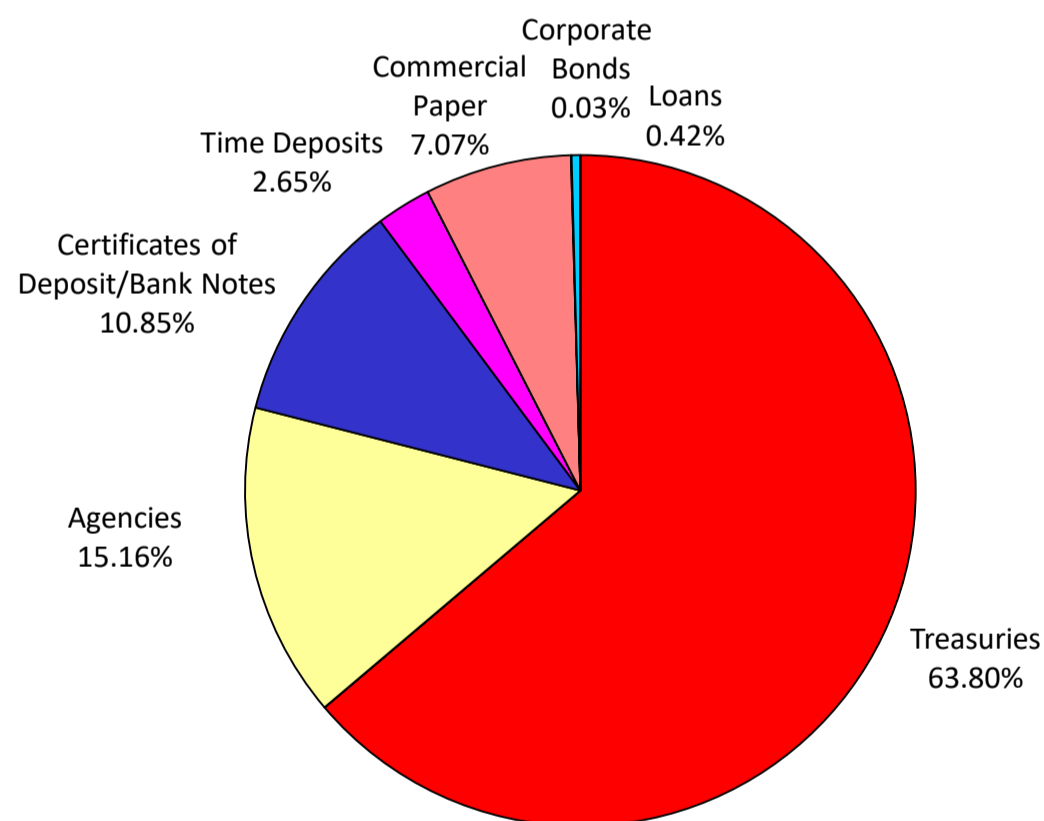


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



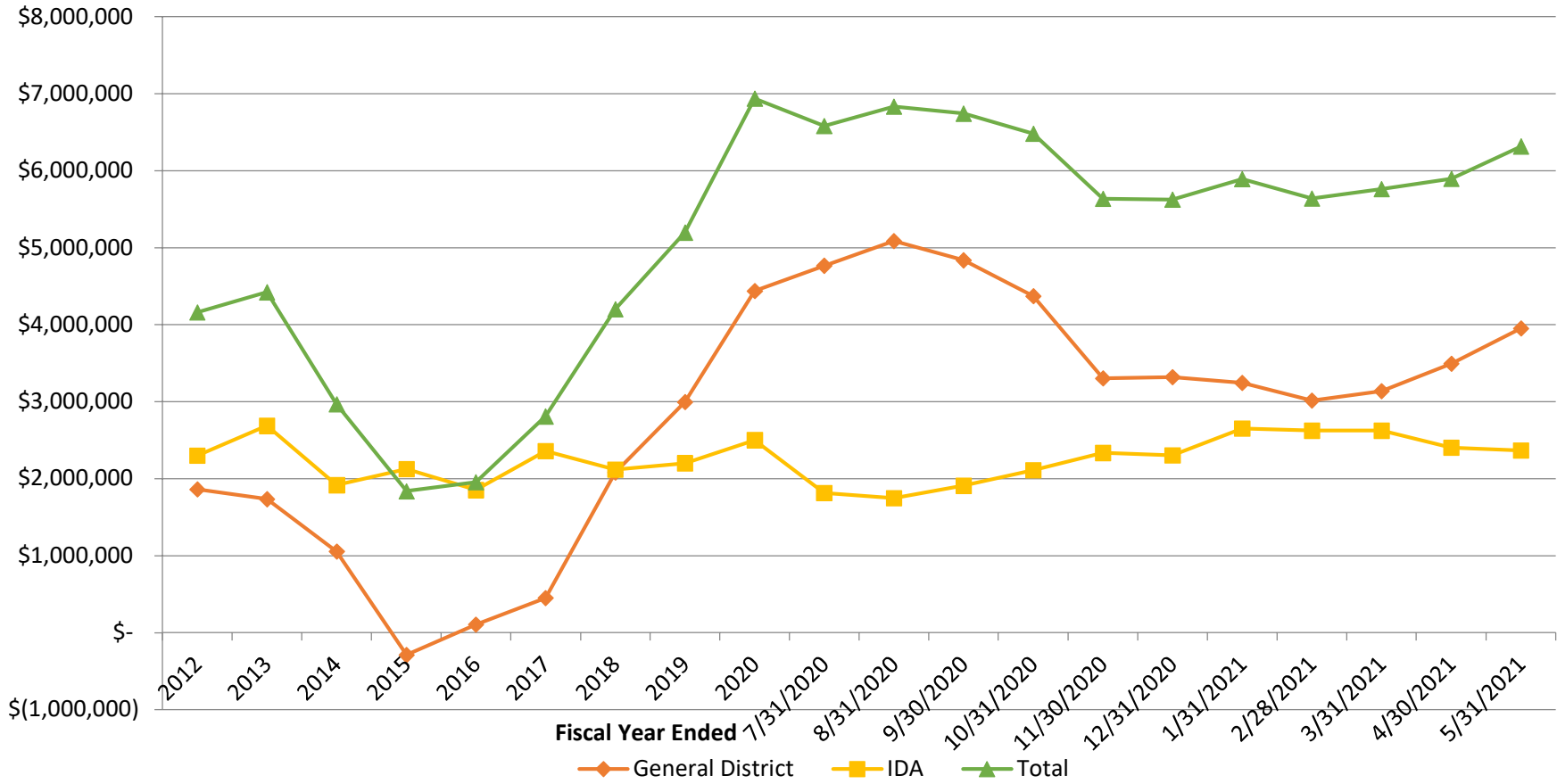
State of California
Pooled Money Investment Account
Market Valuation
5/31/2021

Description	Carrying Cost Plus Accrued Interest Purch.	Fair Value	Accrued Interest
United States Treasury:			
Bills	\$ 48,525,288,846.01	\$ 48,545,569,000.00	NA
Notes	\$ 48,554,871,595.80	\$ 48,654,760,000.00	\$ 117,363,861.00
Federal Agency:			
SBA	\$ 420,433,785.86	\$ 421,519,356.19	\$ 178,803.62
MBS-REMICs	\$ 10,264,739.96	\$ 10,807,823.48	\$ 47,446.42
Debentures	\$ 7,681,259,096.84	\$ 7,685,403,020.00	\$ 9,646,375.81
Debentures FR	\$ -	\$ -	\$ -
Debentures CL	\$ 1,200,000,000.00	\$ 1,198,914,000.00	\$ 816,695.00
Discount Notes	\$ 12,248,215,352.45	\$ 12,252,162,000.00	NA
Supranational Debentures	\$ 1,521,141,035.58	\$ 1,518,300,500.00	\$ 4,191,599.00
Supranational Debentures FR	\$ 200,054,814.69	\$ 200,090,830.95	\$ 75,219.29
CDs and YCDs FR	\$ 400,000,000.00	\$ 400,002,000.00	\$ 129,376.09
Bank Notes	\$ -	\$ -	\$ -
CDs and YCDs	\$ 16,250,000,000.00	\$ 16,249,965,491.65	\$ 7,886,000.01
Commercial Paper	\$ 10,852,436,923.58	\$ 10,857,516,007.79	NA
Corporate:			
Bonds FR	\$ -	\$ -	\$ -
Bonds	\$ 42,188,777.79	\$ 41,945,150.00	\$ 114,208.30
Repurchase Agreements	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -
Time Deposits	\$ 4,072,500,000.00	\$ 4,072,500,000.00	NA
PMIA & GF Loans	\$ 641,846,000.00	\$ 641,846,000.00	NA
TOTAL	\$ 152,620,500,968.56	\$ 152,751,301,180.06	\$ 140,449,584.54

Fair Value Including Accrued Interest \$ 152,891,750,764.60

Repurchase Agreements, Time Deposits, PMIA & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

Cash Position



RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF YUIMA MUNICIPAL WATER DISTRICT
APPROVING AGREEMENT FOR WATER SERVICE
AND MANAGEMENT CONTRACT FOR THE
LAZY H MUTUAL WATER COMPANY
AND RESCINDING RESOLUTION NO. 1862-20**

RESOLVED, that the Agreement for Water Service and Management Contract dated July 1, 2021, between YUIMA MUNICIPAL WATER DISTRICT and LAZY H MUTUAL WATER COMPANY, a copy of which is attached hereto, is hereby approved and the President, or Vice-President, of the District is hereby authorized and directed to execute said Agreement for and on behalf of this District.

PASSED AND ADOPTED at the regular adjourned meeting of the Board of Directors of YUIMA MUNICIPAL WATER DISTRICT this 28th day of June, 2021 by the following roll-call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Roland Simpson, President
Yuima Municipal Water District

ATTEST:

Don Broomell, Secretary/Treasurer
Yuima Municipal Water District

**AGREEMENT FOR WATER SERVICE AND MANAGEMENT CONTRACT
LAZY H MUTUAL WATER COMPANY**

THIS AGREEMENT is made July 1, 2021 between YUIMA MUNICIPAL WATER DISTRICT ("YUIMA") and LAZY H MUTUAL WATER COMPANY, a California corporation ("COMPANY"), in view of the following facts:

(a) YUIMA is a member agency of San Diego County Water Authority and its territory is included within the Metropolitan Water District of Southern California. As such member agency, YUIMA is entitled to purchase water from Water Authority and has constructed a pipeline and other works for the transmission of water from the aqueduct of the Water Authority into the district, together with facilities for the transmission and delivery of water into the distribution system of COMPANY.

(b) COMPANY is a cooperative mutual corporation formed for the purpose of delivering water to its shareholders. It holds water rights in the stream system of the San Luis Rey River and the ground water basin underlying the area served by it and has constructed pipelines, drilled and operates wells for the purpose of supplying local water to the shareholders.

(c) The purpose of this Agreement is to constitute and designate YUIMA as COMPANY's agent for the operation of COMPANY's pipelines and facilities for the maximum development of local water and the delivery of such local water to COMPANY's shareholders along with YUIMA's water which may be purchased by COMPANY to augment its local supply.

IT IS, THEREFORE, AGREED:

1. Commencing July 1, 2021, YUIMA agrees to operate and maintain COMPANY's existing water supply and distribution system, including wells, pumps, tanks, pipelines and appurtenances for the purpose of delivering such local water as may be developed through the exercise of COMPANY's rights, together with such quantities of YUIMA's water as COMPANY may purchase, to and for the benefit of COMPANY's shareholders in accordance with the provisions of COMPANY's Articles, By-Laws and Rules and Regulations.

2. COMPANY grants to YUIMA the exclusive use of all of COMPANY's properties, easements and other rights necessary or convenient for YUIMA's use in carrying out YUIMA's duties under this Agreement, together with the right to use COMPANY's system and appurtenances for the purpose of transporting and delivering to the COMPANY's shareholders YUIMA's water purchased by COMPANY.

3. YUIMA, as COMPANY's agent in the operation of COMPANY's water supply and distribution system, shall do and perform each of the following:

(a) Generally, manage and operate COMPANY's system, and in the delivery of water, provide for the scheduling of deliveries as between COMPANY's shareholders in

conformity with the directions of COMPANY's Board of Directors when such scheduling is necessary.

(b) Take such steps in delivering COMPANY's local water to its shareholders as are reasonably required in order to conform to any allocation of such local water as may, from time to time, be made by COMPANY's Board of Directors.

(c) Generally, maintain in good operating condition at COMPANY's expense its water supply and distribution system. YUIMA's duty to repair shall not include major repairs requiring outside commercial shop work, replacement of pipelines or the supply of materials for such major repairs. YUIMA will promptly advise COMPANY when, in its opinion, such major repairs may be required and such recommended major repairs, shop work, replacement of pipelines, improvement, expansion, observation or testing of COMPANY system or components may thereafter be performed by COMPANY's agent or contractor provided, however, that such work shall not interfere with YUIMA's activities under this contract.

(d) YUIMA shall make monthly or quarterly billings for water used at the rates from time to time established by COMPANY as directed by COMPANY; collect in COMPANY's name such water bills; and, deposit all such collections to COMPANY's name in the bank account or accounts regularly maintained by COMPANY.

(e) YUIMA shall prepare for COMPANY, monthly, a list of all accounts payable and all charges incurred in the operation and maintenance of COMPANY's system. Such charges shall be for the account of COMPANY, and shall be paid by it.

(f) Cash receipts and cash disbursements shall be posted to the general ledger of COMPANY by YUIMA.

(g) In addition to collection of periodic water bills, YUIMA shall bill and collect on behalf of COMPANY such amounts as are, from time to time, assessed against COMPANY shareholders. YUIMA shall not be obligated however, to pursue on behalf of COMPANY any remedies which COMPANY may have for the collection of delinquent water bills, assessments, or other amounts as may be due COMPANY from its shareholders or others.

(h) YUIMA consents that its manager or other agent in supervisory charge of its obligation under this contract may, if desired by COMPANY, serve as COMPANY's assistant secretary and treasurer and perform all of the usual duties of such office.

4. YUIMA, in its activities as agent for COMPANY under this Agreement, shall furnish and provide the necessary office facilities including a meeting place for COMPANY's board of directors, including telephone, business machines, supplies, postage and shall furnish such tools, trucks and cars and personnel as might be reasonably required. COMPANY agrees to pay YUIMA for its services **for the period covering July 1, 2021 to June 30, 2022** the sum of **Two Thousand Eight Hundred Seventy-four dollars and Six cents (\$2874.06)**, per month in advance.

Such payment is designed to cover YUIMA's costs in connection with administration (including retirement and fringe benefits), necessary trucks and other cars and

office facilities. Such sum shall not include parts and supplies other than miscellaneous office supplies.

Labor time, including that for welding and equipment operators, for maintenance of COMPANY's facilities shall be charged to COMPANY by YUIMA at the rate of \$71.79 per man hour for maintenance performed during YUIMA's normal working hours and at the rate of \$107.68 per man hour for all maintenance performed outside of YUIMA's normal working hours. Backhoe equipment time and welding equipment time shall be billed COMPANY by YUIMA at the rate of \$69 per hour for backhoe, \$99 per hour for utility truck/crane/welder, \$20 per hour for certified test meter, \$20 per hour for liquid chlorine trailer, \$10 per hour for tapper, pipeline locator, and \$10 per hour for all others. Recordkeeping/Secretarial services over contract hours will be billed at \$51.64 per hour during YUIMA's normal hours and \$77.40 per hour for Holiday and Overtime hours. Materials and supplies, including sales tax, freight and delivery charges; tools and equipment used in the work at prevailing rental rates for similar tools and equipment; the actual invoice costs to District of services performed by others; plus fifteen percent (15%) of the sum of all the above amounts for District's overhead and general administrative expense.

If the amounts provided for in this section are, in the opinion of YUIMA, insufficient or, in the opinion of COMPANY, excessive, either party may, on thirty days-notice to the other, propose adjustments to YUIMA's compensation. In no event shall the amount paid YUIMA under this paragraph be so reduced that YUIMA's duties hereunder result in a burden on YUIMA's general funds which is not reimbursed by COMPANY.

5. COMPANY shall furnish YUIMA upon the execution of this Agreement a schedule setting forth the rates established by COMPANY's Board of Directors for the delivery of water to its shareholders. COMPANY shall furnish YUIMA revised schedules at least fifteen (15) days in advance of the effective date of any change or modification in such rates.

COMPANY shall furnish YUIMA the per share amount of each assessment levied by its Board of Directors, together with the name and address of each shareholder and the number of shares held by each COMPANY's stock as are issued and outstanding on the effective date of each assessment.

6. All water furnished COMPANY by YUIMA from sources of supply available to YUIMA shall be considered as water purchased by COMPANY in accordance with YUIMA's rates, rules and regulations relating to similar wholesale deliveries as may from time to time be applicable.

7. YUIMA shall make periodic reports at the request of COMPANY but not more frequently than quarterly. The amount of YUIMA's collection made on behalf of COMPANY shall be deposited directly to COMPANY's account.

8. YUIMA agrees that COMPANY may inspect COMPANY's water production and distribution facilities, books, records and accounts during normal working hours provided that such examination or inspection shall in no way interfere with YUIMA's operations under this contract.

9. YUIMA, in its operation of COMPANY's system, shall establish new service and connections to COMPANY's system only upon an express direction and authority from COMPANY's Board of Directors. COMPANY will pay YUIMA for the costs (both direct and indirect) incurred in making new service connections.

10. This Agreement shall supersede and cancel all oral agreements between the parties under which YUIMA acted as COMPANY's agent.

11. This Agreement may be terminated by either party upon giving at least three (3) months written notice of such termination to the other.

12. COMPANY agrees that a number of factors make the following indemnity and liability limitations reasonable, necessary, valid, enforceable and not contrary to public policy. These factors include, but are not limited to the following:

- (a) The nature and extent of the services.
- (b) The services are not suitable for public regulation.
- (c) The services are not of great public importance.
- (d) The services could be performed by employees of COMPANY or by persons engaged in the business of providing such services for profit.
- (e) YUIMA is performing the services at its costs as an accommodation to COMPANY and is not seeking to perform the services.
- (f) COMPANY and YUIMA are equal in bargaining strength and COMPANY is free to obtain the services elsewhere.
- (g) COMPANY is able to obtain insurance with respect to its property and its indemnity.
- (h) The amount of compensation to be paid.
- (i) The control retained by COMPANY.
- (j) The condition of COMPANY's property.
- (k) YUIMA is a public agency with limited personnel and financial resources.
- (l) The potential liability to YUIMA without the limitations and liability could impede the public purposes for which YUIMA exists and adversely affect its taxpayers and other water users.

To the fullest extent permitted by law, YUIMA, its directors, officers, employees, agents and volunteers shall not be held liable for any claims, liabilities or damages to any property of any person including that of COMPANY, nor for personal injury to or death

to any person caused by or resulting from any acts or omissions (active, passive or comparative, negligence included) of YUIMA or its directors officers, employees, agents or volunteers arising out of, or alleged to have arisen out of, the performance or the failure to perform any of its obligations under this Agreement. COMPANY agrees to indemnify and hold free and harmless YUIMA and its directors, officers, employees, agents and volunteers against any such claims, liabilities and damages and any cost and expense incurred by them on account thereof. It is agreed that this indemnity is not limited in any way by the extent of any policy of insurance held by either party or by any limitation on the types of damages, compensation or benefits payable under worker's compensation acts, disability acts, or other employee acts. The foregoing limitation on liability and indemnity shall not apply to physical damage to the property of third parties or to personal injury or death that is determined to have been caused or resulted solely and exclusively by the fault or negligence of a party indemnified.

COMPANY shall maintain comprehensive or commercial general liability insurance in amounts not less than \$1,000,000 per occurrence with insurance companies acceptable to the district. All such policies shall name YUIMA, its directors, officers, employees, agents and volunteers as additional insured under the policy and provide District with certificate of insurance and endorsements. Said policies shall have a clause requiring that 30 days' written notice be given to YUIMA prior to any material change or cancellation of said policies.

COMPANY agrees that the provisions of California Civil Code Section 1668 do not apply to this Agreement. Civil Code Section 1668 provides:

"All contracts which have for their object, directly or indirectly, to exempt anyone from the responsibility for his own fraud, or willful injury to the person or property of another, or violation of law, whether willful or negligent, are against the policy of the law."

All acts of YUIMA under this Agreement will be performed with the express understanding that YUIMA makes no warranties, expressed or implied, with respect thereto.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the parties by their duly authorized officer.

LAZY H MUTUAL WATER COMPANY

YUIMA MUNICIPAL WATER DISTRICT

By _____
Greg West, President

By _____
Roland Simpson, President

**LAZY H MUTUAL WATER COMPANY
WATER SERVICE AND MANAGEMENT CONTRACT BREAKDOWN
2021-22**

	2020-21	2021-22 Estimated
WATER & ASSESSMENT BILLING CHARGES¹		
Water Bills - 40 Monthly @ \$1.38 each x 12	\$ 660.00	\$ 660.00
Assessments Bills - 0 Bills @ \$1.25 each x 12	-	-
New Owner/Tenant billing for month of transfer @ \$1.25 x 12	15.00	15.00
Postage	222.20	222.20
TOTAL Billing Charges	\$ 897.20	\$ 897.20
 LABOR		
Administrative matters, water and assessment billing bank deposits, notice, computer time, correspondence, bank reconciliation, posting journals & general ledger, preparation of cash statement, and budget report, pay invoices, telephone, preparation time for board meetings, operations report. Type minutes & agenda. Water sample schedules.		
265.7 hours per year @ \$51.64 per hour Average hourly rate includes 3 staff	14,249.62	13,720.75
 PHOTO COPIES/POSTAGE		
1,396 copies per year @ .15 each + Postage	209.40	209.40
 OFFICE FACILITIES:		
Storage & scan of companies records, usage of board room, telephone, Financial and Misc Software, business machines, equipment use, misc. office supplies, and 24 hour call service.		
	708.81	708.81
 FIELD LABOR:		
Duty run & system check 20 hrs/mo. (.65 hours/day) @ \$71.79/hr. including well sounding, CL2 Residuals & 1 daily water run	14,165.80	17,229.60
Monthly Meter Reading - \$71.79 * 24 (2 hrs per month)	1,990.80	1,722.96
	\$ 32,221.63	\$ 34,488.72
TOTAL ANNUAL COST		
	\$ 2,685.14	\$ 2,874.06
TOTAL MONTHLY COST		

¹ Billing charges cover postage and computer costs.

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF YUIMA MUNICIPAL WATER DISTRICT
AUTHORIZING AGREEMENT FOR EMERGENCY AND
SUPPORT SERVICES FOR THE
RANCHO ESTATES MUTUAL WATER COMPANY
AND RESCINDING RESOLUTION NO. 1863-20**

WHEREAS, the Rancho Estates Mutual Water Company has requested emergency and support services for their mutual water company; and

WHEREAS, by prior resolution this district has entered into an agreement to provide emergency support services for their mutual water company; and

WHEREAS, the Rancho Estates Mutual Water Company is a cooperative mutual corporation formed for the purpose of delivering water to its shareholders. The Rancho Estates Mutual Water Company's service areas is within the boundaries of YUIMA and its territory is included within the San Diego County Water Authority and the Metropolitan Water District of Southern California; and

WHEREAS, Yuima agrees, in the event of an emergency or other rare and unusual adverse event or circumstance outside the scope of normal operations, to the extent that Yuima's resources are available in the sole discretion of Yuima's General Manager, to provide assistance to the Rancho Estates Mutual Water Company; and

WHEREAS, it is agreed that nothing in the Agreement shall obligate YUIMA to provide any of the services or materials.

THEREFORE, BE IT RESOLVED, that the Agreement for Emergency and Support Services dated July 1, 2021, between YUIMA MUNICIPAL WATER DISTRICT and RANCHO ESTATES MUTUAL WATER COMPANY, a copy of which is attached hereto, is hereby approved and the President of the District, is hereby authorized and directed to execute said Agreement for and on behalf of this District.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of YUIMA MUNICIPAL WATER DISTRICT this 28th day of June 2021 by the following roll-call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Roland Simpson, President
Yuima Municipal Water District

Don Broomell, Secretary/Treasurer
Yuima Municipal Water District

**EMERGENCY AND SUPPORT SERVICES AGREEMENT
RANCHO ESTATES MUTUAL WATER COMPANY**

THIS AGREEMENT is made July 1, 2021, between YUIMA MUNICIPAL WATER DISTRICT ("YUIMA") and RANCHO ESTATES MUTUAL WATER COMPANY, a California corporation ("RANCHO ESTATES"), in view of the following facts:

1. YUIMA is a municipal water district organized under the laws of the State of California. YUIMA is a member agency of San Diego County Water Authority and its territory is included within the Metropolitan Water District of Southern California. As such member agency, YUIMA is entitled to purchase water from Water Authority and has constructed a pipeline and other works for the transmission of water from the aqueduct of the Water Authority into the district, together with facilities for the transmission and delivery of water into the distribution system of RANCHO ESTATES.

2. RANCHO ESTATES is a cooperative mutual corporation formed for the purpose of delivering water to its shareholders. It holds water rights in the stream system of the San Luis Rey River and the ground water basin underlying the area served by it and has constructed pipelines, drilled and operates wells for the purpose of supplying local water to the shareholders.

3. With adjacent service areas, YUIMA and RANCHO ESTATES share a common interest in maintaining reliable water distribution systems and adequate supplies of potable water for the benefit of their respective Pauma Valley customers.

4. Both parties recognize the likelihood that emergencies and/or non-routine operating circumstances will arise periodically in the future with the potential to interrupt or otherwise adversely affect the ability of RANCHO ESTATES to maintain adequate, reliable supplies of potable water.

5. The purpose of this Agreement is to provide a contractual framework under which YUIMA agrees, under certain circumstances, to provide emergency and occasional operational assistance to RANCHO ESTATES.

IT IS, THEREFORE, AGREED:

1. Commencing July 1, 2021, YUIMA agrees, in the event of an emergency or certain other rare and unusual, non-routine adverse events or circumstances that are outside the scope of normal operations, to provide such technical expertise, labor, equipment and/or materials as may be required to assist RANCHO ESTATES and its staff in responding effectively to such emergency or other rare and unusual non-routine adverse event or circumstance for the benefit of RANCHO ESTATES shareholders in accordance with the provisions of RANCHO ESTATES Articles, By-Laws and Rules and Regulations.
2. RANCHO ESTATES hereby agrees that no priority will be given to RANCHO ESTATES support services work and said work shall be completed as Operational Staff time and responsibilities to YUIMA operations permits.

Additionally, Yuima reserves the right to cancel any schedule support service work in the event of an operational emergency within YUIMA's operating system. If YUIMA is unable to perform requested services in a reasonable timeframe, YUIMA will notify RANCHO ESTATES to determine if RANCHO ESTATES would like YUIMA to arrange for an outside contractor to perform the work. YUIMA Support services work is limited to the following:

- a. Meter Replacement
 - b. Mainline and service lateral repair
 - c. Consultative support of new appurtenance installation (completed by other contractors).
 - d. Line locating related to support services projects only.
3. Labor time, including that for welding and equipment operators, for maintenance or repair RANCHO ESTATES facilities shall be charged to RANCHO ESTATES by YUIMA at the rate of \$71.81 per labor hour for all emergency services performed during YUIMA's normal of YUIMA's normal working hours and at the rate of \$92.88 per labor hour for all emergency services performed outside of YUIMA's normal working hours. Backhoe equipment time and welding equipment time shall be billed to RANCHO ESTATES by YUIMA at the current Board approved rates at the time of service. Materials and supplies, including sales tax, freight and delivery charges; tools and equipment used in the work at prevailing rental rates for similar tools and equipment; the actual invoice costs to District of services performed by others; plus fifteen percent (15%) of the sum of all the above amounts for District's overhead and general administrative expense.
 4. RANCHO ESTATES must contact office to request all services and YUIMA Operations Staff shall not perform any services without approval of YUIMA management and an approved service order. RANCHO ESTATES is not to contact or direct YUIMA Operations staff directly to request services.
 5. If the amounts provided for in this section are, in the opinion of YUIMA, insufficient or, in the opinion of RANCHO ESTATES, excessive, either party may, on thirty-day notice to the other, propose adjustments to YUIMA's compensation. In no event shall the amount paid YUIMA under this paragraph be so reduced that YUIMA's duties hereunder result in a burden on YUIMA's general funds which is not reimbursed by RANCHO ESTATES.
 6. This Agreement may be terminated by either party upon giving at least one (1) month's written notice of such termination to the other.
 7. RANCHO ESTATES agrees that a number of factors make the following indemnity and liability limitations reasonable, necessary, valid, enforceable and

not contrary to public policy. These factors include, but are not limited to the following:

- (a) The nature and extent of the services
- (b) The services are not suitable for public regulation.
- (c) The services are not of great public importance.
- (d) The services could be performed by employees of RANCHO ESTATES or by persons engaged in the business of providing such services for profit.
- (e) YUIMA is performing the services as an accommodation to RANCHO ESTATES and is not seeking to perform the services.
- (f) RANCHO ESTATES and YUIMA are equal in bargaining strength and RANCHO ESTATES is free to obtain the services elsewhere.
- (g) RANCHO ESTATES is able to obtain insurance with respect to its property and its indemnity.
- (h) The amount of compensation to be paid.
- (i) The control retained by RANCHO ESTATES.
- (j) The condition of RANCHO ESTATES property.
- (k) YUIMA is a public agency with limited personnel and financial resources. (1) The potential liability to YUIMA without the limitations and liability could impede the public purposes for which YUIMA exists and adversely affect its taxpayers and other water users.

To the fullest extent permitted by law, YUIMA, its directors, officers, employees, agents and volunteers shall not be held liable for any claims, liabilities or damages to any property of any person including that of RANCHO ESTATES, nor for personal injury to or death to any person caused by or resulting from any acts or omissions (active, passive or comparative, negligence included) of YUIMA or its directors, officers, employees, agents or volunteers arising out of, or alleged to have arisen out of, the performance or the failure to perform any of its obligations under this Agreement. RANCHO ESTATES agrees to indemnify and hold free and harmless YUIMA and its directors, officers, employees, agents and volunteers against any such claims, liabilities and damages and any cost and expense incurred by them on account thereof. It is agreed that this indemnity is not limited in any way by the extent of any policy of insurance held by either party or by any limitation on the types of damages, compensation or benefits payable under worker's compensation acts, disability acts, or other employee acts. The foregoing limitation on liability and indemnity shall not apply to physical damage to the property of third parties or to personal injury or death that is determined to have been caused or resulted solely and exclusively by the fault or negligence of a party indemnified.

- 8. It is understood and agreed by the parties hereto that nothing in this Agreement shall obligate YUIMA to provide any of the services or materials contemplated by this Agreement to RANCHO ESTATES if, in the sole judgment of YUIMA's Management, providing such services or materials would compromise or jeopardize the interests of YUIMA, its employees or its customers.
- 9. RANCHO ESTATES shall maintain comprehensive or commercial general liability insurance in amounts not less than \$2,000,000 per occurrence with

insurance companies acceptable to the district. All such policies shall name YUIMA, its directors, officers, employees, agents and volunteers as additional insured under the policy and provide District with certificate of insurance and endorsements. Said policies shall have a clause requiring that 30 days' written notice be given to YUIMA prior to any material change or cancellation of said policies.

10. RANCHO ESTATES agrees that the provisions of California Civil Code Section 1668 do not apply to this Agreement. Civil Code Section 1668 provides:

All contracts which have for their object, directly or indirectly, to exempt anyone from the responsibility for his own fraud, or willful injury to the person or property of another, or violation of law, whether willful or negligent, are against the policy of the law.

11. All acts of YUIMA under this Agreement will be performed with the express understanding that YUIMA makes no warranties, expressed or implied, with respect thereto.
12. Agreement expires June 30, 2022 and will be reviewed for renewal annually.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the parties by their duly authorized officer.

RANCHO ESTATES MUTUAL WATER
COMPANY

YUIMA MUNICIPAL WATER DISTRICT

By: _____
Don Broomell, President

By: _____
Roland Simpson, President

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF YUIMA MUNICIPAL WATER DISTRICT
APPROVING AGREEMENT FOR RECORD KEEPING
AND SECRETARIAL SERVICES FOR THE
UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT
AND RESCINDING RESOLUTION NO. 1875-20**

RESOLVED, that the Agreement for record keeping and secretarial services dated July 1, 2021, between YUIMA MUNICIPAL WATER DISTRICT and UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT, a copy of which is attached hereto, is hereby approved and the President or Vice-President, of the District is hereby authorized and directed to execute said Agreement for and on behalf of this District.

PASSED AND ADOPTED at the regular meeting of the Board of Directors of YUIMA MUNICIPAL WATER DISTRICT this 28th day of June, 2021 by the following roll-call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Roland Simpson, President
Yuima Municipal Water District

ATTEST:

Don Broomell, Secretary/Treasurer
Yuima Municipal Water District

AGREEMENT FOR RECORD KEEPING AND SECRETARIAL SERVICES UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT

THIS AGREEMENT is made July 1, 2021 between YUIMA MUNICIPAL WATER DISTRICT ("YUIMA") and UPPER SAN LUIS REY RESOURCE CONSERVATION DISTRICT ("RCD") in view of the following facts:

- (a) YUIMA maintains an office and administrative personnel suitable for handling bank deposits, record keeping and secretarial services.
- (b) RCD has a need for such services and does not have the necessary personnel to provide such services for itself.
- (c) The purpose of this Agreement is to establish conditions under which YUIMA will perform certain services for RCD.

IT IS, THEREFORE, AGREED as follows:

1. Commencing July 1, 2021 YUIMA agrees to perform the following services for RCD:
 - (a) Collect such sums as may be paid to RCD and deposit all such collections to RCD'S name in the bank account or accounts regularly maintained by RCD.
 - (b) Report monthly to RCD the amounts so collected and deposited.
 - (c) Post cash receipts and disbursements to the general ledger of RCD.
 - (d) Provide financial reports at monthly Board meetings.
2. YUIMA consents that its Finance Manager or other personnel may, if desired by RCD, serve as RCD's assistant secretary and perform all the usual duties of such office.
3. YUIMA, under this Agreement, shall furnish and provide the necessary office facilities including telephone, business machines, supplies and postage as might be reasonably required and may provide a meeting place for RCD's board of directors. RCD agrees to pay YUIMA for its services **for the period covering July 1, 2021 to June 30, 2022** the sum of **Three Hundred Dollars (\$300.00)**, per month in advance.

If additional record keeping or secretarial services beyond those described in the attached schedule are requested by RCD, YUIMA to the extent that YUIMA has personnel available may provide such services at the rate of \$51.64 per hour during YUIMA's normal working hours and at the rate of \$77.46 per hour for services performed outside of YUIMA's normal working hours, plus twenty-five percent (25%) of the sum of all the above amounts for District's overhead and general administrative expense.

If the amounts provided for in this section are, in the opinion of YUIMA, insufficient or, in the opinion of RCD, excessive, either party may, on thirty days' notice to the other, propose adjustments to YUIMA's compensation. In no event shall the amount paid YUIMA under this paragraph be so reduced that YUIMA's duties hereunder result in a burden on YUIMA's general funds which is not reimbursed by RCD.

4. This Agreement may be terminated by either party upon giving at least three (3) months' written notice of such termination to the other.

5. (a) To the fullest extent permitted by law, YUIMA, its directors, officers, agents and employees shall not be held liable for any claims, liabilities or damages to any property of any person including that of RCD, nor for personal injury to or death to any person caused by or resulting from any acts or omissions (active, passive or comparative, negligence included) of YUIMA or its directors, officers, employees or agents arising out of, or alleged to have arisen out of, the performance or the failure to perform any of its obligations under this Agreement. RCD agrees to indemnify and hold free and harmless YUIMA and its directors' officers, employees, agents and volunteers against any such claims, liabilities and damages and any cost and expense incurred by them on account thereof. It is agreed that this indemnity is not limited in any way by the extent of any policy of insurance held by either party or by any limitation on the types of damages, compensation or benefits payable under worker's compensation insurance, worker's compensation acts, disability acts, or other employee acts. The foregoing limitation on liability and indemnity shall not apply to physical damage to the property of third parties or to personal injury or death that is determined to have been caused or resulted solely and exclusively by the fault or negligence of a party indemnified.

(b) To the fullest extent permitted by law the parties mutually agree to indemnify, defend and hold harmless each other from any claims, demands, costs, penalties, fines or damages (including reasonable attorney's fees and costs of investigation), arising out of this Agreement, and attributable to the fault of the other party. Following a determination of a percentage of fault or liability by agreement of the Parties or a court of competent jurisdiction, the Party responsible for liability to the other will indemnify the other Party to this Agreement for the percentage of liability determined.

(c) RCD agrees that the provisions of California Civil Code Section 1668 do not apply to this Agreement. Civil Code Section 1668 provides:

"All contracts which have for their object, directly or indirectly, to exempt anyone from the responsibility for his own fraud, or willful injury to the person or property of another, or violation of law, whether willful or negligent, are against the policy of the law."

All acts of YUIMA under this Agreement will be performed with the express understanding that YUIMA makes no warranties, expressed or implied, with respect thereto.

(d) RCD agrees that a number of factors make the forgoing indemnity and liability limitations reasonable, necessary, valid, enforceable and not contrary to public policy.

These factors include, but are not limited to the following:

- (I) The nature and extent of the services.
- (II) The services are not suitable for public regulation.
- (III) The services are not of great public importance.
- (IV) The services could be performed by employees of RCD or by persons engaged in the business of providing such services for profit.
- (V) YUIMA is performing the services at its cost as an accommodation to RCD and is not seeking to perform the services.
- (VI) RCD and YUIMA are equal in bargaining strength and RCD is free to obtain the services elsewhere.
- (VII) RCD is able to obtain insurance with respect to its property and its indemnity.
- (VIII) The amount of compensation to be paid.
- (IX) The control retained by RCD.
- (X) The condition of RCD'S property.
- (XI) YUIMA is a public agency with limited personnel and financial resources.
- (XII) The potential liability to YUIMA without the limitations and liability could impede the public purposes for which YUIMA exists and adversely affect its taxpayers and other water users.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the parties by their duly authorized officer.

UPPER SAN LUIS REY RESOURCE
CONSERVATION DISTRICT

YUIMA MUNICIPAL WATER DISTRICT

By _____
Andy Lyall, President

By _____
Roland Simpson, President

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS
OF YUIMA MUNICIPAL WATER DISTRICT
APPROVING AMENDED AGREEMENT FOR RECORD KEEPING
AND SECRETARIAL SERVICES FOR THE
UPPER SAN LUIS REY WATERSHED AUTHORITY
AND RECINDING RESOLUTION NO. 1885-21**

RESOLVED, that the Agreement for Water Service and Management Contract dated July 1, 2021 between YUIMA MUNICIPAL WATER DISTRICT and UPPER SAN LUIS REY WATERSHED AUTHORITY, a copy of which is attached hereto, is hereby approved and the President, or Vice-President, of the District is hereby authorized and directed to execute said Agreement for and on behalf of this District.

PASSED AND ADOPTED at the regular adjourned meeting of the Board of Directors of YUIMA MUNICIPAL WATER DISTRICT this 28th day of June 2021 by the following roll-call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Roland Simpson, President
Yuima Municipal Water District

ATTEST:

Don Broomell, Secretary/Treasurer
Yuima Municipal Water District

AGREEMENT FOR RECORD KEEPING AND SECRETARIAL SERVICES UPPER SAN LUIS REY WATERSHED AUTHORITY

THIS AGREEMENT is made July 1, 2021 between YUIMA MUNICIPAL WATER DISTRICT ("YUIMA") and UPPER SAN LUIS REY WATERSHED AUTHORITY ("USLRWA") in view of the following facts:

- (a) YUIMA maintains office and administrative personnel suitable for handling bank deposits, record keeping and secretarial services.
- (b) USLRWA has a need for such services and does not have the necessary personnel to provide such services for itself.
- (c) The purpose of this Agreement is to establish conditions under which YUIMA will perform certain services for USLRWA.

IT IS, THEREFORE, AGREED as follows:

1. Commencing July 1, 2021 YUIMA agrees to perform the following services for USLRWA:
 - (a) Collect such sums as may be paid to USLRWA from the member agencies and deposit all such collections to USLRWA'S name in the bank account or accounts regularly maintained by USLRWA.
 - (b) Report quarterly to USLRWA the amounts so collected and deposited.
 - (c) Post cash receipts and disbursements to the general ledger of USLRWA.
2. YUIMA consents that its manager or other supervisory personnel may, if desired by USLRWA, serve as USLRWA's assistant secretary and perform all the usual duties of such office.
3. YUIMA, under this Agreement, shall furnish and provide the necessary office facilities including telephone, business machines, supplies and postage as might be reasonably required and may provide a meeting place for USLRWA's board of directors. USLRWA agrees to pay YUIMA for its services **for the period covering July 1, 2021 to June 30, 2022 the sum of One Hundred Twenty-Five Dollars and zero cents (\$125.00), per month in advance.**

If additional record keeping or secretarial services beyond those described in the attached schedule are requested by USLRWA, YUIMA to the extent that YUIMA has personnel available may provide such services at the rate of \$51.64 per hour during YUIMA's normal working hours and at the rate of \$77.46 per hour for services performed outside of YUIMA's normal working hours, plus twenty-five percent (25%) of the sum of all the above amounts for District's overhead and general administrative expense.

If the amounts provided for in this section are, in the opinion of YUIMA, insufficient or, in the opinion of USLRWA, excessive, either party may, on thirty days' notice to the other, propose adjustments to YUIMA's compensation. In no event shall the amount paid YUIMA under this paragraph be so reduced that YUIMA's duties hereunder result in a burden on YUIMA's general funds which is not reimbursed by USLRWA.

4. This Agreement may be terminated by either party upon giving at least three (3) months' written notice of such termination to the other.

5. To the fullest extent permitted by law the parties mutually agree to indemnify, defend and hold harmless each other from any claims, demands, costs, penalties, fines or damages (including reasonable attorney's fees and costs of investigation), arising out of this Agreement, and attributable to the fault of the other party. Following a determination of a percentage of fault or liability by agreement of the Parties or a court of competent jurisdiction, the Party responsible for liability to the other will indemnify the other Party to this Agreement for the percentage of liability determined.

IN WITNESS WHEREOF, this Agreement has been executed on behalf of the parties by their duly authorized officer.

UPPER SAN LUIS REY WATERSHED
AUTHORITY

YUIMA MUNICIPAL WATER DISTRICT

By _____
Enrico Ferro, President

By _____
Roland Simpson, President

UPPER SAN LUIS REY WATERSHED AUTHORITY RECORD KEEPING
AND SECRETARIAL SERVICES AGREEMENT BREAKDOWN
2021-22

	2021-22	PROJECTED
OFFICE FACILITIES	\$ 235.68	\$
Storage & scanning of company records, telephone, office supplies, business machines		
 LABOR		
Bookkeeping & Secretarial Services including computer time, correspondence, bank reconciliation, posting journals and general ledger, preparation of monthly cash statement, pay invoices, telephone, set up for board meetings, board meeting agendas, minutes and resolutions.	1264.32	
2.1 hours/month (25 hours/year)		
 OTHER		
Photo copies & postage for board packets and company correspondence		
 TOTAL ANNUAL COST	\$ 1500.00	\$
 TOTAL MONTHLY COST	\$ 125.00	\$

II.
ACTION & DISCUSSION

Yuima Municipal Water District



Annual Budget

Fiscal Year 2021-2022

Pauma Valley, CA

Yuima Municipal Water District

Annual Budget For Fiscal Year Ending June 30, 2022

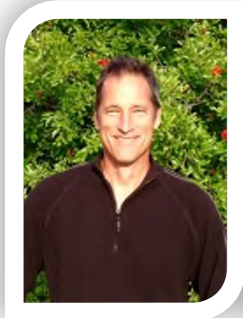
Prepared by:

Yuima Municipal Water District
Amy Reeh, General Manager / Finance Manager
Lynette Brewer, Utility Billing Specialist

34928 Valley Center Road * P.O. Box 177, Valley Center, CA 92061

www.yuimamwd.com

OUR MISSION AND VISION



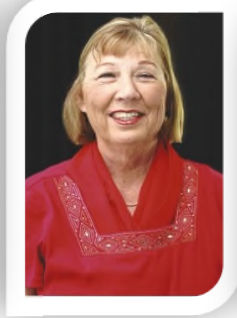
Roland
Simpson
President



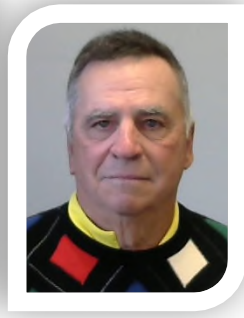
Stephen H.
Wehr
Vice-President



Don Broomell
Secretary/Treasurer



Lynne "Laney"
Villalobos
Director

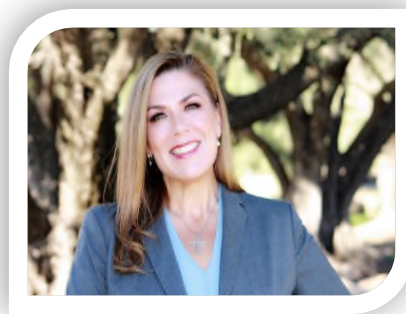


Bruce Knox
Director

Yuima Municipal Water District is committed to providing a diversified, sustainable water supply for water service to our Pauma Valley customers; exceeding all standards of quality and reliability at fair, reasonable and equitable rates.

