



Yucaipa Valley Water District

Notice and Agenda of a Board Workshop

Tuesday, February 11, 2020 at 4:00 p.m.

MEETING LOCATION: District Administration Building
12770 Second Street, Yucaipa

MEMBERS OF THE BOARD: Director Chris Mann, Division 1
Director Bruce Granlund, Division 2
Director Jay Bogh, Division 3
Director Lonni Granlund, Division 4
Director Joyce McIntire, Division 5

I. Call to Order - Pledge of Allegiance

II. Public Comments At this time, members of the public may address the Board of Directors on matters within its jurisdiction; however, no action or significant discussion may take place on any item not on the meeting agenda.

III. Staff Report

IV. Discussion Items

- A. Consideration of Resolution No. 2020-08 Supporting the Application for the WaterSMART: Drought Response Program: Drought Contingency Planning Grants for Fiscal Year 2020 and 2021 from the Bureau of Reclamation [[Workshop Memorandum No. 20-036 - Page 6 of 190](#)]

RECOMMENDED ACTION: That the Board adopts Resolution No. 2020-08.

- B. Consideration of Resolution No. 2020-09 Supporting the Application for the WaterSMART: Small-Scale Water Efficiency Projects Grant from the Bureau of Reclamation [[Workshop Memorandum No. 20-037 - Page 8 of 190](#)]

RECOMMENDED ACTION: That the Board adopts Resolution No. 2020-09.

V. Operational Updates

- A. Overview of the Proposed Draft Monthly Operations Report [[Workshop Memorandum No. 20-038 - Page 11 of 190](#)]

VI. Capital Improvement Projects

- A. Status Report on the Calimesa Lake and Aquifer Storage and Recovery Project [[Workshop Memorandum No. 20-039 - Page 13 of 190](#)]

Any person who requires accommodation to participate in this meeting should contact the District office at (909) 797-5117, at least 48 hours prior to the meeting to request a disability-related modification or accommodation.

Materials that are provided to the Board of Directors after the meeting packet is compiled and distributed will be made available for public review during normal business hours at the District office located at 12770 Second Street, Yucaipa. Meeting materials are also available on the District's website at www.yvwd.dst.ca.us

VII. Development Related

- A. Overview of Amendment No. 1 to Development Agreement No. 2018-05 for Parcel Map No. 19822 - Moran [[Workshop Memorandum No. 20-040 - Page 16 of 190](#)]

VIII. Administrative Issues

- A. Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2019 [[Workshop Memorandum No. 20-041 - Page 20 of 190](#)]
- B. Review of a Draft Request for Proposals for Professional Auditing Services [[Workshop Memorandum No. 20-042 - Page 45 of 190](#)]
- C. Review of Proposed Budget Adjustments for Fiscal Year 2019-20 Including Draft Resolution 2020-xx Transferring Reserve Funds to the Operating Budget and Draft Resolution 2020-xx Transferring Depreciation Reserves Within Each Fund to Infrastructure Reserves in the Respective Funds [[Workshop Memorandum No. 20-043 - Page 58 of 190](#)]
- D. Review of the Updated Personnel Manual for the Yucaipa Valley Water District [[Workshop Memorandum No. 20-044 - Page 71 of 190](#)]
- E. Review of Draft Resolution No. 2020-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors [[Workshop Memorandum No. 20-045 - Page 168 of 190](#)]
- F. Overview of the Water Wise Landscape Contest for Inland Empire Residents [[Workshop Memorandum No. 20-046 - Page 174 of 190](#)]
- G. Discussion Regarding a Temporary Reduction in Supplemental Water Commodity Charges for Customers in Riverside County [[Workshop Memorandum No. 20-047 - Page 175 of 190](#)]
- H. Overview of Proposed Public Education and Outreach Events [[Workshop Memorandum No. 20-048 - Page 178 of 190](#)]
- I. Overview of the Preparation of Public Information and Educational Videos of District Operations [[Workshop Memorandum No. 20-049 - Page 179 of 190](#)]
- J. Overview of Open Space and Land Management Concepts [[Workshop Memorandum No. 20-050 - Page 181 of 190](#)]

IX. Board Reports & Director Comments**X. Announcements**

- A. February 18, 2020 at 6:00 p.m. - Board Meeting
- B. February 25, 2020 at 4:00 p.m. - Board Workshop
- C. March 3, 2020 at 6:00 p.m. - Board Meeting
- D. March 10, 2020 at 4:00 p.m. - Board Workshop
- E. March 17, 2020 at 6:00 p.m. - Board Meeting
- F. March 31, 2020 at 4:00 p.m. - Board Workshop
- G. April 7, 2020 at 6:00 p.m. - Board Meeting
- H. April 14, 2020 at 4:00 p.m. - Board Workshop
- I. April 21, 2020 at 6:00 p.m. - Board Meeting
- J. April 28, 2020 at 4:00 p.m. - Board Workshop
- K. May 5, 2020 at 6:00 p.m. - Board Meeting
- L. May 12, 2020 at 4:00 p.m. - Board Workshop
- M. May 19, 2020 at 6:00 p.m. - Board Meeting
- N. May 26, 2020 at 4:00 p.m. - Board Workshop
- O. June 2, 2020 at 6:00 p.m. - Board Meeting
- P. June 9, 2020 at 4:00 p.m. - Board Workshop

- Q. June 16, 2020 at 6:00 p.m. - Board Meeting
- R. June 30, 2020 at 4:00 p.m. - Board Workshop

XI. Closed Session

- A. Conference with Real Property Negotiator(s) - Government Code 54956.8
Property: Assessor's Parcel Number: 0319-121-38
Agency Negotiator: Joseph Zoba, General Manager
Negotiating Parties: Harry Holdorff
Under Negotiation: Terms of Payment and Price
- B. Conference with Real Property Negotiator(s) - Government Code 54956.8
Property: Assessor's Parcel Number: 0319-121-63
Agency Negotiator: Joseph Zoba, General Manager
Negotiating Parties: Emmet Conlon
Under Negotiation: Terms of Payment and Price
- C. Conference with Legal Counsel - Anticipated Litigation (Government Code 54956.9) -
Three Cases

XII. Adjournment

Staff Report



Yucaipa Valley Water District

Discussion Items



Yucaipa Valley Water District



Yucaipa Valley Water District **Workshop Memorandum 20-036**

Date: February 11, 2020

Prepared By: Kathryn Hallberg, Implementation Manager

Subject: Consideration of Resolution No. 2020-08 Supporting the Application for the WaterSMART: Drought Response Program: Drought Contingency Planning Grants for Fiscal Year 2020 and 2021 from the Bureau of Reclamation

Recommendation: That the Board adopts Resolution No. 2020-08.

District staff reviewed a grant opportunity for the Calimesa Artificial Groundwater Recharge and Aquifer Storage Project. This grant focuses on the drought contingency plan that supports the development as well as plans that will build long-term resiliency to drought.

This resolution is required to submit a complete application to the Bureau of Reclamation.

RECLAMATION

Managing Water in the West

Funding Opportunity Announcement No. BOR-DO-20-F003
Revised January 1, 2020

WaterSMART Drought Response Program: Drought Contingency Planning Grants for Fiscal Years 2020 and 2021




U.S. Department of the Interior
Bureau of Reclamation
Policy and Administration
Denver, Colorado

November 2019

RESOLUTION NO. 2020-08**RESOLUTION OF THE BOARD OF DIRECTORS OF THE YUCAIPA VALLEY WATER DISTRICT SUPPORTING THE APPLICATION FOR A WATERSMART DROUGHT RESPONSE PROGRAM DROUGHT CONTINGENCY PLANNING GRANT FOR FISCAL YEAR 2020 AND 2021 FROM THE BUREAU OF RECLAMATION AND COMMITTING THE DISTRICT TO THE FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH THE RECEIPT OF THE WATERSMART GRANT FINANCIAL ASSISTANCE REQUIREMENTS**

WHEREAS, the Yucaipa Valley Water District (the "District") is a public agency of the State of California organized and existing pursuant to the provisions of the County Water District Law of this State (Section 30000, et seq. of the Water Code); and

WHEREAS, the mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American people; and

WHEREAS, the Bureau of Reclamation has announced Funding Opportunity Announcement No. BOR-DO-20-F003 seeking drought contingency plans that supports the development and update of drought contingency plans that will build long-term resiliency to drought; and

NOW, THEREFORE, the Board of Directors of the Yucaipa Valley Water District hereby RESOLVE, DETERMINE, and ORDER as follows:

1. That the Board of Directors delegates legal authority to the General Manager to enter into a cooperative agreement with the Department of Interior, Bureau of Reclamation for the WaterSMART: Drought Response Program: Drought Contingency Planning Grants for Fiscal Year 2020 and 2021.
2. That the Board of Directors hereby authorizes and supports the participation and submittal by the Yucaipa Valley Water District of the grant funding application.
3. That the Board of Directors supports, and the Yucaipa Valley Water District maintains the capability to provide funding and/or in-kind contributions as specified in the grant funding application.
4. That the Board of Directors hereby directs the General Manager to work with the Bureau of Reclamation to meet the established deadlines for entering into a cooperative agreement.

PASSED, APPROVED and ADOPTED this 11th of February 2020.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

Chris Mann, President Board of Directors

Joseph B. Zoba, General Manager



Yucaipa Valley Water District **Workshop Memorandum 20-037**

Date: February 11, 2020

Prepared By: Kathryn Hallberg, Implementation Manager

Subject: Consideration of Resolution No. 2020-09 Supporting the Application for the WaterSMART: Small-Scale Water Efficiency Projects Grant from the Bureau of Reclamation

Recommendation: That the Board adopts Resolution No. 2020-09.