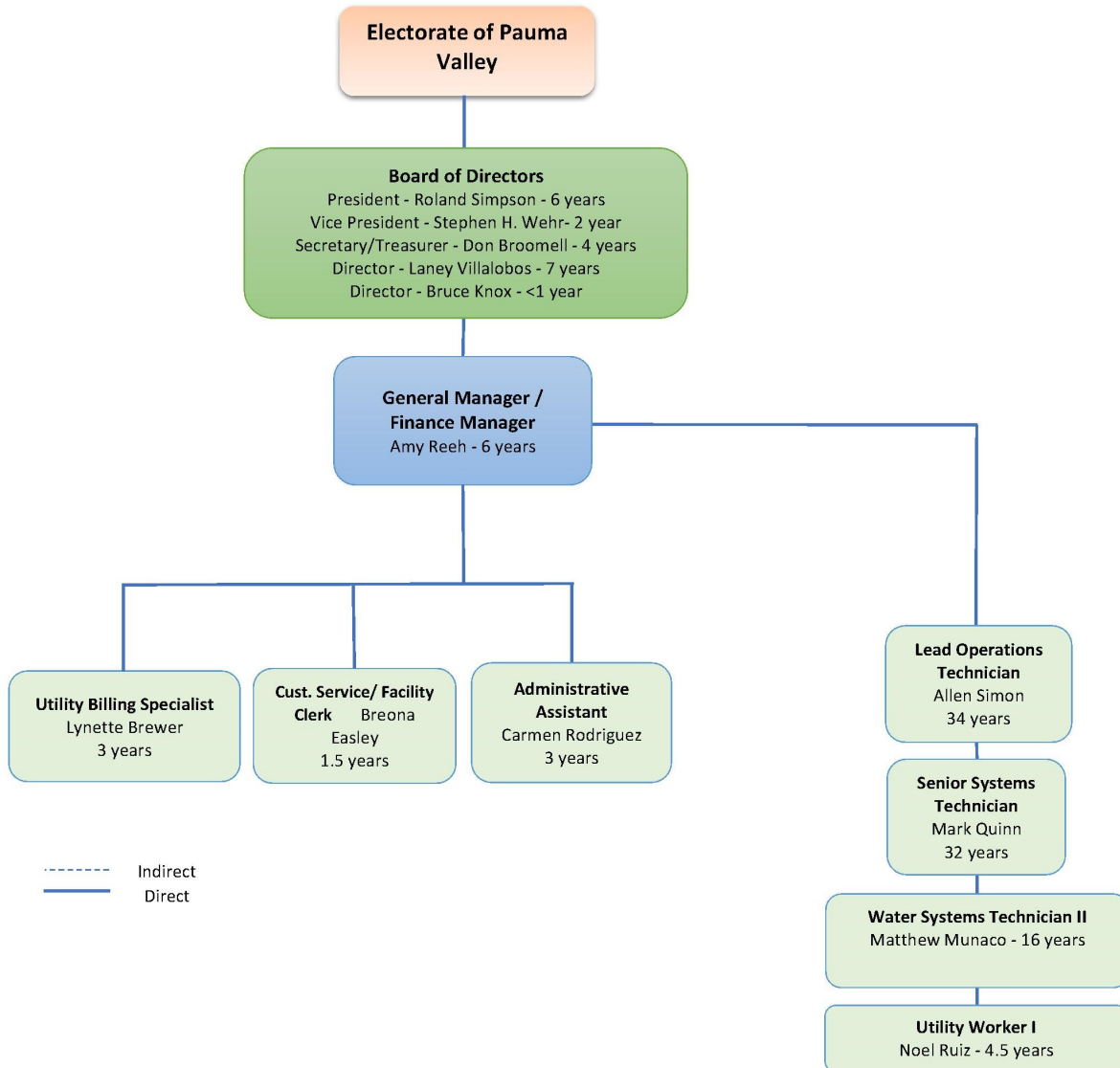
We hope to be known and respected in our community as being good stewards of the public resources, and responsibilities entrusted to us.

Executive Management:



Amy Reeh
General Manager /Finance Manager

**Yuima Municipal Water District
Organizational Chart**



PRINCIPAL OFFICIALS

Budget Year June 30, 2022

BOARD OF DIRECTORS

Roland Simpson, President
Stephen H. Wehr, Vice President
Don Broomell, Secretary/Treasurer
Lynn "Laney" Villalobos, Director
Bruce Knox, Director

GENERAL MANAGER / FINANCE MANAGER

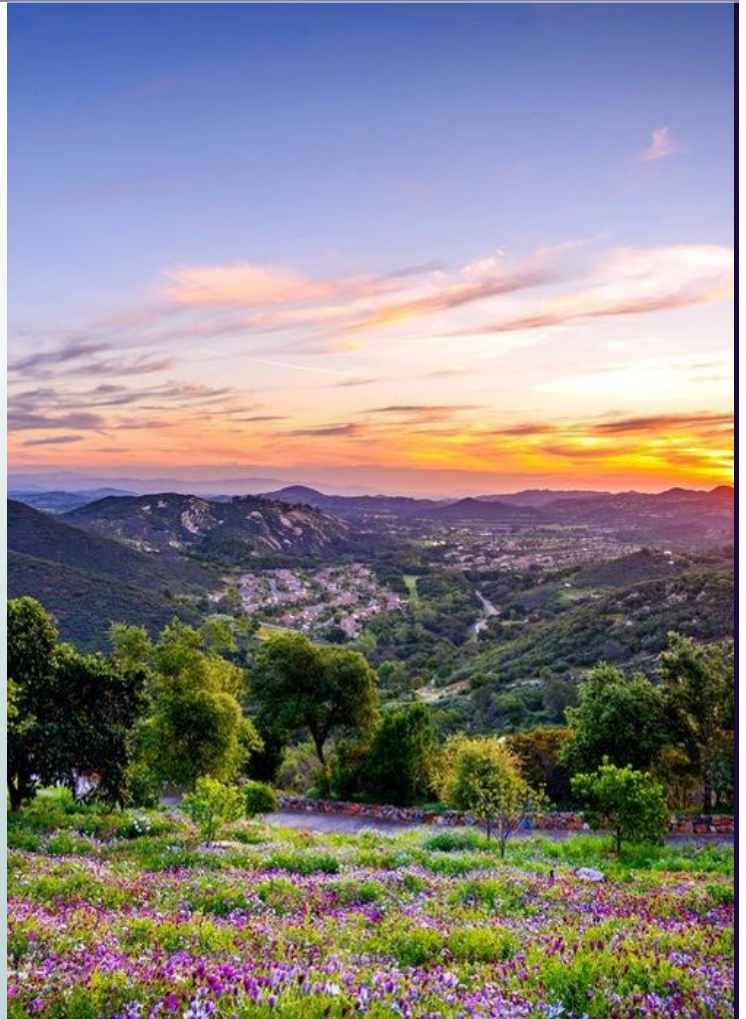
Amy Reeh

GENERAL COUNSEL

Jeremy Jungreis

INDEPENDENT AUDITOR

TEAMAN, RAMIREZ & SMITH, INC.



Yuima Municipal Water District

34928 Valley Center Road,
Pauma Valley, CA 92061

760.742.3704 ph
760.742.2069 fax

www.Yuimamwd.com



Board of Directors
Roland Simpson – President
Steve Wehr – Vice-President
Don Broomell – Secretary/ Treasurer
Laney Villalobos - Director
Bruce Knox – Director

Amy Reeh – General Manager

June 28, 2021

Roland Simpson, President
Members of the Board of Directors
Yuima Municipal Water District
P.O. Box 177
Pauma Valley, CA 92061

We are pleased to present this report along with the proposed fiscal year 2021-22 operating and capital budget for the water district. We look forward to your review and analysis toward ultimate adoption.

The budget reflects the District's strategic plans for maintaining critical infrastructure and long-term water supply challenges, while continuing to remain focused on the Board of Directors' goal of delivering a safe and reliable water supply to our customers at a reasonable cost. Ongoing priorities include increased local water production, rehabilitation of the District's only connection to imported water, and disinfection and delivery. We believe the budget includes the resources necessary to meet these goals.

The Board of Directors approves a budget annually to be used solely as a management tool. Depending upon the timing and level of the demand for water services, the revenues and expenditures may vary significantly and cannot be strictly controlled by means of detailed and rigid appropriations. Therefore, the annual budgets must be viewed as *estimates only*. Budget appropriations for major capital projects continue from year to year until the projects are completed.

THE DISTRICT

The District was incorporated on January 19, 1963 as a California special district by the State Legislature, with an entitlement to import water under the provisions of the *California Municipal Water District Act of 1911, section 71000 et.seq.* of the *California Water Code* as amended. The District was formed to import Colorado River water to augment local water supplies. The District provides water to its agricultural and domestic customers through 346 service connections provided within approximately 21 square miles in northern San Diego County. Approximately 1824 people live within the District.

YUIMA MUNICIPAL WATER DISTRICT

P.O. Box 177 • 34928 Valley Center Road • Pauma Valley, CA 92061
(760) 742-3704 • (760) 742-2069 • www.yuimamwd.com • e-mail yuima@yuimamwd.com

DEMOGRAPHICS

Yuima is a largely agricultural area. Our agricultural customers purchase approximately 91% of the District's total water sales while Wholesale and Domestic sales make up the remaining 9%. As water is one of the largest production costs for farmers in San Diego County, rapidly increasing wholesale water rates have the potential to severely affect the profitability of agriculture.

WATER SOURCES

The District purchase approximately 64% of its water from the San Diego County Water Authority (SDCWA or the "Authority"); the remaining 36% is derived from District owned wells.

DISTRICT OPERATIONS

Operations account for all activity related to water operations as well the general operations of the District. The District operates 44.12 miles of water main, 24 productive wells, 10 potable water tanks, and 2 Ag only reservoirs. As of May 31, 2021, there were a total of 346 active meters of which 192 were agricultural meters, 149 were domestic, and 5 were fire meters.

BUDGET DOCUMENTS

The Budget consists of the following sections:

1. This Budget Message
2. A Recap of the Proposed Budget, including recap summary, historical expense history and rate history graphs
3. Detailed budgets for the Operating and Capital funds.

BUDGET PROCESS

The budget process begins with input from all levels of staff. The Personnel Committee meets with the General Manager regarding salary and benefit recommendations for the next fiscal year. Consumption and water purchases from the Water Authority is and used to determine current year projections that are used in the 10-year average calculation. Strategic planning sessions are held to determine the most important issues that the District needs to consider, and budget requests are made by both Administrative and Operations staff.

Budget Calendar

January 2021	General Manager and Finance Manager begin budget process discussions.
March 2021	Personnel Committee makes recommendations to use during budget development. Data Collection and calculations begin, and budget requests are received.
May 2021	First review of the budget by Board of Directors.
June 2021	Second review of the budget by Board of Directors.
June 2021	Budget submitted to Board of Directors for possible adoption.

Budget Basis

The budget is prepared on an enterprise basis. Revenues and expenses are recognized on the accrual basis, in that both revenues and expenses are recognized in the accounting period in which they are earned or incurred. Depreciation is funded in the budget. It is the goal of the District that the costs of providing water service to the customers of the District are financed primarily through user charges whenever possible. Currently the general tax revenues are used in the operating budget to offset a portion of the operating deficit.

Budget Control

The General Manager is responsible for keeping expenditures within budget allocations for positions & salaries, operating expenses, and capital acquisitions, and may adopt budget procedures as necessary to carry out that responsibility. No expenditure of funds shall be authorized unless sufficient funds have been appropriated by the Board as described in this budget.

The General Manager may exercise discretion in the administration of the Budget to respond to changed circumstances, provided that any single modification in excess of \$15,000 shall require approval by the Board. Except for limited modification by the General Manager as noted, the Board must authorize any increase in the overall operating budget, capital budget, salary budget, and the number of authorized permanent personnel positions above the level identified in the final operating and capital budgets.

Appropriation Limit

Article XIIB of the State Constitution limits increases in property tax revenues. This limit increases annually by a factor comprised of changes in population and per capita personal income. Each year the District adopts by resolution the limit calculated under legislation. Applicable property taxes received by the District are approximately 22% of the established limit.

Water Purchases:

Purchased water is the largest share of the District's budget. For fiscal year 2021-22 it is projected that Yuima, district wide, will purchase approximately 4,155 acre-feet of water from our imported supplier, the San Diego County Water Authority (SDCWA), or 64.1% of our needs. The balance of 2,332.7 acre-feet, will come from local supplies. The District's fixed charges from the San Diego County Water Authority (SDCWA) are estimated to increase 11.2% for the fiscal year from \$902,413 to \$1,003,181. These fixed costs are comprised of the Metropolitan Water District's Capacity and Readiness-to-Serve Charges and the Authority's Customer Service, Storage and Supply Reliability Charges. These charges are a direct passthrough to our customers based on the same rolling average methodology used by MET and the Authority to assess these charges to the District. Please see Exhibit A in the Appendix for a complete description of these charges.

Water delivered to certified agricultural (PSAWR) users is estimated to represent 51.0% of the District's total combined water projected to be sold in fiscal year 2021-22. However, this estimate is very conservative due to the mid-year transition from the Authority's TSAWR program to the PSAWR program. Our ability to continue to meet a portion of our demand with lower cost local supplies is a major reason for the continued viability of agriculture in the District, however the loss of local supplies in the General District, as well as the requirement to blend local supplies with imported water due to water quality, often puts a larger burden of their water needs on the imported supply.

The Metropolitan Water District supply rate for 2022 will increase 3.5% from \$1,104 to \$1,143 per acre foot. The Capacity Charge Allocation (formerly known as the Capacity Reservation Charge) will be \$160,41 up from \$132,984 the prior year. This charge is computed on a 5-year rolling average of our M&I use during regional peak weeks and will continue to increase as the district's rolling average increases. Metropolitan's Readiness-to-Serve Charges for the fiscal year 2021-22 will be at \$182,501, which is computed on a 10-year rolling average of M&I use. This represents an increase of \$25,756 for the year.

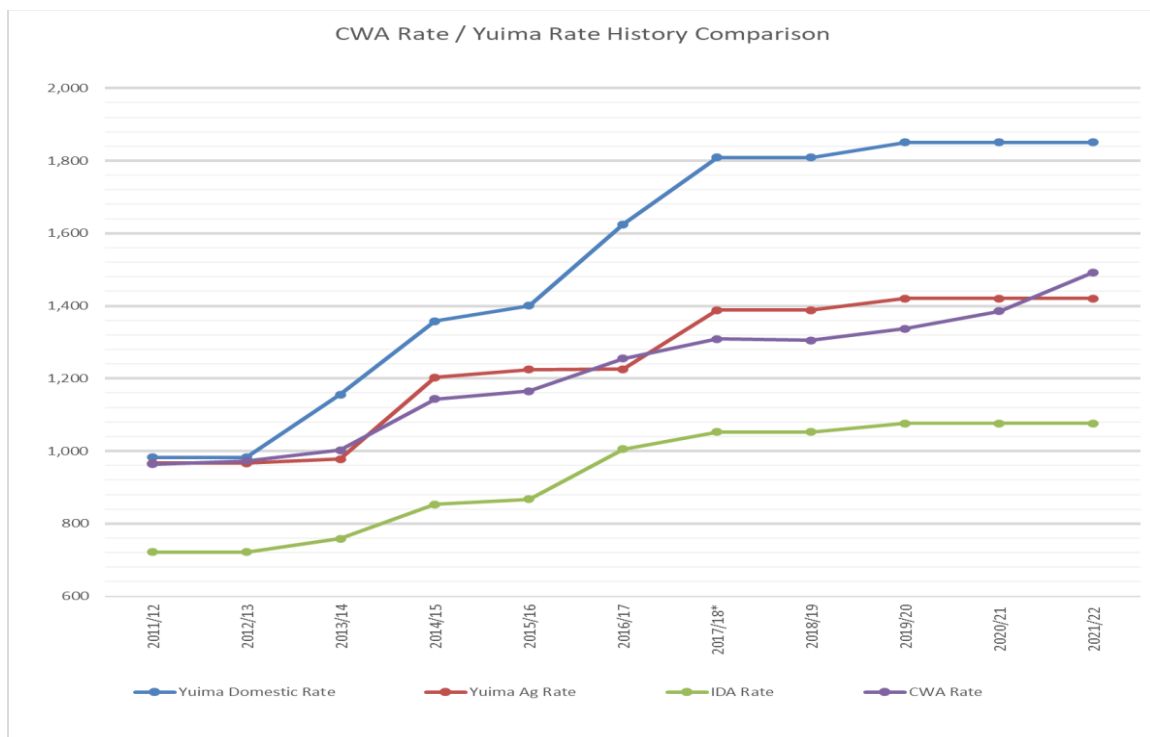
The SDCWA Customer Service Charge for 2022 is \$330,516 compared to \$308,388 representing an increase of \$22,128 and is computed on a 3-year rolling average of M&I and Ag deliveries.

The SDCWA Storage charge for calendar year 2022 is \$219,342 which reflects a 5.3% increase from the current years cost of \$208,272. The Storage Charge is computed on a 3-year rolling average of M & I deliveries.

The SDCWA Supply Reliability charge for calendar year 2021 increased \$14,388 or 14.9% for a total charge of \$110,412.

Base Water Rate

Although the San Diego County Water Authority has proposed a 7.7% increase in the commodity rate to the District there is no proposed increase to the District's base water rate for the 2021-22 fiscal year. This is the second year that the District has been able to absorb the CWA rate increase without increasing our commodity rates. The base rate for Yuima General District Domestic customers is 4.2490 per unit. Yuima's Permanent Special Agricultural Water Rate (PSAWR) will remain at \$3.260 per unit or \$1,420.30 per acre foot. The rate for Improvement District-A customers will remain at \$2.4715 per unit or \$1076.59 per acre foot. The graph below reflects a historical representation of the District's water rates in comparison to the San Diego County Water Authority's rate charged to the District.



Pump Zone Charge

There is no proposed increase to the pump zone charge for the 2020-21 fiscal year.

Water Sales

Water sales for the past ten years have ranged from 5,114.8 to 8,368.3 acre feet. Due to the fact that a large portion of our sales is for agriculture purposes, sales are greatly affected by weather conditions, which make sales projection difficult. This fiscal year, staff has projected 2021-22 water sales at 6,484.3 acre feet, representing an 0.37% increase in sales over the prior year. These projections also follow the District's 10-year

average. It is projected that the District will sell 4,326.3 acre feet in Yuima and 4,461.0 in IDA with 2,303 acre feet coming from the interdepartmental exchange (Yuima sales to IDA).

SDCWA Infrastructure Access Charge (IAC)

The SDCWA IAC fee has been collected monthly since January 1, 1999 from each member agency and currently is set at \$4.24 per equivalent meter per month (EDU). Normally, this charge is adjusted each January, based on prior December 31st active meter count. This January SDCWA proposes no increase to this charge which is considered a direct pass-through charge to the customer.

Meter Charges

There is no proposed increase in the monthly meter charge for fiscal year 2021-22.

Personnel

The elective board members delegate management responsibility of the day-to-day operations of the District to an appointed General Manager, who in turn employs all employees at the District. The Personnel Committee recommendations for the 2021-22 fiscal year includes the elimination of one Water Systems Technician II position and the addition of a Water Quality Specialist position. Additionally, the committee recommends the hiring of an Operations Manager and a Finance and Administration Manager while eliminating the Accountant position in the Administrative office. The District currently has a total of seven full-time employee positions and one part-time position. The 2021-22 budget allows for the replacement of the higher paid Water Systems Technician II position with a Water Quality Specialist position. The District's total salary and benefit expense represents 12.7% of the total operating expenditures.

Management Contracts

The District provides services to the Lazy H Mutual Water Company, the Upper San Luis Rey Resources Conservation District and the San Luis Rey Watershed Authority under Water Service and Management Contracts. Estimated revenue derived from this contract is \$34,488. The District also provides services under an Emergency and Support Services Agreement with Rancho Estates Mutual Water Company which is only charged if the use of District services is exercised.

Interest Revenue

The District receives investment income from the cash balances in its reserve funds. In fiscal year 2020-21 the district is projected to earn \$58,536 on its invested reserves. Of this amount, \$27,856 (or 50% of earnings) will be allocated to the capital program and the remainder will be allocated to the operating budget. The district projects a 1 % or less rate of return on invested funds for 2021-22 fiscal year or approximately \$48,500 of which \$32,250 will be transferred to capital and appropriate reserve and restricted funds. The current market condition has been extremely volatile for the last three

months due to the COVID-19 pandemic resulting in the call of several of our higher return investments. Investment opportunities available to replace them are dismal at best and will ultimately result in very low investment returns as well as reduced investable reserves.

CONCLUSION

This budget reflects the Board of Directors' priorities which are communicated to the District staff through Board meetings and workshops. The goal of this budget document is to provide staff with a road map for prioritizing major capital improvement programs and ultimately fulfilling the District's vision, mission statement and goals. The overall purpose is to produce guidelines to address the District's short-term and long-term goals and objectives. This document demonstrates the District's commitment and ability to meet its financial obligations. The budget is developed based on certain assumptions and projected costs, which in some cases may not materialize. These assumptions were gathered from the District's historical and current data and trends.

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RECOMMENDATIONS

Staff makes the following recommendations for 2021-22 as summarized below:

1. Adopt the proposed 2021-22 Operating and Capital budgets as presented or modified by the Board for implementation on July 1, 2021.
2. Approve renewal of the Water Service & Management Contracts as proposed.
3. Approve the Personnel Committee recommendations.

OPERATING FUND

2021/22 BUDGET

YUIMA MUNICIPAL WATER DISTRICT 2021/2022 BUDGET OVERVIEW

The **total combined budget** for 2021-22 reflects a balanced budget.

Total budgeted revenues for 2021-22 are \$11,174,398, which is \$762,992 or 7.3% higher than the 2020-21 adopted budget of \$10,411,406. The increase is accredited to an increase in the cost of imported water purchases from the San Diego County Water Authority.

The District water service is comprised of two self-balancing funds: The General District Fund and Improvement District A (IDA) Fund. The General District relies almost solely on imported water supplies due to the significant decrease in local water production within the General District. However, Improvement District A is expected to supply 52.3% of its estimated demand from local production. **Combined water sales** for the current year 2020-21 are projected at 6,926.7 acre-feet (AF). This is 7.2% higher than the budget of 6,460.6 AF. The increase in the actuals compared to budget demands is due to the decrease in rainfall during the fiscal year. However, to maintain budgeting continuity, water sales assumptions for 2021-22 are budgeted at 6,484.3 AF. Budgeted sales are based on a 10-year average of water consumption. Water sales for the past ten years has ranged from 5,114.5 to 8,368.3-acre feet. Because the majority of our sales are for agriculture, sales are greatly affected by weather conditions.

The most recent estimates from the San Diego County Water Authority proposes a 7.7% increase to the water commodity rate to the District for the 2021-22 fiscal year. The 2021-22 Proposed Budget for Yuima incorporates a 0% increase to the commodity rate, keeping current rates static through the fiscal year. The General District's Permanent Special Agricultural Rate (TSAWR/Interruptible Ag) customer rate will remain at \$1,420.30 per acre foot and the domestic (non-agricultural) rate will hold steady at \$1,850.89 per acre foot. The IDA rate will also remain at the rate of \$1,076.59 per acre foot.

The estimated **interest earnings** rate for the 2021-22 fiscal year of 0.6% is expected to yield \$48,500. Due to current market conditions, there has been a significant drop in the District's average portfolio yield. District policy currently requires 50% of interest revenue to be transferred to the Capital Fund (excluding delinquency fees interest). However, staff is recommending to transfer 100% of IDA's interest earnings in an effort to increase Capital Fund Reserves. The District's secured **property taxes** are budgeted at \$384,832 and does not reflect any increase from the current year. Water Availability charges are budgeted at \$68,935; and is also a 0% change from the current year. There is no estimated increase in these numbers due to the continued impacts of Covid-19 and the County's expectation of reduced tax payment receipts. There is no proposed increase for the monthly meter service charge or the per unit pump zone cost.

Total budgeted operating expenses, including capital expenditures, are \$11,761,160 which is 8.2%, or \$890,867 higher than the 2020-21 adopted budget of \$10,870,293.

The District as budgeted \$586,764 for new capital projects in the 2021-22 fiscal year, The District will continue updating the Facility Plan in the coming year which will also play a large part in the Strategic Planning that will begin in 2021-22.

The largest **water operating expense** to the District is the cost of water sold or the water service component. This expense is 70.3% of the total budgeted expenditures. This expense reflects a small decrease of .1% compared to the 2020-21 fiscal year. The percentage of General Administration costs reflects an increase of \$282,782 which is attributed to budgeting for the full Revenue Debt Coverage requirement for the Forebay Pump Station bond. Salaries and Benefits has decreased 8.7% or \$135,011. This decrease is due in large part to the elimination in higher paid positions and the reorganization of the office staff responsibilities to accommodate the elimination of one office staff position. Salary and Benefit expenditures represent only 12.7% of the District's total operating budget. This is significantly lower compared to surveyed neighboring districts, which range from 21.8% to 31.0% of total operating costs.

Capital Projects in the General District for the 2021-22 Fiscal Year include the recoating of the interior and exterior of McNally Tank 2, the installation of solar at the Yuima headquarters. Improvement District A Capital Projects include the installation of a cover and bypass valve at Pump Station 4 and replacing the CL2 Analyzer building at Dunlap Tank.

In Conclusion this budget reflects the Board of Directors' priorities which are communicated to the District staff through Board meetings and workshops. The goal of this budget document is to provide staff with a road map for prioritizing major capital improvement programs and ultimately fulfilling the District's vision, mission statement and goals. The overall purpose is to produce guidelines to address the District's short-term and long-term goals and objectives. This document demonstrates the District's commitment and ability to meet its financial obligations. The budget is developed based on certain assumptions and projected costs, which in some cases may not materialize. These assumptions were gathered from the District's historical and current data and trends.

**2021/22 PROPOSED BUDGET
2020/21 9 MONTH ACTUAL + 3 MONTH PROJECTED TO 6/30/2021
2019/20 ACTUAL YEAR END TOTALS**

	-----COMBINED-----				-----GENERAL DISTRICT-----			-----IMPROVEMENT DISTRICT A-----		
	PROPOSED BUDGET 2021/2022	2020/21 BUDGET	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20
OPERATING REVENUES *	6,484.3 ac. ft.	* 6,460.6 ac. ft.	* 6,926.7 ac. ft.	* 6,662.7 ac. ft.	4,326.3 ac. ft.	5,081.2 ac. ft.	4,830.3 ac. ft.	4,461.0 ac. ft.	4,602.6 ac. ft.	4,337.3 ac. ft.
Water Sales ¹	7,327,872	7,108,837	7,486,730	7,415,069	6,108,732	6,731,091	6,465,289	4,838,967	4,855,669	4,633,279
Water Services	5,200	(800)	(1,165)	19,931	5,200	(1,315)	19,931	-	150	-
Service Contracts	34,488	32,200	32,222	32,426	34,488	32,222	32,426	-	-	-
CWA/MET Fixed Costs	1,003,181	831,709	892,780	728,592	1,003,181	892,780	728,592	-	-	-
Meter Charges	796,414	787,126	784,863	776,251	325,701	324,647	320,799	470,713	460,215	455,453
Pump Zone Charges	1,429,250	1,365,471	1,508,383	1,442,662	447,654	523,011	510,425	981,596	985,372	932,237
Total Operating Revenues	10,596,405	10,124,543	10,703,811	10,414,933	7,924,956	8,502,436	8,077,465	6,291,276	6,301,406	6,020,969
OPERATING EXPENSES										
SOURCE OF SUPPLY:								* 2,303.0 ac. ft.	* 2,757.1 ac. ft.	* 2,504.9 ac. ft.
Purchased Water - SDCWA	5,262,162	4,968,563	6,093,743	5,506,739	5,262,160	6,093,743	5,506,739	3,619,827	4,100,030	3,683,499
Purchased Water - Local	16,400	16,400	177,148	20,602	16,400	177,148	20,602	-	-	-
CWA/MET Fixed Costs	1,003,181	831,709	902,399	741,084	1,003,181	902,399	741,084			
Total	6,281,743	5,816,672	7,173,290	6,268,424	6,281,741	7,173,290	6,268,424	3,619,827	4,100,030	3,683,499
PUMPING:										
Salaries & Wages	25,392	21,882	23,966	27,607	2,085	66	753	23,307	23,900	26,854
Power	1,540,100	1,425,931	1,539,193	1,358,035	492,100	491,272	404,167	1,048,000	1,047,922	953,868
Maintenance	78,000	57,100	35,652	56,793	9,000	3,198	3,522	69,000	32,454	53,271
Total	1,643,492	1,504,914	1,598,811	1,442,435	503,185	494,536	408,443	1,140,307	1,104,275	1,033,993
WATER TREATMENT:										
Salaries & Wages	52,727	54,906	49,708	61,233	24,748	14,397	18,630	27,979	35,311	42,603
Supplies/Chlorine	35,000	44,095	39,242	33,337	2,300	2,305	3,236	32,700	36,937	30,100
Maintenance & Wtr. Testing	33,200	44,000	26,742	44,673	11,200	10,574	8,882	22,000	16,167	35,791
Power	3,200	5,250	2,935	3,726	2,700	2,636	3,149	500	300	578
Total	124,127	148,251	118,627	142,969	40,948	29,912	33,897	83,179	88,715	109,072
TRANSMISSION & DISTRIBUTION:										
Salaries & Wages	228,402	263,614	223,774	215,826	109,975	112,242	101,599	118,428	111,533	114,227
Materials & Supplies	4,200	6,000	3,564	4,998	3,200	3,204	4,853	1,000	360	144
Telemetry	7,200	1,000	7,331	3,824	3,000	3,064	3,823	4,200	4,267	-
Engineering	-	4,000	-	2,799	-	-	3,286	-	-	(487)
Maintenance	161,747	117,747	104,012	63,178	32,747	39,219	19,357	129,000	64,793	43,821
Signal Channel	1,500	8,000	1,186	5,277	1,200	1,088	2,786	300	98	2,490
Total	403,049	400,361	339,867	295,900	150,122	158,817	135,706	252,928	181,050	160,195

¹ Combined Water Sales figures have been reduced by the amount allocated for IDA purchased water to eliminate duplication of inter-district exchange.

**2021/22 PROPOSED BUDGET
2020/21 9 MONTH ACTUAL + 3 MONTH PROJECTED TO 6/30/2021
2019/20 ACTUAL YEAR END TOTALS**

	PROPOSED BUDGET 2021/2022	-----COMBINED-----			-----GENERAL DISTRICT-----			-----IMPROVEMENT DISTRICT A-----		
		2020/21 BUDGET	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20
CUSTOMER EXPENSE:										
Salaries & Wages	97,174	44,762	66,362	65,346	48,587	30,563	28,470	48,587	35,799	36,876
Meter Repair & Maintenance	10,000	16,885	11,141	27,513	5,000	5,917	7,965	5,000	5,225	19,549
Total	107,174	61,647	77,503	92,857	53,587	36,480	36,433	53,587	41,023	56,425
GENERAL & ADMINISTRATIVE:										
Salaries & Wages	453,198	343,495	344,453	355,762	207,111	161,285	166,790	246,086	183,168	188,971
Benefits	474,045	756,026	746,136	687,805	216,493	332,245	288,925	257,551	413,891	398,880
Professional Services-SGMA	7,000	7,000	17,633	183,584	3,199	8,250	100,882	3,801	9,382	82,701
Legal Fees	55,000	55,000	70,077	87,063	25,135	31,980	39,347	29,865	38,097	47,715
Accounting/Audit Fees	16,500	15,500	18,485	2,225	7,541	8,671	1,046	8,960	9,814	1,179
Insurance	66,103	66,962	69,798	77,510	30,209	33,057	37,616	35,894	36,741	39,894
Auto Expense	23,500	20,850	35,745	29,188	10,740	16,934	12,223	12,761	18,811	16,966
Telephone Expense	14,215	10,350	11,468	11,558	6,496	5,413	4,704	7,719	6,054	6,855
Uniform Expense	3,510	7,810	2,407	3,433	1,604	1,136	1,091	1,906	1,271	2,343
Office Expense	15,265	14,265	23,343	26,447	6,976	10,994	10,958	8,289	12,349	15,489
Postage Expense	2,000	2,000	3,756	4,997	914	1,775	2,281	1,086	1,981	2,716
Computer Expense	29,710	31,010	49,125	32,708	13,577	22,998	14,882	16,133	26,127	17,827
License/Permits/LAFCO/Fees	16,600	12,750	20,908	18,962	7,586	8,288	6,816	9,014	12,620	12,146
Utilities	4,200	4,200	9,684	13,874	1,919	4,593	5,740	2,281	5,090	8,134
Medical Exams/Physicals	-	-	-	609	-	-	282	-	-	327
Manager Expense	500	1,000	1,720	6,117	229	789	2,891	272	931	3,226
115% Debt Service Reserve	540,725	263,340	-	-	323,333	-	-	217,392	-	-
Education/Training Expense	-	-	827	3,943	-	391	2,404	-	436	1,539
Membership Fees	16,000	16,000	16,035	16,542	7,312	7,504	7,578	8,688	8,531	8,963
Total	1,738,071	1,627,558	1,441,601	1,562,329	870,375	656,305	706,454	867,696	785,296	855,873
GENERAL PLANT:										
Salaries & Wages	79,631	60,893	75,061	73,116	36,391	38,545	29,359	43,239	36,516	43,758
Maintenance	13,500	8,000	30,933	25,890	6,170	12,455	4,729	7,331	18,478	21,162
Safety Programs/Equip.	1,500	1,500	4,618	1,049	686	2,040	386	815	2,578	664
Small Tools	1,200	1,200	1,653	6,342	548	779	3,422	652	874	2,921
Supplies	1,000	500	2,342	3,443	457	1,098	760	543	1,244	2,681
Radio Maintenance	550	550	455	485	251	214	230	299	240	255
Property Tax & Obsolete Inventory	850	850	877	353	500	619	353	350	258	-
Depreciation	778,514	778,514	778,514	554,760	393,514	393,514	183,114	385,000	385,000	371,646
Total	876,745	852,007	894,454	665,439	438,517	449,264	222,351	438,228	445,190	443,085
TOTAL OPERATING EXPENSE	11,174,398	10,411,410	11,644,153	10,470,353	8,338,473	8,998,603	7,811,709	6,455,752	6,745,579	6,342,145
OPERATING MARGIN	(577,993)	(286,867)	(940,342)	(55,421)	(413,517)	(496,168)	265,756	(164,476)	(444,173)	(321,175)

**2021/22 PROPOSED BUDGET
2020/21 9 MONTH ACTUAL + 3 MONTH PROJECTED TO 6/30/2021
2019/20 ACTUAL YEAR END TOTALS**

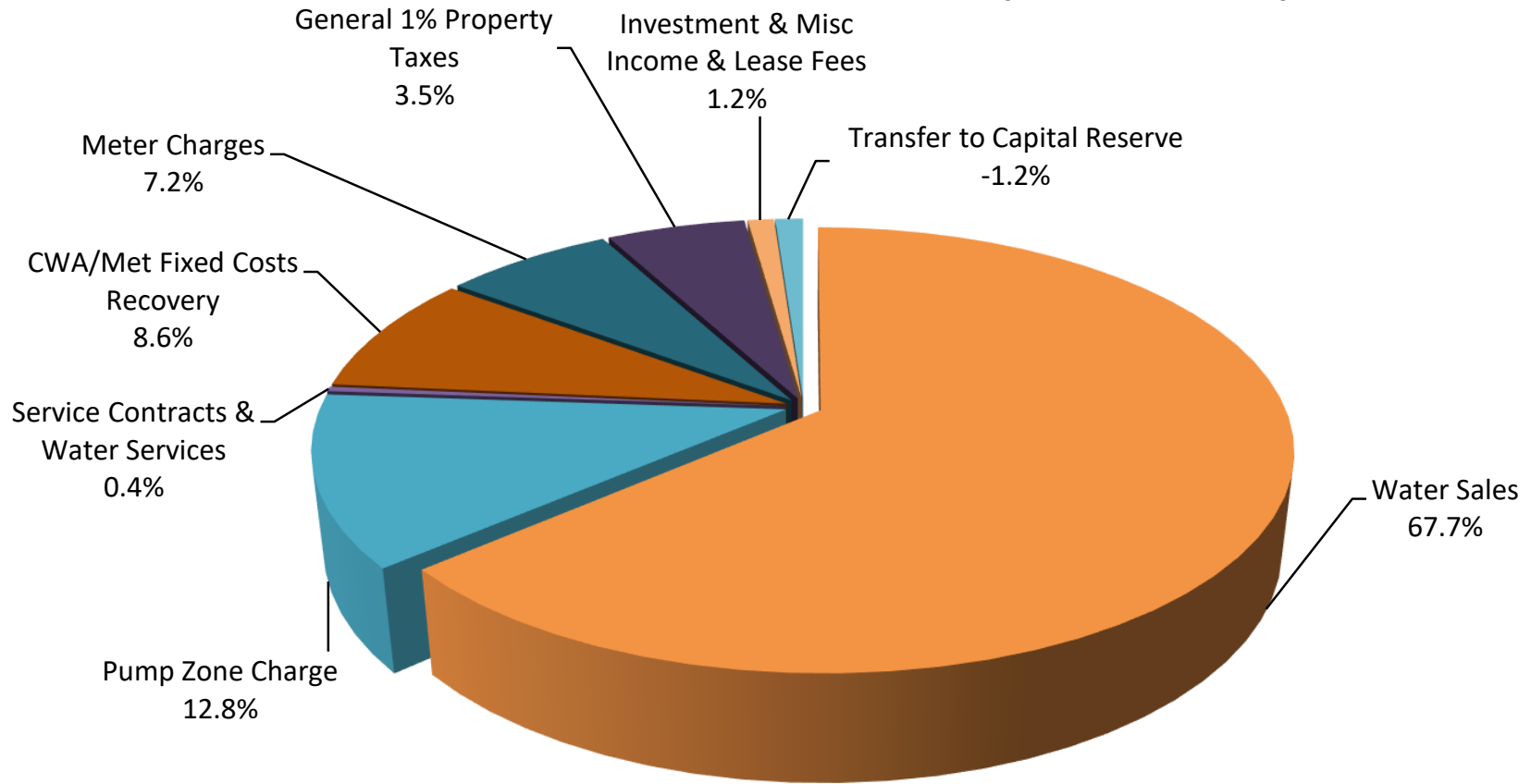
	-----COMBINED-----	-----GENERAL DISTRICT-----	-----IMPROVEMENT DISTRICT A-----							
	PROPOSED BUDGET 2021/2022	2020/21 BUDGET	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20
OPERATING MARGIN - from page 2	(577,993)	(286,867)	(940,342)	(55,421)	(413,517)	(496,168)	265,756	(164,476)	(444,173)	(321,175)
NON-OPERATING REVENUES										
Tax Revenue - General	384,832	384,832	385,379	472,333	323,622	324,169	400,117	61,210	61,210	72,216
Water Availability	68,935	68,935	73,161	74,164	42,975	44,529	48,809	25,960	28,632	25,354
MET Stand-by credit	107,731	107,731	103,172	107,731	78,751	75,316	78,751	28,980	27,856	28,980
MET Ready-to-Serve charge	-	-	-	-	-	-	-	-	-	-
Connection Fees/Debt Service Interest	(150,406)	(163,990)	(183,612)	(92,719)	(126,281)	(143,932)	(54,795)	(24,124)	(39,680)	(37,925)
SDCWA-Infrastructure Access Charge Collected	31,140	26,532	28,461	22,165	31,140	28,461	22,165	-	-	-
Misc. Income & Lease Fees	117,942	117,942	233,705	156,589	-	98,816	24,707	117,942	134,889	131,882
Interest on Investments & Deliq. Accts.	48,500	48,500	53,536	187,995	22,500	19,183	138,888	26,000	34,353	49,107
County Contribution to Fire Protection	-	-	-	6,421	-	-	6,421	-	-	-
	-	-	-	-	-	-	-	-	-	-
NON-OPERATING EXPENSES										
Water Availability to Capital Reserve	(68,935) ⁽²⁾	(68,935)	(73,146)	(74,164)	(42,975)	(44,514)	(48,809)	(25,960)	(28,632)	(25,354)
MET Stand-by charge to Capital	(107,730) ⁽³⁾	(107,730)	(103,172)	(107,731)	(78,751)	(75,316)	(78,751)	(28,979)	(27,856)	(28,980)
MET Ready-to-serve to Capital	- ⁽⁴⁾	-	-	-	-	-	-	-	-	-
Conn. Fees/Debt Int Exp. to Capital	150,406 ⁽⁵⁾	163,990	177,429	92,719	126,281	143,932	54,795	24,124	33,498	37,925
SDCWA-Infrastructure Access Charge	(41,286) ⁽⁶⁾	(36,678)	(34,279)	(29,835)	(31,140)	(25,674)	(22,386)	(10,146)	(8,605)	(7,449)
50% Invest Rev. to Capital Reserve	(32,250) ⁽⁷⁾	(32,250)	(27,856)	(66,731)	(11,250)	(17,579)	(44,567)	(21,000)	(10,277)	(22,164)
Transfer Fire Protection Funds to Fire	-	-	1,385	(2,192)	-	-	(6,421)	-	1,385	4,229
Trans. to Capital Reserves	(130,506) ⁽⁸⁾	(222,016)	-	(819,333)	-	-	(413,333)	(130,506)	-	(406,000)
Transfer from Rate Stabilization Fund	199,620	-	-	-	78,646	-	-	120,974	-	-
Total Non-Operating Revenues	577,993	286,863	634,164	(72,589)	413,518	427,391	105,590	164,475	206,773	(178,179)
NET MARGIN	0	-	(306,178)	(128,009)	1	(68,777)	371,346	(1)	(237,401)	(499,354)
RECAP										
TOTAL INCOME	11,174,398	10,411,406	11,337,975	10,342,344	8,338,474	8,929,827	8,183,055	6,455,751	6,508,179	5,842,790
TOTAL EXPENSE	11,174,398	10,411,406	11,644,152	10,470,353	8,338,473	8,998,603	7,811,709	6,455,752	6,745,579	6,342,145
NET MARGIN	0	0	(306,177)	(128,009)	1	(68,777)	371,346	(1)	(237,401)	(499,354)

TRANSFERS TO CAPITAL RESERVE

- ² Water Availability district wide to capital reserve
- ³ Metropolitan stand-by charge credit to capital reserve
- ⁴ Metropolitan ready to serve charge to capital reserve
- ⁵ Connection fees transferred to capital. Debt service interest transferred to capital
- ⁶ SDCWA Infrastructure Access Charge \$4.24 EDU - direct pass through 7/1/21.
- ⁷ 50% of investment earnings to capital reserve
- ⁸ Transfer to Capital Fund for CIP Projects

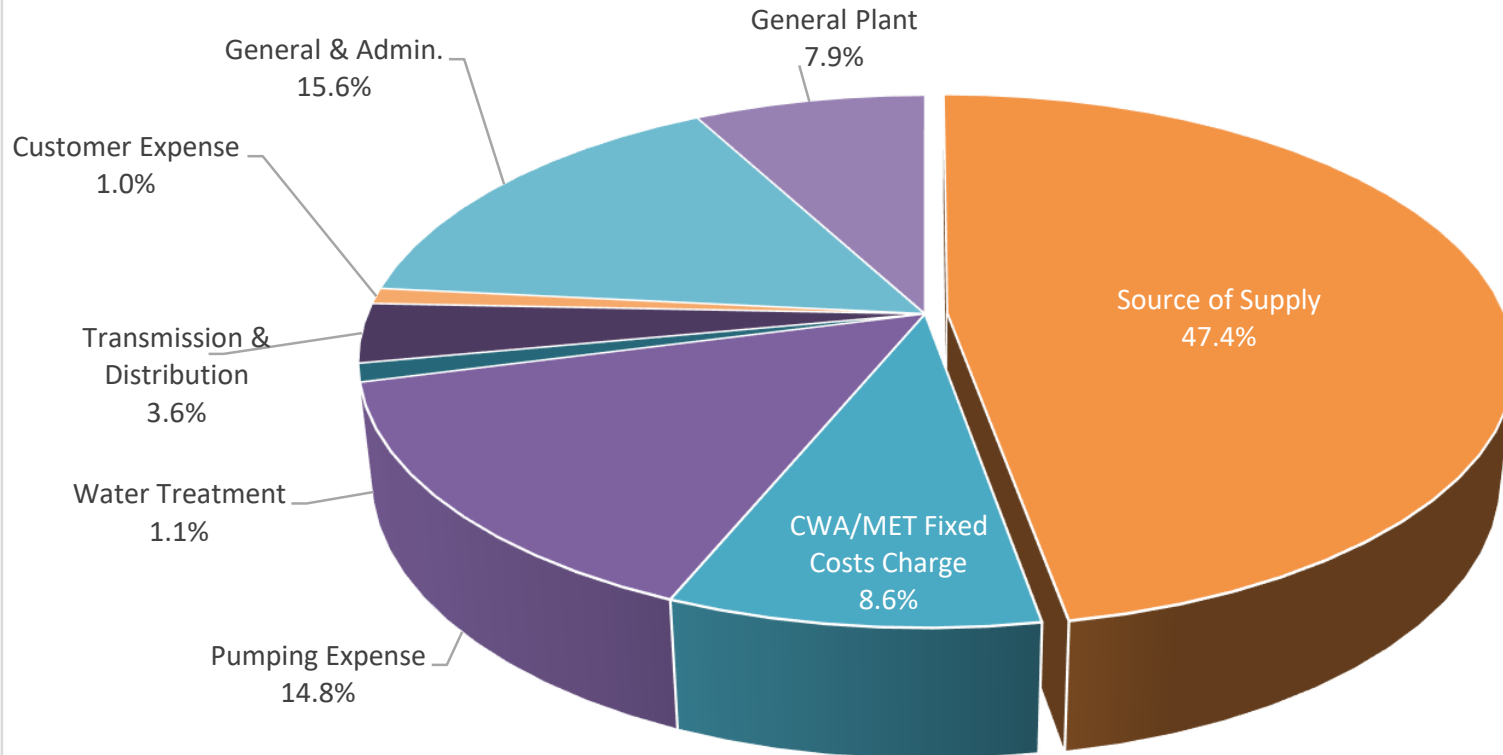
**BUDGET RECAP - SOURCE OF REVENUES
2018-2019**

BUDGET - SOURCE OF REVENUES (\$11.1 million)



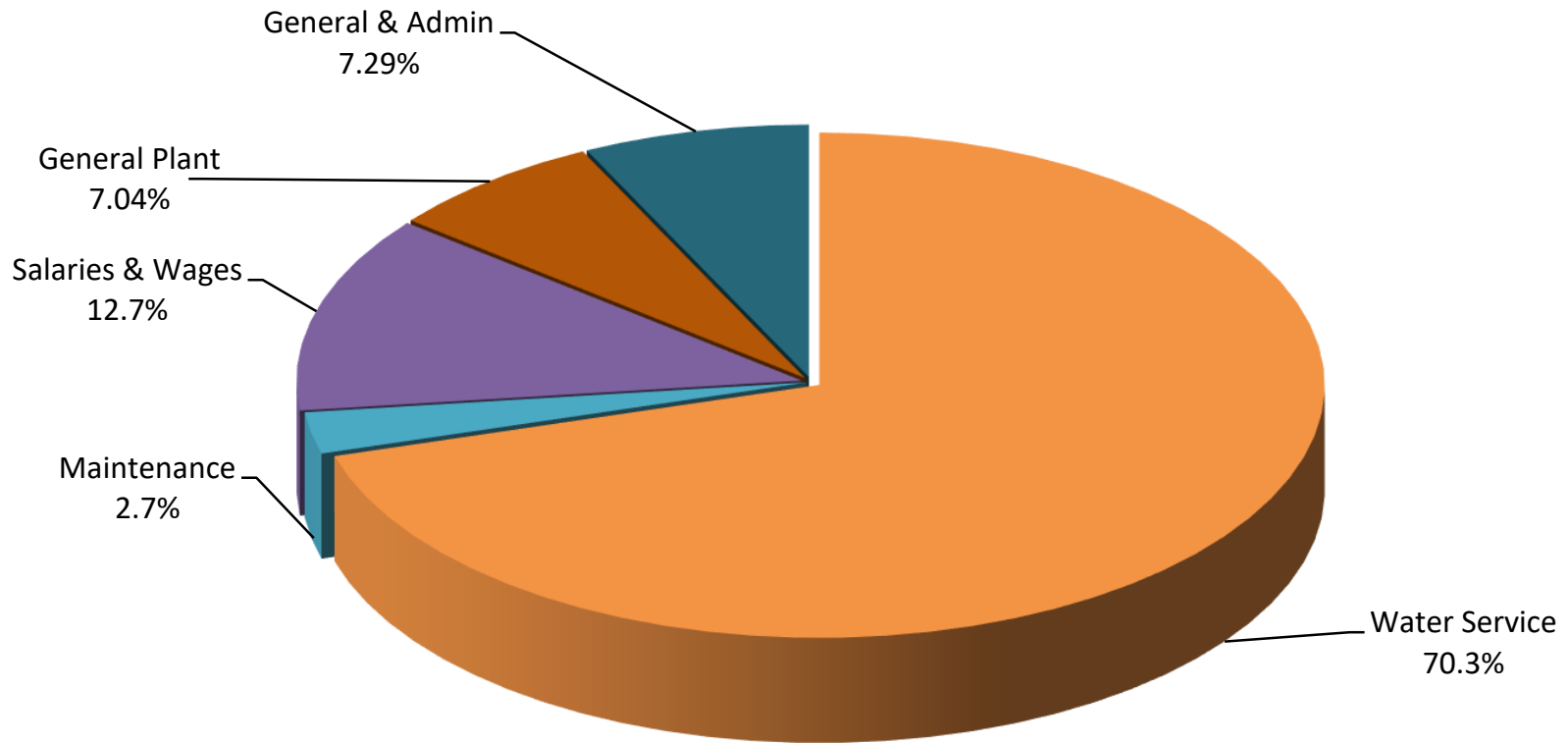
**BUDGET RECAP - EXPENDITURES BY BUDGET ELEMENTS
2019-2020**

MAJOR BUDGET ELEMENTS - EXPENDITURES (\$11.1 million)

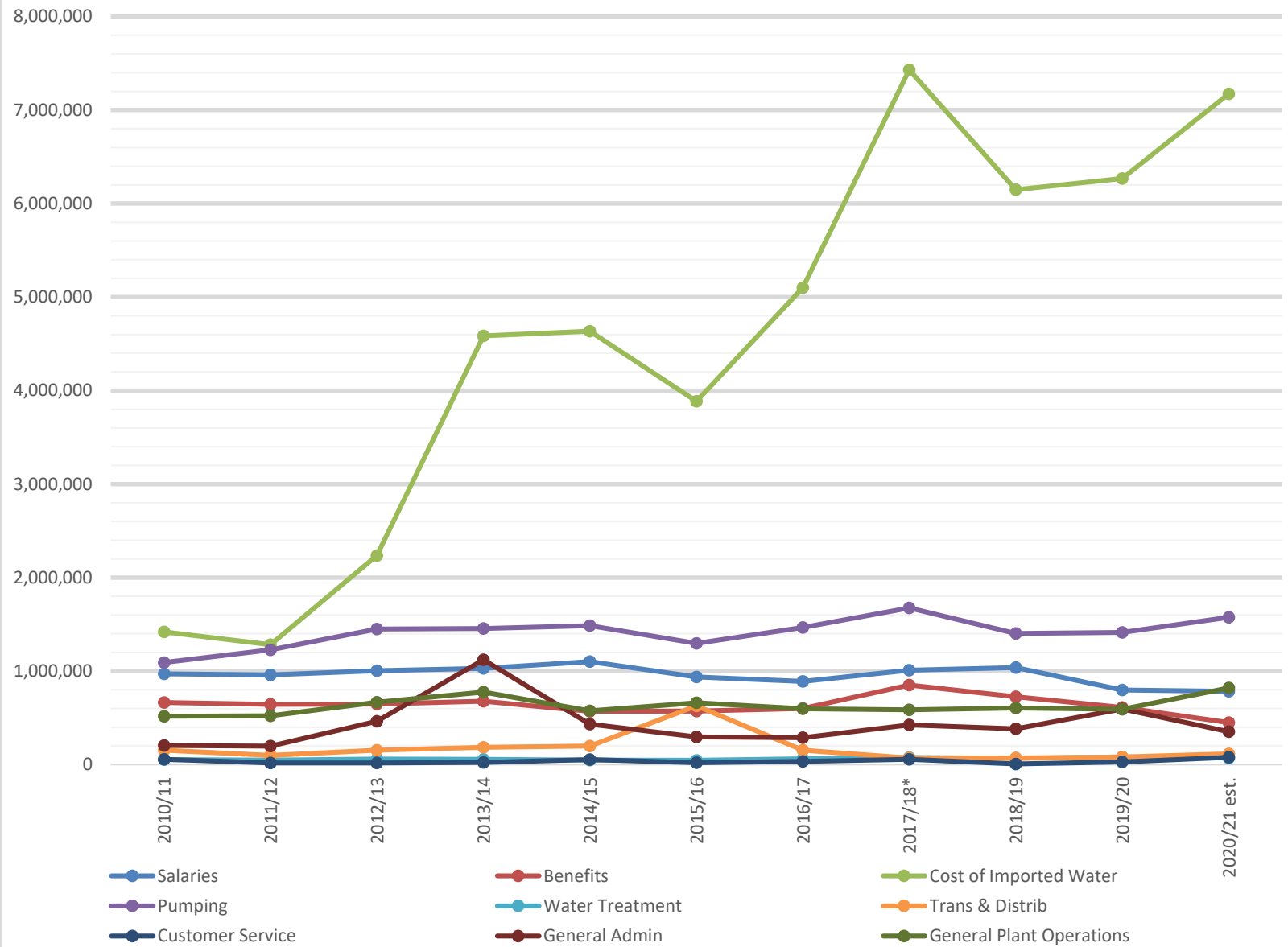


**BUDGET RECAP - EXPENSE BY MAJOR CATEGORY
2019-2020**

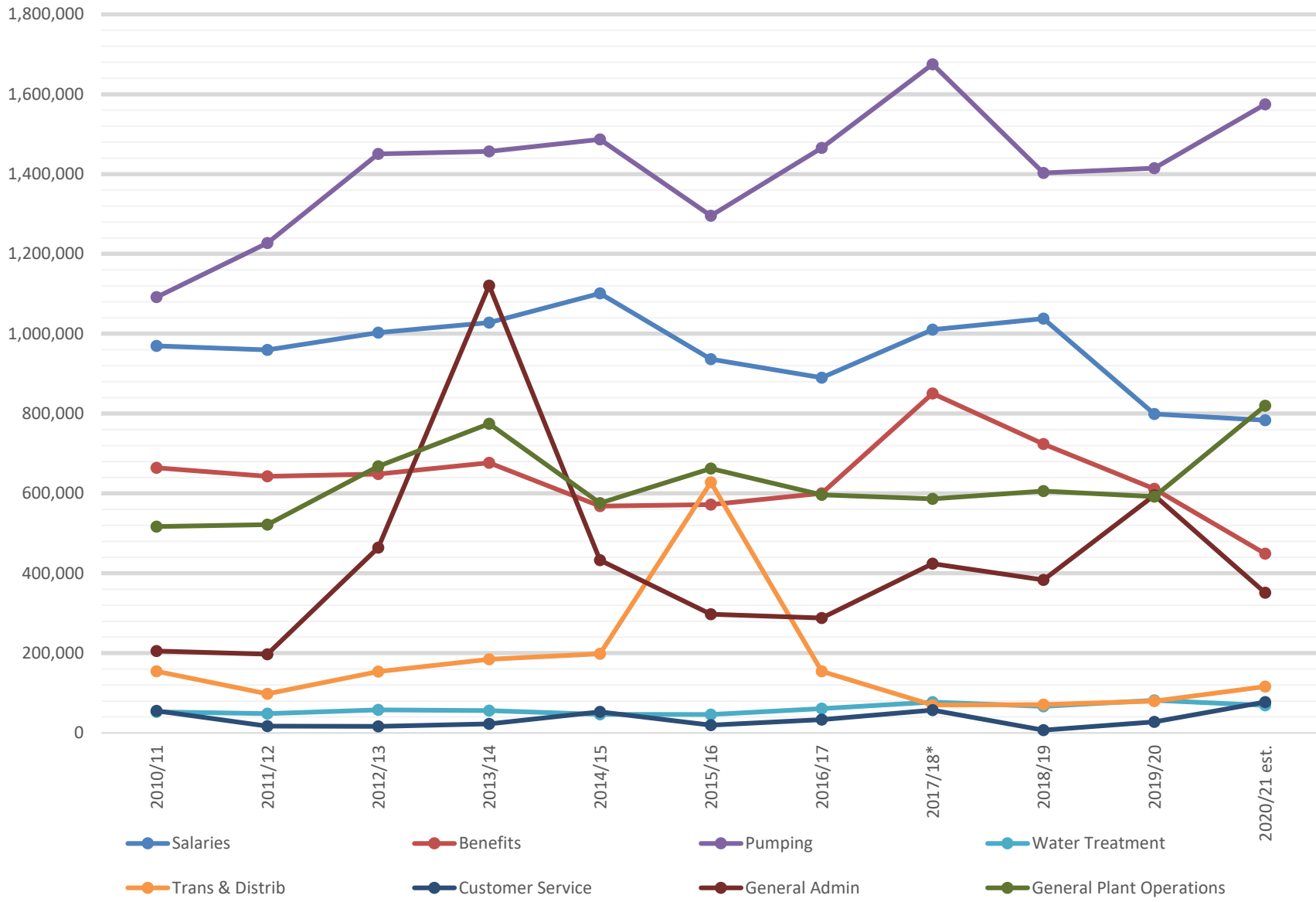
MAJOR BUDGET CATEGORIES - EXPENDITURES (\$11.1 million)



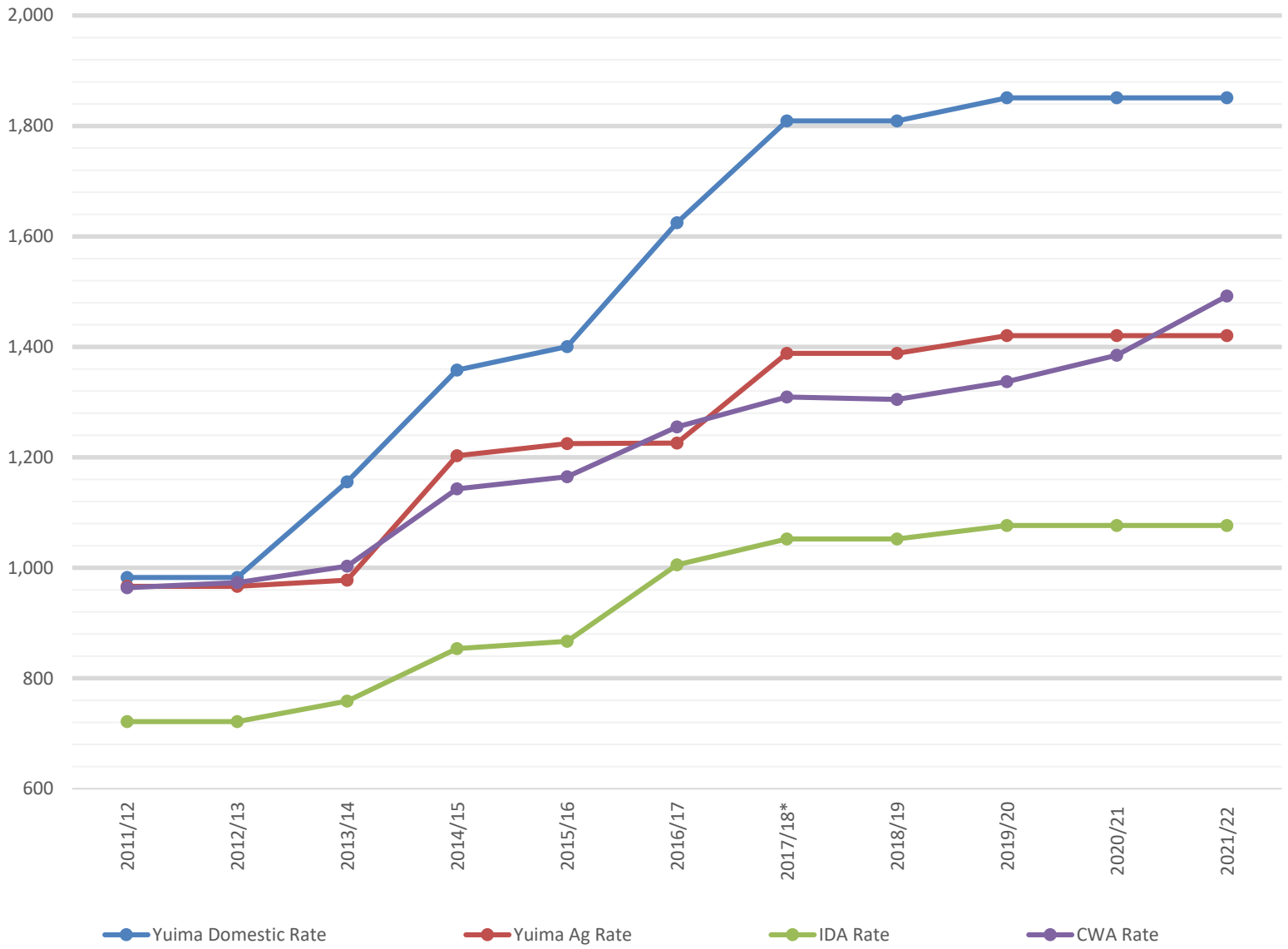
Historical Operating Costs



Historical Operating Costs - Excluding Cost of Imported Water



CWA Rate / Yuima Rate History Comparison



CAPITAL FUND

2021/22 BUDGET

**YUIMA MUNICIPAL WATER DISTRICT
2021-22 Proposed Capital Projects**

Job Number	Proposed 2021-22 Budget	Approved Project Est. Exp Carry Forward	Current Year Expenditures 6/30/2021	Prior Year Expenditures Forward	Percent Expended to Budget
General District Capital Projects					
McNally Tank 2 Interior and Exterior Recoating	\$ 450,000	\$ -		\$ -	0%
Headquarters Solar Project	\$ 97,000				
Total General District Capital Projects - Proposed 2020-21	\$547,000	\$ -	\$ -	\$ -	0%
IDA Capital Projects					
Pump Station 4 Pump Cover	\$ 20,000			\$ -	0%
Pump Station 4 Bypass Valve	\$ 9,764			\$ -	0%
Dunlap CL2 Analyzer Building Replacement	\$ 10,000			\$ -	0%
Total IDA Capital Projects - Proposed for 2020-21	\$ 39,764	\$ -	\$ -	\$ -	
Total Proposed General District & IDA Capital Projects 2018-19	\$ 586,764	\$ -	\$ -	\$ -	
	\$586,764		\$0		

**YUIMA MUNICIPAL WATER DISTRICT
CAPITAL RESERVE FUND BALANCE
ESTIMATED 2021-22**

	COMBINED		GENERAL DISTRICT		IMPROVEMENT DIST. "A"	
	Estimated 2021/22	Projected 6/30/2021	Estimated 2021/22	Projected 6/30/2021	Estimated 2021/22	Projected 6/30/2021
Capital Reserve Balance @ 07/01/2021	\$ 1,761,085	1,095,195	\$ 1,634,367	\$ 1,352,091	\$ 126,718	\$ (256,896)
<u>ADDITIONS & TRANSFERS</u>						
(1) Met Standby Charge	107,730	103,172	78,751	75,316	28,979	27,856
Water Availability - District wide @ \$10/acre	68,935	68,935	42,975	42,975	25,960	25,960
100% of Investment Earnings	23,000	32,000	12,000	15,000	11,000	17,000
(2) Special Connection Fees & Meter Conn. Fees	-	-	-	-	-	-
Depreciation collected in operating budget	778,515	778,515	393,515	393,515	385,000	385,000
(3) Transfer Operations to Capital Budget	130,506	5,635,349	-	5,413,333	130,506	222,016
SDCWA One Time Funds Transfer from Operating				98,149		
<u>EXPENDITURES</u>						
(4) Debt Service 2020/21	(150,405)	(172,933)	(126,281)	(133,000)	(24,124)	(39,933)
WIP Capital Project Expenditures	-	-	-	-	-	-
APPROVED CAPITAL PROJECTS	(586,764)	(5,877,297)	(547,000)	(5,623,012)	(39,764)	(254,285)
CAPITAL RESERVE FUND BALANCE Projected @ 6/30/2022	\$ 2,132,602	\$ 1,761,085	\$ 1,488,327	\$ 1,634,367	\$ 644,275	\$ 126,718

The 2021/22 capital budget includes the following principles:

- (1) The Standby charge collected by Metropolitan on all parcels in our district, is credited to Yuima and added into capital to benefit all parcels in the District for system infrastructure.
- (2) Special Connection Fees & Meter Connection Fees are added to capital when collected.
- (3) Transfer from Operating Fund - IDA Capital Fund Reserve
- (4) Annual debt service does not reflect IDA SDG&E On-Bill Financing Booster 4 \$78,753 and Station 1 \$120,393.46, zero interest, \$19,915/yr.
Yuima Debt Service includes \$5 Million financing for Forebay Pumpstation for 20 years @2.66% and IDA Debt service includes financing for the 2007 Station 8 project for 15 years @ 4.58% refinanced the remaining 9.5 years @ 2.65%, and 2013 financing for the IDA

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF
YUIMA MUNICIPAL WATER DISTRICT
ADOPTING THE OPERATING AND CAPITAL BUDGETS
FOR THE FISCAL YEAR 2021-22**

WHEREAS, the Board of Directors of Yuima Municipal Water District has reviewed and considered the Budget for Fiscal Year 2021-22 hereinafter referred to as the “Budget;” and

WHEREAS, the Budget provides a comprehensive plan of financial operations for the District including an estimate of revenues and the anticipated requirements for expenditures, appropriations, and reserves for the forthcoming fiscal year; and

WHEREAS, the Budget establishes the basis for incurring liability and making expenditures on behalf of the District; and

WHEREAS, it is the interest of the Yuima Municipal Water District to adopt an Annual Operating and Capital Expenditure Budgets for the 2021-22 Fiscal Year;

NOW, THEREFORE, IT IS HEREBY RESOLVED, DETERMINED AND ORDERED by the Board of Directors of Yuima Municipal Water District as follows:

1. That the budget document which is on file and a summary of which is attached hereto as “Exhibit A” and “Exhibit B”, is adopted as the operating and capital budget for the District for the 2021-22 fiscal year.
2. That the amounts designated in the 2021-22 operating and capital budget are hereby appropriated and may be expended for which they are designated.

PASSED AND ADOPTED at the regular meeting of the board of Directors of Yuima Municipal Water District held on the 28th day of June 2021, by the following vote to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Roland Simpson, President
Yuima Municipal Water District

Don Broomell, Secretary
Yuima Municipal Water District

2021/22 PROPOSED BUDGET
2020/21 9 MONTH ACTUAL + 3 MONTH PROJECTED TO 6/30/2021
2019/20 ACTUAL YEAR END TOTALS

	PROPOSED BUDGET 2021/2022	-----COMBINED-----			-----GENERAL DISTRICT-----			-----IMPROVEMENT DISTRICT A-----		
		2020/21 BUDGET	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20
OPERATING REVENUES	6,484.3 ac. ft.	6,460.6 ac. ft.	6,926.7 ac. ft.	6,662.7 ac. ft.	4,326.3 ac. ft.	5,081.2 ac. ft.	4,830.3 ac. ft.	4,461.0 ac. ft.	4,602.6 ac. ft.	4,337.3 ac. ft.
Water Sales	7,327,872 ⁽¹⁾	7,108,837	7,486,730	7,415,069	6,108,732	6,731,091	6,465,289	4,838,967	4,855,669	4,633,279
Water Services	5,200	(800)	(1,165)	19,931	5,200	(1,315)	19,931	-	150	-
Service Contracts	34,488	32,200	32,222	32,426	34,488	32,222	32,426	-	-	-
CWA/MET Fixed Costs	1,003,181	831,709	892,780	728,592	1,003,181	892,780	728,592	-	-	-
Meter Charges	796,414	787,126	784,863	776,251	325,701	324,647	320,799	470,713	460,215	455,453
Pump Zone Charges	1,429,250	1,365,471	1,508,383	1,442,662	447,654	523,011	510,425	981,596	985,372	932,237
Total Operating Revenues	<u>10,596,405</u>	<u>10,124,543</u>	<u>10,703,811</u>	<u>10,414,933</u>	<u>7,924,956</u>	<u>8,502,436</u>	<u>8,077,465</u>	<u>6,291,276</u>	<u>6,301,406</u>	<u>6,020,969</u>
OPERATING EXPENSES										
SOURCE OF SUPPLY:								2,303.0 ac. ft.	2,757.1 ac. ft.	2,504.9 ac. ft.
Purchased Water - SDCWA	5,262,162	4,968,563	6,093,743	5,506,739	5,262,160	6,093,743	5,506,739	3,619,827	4,100,030	3,683,499
Purchased Water - Local	16,400	16,400	177,148	20,602	16,400	177,148	20,602	-	-	-
CWA/MET Fixed Costs	1,003,181	831,709	902,399	741,084	1,003,181	902,399	741,084	-	-	-
Total	<u>6,281,743</u>	<u>5,816,672</u>	<u>7,173,290</u>	<u>6,268,424</u>	<u>6,281,741</u>	<u>7,173,290</u>	<u>6,268,424</u>	<u>3,619,827</u>	<u>4,100,030</u>	<u>3,683,499</u>
PUMPING:										
Salaries & Wages	25,392	21,882	23,966	27,607	2,085	66	753	23,307	23,900	26,854
Power	1,540,100	1,425,931	1,539,193	1,358,035	492,100	491,272	404,167	1,048,000	1,047,922	953,868
Maintenance	78,000	57,100	35,652	56,793	9,000	3,198	3,522	69,000	32,454	53,271
Total	<u>1,643,492</u>	<u>1,504,914</u>	<u>1,598,811</u>	<u>1,442,435</u>	<u>503,185</u>	<u>494,536</u>	<u>408,443</u>	<u>1,140,307</u>	<u>1,104,275</u>	<u>1,033,993</u>
WATER TREATMENT:										
Salaries & Wages	52,727	54,906	49,708	61,233	24,748	14,397	18,630	27,979	35,311	42,603
Supplies/Chlorine	35,000	44,095	39,242	33,337	2,300	2,305	3,236	32,700	36,937	30,100
Maintenance & Wtr. Testing	33,200	44,000	26,742	44,673	11,200	10,574	8,882	22,000	16,167	35,791
Power	3,200	5,250	2,935	3,726	2,700	2,636	3,149	500	300	578
Total	<u>124,127</u>	<u>148,251</u>	<u>118,627</u>	<u>142,969</u>	<u>40,948</u>	<u>29,912</u>	<u>33,897</u>	<u>83,179</u>	<u>88,715</u>	<u>109,072</u>
TRANSMISSION & DISTRIBUTION:										
Salaries & Wages	228,402	263,614	223,774	215,826	109,975	112,242	101,599	118,428	111,533	114,227
Materials & Supplies	4,200	6,000	3,564	4,998	3,200	3,204	4,853	1,000	360	144
Telemetry	7,200	1,000	7,331	3,824	3,000	3,064	3,823	4,200	4,267	-
Engineering	-	4,000	-	2,799	-	-	3,286	-	-	(487)
Maintenance	161,747	117,747	104,012	63,178	32,747	39,219	19,357	129,000	64,793	43,821
Signal Channel	1,500	8,000	1,186	5,277	1,200	1,088	2,786	300	98	2,490
Total	<u>403,049</u>	<u>400,361</u>	<u>339,867</u>	<u>295,900</u>	<u>150,122</u>	<u>158,817</u>	<u>135,706</u>	<u>252,928</u>	<u>181,050</u>	<u>160,195</u>

¹ Combined Water Sales figures have been reduced by the amount allocated for IDA purchased water to eliminate duplication of inter-district exchange.

**2021/22 PROPOSED BUDGET
2020/21 9 MONTH ACTUAL + 3 MONTH PROJECTED TO 6/30/2021
2019/20 ACTUAL YEAR END TOTALS**

	PROPOSED BUDGET 2021/2022	-----COMBINED-----			-----GENERAL DISTRICT-----			-----IMPROVEMENT DISTRICT A-----		
		2020/21 BUDGET	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20
CUSTOMER EXPENSE:										
Salaries & Wages	97,174	44,762	66,362	65,346	48,587	30,563	28,470	48,587	35,799	36,876
Meter Repair & Maintenance	10,000	16,885	11,141	27,513	5,000	5,917	7,965	5,000	5,225	19,549
Total	107,174	61,647	77,503	92,857	53,587	36,480	36,433	53,587	41,023	56,425
GENERAL & ADMINISTRATIVE:										
Salaries & Wages	453,198	343,495	344,453	355,762	207,111	161,285	166,790	246,086	183,168	188,971
Benefits	474,045	756,026	746,136	687,805	216,493	332,245	288,925	257,551	413,891	398,880
Professional Services-SGMA	7,000	7,000	17,633	183,584	3,199	8,250	100,882	3,801	9,382	82,701
Legal Fees	55,000	55,000	70,077	87,063	25,135	31,980	39,347	29,865	38,097	47,715
Accounting/Audit Fees	16,500	15,500	18,485	2,225	7,541	8,671	1,046	8,960	9,814	1,179
Insurance	66,103	66,962	69,798	77,510	30,209	33,057	37,616	35,894	36,741	39,894
Auto Expense	23,500	20,850	35,745	29,188	10,740	16,934	12,223	12,761	18,811	16,966
Telephone Expense	14,215	10,350	11,468	11,558	6,496	5,413	4,704	7,719	6,054	6,855
Uniform Expense	3,510	7,810	2,407	3,433	1,604	1,136	1,091	1,906	1,271	2,343
Office Expense	15,265	14,265	23,343	26,447	6,976	10,994	10,958	8,289	12,349	15,489
Postage Expense	2,000	2,000	3,756	4,997	914	1,775	2,281	1,086	1,981	2,716
Computer Expense	29,710	31,010	49,125	32,708	13,577	22,998	14,882	16,133	26,127	17,827
License/Permits/LAFCO/Fees	16,600	12,750	20,908	18,962	7,586	8,288	6,816	9,014	12,620	12,146
Utilities	4,200	4,200	9,684	13,874	1,919	4,593	5,740	2,281	5,090	8,134
Medical Exams/Physicals	-	-	-	609	-	-	282	-	-	327
Manager Expense	500	1,000	1,720	6,117	229	789	2,891	272	931	3,226
115% Debt Service Reserve	540,725	263,340	-	-	323,333	-	-	217,392	-	-
Education/Training Expense	-	-	827	3,943	-	391	2,404	-	436	1,539
Membership Fees	16,000	16,000	16,035	16,542	7,312	7,504	7,578	8,688	8,531	8,963
Total	1,738,071	1,627,558	1,441,601	1,562,329	870,375	656,305	706,454	867,696	785,296	855,873
GENERAL PLANT:										
Salaries & Wages	79,631	60,893	75,061	73,116	36,391	38,545	29,359	43,239	36,516	43,758
Maintenance	13,500	8,000	30,933	25,890	6,170	12,455	4,729	7,331	18,478	21,162
Safety Programs/Equip.	1,500	1,500	4,618	1,049	686	2,040	386	815	2,578	664
Small Tools	1,200	1,200	1,653	6,342	548	779	3,422	652	874	2,921
Supplies	1,000	500	2,342	3,443	457	1,098	760	543	1,244	2,681
Radio Maintenance	550	550	455	485	251	214	230	299	240	255
Property Tax & Obsolete Inventory	850	850	877	353	500	619	353	350	258	-
Depreciation	778,514	778,514	778,514	554,760	393,514	393,514	183,114	385,000	385,000	371,646
Total	876,745	852,007	894,454	665,439	438,517	449,264	222,351	438,228	445,190	443,085
TOTAL OPERATING EXPENSE	11,174,398	10,411,410	11,644,153	10,470,353	8,338,473	8,998,603	7,811,709	6,455,752	6,745,579	6,342,145
OPERATING MARGIN	(577,993)	(286,867)	(940,342)	(55,421)	(413,517)	(496,168)	265,756	(164,476)	(444,173)	(321,175)

2021/22 PROPOSED BUDGET
2020/21 9 MONTH ACTUAL + 3 MONTH PROJECTED TO 6/30/2021
2019/20 ACTUAL YEAR END TOTALS

	PROPOSED BUDGET 2021/2022	-----COMBINED-----			-----GENERAL DISTRICT-----			-----IMPROVEMENT DISTRICT A-----		
		2020/21 BUDGET	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20	PROPOSED BUDGET 2021/2022	2020/21 PROJECTED TO 06/30/21	2019/20 ACTUAL 06/30/20
OPERATING MARGIN - from page 2	(577,993)	(286,867)	(940,342)	(55,421)	(413,517)	(496,168)	265,756	(164,476)	(444,173)	(321,175)
NON-OPERATING REVENUES										
Tax Revenue - General	384,832	384,832	385,379	472,333	323,622	324,169	400,117	61,210	61,210	72,216
Water Availability	68,935	68,935	73,161	74,164	42,975	44,529	48,809	25,960	28,632	25,354
MET Stand-by credit	107,731	107,731	103,172	107,731	78,751	75,316	78,751	28,980	27,856	28,980
MET Ready-to-Serve charge	-	-	-	-	-	-	-	-	-	-
Connection Fees/Debt Service Interest	(150,406)	(163,990)	(183,612)	(92,719)	(126,281)	(143,932)	(54,795)	(24,124)	(39,680)	(37,925)
SDCWA-Infrastructure Access Charge Collected	31,140	26,532	28,461	22,165	31,140	28,461	22,165	-	-	-
Misc. Income & Lease Fees	117,942	117,942	233,705	156,589	-	98,816	24,707	117,942	134,889	131,882
Interest on Investments & Deliq. Accts.	48,500	48,500	53,536	187,995	22,500	19,183	138,888	26,000	34,353	49,107
County Contribution to Fire Protection	-	-	-	6,421	-	-	6,421	-	-	-
	-	-	-	-	-	-	-	-	-	-
NON-OPERATING EXPENSES										
Water Availability to Capital Reserve	(68,935) ⁽²⁾	(68,935)	(73,146)	(74,164)	(42,975)	(44,514)	(48,809)	(25,960)	(28,632)	(25,354)
MET Stand-by charge to Capital	(107,730) ⁽³⁾	(107,730)	(103,172)	(107,731)	(78,751)	(75,316)	(78,751)	(28,979)	(27,856)	(28,980)
MET Ready-to-serve to Capital	- ⁽⁴⁾	-	-	-	-	-	-	-	-	-
Conn. Fees/Debt Int Exp. to Capital	150,406 ⁽⁵⁾	163,990	177,429	92,719	126,281	143,932	54,795	24,124	33,498	37,925
SDCWA-Infrastructure Access Charge	(41,286) ⁽⁶⁾	(36,678)	(34,279)	(29,835)	(31,140)	(25,674)	(22,386)	(10,146)	(8,605)	(7,449)
50% Invest Rev. to Capital Reserve	(32,250) ⁽⁷⁾	(32,250)	(27,856)	(66,731)	(11,250)	(17,579)	(44,567)	(21,000)	(10,277)	(22,164)
Transfer Fire Protection Funds to Fire	-	-	1,385	(2,192)	-	-	(6,421)	-	1,385	4,229
Trans. to Capital Reserves	(130,506) ⁽⁸⁾	(222,016)	-	(819,333)	-	-	(413,333)	(130,506)	-	(406,000)
Transfer from Rate Stabilization Fund	199,620	-	-	-	78,646	-	-	120,974	-	-
Total Non-Operating Revenues	577,993	286,863	634,164	(72,589)	413,518	427,391	105,590	164,475	206,773	(178,179)

NET MARGIN	0	-	(306,178)	(128,009)	1	(68,777)	371,346	(1)	(237,401)	(499,354)
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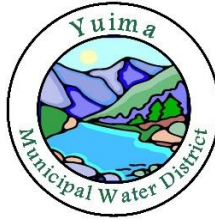
RECAP	TOTAL INCOME	11,174,398	10,411,406	11,337,975	10,342,344	8,338,474	8,929,827	8,183,055	6,455,751	6,508,179	5,842,790
	TOTAL EXPENSE	11,174,398	10,411,406	11,644,152	10,470,353	8,338,473	8,998,603	7,811,709	6,455,752	6,745,579	6,342,145
	NET MARGIN	0	0	(306,177)	(128,009)	1	(68,777)	371,346	(1)	(237,401)	(499,354)

TRANSFERS TO CAPITAL RESERVE

- ² Water Availability district wide to capital reserve
- ³ Metropolitan stand-by charge credit to capital reserve
- ⁴ Metropolitan ready to serve charge to capital reserve
- ⁵ Connection fees transferred to capital. Debt service interest transferred to capital
- ⁶ SDCWA Infrastructure Access Charge \$4.24 EDU - direct pass through 7/1/21.
- ⁷ 50% of investment earnings to capital reserve

**YUIMA MUNICIPAL WATER DISTRICT
2021-22 Proposed Capital Projects Budget**

Job Number	Proposed 2021-22 Budget	Approved Project Est. Exp Carry Forward	Current Year Expenditures 6/30/2021	Prior Year Expenditures Forward	Percent Expended to Budget
General District Capital Projects					
McNally Tank 2 Interior and Exterior Recoating	\$ 450,000	\$ -		\$ -	0%
Headquarters Solar Project	\$ 97,000				
Total General District Capital Projects - Proposed 2020-21	\$547,000	\$ -	\$ -	\$ -	0%
IDA Capital Projects					
Pump Station 4 Pump Cover	\$ 20,000			\$ -	0%
Pump Station 4 Bypass Valve	\$ 9,764			\$ -	0%
Dunlap CL2 Analyzer Building Replacement	\$ 10,000			\$ -	0%
Total IDA Capital Projects - Proposed for 2020-21	\$ 39,764	\$ -	\$ -	\$ -	
Total Proposed General District & IDA Capital Projects 2018-19	\$ 586,764	\$ -	\$ -	\$ -	
	\$586,764		\$0		



May 28, 2021

TO: Honorable President and Board of Directors

FROM: Amy Reeh, General Manager

SUBJECT: Employee Handbook Revision

BACKGROUND

Periodically the District enlists ACWA/JPIA and Counsel to conduct a review of its Employee Handbook to ensure that the contents are in accordance with State and Federal Laws. This year the handbook was reviewed and there has been a significant number of modifications to ensure the District's policies are current and appropriate.

The most significant change was the removal of verbiage that is more appropriately kept within the District's Human Resources policies and procedures. Specifically, the removal of the job descriptions and evaluation documents have been removed.

The last page of the revised employee handbook reflects the changes to approved positions and the corresponding salary ranges.

RECOMMENDATION

That should the Board agree, they approve the Resolution as presented.

SUBMITTED BY:

A handwritten signature in blue ink that reads "Amy Reeh".

**Amy Reeh
General Manager**

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF
YUIMA MUNICIPAL WATER DISTRICT
REVISING THE EMPLOYEE MANUAL**

WHEREAS, by Ordinance and Resolutions adopted by this Board, an Employee Manual for District Employees was adopted October 21, 1992 and amended periodically to reflect revisions as adopted by the Board of Directors.

WHEREAS, the Manual requires periodic revisions from time to time and in order to reflect actions of the Board and current law; and

WHEREAS, this Board further deems it in the best interest of the District and its Employees to adopt the revisions as provided in the attached exhibit.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of Yuima Municipal Water District that the Employee Manual be revised and amended as set forth herein.

PASSED AND ADOPTED at a regular adjourned meeting of the Board of Directors of YUIMA MUNICIPAL WATER DISTRICT held June 28, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Roland Simpson, President
Yuima Municipal Water District

ATTEST:

Don Broomell, Secretary / Treasurer
Yuima Municipal Water District

YUIMA MUNICIPAL WATER DISTRICT

EMPLOYEE ~~MANUAL~~HANDBOOK

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YUIMA MUNICIPAL WATER DISTRICT

EMPLOYEE ~~MANUAL~~HANDBOOK

1. INTRODUCTORY POLICIES

1.A. WELCOME

It is a pleasure to welcome you, a new employee, to the Yuima Municipal Water District. We are pleased to have you join us and hope that you will enjoy a long and pleasant association with the District. We are confident that your contribution will be returned with the satisfaction and enjoyment resulting from a job well done.

This ~~manual~~Handbook is available to all employees, and its purpose is to acquaint you with the District, its rules and regulations and conditions of employment. You are urged to read it carefully. An up-dated copy is available for reference at the duty desk and may be taken home at any time. Please return it to the duty desk in a timely manner for others to use. It contains a statement of the Yuima Municipal Water District's objectives as well as the benefits that are currently available to you as an employee. As policies and procedures change or new ones are adopted, new pages will be issued that will be inserted into your reference ~~manual~~Handbook. A log of new pages and dates inserted will be kept in the ~~manual~~Handbook so that you do not have to reread the ~~manual~~Handbook to keep updated on changes or additions.

As the supplier of a vital utility service in the Pauma Valley area, the District has obligations and responsibilities above and beyond those of most other business organizations. How well the District measures up to the expectations of the community depends on the job performance of each employee, whatever the employee's assignment may be.

It is important to keep in mind that the public's opinion of the Yuima Municipal Water District is based largely on its impressions of individual employees. In many instances, a lasting impression may result from a single contact with just one employee. Thus, every employee, not only those whose regular jobs bring them in contact with customers, has the opportunity to share with fellow employees the responsibility to contribute to the good relations the District has with the public.

After reading the ~~manual~~Handbook, if you have questions concerning the contents, do not hesitate to contact your Supervisor.

General Manager

2.B. INFORMATION OF INTEREST

The Yuima Municipal Water District was established by an election of the voters in January 1963, pursuant to the Municipal Water District Act of 1911, for the purpose of securing a supplemental water supply for irrigation and domestic use from Metropolitan Water District of Southern California. Certain areas in Pauma Valley were excluded from the District prior to its formation because landowners believed they had an adequate water supply of their own. These areas are in the Pauma Municipal Water District and the Mootamai Municipal Water District.

The District is located in the Pauma Valley, 51 miles north of San Diego and about the same distance south of Riverside. Ninety-seven percent of its sales are to avocado and citrus growers. Agriculture is the prime contributor to the economy of the District, which contains approximately 12,400 acres of which some 4,000 are now irrigated.

The sole source of water for Pauma Valley had long been the San Luis Rey River basin until the District annexed to the San Diego County Water Authority and Metropolitan Water District of Southern California. A connection was made to the SDCWA Aqueduct with a 20-inch pipeline some five miles west of the District's westerly boundary to obtain water imported from the Colorado River by Metropolitan.

The District also wholesales water to five mutual water companies who in turn distribute to their shareholders through their systems. Yuima contracts with one of these mutuals, the Lazy H Mutual Water Company, to provide them recordkeeping and maintenance services.

The District is governed by a five member Board of Directors. Each Director is elected to office by the voters residing in his/her Division and serves a four (4) year term of office. The elected positions are staggered periods to maintain experienced people on the Board should new directors be elected. The regularly scheduled Board of Directors meetings are held at 2:00 p.m. on the fourth (4th) Monday of each month. Meetings are open and the public is welcome.

3.C. BOARD POLICY

The public's opinion of the District is based largely upon its impressions of individual employees. Lasting impressions may result from a single contact with only one employee. Each employee is charged with the responsibility of extending good public and employee relations. Efficient service reflects favorably upon the employees and the District. Respect is achieved through high standards, productive work, responsibility and a thorough understanding of the obligations of the employees and the Board to the public and each other.

It is the Board of Directors policy that all concerned observe the employment conditions set forth herein. These conditions are considered essential to the orderly conduct of the District's business. Observance and understanding of these conditions will enable harmonious work with a true cooperative spirit in maintaining safe and dependable service to the District's customers.

D. STATEMENT OF AT-WILL EMPLOYMENT STATUS

District personnel are employed on an AT-WILL basis. Employment at-will may be terminated with or without cause and with or without advance notice at any time by the employee or the District. Nothing in this Handbook shall limit the right to terminate at-will employment. No one other than the District Board of Directors is authorized to enter into an agreement contrary to this at-will policy. Any such agreement made by the Board of Directors and the employee must be in writing and signed by the Board of Directors and the employee as part of a fully integrated individual employment agreement that specifically references an express intention to modify the at-will employment policy of the District.