District staff reviewed a grant opportunity for the replacement of production meters to accurately quantify water losses throughout the system. This grant focuses on projects that improve the use of technology to increase water reliability.

This resolution is required to submit a complete application to the Bureau of Reclamation.



— BUREAU OF —
RECLAMATION

WaterSMART Grants: Small-Scale Water Efficiency Projects

Funding Opportunity Announcement No. BOR-DO-20-F006



U.S. Department of the Interior

December 2019

RESOLUTION NO. 2020-09**RESOLUTION OF THE BOARD OF DIRECTORS OF THE YUCAIPA VALLEY WATER DISTRICT SUPPORTING THE APPLICATION FOR A GRANT FOR WATERSMART SMALL-SCALE WATER EFFICIENCY PROJECTS FROM THE BUREAU OF RECLAMATION AND COMMITTING THE DISTRICT TO THE FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH THE RECEIPT OF THE WATERSMART GRANT FINANCIAL ASSISTANCE REQUIREMENTS**

WHEREAS, the Yucaipa Valley Water District (the "District") is a public agency of the State of California organized and existing pursuant to the provisions of the County Water District Law of this State (Section 30000, et seq. of the Water Code); and

WHEREAS, the mission of the Bureau of Reclamation is to manage, develop, and protect water and related resources in an environmentally and economically sound manner in the interest of the American people; and

WHEREAS, the Bureau of Reclamation has announced Funding Opportunity Announcement No. BOR-DO-20-F006 seeking projects that focus on improving the use of technology to increase water reliability; and

NOW, THEREFORE, the Board of Directors of the Yucaipa Valley Water District hereby RESOLVE, DETERMINE, and ORDER as follows:

1. That the Board of Directors delegates legal authority to the General Manager to enter into a cooperative agreement with the Department of Interior, Bureau of Reclamation for the WaterSMART: Small-Scale Water Efficiency Projects Grant.
2. That the Board of Directors hereby authorizes and supports the participation and submittal by the Yucaipa Valley Water District of the grant funding application.
3. That the Board of Directors supports, and the Yucaipa Valley Water District maintains the capability to provide funding and/or in-kind contributions as specified in the grant funding application.
4. That the Board of Directors hereby directs the General Manager to work with the Bureau of Reclamation to meet the established deadlines for entering into a cooperative agreement.

PASSED, APPROVED and ADOPTED this 11th of February 2020.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

Chris Mann, President Board of Directors

Joseph B. Zoba, General Manager

Operational Updates



Yucaipa Valley Water District



Date: February 11, 2020

From: Joseph Zoba, General Manager

Subject: Overview of the Proposed Draft Monthly Operations Report

The District staff will be presenting a new operational report at the next workshop meeting that will provide a series of charts and graphs that will provide a quick glance of the operations at the District. This document will be updated monthly to provide quick trends and information to the board members and public.

The purpose of this agenda item is to introduce a couple of images from the operational report and to determine if there are any specific details that the board members would like to have included in the operational report.



Capital Improvement Projects



Yucaipa Valley Water District



Date: February 11, 2020

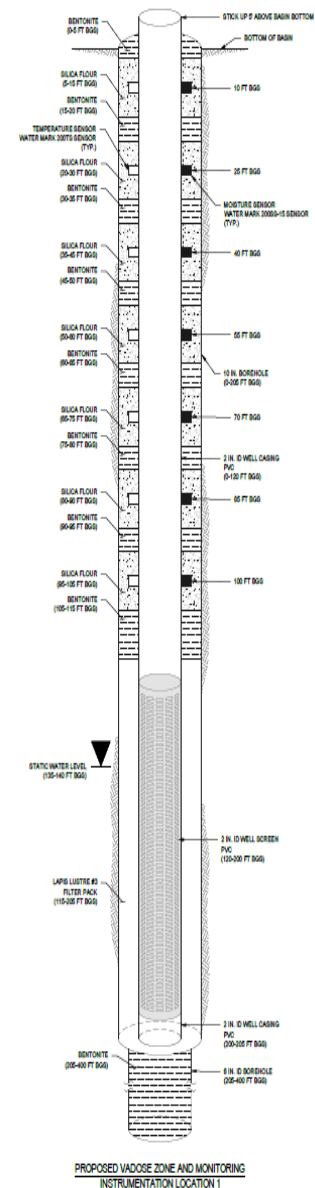
From: Joseph Zoba, General Manager

Subject: Status Report on the Calimesa Lake and Aquifer Storage and Recovery Project

On November 6, 2018, the Board of Directors authorized the General Manager to execute a contract with Geoscience to investigate the long-term infiltration rates in the western portion of the Beaumont Basin. This action by the Board set the District staff on a path to find creative solutions to provide additional purification to our drinking water and recycled water supplies and to create subsurface storage of these highly purified water resources.

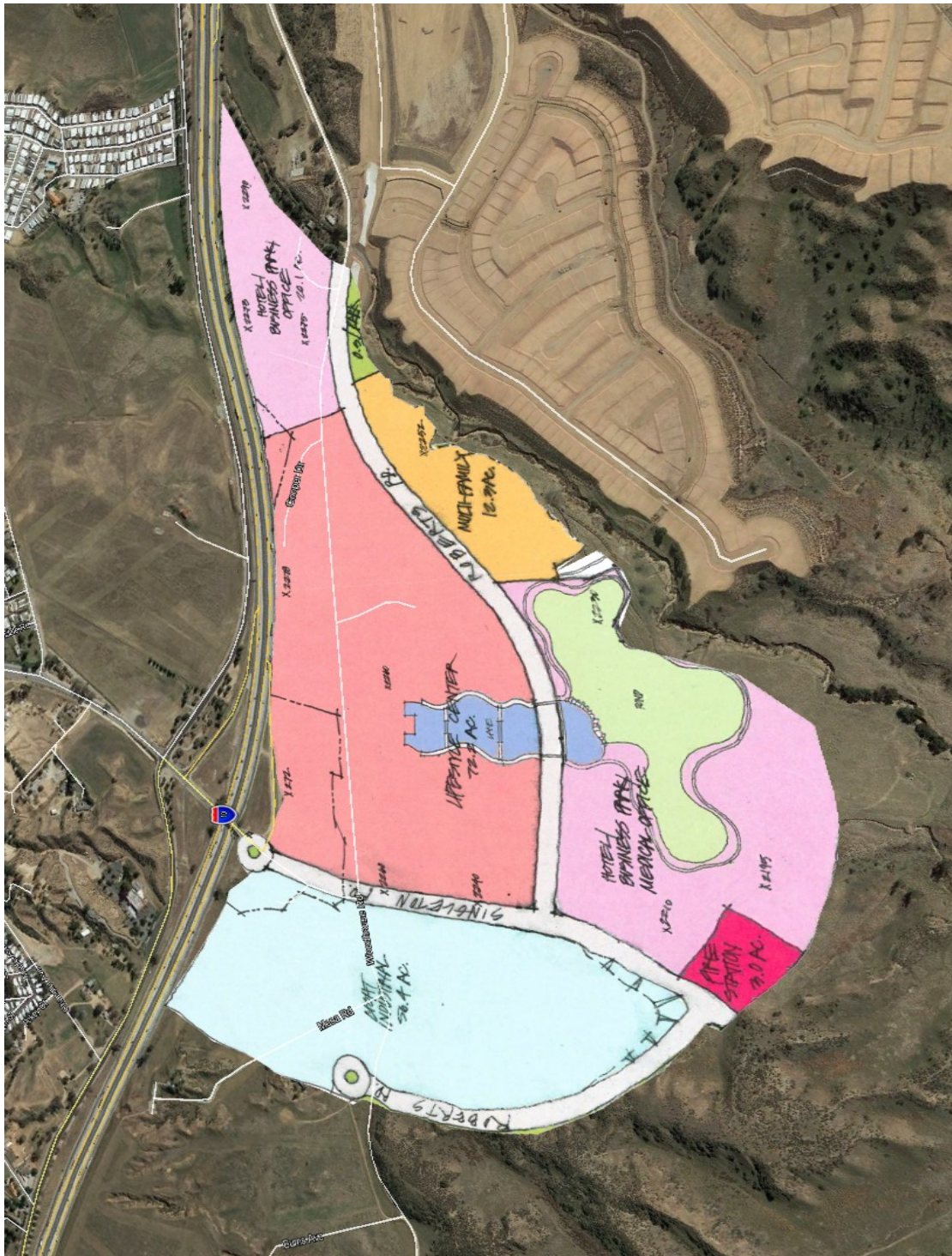


The project continues to evolve as more data is collected and analyzed. At this time, the proposed project will consist of: (1) five to six dual-directional groundwater wells that will be used to inject and extract water resources; and (2) a 5-acre lake to be used in conjunction with the operation of the recycled water system and injection facilities.



The District has decided to eliminate the 10-acre surface spreading basins shown in light green in the illustration below.

Costs associated with this project are currently charged to Sewer Division Reserves 03-506-54109. As a future Capital Improvement Project, the expenses associated with the project will be reanalyzed and assigned to the appropriate enterprise fund.