E. INTEGRATION CLAUSE AND THE RIGHT TO REVISE

This Handbook expresses guidelines regarding the employment policies and practices of the District in effect at the time of publication. All previously issued manuals/handbooks and any inconsistent policy statements or memoranda are superseded.

The District reserves the right to revise, modify, delete or add to any and all policies, procedures, work rules or benefits stated in this Handbook or in any other document at any time, except for the policy of at-will employment. However, any such changes must be in writing and must be signed by the General Manager of the District. The District reserves full discretion to exercise all managerial rights in the operation of its business.

Any written changes to this Handbook will be distributed to all employees so that employees will be aware of the new policies or procedures and all employees will be required to sign a statement acknowledging receipt of any Handbook revisions. No oral statements or representations can in any way change or alter the provisions of this Handbook. Nothing in this employee Handbook, or any other personnel document, including benefit plan descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

If any section, subsection, sentence, clause, phrase or portion of this Handbook is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Handbook. The District hereby declares that it would have adopted this Handbook and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions may be declared invalid or unconstitutional.

4.F. DISTRICT MISSION STATEMENT, VISION AND GOALS

The District has responsibilities to its customers, its employees, the voters of our service area and all other segments of the general public. The overall objective is to operate the District in the manner that will satisfy these responsibilities fairly and equitably. The board of directors has adopted the following Mission Statement, Vision and Goals.

Mission Statement

To provide a diversified, sustainable water supply for water service to our Pauma Valley customers that exceeds all standards of quality and reliability at fair, reasonable and equitable rates.

Our Vision

To be known and respected in our community as good stewards of the Public resources and responsibilities entrusted to us.

Our Goals

With excellence as our watchword, we will:

- Provide prompt, courteous, responsive customer service and open communication.
- Ensure the highest level of financial responsibility and accountability for the public funds and other assets in our care.
- Ensuring that financial plans, policies and practices maintain the ability to construct, operate and maintain all approved facilities including replacement funds for future needs;
- ~~Plan, design and operate District facilities efficiently, effectively~~
~~_____~~and safely, mindful of our responsibility to be a good neighbor
- ~~_____~~ and to protect the environment.
- Ensure ethical behavior in the conduct of District affairs.
- Facilitate public involvement in shaping District policy.
- Recruit and retain a highly qualified and productive workforce.
- ~~Maintain a workplace environment where excellence is expected;~~
~~_____~~creativity and initiative are rewarded; safety is assured; teamwork
- ~~_____~~is the standard; and open communication is actively encouraged.
- ~~Participate meaningfully in the affairs of our community~~
~~_____~~and in regional water industry activities.
- ~~Preserve and protect our natural resources and promote environmental responsibility and sustainability.~~
~~_____~~
- ~~_____~~

5.G. DEFINITIONS

Unless the context specifically indicates otherwise, the meaning of terms used throughout this ~~manual~~Handbook shall be as follows:

~~A.~~ Board:

~~_____~~ The Board of Directors of Yuima Municipal Water District.

Controlled Substance: Any substance which could potentially impair the employee's ability to effectively and safely perform the functions of his/her duties, including, but not limited to: alcohol, coca leaves, cocaine, marijuana, opium and opiates, amphetamines, methamphetamine, lysergic acid (L.S.D.), etc.

~~B.~~ COMPLAINTDistrict:

~~_____~~ A complaint is an informal expressed dissatisfaction brought to the attention of a supervisor by an employee which involves a job-related matter of concern to the employee. It may pertain to another employee, the organization or the supervisor directly. The Yuima Municipal Water District.

~~C.~~ DaysDISTRICT RIGHTS:

~~_____~~ Calendar days unless otherwise stated. ~~Management rights maintained by the District which have not been abridged or limited to any degree by provisions of any adopted ordinance or resolution.~~

~~D.~~ DISTRICT SECRETARY

~~_____~~ A position appointed by the Board of Directors to countersign all contracts on behalf of the Board and perform other duties imposed thereby.

~~E.~~ Employee:

~~_____~~ An elected, appointed or hired person occupying a position in the District employment. This excludes independent and outside contractors, commissioners, members of advisory boards, and volunteers

Regular Full-Time~~Full-Time~~ shall mean an employee who has been hired by the District to work a forty (40) hour week on a regular basis, and is entitled to benefits as provided for in the individual benefit programs. This includes all employees on a 9/80 workweek schedule.

Regular Part-Time shall mean an employee who has been hired by the District to work less than forty (40) hours per week on a regular basis, and is entitled to benefits as provided for in the individual benefit programs.

~~Part Time employee shall mean any employee who normally works twenty (20) hours or less per week.~~

Seasonal employee shall mean any employee who normally works on a full time basis less than five (5) months in a year.

Temporary employee shall mean any employee performing services under a contractual arrangement with the District for two (2) years or less duration.

F. GRIEVANCE

A grievance is a formal dissatisfaction usually involving some aspect of the District's employment conditions where the employee feels there has been a violation of a condition, policy or practice.

Introductory Period: An employee's initial six (6) month period of employment with the District is considered an integral part of the examination process during which an employee is required to demonstrate fitness for the position to which the employee is appointed by actual performance of the duties of the position. The Introductory Period does not change the AT-WILL status of any employee.

G. Manager:

~~—~~The General Manager of the Yuima Municipal Water District or his/her designated representative.

H. ORGANIZATIONAL CHART

~~— A flow diagram which indicates positions of the District and the relative delineation of authority.~~

I. Management:

~~—~~The Management positions of the District are defined as follows: General Manager, Finance & Administrative Services Manager, and Operations Manager.

J. Non-Management:

~~—~~All employees of the District except the General Manager, Finance & Administrative Services Manager, and Operations Manager.

K. STAFF

~~————All employees of the District are considered staff.~~

~~L. ———Supervisor:PROFESSIONAL CONSULTANTS~~

~~————An employee with the responsibility of evaluating and/or directing other employees and for organizing and assigning their workDistrict Legal Counsel, Consulting Engineers, Independent Auditors or any other outside consultant retained by the Board of Directors.~~

H. EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. The District policy prohibits discrimination against qualified applicants or employees with respect to any terms or conditions of employment based on gender, pregnancy, childbirth or related medical conditions, race, religion, creed, color, national origin, ancestry, physical or mental disability, veteran status, other medical condition including genetic predisposition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. It also prohibits discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful and prohibited in all operations of the District.

The District is committed to complying with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in the operations of the District and prohibits discrimination by any employee of the District, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result to the District.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a District representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The requested accommodations will be evaluated on a case-by-case basis. The District will engage in a good-faith interactive process to identify the barriers that make it difficult for the applicant or employee to have an equal opportunity to perform his or her essential job functions. The District will identify possibly accommodations, if any, that will help eliminate the limitations. If an accommodation is reasonable and will not impose an undue hardship on the District, the District will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, report such conduct immediately to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific, and you should provide the supervisor or individual with day-to-day personnel responsibilities with the names of the individual(s) involved and any witnesses to such conduct. The District will immediately undertake a thorough and objective investigation and attempt to resolve the situation.

If the District determines that prohibited discrimination has occurred, effective remedial action will be taken commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. You will be notified when and if action is taken. The District will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management, employees or your co-workers for such complaint. However, knowingly filing a false discrimination claim is cause for discipline, up to and including termination.

6. —

I. PROHIBITED HARASSMENT

The District is committed to providing a work environment free of all harassment. The District policy prohibits sexual harassment and harassment based on pregnancy, childbirth or related medical conditions, race, religion, creed, color, national origin, sex, gender, ancestry, physical or mental disability, veteran status, other medical condition, including genetic predisposition, marital status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation. All such harassment is unlawful. The District's anti-harassment policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District, including supervisors and co-workers, as well as by non-employees with whom District employees deal during work. It also prohibits harassment based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

Prohibited harassment includes, but is not limited to, the following unwanted behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs, unwanted sexual advances, invitations or comments, or suggestive or insulting sounds;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, leering or obscene gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with a person's normal work movements because of sex, race or any other protected basis;
- Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, or offers of employment benefits in return for sexual favors;
or
- Retaliation for having reported or threatened to report harassment.

If you believe that you have been harassed, or if you have observed or been informed of harassing conduct toward anyone else that may violate this policy, report such conduct immediately to your supervisor or the individual with day-to-day personnel responsibilities. Your complaint should be specific, and you should provide the supervisor or individual with day-to-day personnel responsibilities with the names of the individual(s) involved and any witnesses to such conduct. Supervisors will refer all harassment complaints to the General Manager or the Board of Directors

of the District. The District will immediately undertake a thorough and objective investigation of the harassment allegations.

If the District determines that prohibited harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the District to be responsible for prohibited harassment will be subject to disciplinary action, up to and including termination. The complaining employee will be notified when and if action is taken against the harasser. The District will not retaliate against you for filing a complaint, or participating in an investigation, and will not tolerate or permit retaliation by management, employees or co-workers for such complaint or participation. All reports of harassment will be kept confidential to the greatest extent possible, but some disclosure will be necessary to conduct a proper investigation.

The District encourages all employees to report any incidents of harassment forbidden by this policy *immediately* so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency. The nearest offices for these agencies are located at:

Equal Employment Opportunity
Commission
555 West Beech Street, Suite 504
San Diego CA 92101

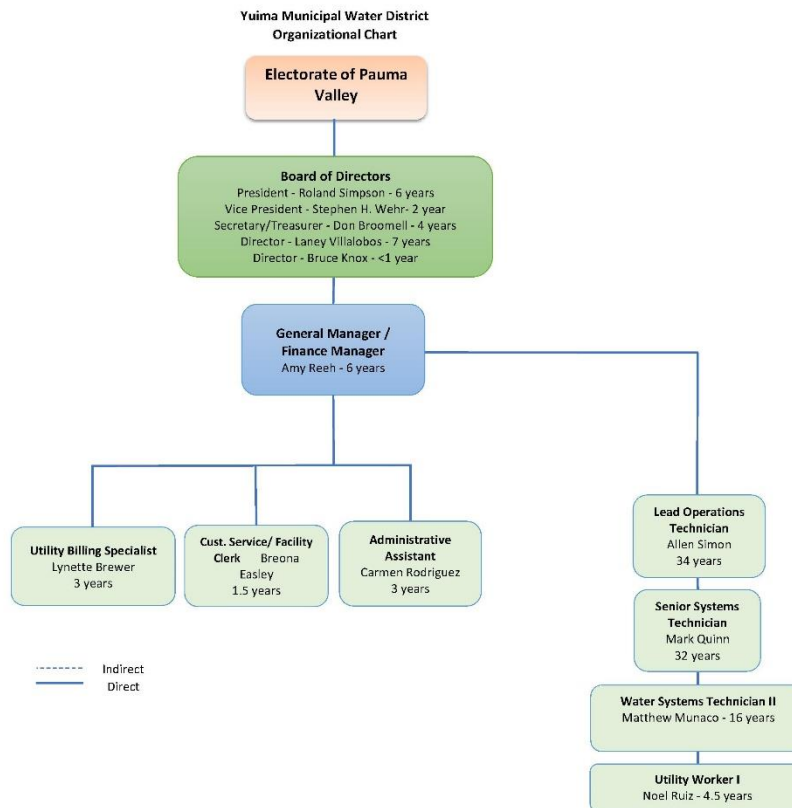
Phone: 1-800-669-4000
TTY: 1-800-669-6820

California Department of Fair Employment &
Housing
320 West 4th Street, 10th Floor
Los Angeles, CA 90017

Phone: 213-439-6799
Toll Free: 1-800-884-1684
TTY: 1-800-700-2320

7.J. ORGANIZATIONAL CHART

The following organizational chart delineates lines of authority for each employment position with the District. The chart is provided for your information and clarification. Each position's location on the chart is not necessarily relative to its salary range or actual level of authority within the organization. Follow the lines to determine the Line-of-Authority for your position.



8.K. ORGANIZATIONAL RESPONSIBILITIES

The Board of Directors is the governing body of the District. The Board has vested the General Manager full power and authority to employ and discharge all employees and assistants at will, prescribe the duties of employees (and) fix and alter the compensation of employees subject to approval by the Board of Directors. To assist the Manager in carrying out duties without altering or reducing the flexibility and discretion provided by the Board, the District has adopted employment conditions regarding your job and other classifications, ~~discipline~~, etc.

2. EMPLOYMENT POLICIES AND PRACTICES

9.A. JOB DESCRIPTIONS

What is a job description and why do we have it? It is the District's basic aim to hire and keep good people. One tool that helps our District's management and supervisors select and keep good people is the job description. It is nothing more than a generalized; ~~however, not specifically detailed,~~ description of the different kinds of work being done by people in the organization. It does not mean that an employee will not be assigned to perform other tasks from time to time to meet the needs of the district.

Job descriptions and general qualifications are established for all authorized positions with salary schedules. The number of positions with the District shall be set by the Board. The Board may increase or decrease the complement as set forth in the budget. ~~Copies of the job descriptions are located under a separate section of this manual.~~

10. GENDER

~~For convenience, persons are referred to in some parts of this manual by gender indicating pronouns. In all such cases, said parts apply to all employees covered thereby or referred to therein, regardless of gender.~~

~~A. EQUAL OPPORTUNITY~~

~~The District hereby declares and reaffirms its policy of equal employment opportunity and non-discrimination in employment. The District is committed to ensuring that all decisions regarding recruitment, hiring, promotion, assignments, training and other terms and conditions of employment will be made without discrimination or any other factor which cannot be lawfully used as a basis for employment decision.~~

~~B. REQUIREMENTS~~

1. PRE-EMPLOYMENT PHYSICAL EXAMS

Prior to appointment, a prospective employee, including former employees who are rehired, are required to undergo a pre-employment physical examination at a District contracted medical facility, at District expense and without compensation from the District, in order to insure that they are physically fit to perform the job for which they are being considered. The doctor shall consider the duties of the position applied for when conducting the examination. You must be physically able to perform the duties of the position, as determined by the doctor, before you will be employed.

~~2. CALIFORNIA DRIVING LICENSE~~

~~For jobs which require driving of a District vehicle, you are responsible for maintaining a valid California Driving License for the class required for the vehicle being operated and shall know and observe all traffic regulations and must be acceptable to the District's Automobile Liability Insurance Carrier. Circumstances which would limit or restrict your use of District vehicles may result in non-employment or termination.~~

~~3. LOYALTY OATH~~

~~You may be required to sign a loyalty oath prior to employment. (California Constitution Article 20, Section 3; Government Code Sections 3100-3109). Exhibit Attached.~~

4.2. POLITICAL ACTIVITY

You shall be restricted from certain political activities in accordance with California Government Code, Chapter 9.5, Sections §3201 through §3209.

The California Legislature has identified significant state-wide concerns for public employee political activities. You are not restricted from participating in off-duty political activities; however, you should not campaign for potential District Board members, including incumbents. Further, if you become a District Board member, your employment with the District will terminate. You may not use your position to try and influence others. You may not directly or indirectly solicit political funds or contributions from the Board members or other employees during working hours. You may not participate in political activities of any kind while in uniform or on District premises.

~~5. CONFLICT OF INTEREST~~

~~A conflict of interest statement may be required pursuant to current State, County and local legal statutes.~~

~~6. IMMIGRATION REFORM AND CONTROL ACT OF 1986 (See Exhibit E)~~

~~You are required to sign the form for Employment Eligibility Verifications and provide the necessary personal identification as outlined in the Immigration Reform and Control Act of 1986 and other applicable laws.~~

C.B. SELECTION PROCESS

The following will further explain the process used in hiring you.

1. APPLICATION FORMS (See Exhibit A)

Prospective employees are required to complete a District employment application. Application forms shall require information, and may include certificates, references and work history. All applications must be signed by the person applying and will remain the property of the District.

2. DISQUALIFICATIONS

The District shall reject any application which indicates on its face that the applicant does not possess the minimum qualifications required for the position, has misrepresented any factual information requirement or is not a citizen of the United States, except when citizenship is not required by state law. All applicants shall be notified of the job placement, whether successful or not.

3. EXAMINATION

Selecting techniques shall require an examination which will be impartial, of a practical nature and shall relate to those subjects which, in the opinion of the District, fairly measure the relative

capabilities of the persons examined to execute the duties and responsibilities of the position to which applicants seek appointment. The test may include, but not be limited to, achievement and aptitude tests, other tests, personal interviews, performance tests, work samples or any one or combination of these or other tests.

~~12. TERMS OF EMPLOYMENT~~

~~EMPLOYMENT WITH THE DISTRICT HAS NO SPECIFIED TERM OR TENURE. As a public agency, the YUIMA MUNICIPAL WATER DISTRICT is governed by applicable provisions of the MUNICIPAL WATER DISTRICT ACT of 1955.~~

~~A. WATER CODE §71362 PROVIDES~~

~~Duties of General Manager. Subject to the approval of the Board of Directors the General Manager shall:~~

- ~~(a) have full charge and control of the maintenance, operation, and construction of the water works or waterworks systems of the District;~~
- ~~(b) have full power and authority to employ and discharge all employees and assistants at will;~~
- ~~(c) prescribe the duties of employees and assistants;~~
- ~~(d) fix and alter the compensation of employees and assistants subject to approval by the Board.~~

~~B. CALIFORNIA GOVERNMENT CODE §1301 PROVIDES~~

- ~~(a) §1301. Every office, the term of which is not fixed by law, is held at the pleasure of the appointing power.~~

~~The Manager has discretion to terminate all employees of the District without cause and without notice or hearing. This discretion is limited to the extent that the Manager may not discharge employees for improper reasons. Examples of improper reasons include discharge on the basis of:~~

- ~~(a) — race, sex, or age.~~
- ~~(b) — participation in lawful political activities.~~
- ~~(c) — service on jury duty.~~
- ~~(d) — exercise of grievance rights.~~

~~The employee has the burden of demonstrating that a termination by the Manager is based upon an improper reason.~~

13.C. HIRING-EMPLOYMENT OF RELATED PERSONS

~~It is the policy of the District to hire the best qualified employees available for all jobs. As a general rule, the District may employ family members. Family members are defined as husband, wife, parent, child, stepchild, brother, sister, in-laws, grandparent, grandchildren, domestic partner, and children of domestic partner.~~

~~The rule is subject to the following limitations:~~

- ~~1. Family members of the Board of Directors or the General Manager may not be hired as an employee of the District.~~
- ~~2. The General Manager may deny employment to a spouse or family member of any current employee based on the individualized assessment of the work situation. The General Manager's decision shall be based upon the best interest of the District and for business and professional reasons, to assure proper supervision, maintain morale, security and to avoid conflicts of interest.~~
- ~~3. If co-employees of the District marry, the District will assess the individual work situation. The General Manager will make reasonable efforts to assign job duties so as to minimize the problems of supervision, safety, security or morale.~~
- ~~4. Two members of the same family may not work under the direct supervision of a family member.~~

~~The District may refuse to hire relatives of present employees if it is found by the General Manager that doing so would result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create potential conflicts of interest. For the purposes of this section, the term "relative" includes a spouse, child, sibling, parent, grandparent, in-law, registered domestic partner or step-relative. An actual or potential problematic relationship or conflict of interest between employees may include, but not be limited to, the following circumstances:~~

- ~~• One employee would have a supervisor-subordinate relationship with a relative.~~
- ~~• Two relatives would be under the jurisdiction of the same immediate supervisor.~~
- ~~• One employee would have access to confidential or financial information concerning his/her relative.~~
- ~~• One employee would have the power or authority to make recommendations or decisions about his/her relative which could or would have a financial or other impact upon the employee's relative.~~
- ~~• One employee would have the authority to discipline a relative.~~

~~Employees who marry or become related will be permitted to continue employment only if they do not work in a direct supervisory relationship with one another, or otherwise pose difficulties for supervision, security, safety, or morale. If two employees marry or become related, causing actual or potential problems such as those described in the previous paragraph, only one of the employees will be retained with the District, unless reasonable accommodations can be made to eliminate the actual or potential problems. The employees will have 30 days to decide which relative will stay~~

with the District. If this decision is not made within the time allowed, if this decision is not made within the time allowed, the District will terminate the employment of both employees.

14.D. INTRODUCTORY PERIOD/PROBATION /PERFORMANCE STANDARDS

A. RULES AND REGULATIONS

~~Obligation to the public and co-workers is based upon a common sense approach. Additional regulations may be required by the nature of the job, its location or other specific circumstances. Employees are required to follow the rules listed herein and any adopted in the future.~~

B. ORIENTATION AND TRAINING

~~You shall be given an employee manual to familiarize yourself with the rules and regulations of the District for employment. Your supervisor will discuss formal and informal practices to further inform you. Various training sessions and seminars will be on going on an available and needed basis.~~

C. PROBATION/INTRODUCTORY PERIOD

~~The first six months of continuous employment is considered an introductory period. During this time, you will learn your responsibilities, get acquainted with fellow employees and determine whether you are happy with your job. During this time, your supervisor will closely monitor your performance. Employment is not guaranteed for the entire six months of the introductory period.~~

~~Throughout and upon completion of the introductory period, the District will review your performance. If the District finds your performance satisfactory and decides to continue your employment, it will advise you of any improvements expected from you. At this time, you may express suggestions to improve the District's efficiency and operations.~~

~~Satisfactory completion of the introductory period does not alter the AT-WILL nature of the employment relationship with the District, and does not entitle you to remain employed by the District for any definite period of time, but rather allows both you and the District to evaluate whether or not you are right for the position. After completion of the introductory period, eligible employees will qualify to receive many of the benefits described in this Handbook as a regular employee.~~

~~Your first six (6) months following successful employment, including promotional appointments, with the District is the usual probationary period. This period may be extended an additional period of time, up to six (6) months, at the discretion of your supervisor as approved by the General Manager with written notification to you. Approximately ninety (90) days after initial employment, your supervisor will review and evaluate your performance. If need for improvement exists for your job, it will be noted and the unsatisfactory performance discussed with you so as to provide an opportunity for you to bring performance up to standard. An additional evaluation review will be conducted upon completion of probation. If the probationary period is extended,~~

~~an additional evaluation will be conducted approximately half way through the extended probation in order to provide the probationary employee assistance in bringing his performance up to standard. Extension of probationary status extends the annual anniversary date accordingly. When you have satisfactorily demonstrated the ability to perform in accordance with the requirements for your position, your probationary status will cease and regular employment status will begin.~~

D.E. PERFORMANCE EVALUATIONS

~~—(See Exhibit B)~~

You will receive periodic written evaluations about your job performance. During the ~~initial probation~~Introduction Period period, you will receive reviews as established. Upon ~~successful~~ completion of the ~~probationary~~introductory period, performance evaluations thereafter will be conducted approximately every twelve (12) months.

An evaluation will be made by your immediate supervisor. It will be discussed with you, and you will be requested to sign the evaluation form, indicating that you have read it. It will then be reviewed and discussed with you by the Manager. You may make written comments on the form. You will receive a copy of the evaluation and a copy will be placed in your personnel file. Evaluations are an important developmental tool for both the District and you. A performance evaluation form is attached as Exhibit B for your information. If you develop less than workmanlike attitudes or practices in your position, supplementary performance reports may be filed. Conversely, if you show exemplary workmanlike attitudes or practices, you may also have supplementary reports filed in your personnel file.

15.F. COMPENSATION/BENEFITS ADMINISTRATION WORKING HOURS

GENERAL

CONDITIONS

1. Working Hours

The regular daily work period shall be Monday through Thursday from 7:00 a.m. to 4:30 p.m. and on Friday from 8:00 a.m. to 4:30 p.m.

District employees on a 9/80 schedule. The work period will be forty (40) hours per week. District employees will work eight (8) days for nine (9) hours a day and one (1) Friday for eight (8) hours for a total of eighty (80) hours in a two (2) week period. District employees will have alternate Fridays off. The workweek will begin four (4) hours and one (1) minute into each employee's workday on Friday and end 168 hours later. By beginning and ending the work period four (4) hours into the workday on Fridays, each seven (7) day work period is limited to equal forty (40) hour blocks.

Field Department. The daily work period of the Field Department's personnel shall be 7:00 a.m. to 4:30 p.m. Monday through Thursday and 7:00 a.m. to 3:30 p.m. on Friday. On construction work, the daily work period shall be determined by the Operations Manager, as approved by the General Manager, but the time of individual employees shall be limited to a forty (40) hours per week whenever possible.

2.G. PAY PERIODS

You shall be paid on a biweekly basis. Payroll shall be kept on two week periods ending mid-day on Friday. Pay checks will be issued on the following Tuesday. When a holiday falls on the Monday preceding a Tuesday payday the pay checks will be issued no later than Wednesday of that same week.

3.H. TIME SHEETS

Non-management employees must maintain accurate time sheets on a daily basis on a form approved by the District. Management may be required to keep an accounting of the time for billing purposes and assist in evaluating district's needs. All time sheets shall be signed by the employee and reviewed and initialed by their supervisor.

I. PERSONNEL RECORDS

You have a right to inspect documents in your personnel file, as provided by law, in the presence of a District representative at a mutually convenient time during normal business hours. You also have the right to request copies of all employment-related documents that you have signed. Personnel files are the property of the District and may not be removed from the District without prior written authorization from the General Manager.

The information contained in an employee's personnel file is permanent and confidential and must be current and up-to-date. Employees must inform the District immediately whenever there are changes in personal data such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of an emergency.

The District will exert reasonable efforts to restrict disclosure of your personnel file to authorized individuals within the District. Any request or subpoena for information from personnel files must be directed to the General Manager. Only the General Manager is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited in accordance with law. However, the District will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations, properly issued subpoenas, or court orders. Personnel records shall be destroyed in accordance with the District's system for destruction of records, or in accordance with other applicable laws.

J. OPEN-DOOR POLICY

Suggestions for improving the District are always welcome. At some time, you may have a complaint, suggestion or question about your job, your working conditions or the treatment you are receiving. Your good-faith complaints, questions and suggestions are of concern to the District, and we suggest that you bring them to the attention of your Supervisor and /or the General Manager, who will then make every effort to address them as appropriate.

K. CONFLICTS OF INTEREST

Employees are not allowed to have any personal, business, or financial interest outside the District which in any way conflicts with or appears to conflict with the interests of the District or places the employee in a position in which the employee can use his or her association with the District for direct or indirect gain to the possible detriment to or embarrassment of the District. A conflict of interest may arise in a variety of circumstances and may be direct or indirect. A conflict of interest arises whenever an employee's outside interests might affect or might reasonably be thought by others to affect an employee's judgment or conduct in matters which involve the District. Employees are to avoid personal or organizational conflicts of interest whether real or potential.

No employee may accept a gift or gratuity from any vendor, supplier or other person doing business with the District because doing so may give the appearance of influencing business decision, transactions, or service. The District employees are prohibited from receiving a gift or gratuity that would influence the quality of service rendered to the customer. Please discuss with

the General Manager expenses paid by such persons for business meals or trips in advance. Disciplinary action up to and including termination may apply to the employee for violation of this policy.

Personal or romantic involvement with a competitor, supplier or subordinate employee of the District, which impairs an employee's ability to exercise good judgment on behalf of the District, creates an actual or potential conflict of interest. Supervisor-subordinate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems.

An employee involved in any of the types of relationships or situations described in this section should immediately and fully disclose the relevant circumstances to the General Manager, for a determination as to whether a potential or actual conflict exists. If an actual or potential conflict is found, the District may take whatever corrective action appears appropriate according to the circumstances. Each case will be evaluated on an individual basis. Failure to disclose relevant facts shall constitute grounds for disciplinary action, up to and including termination.

A. REDUCTIONS IN FORCE

Under some circumstances, the District may need to reduce its workforce due to lack of work, lack of funds, or restructuring. If it becomes necessary to restructure our operations or reduce the number of employees, the District will attempt to provide advance notice, if possible, so as to minimize the impact on those affected. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the District may take into account, among other things, operational requirements, the skill, productivity, ability and past performance of those involved and also, where feasible, the employee's length of service. However, the District retains the sole and absolute discretion to determine which employees are subject to layoff.

B. VOLUNTARY TERMINATION

Voluntary termination results when an employee voluntarily resigns his or her employment, or fails to report to work for three consecutive scheduled workdays without notice to, or approval by, his or her supervisor. All District-owned property (vehicles, keys, uniforms, identification badges, other District-issued equipment, etc.) must be returned immediately upon termination of employment.

~~B. Salary Schedule~~

~~(See Job Descriptions for Salary and Hourly Ranges)~~

~~All positions have established salary and hourly ranges. Your salary range will be reviewed by the Manager and the Board not less than approximately twelve (12) months at which time you shall be informed of the review results.~~

~~Your position within the salary and hourly range will primarily reflect experience/longevity and merit.~~

16.3. SALARIES/COMPENSATION

A. CLARIFICATION AND GENERAL INFORMATION

All positions have established salary and hourly ranges. Your salary range may be reviewed by the Manager and the Board at which time you shall be informed of the review results.

Your position within the salary and hourly range will primarily reflect experience/longevity and merit.

A newly-hired employee, unless given credit for specific prior experience, will begin at the starting of the salary range assigned to his/her job description. Following performance evaluations by immediate supervisor and Manager, made upon completion of a Six (6) month ~~probationary~~ introductory period, his/her salary may be modified to reflect proven abilities, and approximately twelve (12) months; thereafter. Salary changes at annual review may be based on merit.

B. MERIT INCREASES

A merit increase is defined as "a salary advance within the salary range". This type of increase can be granted to an employee because of outstanding or exemplary job performance. ~~When an increase, promotion, reclassification or transfer is granted, it will not change the employee's in-grade starting date.~~ A merit increase allows an employee to advance within the Salary Range of his/her job description more rapidly, thus acknowledging the outstanding performance. This increase will be granted as a meritorious increase which shall be separate and distinct from all other modifications. Merit increases shall not exceed 5% without Board authorization and shall not increase any salary beyond the established range for the employee's position.

C. PROMOTIONS AND RECLASSIFICATIONS

A promotion is defined as a "reclassification to a position at a higher rate of pay" (i.e., Water Systems Technician I to Water Systems Technician II). An employee may be promoted to any rate within the job classification range depending on his or her experience and other qualifications.

Reclassification is defined as "an existing position that is rewritten to include different duties and responsibilities".

D. ~~Reclassification is defined as "an existing position that is rewritten to include different duties and responsibilities".~~ LATERAL

POSITION TRANSFER

A lateral position transfer is defined as "a reclassification to a position in the same range of pay". An employee may move from one position to a completely different position on the same salary range. There is no change in salary in this type of position move.

Transfers to other positions and other departments are made for the benefit of the District and with employee interest respected as thoroughly as possible.

E. HIRING OF EXPERIENCE

The Manager may hire a new employee above the normal entry level based upon his/her experience.

F. OVERTIME

Pursuant to the Fair Labor Standard Act, the District will pay ~~covered~~ non-exempt employees one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a workweek, unless the employee is otherwise exempt. Overtime is always to be authorized in advance by your supervisor unless it is incurred as an emergency response.

Exempt salaried employees may be required to work hours beyond their usual schedules as work demands required, but no overtime compensation will be paid to such employees unless otherwise required by applicable law. ~~(See also Compensatory Time Off in lieu of overtime payment, Section 15.K~~

G. RECORDING HOURS WORKED

Hourly wage earners keep account of time worked on a time card, which is submitted daily. For purposes of pay, time worked within one hour may be rounded off as follows:

<u>Time Worked</u>	<u>Round off to:</u>
0-7 minutes	0 minutes
8-22 minutes	15 minutes
23-37 minutes	30 minutes
38-52 minutes	45 minutes
52-60 minutes	60 minutes

H. STAND-BY TIME

It is necessary in the operation of a water utility to provide emergency service on a twenty-four (24) hour basis for efficient and dependable water service and treatment to the customers. Therefore, all field employees are subject to stand-by duty and will be compensated accordingly.

If you are on stand-by duty, the assignment will be for a one (1) week period of time with at least one (1) week off such stand-by duty; i.e., one (1) week on stand-by duty and one (1) week off stand-by duty. Such stand-by duty will be assigned in a schedule by the Lead Systems Technician and may be changed only upon prior approval.

If and when you are subjected to stand-by duty you will be assigned a vehicle and /or equipment to be used on any call-back assignments during such period of duty. Vehicles will be assigned by the Lead Systems Technician.

If assigned stand-by duty you will be required to maintain telephone service at your home or a cellular phone at all times in the event you are called back to work. When you are assigned stand-by duty, you shall at all times of the day and night be available to receive telephone calls and/or receive mobile radio calls or a page and respond within a thirty (30) minute period.

Employees assigned stand-by duty shall receive an hourly rate in an amount established by the Board for all non-worked/non-paid hours while on call. Employees assigned stand-by duty on a holiday will receive stand-by pay on the non-worked 8 hours of holiday pay. (Presently)¹ \$2.00
7/1/04

Employees assigned stand-by duty shall abstain from the use of alcoholic beverages or other substances which may make it unsafe for him to respond to a call-back or impair his/her ability to perform his/her duties in an acceptable manner. If an employee's ability to perform his/her duties are impaired for any reason, he/she is to contact a replacement for the response.

I. WELDING DIFFERENTIAL PAY

The District requires part-time welding services during the construction and maintenance of its pipelines and appurtenances. The District has established an hourly differential amount to compensate the Employee for welding services. Upon meeting the criteria for differential pay employee will receive differential pay in the amount of \$4.00 per hour regular time and \$6.00 per hour overtime. Criteria for this hourly differential pay is; (1) Supervisor will determine when welding support from the employee is required; (2) Employee must maintain a "6G" Pipe Welding Certification or supervisor approved equivalent; (3) Minimum amount per day when welding is ½ hour; (4) District will reimburse employee up to \$200 for one-time certification fees; (5) Maximum of two (2) employees eligible for welding differential.

¹ Amended 5/25/04 by Resolution 926-04

J. DEMOTIONS

Demotions fall generally into one of two categories. One is when an employee requests a demotion because it is believed that better effectiveness and satisfaction will result in a less demanding job. Sometimes an employee requests transfer or demotion because of the desire to learn a new line of work or has personal reasons. The other is for disciplinary reasons.

17.4. EMPLOYEE PROGRAMS

A. FEDERAL SOCIAL SECURITY

The District is currently exempt from participation in the Federal Social Security Insurance Program, with the exception of the hospital insurance portion for employees hired after March 31, 1986 and the FICA for part-time, temporary and seasonal employees. For these employees, the District and the employee currently each contribute to FICA at the rate of 6.2% and 1.45% to Medicare tax. Employees hired after March 31, 1986 are subject to the hospital insurance portion of Social Security taxes, currently 1.45% of gross wages. The District is also subject to the employer portion of the hospital insurance tax.

B. EMPLOYEE PENSION PLAN

The District contracts with the California Public Employees' Retirement System (CalPERS) using the retirement formula of 3% @ 60 for classic members. Employees pay the full employee contribution effective July 1, 2016. Employees hired after January 1, 2013 who are new CalPERS members will be enrolled in the 2% @ 62 retirement formula in accordance with the Public Employees' Pension Reform Act of 2013 (PEPRA). The District does not participate in Social Security for full time employees.

C. WORKER'S COMPENSATION

The District provides workers' compensation coverage. This coverage protects you if you are injured or disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Compensation payments begin from the first day of your hospitalization or after the third day following the injury if you are not hospitalized. The cost of this coverage is completely paid for by the District. Accumulated sick or other leave benefits to the extent such benefits have been accumulated may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay.

If you are injured while working, you must immediately report such injuries to your supervisor, regardless of how minor the injury might be. If you claim sick leave benefits in case of on-the-job injury you must have a Doctor's Certificate of Release to return to work. Any portion of sick leave benefits paid by the District will be deducted from your accumulated sick leave account.

D. DEFERRED COMPENSATION

The District currently offers a Section 457 of the Internal Revenue Code Deferred Compensation Plan with Variable Annuity Life Insurance Company (VALIC) and CalPERS 457, on an individual voluntary basis. Employee is eligible to participate after six months of continuous employment.

E. HEALTH INSURANCE

The District currently provides, a medical insurance plan for all ~~regular full-time~~Full-Time employees and their eligible dependents beginning the first of the month following thirty (30) days of employment. The District's contribution for medical insurance is capped at the ACWA/JPIA CalCare HMO level. You are eligible to participate in the group health insurance program available through the District Group Plan in accordance with the terms and conditions of the plan. If you do not apply for the coverage when first eligible, evidence of insurability at your expense may be required before being covered. The District offers a choice of health plans as available under the ACWA/JPIA Health Plans. Employees may choose annually, during the open enrollment period, between a PPO, ABHP or an HMO plan that is offered in your area. The employee portion of the premiums will be deducted each pay period of each month effective January 1, 2016.

~~If you become ill or otherwise unable to work, but are still carried as a District employee, the District will continue to make payment for the premiums as defined under the District's Family Care and Medical Leave Policy (FMLA).~~

For employees that have dual health coverage and meet all the requirements, the District offers a Voluntary Health Coverage Opt-out incentive payment equal to 30% of the CalCare HMO plus 1 premium under the ACWA/JPIA plan. The opt-out incentive payment is adjusted on ~~July~~January 1st of each year. The ~~2016-17~~2021-incentive is ~~\$389-555~~ per month.

~~If your employment is terminated, currently continuation of coverage will be made available through the District and insurance carrier pursuant to legal requirements.~~

F. RETIREES' HEALTH BENEFITS PLAN¹

The District currently provides a Retirees' Health Benefits Plan for management employees, namely its General Manager, Finance & Administrative Services Manager, formally Finance Director and Operations Manager, formally Field Superintendent, Director of Operations & Maintenance & Engineering. Refer to plan for details. The defined benefit plan was closed in 2011 and replaced with a defined contribution plan. Effective July 1, 2016 the defined contribution plan was suspended. There are currently no management employees eligible for the defined contribution plan nor are there any management employees participating in the plan at this time.

¹-Adopted 5/17/00 Resolution 755-00

~~G.~~ DENTAL INSURANCE

~~The District currently provides a dental insurance plan for all regular full time employees and their eligible dependents on the first of the month following the completion of thirty (30) days employment with the District. Currently the District provides coverage, at no cost to you for you and your dependents.~~

~~Currently, if you leave the District, continuation of coverage will be made available through the District and insurance carrier pursuant to legal requirements.~~

A. DENTAL INSURANCE

The District currently provides a dental insurance plan for all Full-Time employees and their eligible dependents on the first of the month following the completion of thirty (30) days employment with the District. Currently the District provides coverage, at no cost to you for you and your dependents.

~~H.B.~~ VISION INSURANCE

The District currently provides a vision service plan for all ~~regular full time~~Full-Time employees and their eligible dependents on the first of the month following the completion of thirty (30) days employment with the District. Currently the District provides this coverage to you for you and your dependents.

~~Currently, if you leave the District, continuation of coverage will be made available through the District and insurance carrier pursuant to legal requirements.~~

~~I.C.~~ LIFE INSURANCE/ACCIDENTAL DEATH AND DISMEMBERMENT

Currently, coverage equal to two year's annual salary exclusive of over-time rounded to the nearest thousand dollars not to exceed \$200,000 is provided for all regular employees to the age of 70. This coverage is effective on the first of the month following thirty (30) days from the date of employment and adjusted annually thereafter. Currently, the District provides coverage at no cost to the employee.

~~Currently, if you leave the District, continuation of coverage will be made available through the District and insurance carrier pursuant to legal requirements.~~

J.D. UNEMPLOYMENT INSURANCE

Unemployment Insurance is provided by the District. To apply for benefits or to determine eligibility, you should contact your nearest Employment Development Department office.

K.E. STATE DISABILITY PROGRAM

~~California State Disability Insurance (“SDI”) is a partial wage-replacement insurance plan for California workers. The SDI program is State-mandated, and funded through employee payroll deductions. Disability insurance is payable when you cannot work because of illness or injury not caused by employment at the District or when you are entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the District office staff. See the General Manager for assistance in applying for SDI. Disability Insurance, administered by State of California coverage for Employment Development Department to help protect against wage loss because of a non-occupational illness or injury in which all accrued time has been exhausted. Employees pay for disability insurance coverage through payroll deduction at rates set by state.~~

L.F. SELF-IMPROVEMENT PROGRAM

If you pursue continuing education, part of the expenses incurred by you for this self-improvement may be reimbursed by the District after successful completion of the course with an acceptable grade, provided the Manager's approval is obtained prior to its start. A maximum of \$400.00 will be paid against your educational tuition per course. Plus any books required for the course to a maximum of \$1,000 per fiscal year for tuition and required books. Parking expenses incurred will also be reimbursed. Books, if paid for by District, become the property of the District. In general, reimbursement of tuition and books will be made when the self-improvement enhances your knowledge and/or job skills, enabling you to do your job better or prepare you for advancement within the District. The reimbursement for the self-improvement program does not include reimbursement for specialized certifications above and beyond those that are required as a condition of employment indicated in specific job descriptions. The District will only reimburse employees for certifications as required within the job description of their position.

M.G. UNIFORMS

It is the District's policy that field employees shall wear complete uniforms during regular working hours and while on duty. Employees are encouraged to appear neat in appearance, especially when dealing with the public. The Operations Manager is provided with uniform shirts.

- (1) The District will pay the total cost of uniform laundry service for those employees assigned to wear District uniforms.
- (2) Each employee assigned a uniform receives eleven (11) sets, and he/she is considered responsible for each uniform. If any uniforms are lost or intentionally damaged, the employee will be held responsible for all costs required to repair or replace the uniform(s).
- (3) Uniforms will be turned in at termination. ~~Any intentionally damaged or missing uniforms will be charged against the employee's final paycheck.~~
- (4) The District purchases one (1) uniform jacket for its field employees, which is laundered by the employee and is his/hers to keep at termination with the District. Uniform jackets will be replaced at the discretion of the Director of Operations, Maintenance & Engineering based on conditions and wear (under normal conditions, not more frequently than once every four years).

The District offers the option annually on/or before July 1 of each year for the field employees to wear pants as provided by the uniform company or to purchase and wear their own blue denim pants. If an employee elects to wear his or her own pants, the District will provide an annual pant reimbursement of \$169 per year payable on or after July 1 of each year. Employees hired after July 1 of any year, who elect to receive the pant reimbursement, will receive a prorated amount based upon the quarters remaining in the fiscal year. It is understood by all parties, that if the pant reimbursement is preferred, the employee is responsible to insure that their pants are in good condition, laundered and presentable as part of a District uniform.

NOTE: When an employee is off duty and engaged in afterhours activities, the uniforms assigned him/her shall not be worn.

N.H. VACATION

~~Regular full-time~~ Full-Time employees currently will accrue vacation from the date of employment. The amount of paid vacation is accrued at the following rate:

- (1) One (1) to five (5) years continuous employment, eight (8) hours per month (twelve (12) days per year).
- (2) After five (5) years of continuous employment, ~~(10)~~ ten (10) hours per month (15 days per year).
- (3) After ten (10) years of continuous employment, twelve (12) hours per month (18 days per year).

(4) After fifteen (15) years of continuous employment, ~~fourteen (14)-00~~ hours per month (21 days per year).

(5) After twenty-two (22) years of continuous employment, 14.67 hours per month plus .67 ~~hours-~~ per month for each year of continuous employment after 22 years.

Regular Part-Time employees will earn vacation from the date of employment. The following amount of paid vacation is earned at the following rate:

(1) One (1) to five (5) years continuous employment, a percentage of four (4) hours per pay period. (See formula below)

(2) After five (5) years of continuous employment, a percentage of five (5) hours per pay period. (See formula below)

(3) After ten (10) years of continuous employment, a percentage of six (6) hours per pay period. (See formula below)

(4) After fifteen (15) years of continuous employment, a percentage of seven (7) hours per pay period. (See formula below)

(5) After twenty-two (22) years of continuous employment, a percentage of seven and three quarters (7.34) per pay period. (See formula below)

Formula for calculating percentage for above accruals is as follows: Number of hours worked during a pay period divided by the number of work hours in the pay period, then multiplied by ~~x~~ the allotted hours set forth above for years of employment.

Example: Employee has been employed as a regular part-time employee for six years and has worked 24 hours during an 80 hour pay period:

$24 \text{ hours worked} \div 80 = 30\% \times 5 \text{ hours (the amount allotted after five years of employment)} = 1.5 \text{ hours vacation accrued this pay period.}$

Vacation benefits accruing to a regular employee will be prorated using the same formula above in the event the employee does not work the entire pay period because of termination, leave without pay or hire date. The proration will be based on the number of hours actually worked during the pay period in question. Authorized paid leave is considered time worked.

Vacation cannot be taken before it is earned; however, if you are leaving for a vacation period, upon request to the Accounting Department, a pay check may be issued for the accrued vacation days which will be expensed during the period that you will be on vacation. It is the intent of the District that vacations be taken each year since vacations are necessary for relaxation. Vacation time may be taken the first day following the completion of one (1) year of service, unless otherwise approved by the General Manager.

Under unusual circumstances the Manager may:

- (1) allow payment of salary or wages in lieu of earned vacation, but not more than one half of the annual vacation accrual per year;
- (2) allow accumulation of vacation time in excess of one hundred-fifty (150) percent of one years' eligibility for a set extended period of time.

Vacation time will not accrue in excess of one-hundred fifty percent of one (1) years' eligibility without written approval from the Manager as ~~allowed under (1) and/or (2) set forth~~ above. ~~An employee who is near reaching his one-hundred-fifty percent limit will be notified at least one (1) month prior to accrual of vacation ceasing.~~

You will be given due regard in selecting a convenient vacation period, provided it is not in conflict with the interests of the District as determined by a supervisor or the Manager.

In the event you are separated from your employment with the District, you shall receive payment for vacation time earned.

0.I. SICK LEAVE

Paid sick leave is a form of insurance or protection provided by the District to be granted in appropriate circumstances to promote the health of the individual employee and his or her family, as defined below.

A. Accrual

1. Full-Time and Regular Part-Time employees. Sick leave accrues at the rate of .0462 hours per hour worked, with the maximum number of sick days allowable set at 12 per year. Currently sick leave with pay shall be granted to you as a regular full-time employee at the rate of one (1) work day for each calendar month of service. Accrued sick leave may carry over from year to year. Unused sick leave may be accumulated. Absence for illness may only be charged to sick leave which has been accumulated. Sick leave shall be used only in cases of actual sickness, disability or medical appointments as determined by the Manager.

~~Effective July 1, 2015 all temporary, part-time and seasonal employees working 30 days or more within a calendar year will accrue one hour of sick leave for every 30 hours worked, in compliance with AB 1522—The Mandatory Sick Leave Act.~~

In order to receive your sick leave with pay, you shall notify your supervisor as soon as possible but no later than two hours after your normal starting time. A phone call, email or text message is acceptable providing you receive a

response back from your supervisor acknowledging your absence. If your supervisor is unavailable, you should contact any other available supervisor. If you become sick during the day, you must notify your supervisor.

~~A notification from a doctor that you are able to return to work may be required for any absences due to illness or injury of longer than three (3) days. If requested by the Manager you shall file a written statement regarding the cause of absence or a physician's Certification of Illness.~~

~~Regular Part-Time employees will accrue sick leave in proportion to the regular employee using the following formula:~~

~~Formula: The number of hours worked during a pay period divided by the total number of hours in that pay period time 4 hours (1 day per month) = number of hours accrued for sick leave during that pay period.~~

~~Example: An employee worked 24 hours during a pay period.~~

~~24 hours worked ÷ 80 hours in this particular pay period = 30% x 4 hrs. accrual rate = 1.2 hours earned sick leave for this pay period.~~

~~Sick leave benefits accruing to a regular employee will be prorated using the same formula above in the event the employee does not work the entire pay period because of termination, leave without pay or hire date. The proration will be based on the number of hours actually worked during the pay period in question. Authorized paid leave is considered time worked.~~

2. Part-time, seasonal and temporary employees. Effective July 1, 2015, all temporary, part-time and seasonal employees working 30 days or more shall accrue one hour of paid sick leave for every 30 hours worked, in compliance with AB 1522 – The Mandatory Sick Leave Act. Regular part-time, seasonal, and temporary employees may accrue a maximum of 48 hours of paid sick leave.

B. Use

1. Employees may use paid sick leave beginning on the 90th day of his or her employment.
2. Part-time, seasonal, and temporary employees are only permitted to use a maximum of 24 hours or 3 days, whichever is greater, of accrued paid sick leave per each year of employment.
3. An employee may use paid sick leave for his or her own diagnosis, care, or treatment of an existing health condition or preventative care. In addition, an employee may use his or her paid sick leave for the following:

- a. For the diagnosis, care or treatment of an existing health condition or preventative care for the employee's child (biological, adopted, non-biological), spouse, registered domestic partner, parent, grandparent, grandchild, or sibling.
- b. To obtain relief or service related to being a victim of domestic violence, sexual assault, or stalking, including, but not limited to, a temporary restraining order; a restraining order; injunctive relief to help ensure the health, safety or welfare of themselves or their children; seeking medical attention for injuries caused by domestic violence, sexual assault, or stalking; obtaining services from a domestic violence shelter, program, or rape center as a result of domestic violence, sexual assault, or stalking; obtaining psychological counseling related to an experience of domestic violence, sexual assault, or stalking; or participating in safety planning and taking other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

C. Administration

1. Minimum Charge. The minimum charge against accrued paid sick leave shall be fifteen (15) minutes or multiples thereof. Approved sick leave with pay shall be compensated at the employee's current rate of hourly pay, except as otherwise provided.
2. Investigation. In order to ensure that paid sick leave is utilized for approved purposes, the District may require medical verifications of illness of an employee or his or her kin, and supervisors or the Manager may investigate each request for sick leave in order to determine proper and fitting uses for such leave in compliance with the District's policies.
3. Notice of Sickness. In order to receive your sick leave with pay, you shall notify your supervisor as soon as possible but no later than one hour after your normal starting time. A phone call, email or text message is acceptable providing you receive a response back from your supervisor acknowledging your absence. If your supervisor is unavailable, you should contact any other available supervisor. If you become sick during the day, you must notify your supervisor.
4. Proof. A notification from a doctor that you are able to return to work may be required for any absences due to illness or injury of longer than three (3) days. If requested by the Manager, you shall file a written statement regarding the cause of absence or a physician's Certification of Illness.
5. Improper Use. Evidence substantiating any improper use of sick leave, use of such leave for anything other than a bona fide reason, or any violation of the rules herein shall be considered grounds for disciplinary action, up to and including termination.

6. Separation. Full-time employees who retire or resign, provide proper notice, and are in good standing, as determined by the Manager may receive pay at the employee's current rate of pay for any unused sick leave up to a maximum of 50% of the employees unused sick leave. In accordance with the District's CalPERS contract, the remaining 50% of a retirees sick leave is credited to the retirees CalPERS service credit.

~~Currently, if your employment is terminated, the District will pay you fifty (50%) of your accrued sick leave.~~

A.D. Part-time, Seasonal, and Temporary Employees. Part-time, Seasonal, and Temporary Employees who are re-hired within a year of their previous departure will have their accrued paid sick leave that was earned reinstated.

P.J. HOLIDAYS

The following 8-hour holidays are recognized for ~~regular full-time~~ Full-Time employees only:

New Year's Day	January 1
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Martin Luther King Day	Third Monday in January
Columbus Day	Second Monday in October
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas	December 25
Two Floating Holidays	To be selected by employee

On the first complete pay period in February and September, 8 holiday hours are added for each full-time employee. These "floating holiday hours" may be taken at a time convenient to you, subject to the advance approval of your supervisor.

If a holiday falls on Saturday, the preceding Friday will be observed. If any holiday falls on a Sunday, the following Monday will be observed.

Holiday pay is the equivalent of an employee's straight-time pay. Eligibility for holiday pay begins after completion of the introductory period. If non-management employees are required to work on official holidays, they will be paid at two (2) times regular pay for actual hours worked, in addition to the regular 8 hour holiday pay. Holiday pay will not be granted to an employee if he/she incurs an absence the day before or after an observed paid holiday that was not approved in advance by his/her supervisor. ~~You must have paid time immediately preceding a holiday to be eligible for the paid holiday.~~

Q.K. SEMINARS AND MEETINGS

The Board has determined it to be in the best interest of the District and its constituents to maintain memberships in affiliated national, state and local organizations. The Board has also determined that the most benefit from the various organizations can be obtained by appropriate exempt employees and elected officials attending seminars and meetings, which are sponsored from time to time for educational purposes.

The District shall pay reimbursement for reasonable expenses incurred for attendance at conferences, seminars and meetings authorized by the Board. Reasonable expenses shall include, but not be limited to: transportation, lodging, meals and incidental expenses. A travel advance

equal to the estimated expenditures chargeable to the District on the trip may be made if requested by the employee or Director making the trip. The amount of the advance shall be approved by the Manager.

District employees and Directors shall submit a detailed statement supported by vouchers and receipts of all expenditures chargeable by them to the District. The statement shall include the travel advance if any, and the net amount due from or to be refunded to the District. The statement shall be reviewed by the Manager and approved by the Board for payment.

~~R.L.~~ PHONE ALLOWANCE

Employees subject to call back and all emergency responders are eligible for a Cellular Telephone Allowance in accordance with the policy adopted. (Resolution #1313-10 – currently \$45/mo.)

~~S.M.~~ SAFETY BOOTS

Field employees are reimbursed upon presentation of a receipt up to a maximum of \$200 per fiscal year for safety boots and insoles. Any remaining credit in a fiscal year can be used for the purchase of a second pair of boots or replacement insoles during that fiscal year.

~~T.~~ SMOKING

~~In accordance with California State Law, all District buildings are considered non-smoking areas, including use of e-cigarettes. An ashtray and smoking area is provided by the front of the District office building.~~

~~U.N.~~ MEAL ALLOWANCE

Field employees will be paid a dinner meal allowance (currently \$5.00) if work time exceeds two (2) hours worked after 4:30. Meal allowance will be paid the following day from notation on time card from "Petty Cash".

~~V.O.~~ EMPLOYEE RECOGNITION PROGRAM

The Yuima Municipal Water District values its employees and recognizes them in a variety of ways for their personal commitment and contributions that support the District's mission, vision, and values. The District encourages all ~~staff employees~~ to acknowledge and celebrate the achievement of milestones and the successes of their co-workers.

The District provides an Employee Recognition Program to recognize, motivate, and reward accomplishments and contributions of its employees. The program is designed to encourage employees to:

- a. Strive for excellence in job performance
- b. Promote organizational values
- c. Suggest methods to increase productivity
- d. Demonstrate innovation and creativity in the workplace
- e. Improve the working environment and employee morale
- f. Recognize and reward accomplishments and service
- g. Manage sick leave.

Full program details can be found in the Employee Recognition Program document.

P. LACTATION ACCOMODATIONS

The District will provide a reasonable amount of break time to accommodate an employee who is a nursing mother desiring to express breast milk for her infant child. When a mother returns to work after her pregnancy disability leave and childbirth, she should meet with her Supervisor to establish a schedule for breaks that will allow her sufficient time to express milk in a private area or room of the District if she has decided to continue to breastfeed her infant child. If the employee needs a reasonable amount of additional time beyond the normal rest breaks and meal period for expressing milk, the additional break time that is provided would be without pay. The District may not be able to provide additional break time if doing so would seriously disrupt its operations.

The District will provide a suitable location, other than a bathroom or toilet stall, for an employee to express milk in private in close proximity to the employee's work area that is shielded from view and free from intrusion. This location may be an available private office, if applicable, if the office meets all the below requirements. The lactation location will: (1) be safe, clean, and free of toxic or hazardous materials; (2) contain a place to sit and a surface to place a breast pump and personal items; and (3) have access to electricity, or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. Employees must respect the privacy of any co-worker who may use a designated private area or room for lactation purposes.

Additionally, the District will provide employees with access to: (1) a refrigerator where employees can store breastmilk, or, if a refrigerator cannot be provided, with another cooling device suitable for storing milk (e.g., employer-provided cooler); and (2) a sink with running water, in close proximity to the employee's workspace. The employee should keep her breast milk in a glass or hard-sided plastic container or other appropriate storage bottle with well-fitting tops and a label that clearly indicates the contents and includes the employee's name.

Employees have a right to request lactation accommodations. To request a lactation accommodation, employees should contact their supervisor or the Manager.

If the District does not provide a lactation accommodation, or provides a lactation location that does not meet all the requirements outlined in this policy, the District will provide the employee with a written response that identifies the basis upon which the District has denied the request.

If an employee believes that the employee has been denied a lactation accommodation, or believes that the District has violated any applicable law relating to lactation accommodations, the employee must immediately bring the concern to the attention of the Manager. Employees may file a complaint with the Labor Commissioner for any violation of their lactation accommodation rights.

No employee will be retaliated against for exercising their right to lactation accommodations or for exercising any other right protected under applicable law.

18.5. LEAVES OF ABSENCE

A. BEREAVEMENT LEAVE

Leave for a death in your immediate family is available, (i.e., spouse, son or daughter (including step-children), parents (including step-parents), brother, sister, in-laws, grandparents, grandchildren) and may be granted by the Manager up to a maximum of three (3) days (24 hours) per occurrence. Additional time may be allowed for traveling, if approved by the Manager. All absence for Bereavement Leave in excess of the three (3) days, 24 hours, shall be taken as vacation time, sick leave time, or time without pay. The method of accounting for the time is at the option of the employee, but in no event shall exceed —5days.

B. JURY DUTY OR WITNESS LEAVE

The District encourages employees to serve on a jury or as a witness when called. Employees who have completed their introductory periods will receive full pay while serving up to five (5) days of jury duty. You should notify your supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. You may be requested to provide written verification from the court clerk of having served as a juror or witness. If work time remains after any day of jury selection or jury duty you must contact your Supervisor to find out if you will be expected to return to work for the remainder of your work schedule.

You may retain any mileage allowance or other fee paid by the court for jury services.

The District may request that an employee postpone jury duty if an absence would be detrimental to the District.

- ~~(1) Probationary employees are requested to postpone jury duty until their probationary period is over. The following points should be observed by all employees who receive notice of required service on a jury or notice to appear in court as a witness in a case that is not related to a personal matter. Employees must notify their supervisor and provide him/her with a jury duty summons notice.~~
- ~~(2) The full time employee will continue to receive his/her regular District paycheck for the duration of such service. As a public employee, a waiver should be signed to avoid payment (as it must be returned) when appearing for Jury Duty.~~
- ~~(3) Part time employees are not eligible for jury duty pay from the District.~~

- ~~(4) — Employees are required to use the time clock to provide a daily time log of jury duty time to their supervisor. Any employee excused for any part of a day must report back to his/her supervisor for the balance of the day.~~
- ~~(5) — An employee shall keep his/her supervisor advised daily of his/her jury duty status. Upon completion of service, the employee shall again advise his/her supervisor.~~

~~If an employee receives a notice to appear in court or to attend any other proceeding related to a personal matter, the employee will notify his/her supervisor and arrange to take leave time.~~

C. TIME OFF FOR VOTING

If an employee does not have sufficient time outside of working hours to vote in an official state election, the employee may take off enough working time, but no more than two (2) hours, to vote. Such time off shall be taken at the beginning or the end of the employee's regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days' notice.

An employee who is permitted such leave must present a voter's receipt upon return to work.

~~C.D.~~ MILITARY LEAVE

If you participate in military service or military reserve organizations, you shall be eligible for such benefits as may be established by applicable State or Federal laws or regulation.

~~D.E.~~ MEDICAL LEAVE OF ABSENCE WITHOUT PAY

The District may grant leaves of absence without pay to employees in certain circumstances in which it is not otherwise required by law. In order to be considered for a leave of absence under this section, the employee must have successfully completed the six-month introductory period.

Leave of absence without pay, and for reasons other than those for which other leaves of absence may be taken, shall be approved in advance and in writing by the employee's supervisor or the General Manager. Any employee requesting a leave of absence without pay pursuant to this section may be required to utilize all of his/her accrued vacation time, and sick leave, if appropriate, prior to the start of the leave without pay. It is important to clearly state the reason for requesting any leave in writing as far in advance as possible, to keep in touch with your

supervisor during your leave, and to give prompt notice if there is any change in your return date. If your leave expires and you have not contacted your supervisor, it will be assumed that you do not plan to return and that you have terminated your employment.

Upon return from a leave of absence under this section, the employee will be returned to employment status.

Time accumulated during the leave will not count as time worked for any purpose.

The District does not continue to pay premiums for health or group insurance coverage, or contribute towards employees' cafeteria plan, for employees on leaves of absence under this section. However, you may self-pay the premiums under the provisions of COBRA of 1985. The General Manager can give you additional information on this subject.

~~If you require leave due to a disability resulting from illness or other physical condition, including pregnancy, miscarriage and childbirth, you can file a request with the Manager. The District is very concerned about your health and well-being, and will make every attempt to fulfill your request. All accrued benefits including sick leave, vacation and holidays must be exhausted before medical leave without pay will considered.~~

~~Medical leave without pay is a maximum four (4) month period which you can use after sick leave and vacation have expired to preserve regular job status. Health insurance will be paid by the District during medical leave as defined under the Family Care and Medical Leave Policy (FMLA); Salary payment, service credit, and leave accrual do not accrue during medical leave or any other time when salary is not being received. The number of non-paid working days is added to the next review date and the service credit date for leave accrual. Regular employment status may be extended by the total accident leave for any disability resulting from a qualifying industrial accident being treated as worker's compensation claim.~~

~~The District will make every effort to reemploy persons who have been on inactive status. Reemployment will depend upon availability of a suitable vacant position for which the employee qualifies, their physical condition to perform the work and provided the Manager recommends reemployment. Employees rehired after a disability may use previous service for earning vacation.~~

E. LEAVE WITHOUT PAY

~~Leave without pay for other than medical reason may be granted by the Manager in writing for a period not to exceed twenty (20) work days. Leave without pay in excess of twenty (20) work days shall not be granted without Board approval. Approval will depend upon the District's needs. Salary payment, service credit, and leave accrual do not accrue during leave without pay when salary is not being received. The number of non-paid working days is added to the next review date and the service credit date for leave accrual.~~

F. PREGNANCY ~~DISABILITY~~ LEAVE (PDL)

Pregnancy, childbirth, or related medical conditions will be treated as any other disability, and an employee on leave will be eligible for temporary disability benefits in the same amount and degree as any other employee on leave.

Any female employee planning to take pregnancy disability leave should advise the General Manager as early as possible. The individual should make an appointment with the General Manager to discuss the following conditions:

- Employees who need to take pregnancy disability leave must inform the District when a leave is expected to begin and how long it will likely last. If the need for a leave or transfer is foreseeable, employees must provide notification at least 30 days before the pregnancy disability leave or transfer is to begin. Employees must consult with the General Manger regarding the scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the employee's health care provider.

If 30 days' advance notice is not possible, notice must be given as soon as practical.

- Upon request of an employee and recommendation of the employee's physician, the employee's work assignment may be changed if necessary to protect the health and safety of the employee and her child;
- Requests for transfers of job duties will be reasonably accommodated if the job and security rights of others are not breached;
- Temporary transfers due to health considerations will be granted when possible. However, the transferred employee will receive the pay that accompanies the job, as is the case with any other temporary transfer due to temporary health reasons;
- Pregnancy leave usually begins when ordered by the employee's physician. The employee must provide the District with a certification from a health care provider. The certification indicating disability should contain:
 - a. The date on which the employee became disabled due to pregnancy;
 - b. The probable duration of the period or periods of disability; and
 - c. A statement that, due to the disability, the employee is unable to perform one or more of the essential functions of her position without undue risk to herself, the successful completion of her pregnancy, or to other persons.
- Leave returns will be allowed only when the employee's physician sends a release;

- An employee will be required to use accrued sick time (if otherwise eligible to take the time) during a pregnancy disability leave. An employee will be allowed to use accrued vacation or personal time (if otherwise eligible to take the time) during a pregnancy disability leave; and
- Duration of the leave will be determined by the advice of the employee's physician, but employees disabled by pregnancy may take up to four months. The four months of leave includes any period of time for actual disability caused by the employee's pregnancy, childbirth, or related medical condition. This includes leave for severe morning sickness and for prenatal care.

Leave does not need to be taken in one continuous period of time and may be taken intermittently, as needed. Leave may be taken in increments of 4 hours.

If you take pregnancy disability leave and are eligible under the federal or state family and medical leave laws, the District will maintain group health insurance coverage for up to a maximum of 4 months (if such insurance was provided before the leave was taken) on the same terms as if you had continued to work. If you are on pregnancy disability leave and are not eligible for continued paid coverage, or if paid coverage ceases after 4 months, you may continue your group health insurance coverage through the District in conjunction with federal COBRA guidelines by making monthly payments to the District for the amount of the relevant premium.

If an employee takes a pregnancy disability leave of absence during the introductory period, her introductory period shall be extended the same length of time as the pregnancy leave. Any extensions of the introductory period which arise as a result of this policy shall not be perceived as casting aspersions on any employee, but rather as a way to more accurately monitor employee performance.

Upon expiration of the approved leave, the employee shall be reinstated to her former position or to a comparable one if the former position is abolished during the period of leave and the employee would otherwise not have been laid-off. The comparable position is one having similar terms of pay, location, job content and promotional opportunities. Failure to return to work after the authorized four month leave period causes the employee to have no reinstatement rights. Additionally, an employee who fails to return to work may be required to reimburse the District for the District's contribution for health benefits during the pregnancy disability leave.

Coordination with Family Leave Policy

Leave taken under the pregnancy disability policy runs concurrently with family and medical leave under federal law, but not family and medical leave under California Law. Employees may be entitled to take pregnancy disability leave in addition to any entitlement they might have to CFRA leave. Thus, an employee could take 4 months PDL for her disability and may be entitled to an additional 12 weeks of CFRA leave for the birth of her child.

Specific entitlements to leave and benefits during leave are usually dependent upon the circumstances of each employee. For specific information regarding pregnancy disability leave, FMLA, or CFRA, you should contact the personnel manager.

~~Any full or part time regular female employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request, be granted a pregnancy disability leave of absence (PDL) without pay not to exceed four (4) months (or 88 workdays for a full time employee or for employees who work less than five days per week, the number of working days that constitute four months is calculated on a pro rata or proportional basis) per pregnancy.~~

~~If you require a PDL, you must notify you supervisor as soon as possible. The written notice should specify the commencement date of the leave, the expected duration of the leave and be accompanied by a signed physician's statement.~~

~~Written extension request of PDL, not to exceed the four month limitation, must be received by the General Manager prior to the expiration of the approved leave or within three days of an absence. Employees who do not report for work at the end of an approved PDL will be considered to have voluntarily resigned. Employees returning from a PDL shall be required to provide a physician's statement that indicates that they are medically able to return to work.~~

~~For employees on PDL, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless granting such a leave would substantially undermine the District's ability to operate safely and efficiently. Employee on PDL will be credited with all service prior to the commencement of their disability, but not for the period of the disability.~~

~~The PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis. At your option, you can use any accrued sick leave, vacation or other accrued time off as a part of your pregnancy disability leave before taking the remainder of your leave as an unpaid leave.~~

~~Health insurance will be paid by the District during PDL leave, one (1) month for every year of service to a maximum of four (4) monthly premium payments equal to four (4) years of service. Thereafter, you are responsible to make premium payments in accordance with ACWA and COBRA entitlement requirements.~~

~~Any employee who is granted a PDL may utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.~~

~~An employee on Pregnancy Disability Leave may not accept employment with any other employer without the District's written permission. An employee who accepts such employment will be deemed to have resigned from employment at the District.~~

~~In addition to the four months pregnancy disability leave, an employee may also be eligible for up to twelve additional weeks of unpaid California Family Rights Act (CFRA) to bond with the child. If an employee opts and qualifies for CFRA leave in addition to Pregnancy Disability Leave, the total time she may take off is four months for Pregnancy Disability Leave, if eligible, and 12 weeks for CFRA bonding leave, if eligible.~~

G. FAMILY/~~CARE AND~~ MEDICAL LEAVE POLICY (FMLA)

To the extent not already provided for under current leave policies and provisions, the District will provide family and medical care leave for eligible employees as required by State and Federal law. The following provisions set forth certain of the rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (“FMLA”), and the regulations of the California Family Rights Act (“CFRA”). Unless otherwise provided by this article, “Leave” under this article shall mean leave pursuant to the FMLA and CFRA. Eligible employees may use any accrued leave for the purposes of FMLA leaves, or the time off for such leave may be taken as leave without pay.

Definitions

For the purposes of Leave taken pursuant to this section, the following definitions of terms shall apply:

- “12-Month Period” means a rolling 12-month period measured backward from the date an employee uses any FMLA leave.
- “Child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in the place of a parent, when the child is under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability.
- A child is “incapable of self care” if he/she requires active assistance or supervision to provide daily self-care in three or more of the activities of daily living or instrumental activities of daily living - such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.
- “Parent” means the biological, foster, or adoptive parent, a stepparent, or legal guardian of an employee or an individual who stands or stood *in loco parentis* (in place of a parent) to an employee when the employee was a child. This term does not include parents-in-law.
- “Spouse” means a husband or wife as defined or recognized under California State law for purposes of marriage.
- “Serious health condition” means an illness, injury impairment, or physical or mental condition that involves inpatient care 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 there from), or continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:
 - a. A period of incapacity (i.e., inability to work or perform other regular daily activities due to serious health condition of more than three consecutive calendar

days, and any subsequent treatment or period of incapacity relating to the same condition) that also involves:

- i) Treatment of two or more times by a health care provider, by a nurse or physician's assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or referral by, a health care provider; or
- ii) Treatment by a health care provider on at least one occasion which 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.

b. Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave.)

c. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

- i) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;
- ii) Continues over an extended period of time (including recurring episodes of a single underlying condition); and
- iii) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.

d. 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.

e. Any period of absence to receive multiple treatments (including any period of recovery there from) 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.

- "Health Care Provider" means:

- a. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;
- b. Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition.
- c. 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;
- d. Nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;
- e. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and
- f. 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.

Reasons for Leave

Leave is only permitted for the following reasons:

- The birth of a Child or to care for a newborn of an employee;
- The placement of a Child with an employee in connection with the adoption or foster care of a Child;
- Leave to care for a Child, Parent or a Spouse who has a serious health condition; or
- Leave because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his/her position.

Employees Eligible for Leave

An employee is eligible for leave if the employee:

- Has been employed for at least 12 months;
- Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave; and
- Is employed at a worksite where the District employs at least 50 employees within 75 miles of that worksite.

Amount of Leave

Eligible employees are entitled to a total of 12 workweeks of leave during any 12-Month Period.

If leave is requested for the birth, adoption or foster care placement of a Child of the employee, leave must be concluded within one year of the birth or placement of the Child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks' duration on any two occasions.

If leave is requested to care for a Child, Parent, Spouse or the employee him/herself with a Serious Health Condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.

When a husband and wife both employed by the District are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' Child (i.e., bonding leave). This limitation does not apply to any other type of leave under this policy.

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in a 12-Month Period. The 12-Month Period is measured forward from the date any employee's first Family and Medical Leave Act leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the Serious Health Condition of the employee's Child, Parent, or Spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the Health Care Provider of the person with the Serious Health Condition. The smallest increment of time that can be used for such leave is 30 minutes.

Under the California Family Rights Act, intermittent leave may also be taken for the birth, adoption, or foster care placement of a Child. The minimum duration of such intermittent leave is 2 weeks. However, the District is required to grant a request for CFRA leave of at least 1 day but less than 2 weeks' duration on any two occasions.

Employee Benefits While on Leave

An employee taking family/medical leave will be allowed to continue participating in any health and welfare benefit plans in which he or she was enrolled before the first day of the leave (for up to a maximum of 12 workweeks) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The District will continue to make the same premium contribution as if the employee had continued working. The continued participation health benefits begins on the date leave first begins under Family and Medical Leave Act (e.g., for pregnancy disability leaves) or under Family and Medical Leave Act/California Family Rights Act (e.g., for all other family care and medical leaves). In some instances, the

District may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on family/medical leave who are not eligible for continued paid coverage may continue their group health insurance coverage through the District in conjunction with federal COBRA guidelines by making monthly payments to the District for the amount of the applicable premium. Such COBRA payments are due on the same schedule as payments that are made under COBRA. Employees should contact their supervisors for further information.

Employees on Family and Medical Leave Act/California Family Rights Act leave will continue to accrue seniority during unpaid Family and Medical Leave Act/California Family Rights Act leave.

Employee Notice of Leave

Please contact the General Manager as soon as you realize the need for family/medical leave. If the Leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a Serious Health Condition of the employee or a family member, the employee must notify the District at least 30 days before leave is to begin or as soon as otherwise possible. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the District. Any such scheduling is subject to the approval of the health care provider of the employee or the health care providers of the employee's Child, Parent, or Spouse.

Certification by Health Care Provider

The District requires the employee to provide certification as explained in the following policy within 15 days of any request for Family and Medical Leave Act/California Family Rights Act leave, unless it is not practicable to do so. The District may require recertification from the health care provider if additional leave is required.

- If the leave is needed to care for a sick Child, Spouse, or Parent, the employee must provide a certification from the Health Care Provider stating:
 - a. Date of commencement of the Serious Health Condition;
 - b. Probable duration of the condition;
 - c. Estimated amount of time for care by the Health Care Provider; and
 - d. Confirmation that the Serious Health Condition warrants the participation of the employee.

- If an employee cites his or her own Serious Health Condition as a reason for a leave, the employee must provide a certification from the Health Care Provider stating:
 - a. Date of commencement of the Serious Health Condition;
 - b. Probable duration of the condition; and

- c. Inability of the employee to work at all or to perform any one or more of the essential functions of his or her position because of the Serious Health Condition.

Additional Requirements for Serious Health Condition

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own Serious Health Condition, the District may require, at its expense, a second opinion from a Health Care Provider that the District chooses. The Health Care Provider designated to provide a second opinion will not be one who is employed on a regular basis by the District.

If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third Health Care Provider designated or approved jointly by the employer and the employee. The opinion of the third Health Care Provider shall be considered final and binding on the District and the employee.

Mandatory use of Accrued Paid Leave Time Policy

Paid leave will be substituted for unpaid leave in the following circumstances:

- Accrued sick leave is required to be used during Family and Medical Leave Act/California Family Rights Act leave for the employee's own serious health condition, or, up to a limit of that which is accrued over six months, to attend to the illness of a child, parent, or spouse of the employee.
- Vacation and other accrued time (other than sick leave) is required to be used for any family/medical leave qualifying event.

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 FMLA/CFPA period. Specifically, an employee on FMLA/CFRA leave is not immune from layoff or other restructuring.

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 his/her readiness to return.

Employee's Obligation To Periodically Report On His/Her 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.

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 his/her 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 and setting forth any restrictions and/or reasonable

accommodations required. Failure to provide such certification will result in denial of reinstatement.

Reinstatement of “Key Employees”

The District may deny reinstatement to a “key” employee (i.e., an employee who is among the highest paid 10 percent of all employed by the District within 75 miles of the work site) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District and the employee is notified of the District’s intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.

STATEMENT OF POLICY

~~To the extent not already provided for under current leave policies and provisions, the Yuima Municipal Water District will provide family and medical care leave for eligible employees as required by state and federal law. The following provisions set forth certain rights and obligations with respect to such leave. Rights and obligations which are not specifically set forth below are set forth in the Department of Labor regulations implementing the Federal Family and Medical Leave Act of 1993 (“FMLA”), and the regulations of the California Family Rights Act (“CFRA”). Unless otherwise provided by this article, “Leave” under this article shall mean leave pursuant to the FMLA and CFRA.~~

DEFINITIONS

~~A. “12 Month Period” means a rolling 12 month period measured backward from the date leave is taken and continuous with each additional leave day taken.~~

~~B. “Child” means a child under 18 years of age, or 18 years of age and older who is incapable of self care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day to day responsibility for care and includes a biological, adopted, foster or step child.~~

~~A child is “incapable of self care” if he/she requires active assistance or supervision to provide daily self care in three or more of the activities of daily living or instrumental activities of daily living such as, caring for grooming and hygiene, bathing, dressing and eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, etc.~~

~~C. “Parent” means the biological parent of an employee or an individual who stands or stood in loco parentis (in place of a parent) to an employee when the employee was a child. This term does not include parents in law.~~

~~D. “Spouse” means a husband or wife as defined or recognized under California State law for purposes of marriage.~~

~~E. “Domestic Partner,” as defined by Family Code §§ 297 and 299.2, shall have the same meaning as “Spouse” for purposes of CFRA Leave.~~

~~F. “Serious health condition” means an illness, injury impairment, or physical or mental condition that involves:~~

~~1. Inpatient Care (i.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~~

~~2. Continuing treatment by a health care provider: A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:~~

~~a) A period of incapacity (i.e., inability to work, or perform other regular daily activities) due to serious health condition of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:~~

~~i) Treatment two or more times by a health care provider, by a nurse or physician’s assistant under direct supervision by a health care provider, or by a provider of health care services (e.g., a physical therapist) under orders of, or on referral by a health care provider; or~~

~~ii) Treatment by a health care provider on at least one occasion which 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.~~

~~b) Any period of incapacity due to pregnancy or for prenatal care. (This entitles the employee to FMLA leave, but not CFRA leave. Under California law, an employee disabled by pregnancy is entitled to pregnancy disability leave.)~~

~~c) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:~~

~~i) Requires periodic visits for treatment by a health care provider, or by a nurse or physician’s assistant under direct supervision of a health care provider;~~

~~ii) Continues over an extended period of time (including recurring episodes of a single underlying condition); and~~

~~iii) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.). Absences for such incapacity qualify for leave even if the absence lasts only one day.~~

~~d) A period of incapacity which 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.~~

~~e) 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.~~

~~G. "Health Care Provider" means:~~

- ~~1. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California;~~
- ~~2. Individuals duly licensed as a physician, surgeon, or osteopathic physician or surgeon in another state or jurisdiction, including another country, who directly treats or supervises treatment of a serious health condition;~~
- ~~3. 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;~~
- ~~4. Nurse practitioners and nurse midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law;~~
- ~~5. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts; and~~
- ~~6. 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.~~

REASONS FOR LEAVE

~~Leave is only permitted for the following reasons:~~

- ~~1. The birth of the employees child or to care for a newborn of an employee;~~
- ~~2. The placement of a child with an employee in connection with the adoption or foster care of a child;~~
- ~~3. Leave to care for the employees child, parent, spouse, grandparent, grandchild, sibling or parent-in-law or domestic partner who has a serious health condition; or~~
- ~~5. Leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.~~

~~EMPLOYEES ELIGIBLE FOR LEAVE~~

~~An employee is eligible for leave if the employee:~~

- ~~1. Has been employed for at least 12 months; and~~
- ~~2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.~~

~~AMOUNT OF LEAVE~~

~~Eligible employees are entitled to a total of 12 workweeks of leave during any 12-month period.~~

~~A. 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 year of the birth or placement of the child. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g., bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions.~~

~~— If leave is requested to care for a child, parent, spouse or the employee him/herself with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this policy must be complied with.~~

~~B. Spouses Both Employed By Yuima Municipal Water District~~

~~— In any case in which a husband and wife both employed by Yuima Municipal Water District are entitled to leave, the aggregate number of workweeks of leave to which both may be entitled may be limited to 12 workweeks during any 12-month period if leave is taken for the birth or placement for adoption or foster care of the employees' child (i.e., bonding leave). This limitation does not apply to any other type of leave under this policy.~~

~~EMPLOYEE BENEFITS WHILE ON LEAVE~~

~~Leave under this policy is unpaid. While on leave, employees will continue to be covered by Yuima Municipal Water District's group health insurance with the district paying the group health insurance premium to the same extent that coverage is provided while the employee is on the job. During the period of time that the employee has unpaid leave, the employee will be responsible for the premiums for non-health benefit plans such as dental, life and vision programs. Employee may continue coverage and make the appropriate contributions for continued coverage under the district's dental, vision and life insurance plans made available through the District and insurance carrier pursuant to legal requirements. Depending on the particular plan, ACWA will~~

~~inform employees whether the premiums should be paid to the carrier or to the District. Employee coverage on a particular plan may be dropped if an employee is more than 30 days late in making a premium payment.~~

~~However, employees will receive a notice at least 15 days before coverage is to cease, advising them that they will be dropped if their premium payment is not paid by a certain date. Employee contribution rates are subject to any change in rates that occurs while the employee is on leave.~~

~~If an employee fails to return to work after his/her leave entitlement has been exhausted or expires, Yuima Municipal Water District shall have 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 his/her family member which would entitle the employee to leave, or because of circumstances beyond the employee's control. Yuima Municipal Water District shall have the right to recover premiums through deduction from any sums due the District's (e.g. unpaid wages, vacation pay, etc.).~~

~~SUBSTITUTION OF PAID ACCRUED LEAVES~~

~~While on leave under this policy, as set forth herein, an employee may elect to concurrently use paid accrued leaves. Similarly, Yuima Municipal Water District may require an employee to concurrently use paid accrued leaves after requesting FMLA and/or CFRA leave, and, (where will permissible by law) will also require an employee to use family and medical care leave concurrently with a non FMLA/CFRA leave (such as Health Leave or Worker's Compensation Leave) which is FMLA/CFRA qualifying.~~

~~A. Employee's Right To Use Paid Accrued Leaves Concurrently With Family Leave~~

~~Where an employee has earned or accrued paid vacation, executive leave, or compensatory time, that paid leave may be substituted for all or part of any (otherwise) unpaid leave under this policy.~~

~~As for sick leave, an employee is entitled to use sick leave concurrently with leave under this policy if:~~

- ~~1. The leave is for the employee's own serious health condition; or~~
- ~~2. The leave is needed to care for a parent, spouse or child with a serious health condition, and would be permitted as sick leave under the District's sick leave policy.~~

~~B. Yuima Municipal Water District's Right To Require An Employee To Use Paid Leave When Using FMLA/CFRA Leave~~

~~Unless prohibited by law, employees must exhaust their accrued leaves concurrently with FMLA/CFRA leave to the same extent that employees have the right to use their accrued leaves concurrently with FMLA/CFRA leave, with three exceptions:~~

- ~~1. Employees are not required to use accrued compensatory time earned in lieu of overtime earned pursuant to the Fair Labor Standards Act; and~~
- ~~2. Employees will only be required to use sick leave concurrently with FMLA/CFRA leave if the leave is for the employee's own serious health condition.~~
- ~~3. Upon the exhaustion of sick leave for the care of employee's own serious health condition, employees will be required to use vacation concurrently with FMLA/CFRA leave, unless they have a properly executed exception request on file with the Finance Department at least 3 weeks prior to commencement of an FMLA/CFRA leave.~~

~~C. Yuima Municipal Water District's Right To Require An Employee To Exhaust FMLA/CFRA Leave Concurrently With Other Leaves~~

~~If an employee takes a leave of absence for any reason which is FMLA/CFRA qualifying, the District's may designate that non-FMLA/CFRA leave as running concurrently with the employee's 12-week FMLA/CFRA leave entitlement.~~

~~D. Yuima Municipal Water District's and Employee's Rights If An Employee Requests Accrued Leave Without Mentioning Either the FMLA or CFRA~~

~~If an employee requests to utilize accrued vacation leave or other accrued paid time off without reference to a FMLA/CFRA qualifying purpose, the District's may not ask the employee if the leave is for a FMLA/CFRA qualifying purpose. However, if the District's denies the employee's request and the employee provides information that the requested time off is for a FMLA/CFRA qualifying purpose, the District may inquire further into the reason for the absence. If the reason is FMLA/CFRA qualifying, the District's may require the employee to exhaust accrued leave as described above.~~

~~MEDICAL CERTIFICATION~~

~~Employees who request leave for their own serious health condition or to care for a child, parent or a spouse who has a serious health condition must provide written certification from the health care provider of the individual requiring care if requested by Yuima Municipal Water District.~~

~~If the leave is requested because of the employee's own serious health condition, the certification must include a statement that the employee is unable to work at all or is unable to perform the essential functions of his/her position.~~

~~A. Time To Provide A 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 to the District's within the time frame requested by the District's (which must allow at least 15 calendar days after the employer's request), unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts.~~

~~B. Consequences For Failure To Provide An Adequate Or Timely 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's may delay the taking of FMLA/CFRA leave until the required certification is provided.~~

~~C. Recertification~~

~~If Yuima Municipal Water District has reason to doubt the validity of a certification, 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 recertification.~~

~~D. Intermittent Leave Or Leave On A Reduced Leave Schedule~~

~~If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. "Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.~~

EMPLOYEE NOTICE OF LEAVE

~~Although Yuima Municipal Water District recognizes that emergencies arise which may require employees to request immediate leave, employees are required to give as much notice as possible of their need for leave. If leave is foreseeable, at least 30 days' notice is required. In addition, if an employee knows that he/she will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a child or to take care of a newborn), the employee shall inform his/her supervisor as soon as possible that such leave will be needed. Such notice may be orally given. If the District determines that an employee's notice is inadequate or the employee knew about the requested leave in advance of the request, the District may delay the granting of the leave until it can, in its discretion; adequately cover the position with a substitute.~~

REINSTATEMENT UPON RETURN FROM LEAVE

~~A. Right To Reinstatement~~

~~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 has been continuously employed during the FMLA/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 District's the employee will be reinstated within two business days, where feasible, after the employee notifies the employer of his/her readiness to return.~~

~~B. Employee's Obligation to Periodically Report On His/hers 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.~~

~~C. 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 his/her 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 may result in denial of reinstatement.~~

~~D. Reinstatement of "Key Employees"~~

~~Yuima Municipal Water District may deny reinstatement to a "key" employee (i.e., an employee who is among the highest paid 10 percent of all employed by the District within 75 miles of the work site) if such denial is necessary to prevent substantial and grievous economic injury to the operations of the District, and the employee is notified of the District's intent to deny reinstatement on such basis at the time the employer determines that such injury would occur.~~

REQUIRED FORMS

Employees must fill out the following applicable forms in connection with leave under this policy:

- ~~1. "Request For Family or Medical Leave Form" prepared by the District to be eligible for leave. NOTE: EMPLOYEES WILL RECEIVE A DISTRICT RESPONSE TO THEIR REQUEST WHICH WILL SET FORTH CERTAIN CONDITIONS OF THE LEAVE;~~
- ~~2. Medical certification either for the employee's own serious health condition or for the serious health condition of a child, parent, spouse or domestic partner;~~

~~3. Authorization for payroll deductions for benefit plan coverage continuation; and~~

~~4. Fitness for duty to return from leave form.~~

H. CALIFORNIA NEW PARENT LEAVE ACT

New Parent Leave Act (NPLA). The function of this policy is to provide employees with a general description of their NPLA rights. In the event of any conflict between this policy and applicable law, employees will be afforded all rights as required by law.

Eligibility.

To be eligible to take NPLA Leave, employees must meet all of the following conditions:

- Have worked at least 12 months for the District;
- Have worked at least 1,250 hours for the District over the preceding 12 months;
- Work at a location in California that employs at least 20 but not more than 49 employees at that location or within 75 miles of that location; and
- Request leave to bond with a new child within one year of the child's birth, adoption, or foster care placement.

Pay During NPLA Leave

NPLA Leave is unpaid except to the extent the employee qualifies for paid leave benefits through a state-provided program or District-provided program. Employees may substitute accrued vacation or sick time for unpaid NPLA Leave.

Interaction With FMLA/CFRA Leave

Except as stated in this policy, the provisions set forth in the FMLA and CFRA policies also apply to NPLA Leave, whichever is most generous to the employee.

I. CHILD-RELATED ACTIVITIES LEAVE

Employees are encouraged to participate in the child-related activities of their child(ren). The absence is subject to all of the following conditions:

- Parents, guardians, stepparents, foster parents, grandparents, or a person who stands in loco parentis of one or more children in kindergarten or grades one (1) to twelve (12) or at a licensed child care provider may take time off for the following child-related activities: to enroll or reenroll a child in a school or with a licensed child care provider, to participate in the activities of the school or licensed child care provider, and to address a child care provider or school emergency if the employee gives notice to the employer.
- A child care provider or school emergency means that an employee's child cannot remain in a school or with a child care provider because: the school or child care provider has requested that the child be picked up, or has an attendance policy, excluding holidays, that

prohibits the child from attending or requires the child to be picked up; behavioral or discipline problems; closure or unexpected unavailability of the school or child care provider, excluding holidays; or a natural disaster.

- The time off for child-related activity participation cannot exceed eight (8) hours in any calendar month, or a total of 40 hours each school year.
- Employees planning to take time off for a child related activity must provide as much advance notice as possible to their supervisor.
- If both parents are employed by the District, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by his or her supervisor.
- Employees must use vacation or personal leave in order to receive compensation for participating in child-related activities.
- Employees who do not have paid time off available will take the time off without pay.
- Employees must provide their supervisor with documentation from the school or child care provider verifying that the employee participated in a child-related activity on the day of the absence for that purpose.

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert his or her supervisor as soon as possible before leaving work. In accordance with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

J. LEAVE RELATED TO DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND VICTIMS OF CRIME

The District will provide unpaid time off to an employee who has been the victim of domestic violence, or whose child has been a victim of domestic violence, to obtain any relief to help ensure the health, safety, or welfare of the domestic violence victim.

The District will also provide unpaid time off to an employee who has been the victim of sexual assault or whose child has been a victim of sexual assault for taking time off work to obtain any relief to help ensure the health, safety, or welfare of the sexual assault victim.