Development Projects



Yucaipa Valley Water District

Date: February 11, 2020

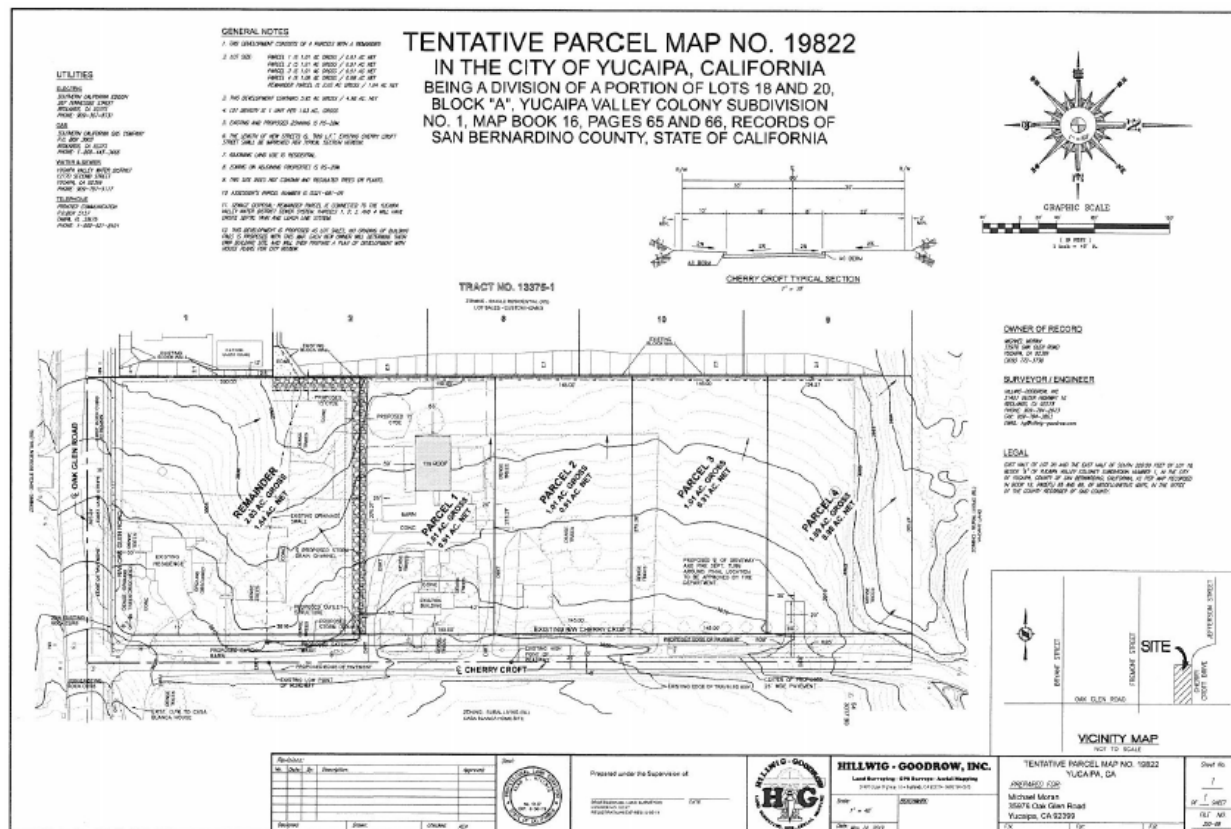
Prepared By: Chelsie Fogus, Administrative Assistant I

Subject: Overview of Amendment No. 1 to Development Agreement No. 2018-05 for Parcel Map No. 19822 - Moran

On March 6, 2018, the Yucaipa Valley Water District approved Development Agreement No. 2018-05 [Director Memorandum 18-043] with Michael Moran to provide sewer service to Tentative Parcel Map Number 19822 located on the northwest corner of Oak Glen Road and Cherry Croft Drive, in the City of Yucaipa, County of San Bernardino.

Since the approval of the development agreement, Mr. Moran has revised his Tentative Parcel Map and District staff has prepared a draft amendment to document the new terms and conditions to this project.

The draft Amendment No. 1 is attached for your review and consideration.



**AMENDMENT NO. 1
TO
AGREEMENT TO PROVIDE SEWER SERVICE TO TENTATIVE PARCEL
MAP NUMBER 19822 IN THE CITY OF YUCAIPA,
COUNTY OF SAN BERNARDINO**

This Amendment No. 1 ("Amendment No. 1") to the Agreement No. 2018-05 dated March 6, 2018, by and between the Yucaipa Valley Water District, a public agency ("District") and Michael Moran ("Developer"). Each is sometimes referred to herein as a "Party" and jointly as the "Parties".

Project File(s)	Work Order(s)
P-65-356	#65-27241

For contractual issues, the Parties are represented by the following responsible individuals authorized to execute this Agreement:

District	Developer
Yucaipa Valley Water District 12770 Second Street Post Office Box 730 Yucaipa, California 92399 Attention: Joseph Zoba, General Manager Telephone: (909) 797-5119 x2 Email: jzoba@yvwd.us	Michael Moran 35976 Oak Glen Road Yucaipa, California 92399 Attention: Michael Moran Telephone: (909) 772-3738 moranspecialties@hotmail.com

This Amendment No. 1 applies to the following parcel map pursuant to the original Agreement:

Parcel Map Number	City / County
Parcel Map No. 19822	City of Yucaipa / San Bernardino County

RECITALS

WHEREAS, the Parties have previously entered into an Agreement having the effective date of March 6, 2018 which related to the Developer desiring to obtain sewer service from the District for the Project in accordance with the current Rules, Regulations, and Policies of the District; and General Construction Conditions; and

NOW, THEREFORE, based upon the above Recitals, and the covenants, terms and conditions of the Agreement, the Parties have entered into this Amendment No. 1 for the purpose of amending the Agreement hereinbelow, and except as specifically provided herein, the Agreement and all prior amendments, if any, shall remain in full force and effect as originally stated.

1. The project will not be served with sewer service with the exception of the existing connection to the southernmost residence that is identified as being within the remainder parcel in the tentative parcel map. In lieu of sewer service for parcels 1, 2, 3, and 4, the

Yucaipa Valley Water District
Development Agreement No. 2018-05 - Amendment No. 1
Page 2 of 2

Developer will be required to comply with the Sewer Offset Program in effect at the time a building permit is issued for each parcel.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 as of the day and year first above written.

YUCAIPA VALLEY WATER DISTRICT

Dated: February 18, 2019

By:

Chris Mann

Print Name

Board President

Print Title

LENNAR

Dated:

By:

Michael Moran

Print Name

Print Title

Administrative Items



Yucaipa Valley Water District



Date: February 11, 2020

From: Allison M. Edmisten, Chief Financial Officer

Subject: Presentation of the Unaudited Financial Report for the Period Ending on January 31, 2019

The following unaudited financial report has been prepared by the Administrative Department for your review. The report has been divided into five sections to clearly disseminate information pertaining to the financial status of the District. Please remember that the following financial information has not been audited.

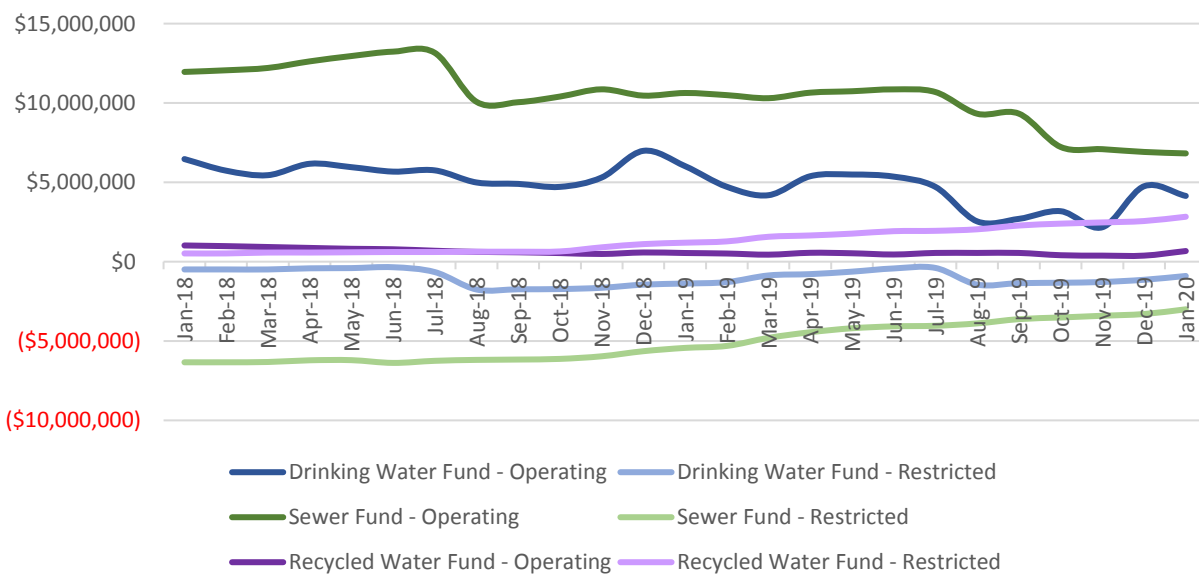
Cash Fund Balance and Cash Flow Reports

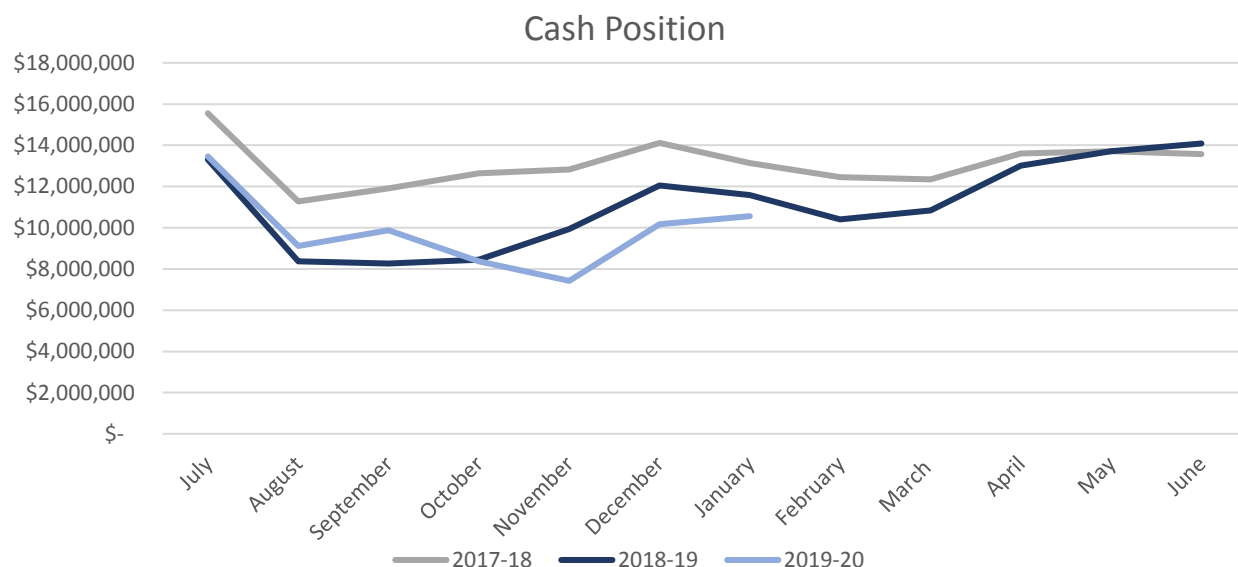
[Detailed information can be found on page 7 to 8 of 25]

The Cash Fund Balance Report provides a summary of how the total amount of funds maintained by financial institutions is distributed throughout the enterprise and non-enterprise funds of the District. A summary of the report is as follows:

Fund Source	Operating Funds	Restricted Funds	Total Funds
Water Division	\$ 4,141,488.31	\$ (901,222.88)	\$ 3,240,265.43
Sewer Division	\$ 6,821,859.61	\$ (3,000,825.64)	\$ 3,821,033.97
Recycled Water Division	\$ 670,888.94	\$ 2,830,605.48	\$ 3,501,494.42
Total	\$ 11,634,236.86	\$ (1,071,443.04)	\$ 10,562,793.82

Fund Balance





Most of the funds reflected in the Cash Fund Balance Report are designated for specific purposes and are therefore restricted, either by law or by District policy.

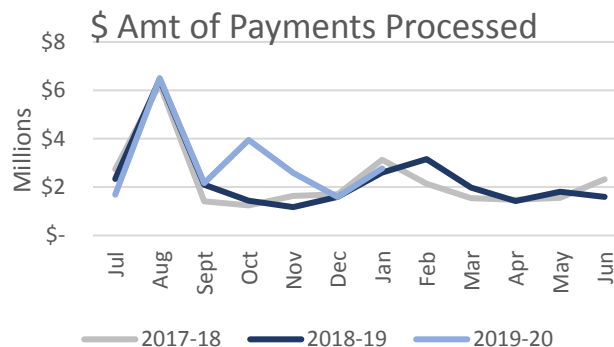
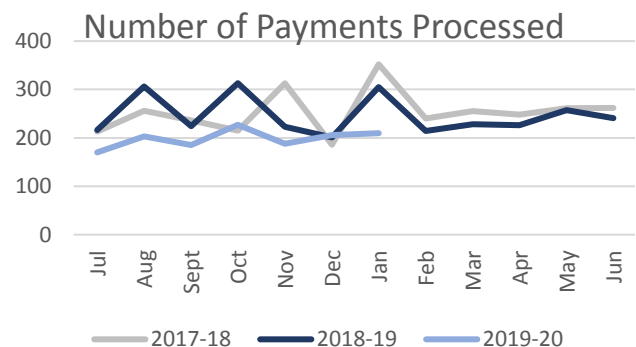
The Cash Flow Report provides a list of the debt service payment due dates and amounts as well as the cash flow requirements for debt service for each month of the fiscal year.

Cash Disbursement Report

[Detailed information can be found on pages 9 to 13 of 25]

The cash disbursement report lists each check and electronic payment processed during the month of January 2020. All payments are reviewed by District staff for accuracy and completeness, checks are usually signed by the General Manager and one Director but may be signed by two Directors. The Chief Financial Officer will make any check, payment, invoice or supporting documentation available for review to any board member upon request.

	Number Processed	Amount Processed
Checks	191	\$ 1,902,326.40
Electronic Payments	19	\$ 869,342.33
Total	210	\$ 2,771,668.73



Financial Account Information

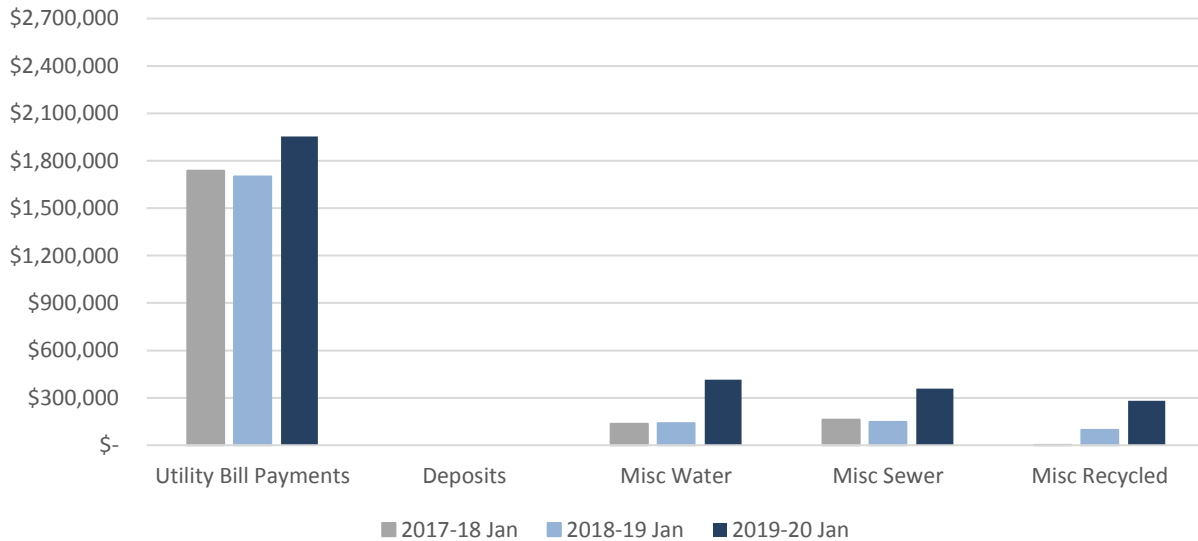
The District currently deposits all revenue received via mail or in person into the Deposit Checking account. All revenue received through Xpress Bill Pay is kept in a separate account and transferred weekly to the Deposit Checking account. The General Checking account is used as a sole processing account for all District checks and electronic payroll. The Investment Checking account is used for the purchase and redemption of US treasury notes and bills and for the transfer of LAIF funds. The US treasury notes and bills are booked at cost.

The LAIF investment account is a pooled money account administered by the State of California. Additional information on the LAIF account is provided below in the investment summary report.

Monthly Revenue Allocation:

Funding Source	Total
Utility Bill Payments	\$ 1,953,627.53
Deposits	\$ 0.00
Misc. Water Related Activities	\$ 414,107.26
Misc. Sewer Related Activities	\$ 357,567.25
Misc. Recycled Related Activities	\$ 280,257.29
Total	\$ 3,005,559.33