The District will also provide unpaid time off to an employee who has been the victim of domestic violence or sexual assault or whose child has been a victim of domestic violence or sexual assault to seek medical attention for injuries caused by domestic violence or sexual assault, to obtain services from a domestic violence shelter, program, or rape crisis center as a result of domestic violence or sexual assault, to participate in safety planning and take other actions to increase safety from future domestic violence or sexual assault, including temporary or permanent relocation, or to obtain psychological counseling related to an experience of domestic violence or sexual assault.

The District will also permit an employee who is a victim, the immediate family member of a victim, the registered domestic partner of a victim, or the child of a registered domestic partner of a victim, of a serious or violent felony to be absent to attend judicial proceedings related to the crime.

The District requires reasonable advance notice of the leave when feasible. If time off is taken due to an emergency, the employee must, within 15 days of the absence, provide the District with certification of the need for the leave such as a police report, court order, or documentation from a healthcare provider, domestic violence advocate, or counselor, or in the case of victim of serious or violent felonies and their relatives, a copy of the notice of each scheduled proceeding that is provided to the crime victim unless advance notice is not feasible.

The District will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

An employee taking leave under this provision may use vacation, sick, or any other compensatory time off that is otherwise available to him or her, unless otherwise prohibited.

K. WORKING WHILE ON LEAVE

Any employee who accepts gainful employment while on leave terminates their employment with the District, unless such employment is approved by the General Manager in writing prior to such employment. Authorization to engage in such employment while on leave may be revoked by the District at any time.

~~19. DISTRICT RIGHTS~~

~~A. DISTRICT RIGHTS~~

~~The District retains, solely and exclusively, the prerogative to change, modify or rescind all employment conditions.~~

~~B. SPECIFIC DISTRICT RIGHTS RESERVED~~

~~The sole and exclusive rights of management shall include, but not be limited to, the following:~~

- ~~(1) The right to determine the existence or non-existence of facts which are the basis for a management decision.~~
- ~~(2) The right to determine the nature, manner, and extent of services to be provided to the public, methods of financing, and types of equipment to be used.~~

- ~~(3) The right to establish, continue, discontinue, or modify policies, practices, or procedures.~~
- ~~(4) The right to determine, and to re-determine from time to time the number, location, relocation and types of its operations and the methods, processes and materials to be employed: including the right to introduce new or improved methods or facilities, to discontinue processes or operations, or to determine the number of hours per day or per week operations shall be carried on and the schedules of work thereof.~~
- ~~(5) The right to select, determine and schedule the number and types of employees required.~~
- ~~(6) The right to assign work to such employee in accordance with requirements determined by management.~~
- ~~(7) The right to establish and change work schedules and assignments.~~
- ~~(8) The right to transfer, reclassify, promote, or demote employees; or to lay off, terminate, or otherwise relieve employees from duty; to determine the facts of lack of work.~~
- ~~(9) The right to make and enforce safety rules and work rules for the maintenance of discipline.~~
- ~~(10) The district shall reserve all other prerogatives and responsibilities normally inherent in management, provided the same are not contrary to any ordinance in force and effect.~~

~~20. EMPLOYER EMPLOYEE RELATIONS~~

~~A. Employees Relations Officer~~

~~The Board designates the Manager as the District's Employee Relations Officer to meet and confer with the employees to freely exchange information and opinions for proposals on salary and benefits for Board consideration prior to the adoption of the fiscal year budget for the ensuing year.~~

~~B. Closed Sessions~~

~~Pursuant to Section 54957.6 of the Government Code, the Board may hold closed sessions with the Manager, prior to and during consultation and discussions regarding the salaries, salary schedules or compensation paid in the form of fringe benefits to employees in order to review the Board's position and to instruct the Manager.~~

21.6. DEFENSE OF PUBLIC EMPLOYEES

Pursuant to the Government Code, Section 995 - Authority to provide for defense of civil action or proceeding, except as otherwise provided in Section 995.2, upon request of an employee or former employee, the District shall provide for the defense of any civil action or proceeding brought against the employee, in the employee's official or individual capacity or both, on account of an act or omission in the scope of employment as an employee of the District. A cross-action, counterclaim or cross-complaint against an employee or former employee shall be deemed to be a civil action or proceeding brought against the employee.

7. OPERATIONAL CONSIDERATIONS AND STANDARDS OF CONDUCT

22.A. COMMUNICATION

The Board is determined that you will be kept informed regarding District actions. Employee ~~Manual~~Handbook updates shall be released with information from time to time stating policies, practices or general information for the employees. Communication, to be effective, must be a two-way flow. The Board seeks feedback from you for consideration in its philosophies. The bulletin board behind the accountant desk shall be a central informational point. Communication bridges uncertainty with explanation and justification. Due to the District's size however, employees should feel free to ask questions of the Manager at any time or request conference time.

23.B. CODE PROHIBITED OF CONDUCT

~~In order that the rights and safety of all employees and efficient operation of the District are protected, employee activities are governed by reasonable rules of conduct.~~ The following acts are illustrative, and not exhaustive, of acts which are grounds for disciplinary action and/or termination of employment with the District.

- ~~1.~~ ~~1.~~ Failure to follow a lawful direction of a superior.
- ~~2.~~ ~~2.~~ Stealing or willfully destroying or damaging any property of the District, its customers, visitors or personnel.
- ~~3.~~ ~~3.~~ Disobedience or insubordination to superiors.
- ~~4.~~ ~~4.~~ Disorderly, immoral, indecent or criminal conduct on or off job.
- ~~5.~~ ~~5.~~ Use of alcoholic beverages and/or other impairing substances on the job, or being in a condition from prior such use which makes it unsafe or impairs the ability to perform duties in an acceptable manner.
- ~~6.~~ ~~6.~~ Fighting with fellow employees (being an aggressor or aggravator).
- ~~7.~~ ~~7.~~ Entering time on another employee's time card, or requesting another person to enter time on your time card.
- ~~8.~~ ~~8.~~ Entering time in or out at times other than those authorized.
- ~~9.~~ ~~9.~~ Discussing personal problems with customers.
- ~~10.~~ ~~10.~~ Soliciting or accepting tips or gifts for District services.
- ~~11.~~ ~~11.~~ Disclosing anything of a personal nature concerning a customer or employee unless the specific work duties require the giving or exchanging of such information.
- ~~12.~~ ~~12.~~ Violation of Federal, State or local laws.
- ~~13.~~ ~~13.~~ Attempt to intimidate or coerce other employees.
- ~~14.~~ ~~14.~~ Failing to exercise proper custodial responsibility of District keys or property.
- ~~15.~~ ~~15.~~ Permitting another person to use keys to enter District property without proper authorization.
- ~~16.~~ ~~16.~~ Unauthorized possession of firearms or other weapons on District property or while on duty.
- ~~17.~~ ~~17.~~ Willful or careless disregard of, or inattention to, working directions and instructions; refusal to comply with or violations of rules, safety or fire regulations, or sanitary rules and regulations.
- ~~18.~~ ~~18.~~ Absence of two (2) consecutive working days without notifying the supervisor or Manager.
- ~~19.~~ ~~19.~~ Excessive or unjustified absences or tardiness or failure to inform your supervisor prior to the time you are due to report, by telephone or other means, that you are unable to report for work.
- ~~20.~~ ~~20.~~ Failure to notify your supervisor if you leave your job or premises during working hours.
- ~~21.~~ ~~21.~~ Smoking in unauthorized areas.
- ~~22.~~ ~~22.~~ Consuming food or beverage at unauthorized times or in unauthorized areas.
- ~~23.~~ ~~23.~~ Selling tickets or chances on pools or raffles, or gambling on District premises.
- ~~24.~~ ~~24.~~ Unauthorized posting of notices or literature on District premises.
- ~~25.~~ ~~25.~~ Soliciting, collecting funds, and/or circulating literature of any nature on District property during working hours without the approval of the Manager.

26. 26.—Performing personal work on District time.
27. 27.—Using the District business phone for personal matters.
28. 28.—Taking more than the specified time for meals or rest periods.
29. 29.—Unauthorized attendance or participating in meetings or gatherings during working hours.
30. 30.—Discourteous conduct, abusive treatment, inappropriate language or sexual harassment toward any customer, visitor, guest, employee or superior.
31. 31.—Inefficiency, inability, or negligence in the performance of assigned duties.
32. 32.—Altering, falsifying or making a willful misstatement of facts on any District record or chart, job or work record, actual time worked on the time card, employment application or any other District record, chart or report.
33. 33.—Misrepresenting reasons when applying for a leave of absence or for other time off work.
34. 34.—Failure, without justification, to return to work on time from an authorized leave of absence or vacation.
35. 35.—Failure to withdraw from, or to report, outside activities or interests which conflict with, detract from, or adversely affect the interest of the District.
36. 36.—Repeated improper or unauthorized parking.
37. 37.—Unacceptable personal grooming.
38. 38.—Sleeping on the job, intentional slowdown of work, intentional disruption of the work force or loafing during working hours.
39. 39.—Failure to promptly report injury or illness.
40. 40.—Scheduling off-duty time or vacation without the express consent of the appropriate supervisor.
41. 41.—Conduct undermining authority or disruptive of District functions or detrimental to close working relationships among employees.
42. 42.—Conduct prejudicial to the good reputation of the District.
43. 43.—Working unauthorized overtime during non-emergency periods.
44. Engaging in political activity while in uniform or on duty.

This statement of prohibited conduct is not intended to alter or conflict with the District's policy of AT-WILL employment. Furthermore, the decision of the District to employ any disciplinary action less severe than termination does not waive the District's AT-WILL policy. Either you or the District remain free to terminate the employment relationship at any time, with or without reason or advance notice.

C. DRUG AND ALCOHOL ABUSE

The District is concerned about the use of alcohol, illegal drugs or Controlled Substances or abuse of prescription drugs as it affects the workplace. Use of these substances whether on or off the job can adversely affect an employee's work performance, efficiency, safety and health and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitutes a potential danger to the welfare and safety of the public as well as other employees and exposes the District to the risks of property loss or damage, or injury to other persons. While on paid duty time or on District property, including District vehicles or while

operating District equipment, employees shall not consume, possess, be under the influence of, sell, purchase, transfer, distribute or provide for free any Controlled Substances.

Furthermore, the use of prescription drugs and/or over-the-counter drugs also may affect an employee's job performance and thereby endanger the public, and seriously impair the employee's value to the District. The use of prescription drugs, that would not alter an employee's work performance is acceptable, if prescribed in writing by a qualified physician. Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or may affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work. In the event there is a question regarding an employee's ability to perform assigned duties safely and effectively while using such drugs, a written clearance from a qualified physician shall be required before the employee is allowed to resume the employee's regular duties.

The following rules and standards of conduct apply to all employees either on District property, including vehicles, or during the workday (including meals and rest periods). Behavior that violates District policy includes:

- The unlawful manufacture, distribution, dispensing, possession, or consumption of any Controlled Substance on the job, in the District workplace (including District vehicles) or while subject to duty.
- Reporting to work or being subject to duty while his/her ability to perform job duties is impaired due to on or off-duty alcohol or drug use.
- Driving an District vehicle while under the influence of a Controlled Substance, or a legally prescribed medication carrying a warning label that the medication may cause drowsiness or other impairment of motor skills.
- Distribution, sale or purchase of an illegal or Controlled Substance while on the job.

Violation of the above rules and standards of conduct will not be tolerated and may subject an employee to discipline, up to and including termination. An employee who is convicted under a criminal drug statute for a violation occurring in the workplace or during any District-related activity or event will be deemed to have violated this policy. The District also may bring the matter to the attention of appropriate law enforcement authorities.

Inspections and Testing to Administer and Enforce Policy

In order to enforce the policies, set forth in this section, The District reserves the right to inspect employees, as well as any District articles and property in their possession, to detect inappropriate materials. All District lockers, desks, cabinets, vehicles, computer files and electronic communications are the property of the Distrit and are subject to search without the employee's consent by District management at any time, with or without notice. Refusal to cooperate with a search may result in a disciplinary action, up to and including termination.

In addition, the District also reserves the right to require that an existing employee undergo testing if the District determines that reasonable suspicion exists to believe that the employee is under the

influence of any illegal drug or Controlled Substance, as defined in this Handbook, or has abused a prescription or over-the-counter medication. Reasonable suspicion shall, whenever possible, be evaluated based on personal observations by a member of management who is familiar with the employee's normal behavior. Information that is obtained from a reliable person with personal knowledge of the employee may also be utilized in appropriate circumstances.

An employee's conviction on a charge of illegal sale or possession of any Controlled Substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess Controlled Substances off the District's premises in order to keep the Controlled Substances themselves off the premises.

The District will encourage and assist employees with chemical dependencies (alcohol or drug) to seek treatment and/or rehabilitation. The District is not obligated, however, to continue to employ any person whose job performance is impaired because of drug or alcohol use. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described above. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency. In accordance with state and federal law, the District will make every effort to provide reasonable accommodation to any employee who chooses to voluntarily participate in a rehabilitation program.

D. ATTENDANCE

As an employee of the District, you are expected to be regular in attendance. Any absence causes problems for the public, your fellow employees and your supervisor. When you are absent, your assigned work must be performed by others.

Employees are expected to report to work as scheduled, on time, fit and prepared to start work. Employees also are expected to remain at work for their entire work schedule, except for meal periods or when required to leave on authorized District business. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

If you are unable to report for work on any particular day, you must call your supervisor at least one hour before the time you are scheduled to begin working for that day. If you call less than one hour before your scheduled time to begin work, you may be subject to discipline up to and including termination. In all cases of absence, employees must provide their supervisor with an honest reason or explanation. Employees also must inform their supervisors of the expected duration of any absence. Absent extenuating circumstances, you must call in on any day you are scheduled to work and will not report to work. Falsification of sickness is grounds for discipline up to and including termination.

Absenteeism (whether excused or not) will be recorded. Excessive absenteeism may be grounds for discipline up to and including termination of employment. Each situation of excessive absenteeism shall be evaluated on a case-by-case basis. However, even one unexcused absence may be considered excessive, depending on the circumstances.

If you fail to report for work without any notification to your supervisor and your absence continues for a period of three days, the District will consider that you have voluntarily terminated your employment.

E. PUNCTUALITY

As an employee of the District, you are expected to be punctual. Any tardiness causes problems for the public, your fellow employees and your supervisor. In all cases of tardiness, employees must provide their supervisor with an honest reason or explanation. All tardiness will be recorded. Excessive tardiness may be grounds for discipline up to and including termination of employment. Each situation of excessive tardiness shall be evaluated on a case-by-case basis. However, even one tardy may be considered excessive, depending on the circumstances.

24.F. DISCIPLINE AND INVOLUNTARY TERMINATIONSARY PROCEDURES

Violation of District policies and rules may warrant disciplinary action. The disciplinary system is not formal and the District may, in its sole discretion, utilize whatever form of discipline is deemed appropriate under the circumstances, without going through progressive discipline, up to, and including, termination of employment. Forms of discipline may include, without limitation, verbal counseling, written counseling or reprimands, suspension from duty, transfer, or termination. The District reserves the right to place any employee on paid administrative leave with full benefits while investigating any potential violation of these rules. Paid administrative leave is not disciplinary in nature. The District's policy of discipline in no way limits or alters the AT-WILL employment relationship. All the District-owned property (vehicles, keys, uniforms, identification badges, other the District-issued equipment, etc.) must be returned immediately upon termination of employment.

TYPES OF DISCIPLINARY PROCEDURE

(a) Disciplinary procedure include, but are not limited to, the following:

- ~~1.1.1 Oral reprimand~~
 - ~~1.1.2 Written reprimand~~
 - ~~1.1.3 Suspension from duty without pay up to and including a maximum period of loss of two (2) weeks' pay.~~
 - ~~1.1.4 Reduction of pay~~
 - ~~1.1.5 Demotion~~
 - ~~1.1.6 Termination for cause. A person terminated for cause is not entitled to severance pay.~~
- ~~2. Supervisors may issue oral or written reprimands. All other forms of disciplinary action are reserved for decision by the Manager.~~
 - ~~3. Disciplinary action normally is based upon, but not limited to, violations of the Code of Conduct.~~
 - ~~4. To the extent practicable, supervisors will resort to counseling and guidance of employees prior to resorting to disciplinary action.~~
 - ~~5. Oral reprimand and written reprimand are subject to review under grievance procedures.~~
 - ~~6. Suspension from duty without pay, reduction in pay and demotion imposed by written notice to the employee stating the reason(s) are subject to review under procedures for reconsideration by the Manager (Termination Procedure, Paragraph 2 through 5). The Manager's decision on reconsideration is final.~~
 - ~~7. Disciplinary termination is imposed by written notice to the employee stating the reason(s) and is subject to review under Termination Procedures.~~

G. EMPLOYEE REFERENCES

All requests for references must be directed to the General Manager. No other manager, supervisor or employee is authorized to provide references for current or former employees. The District's policy as to references for employees who are no longer employed by the District is to disclose only the dates of employment and the title of the last position held. If you authorize disclosure in writing, the District will also inform the prospective employers of the amount of salary or wage you earned.

25.8. GRIEVANCE PROCEDURES

A. PURPOSE

Through the formal grievance procedure, employees are provided a means by which a complaint, decision or problem is formally reviewed, and an answer or decision may be given at progressively higher management levels. **GRIEVANCE PROCEDURES DO NOT APPLY TO TERMINATION OF AN EMPLOYEE OR DISCIPLINARY ACTION IMPOSED BY THE MANAGER.**

B. ELIGIBILITY

All regular employees who have been employed at least one (1) year are eligible to use the formal grievance procedure.

C. PROCEDURE

1. The formal grievance procedure is designed not to replace but to supplement the routine methods of responding and settling employee problems and grievances. If these routine methods fail to resolve an issue, the formal grievance procedure gives the employee access to higher authorities than the immediate supervisor.
2. No supervisor shall directly or indirectly discourage the use of the formal grievance procedure by employees.
3. When warranted by unusual circumstances (illness, extended absences, etc.), the Manager may extend the time limits indicated in the formal grievance procedure.
4. Content of the Written Grievance
 - a. A statement of the District's policy, rules or practices involved.
 - b. A statement of the facts and events involved in the matter.
 - c. An explanation of how the employee has been adversely affected.
 - d. A statement of the corrective action requested and the reason the action is appropriate.
5. The employee may elect to have a representative for assistance in presenting the grievance.

D. STEPS IN THE FORMAL GRIEVANCE PROCEDURE

1. Step No. 1

The employee shall present the request for an adjustment of the grievance to his/her immediate supervisor within five (5) working days of the day on which the grievance arises or becomes known to the employee. The supervisor shall reply within seven (7) working days of the grievance by the employee and shall tell the employee the reason for the decision.

In this step, the supervisor shall give the employee a full opportunity to explain his or her grievance and will promptly review all aspects of it. The supervisor will make all efforts to give a prompt answer; but if more information is necessary, or if the grievance involves a matter beyond the supervisor's authority, the supervisor will insure that the problem is brought to the attention of the authority who has the responsibility to make such a decision.

It is the responsibility of the Supervisor to insure that the employee is aware of the right to proceed to Step No. 2 if the employee is not satisfied by the decision in Step No. 1.

2. Step No. 2

If the employee is not satisfied with the supervisor's reply in Step No. 1 and chooses to proceed to Step No. 2, the employee must present the written grievance to the Manager within five (5) working days of the preceding decision. The Manager will review the previous decisions concerning the grievance. A written response will be made by the Manager within ten (10) working days of the presentation of grievance. A decision of the Manager is final.

26. TERMINATION

PROCEDURES

Except in an emergency, the following Procedure will be followed:

A. TERMINATION

1. The employee will be provided a written notice of the fact and effective date of termination.
2. If the General Manager deems it appropriate, the reasons for the termination may be stated in the termination notice.
3. Except for disciplinary (for cause) termination, employees, at the discretion of the Manager, may be provided severance pay as follows:

<u>DURATION OF SERVICE</u>		<u>AMOUNT OF SEVERANCE PAY</u>
Duration probationary period	-	None
Through five (5) years of service	-	Up to two (2) weeks
Over five (5) years of service	-	Up to one (1) month

4. Acceptance of severance pay is a waiver of the right to request reconsideration of the termination.

B.E. EMPLOYEES REQUEST FOR RECONSIDERATION

1. An employee, other than a probationary employee may request that the Manager reconsider the decision to terminate the employee.
2. The request for reconsideration must be submitted in writing within fourteen (14) days after the notice of termination has been mailed to the employee or personally delivered to the employee. If the request is not received within this period of time, the opportunity to request reconsideration will be waived.
3. A request for reconsideration must be in writing and must contain the following information:
 - a. The reason that reconsideration is requested.

- b. A summary of the factual information supporting the reasons for requesting reconsideration.
- c. If the request for reconsideration is to be supported by statements of other persons, the written statement of those persons must be included in the request, together with any documents to be considered.
- d. The Manager may, as a matter of discretion, determine that a hearing will facilitate his/her decision on reconsideration and may require a hearing.
- e. In the event the Manager determines, in his/her sole discretion, that a hearing is appropriate, he/she shall establish the time and place of the hearing and notify the employee concerned.

C.F. CONDUCT OF THE HEARING

1. Unless the Manager determines otherwise, the hearing will be conducted in closed session.
2. The Manager shall conduct the hearing.
3. The employee shall be entitled to have representation to assist the employee in the presentation of his case; the Manager may designate a person to present the District's position with respect to termination.
4. The employee shall have the burden of proving that the initial decision to terminate the employee should be reversed and the employee should be retained by the District.
5. The hearing shall be conducted in an informal manner; the Manager shall make appropriate ruling with respect to procedure and the admission of evidence or information for consideration. The District and the employee shall have the right to produce evidence, to produce witnesses, and cross-examine witnesses who are presented by the opposing party.
6. The hearing may be recorded and transcribed.
7. The costs incurred for Court Reporter's services and the preparation of the record initially shall be borne by the District. In the event the employee desires a copy of the transcript from the Court Reporter, the cost shall be borne by the employee.

D.G. WAIVER OF RECONSIDERATION

A failure to request reconsideration in the manner set forth in paragraph two (2) above, acceptance of severance pay (in the case of a non-disciplinary termination), or failure of the employee to

appear at the time and place or hearing shall be deemed a waiver by the employee of reconsideration by the Manager and acceptance of the termination.

E.H. NOTICE OF DECISION

The Manager shall notify the employee of his/her decision. The notice shall be in writing, dated, and shall inform the employee whether the employee is retained or terminated.

27.I. VEHICLE USAGE

~~A.~~ *District Vehicles*

~~1.~~ *Authorized Use Only:*

District vehicles are to be used only for these authorized purposes: District business, work related seminars, training and meetings, lunch and other work breaks within a reasonable distance from the work location, transportation while on call, including personal use by the on call employee so as to provide better response time (only District employees shall use or be transported in the vehicle), personal use by the Manager, and such other uses related to District business as may be authorized by the Manager from time to time. To the extent provided by law, the value of the use of a District vehicle shall be determined, added to gross wages¹ and subject to withholding.

~~2.~~ *Operations:*

District vehicles shall only be operated in a safe, lawful and responsible manner. The following shall be observed:

- a. Operators must have a valid California driver's license or equivalent to legally operate the class of vehicle(s) you operate in your employment.
- b. Only authorized personnel may operate a District vehicle. No hitchhikers are allowed and no one may ride on the outside of any vehicle.
- c. Each vehicle operator is responsible to see that a basic safety check is completed prior to leaving the yard with a vehicle. This shall include brakes, lights, tires, wipers, gauges, protective equipment, mirrors and any other items contained on a vehicular checklist issued for the vehicle. If the vehicle does not pass, it cannot leave the yard until the conditions are corrected.
- d. Operators are responsible for safe backing of vehicles. This includes investigation of visibility and space availability before backing. When visibility is limited, it is recommended that the operator obtain the assistance of someone to stand near the left rear of the vehicle and signal the operator for safe maneuvering.
- e. Each operator and all passengers shall wear seat belts and shoulder harnesses.
- f. Operators are responsible for any traffic citations other than equipment violations. All citations are to be reported to the Manager.

~~B.~~ *Personal Vehicles*

If you use your personal vehicle for District business, it must be authorized by the Manager or their designee. You must have a valid California driver's license or equivalent to legally operate the class of vehicle you will be driving. You must provide current proof of personal automobile liability coverage that meets California's minimum requirements for the vehicle driven to conduct District business. If you use a personal vehicle to conduct District business, you shall be reimbursed the standard mileage rate as determined by the IRS, upon pre-authorization and presentation of your mileage record together with a brief description and date of the function or activity for which your vehicle was used for district business. Said reimbursement shall be considered an accountable reimbursement. This amount could change without notice. Personal vehicles shall only be used for District business when District vehicles are not practicably available for use.

Any flat monthly auto allowance shall be considered a non-accountable plan and shall be reported on the employees W-2 in accordance with the rules and regulations of the IRS.

The owners of vehicles that are being used on District business will furnish the District with evidence of suitable vehicle insurance. A copy of such evidence will be kept on file.

DMV Employee Pull Notice/Automobile Insurance And The Use Of Personal Vehicles On District Business Policy

ACWA/JPIA Risk Management guidelines require member Districts to obtain documentation from all employees who drive or may be called upon to drive their personal vehicles on District business hold a valid driver's license. Also required is documentation that individuals who use their own vehicles maintain current primary automobile coverage on that vehicle. This requirement applies to all individuals, including those that may only drive their own vehicle occasionally on business, in the event of an emergency or whether driving their vehicle is a requirement of their employment. This policy also covers those individuals who may park or store their vehicles within District property (secured areas, parking lots, remote sites, etc.)

Additionally, ACWA/JPIA guidelines requires Districts to enroll employees that are required to hold a valid driver's license as a condition of employment to be enrolled in Department of Motor Vehicles Employee Pull Notice Program. This includes whether driving a District owned vehicle or a privately owned vehicle on District business.

DMV Employee Pull Notice Program

The **DMV Employee Pull Notice Program** ("DMV-EPN Program") allows District to monitor the driver license records of employees who drive on behalf of District. The EPN Program generates a driver record 1) upon enrollment in EPN program, 2) from the date of enrollment on an annual basis or 12 months from the last action/activity printout, and/or 3) whenever a driver has any of the following actions/activities added to his/her driver record:

1. Convictions,
2. Failures to appear,
3. Accidents,
4. Driver license suspensions or revocations or,
5. Any other actions taken against the driving privilege.

Driving Standards as a Condition of Employment

Drivers on District business will have no more than four (4) driving record points for moving violations (speeding, failure to stop, etc.), no major violations in the previous three (3) years (reckless driving, etc.), or must not have been convicted of any alcohol-related or drug-related driving offense during the past three (3) years. These provisions apply even if the driving which result in acquiring the violation points was not in the course of employment.

Please be aware that should your driving record change and a major violation (i.e., driving with a suspended license, driving while intoxicated, reckless driving, etc.) occurs you may be classified as an unacceptable driver and may not be allowed to drive on District business. If driving is a job requirement, you must immediately inform your supervisor, the Finance & Administrative Services Manager, and the General Manager. Failure to report a moving violation in your motor vehicle record may result in disciplinary action, up to and including termination of your employment.

Out of State Driver Record

-If another state reports action/activity to California on out-of-state licensed drivers or California licensed drivers, it will be stored on the driver record and reported to the District.

Required Documentation

All employees must present the documentation listed below:

- A valid California driver's license or equivalent to legally operate the class of vehicle(s) they operate in their employment.
- Proof of personal automobile liability coverage that meets California's minimum requirements. If not accessible, the individual will have 3 business days to provide such proof.

During the hiring process, all potential new employees who operate a vehicle in their employment will be required to present a valid State license and an acceptable Motor Vehicle Record (MVR) prior to employment.

Additionally, any individual driving a vehicle designed, used, or maintained for commercial purposes must possess a class A or B driver's license with any required endorsement, and will be subject to random drug testing in accordance with the Omnibus Transportation Act of 1991 and must comply with additional State and Federal DOT regulations.

Automobile Insurance

You must carry liability insurance on your personal automobile used for any District business at least in the minimum amounts required by California State law. If you are involved in an accident while on District business in your personal vehicle, your own personal automobile insurance will be primary in the event of a loss. ACWA/JPIA's insurance coverage is only applicable if the liability exceeds your personal liability insurance coverage. It is suggested you also carry automobile physical damage- comprehension and collision insurance sufficient to cover the reasonable value of the vehicle, less a standard deductible. ACWA/JPIA's insurance does not cover loss or damage to your vehicle, nor your deductible.

Driver Requirements/Use of Personal Vehicles While on District Business

- You must have a valid driver's license in your possession in accordance with California State law.
- You must be covered by liability insurance for at least the minimum amount prescribed by State law for the vehicle you are driving on district business. You must have a current vehicle registration and proof of insurance in the vehicle at all times while driving. Vehicle Code Section 16020 (effective July 1, 1985) requires all motorists to carry in the vehicle evidence of financial responsibility in effect for the vehicle.
- Vehicle should be adequate for the work performed and must be in safe mechanical condition as required by law.
- Vehicle must be equipped with safety belts in good operating condition and all persons in the vehicle must be required to wear them.
- If you are in an accident while on District business, you must complete a Vehicle Accident Report and report the accident within 24 hours to the District.

Mileage will be reimbursed at the rate established by the IRS (~~\$.51/mile for 2011~~). This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, tags, insurance, and depreciation. Therefore, actual expenses for those items will not be reimbursed when your personal vehicle is used for business.

To be reimbursed for the use of your personal vehicle for business, employees must complete a pre-approval mileage reimbursement form (form 320) listing on the report:

- Date and purpose of the trip
- Locations traveled to and from
- Mileage

~~1. — IMPORTANT~~

All District employees are required to sign the "Driver Certification for Business Use of Vehicle(s) Policy" in order to meet the requirements of the District policies. We will continue to ask you to provide us with updated information on an annual basis and appreciate your cooperation in doing so. If you currently do not own a car or drive your own car, please inform the District. Please be aware that driving your own personal vehicle on District business without meeting the requirements as stated above is considered a violation of District policy and may be grounds for disciplinary action, up to and including termination of your employment.

ACKNOWLEDGEMENT

~~I hereby certify that, whenever I drive a District-owned vehicle or a privately owned vehicle on District business:~~

- ~~1. — I will have a valid driver's license in my possession in accordance with California State law,~~
- ~~2. — The vehicle will be covered by liability insurance for at least the minimum amount prescribed by California law. I will have a current vehicle registration and proof of insurance in the vehicle at all times while driving, as required by Vehicle Code Section 16020.~~
- ~~3. — The vehicle will be equipped with safety belts in good operating condition and all passengers will be required to wear them,~~
- ~~4. — The vehicle will be appropriate for the work performed, and~~

5. ~~To the best of my knowledge, the vehicle will be in safe mechanical condition as required by law.~~
 6. ~~All accidents will be reported within 24 hours to the District.~~

~~I understand that permission to drive a vehicle on District business is a privilege, which may be suspended or revoked at any time, and that driving a personal vehicle on District business without meeting the requirements as stated above is considered a violation of District policy and may be grounds for disciplinary action, up to and including termination of employment.~~

Employee Signature:	Date:
Print Name / Employee ID:	Date of Birth:
Supervisor: _____	District: _____
Driver License Received: Yes <input type="checkbox"/> No <input type="checkbox"/> ; Proof of Insurance Received: Yes <input type="checkbox"/> No <input type="checkbox"/> ; DMV Report Received: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Verified by: _____ Date: _____	Verified by: _____ Date: _____

J. EMPLOYER PROPERTY

Storage units, lockers, desks, vehicles, uniforms, keys and ID cards are District property and must be maintained according to District rules and regulations. They must be kept clean and tidy and are to be used only for work-related purposes. The District reserves the right to inspect all District property to insure compliance with its rules and regulations, without notice to the employee and at any time, not necessarily in the employee's presence.

No personal locks may be used on District-provided lockers unless the employee furnishes a copy of the key or the combination to the lock to District management. Unauthorized use of a personal lock by an employee may result in a loss of the privilege to use a District locker. District shall not be responsible for lost or stolen personal property as the result of an employee's use of an District-provided locker.

Prior authorization must be obtained before District property may be removed from the premises.

For security reasons, employees should not leave personal belongings of value in the workplace. Personal items are subject to inspection and search, with or without notice, with or without the employee's prior consent.

Terminated employees should remove any personal items at the time they leave the District. Personal items left in the workplace are subject to disposal if not claimed at the time of an employee's termination.

K. USE OF DISTRICT TECHNOLOGY

The District provides computers, internet access, telephones, electronic mail, voicemail, and other electronic communication devices to some employees to assist them in performing their jobs. Each employee is required to use these resources in a productive and respectful manner and for business purposes only. Failure to do so may result in discipline up to and including termination.

Electronic communication and media may not be used in any manner that would be discriminatory, harassing, or obscene, or for any other purpose that is illegal, against District policy, or not in the best interest of the District.

The District voice mail and/or electronic mail (e-mail) are to be used for business purposes only. The District reserves the right to monitor voice mail message and e-mail messages to ensure compliance with this rule, without notice to the employee and at any time, not necessarily in the employee's presence.

The District may periodically need to assign and/or change "passwords" and personal codes for voice mail, e-mail, computers, etc. These communication technologies and related storage media and databases are to be used only for District business and they remain the property of the District. The District reserves the right to keep a record of all passwords and codes used and/or may be able to override any such password system.

Employees who misuse electronic communications and engage in defamation, copyright or trademark infringement, misappropriation of trade secrets, discrimination, harassment, or related actions will be subject to discipline and/or immediate termination.

Employees may not install personal software on District computer systems.

All electronic information created by any employee using any means of electronic communication is the property of the District and remains the property of the District. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the District's ownership of the electronic information.

The District will override all personal passwords if necessary for any reason.

The District reserves the right to access and review electronic files, messages, e-mail, voice mail and other digital archives, and to monitor the use of electronic communications and internet usage as necessary to ensure that no misuse or violation of District policy or any law occurs. The District reserves the right to restrict or terminate an employee's use of the internet due to misuse or abuse by the employee. Employees should understand that they have no right of privacy with respect to any messages, data, or information that is sent, received, or stored on the District's electronic, voicemail, or computer systems. Under some circumstances, communications sent via email or text messaging may be subject to disclosure under the Public Records Act or Freedom of Information Act, or in cooperation with law enforcement, or as a result of litigation. If disclosure of email messages (or other data files) should be required (despite the designation of any communication as "private" or "confidential"), the District shall not be liable for any such disclosure. In short, the District's information system does not provide any guarantee of personal privacy protection, and employees should use the system with this in mind.

Employees are not permitted to access the electronic communications of other employees or third parties unless directed to do so by District management.

No employee may install or use anonymous e-mail transmission programs or encryption of e-mail communications, except as specifically authorized by the General Manager.

Employees who use devices on which information may be received and/or stored, including but not limited to cell phones, cordless phones, portable computers, fax machines, and voice mail communications are required to use these methods in strict compliance with the trade secrets and confidential communication policy established by the District. Except for such uses, these communication tools should not be used for communicating confidential or sensitive information or any trade secrets.

Any information about the District, its products or services, or other types of information that will appear in the electronic media about the District must be approved by the General Manager before the information is placed on an electronic information resource that is accessible to others.

Questions about access to electronic communications or issues relating to security should be addressed to the General Manager.

L. CONFIDENTIALITY

Each employee is responsible for safeguarding confidential information obtained in connection with his or her employment. In the course of your work, you may have access to confidential information regarding the District, its suppliers, its customers or perhaps even fellow employees. It is your responsibility to not reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a "need-to-know" basis and must be authorized by your supervisor. Any breach of this policy will not be tolerated and legal action may be taken by the District.

M. REPORTING ACCIDENTS OR INCIDENTS

For purposes of this section, the term "accident" shall mean any injury or damage to person or property. The term "incident" shall mean any unusual occurrence on or about the job site to which the employee has knowledge.

Every employee shall make a written report for each accident or incident occurring during their shift and such written report shall be made at the scene of the incident, accident or at the immediate completion of the employee's shift, at the option of the employee's supervisor. In any case, no matter how minor, accidents or incidents shall be orally reported immediately to the employee's supervisor. Failure to report accidents or incidents can result in a violation of legal requirements, and can lead to difficulties in processing insurance and benefit claims. Failing to report an accident or incident may result in disciplinary action up to and including termination.

N. HEALTH AND SAFETY PUBLIC RELATIONS

The District is committed to the safety of its employees and property. Every employee is responsible for his/her own safety as well as the safety of others in the workplace, and all employees are obligated to be aware of, and comply with, all applicable safety rules and policies. To achieve our goal of maintaining a safe workplace, everyone must be safety conscious at all times. Employees must immediately report any unsafe or hazardous condition directly to their Supervisor. The District asks you to cooperate in helping to promote safety and to prevent accidents by observing the following common-sense rules:

- Learn the District's posted fire rules, the location of fire alarm boxes, and your own duties in case of fire.
- Promptly report all unsafe or potentially hazardous conditions, such as the following, to your Supervisor:
 - a. Wet or slippery floors,
 - b. Equipment left in halls or walkways,
 - c. Exposed wiring,

d. Careless handling of equipment,

e. Defective equipment.

- Help to avoid all accidents by eliminating fire hazards.
- Always be on the alert for safety hazards.
- Do not operate electrical equipment in wet conditions

In compliance with California law, and to promote its commitment to safety in the workplace, the District maintains an Injury and Illness Prevention Program, which is managed by the General Manager. The Injury and Illness Prevention Program is available for review by employees and/or employee representatives. In compliance with Proposition 65, the District will inform employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

All employees are required to comply with the District's safety and health policies and practices. This includes employees at every level and in all positions within the District. Performance evaluations take into consideration all aspects of an employee's performance, including the employee's compliance with safety standards. In addition, violations of safety standards or conduct that shows either a disregard for safety concerns or negligent or reckless conduct may result in disciplinary action up to and including termination. In this regard, it should be remembered that the employment relationship is at the mutual consent of the employee and the District and can be terminated at will, at any time, either by the employee or by the District.

O. WORKPLACE VIOLENCE

The District recognizes that workplace violence is a growing concern among employers and employees across the country. The District is, therefore, committed to providing a safe, violence-free workplace. In this regard, the District strictly prohibits employees, consultants, guests, visitors, or anyone else on the District premises or engaging in a the District-related activity from behaving in a violent or threatening manner. Moreover, as a part of this policy, the District seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

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

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive or violent behavior, such as intimidation of or attempts to instill fear in others;

- Other behavior that suggests a propensity toward violence, which can include belligerent speech, sabotage, or threats of sabotage of the District property, or a demonstrated pattern of refusal to follow the District policies and procedures;
- Defacing District property or causing physical damage to its facilities and/or vehicles;
or
- With the exception of security personnel and as otherwise allowed in this Handbook, bringing Weapons of any kind on the District premises, in the District parking lots, or while conducting the District business.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, guest, consultant, visitor, or anyone else, he or she should notify any Supervisor or manager immediately. Further, employees should notify their Supervisors or managers if any restraining order is in effect, or if a potentially violent non work-related situation exists that could result in violence in the workplace.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and of the investigation but may need to disclose results in appropriate circumstances, for example, in order to protect individual safety. The District will not tolerate retaliation against any employee who reports workplace violence. The District may take action under California Code of Civil Procedure Section 527.8 to obtain a temporary restraining order or injunction against any person who threatens workplace violence against an employee.

If the District determines that workplace violence has occurred, the District will take appropriate corrective action and will impose discipline on offending employees. The appropriate discipline will depend on the particular facts, but may include written or oral warnings, probation, reassignment of responsibilities, suspension, or termination. If the violent behavior is that of a non-employee, the District will take appropriate corrective action in an attempt to ensure that such behavior is not repeated. Under certain circumstances, the District may forego disciplinary action on the condition that the employee takes a medical leave of absence. In addition, the District may request that the employee participate in counseling or training, either voluntarily or as a condition of continued employment.

P. PHYSICAL EXAMINATIONS

To the extent permitted by law, the District reserves the right to require an employee to submit to a fitness for duty physical examination if the District believes or suspects that the employee may not be able to perform the essential duties of the job without risk of harm to him/herself or others. The examining physician may be selected by the District and the cost of such examinations shall be paid by the District. Any employee, when required by the District to be relieved from duty for the purpose of taking a physical examination, shall be paid for time lost in taking such physical examination.

As a condition of continued employment with the District, any physical examination must reveal the physical and mental fitness of the employee involved to perform their duties with or without accommodation.

Q. PERSONAL SAFETY

No employee, other than those required by their position, shall bring a Weapon (exclusive of personal defense chemical spray) of any type to a District facility, including parking lots and public streets outside or immediately adjacent to a District building, or place in a District vehicle or equipment. Violation of this “zero tolerance” policy will lead to discipline, up to and including termination. An employee may bring a personal defense chemical spray to a District facility, including parking lots and public streets outside or immediately adjacent to a District building, or place in a District vehicle or equipment if approved by his or her Supervisor after (1) having demonstrated a legitimate need for such spray and (2) having obtained any necessary certification for the same.

R. ERGONOMICS

The District encourages and continuously strives to maintain a safe and healthful workplace by furnishing equipment which is necessary to enable employees to carry out assigned duties in a safe and healthful manner. The District is subject to Cal/OSHA ergonomics standards for minimizing workplace repetitive motion injuries. The District will make necessary adjustments to reduce exposure to ergonomic hazards through modifications to equipment and processes and employee training. The District encourages safe and proper work procedures and requires all employees to follow safety laws, rules, instructions and guidelines and shall use all safety equipment specified for the work they are performing.

The District believes that reduction of ergonomic risk is instrumental in maintaining an environment of personal safety and well-being, and is essential to our business. We intend to provide appropriate resources to create a risk-free environment.

If you have any questions about ergonomics, please contact the General Manager.

S. SMOKING POLICIES

The District is committed to a healthy and safe working environment. Accordingly, smoking is prohibited in all District facilities and vehicles, including remote facilities utilized by the District, with the exception of those areas specifically designated by the District as a smoking area.

T. TELEPHONES CALLS AND CELLULAR DEVICES

Employees are requested to keep all personal phone calls and text messages to a minimum. Friends and relatives should be discouraged from calling or sending texted messages during working hours unless there is an emergency. Under no circumstances should an employee make or charge a long-distance phone call to the District unless it is work-related and approved in advance by the employee’s supervisor. Employees should make every effort to keep any necessary, personal phone calls to less than three minutes in duration.

No District employee shall use any cellular device or smartphone while operating any District vehicle. This includes, but is not limited to, sending or reading text messages. Employees who violate this policy are subject to immediate termination.

U. HOUSEKEEPING

All employees are expected to keep their work areas clean and organized. People using common areas such as lunch rooms, locker rooms, and restrooms are expected to keep them sanitary. Please clean up after meals and dispose of trash properly.

V. CONDUCTING PERSONAL BUSINESS

Employees are to conduct only District business while at work. Employees may not conduct personal business or business for another employer or organization during their scheduled working hours or while on District premises..

28.W. PUBLIC RELATIONS

You shall not make news release comments unless specifically directed by the Manager. Normally, you should refer individuals seeking information about the District to the appropriate staff member or the General Manager. This is to centralize information sources to minimize confusion to the public.

29.X. PUBLICLY OWNED PERSONAL PROPERTY

You shall not accept any gift of any nature from any contractor and/or vendor who is in the process of furnishing labor, service, supplies, or materials to the District pursuant to either oral or written agreement.

You shall not remove from any real property under the control of the District or salvage any surplus equipment or materials without the express consent of the Manager. This prohibition does not apply to items considered as trash and/or junk which is directed by the District to be disposed of by proper disposal in any trash or dump site and which is in fact deposited in such site.

You shall not remove from any ~~real~~ property controlled by the District without express authority. Any salvage and/or surplus materials belonging to the District shall not be sold, traded, conveyed, bartered, assigned, transferred, or disposed of in any manner without the express consent of the Manager.

Any personal property deemed by the District to be salvaged and/or surplus property shall be disposed of by the District in accordance with its duly adopted ordinances or resolutions pursuant to statutory law governing Municipal Water Districts.

Please be reminded that all personal property belonging to the District is public property held in trust by the public entity for the benefit of taxpayers, and any unauthorized sale or other wrongful disposal thereof is in violation of the law.