Monthly Revenue Allocation

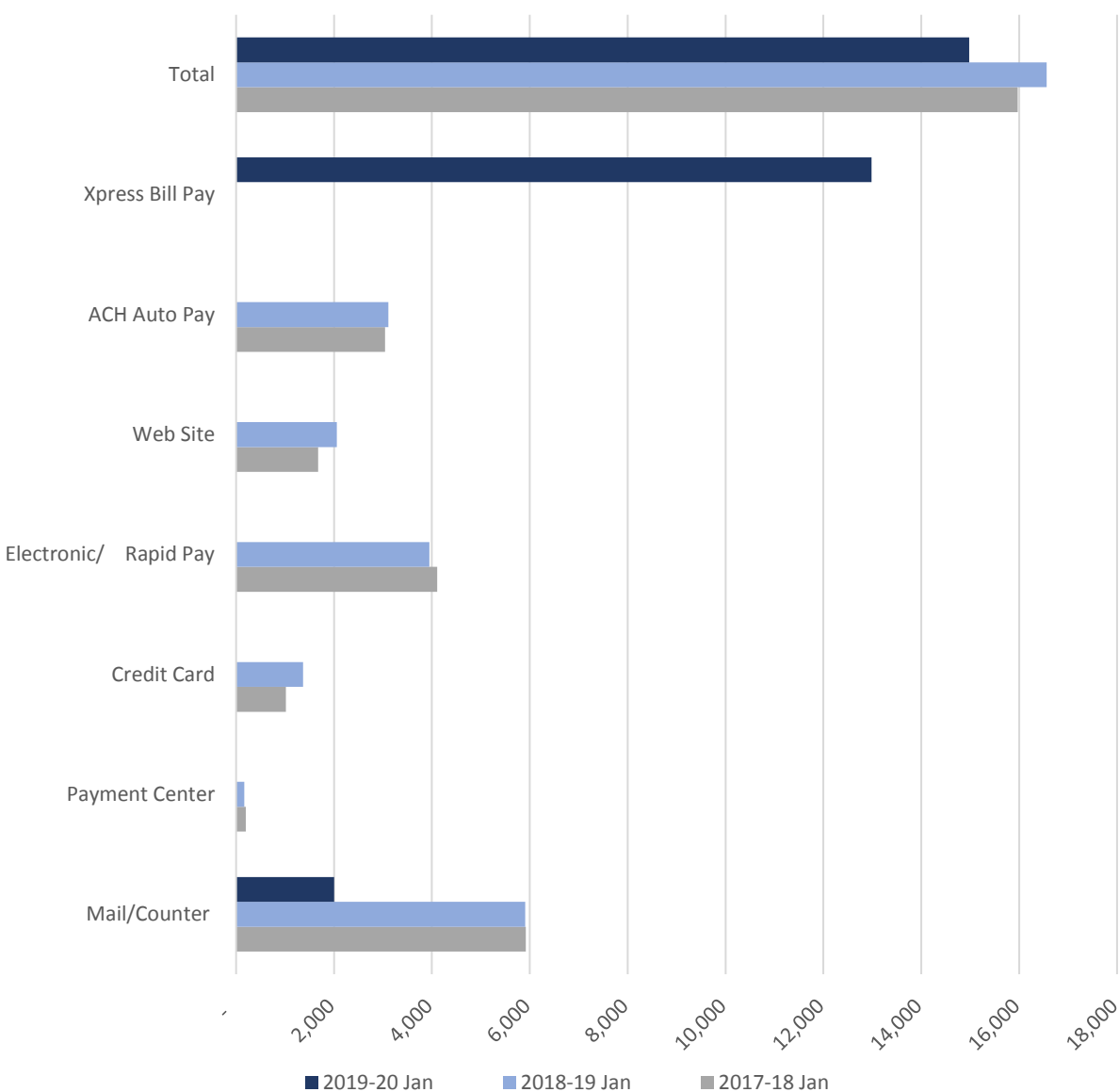


Summary of Utility Bill Payments:

Payment Method	Number of Payments	% of Total Received
Mail/Counter	2,000	13.35%
Xpress Bill Pay	12,981	86.65%
Total	14,981	100.00%

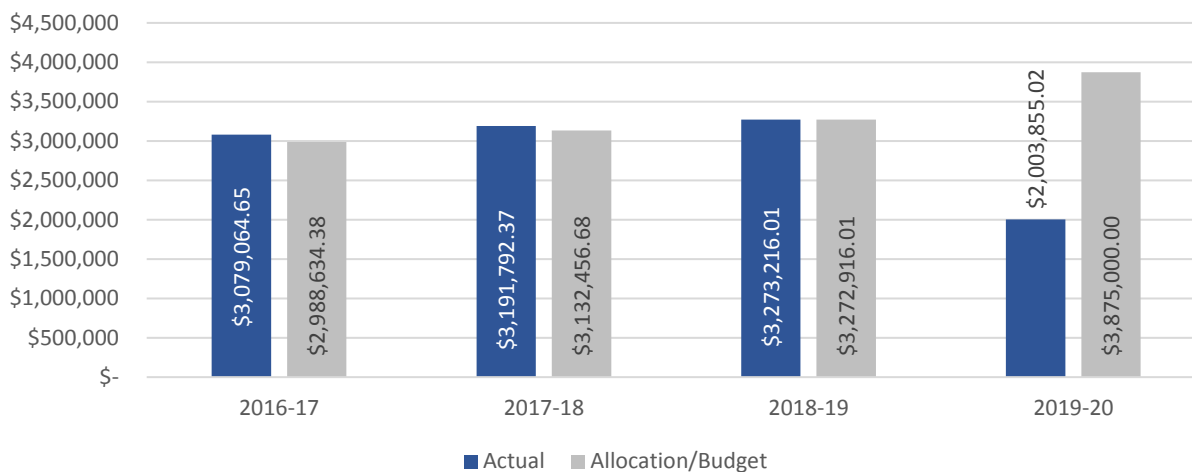
Xpress Bill Pay processes most utility bills via a lockbox service for bills paid by check and mailed. For January, 1,652 payments (12%) were Lockbox payments and the remainder were either e-check or credit card.

Type of Payments



Summary of Property Tax Revenue:

Current Month	Year-to-Date	Budget Amount	Percentage
Property Taxes	\$ 2,003,855	\$ 3,875,000	51.71%

Property Taxes - Actual vs. Budget**Investment Summary**

[Detailed information can be found on pages 14 to 15 of 25]

The investment summary report illustrates the District's investments in US treasury notes and bills in addition to the investments held by the Local Agency Investment Fund or LAIF. The yields for the treasury notes and bills are provided for each individual transaction. The historical annual yield for funds invested with LAIF is also provided.

Separate pooled money investment reports prepared by the State of California are maintained by the District and available for review.

Investment Policy Disclosure - The District is currently compliant with the portfolio of its Investment Policy and State law. The District is using Sandy Gage with Merrill Lynch Wealth Management (Bank of America Corporation) for Treasury investments. The District expects to meet its expenditure requirements for the next six months.

Fiscal Year 2019-20 Detail Budget Status

[Detailed information can be found on pages 16 to 25 of 25]

The revenue and expense budget status for the 2019-20 Fiscal Year is provided for your review.

Questions or Comments

If you have any questions about a particular budget account, please do not hesitate to contact the Chief Financial Officer directly. If you need additional information, the members of the Administrative Department would be happy to provide you with any detailed information you may desire.

Summary of Revenue Budget As of January 31, 2019 (47% of Budget Cycle)				
Division	Current Month	Year-to-Date	Budget Amount	Percentage
Water	\$ 866,702	\$ 8,822,449	\$ 14,455,500	61.03%
Sewer	\$ 1,238,211	\$ 7,675,791	\$ 12,217,712	62.83%
Recycled Water	\$ 576,769	\$ 1,258,590	\$ 1,301,447	96.71%
District Revenue	\$ 2,681,682	\$ 17,756,831	\$ 27,974,659	63.47%

Summary of Water Budget vs. Expenses As of January 31, 2019 (47% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Water Resources	\$ 231,042	\$ 2,630,744	\$ 5,220,192	50.40%
Public Works	\$ 245,109	\$ 1,835,840	\$ 3,176,293	57.80%
Administration	\$ 296,911	\$ 2,254,589	\$ 3,756,403	60.02%
Long Term Debt	\$ -	\$ 1,745,648	\$ 2,292,612	76.14%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 773,062	\$ 8,466,822	\$ 14,445,500	58.61%

Summary of Sewer Budget vs. Expenses As of January 31, 2019 (47% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Treatment	\$ 363,506	\$ 2,481,397	\$ 4,198,162	59.11%
Administration	\$ 240,204	\$ 2,014,841	\$ 2,803,515	71.87%
Environmental Control	\$ 96,934	\$ 756,243	\$ 1,382,316	54.71%
Long Term Debt	\$ -	\$ 3,572,942	\$ 3,833,719	93.20%
Asset Acquisition	\$ -	\$ -	\$ -	0.00%
TOTAL	\$ 700,644	\$ 8,825,423	\$ 12,217,712	72.23%

Summary of Recycled Water Budget vs. Expenses As of January 31, 2019 (47% of Budget Cycle)				
Department	Current Month	Year-to-Date	Budget Amount	Percentage
Administration	\$ 86,189	\$ 651,643	\$ 1,301,447	50.07%
TOTAL	\$ 86,189	\$ 651,643	\$ 1,301,447	50.07%
District Expenses	\$ 1,559,895	\$ 17,943,888	\$ 27,964,659	64.17%

Cash Fund Balance Report - January 2020

Water Division		GL#	Balance
Restricted	*ID 1 Construction Funds	02-10216	\$ 293,145.85
	*ID 2 Construction Funds	02-10217	\$ 80,409.31
	*FCC - Debt Service YVRWFF Phase I	02-10401	\$ (5,619,681.02)
	*FCC - Future YVRWFF Phase II & III	02-10403	\$ 575,940.42
	*FCC - Recycled System	02-10410	\$ (623,483.53)
	*FCC - Booster Pumping Plants	02-10411	\$ 948,674.15
	*FCC - Pipeline Facilities	02-10412	\$ 901,333.61
	*FCC - Water Storage Reservoirs	02-10413	\$ 2,542,438.33
Operating	Depreciation Reserves	02-10310	\$ 1,007,889.69
	Infrastructure Reserves	02-10311	\$ 2,597,794.87
	Sustainability Fund	02-10313	\$ 135,708.86
	Rate Stabilization Fund	02-10314	\$ 500,209.14
	Imported Water Fund - MUNI	02-10315	\$ 757,513.63
	Imported Water Fund - SGPWA	02-10316	\$ 899,382.92
	Operating Funds:		\$ (1,757,010.80)
Total Water Division			\$ 3,240,265.43

Sewer Division		GL#	Balance
Restricted	*SRF Reserve Fund - Brineline	03-10218	\$ 637,449.00
	*SRF Reserve Fund - WISE	03-10219	\$ 184,928.00
	*SRF Reserve Fund - R 10.3	03-10220	\$ 51,531.00
	*SRF Reserve Fund - Crow St	03-10221	\$ 19,255.00
	*FCC - Debt Service WWTP Expansion & Upgrade	03-10405	\$ 3,153,179.88
	*FCC - Future WWTP Expansion	03-10407	\$ 2,317,430.87
	*FCC - Sewer Interceptors	03-10415	\$ (616,457.91)
	*FCC - Lift Stations	03-10416	\$ 434,268.31
	*FCC - Effluent Disposal Facilities	03-10417	\$ (1,324,437.70)
	*FCC - Salt Mitigation Facilities	03-10418	\$ (7,857,972.09)
Operating	Project Fund - Encumbered	03-10215	\$ 646,500.00
	Depreciation Reserves	03-10310	\$ 4,126,611.15
	Infrastructure Reserves	03-10311	\$ 3,680,842.53
	Rate Stabilization Fund	03-10314	\$ 1,464,394.90
	Operating Funds:		\$ (3,096,488.97)
Total Wastewater Division			\$ 3,821,033.97

Recycled Water Division		GL#	Balance
Restricted	*FCC - Recycled System	04-10410	\$ 261,648.54
	*FCC - Booster Pumping Plants	04-10411	\$ 213,134.55
	*FCC - Pipeline Facilities	04-10412	\$ 1,276,015.52
	*FCC - Water Storage Reservoirs	04-10413	\$ 1,079,806.87
Operating	Depreciation Reserves	04-10310	\$ 27,994.09
	Infrastructure Reserves	04-10311	\$ 292,492.31
	Operating Funds:		\$ 350,402.54
Total Recycled Water Division			\$ 3,501,494.42

DISTRICT TOTAL \$ 10,562,793.82

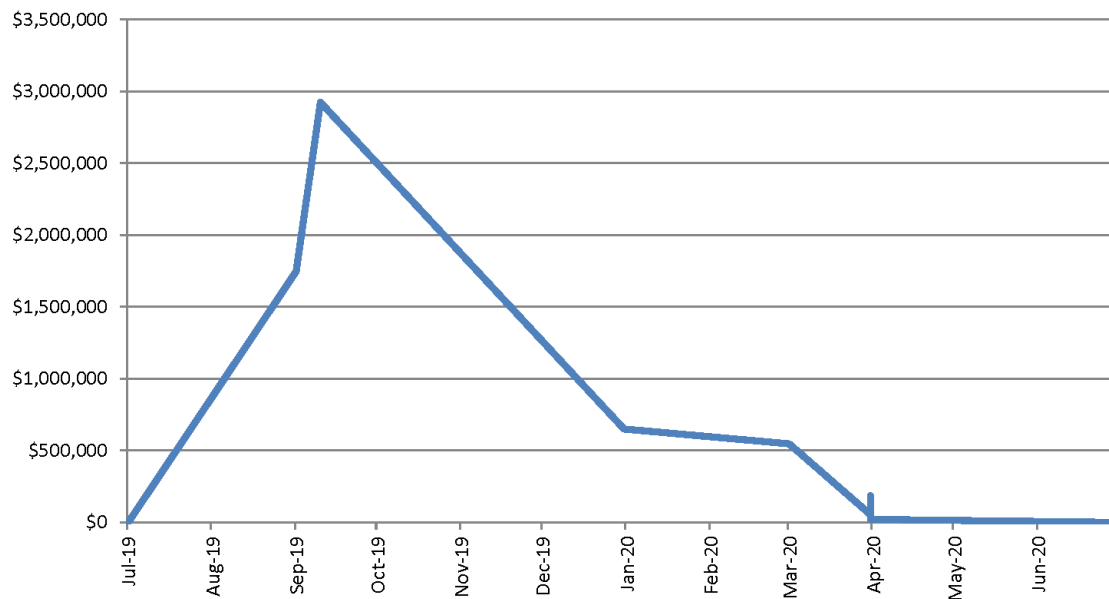
*=Restricted Funds

Cash Flow Report for Fiscal Year 2019-20

Financial Obligations for Fiscal Year 2019-20

Due Date	Fund	Description	Term of Obligation	Amount
9/1/2019	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 1,745,931.25
9/10/2019	Sewer	SRF Payment - WRWRF	2009-2028	\$ 2,923,668.75
12/31/2019	Sewer	SRF Payment - Yucaipa Regional Brineline	2013-2032	\$ 649,273.50
3/1/2020	Water	2015A Bond Payment - YVRWFF	2015-2034	\$ 546,681.25
3/31/2020	Sewer	SRF Payment - Recycled Reservoir R-10.3	2014-2033	\$ 54,277.31
3/31/2020	Sewer	SRF Payment - Desalinization at WRWRF	2014-2033	\$ 185,251.30
3/31/2020	Sewer	SRF Payment - Crow Street/Recycled Booster B-12.1	2016-2035	\$ 21,233.27
Total				\$ 6,126,316.63

Payment Schedule and Cash Flow Requirements for Fiscal Year 2019-20



Check Register - January 2020

Date	Check #	Payee or Description	Amount
1/6/2020	36110	ADS, LLC	\$ 4,275.00
1/6/2020	36111	Alpine Springs	\$ 47.45
1/6/2020	36112	Ameripride Uniform Services	\$ 1,799.85
1/6/2020	36113	Backflow Apparatus & Valve Co.	\$ 415.80
1/6/2020	36114	Best Home Center	\$ 29.69
1/6/2020	36115	Bryan Hoverman	\$ 43.24
1/6/2020	36116	CA State Dept of Parks & Recreation	\$ 2,000.00
1/6/2020	36117	California Water Efficiency Partnership	\$ 1,788.26
1/6/2020	36118	Caselle, Inc.	\$ 875.00
1/6/2020	36119	CDW LLC	\$ 690.22
1/6/2020	36120	Clinical Laboratory of San Bernardino	\$ 6,859.50
1/6/2020	36121	Crown Ace Hardware - Yucaipa	\$ 29.08
1/6/2020	36122	Donegan Tree Service	\$ 1,185.00
1/6/2020	36123	ECORP Consulting, Inc.	\$ 52.50
1/6/2020	36124	Empire Fire Equipment	\$ 1,457.00
1/6/2020	36125	Epic Pest Management	\$ 85.00
1/6/2020	36126	Evoqua Water Technologies LLC	\$ 288.95
1/6/2020	36127	Fedex	\$ 44.07
1/6/2020	36128	First American Data Tree, LLC	\$ 50.00
1/6/2020	36129	Frontier Communications	\$ 177.56
1/6/2020	36130	Hach Company	\$ 13,238.02
1/6/2020	36131	Houston & Harris PCS, Inc.	\$ 1,800.00
1/6/2020	36132	Hub Construction Specialties Inc	\$ 279.61
1/6/2020	36133	Industrial Scientific Corporation	\$ 393.87
1/6/2020	36134	InfoSend, Inc.	\$ 5,650.26
1/6/2020	36135	JW D'Angelo Co.	\$ 9,609.41
1/6/2020	36136	Kelly Services, Inc.	\$ 2,647.05
1/6/2020	36137	Krieger & Stewart	\$ 48,790.70
1/6/2020	36138	Luke's Transmission Inc.	\$ 423.88
1/6/2020	36139	MailFinance Inc.	\$ 353.07
1/6/2020	36140	Merit Oil Company	\$ 5,375.07
1/6/2020	36141	Mike Pruiksmas	\$ 2,144.56
1/6/2020	36142	NCL Of Wisconsin Inc	\$ 1,713.47
1/6/2020	36143	Office Solutions Business Products & Ser	\$ 334.82
1/6/2020	36144	Pacific Coast Landscape & Design, Inc.	\$ 4,625.00
1/6/2020	36145	Pangahamo Materials, Inc.	\$ 506.01
1/6/2020	36146	Ponton Industries, Inc	\$ 800.00
1/6/2020	36147	Q Versa, LLC	\$ 5,784.05
1/6/2020	36148	Ross McGinnis	\$ 300.00
1/6/2020	36149	San Bdn. Valley Muni. Water Dist.	\$ 6,290.59
1/6/2020	36150	SCE Rosemead	\$ 153,617.06
1/6/2020	36151	South Coast A.Q.M.D.	\$ 557.42
1/6/2020	36152	Spectrum Business	\$ 2,649.00
1/6/2020	36153	The Gas Company	\$ 2,782.84
1/6/2020	36154	TPX Communications	\$ 2,697.13
1/6/2020	36155	Underground Service Alert Of So. CA	\$ 189.85