30.—JOB DESCRIPTIONS

~~What is a job description and why do we have it?~~

~~It is the District's basic aim to hire and keep good people.—One tool that helps our District's management and supervisors select and keep good people is the job description.—It is nothing more than a description of the different kinds of work being done by people in the organization.—It does not limit the tasks that any employee may be assigned to perform from time to time to meet the needs of the District.~~

~~Job Classifications and general qualifications and general qualifications are established for all authorized positions with salary schedules.—The number of positions with the District shall be set forth by the Board of Directors.—The Board may increase or decrease the complement as set forth in the budget.—The organizational Chart and all job descriptions are attached as Exhibit "C".~~

EXHIBITS

<u>DESCRIPTIONS</u>	<u>EXHIBIT NUMBER</u>
<u>APPLICATION FOR EMPLOYMENT</u>	<u>A (6 pages)</u>
<u>APPLICANT RELEASE AND AUTHORIZATION</u>	<u>A.1 (1 page)</u>
<u>EMPLOYEE PROGRESS APPRAISAL FORM AND RESULT OF APPRAISAL</u>	<u>B (19 pages)</u>
<u>JOB DESCRIPTIONS</u>	<u>C (42 pages)</u>
<u>PAY RANGE SCHEDULE</u>	<u>D (1 page)</u>
<u>OATH OF OFFICE</u>	<u>E (1 page)</u>

31. EXHIBIT "A" Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non job related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT) _____ Date of Application _____

Position(s) Applied For _____

Referral Source: Advertisement Friend Relative Walk In
 Employment Agency Other _____

Name _____
_____ LAST _____ FIRST _____ MIDDLE

Address _____
_____ NUMBER _____ STREET _____ CITY _____ STATE _____ ZIP CODE

Telephone (____) _____ Social Security Number _____|____|_____

If employed and you are under 18,
can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give date _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed
in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status
will be required upon employment.)

On what date would you be available for work? _____

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

AN EQUAL OPPORTUNITY EMPLOYER

Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, handicap or other protected status.

1	Employer _____ Telephone _____ _____ (____)	Dates Employed From _____ To _____	Work Performed
	Address		
	Job Title	Hourly Rate/Salary Starting _____ Final _____	
	Supervisor		
	Reason for Leaving		
2	Employer _____ Telephone _____ _____ (____)	Dates Employed From _____ To _____	Work Performed
	Address		
	Job Title	Hourly Rate/Salary Starting _____ Final _____	
	Supervisor		
	Reason for Leaving		
3	Employer _____ Telephone _____ _____ (____)	Dates Employed From _____ To _____	Work Performed
	Address		
	Job Title	Hourly Rate/Salary Starting _____ Final _____	
	Supervisor		
	Reason for Leaving		
4	Employer _____ Telephone _____ _____ (____)	Dates Employed From _____ To _____	Work Performed
	Address		
	Job Title	Hourly Rate/Salary Starting _____ Final _____	
	Supervisor		
	Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience.

Education

	Elementary	High	College/University	Graduate/ Professional
School Name				
Years Completed/Degree	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course Of Study:				
Describe Specialized Training, Apprenticeship, Skills and Extra-Curricular Activities				

Honors Received: ~~State any additional information you feel may be helpful to us in considering your application.~~

Applicant's Statement

- ~~I certify that answers given herein are true and complete to the best of my knowledge.~~
- ~~I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.~~
- ~~This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.~~
- ~~The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.~~
- ~~In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.~~

Signature of Applicant

Date

For Personnel Department Use Only

Arrange Interview • Yes • No

Remarks _____

INTERVIEWER _____ DATE _____

Employed • Yes • No _____ Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

NAME AND TITLE

DATE

~~FOR PERSONNEL DEPARTMENT USE ONLY~~

~~Position(s) Applied For Is Open: • Yes • No~~

~~Position(s) Considered For: _____~~

~~_____~~

~~_____ Date _____~~

NOTES:

Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As employers/governmental contractors, we comply with government regulations, including affirmative action responsibilities where they apply.

Solely to help us comply with government record keeping, reporting and other legal requirements, we request that you please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment. **YOUR COOPERATION IS VOLUNTARY.**

(PLEASE PRINT) _____ Date _____

Position(s) Applied For _____

Referral Source: • Advertisement • Friend • Relative • Walk In
• Employment Agency • Other _____

Name _____ Phone (____) _____
LAST FIRST MIDDLE

Address

NUMBER STREET CITY STATE ZIP CODE

Voluntary Survey

Government agencies at times require periodic reports on the sex, ethnicity, handicapped, veteran and other protected status of applicants. This data for analysis and possible affirmative action only. **SUBMISSION OF INFORMATION IS VOLUNTARY.**

Check one: • Male • Female

Check one of the following:

____ Race/Ethnic Group: • White • Black • Hispanic
• American Indian / Alaskan Native • Asian/Pacific Islander

Check if any of the following are applicable:

____ • Vietnam Era Veteran • Disabled Veteran • Handicapped Individual

Veteran of the U.S. Military service? • Yes • No If Yes, Branch _____

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.

(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status):

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals With Physical Or Mental Handicaps:

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap you are invited to volunteer this information which will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

_____ • Handicapped Individual • Disabled Veteran • Vietnam Era Veteran

_____ Signed _____

30.1 EXHIBIT "A.1" RELEASE AND AUTHORIZATION

I _____, hereby declare as follows:

~~In connection with my application for employment with Yuima Municipal Water District, I understand an investigative background check and consumer report that may contain public record information may be requested and obtained by Yuima Municipal Water District. Information gathered may include, but is not limited to, any information relating to my character, reputation, personal characteristics, past work experience, driving record, Worker's Compensation claims, credit, bankruptcy proceedings, criminal history, educational background and any other information about me which may reflect on my potential for employment. I understand this information may be gathered from any individual, organization, entity, state and/or other agencies, or other sources that may have data or knowledge concerning such items of information. Medical and Worker's Compensation information will only be requested in compliance with the American's with Disabilities Act (ADA) and/or other applicable state laws.~~

~~WITHOUT RESERVATION, I AUTHORIZE ANY PERSON, COMPANY, PHYSICIAN, HOSPITAL, FIRM, SCHOOL OR AGENCY CONTACTED BY Yuima Municipal Water District OR ITS AGENTS TO FURNISH THE ABOVE INFORMATION. I HEREBY FULLY RELEASE AND DISCHARGE FROM ALL LIABILITY Yuima Municipal Water District AND THEIR DIRECTORS, OFFICERS, EMPLOYEES, AGENTS AND ATTORNEYS THEREOF, AND ANY SOURCE OR ENTITY RELEASING OR PROVIDING INFORMATION OR DATA AND MAKING STATEMENTS OF OPINION ABOUT ME TO Yuima Municipal Water District.~~

~~I ACKNOWLEDGE THAT A FACSIMILE OR PHOTOGRAPHIC COPY OF THIS SIGNED STATEMENT SHALL SERVE AS VALID AS THE ORIGINAL DOCUMENT.~~

~~I CERTIFY THAT I AM NOT UNDER 18 YEARS OF AGE AND THE INFORMATION PROVIDED BY ME IS ACCURATE AND WITHOUT ANY CONSEQUENTIAL OMISSION. INFORMATION PROVIDED BY MYSELF AND/OR OTHERS MAY BE USED ONLY BY Yuima Municipal Water District AND/OR PROVIDED TO OTHERS IN ANY MANNER OR FORM FOR THE PURPOSES OF INVESTIGATING ME FOR EMPLOYMENT.~~

Signature

Date

~~Applicants selected for employment opportunity are required to undergo and pass a pre-employment physical.~~

~~32. EXHIBIT "B" EMPLOYEE APPRAISAL FORM
YUIMA MUNICIPAL WATER DISTRICT~~

~~A. PERFORMANCE AREA~~

~~**RATING DEFINITIONS**~~

Does Not Meet Requirements	Unacceptable performance suggesting lack of willingness and/or skills to perform the requirements in this rating area.
Meets Requirements	Consistently performs all duties in this rating area.
Exceeds Requirements	Frequently achieves results beyond those expected in this rating area.

~~**OVERALL PERFORMANCE APPRAISAL RATING DEFINITIONS**~~

Does Not Meet Requirements	Employees in this category must be assigned a Work Performance Improvement Plan unless employee is in the initial probationary period. ➤ <i>Two or more performance areas rated as "Does Not Meet Requirements."</i>
Meets Requirements	Meets and occasionally exceeds expected performance area criteria including meeting goals and objectives. Any "Does Not Meet Requirements" will require supervisor counseling with documentation of said counseling in the Supervisor's file. ➤ <i>At least "Meets Requirements" in all but one performance area.</i>
Exceeds Requirements	Frequently exceeds expected performance area criteria including meeting goals and objectives. ➤ <i>"Exceeds Requirements" in at least 50% of performance areas and no "Does Not Meet Requirements."</i>



MUNICIPAL WATER DISTRICT

P.O. BOX 177, 34928 VALLEY CENTER ROAD
PAUMA VALLEY, CALIFORNIA 92061-0177
(760) 742-3704 • fax (760) 742-2069

Finance & Administrative Services
 Manager

B. MANAGEMENT PERFORMANCE APPRAISAL

Name _____ Department _____

Date Hired _____

Period Covered _____ Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective: _____	Findings: _____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PLANNING & ALLOCATION: ➤ Plan/form goals and allocate resources to achieve them ➤ Monitor progress toward objectives and adjust plans as necessary to achieve them ➤ Plan and organize activities to ensure their proper completion in a timely manner ➤ Show flexibility, modify plans to adjust for unforeseen situations such as changes in priorities, resources, organization, policies or technology ➤ Allocate and schedule resources to assure their availability according to priority	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
EXPENSE CONTROL & COST REDUCTION: ➤ Monitor and evaluate expenses and costs to ensure maximum profitability ➤ Make sound decisions that consider costs/expenses vs. benefit ➤ Innovate to reduce costs and expenses ➤ Utilize sound planning, asset management, budgeting and accounting techniques as appropriate	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
DECISION MAKING & JUDGMENT: ➤ Make sound and timely decisions ➤ Define the problem and accumulate all relevant information ➤ Consider alternative solutions and their appropriateness ➤ Make appropriate decisions in a timely manner	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
MANAGEMENT EFFECTIVENESS AND QUALITY: ➤ Ensure that day-to-day duties are accomplished ➤ Keep on top of those areas of responsibility that are of an on-going, never-ending nature ➤ Follow-up on problems and decisions ➤ Maintain quality standards over areas of accountability ➤ Keep areas of responsibility and all relevant systems and procedures functioning smoothly over extended periods of time	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

<p>HUMAN RESOURCES MANAGEMENT:</p> <ul style="list-style-type: none"> ➤ Adhere to Human Resources policies, guidelines and procedures ➤ Submit performance appraisals and salary actions on time for each employee ➤ Deal effectively with employee performance issues ➤ Select and retain qualified employees ➤ Encourage and monitor employees' progress in their training and development 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>LEADERSHIP:</p> <ul style="list-style-type: none"> ➤ Gain the understanding, support and effective action of others to achieve objectives ➤ Develop employees through direct performance feedback and job coaching ➤ Provide clear instructions and explanations to employees when giving assignments ➤ Motivate employees through example and challenge ➤ Demonstrate flexibility in adjusting leadership techniques and styles when working with subordinates of different skills and abilities ➤ Takes charge in crisis situations and achieves satisfactory solutions 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ORGANIZATIONAL RELATIONSHIPS:</p> <ul style="list-style-type: none"> ➤ Negotiate and cooperate with all departments to accomplish optimal utilization of resources ➤ Develop and maintain good personal and work relations with others ➤ Gain the understanding, support and effective action of team members ➤ Profit from criticism and feedback 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ORAL AND WRITTEN COMMUNICATION:</p> <ul style="list-style-type: none"> ➤ Communicate effectively, thoroughly and accurately through written and oral means ➤ Facilitate interactions with others through effective questioning and active listening ➤ Communicate ideas and opinions in a clear and concise manner ➤ Share information required by other employees and organizational units to achieve their objectives ➤ Provide complete, reliable and prompt information to management and others as needed 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>KNOWLEDGE:</p> <ul style="list-style-type: none"> ➤ Apply current developments within areas of responsibility ➤ Keep up to date on the latest developments in the areas of expertise, and apply these developments to solve problems and improve processes ➤ Keep up to date on management and function, knowledge and skills ➤ Serve as resource person or expert on whom others rely for information ➤ Acquire, maintain and apply appropriate skills 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ATTENDANCE AND PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use District time conscientiously ➤ Be present at work site/station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately and to set an example for subordinates 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE: Ensure safety of self and others by:</p> <ul style="list-style-type: none"> ➤ Pointing out and correcting unsafe conditions and actions to employees ➤ Making employees accountable for their safety conduct ➤ Setting the standards and commitment of employees for a safe work environment 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

ADDITIONAL COMMENTS: _____

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE: _____

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR: _____

APPROVALS & ACKNOWLEDGMENTS:

Evaluated & Approved by: _____ Date: _____

General Manager approval: _____ Date: _____

Merit Increase not exceeding 5%/Range High: _____%

Effective Date: _____

Employee has submitted a "Voluntary Pre-Appraisal Form"

*Employee's signature: _____ Date: _____

*Only to acknowledge that the appraisal has been discussed with the employee. If employee has **comments**, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors

Date received by Finance Department: _____



ATER DISTRICT
 ALLEY CENTER ROAD
 IFORMIA 92061-0177
) 742-2069

Senior Systems Technician
 Lead Systems Technician

C. TECHNICAL LEAD LEVEL PERFORMANCE APPRAISAL

Name _____ **Department** _____
Date Hired _____
Period Covered _____ **Employee #** _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective: _____	Findings: _____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY: ➤ Complete high quality work thoroughly, accurately and according to specifications ➤ Produce output with a minimum number of errors or problems Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required ➤ Ensure standards & procedures are carefully followed	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
LEADERSHIP: ➤ Gain the understanding, support and effective action of others to achieve objectives ➤ Train employees through direct performance feedback and job coaching ➤ Provide clear instructions and explanations to employees when giving assignments ➤ Motivate employees through example and challenge ➤ Demonstrate flexibility in adjusting leadership techniques and styles when working with subordinates of different skills and abilities ➤ Ability to use judgment in making appropriate decisions in a timely manner ➤ Takes charge in crisis situations and achieves satisfactory solutions	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
ENFORCEMENT OF DEPARTMENTAL STANDARDS: ➤ Support of supervisor's decisions, determinations and directions ➤ Demonstration of effective work methods and procedures ➤ Consistent implementation of departmental policies, rules and procedures ➤ Support of District Personnel Regulations and policies by example ➤ Support of District management policies, procedures, and objectives	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

<p>PLANNING/PRODUCTIVITY:</p> <ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines ➤ Efficiently compute, compare, copy and/or process data ➤ Display flexibility in prioritizing assignments in order to avoid crises 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COOPERATION/COMMITMENT:</p> <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Follow instructions and accept work assignments willingly ➤ Accept and offer constructive criticism in a positive manner ➤ Remain calm when dealing with irate customers or clients ➤ Display willingness to assist others during light work periods ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>KNOWLEDGE OF JOB:</p> <ul style="list-style-type: none"> ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Understand the operation and limitations of all equipment used on the job ➤ Demonstrate the ability to make improvements in processes and work flow ➤ Apply knowledge to solve job related problems for timely corrective action 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>DIAGNOSING, TROUBLESHOOTING AND REPAIRING PROBLEMS:</p> <ul style="list-style-type: none"> ➤ Identify causes of problems at the component, unit or system level ➤ Be aware of actual and potential problems in the area ➤ Detect and locate a problem in a document, unit or component ➤ Troubleshoot or determine the cause of the problem ➤ Correct the problem or error in a document, unit or component by repairing and replacing defects in a thorough and efficient manner. ➤ Develop new or better ways of doing things 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>DOCUMENTATION AND RECORD-KEEPING:</p> <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods and/or procedures ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with close attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COMMUNICATION:</p> <ul style="list-style-type: none"> ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Ensure transfer of information about assignments, schedules and the like across shifts or departments ➤ Communicate courteously and effectively with management, co-workers and customers. ➤ Keep subordinates and managers informed ➤ Develop and maintain smooth working relationships with subordinates and co-workers in one's own and other District Departments. 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use District time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately and to set an example for subordinates 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training and promote safety awareness ➤ Pointing out and correcting unsafe conditions and actions to employees ➤ Set the standard and commitment of employees for a safe work environment 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

Add: ~~All required certifications & Licenses~~

ADDITIONAL COMMENTS: _____

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE: _____

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR: _____

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by: _____ Date: _____

Approved by: _____ Date: _____

Merit Increase not to exceed 5%/Range High: _____%

Effective Date: _____

General Manager approval: _____ **Date:** _____

Employee has submitted a "Voluntary Pre-Appraisal Form."

***Employee's signature:** _____ **Date:** _____

**Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors*

Date received by Finance Department: _____



ATER DISTRICT
 ALLEY CENTER ROAD
 IORNIA 92061-0177
) 742-2069

Water Systems Technician II
 Water Systems Technician I

~~D. TECHNICAL JOURNEY LEVEL PERFORMANCE APPRAISAL~~

Name _____ **Department** _____
Period Covered _____ **Date Hired** _____
Employee # _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective: _____	Findings: _____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY: ➤ Complete work thoroughly, accurately and according to specifications ➤ Produce output with a minimum number of errors or problems ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PRODUCTIVITY: ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines ➤ Efficiently compute, compare, copy and/or process data ➤ Display flexibility in prioritizing assignments in order to avoid crises	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
KNOWLEDGE OF JOB: ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Understand the operation and limitations of all equipment used on the job ➤ Demonstrate the ability and judgment to make improvements in processes and work flow ➤ Apply job relevant technical skills	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

<p>DIAGNOSING, TROUBLESHOOTING AND REPAIRING PROBLEMS:</p> <ul style="list-style-type: none"> ➤ Identify causes of problems at the component, unit or system level ➤ Know actual and potential problems in the area ➤ Detect and locate a problem in a document, unit or component ➤ Troubleshoot or determine the cause of the problem ➤ Repair or correct problems in a document, unit or component ➤ Correct errors thoroughly and efficiently ➤ Repair or replace defective components ➤ Develop new or better ways of doing things 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COOPERATION/COMMITMENT:</p> <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Follow instructions and accept work assignments willingly ➤ Accept and offer constructive criticism in a positive manner ➤ Remain calm when dealing with irate customers or clients ➤ Display willingness to assist others during light work periods ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>DOCUMENTATION AND RECORD KEEPING:</p> <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods and/or procedures ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COMMUNICATION:</p> <ul style="list-style-type: none"> ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Ensure transfer of information about assignments, schedules and the like across shifts or departments ➤ Communicate courteously and effectively with management, co-workers and customers. 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

Add all required certifications & licenses current

ADDITIONAL COMMENTS: _____

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE: _____

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR: _____

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by: _____ Date: _____

Approved by: _____ Date: _____

Merit Increase not to exceed 5% or Range High: _____%

Effective Date: _____

General Manager approval: _____ Date: _____

Employee has submitted a "Voluntary Pre-Appraisal Form."

*Employee's signature: _____ Date: _____

**Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors*

Date received by Finance Department: _____



MUNICIPAL WATER DISTRICT

P.O. BOX 177, 34928 VALLEY CENTER ROAD
 PAUMA VALLEY, CALIFORNIA 92061-0177
 (760) 742-3704 • fax (760) 742-2069

- Accountant
- Customer Service/Accounting Technician
- Accounting / Customer Service Clerk

~~E. ADMINISTRATIVE/CLERICAL PERFORMANCE APPRAISAL~~

Name _____ **Department** _____
Date Hired _____
Period Covered _____ **Employee #** _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective: _____	Findings: _____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY: ➤ Complete work thoroughly, accurately and according to specifications ➤ Produce output with a minimum number of errors or problems ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PRODUCTIVITY: ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines ➤ Efficiently compute, compare, copy and/or process data	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
COMMUNICATION: ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Ensure transfer of information about assignments, schedules and the like across shifts or departments ➤ Communicate courteously and effectively with management, co-workers and customers.	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
KNOWLEDGE OF JOB: ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Understand the operations and limitations of all equipment used on the job ➤ Demonstrate the ability to make improvements in processes and workflow. ➤ Apply job relevant technical skills	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

<p>WORK ORGANIZATION/PLANNING</p> <ul style="list-style-type: none"> ➤ Use methods and arrange priorities as necessary to complete a task ➤ Schedule time effectively ➤ Display flexibility in prioritizing assignments in order to avoid crises ➤ Request or obtain information needed to complete a job 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>DOCUMENTATION & RECORD KEEPING</p> <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods and/or procedures ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COOPERATION/COMMITMENT:</p> <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Follow instructions and accept work assignments willingly ➤ Accept and offer constructive criticism in a positive manner ➤ Remain calm when dealing with irate customers or clients ➤ Display willingness to assist others during light work periods ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>PROBLEM SOLVING</p> <ul style="list-style-type: none"> ➤ Recognize problem situations and respond to them successfully ➤ Select optimal solutions to problems ➤ Weight alternatives before making decisions ➤ Present alternatives when proposing courses of action ➤ Consult others when appropriate 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

ADDITIONAL COMMENTS: _____

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE: _____

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR: _____

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by: _____ Date: _____

Approved by:

Date:

Merit Increase not to exceed 5%/Range High: _____%

Effective Date: _____

General Manager approval: _____ Date: _____

Employee has submitted a "Voluntary Pre-Appraisal Form."

*Employee's signature: _____ Date: _____

**Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors*

Date received by Finance Department: _____



ATER DISTRICT

ALLEY CENTER ROAD
IFORNIA 92061-0177
t) 742-2069

Utility Worker I

F. TECHNICAL APPRENTICE LEVEL PERFORMANCE APPRAISAL

Name _____ **Department** _____

Date Hired _____

Period Covered _____ **Employee #** _____

Goals & Objectives Accomplished. Review goals & objectives and summarize findings.	
Goal/Objective: _____	Findings: _____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
QUALITY: <ul style="list-style-type: none"> ➤ Complete work according to direction ➤ Produce output with only an acceptable amount of errors ➤ Make proper and efficient use of all equipment ➤ Use an appropriate format for the output required 	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
PRODUCTIVITY: <ul style="list-style-type: none"> ➤ Complete assigned tasks within specified time limits ➤ Complete assignments to satisfy schedule requirements ➤ Understand work flow and time priorities ➤ Increase work pace, when necessary, to meet deadlines 	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
KNOWLEDGE OF JOB: <ul style="list-style-type: none"> ➤ Understand job procedures, equipment and methods ➤ Know the established work/administrative procedures ➤ Apply job relevant technical skills 	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.
COOPERATION/COMMITMENT: <ul style="list-style-type: none"> ➤ Demonstrate a consistent, dependable work effort and maintain smooth work relationships with people inside and outside of the department ➤ Follow instructions and accept work assignments willingly ➤ Remain calm when dealing with irate customers or clients ➤ Display flexibility regarding scheduling of lunches, breaks and work hours when necessary to complete job 	_____ <input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.

<p>DOCUMENTATION AND RECORD-KEEPING:</p> <ul style="list-style-type: none"> ➤ Keep accurate records and document actions, methods and/or procedures ➤ Keep required records up to date for responsible functions and maintain a backup for permanent files ➤ Process paperwork promptly, accurately and with attention to detail ➤ Follow proper procedures in producing and processing reports and documents 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>ATTENDANCE & PUNCTUALITY:</p> <ul style="list-style-type: none"> ➤ Use company time conscientiously ➤ Be present at work site or station when appropriate ➤ Arrive on time for work ➤ Use breaks and/or sick leave appropriately 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>COMMUNICATION:</p> <ul style="list-style-type: none"> ➤ Communicate clearly, thoroughly and accurately through written and oral means ➤ Provide complete, reliable and prompt information to supervisors and others as needed ➤ Communicate courteously and effectively with management, co-workers and customers. 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>
<p>SAFETY/MAINTENANCE:</p> <ul style="list-style-type: none"> ➤ Ensure safety of self or others through proper handling of equipment and maintenance of work site ➤ Handle and use equipment in a careful manner ➤ Keep the work site neat and clear of potential hazards ➤ Maintain and/or arrange for proper maintenance of equipment used on the job ➤ Participate in District safety training 	<p>_____</p> <p><input type="checkbox"/> Does not meet req. <input type="checkbox"/> Meets req. <input type="checkbox"/> Exceeds req.</p>

ADDITIONAL COMMENTS: _____

OVERALL RATING: Does not meet requirements Meets requirements Exceeds requirements

DESCRIBE AREAS TO BE IMPROVED AND STEPS NECESSARY TO IMPROVE: _____

LIST GOALS & OBJECTIVES FOR UPCOMING APPRAISAL YEAR: _____

APPROVALS & ACKNOWLEDGMENTS: *(Include signature of other supervisor(s), if warranted.)*

Evaluated by: _____ Date: _____

Approved by: _____

Date: _____

Merit Increase not to exceed 5%/Range High: _____%

Effective Date: _____

General Manager approval: _____ Date: _____

Employee has submitted a "Voluntary Pre-Appraisal Form."

*Employee's signature: _____ Date: _____

**Only to acknowledge that the appraisal has been discussed with the employee. If employee has comments, he/she may prepare a memorandum that will be attached to this form. Memorandum attached for review by superiors*

Date received by Finance Department: _____



~~G. VOLUNTARY EMPLOYEE PRE-APPRAISAL FORM~~

YUIMA MUNICIPAL WATER DISTRICT

VOLUNTARY EMPLOYEE PRE-APPRAISAL FORM

Name Date: _____ Date: _____

Supervisor: _____ Anniversary Date: _____

To assist your supervisor in completing your annual appraisal, please complete this form and provide a copy to your supervisor prior to your annual appraisal.

What were your main goal(s) & objective(s) for this rating period?

Did you achieve these goal(s) & objective(s)? If so, which ones? How? If not, which ones and why?

Did you achieve or complete something that significantly exceeded your plans or expectations for this period? If so, what?

What training did you receive this year that impacted your job?

How did you effect a better working relationship with your supervisor? How could you effect a better working relationship with your supervisor?

What suggestions would you make to your supervisor which would help you do your job better?

***What goals would you like to achieve during this next performance year?
What goals would you like your department to achieve?***

What additional tools, supplies, equipment, forms, training, etc. would be helpful in achieving your, and your department's goals?

Comments:

Employee Signature: _____ Date: _____

Acknowledgements:

Supervisor: _____ General Manager: _____

~~33. EXHIBIT "C" JOB DESCRIPTIONS~~

Yuima Municipal Water District is an Equal Opportunity Employer

A. — LEAD SYSTEMS TECHNICIAN

DEFINITION:

~~Under Administrative direction, oversees all aspects of distribution system operation and maintenance. Responsibility for planning, coordinating and delegating Operations Department projects, maintenance, operations and other assigned matters in coordination with the General Manager and the Finance & Administrative Services Manager. Operate and maintain the District's water system including pump stations, water treatment systems, tanks and reservoirs, SCADA System, Pressure Reducing Valve (PRV) stations, control room and by pass stations. Performs pipeline maintenance; meter, valve and fire hydrant installations and repairs, underground locating; performs manual labor when needed; meter reading; communication with customers, and related / additional work as required or assigned.~~

CLASS CHARACTERISTICS:

~~This class is responsible, in consultation with Administration (General Manager and Assistant General Manager / Finance & Administrative Services Manager), for the planning and administration of the water distribution system operations, maintenance, quality control and improvements. This position, in coordination with Administration, exercises supervision over the operations and maintenance employees and outside professionals hired or contracted to accomplish direct projects. In the performance of this duty, he/she will assist with service order priorities and assign work to field crews, monitor time cards, overtime and provide daily reports. Incumbent operates District equipment skillfully, is familiar with pipeline layout, fabrication, assembly, and welding, and also can supervise a variety of skilled maintenance and construction projects. Must have a good working knowledge of pumps, motors, wells, automatic valves and disinfection equipment used in the District and have the ability to troubleshoot and maintain them efficiently. Incumbent is regularly assigned to train lower level personnel in the performance of specified work. Position at this level performs work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Assigns, checks, guides, corrects, trains and participates fully in the work of subordinates. Incumbent does not hire, evaluate or discipline subordinates. Incumbent is expected to be a team builder and advise Administration of field staff performance observed. Positions in this class which become vacant may be filled at the Senior Systems Technician, Water Systems Technician II level, or by selection of a qualified candidate outside the District.~~

EXAMPLES OF DUTIES:

~~Performs the duties of other field positions while also assisting Administration through the planning, organizing, monitoring, prioritizing, and directing of work for the Operations & Maintenance staff.[†] Also trains, instructs and assigns work, encourages efficient use of time in the field by scheduling and coordinating work so as to effect its completion during normal working hours; obtains pre approval by supervisor for over time work not considered an emergency;~~

corrects the work of field members, ensuring that accepted work and safety methods are practiced[†]; designs traffic control procedures and directs field members in traffic control equipment set-up[†]; determines shoring requirements for trenching jobs¹; estimates materials required for assigned work²; ensures that necessary tools and equipment are loaded into trucks; keeps routine records of work performed and materials used¹; collects time cards; plans work at the job site to ensure efficient use of staff and materials¹; monitors vehicle maintenance; reviews departmental purchasing requests; performs skilled equipment operations and/or observes and trains field members in equipment operations, ensuring the safety of crew and equipment while avoiding unnecessary damage to property and the water system, coordinates and assists in Field Safety Programs¹; performs construction, maintenance, mechanical, plumbing, and electrical associated with the assigned work of the position or crew¹; checks work done over or near District lines and equipment and reports unauthorized encroachments, damage to District equipment and other potential problems to Administration, performs the full range of duties of a Senior Systems Technician, Water Systems Technicians I and II¹; participates as a rotating duty man for operation of the distribution system, which includes occasional weekend duty on a rotating basis; completes meter layouts and fabrications; does hot taps and works on service connections; handles and does maintenance on District disinfection equipment; operates District equipment and does maintenance on equipment and other mechanical work; handles routine customer service; collects samples for laboratory tests and analyses as required; performs necessary plant maintenance including installation and repair of pressure reducing valves, automatic valves, customer service installations and repairs, pipeline repairs and installations; coordinates imported water changes; performs minor work on pumps, motors and wells; tests water meters; repairs specialized valves; reads meters and trains meter readers; assigns duties and assists in the operation of the warehouse; routinely reports to Administration with system status information (including participation in monthly Board meetings for reporting purposes) and to receive day to day instructions; performs related / additional work as required or assigned.

Qualifications

Knowledge of:

Tools and construction equipment used in the construction and maintenance of the water distribution system;
Simple record keeping techniques;
English usage, spelling and punctuation;
Appropriate safety precautions and procedures;
Principals, practices, equipment, materials and standards involved in the mechanical, electric, construction, maintenance, operation and repair of water distribution systems, SCADA, system, service roads, and related structures and equipment.
Equipment and appurtenances (Valves, pipes, pumps, chlorinators, reservoirs, etc.) used in water delivery system including potable water well construction & operation;
Safety programs required by OSHA and the District.

[†]-There are limited employees among whom the performance of this function can be delegated.

Ability to:

~~Manage multiple priorities and varied job-related tasks refficiently;
Plan, organize, perform and schedule maintenance and operations activities to maximize available resources and meet department goals;
Respond to district office within thirty (30) minutes while on duty;
Read, write and perform mathematical calculations at the level required for job success;
Read, understand, interpret and apply various codes and ordinances;
Read, interpret and work from blueprints and technical drawings;
Communicate effectively verbally and in writing;
Meet, interact and mutually problem solve effectively with water customers;
Perform the duties of the other field classes, as assigned;
Operate power tools and construction equipment at a skilled level;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions;
Establish and maintain effective relationships with those contacted in the course of work;
Effectively communicate with and direct others to perform district work;
Pass annual respirator certification and maintain a continual ability to pass a respirator fit test.
Pass annual audiology examination. Pass random drug and alcohol testing under the DOT program.~~

Licenses and Certification

- ~~(1) — Possession of a valid and appropriate California Class C driver's license;~~
- ~~(2) — Possession of valid Water Treatment Operator's Certificate Grade T-3 and Water — Distribution Operators Certificate Grade D3 issued by the State of California, Department of Health Services;
— all of which are conditions of hire and continued employment,
—~~

Training and Experience

~~Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is experience in supervision, operation and maintenance of a water system and has college/vocational level training wide ranging supervision skills and safety programs.~~

OR

~~Experience at or equivalent to the level of Senior Systems Technician in the Yuima Municipal Water District from which the incumbent has acquired the knowledge and abilities listed above.~~

Physical Requirements

- ~~— Breathing: — Wears self contained breathing apparatus~~
- ~~— Walking: — Moving about on foot often through uneven terrain, climb ladders.~~
- ~~— Carrying: — Transports objects by holding them in hands or arms.~~

- ~~Handling: Seizes, holds or works with hands~~
- ~~Hearing: Listens to directions, vehicle backing alarms, SCADA alarm, other audio safety devices.~~
- ~~Lifting: Raises or lowers check valves and reduced pressure devices~~
- ~~Reaching: Extends hands and arms in any direction.~~
- ~~Stooping: Bends body downwards and forward by bending at knees or waist~~
- ~~Vision: Reads work tickets, meter dials and operates District Vehicles.~~

Physical Strength

- ~~Lifting: 50 pounds daily, up to 75 pounds on occasion; frequent exertion.~~

Environmental Conditions

- ~~Noise: Works in conditions with constant or intermittent noise.~~
- ~~Temperature/ weather: Works outside with various degrees of temperature and weather.~~

~~This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.~~

~~The physical demands and work environment described here are representative of those that must be met an employee to successfully perform the essential functions of this job.~~

~~Employees may be required to wear and/or use personal protective and other safety equipment.~~

~~Reasonable accommodation may be made to enable individuals with disabilities perform the essential functions.~~

~~The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.~~

Other Requirements:

~~Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.~~

Protective Devices Required

~~Hard hat, gloves, safety shoes, District uniform, SCBA, safety glasses, ear plugs and seat belt.~~

Medical Examination:

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination including drug & alcohol testing prior to the first day of employment.~~

~~Prior to employment and annually thereafter, incumbent must have audiology and respirator (self-contained breathing apparatus) physical examinations.~~

<p>Board Approved Effective Date: 11/20/2017</p> <hr style="width: 50%; margin: auto;"/> <p>Board Approved Revision Date:</p>

~~B. SENIOR SYSTEMS TECHNICIAN~~

DEFINITION:

~~Under direct supervision, operate and maintain the District's water system including pump stations, water treatment systems, tanks and reservoirs, SCADA System, Pressure Reducing Valve (PRV) stations, control room and by-pass stations. Performs welding, pipeline maintenance; meter, valve and fire hydrant installations and repairs, underground locating; performs manual labor when needed; meter reading; communication with customers, and related / additional work as required or assigned.~~

CLASS CHARACTERISTICS:

~~Position in this class is responsible for the first level supervision of water system technicians I and H and the day to day operation and maintenance of the District water distribution system. Position in this class is distinguished from other field positions in that this position will serve as the assistant to the Lead Systems Technician. In the absence, or at the request of the Lead Systems Technician, this position will assist with service order priorities and assign work to field crews, monitor time cards, overtime and provide daily reports. Incumbent operates District equipment skillfully, is familiar with pipeline layout, fabrication, assembly, and welding, and also can supervise a variety of skilled maintenance and construction projects. Must have a good working knowledge of pumps, motors, wells, automatic valves and disinfection equipment used in the District and have the ability to troubleshoot and maintain them efficiently. Incumbent is regularly assigned to train lower level personnel in the performance of specified work. Position at this level performs work which has considerable variation and which requires the application of judgment in the selection of appropriate work methods, materials and procedures. Incumbent receives general instructions when tasks are assigned and is expected to determine the appropriate procedures and materials necessary to complete the project unless significant unanticipated problems are encountered. Assigns, checks, guides, corrects, trains and participates fully in the work of subordinates. Incumbent does not hire, evaluate or discipline subordinates. Incumbent is expected to be a team builder and advise the supervisor of field staff performance observed. Positions in this class which become vacant may be filled at the Water Systems Technician II level, or by selection of a qualified candidate outside the District.~~

EXAMPLES OF DUTIES:

~~Performs the duties of other field positions while also serving as assistant to the Lead Systems Technician[†] through coordination of administrative requirements and assigning specific tasks to operations staff at the job site.[†] Also trains, instructs and assigns work, encourages efficient use of time in the field by scheduling and coordinating work so as to effect its completion during normal working hours; obtains pre approval by supervisor for over time work not considered an emergency, corrects the work of field members, ensuring that accepted work and safety methods are practiced[†]; designs traffic control procedures and directs field members in traffic control~~

[†]~~The performance of this function is the reason the job exists.~~

equipment set up¹; determines shoring requirements for trenching jobs¹; estimates materials required for assigned work²; ensures that necessary tools and equipment are loaded into trucks; keeps routine records of work performed and materials used¹; collects time cards; plans work at the job site to ensure efficient use of staff and materials²; performs skilled equipment operations and/or observes and trains field members in equipment operations, ensuring the safety of crew and equipment while avoiding unnecessary damage to property and the water system, coordinates and assists in Field Safety Programs¹; performs construction, maintenance, mechanical, plumbing, electrical and welding associated with the assigned work of the position or crew¹; checks work done over or near District lines and equipment and reports unauthorized encroachments, damage to District equipment and other potential problems to the supervisor, performs the full range of duties of a Water Systems Technicians I and II¹; participates as a rotating duty man for operation of the distribution system, which includes occasional weekend duty on a rotating basis; completes meter layouts and fabrications, performs torching and welding using oxyacetylene and electric arcs; does hot taps and works on service connections; handles and does maintenance on District disinfection equipment; operates District equipment and does maintenance on equipment and other mechanical work; handles routine customer service; collects samples for laboratory tests and analyses as required; performs necessary plant maintenance including installation and repair of pressure reducing valves, automatic valves, customer service installations and repairs, pipeline repairs and installations; coordinates imported water changes; performs minor work on pumps, motors and wells; tests water meters; repairs specialized valves; reads meters and trains meter readers; assigns duties and assists in the operation of the warehouse; routinely reports to supervisor with system status information and to receive day to day instructions; performs related / additional work as required or assigned.

Qualifications

Knowledge of:

Tools and construction equipment used in the construction and maintenance of the water distribution system;
Simple record keeping techniques;
English usage, spelling and punctuation;
Appropriate safety precautions and procedures;
Equipment and appurtenances (Valves, pipes, pumps, chlorinators, reservoirs, etc.) used in water delivery system including potable water well construction & operation;
Safety programs required by OSHA and the District.

Ability to:

Respond to district office within thirty (30) minutes while on duty.
Read, write and perform mathematical calculations at the level required for job success;
Read, understand, interpret and apply various codes and ordinances;
Read, interpret and work from blueprints and technical drawings;
Meet, interact and mutually problem solve effectively with water customers;

¹-The performance of this function is the reason the job exists.

²-There are limited employees among whom the performance of this function can be distributed.

~~Perform the duties of the other field classes, as assigned;~~
~~Operate power tools and construction equipment at a skilled level;~~
~~Operate a vehicle observing legal and defensive driving practices;~~
~~Understand and carry out oral and written instructions;~~
~~Establish and maintain effective relationships with those contacted in the course of work;~~
~~Effectively communicate with and direct others to perform district work;~~
~~Pass annual respirator certification and maintain a continual ability to pass a respirator fit test.~~
~~Pass annual audiology examination. Pass random drug and alcohol testing under the DOT program.~~

Licenses and Certification

- ~~(1) Possession of a valid and appropriate California Class C driver's license;~~
- ~~(2) Possession of valid Water Treatment Operator's Certificate Grade T-3 and Water Distribution Operators Certificate Grade D3 issued by the State of California, Department of Health Services;~~
 - ~~all of which are conditions of hire and continued employment;~~

Training and Experience

~~Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is experience in supervision, operation and maintenance of a water system and has college/vocational level training wide ranging supervision skills and safety programs.:~~

~~or~~

~~Experience at or equivalent to the level of Water Systems Technician II in the Yuima Municipal Water District from which the incumbent has acquired the knowledge and abilities listed above.~~

Physical Requirements

- ~~Breathing: Wears self-contained breathing apparatus~~
- ~~Walking: Moving about on foot often through uneven terrain, climb ladders.~~
- ~~Carrying: Transports objects by holding them in hands or arms.~~
- ~~Handling: Seizes, holds or works with hands~~
- ~~Hearing: Listens to directions, vehicle backing alarms, SCADA alarm, other audio safety devices.~~
- ~~Lifting: Raises or lowers check valves and reduced pressure devices~~
- ~~Reaching: Extends hands and arms in any direction.~~
- ~~Stooping: Bends body downwards and forward by bending at knees or waist~~
- ~~Vision: Reads work tickets, meter dials and operates District Vehicles.~~

Physical Strength

- ~~Lifting: 50 pounds daily, up to 75 pounds on occasion; frequent exertion.~~

Environmental Conditions

- ~~Noise: Works in conditions with constant or intermittent noise.~~

~~Temperature/ weather: Works outside with various degrees of temperature and weather.~~

~~This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.~~

~~The physical demands and work environment described here are representative of those that must be met an employee to successfully perform the essential functions of this job.~~

~~Employees may be required to wear and/or use personal protective and other safety equipment.~~

~~Reasonable accommodation may be made to enable individuals with disabilities perform the essential functions.~~

~~The specific statements shown in each section of this job description are not intended to be all inclusive.~~

~~They represent typical elements and criteria necessary to successfully perform the job.~~

~~Other Requirements:~~

~~Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.~~

~~Protective Devices Required~~

~~Hard hat, gloves, safety shoes, District uniform, SCBA, safety glasses, ear plugs and seat belt.~~

~~Medical Examination:~~

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination including drug & alcohol testing prior to the first day of employment.~~

~~Prior to employment and annually thereafter, incumbent must have audiology and respirator (self-contained breathing apparatus) physical examinations.~~

Board Approved
Effective Date:
7/1/90

Board Approved
Revision Date:
11/20/2017

C. WATER SYSTEMS TECHNICIAN II

DEFINITION:

~~Under direct supervision to operate and maintain the District's water system including pump stations, chlorinators, reservoirs, SCADA systems, PRV stations, control room and by pass stations. Performs welding, brazing, cutting or heating operations using oxyacetylene torch and electric arc welding equipment; pipeline maintenance; meter, valve and fire hydrant installation; performs meter maintenance; and operate backhoe; performs manual labor when needed and other work as directed.~~

CLASS CHARACTERISTICS

~~The Water Systems Technician II performs manual labor in construction and maintenance tasks involving the use of hand tools and light motorized equipment; operates heavy equipment, such as backhoe; performs grounds keeping and janitorial work and herbicide/pesticide application; tree trimming and system operations. Performs more difficult work in the system maintenance and operations as assigned. Positions in this class which become vacant may be under filled at the Water Systems Technician I level, for purposes of training.~~

EXAMPLES OF DUTIES:

~~Participates as a rotating duty man for operation of the delivery system¹. Includes occasional weekend duty on a rotating basis². Installs meters, backflows and pressure reducing valves of all sizes. Completes meter layouts and fabrications. Performs welding using oxyacetylene and electric arcs. Does hot taps and works on service connection maintenance. Operates a backhoe proficiently and does maintenance on equipment and other mechanical work. Handles routine customer service orders. Collects samples for laboratory tests and analyses as required²; performs necessary plant maintenance, coordinates water changes, performs minor work on pumps and motors. Performs any District related work as directed. Assists in Field Safety Programs.~~

QUALIFICATIONS:

Knowledge of:

~~Basic English;~~

~~Basic mathematics and measurements;~~

formance of this function can be distributed.