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1/6/2020	36156	US Bank	\$	12,587.25
1/6/2020	36157	Watertrax USA Inc.	\$	24,376.38
1/6/2020	36158	Yucaipa Disposal, Inc.	\$	1,923.84
1/3/2020	36159	California State Disbursement Unit	\$	743.52
1/3/2020	36160	FRANCHISE TAX BOARD	\$	100.00
1/3/2020	36161	IBEW Local #1436	\$	539.00
1/3/2020	36162	WageWorks Inc	\$	1,414.03
1/6/2020	36163	Cobb's Printing, LLC	\$	64.65
1/6/2020	36164	Society for Human Resource Management	\$	219.00
1/6/2020	36165	YVWD-Petty Cash	\$	326.58
1/13/2020	36166	Allied Pacific Property Mgmt	\$	11.19
1/13/2020	36167	Ameripride Uniform Services	\$	869.49
1/13/2020	36168	Amiad USA, Inc.	\$	2,433.58
1/13/2020	36169	Aqua-Metric Sales Company	\$	86,291.59
1/13/2020	36170	Auto Care Clinic	\$	41.70
1/13/2020	36171	AutoZone Stores LLC	\$	320.65
1/13/2020	36172	Best Home Center	\$	35.82
1/13/2020	36173	Brenntag Pacific, Inc	\$	35,455.03
1/13/2020	36174	Burgeson's Heating & Air Cond. Inc	\$	777.00
1/13/2020	36175	Caselle, Inc.	\$	2,170.00
1/13/2020	36176	Clement John Grieco III	\$	107.75
1/13/2020	36177	Commercial Solar Guy	\$	4,740.00
1/13/2020	36178	Corelogic, Inc.	\$	330.00
1/13/2020	36179	Coverall North America, Inc.	\$	1,331.00
1/13/2020	36180	Crown Ace Hardware - Yucaipa	\$	27.31
1/13/2020	36181	Docs Woodshop, Inc.	\$	16,037.04
1/13/2020	36182	Evoqua Water Technologies LLC	\$	2,214.25
1/13/2020	36183	Flow N Control, Inc.	\$	15,396.93
1/13/2020	36184	Frontier Communications	\$	162.37
1/13/2020	36185	Fuel Equipment Services, Inc.	\$	453.53
1/13/2020	36186	G&G Environmental Compliance, Inc	\$	1,945.92
1/13/2020	36187	Geoscience Support Services, Inc.	\$	150.00
1/13/2020	36188	Griswold Industries	\$	935.27
1/13/2020	36189	Hasa, Inc.	\$	8,243.98
1/13/2020	36190	Herbert Ng	\$	75.12
1/13/2020	36191	Home Depot U.S.A. Inc	\$	557.98
1/13/2020	36192	Houston & Harris PCS, Inc.	\$	3,600.00
1/13/2020	36193	Hub Construction Specialties Inc	\$	181.86
1/13/2020	36194	InfoSend, Inc.	\$	7,971.27
1/13/2020	36195	Inland Water Works Supply Co.	\$	4,824.98
1/13/2020	36196	JB Paving & Engineering, Inc.	\$	13,650.00
1/13/2020	36197	JW D'Angelo Co.	\$	49,406.03
1/13/2020	36198	Kelly Services, Inc.	\$	813.14
1/13/2020	36199	Konica Minolta Business Solutions	\$	639.94
1/13/2020	36200	Krieger & Stewart	\$	12,375.75
1/13/2020	36201	Lowe's Companies, Inc.	\$	121.81
1/13/2020	36202	Magnolia Environmental, LLC	\$	780.00

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1/13/2020	36203	Merit Oil Company	\$	3,708.14
1/13/2020	36204	NetComp Technologies, Inc.	\$	1,000.00
1/13/2020	36205	Optimum Instruments, Inc	\$	834.74
1/13/2020	36206	Quinn Company	\$	750.00
1/13/2020	36207	San Bernardino County Dept of Public Wor	\$	30,936.00
1/13/2020	36208	SCE Rosemead	\$	18.32
1/13/2020	36209	Separation Processes, Inc.	\$	1,130.50
1/13/2020	36210	Sinclair Rock and Sand Inc.	\$	3,875.00
1/13/2020	36211	Spectrum Business	\$	1,834.00
1/13/2020	36212	Steven R. Smith, MSREA, MAI, SRA	\$	2,950.00
1/13/2020	36213	Time Warner Cable	\$	280.77
1/13/2020	36214	Track Technologies	\$	327,800.00
1/13/2020	36215	Transene Company, Inc.	\$	320.59
1/13/2020	36216	Water Environment Federation	\$	332.00
1/13/2020	36217	Yucaipa Valley Water District	\$	366.24
1/13/2020	36218	Yucaipa Valley Water District	\$	48,547.36
1/13/2020	36219	Ameripride Uniform Services	\$	878.04
1/15/2020	36220	Berkshire Hathaway Homestate Companies	\$	13,885.41
1/17/2020	36221	California State Disbursement Unit	\$	743.52
1/17/2020	36222	FRANCHISE TAX BOARD	\$	100.00
1/17/2020	36223	WageWorks Inc	\$	1,414.03
1/21/2020	36224	Aflac	\$	2,935.18
1/21/2020	36225	Western Dental Services Inc	\$	294.19
1/21/2020	36226	Doug Earnest	\$	640.51
1/21/2020	36227	Joan Cadiz	\$	903.32
1/21/2020	36228	Joe DeSalliers	\$	592.13
1/21/2020	36229	Kathryn Hallberg	\$	204.12
1/21/2020	36230	Peggy Little	\$	640.51
1/21/2020	36231	Robert Wall	\$	785.37
1/21/2020	36232	WageWorks, Inc.	\$	186.50
1/21/2020	36233	David L. Wysocki	\$	2,587.50
1/21/2020	36234	Delta Partners, LLC	\$	7,500.00
1/21/2020	36235	Dudek & Associates, Inc	\$	31,423.50
1/21/2020	36236	Geoscience Support Services, Inc.	\$	28,783.93
1/21/2020	36237	One Stop Landscape Supply Inc	\$	23,571.00
1/21/2020	36238	Separation Processes, Inc.	\$	15,837.50
1/27/2020	36239	Alpine Springs	\$	54.95
1/27/2020	36240	American Melt Blown & Filtration Inc.	\$	3,310.00
1/27/2020	36241	Ameripride Uniform Services	\$	1,757.66
1/27/2020	36242	Aqua-Metric Sales Company	\$	209,916.79
1/27/2020	36243	Assoc. SB Cty Special Districts	\$	72.00
1/27/2020	36244	Association of Environmental Professiona	\$	250.00
1/27/2020	36245	AT&T Mobility	\$	2,547.68
1/27/2020	36246	Atkinson, Andelson, Loya, Ruud & Romo	\$	65.00
1/27/2020	36247	Auto Care Clinic	\$	115.55
1/27/2020	36248	Best Home Center	\$	183.74
1/27/2020	36249	Brenntag Pacific, Inc	\$	38,010.60

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1/27/2020	36250	BSK Associates	\$	1,105.00
1/27/2020	36251	Burgeson's Heating & Air Cond. Inc	\$	146.00
1/27/2020	36252	C & B Crushing, Inc.	\$	60.00
1/27/2020	36253	California Water Environment Association	\$	384.00
1/27/2020	36254	Cal's Towing	\$	85.00
1/27/2020	36255	Carpet Tech Cleaning Specialists	\$	725.00
1/27/2020	36256	Central Communications	\$	974.34
1/27/2020	36257	Clark Pest Control	\$	405.00
1/27/2020	36258	Contron Scada Systems	\$	2,672.28
1/27/2020	36259	Crown Ace Hardware - Yucaipa	\$	43.05
1/27/2020	36260	DC Frost Associates, Inc.	\$	79.16
1/27/2020	36261	ECORP Consulting, Inc.	\$	2,698.75
1/27/2020	36262	Epic Pest Management	\$	85.00
1/27/2020	36263	Evans-Hydro Inc.	\$	2,200.00
1/27/2020	36264	Ferguson Waterworks #1083	\$	2,530.34
1/27/2020	36265	Fieldman, Rolapp & Associates, Inc.	\$	150.00
1/27/2020	36266	FMB Truck Outfitters, Inc.	\$	111.63
1/27/2020	36267	Frontier Communications	\$	157.06
1/27/2020	36268	GEI Consultants, Inc.	\$	3,268.00
1/27/2020	36269	Granicus, LLC	\$	4,021.40
1/27/2020	36270	Hasa, Inc.	\$	3,710.78
1/27/2020	36271	Hemet Manufacturing Co., Inc.	\$	325.88
1/27/2020	36272	House Of Quality, Parts Plus	\$	360.15
1/27/2020	36273	Houston & Harris PCS, Inc.	\$	4,109.00
1/27/2020	36274	Inland Water Works Supply Co.	\$	817.82
1/27/2020	36275	Integrity Hose and Fittings	\$	91.93
1/27/2020	36276	Kelly Services, Inc.	\$	2,023.36
1/27/2020	36277	Lawyers Title	\$	750.00
1/27/2020	36278	Les Schwab Tire Center	\$	5,744.85
1/27/2020	36279	Liberty Process Equipment, Inc.	\$	1,230.01
1/27/2020	36280	LUZ Investment Corp.	\$	200.00
1/27/2020	36281	Mark C. Etheredge	\$	680.00
1/27/2020	36282	MBC Applied Environmental Sciences	\$	1,450.00
1/27/2020	36283	Merit Oil Company	\$	4,268.07
1/27/2020	36284	NetComp Technologies, Inc.	\$	1,800.00
1/27/2020	36285	Page Locksmith	\$	521.25
1/27/2020	36286	Polydyne Inc.	\$	3,462.86
1/27/2020	36287	Pro-Pipe & Supply, Inc.	\$	917.45
1/27/2020	36288	Q Versa, LLC	\$	1,705.00
1/27/2020	36289	Red Alert Special Couriers	\$	359.26
1/27/2020	36290	San Bdo. Valley Muni. Water Dist.	\$	250,000.00
1/27/2020	36291	Santa Ana Watershed Project Authority	\$	3,077.00
1/27/2020	36292	SCCI, Inc.	\$	350.00
1/27/2020	36293	SCE Rosemead	\$	146,491.56
1/27/2020	36294	Spectrum Business	\$	4,483.00
1/27/2020	36295	Studio Orange Street	\$	275.50
1/27/2020	36296	The Counseling Team International	\$	300.00