- ~~———— Proper use of hand and portable power tools;~~
- ~~———— Basic ability in working with tools;~~
- ~~———— Basic janitorial methods and tools;~~
- ~~———— Common grounds keeping methods and tools;~~
- ~~———— Basic safety practices in working with tools;~~
- ~~———— A good working knowledge of water distribution system;~~
- ~~———— Understand the mechanics of pumps, motors, engines and chlorinators~~
- ~~———— used in the district and operate and maintain them efficiently.~~
- ~~———— Complete understanding of meters, pressure reducing valves, clay valves~~
- ~~———— And backflow devices with a high mechanical aptitude.~~

Ability to:

- ~~———— Use hand and portable power tools in repair, maintenance and construction projects;~~
- ~~———— Learn and follow work procedures safety precautions;~~
- ~~———— Performs heavy manual labor;~~
- ~~———— Comply with uniform and safety apparatus requirements of the District;~~
- ~~———— Be available for overtime, standby and after-hour emergency calls;~~
- ~~———— Operate grounds keeping equipment;~~
- ~~———— Apply herbicides and pesticides;~~
- ~~———— Work independently;~~
- ~~———— Perform janitorial duties;~~
- ~~———— Operate a vehicle observing legal and defensive driving practices;~~
- ~~———— Understand and carry out oral and written instructions;~~
- ~~———— Establish and maintain effective relationships with those contacted in the course~~
- ~~———— of work.~~

Licenses and Certification

- ~~———— 1. Possession of a valid California Class C driver's license;~~
- ~~———— 2. Possession of certification as a Water Distribution Operator Grade (D3) and~~
- ~~———— Water Treatment Operator's Certificate, T-2 or higher issued by the State of~~
- ~~———— California, Department of Health Services; all of which are conditions of hire and~~
- ~~———— continued employment.~~

Training and Experience

~~Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position as well as three years' experience in the operation and maintenance of water systems.~~

Physical Demands

- ~~———— Walking: Moves about on foot often through uneven terrain, climbs ladders.~~
- ~~———— Carrying: Transports objects by holding them in hands or arms.~~
- ~~———— Hands/Arms: Signals equipment operator; operates equipment, hand and power~~
- ~~———— tools.~~

- ~~Handling: Seizes, holds or works with hands.~~
- ~~Lifting: Raises or lower pumps, bags of concrete, fittings, meters, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.~~
- ~~Reaching: Extends hands and arms in any direction.~~
- ~~Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel.~~
- ~~Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.~~
- ~~Vision: Reads work orders, labels and MSDS on assorted chemicals, and operates District equipment and vehicles.~~
- ~~Talking: Communicates by radio and in person.~~
- ~~Hearing: Hears well enough for safety in and around construction sites and to receive communications by radio and in person.~~
- ~~Sitting: Sits in equipment and vehicles, often driving through rough terrain.~~
- ~~Standing: Flags traffic for up to 8 hours per day.~~

Physical Strength

- ~~Lifting: 50 pounds daily, up to 75 pounds on occasion; frequent exertion.~~

Other Requirements:

~~Must possess a valid California Driver's License and be acceptable to the District's automobile liability insurance carrier.~~

Environmental Conditions

- ~~Noise: Works in conditions with constant or intermittent noise.~~
- ~~Temperature/~~
- ~~Weather: Works outside with variations of temperature and weather.~~

~~This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.~~

Protective Devices Required

~~Hard hat, gloves, safety shoes, District uniform, Self-Contained Breathing Apparatus, respirator, hearing protection, safety glasses, welding hood, leather welding jacket, cutting goggles, chemical suits, and seat belt.~~

Residence

~~Because this is a duty position and emergency response may be required at times, applicant must reside within (30) thirty minutes of District's office.~~

Medical Examination:

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination including drug & alcohol testing prior to the first day of employment.~~

~~Prior to employment and annually thereafter, incumbent must have audiology and respirator (self-contained breathing apparatus) physical examinations.~~

~~Reasonable accommodations will be considered.~~

Board Approved

Effective Date:

7/1/90

Board Approved

Revision Date:

5/27/08

~~D. — ELECTRICAL/ UTILITY WORKER~~

~~DEFINITION:~~

~~Under immediate supervision participates in the work of a crew in the construction and maintenance of District Structures, mains and appurtenances; and will provide for maintenance and operation of the District's electrical systems and a variety of routine grounds maintenance and landscaping duties; performs building maintenance and custodial duties; and performs related work as required. Applies all standard safety practices.~~

~~CLASS CHARACTERISTICS~~

~~This is an entry level position in the Electrical Technician / Utility Worker I class within the District. The position performs routine electronic and/or electrical maintenance and repair duties, learns and performs manual labor in the construction and maintenance tasks involving the use of hand tools and light motorized equipment; gains experience with heavy equipment, such as backhoe; performs grounds keeping and janitorial work and herbicide / pesticide application and tree trimming. Incumbents may be assigned to and rotated among several specialized crews wherein they perform the more routine duties and receive on the job training in the specific duties and safety programs of the district.~~

~~Examples of Duties~~

~~Electrical maintenance duties may include, but are not limited to, the following:~~

- ~~➤ Perform scheduled electrical maintenance as required by District maintenance programs and equipment manuals.~~
- ~~➤ Calibrate, modify, troubleshoot and repair all electrical and electronic equipment reported to be inoperative or malfunctioning.~~
- ~~➤ Perform maintenance and repair duties to the District's SCADA system, instrumentation and electrical equipment and controls.~~
- ~~➤ Write and review control logic to ensure desired system operation consistent with directions received from supervisory operational personnel.~~
- ~~➤ Recommend repairs and/or upgrades to the District's electrical systems.~~
- ~~➤ Repair leaks in service lines, test and repair water meters.~~
- ~~➤ Set up traffic control and perform traffic flagging duties.~~
- ~~➤ Perform routine preventative maintenance on District vehicles~~
- ~~➤ Testing and servicing of plant and pump station mechanical equipment.~~
- ~~➤ Turns water meters on and off.~~
- ~~➤ Learn to utilize heavy equipment for major waterline and mechanical repair work.~~
- ~~➤ Other duties as assigned by District Supervisory Staff.~~

QUALIFICATIONS

Knowledge of:

- ~~—— Basic electrical and/or electronic theory;~~
- ~~—— Applicable laws, codes, and regulations including the National Electric code;~~
- ~~—— Basic English;~~
- ~~—— Basic Mathematics and measurements;~~
- ~~—— Proper use of hand and portable power tools;~~
- ~~—— Basic ability in working with tools~~
- ~~—— Basic janitorial methods and tools;~~
- ~~—— Common grounds keeping methods and tools;~~
- ~~—— Basic safety practices in working with tools;~~

Ability to:

- ~~—— Perform basic troubleshooting, diagnosis and repair of electrical and/or electronic systems and equipment.~~
- ~~—— Read and interpret electrical and/or electrical schematics.~~
- ~~—— Operate a variety of electrical tools and electronic equipment.~~
- ~~—— Install, modify, diagnose and repair instrument and control systems used in distributions, treatment and storage of potable water.~~
- ~~—— Use hand and portable power tools in repair, maintenance and construction projects;~~
- ~~—— Learn and follow work procedures, and safety precautions.~~
- ~~—— Performs heavy manual labor.~~
- ~~—— Comply with uniform and safety apparatus requirements of the District.~~
- ~~—— Be available for overtime, standby and after hour emergency calls.~~
- ~~—— Operate grounds keeping equipment.~~
- ~~—— Apply herbicides and pesticides.~~
- ~~—— Work independently.~~
- ~~—— Perform janitorial duties.~~
- ~~—— Operate a vehicle observing legal and defensive driving practices.~~
- ~~—— Understand and carry out oral and written instructions.~~
- ~~—— Establish and maintain effective relationships with those contacted in the course of work.~~

Licenses and Certification

- ~~—— 1. Possession of a valid and appropriate California Driver's License.~~
- ~~—— 2. Equivalent to the completion of the 12th grade supplemented by extensive training in electrical and electronic and computer theory. AS/AA Degree in Electronics or industrial Electricity, or technical school equivalent.~~
- ~~—— 3. National Electric code training.~~
- ~~—— 4. Acquisition of a Water Distribution Operator Grade (D1) and a Water Treatment Operator Certificate (T1) issued by the State of California, State Water Resources Control Board will be required within 24 months of hire and are a condition of continued employment.~~

Training and Experience

~~Two years or more of experience in electronic and electrical maintenance of equipment~~

Physical Demands

- ~~Walking: Moves about on foot often through uneven terrain, climbs ladders.~~
- ~~Carrying: Transports objects by holding them in hands or arms.~~
- ~~Hands/Arms: Signals equipment operator; operates equipment, hand and power tools.~~
- ~~Handling: Seizes, holds, or works with hands.~~
- ~~Lifting: Raises or lowers pumps, bags of concrete, fittings, meters, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.~~
- ~~Reaching: Extends hands and arms in any direction.~~
- ~~Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel.~~
- ~~Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.~~
- ~~Vision: Reads work orders, labels and SDS on assorted chemicals, and operates District equipment and vehicles.~~
- ~~Talking: Communicates by radio, telephone and in person.~~
- ~~Hearing: Hears well enough for safety in and around construction sites and to receive communications by radio, telephone and in person.~~
- ~~Sitting: Sits in equipment and vehicles, often driving through rough terrain.~~
- ~~Standing: Flags traffic for up to 8 hours per day.~~

Physical Strength

~~Lifting: 50 pounds daily, up to 75 pounds on occasion; frequent exertion.~~

Other Requirements

~~Must possess a valid California's Driver's License and be acceptable to the District's automobile Liability insurance carrier.~~

Environmental Conditions

- ~~Noise: Works in conditions with constant or intermittent noise.~~
- ~~Temperature/~~
- ~~Weather: Works outside with variations of temperature and weather.~~

~~This position may include periodic to frequent disagreeable working conditions including noise, Dirt, fumes, vibration, heat, cold, dampness, and hazardous chemicals.~~

~~Protective Devices Required~~

~~Hard hat, gloves, safety shoes, District uniform, Self-Contained Breathing Apparatus, respirator, hearing protection, safety glasses, welding hood, leather welding jacket, cutting goggles, chemical suits, and seat belts.~~

~~Residence~~

~~Because this is a duty position and emergency response may be required at times, applicant must reside within (30) thirty minutes of District's office.~~

~~Medical Examination:~~

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination prior to the first day of employment including drug and alcohol testing prior to the first day of employment.~~

~~Prior to employment and annually thereafter, incumbent must have audiology and respirator (self-contained breathing apparatus) physical examinations.~~

~~Reasonable accommodations will be considered.~~

<p>Board Approved Effective Date: 06/24/2019</p> <hr/> <p>Board Approved Revision Date:</p>

Yuima Municipal Water District is an Equal Opportunity Employer

E. — UTILITY WORKER I

DEFINITION:

~~Under immediate supervision participates in the work of a crew in the construction and maintenance of District structures, mains and appurtenances; a variety of routine grounds maintenance and landscaping duties; performs building maintenance and custodial duties; and performs related work as required. Applies all standard safety practices.~~

CLASS CHARACTERISTICS

~~The Utility Worker I learns and performs manual labor in the construction and maintenance tasks involving the use of hand tools and light motorized equipment; gains experience with heavy equipment, such as backhoe; performs grounds keeping and janitorial work and herbicide/pesticide application and tree trimming. Incumbents may be assigned to and rotated among several specialized crews wherein they perform the more routine duties and receive on-the-job training in the specific duties and safety programs of the district.~~

Examples of Duties

~~Repairs leaks in service lines;¹ tests and repairs water meters;¹ performs routine preventive maintenance servicing of vehicles; sets up traffic control and performs traffic flagging duties;¹ installs pressure regulating devices; performs routine inspection of equipment, tanks, structures, checking for damage, oil leaks, excessive noise or abnormal operations;¹ assists mechanics, other employee and vendors in the removal, repair, replacements, testing and servicing of plant and pump station mechanical equipment, vehicles, meters, valves, piping, engines and related parts;¹ as a learner and worker, uses shovel, tamper, jack hammer, sprayer, trencher, pipe cutter, welder and compressor;¹ applies concrete mud to pipe, angles, couplings, saddles, nozzles and flanges;¹ mixes, pours and finishes concrete;¹ notifies customers of water service shut downs; turns water meters on and off; cleans drainage ditches and culverts; maintains right of ways;¹ flushes fire hydrants; exercises valves;¹ maintains valves; responds to stoppage and overflow reports when assigned; reads meter as assigned;¹ loads and unloads trucks; performs routine janitorial duties;² sprays herbicides and pesticides;² changes light bulbs and ballasts;² washes trucks;² performs full~~

¹ ~~The performance of this function is the reason the job exists.~~

² ~~There are limited employees among whom the performance of this function can be distributed.~~

~~range of duties of a custodian, as assigned, in addition to grounds keeping work;¹ is available for assignment to stand-by duty;² and performs related work as required.~~

QUALIFICATIONS:

Knowledge of:

- ~~—— Basic English;~~
- ~~—— Basic mathematics and measurements;~~
- ~~—— Proper use of hand and portable power tools;~~
- ~~—— Basic ability in working with tools;~~
- ~~—— Basic janitorial methods and tools;~~
- ~~—— Common grounds keeping methods and tools;~~
- ~~—— Basic safety practices in working with tools;~~

Ability to:

- ~~—— Use hand and portable power tools in repair, maintenance and construction projects;~~
- ~~—— Learn and follow work procedures safety precautions;~~
- ~~—— Performs heavy manual labor;~~
- ~~—— Comply with uniform and safety apparatus requirements of the District;~~
- ~~—— Be available for overtime, standby and after hour emergency calls;~~
- ~~—— Operate grounds keeping equipment;~~
- ~~—— Apply herbicides and pesticides;~~
- ~~—— Work independently;~~
- ~~—— Perform janitorial duties;~~
- ~~—— Operate a vehicle observing legal and defensive driving practices;~~
- ~~—— Understand and carry out oral and written instructions;~~
- ~~—— Establish and maintain effective relationships with those contacted in the course of work.~~

Licenses and Certification

- ~~—— 1. Possession of a valid and appropriate California Driver's License;~~
- ~~—— 2. Acquisition of a Water Distribution Operator Grade (D1) and Water Treatment Operator's Certificate (T1) issued by the State of California, Department of Health Services will be required within 18 months of hire and are a condition of continued employment.~~

Training and Experience

~~Any combination of training, education and experience which demonstrates possession of the skills and abilities to perform the required job functions.~~

Physical Demands

- ~~Walking: Moves about on foot often through uneven terrain, climbs ladders.~~
- ~~Carrying: Transports objects by holding them in hands or arms.~~
- ~~Hands/Arms: Signals equipment operator; operates equipment, hand and power tools.~~
- ~~Handling: Seizes, holds or works with hands.~~
- ~~Lifting: Raises or lower pumps, bags of concrete, fittings, meters, flanges, tampers, blacktop, jackhammers, valves, valve keys, tools, plants, trees, trash bins, assorted debris and related items.~~
- ~~Reaching: Extends hands and arms in any direction.~~
- ~~Stooping: Bends body downward and forward by bending at the knees or waist often while digging with a shovel.~~
- ~~Climbing: In and out of equipment and trenches and confined spaces; ascends and descends ladders up to 50 feet in height.~~
- ~~Vision: Reads work orders, labels and MSDS on assorted chemicals, and operates District equipment and vehicles.~~
- ~~Talking: Communicates by radio and in person.~~
- ~~Hearing: Hears well enough for safety in and around construction sites and to receive communications by radio and in person.~~
- ~~Sitting: Sits in equipment and vehicles, often driving through rough terrain.~~
- ~~Standing: Flags traffic for up to 8 hours per day.~~

Physical Strength

- ~~Lifting: 50 pounds daily, up to 75 pounds on occasion; frequent exertion.~~

Other Requirements:

~~Must possess a valid California Driver's License and be acceptable to the District's automobile liability insurance carrier.~~

Environmental Conditions

- ~~Noise: Works in conditions with constant or intermittent noise.~~
- ~~Temperature/~~
- ~~Weather: Works outside with variations of temperature and weather.~~

~~This position may include periodic to frequent disagreeable working conditions including noise, dirt, fumes, vibration, heat, cold, dampness and hazardous chemicals.~~

Protective Devices Required

~~Hard hat, gloves, safety shoes, District uniform, Self-Contained Breathing Apparatus, respirator, hearing protection, safety glasses, welding hood, leather welding jacket, cutting goggles, chemical suits, and seat belt.~~

Residence

~~Because this is a duty position and emergency response may be required at times, applicant must reside within (30) thirty minutes of District's office.~~

Medical Examination:

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination prior to the first day of employment including drug and alcohol testing prior to the first day of employment.~~

~~Prior to employment and annually thereafter, incumbent must have audiology and respirator (self-contained breathing apparatus) physical examinations.~~

Reasonable accommodations will be considered.

<p>Board Approved Effective Date: April 10, 2017</p> <hr/> <p>Board Approved Revision Date:</p>

F. — UTILITY BILLING SPECIALIST

Definition: The Utility Billing Specialist is responsible for overseeing all utility billing and meter reading functions, as well as playing a key customer service role, including dealing with difficult customer inquiries and problems. The position will also coordinate closely with the administration and field staff in the execution of his or her duties. Other responsibilities include: ensuring the integrity of the District's billing and meter reading systems and processes, including maintaining accurate billing, payment and customer accounting records; identifying and troubleshooting problematic meters; managing service request; coordinating water testing and developing analyses and reporting for District Staff.

Distinguishing Characteristics

The Utility Billing Specialist will have solid experience in billing and receivables or other comparable role where accuracy is critical. The position will be held accountable for accurate and timely billing and meter reading; and must also be able to act independently and proactively to identify and troubleshoot problems and bring issues forward to District Staff. The Utility Billing Specialist must also possess strong system, analysis, and report writing skills.

Examples of Duties

Duties may include, but are not necessarily limited to

Area of Responsibility

Utility Billing

Prepares monthly utility bills and other related bills and notices including final bills, past due notices, 48 hour shut off warning notices, and shut offs. Processes new or cancelled accounts, meter changes, or other similar utility billing activities as required. Receives and responds to staff and customer queries on billing, meters readings and other customer services issues. Researches, interprets, and analyzes account history to resolve billing questions on meter readings. Handles customer questions and/or complaints in an efficient and friendly manner. Resolves problems requiring immediate attention and verifies that underlying procedures or process issues have been addressed. Prepares month-end closing and adjustment entries; account reconciliations; month-end reporting, as required. Creates and reviews reports to troubleshoot and resolve billing or meter reading issues.

Meter Reading Oversight

Oversees meter reading process, including scheduling, and preparing handheld and other devices for meter reading process. Develops analyses, queries, and reports to troubleshoot problematic meters. Manages Services Request process, ensuring that all service requests (including meter re-reads, "ins and outs", etc.) are being handled expeditiously by District staff, and are properly recorded in the District's systems. Manages routes for meter readings, periodically reviews and maintains route efficiency on an ongoing basis. Evaluates areas for improvements to the meter reading process. Plays key role in recommending (and implementing) future enhancements such as automated meter reading or advance metering infrastructure. Serves as the in-house expert for meter reading systems, devices, and software; ensures that the District is maximizing the features of the devices/systems.

Analysis and Reporting

Complies reports and necessary documents, spreadsheets, historical data, billing account statements and other information to respond to staff and customer inquiries, as required. Prepares a monthly reporting package of key statistical data for District management as required.

System Administration

Plays key role in the District's utility billing software implementation. Works closely with District management to develop, document, and implement workflows that will maximize efficiencies gained with the system. Serves as the District's key liaison and troubleshooter with our utility billing software vendors and our information technology consulting team in order to identify and resolve issues and/or implement new processes or reporting. Serves as the in-house expert for the utility billing program. Regularly attends training on the software to develop understanding of all aspects of utility billing software and ability to train other employees as required.

Minimum Qualification

A combination of education and experience that provides the candidate with the requisite knowledge to perform the requirements of the job. Excel proficiency is required. Candidate must be able to work independently but must also be comfortable working in a Customer Service role.

Preferred Education and Experience

Experience in a billing/accounts receivable/customer service environment (or comparable experience) and demonstrating increasing responsibility

Strong MS Office and MS Access. Utility billing skills a plus
Experience in public utility/agency in a customer service role is a plus. Meter Reading exposure is also desirable.
Excellent verbal skills.

In addition to the knowledge, abilities and skills required for the Utility Billing Specialist will include:

Knowledge of:

Proper customer care practices
Appropriate procedures, practices, rules and policies governing office and/or system assignment.

Ability and Skill to:

Understand and work effectively with the utility billing software system.
Evaluate customer problems/concerns and exercise independent judgement to resolve them.
Negotiate with customers within scope of responsibility
Coordinate closely with District field staff in managing customer service cross functional tasks (including meter reading) in order to accommodate scheduling and to maximize staff efficiency.
Perform a wide range of customer service functions with speed and accuracy and apply good judgment in recognizing scope of authority.
Perform analyses/audits of data to ensure accuracy of reporting and billing.

Identify, analyze and troubleshoot issues, and highlight issues to District management.
Interpret and apply policies, procedures, standards and requirements related to assigned responsibilities.

Plan, organize, coordinate, and prioritize assigned tasks to meet deadlines successfully.

Operate specialized equipment related to assignment such as meter reading devices.

Schedule Backflow testing monthly and input results.

Input Miscellaneous Billing monthly.

Schedule monthly water testing for field staff, analyze results and submit reports to the County and State.

Other duties as assigned.

Safety/Physical Requirements

The incumbent must be able to perform job functions in a safe manner to avoid injuries and damage to district property. Vision, hearing and speech are required along with manual dexterity. This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of a daily activities. The need to drag, lift, and push equipment and materials weighing up to 35 pounds is required. The position requires occasional light field work in a variety of conditions on uneven and slippery surfaces.

Other

Incumbent must possess and maintain a valid, unrestricted California Driver's License

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.

Board Approved

Effective Date:

06/25/2018

Board Approved

Revision Date:

~~G. — FACILITY / SAFETY CLERK~~

DEFINITION

~~Under the general supervision of the Assitant General Manager / Finance & Administrative Services Manager, performs a variety of routine to difficult clerical work, including, a variety of functions in receiving and processing service requests performs work related to the District occupational health and safety programs, and hazardous materials handling programs, provides office/clerical support in a variety of areas; and performs additional work as assigned.~~

CLASS CHARACTERISTICS

~~Positions in this class perform assistance to the Facility Operations Department in association with facility maintenance organization.¹ Positions in this class also perform assistance to management and staff with varied administrative duties and highly specialized activities including assistance with the full range of occupational health and safety Performs work which has some variation and which allows or requires a limited range of choice in the application of defined methods or procedures. Receives instructions when tasks are assigned and has some latitude in selecting work methods. Work is occasionally checked in progress and generally reviewed upon completion.~~

EXAMPLES OF DUTIES

~~Performs a variety of duties which includes but is not limited to scan and edit a variety of documents into word processing format¹, input and track service orders¹; operate two way radio²; record keeping and some housekeeping²; tracks and records materials safety data sheets (MSDS)²; schedules required inspection and testing for SCBA's; assists in preparation and modification of District's occupational health and safety programs, and hazardous materials handling programs; complies fleet vehicle reports and schedules annual smog testing². Coordinates waste oil & hazardous material disposal; operates a variety of office machines, including computer, copier, fax machine, 10-key calculator and computer scanning equipment; obtains approval for order maintains equipment records; and performs additional work as assigned.~~

QUALIFICATIONS

Knowledge of:

- ~~* — Modern office equipment and procedures;~~
- ~~* — Computer applications related to automated account record keeping;~~
- ~~* — Business arithmetic;~~
- ~~* — Common public relations courtesies, practices and techniques;~~
- ~~* — English usage, spelling and punctuation;~~
- ~~* — Appropriate safety precautions and procedures.~~

Ability to:

~~There are limited employees among whom the performance of this function can be distributed.~~

- *—Adhere to established time schedules;
- *—Perform varied office support
- *—Make arithmetic calculations with accuracy;
- *—Identify and reconcile errors;
- *—Operate a computer to enter and retrieve data
- *—Operate 10-key
- *—Operate a typewriter keyboard with efficiency and accuracy;
- *—Speak clearly and distinctly;
- *—Understand and carry out oral and written instructions;
- *—Prioritize tasks to meet established deadlines;
- *—Establish and maintain effective relationships with those contacted in the course of work.

License and Certification:

Must possess a valid Class C California Driver's License and maintain a satisfactory driving record.

Training and Experience

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is previous receptionist and clerical experience. Experience in Microsoft Word, Excel, Access and Peachtree is desired.

Physical Requirements

- Sitting: _____ Remains in seated position for up to 8 hours per day.
- _____ Lifting: _____ Pick up boxes up to 25 lbs.
- _____
- _____ Standing: _____ Filing
- _____ Talking: _____ Expresses ideas and shares information by means of spoken work
In person and by telephone and radio
- Hearing: _____ Hears well enough to receive communication in person, by telephone or by _____
_____ radio.
- Reaching: _____ Extends hands and arms in any direction.
- Hands/Arms: _____ Operates computer and 10 key
- Vision: _____ Reads written or video messages and operates vehicle.

The physical demands and work environment described here are representative of those that must be met an employee to successfully perform the essential functions of this job.

Employees may be required to wear and/or use personal protective and other safety equipment.

Reasonable accommodation may be made to enable individuals with disabilities perform the essential functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Medical Examination:

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination prior to the first day of employment.~~

~~Board Approved~~

~~Effective Date:~~

~~1/16/98~~

~~Board Approved~~

~~Revision Date:~~

~~06/24/19~~

~~H. — CUSTOMER SERVICE / PURCHASING CLERK~~

~~DEFINITION:~~

~~Under the general supervision of the Assitant General Manager / Finance & Administrative Services Manager, performs a variety of routine customer service, purchasing, inventory, data entry, record keeping work in an automated environment, and performs related work as assigned.~~

~~CLASS CHARACTERISTICS:~~

~~Positions in this class perform customer service work related to the telephone and receptionist functions, the receipt of customer payment and the performance of routine clerical support work, including data entry, and purchasing functions.~~

~~EXAMPLES OF DUTIES:~~

~~Performs a variety of duties which includes but is not limited to greeting the public in person as well as on the phone; providing routine information and referring callers to proper parties; processing mail; filing; indexing; ordering office supplies; conducting payment transactions; process inventory orders and purchasing requests; coordinate annual inventory count; assist with mailings; maintain parcel map books; operates a variety of office machines, including computer; copier, fax machine, 10 key calculator and computer scanning equipment. and performs other tasks as assigned.~~

~~QUALIFICATIONS:~~

~~Knowledge of:~~

- ~~*—Modern office equipment and procedures;~~
- ~~*—Computer applications related to automated record keeping;~~
- ~~*—Business arithmetic;~~
- ~~*—Common public relations courtesies, practices and techniques;~~
- ~~*—English usage, spelling and punctuation.~~

~~ABILITY TO:~~

- ~~*—Adhere to established time schedules;~~
- ~~*—Exercise patience and tact in receiving customer complaints;~~
- ~~*—Prioritize tasks to meet established deadlines;~~
- ~~*—Perform varied office support and receptionist work;~~
- ~~*—Identify and reconcile errors;~~
- ~~*—Operate a computer to enter and retrieve data;~~
- ~~*—Operate a 10 Key;~~
- ~~*—Operate a keyboard;~~
- ~~*—Speak clearly and distinctly;~~
- ~~*—Understand and carry out oral and written instructions;~~
- ~~*—Establish and maintain effective relationships with those in contact in the course of work.~~

TRAINING AND EXPERIENCE:

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying background is customer service and clerical / receptionist responsibility. Experience in Microsoft Word and Excel is necessary.

Physical Requirements

- ~~Sitting: Remains in seated position for up to 8 hours per day.~~
- ~~Lifting: Pick up boxes up to 25 lbs.~~
- ~~Standing: Filing~~
- ~~Talking: Expresses ideas and shares information by means of spoken work
In person and by telephone.~~
- ~~Hearing: Hears well enough to receive communication in person, by telephone or by
radio.~~
- ~~Reaching: Extends hands and arms in any direction.~~
- ~~Hands/Arms: Operates computer and 10-key~~
- ~~Vision: Reads written or video messages and operates vehicle.~~

~~The physical demands and work environment described here are representative of those that must be met an employee to successfully perform the essential functions of this job.
Employees may be required to wear and/or use personal protective and other safety equipment.
Reasonable accommodation may be made to enable individuals with disabilities perform the essential functions.~~

~~The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.~~

Medical Examination:

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination prior to the first day of employment.~~

<p>Board Approved Effective Date: 06/24/2019</p> <hr style="width: 50%; margin: 0 auto;"/> <p>Board Approved Revision Date:</p>

Yuima Municipal Water District is an Equal Opportunity Employer

~~I. ASSISTANT GENERAL MANAGER / FINANCE AND
ADMINISTRATIVE SERVICES MANAGER~~

DEFINITION

~~Under administrative and policy direction of the General Manager, provides highly responsible and professional assistance in the overall administration of the District; directs, oversees, plans and coordinates the activities and operations of Finance and Administration, Customer Service, Human Resources, Risk Management, and Information Technology. Is responsible for all District financial activities, including investments and cash management, internal control functions, budgeting, accounting and reporting, rate setting, contract administration, and the CAFR preparation; manages District hardware and software computer systems, data networks, and website; manages employee relations, recruitment, employee selection, health benefits program, and safety programs including workers' compensation; organizes and implements the risk and safety management and loss control programs including elimination, reduction, and transfer of risk through self-insured programs, and the purchase of insurance coverage.~~

CLASS CHARACTERISTICS

~~This class is responsible for District financial, Human Resources, IT, and Risk Management activities, including investments, accounting and customer service functions¹. Manages the cash assets of the District and in consultation with the General Manager invests surplus and reserve public funds in accordance with Board policy and State legal requirements¹. Is responsible to the General Manager relative to the efficient administration of the District's accounting, customer service department, human resources, risk management, and data processing services, including administration of employee benefit programs and retiree health plan². The employee exercises supervision over the accounting and clerical employees setting priorities, training and reviewing work and preparing evaluations. The employee also has indirect supervision over the field staff. The employee has considerable independence in selecting and developing work methods and procedures. Instructions from the General Manager usually consist of direction or approval to institute programs or services or to accomplish assignments in accordance with given goals and deadlines. The employee is expected to develop methods and procedures and to solve problems encountered, using professional judgment and the application of precedent, except where deviations from established policy are required².~~

EXAMPLES OF DUTIES

~~Examples of duties include, but are not limited to, the following:~~

~~Plans, organizes, schedules, supervises, reviews and evaluates the work of assigned staff involved with accounting, customer service and billing, meter reading and data processing.~~

~~Develops and implements goals, objectives and work standards for accounting and clerical department; administers investment of surplus funds and other financial management programs²; directs and personally performs professional accounting work, including maintenance of the general ledger, varied subsidiary ledgers and journals, accounts receivable and payable, payroll and numerous control and informational records and reports; prepares journal entries, completes general ledger bookkeeping and prepares financial summaries; maintains varied check registers and logs; researches and assembles information from a variety of sources for the completion of forms or the preparation of reports; makes complex arithmetic or statistical calculations; distributes labor, material, equipment and indirect costs. Manages the administration of retiree health benefits plan, including entries for funding and supplies calculated data to actuarial firm². Reviews and reconciles varied reports, computer output and related data; review bank account reconciliations; determines labor distribution from time records; oversees and assists in the preparation of payroll, accounts receivable, accounts payable, and fixed assets; organizes work, provides user support in the operation and use of the District's network server, financial software program, and website maintenance; Coordinates cross training of staff for coverage of duties. Invests the district's surplus funds and coordinates the preparation of the annual budget, including preparing revenue and expenditure projections; prepares periodic and special financial reports and analyses including those required for submission to various governmental agencies; coordinates the annual audit of District financial records and systems and single and special audits. Assists in the design and maintains computerized water rate models; advises management on current principles, practices and methodology in the accounting and finance field and adjusts or recommends changes to District's policies and procedures, accounting practices and manuals accordingly. Prepares and maintains written procedures for clerical, accounting and water billing functions. Directs the activities of and provides technical assistance to staff regarding billing, meter reading, collection and customer service activities; personally handles the more difficult customer service problems. Conducts special studies, recommends District rates and changes and makes policy and procedure recommendations in areas of expertise. Reviews accounting documents to ensure accuracy of information and makes correcting journal adjustments as needed; reviews supporting documentation to ensure proper authorization and conformance with agreements, contract, and state and federal regulations. Prepares monthly investment and financial reports; maintains effective communication with investment brokers; supervises cash management; prepares and maintains subsidiary records involving a variety of transactions and accounts such as fixed assets records and related depreciation records. Documents appraisal of District assets for insurance purposes and maintains related insurance requirement documents. Manages the maintenance and technical support of computer hardware and software used by the District accounting and customer service department. Plans, organizes, assigns, directs, reviews and evaluates the work of the accounting and clerical staff and provides for their training and professional development. Administers the District's liability and property insurance programs. Maintains the currency of the employee manual. Manages the administration of employee benefit programs and retiree health benefit program. Attends various meetings including finance and board meetings.~~

QUALIFICATIONS

Knowledge of:

~~Governmental, fund and general accounting principles, practices and procedures, including budgeting and investment techniques.~~

~~Administrative principles and practices, including goals and procedure development and implementation, work planning, organizing and employee supervision.~~

~~Customer service functions, including billing, collections and customer record keeping.~~

~~Auditing principles and practices related to applicable laws and regulations.~~

Computer user applications for accounting/business systems.

Ability to:

~~Plan, Organize, supervise, review and evaluate the work of others: prioritize and coordinate work activities.~~

~~Prepare, maintain and reconcile various complex financial, accounting, payroll, statistical, auditing and numerical records.~~

~~Read and interpret rules, policies and procedures.~~

~~Organize, research, and maintain files and records.~~

~~Make arithmetic calculations with speed and accuracy.~~

~~Operating a personal computer and mainframe computer system.~~

~~Prepare accurate reports of operations and developing specialized information as required.~~

~~Review and verify the accuracy of financial data and information and associated legal documents; analyze, evaluate and reconcile complex financial data to arrive at accurate conclusions and recommendations; prepare clear, concise and complete financial reports and other written correspondence; recommend improved accounting methods and procedures; interpret complex financial rules, regulations and ordinances, exercise sound independent judgment within established policy guidelines; establish and maintain effective working relationships with those contacted in the course of the work.~~

~~Following and applying written and oral instructions.~~

Training, Education and Experience:

~~Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is supervisory level experience performing responsible administration of financial operations involving cash flow, enterprise, accounting, budgeting, financial reports, internal controls and information services.~~

~~A typical way of gaining the knowledge and skills outlined above is:~~

~~Equivalent to completion of two years of college with coursework in data processing, accounting, business administration or a closely related field, and four years of professional accounting experience including at least three years supervisory and public agency experience.~~

Physical Demands:

~~Sitting: ————— Remains in seated position for up to 8 hours per day.~~

~~Lifting: ————— Pick up 25 lb. boxes of computer paper.~~

~~Talking: ————— Expresses ideas and shares information by means of spoken work in person and by telephone.~~

~~Hearing: ————— Hears well enough to receive communication in person and by telephone.~~

~~Hands/Arms: ————— Operates computer for up to 8 hours per day.~~

~~Reaching: ————— Extends hands and arms in any direction.~~

~~Vision: ————— Reads written or video messages for up to 8 hours per day and operates vehicle~~

Other Requirements:

~~Must possess a valid California Driver's License and be acceptable to the District's automobile liability insurance carrier.~~

Medical Examination:

All applicants offered employment with the District must successfully pass a pre-employment physical examination prior to the first day of employment.

Reasonable accommodations will be considered.

Board Approved
Effective Date:
1/16/98

Board Approved
Revision Date:
06/25/2018

Yuima Municipal Water District is an Equal Opportunity Employer

J. — GENERAL MANAGER

Definition

The General Manager is responsible for overall operations of the Yuima Municipal Water District. Duties include: Implementing policies and directives of the Board; recommending long term strategic techniques and plans to achieve the District's mission of providing safe and reliable water in a cost efficient manner; providing staff assistance to the Board of Directors; preparing, submitting, presenting and providing recommendations to the Board for operations, finances, capital improvements and policies; leading long range and strategic planning activities; establishing high priority goals and objectives; monitoring employee relations, conducting labor negotiations; directing and reviewing the preparation of the District's budget; ensuring compliance with the District's mission, goals and objectives; providing resources to staff; and, making final decisions on hiring, firing and disciplinary actions.

Class Characteristics

This is a stand-alone classification and is distinguished from other management classes in that it serves as the Chief Executive Officer for the Yuima Municipal Water District overseeing a \$10 million annual operating and capital budget with authority to manage the day to day operations of the District in carrying out the policies of the Board of Directors.

ESSENTIAL DUTIES

(These duties are a representative sample; position assignments may vary.)

1. — Leads long range planning efforts which includes all aspects of the District's operations. Oversees multi-year budget/rate models for Board consideration to achieve a stable operating plan. Provides implementation strategies for preventative maintenance and infrastructure improvements to maximize economic life of the system.
2. — Provides administrative support to the Board of Directors; prepares, submits, and presents staff reports and other necessary correspondence to the Board including reports of finances and administrative activities; keeps Board of Directors advised of financial conditions, program progress, present and future needs of the District, prepares recommendations and advises the Board on matters requiring legislative action.
3. — Manages labor relations and employee relations. Makes the final decisions on hiring, terminations and disciplinary actions.
4. — Oversees and directs budgets and reviews and monitors the District's financial reports.

5. ~~Oversees and directs the activities of all departments.~~
6. ~~Implements policies and directives of the Board of Directors by ensuring compliance with the District's goals and objectives.~~
7. ~~Ensures that departments have resources necessary to do their assignments and projects.~~
8. ~~Establishes high priority goals and objectives annually, quarterly and monthly with the Management Team in order to implement Board adopted goals.~~
9. ~~Performs other duties as prescribed under Water Code Sections 30580, 30581, 71362 and 71363 of the State of California.~~

QUALIFICATIONS

Knowledge & Skills:

(position requirements at entry)

- ~~Water District's Operations;~~
- ~~Long range planning;~~
- ~~Human Resource Management;~~
- ~~Financial Management;~~
- ~~Current Economic trends and operating problems affecting the District's government — and service;~~
- ~~Effective management tools utilized in private sector;~~
- ~~Applicable laws, rules and regulations.~~
- ~~Creating long range strategic plans;~~
- ~~Managing finances;~~
- ~~Facilitating team management meetings;~~
- ~~Giving presentations;~~
- ~~Developing and implementing directives and goals;~~
- ~~Managing Water District operations;~~
- ~~Managing Human Resources;~~
- ~~Resolving problems;~~
- ~~Using computers and related software applications;~~
- ~~Communication, interpersonal skills as applied to interaction with coworkers, the general public, etc. sufficient to exchange or convey information and to receive work direction.~~

Training and Experience:

(position requirements at entry):

~~Graduation from an accredited four (4) year college or university with major coursework in business administration, public administration, finance, engineering, utility management,~~

~~—OR— five (5) years of increasingly responsible experience in the administration operation and/or financial management of a public water utility, which includes at least three (3) years of experience in a management or executive capacity.~~

~~Licensing Requirements:~~

~~(position requirements at entry)~~

- ~~• Valid California Driver's License and be acceptable to the District's automobile liability insurance carrier.~~

~~Medical Examination:~~

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination prior to the first day of employment.~~

~~Reasonable accommodations will be considered.~~

<p>Board Approved Effective Date: 5-24-05</p> <hr/> <p>Board Approved Revision Date: 11-1-2016</p>
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Yuima Municipal Water District is an Equal Opportunity Employer

~~K.~~ ~~G.~~ ACCOUNTANT

DEFINITION:

~~Under general direction of the Finance & Administrative Services Manager performs a variety of advanced accounting and auditing functions. Assists in budget preparation and accounts payable. Performs data entry, payroll, cash management, customer service, record keeping, bank reconciliations and standardized accounting support work in an automated environment; and performs related work as required.~~

CLASS CHARACTERISTICS

~~Positions in this class are assigned a variety of complex duties related to public accounting, customer service, risk transfer agreements, payroll, payables, bank account transfers and financial reporting. Employee uses established procedures in the selection of work methods and is expected to employ the established procedures necessary to complete the project unless significant unanticipated problems are encountered. Provides highly responsible and complex accounting and administrative support to the Finance & Administrative Services Manager. Work is generally reviewed by the Finance & Administrative Services Manager upon completion for final results. Employee is expected to refer matters which do not fit a general pattern to the Finance & Administrative Services Manager for instruction.~~

EXAMPLES OF DUTIES:

~~Has functional responsibility for account record keeping work of advanced difficulty in areas such as maintenance of and posting to the general ledger.¹ Prepares recurring and adjusting journal entries; researches accounting discrepancies and answers questions related to the discrepancies; reconciles general ledger accounts; prepares transactions necessary for month-end and year-end closing. Gathers data, develops schedules, and prepares or assists in the preparation of the comprehensive annual financial report through completion. Coordinates activities and provides information and assistance to external audit staff. Prepares accounting for special projects; prepares a variety of financial reports including but not limited to, interim budget projections and analyses; prepares schedules, forms and assists in annual budget development. Assists in the management of the District's investment portfolio. Manages payroll and ensures compliance with State and Federal laws²; has responsibility for posting cash receipts²; reconciles cash; processes direct deposits; prepares payroll, inputs time sheets, runs payroll audit reports, prints checks and prepares disbursements for payroll deductions²; prepares PERS reports and payroll tax remittance; prepares quarterly and annual payroll tax reports and runs W-2's and annual benefit statements. Maintains and updates fixed assets²; prepares~~

¹-This function is highly specialized. Employees are hired for the skill/ability to perform this.

²-The performance of this function is the reason the job exists.

worksheets and assists with annual audit including workers' compensation audit; assists in answering incoming telephone calls and provides routine information and refers caller to proper parties; assists in water payment transactions and water billing functions; reviews controls and reconciles discrepancies²; assists in processing new account transactions; prepares service orders; posts cash receipts and prepares bank reconciliation and related reports²; assists in Peachtree accounting and monthly statements and related reports; compiles assigned reports; obtains approval and performs accounting support work of above average difficulty; keyboarding including word processing and spreadsheets, record keeping, scanning and filing work, backs up front desk duties when required and some job sharing for cross training purposes; operates a variety of office machines and performs related work as required.

QUALIFICATIONS

Knowledge of:

- Advanced principles and practices of governmental accounting
- Modern office equipment and procedures;
 - Computer applications related to automated account record keeping;
- Business mathematics;
- Common public relations courtesies, practices and techniques;
- Receptionist and telephone techniques;
 - Intermediate methods and procedures used in bookkeeping and financial record keeping;
 - Computer programs related to billing and financial record keeping;
 - State & Federal payroll reporting regulations;
 - Basic business data processing principals and the use of word processing equipment and spreadsheet software;
 - English usage, spelling and punctuation;
 - Appropriate safety precautions and procedures.

Ability to:

- Conduct highly complex financial analyses and prepare clear and
- Concise financial statements and reports;
- Interpret and apply policies, laws, and regulations related to fiscal administration;
- Prepare detailed reports, memoranda and correspondence;
- Adhere to established time schedules;
- Perform varied office support and receptionist work;
- Make arithmetic calculations with speed and accuracy;
- Identify and reconcile errors;
- Operate a computer to enter and retrieve data;
- Operate 10 key and make mathematical calculations with speed and accuracy;
- Operate a typewriter keyboard with efficiency and accuracy;
- Prioritize tasks to meet established deadlines;
- Speak clearly and distinctly;
- Exercise patience and tact in receiving and processing customer complaints;
- Understand and carry out oral and written instructions;
- Prioritize tasks to meet established deadlines;
- Establish and maintain effective relationships with those in contact in the course of work.

Training and Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. A typical qualifying entrance background

~~would be a Bachelor's degree in accounting, finance or closely related field with two years' experience in advanced professional or governmental accounting. Experience in Microsoft Word and Excel and Access are necessary. Peachtree experience is desirable. A CPA license is desirable.~~

Physical Requirements

- ~~— Sitting: Remains in seated position for up to 8 hours per day.~~
- ~~— Lifting: Pick up boxes of computer paper (with assistance) up to 25 lbs.~~
- ~~— Carrying: Transports payables and computer journals.~~
- ~~— Talking: Expresses ideas and shares information by means of spoken word in person and by telephone and radio.~~
- ~~— Hearing: Hears well enough to receive communication in person, by telephone or by radio.~~
- ~~— Hands/Arms: Operates computer and 10-key for up to 8 hours per day.~~
- ~~— Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.~~

~~The physical demands and work environment described here are representative of those that must be met an employee to successfully perform the essential functions of this job.~~

~~Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodation may be made to enable individuals with disabilities perform the essential functions.~~

~~The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job.~~

Other Requirements:

~~Must possess a valid Class C California Driver's License and maintain a satisfactory driving record.~~

Medical Examination:

~~All applicants offered employment with the District must successfully pass a pre-employment physical examination prior to the first day of employment.~~

<p>Board Approved Effective Date: 3/28/06</p> <hr/> <p>Board Approved Revision Date: 6/26/2015</p>
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34.9. EXHIBIT “D” PAY RANGE SCHEDULE

YUIMA MUNICIPAL WATER DISTRICT

Effective June ~~24, 2019~~28, 2021

Job Classification	No. Positions Authorized	Range Minimum	Range Maximum
EXEMPT CLASSIFICATIONS			
		Bi-Weekly	Salary
General Manager	1	5,769.23 <u>4,873.08</u>	7,115.38
Assistant General Manager / Finance & Administrative Services Manager	1	4,730.77 <u>3,846.15</u>	5,769.23 <u>4,807.69</u>
Operations Manager	1	4,038.46	4,807.69
NON-EXEMPT CLASSIFICATIONS			
		Hourly	Wage
Lead Systems Technician	1	36.32	48.57
Senior Systems Technician	1	33.87	46.27
Water Systems Technician II	2 <u>1</u>	31.58	42.55
Electrical / Utility Worker Distribution / Water Quality Technician	1	26.27 <u>30.00</u>	33.46 <u>37.19</u>
Utility Worker I	1	19 <u>20.00</u>	24.00
Accountant	1	31.58	40.70
Utility Billing Specialist	1	25 <u>22.00</u>	31.58
Customer Service Clerk	1	17.00	22.00
Administrative Assistant	.80	22.00	28.50
Facility / Safety Clerk	.75	17.00	22.00

Adopted Res. No. 1828-19 June ~~24, 2019~~28, 2021

35.10.Index

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