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1/27/2020	36297	Utility Services Associates LLC	\$ 11,812.00
1/27/2020	36298	Westrux International, Inc.	\$ 59.45
1/27/2020	36299	Yucaipa Valley Water District	\$ 79.88
			\$ 1,902,326.40
1/3/2020	electronic pmt	Payroll	\$ 154,831.80
1/17/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 175,255.82
1/31/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 144,614.55
1/3/2020	electronic pmt	CalPERS 457 & Loan	\$ 26,995.32
1/3/2020	electronic pmt	CalPERS Retirement	\$ 30,893.70
1/3/2020	electronic pmt	EDD - State of California	\$ 11,234.50
1/3/2020	electronic pmt	IRS	\$ 63,167.36
1/3/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 5,063.78
1/17/2020	electronic pmt	CalPERS 457 & Loan	\$ 24,256.61
1/17/2020	electronic pmt	CalPERS Retirement	\$ 30,910.89
1/17/2020	electronic pmt	EDD - State of California	\$ 10,488.06
1/17/2020	electronic pmt	IRS	\$ 64,061.33
1/17/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 3,902.78
1/21/2020	electronic pmt	Public Employees' Retirement System	\$ 500.00
1/31/2020	electronic pmt	CalPERS 457 & Loan	\$ 20,953.46
1/31/2020	electronic pmt	CalPERS Retirement	\$ 30,862.41
1/31/2020	electronic pmt	EDD - State of California	\$ 10,219.46
1/31/2020	electronic pmt	IRS	\$ 57,430.61
1/31/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 3,699.89
			\$ 869,342.33

Investment Summary - January 2020

U.S. TREASURIES						
Quantity	Description	Cusip	Maturity Date	Yield	Cost of Purchase	Market Value
500,000	US Treasury Bill	912796SV2	June 18, 2020	2.150%	\$ 491,590.83	\$ 524,800.33
500,000	Total Values				\$ 491,590.83	\$ 524,800.33
Money Market Account Activity-Beginning Balance						\$ 28,393.84
7/31/17 - Bond Interest						\$ -
7/31/18 - Dividend/Interest						\$ 1.49
Cusip 912796QM4 Accrued Interest Paid						
Business Account Fee						
Income						\$ 1.49
Intra-Bank Transfers to/from Investment Checking						\$ -
Fund Transfers						\$ -
Cusip Maturity						
Redemptions						\$ -
Cusip Purchase						
Purchases						\$ -
Ending Balance - Money Market						\$ 28,395.33
US Treasury Securities Investment Principal						\$ 491,590.83
Total Assets						\$ 519,986.16

Investment Summary - January 2020

LOCAL AGENCY INVESTMENT FUND

PERIOD	TOTAL WITHDRAWAL AMOUNT	TOTAL DEPOSIT AMOUNT	ACCRUED INTEREST (QUARTERLY)	ENDING BALANCE
July 31, 2019	\$ -	\$ -	\$ 56,327.40	\$ 10,343,772.08
August 31, 2019	\$ (2,900,000.00)	\$ -	\$ -	\$ 7,443,772.08
September 30, 2019	\$ -	\$ -	\$ -	\$ 7,443,772.08
October 31, 2019	\$ (1,000,000.00)	\$ -	\$ 54,200.09	\$ 6,497,972.17
November 30, 2019	\$ -	\$ -	\$ -	\$ 6,497,972.17
December 31, 2019	\$ -	\$ -	\$ 38,378.94	\$ 6,536,351.11
January 31, 2020	\$ -	\$ 1,490,000.00	\$ -	\$ 8,026,351.11
February 28, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
March 31, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
April 30, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
May 31, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11
June 30, 2020	\$ -	\$ -	\$ -	\$ 8,026,351.11

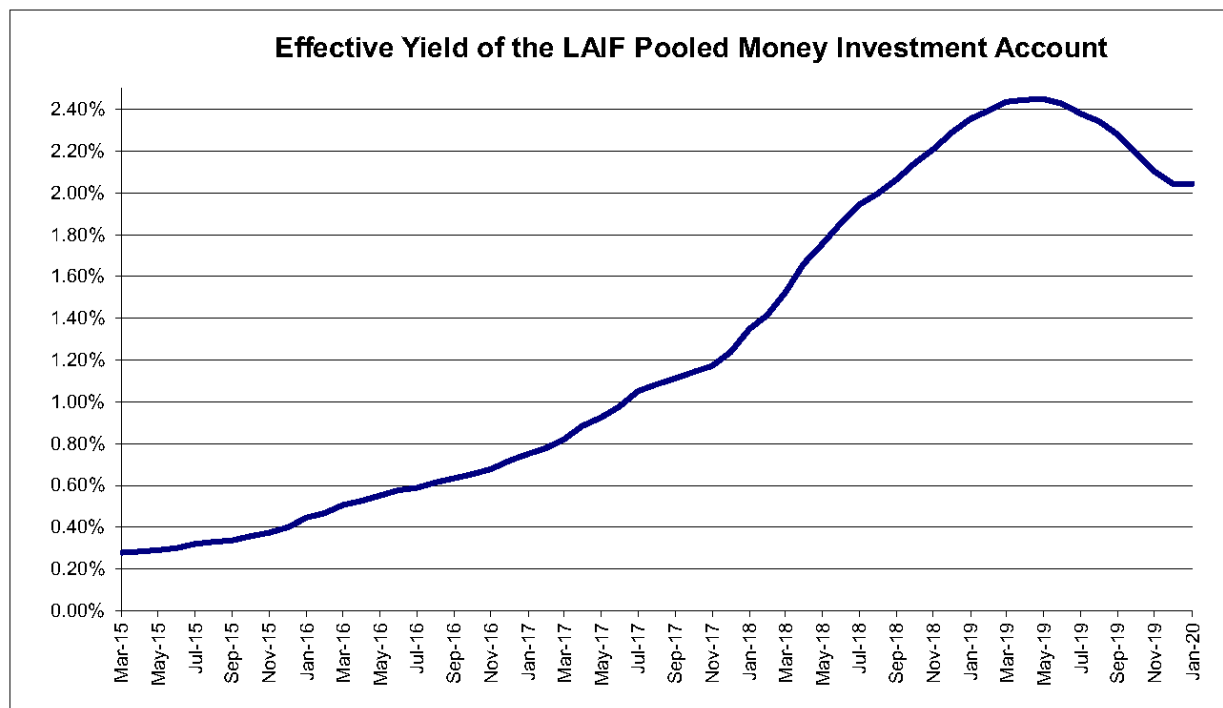
L.A.I.F. INCOME SUMMARY

CURRENT QUARTER FY YEAR-TO-DATE

INCOME RECEIVED

\$ 38,378.94

\$ 148,906.43



FY 2019-20 Water Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-400-40010	Sales-Water & Non Potable	\$ 5,600,000	\$ 605,510	\$ 4,053,368	72.38%
02-400-40011	Sales-Construction Water	\$ 100,000	\$ 2,751	\$ 17,501	17.50%
02-400-40012	Sales-Imported Water-SGPWA	\$ 250,000	\$ 24,773	\$ 180,002	72.00%
02-400-40013	Sales-Imported Water-MUNI	\$ 850,000	\$ 86,637	\$ 555,830	65.39%
02-400-40014	Sales-Disc (Multi Unit) Commdy	\$ (110,000)	\$ (10,665)	\$ (70,406)	64.01%
02-400-40015	Sales-Wholesale Water	\$ 200,000	\$ 9,881	\$ 54,155	27.08%
02-400-40016	Sales-Establish Service Fee	\$ 6,000	\$ 800	\$ 3,600	60.00%
02-400-41000	Sales-Service Demand Charges	\$ 3,500,000	\$ 362,271	\$ 2,106,813	60.19%
02-400-41001	Sales-Fire Srv Standby Fees	\$ 40,000	\$ 5,169	\$ 28,252	70.63%
02-400-41003	Sales-Const Water Minimum Chg	\$ 5,000	\$ -	\$ 872	17.43%
02-400-41005	Sales-Disc (Multi Units)-SC	\$ (135,000)	\$ (14,835)	\$ (87,168)	64.57%
02-400-41010	Unauthorized Use of Water Chrg	\$ 2,000	\$ -	\$ -	0.00%
02-400-41110	Meter/Lateral Installation	\$ 100,000	\$ 29,280	\$ 131,200	131.20%
02-400-41112	Fire Flow Test Fees	\$ 4,500	\$ 575	\$ 2,975	66.11%
02-400-41113	Disconnect & Reconnect Fees	\$ 100,000	\$ 4,066	\$ 27,863	27.86%
02-400-41121	Delinquent Payment Charges	\$ 135,000	\$ 13,855	\$ 97,085	71.92%
02-400-41124	Bad Debt Write-Off & Recovery	\$ (20,000)	\$ -	\$ -	0.00%
02-421-42122	Revenue - Other, Operating	\$ -	\$ 124	\$ 313	N/A
02-421-42123	Admin, Management & Acctg Fees	\$ 210,000	\$ 17,500	\$ 122,500	58.33%
02-430-43010	Interest Earned	\$ 115,000	\$ 17,271	\$ 48,428	42.11%
02-431-43110	Property Tax - Unsecured	\$ 250,000	\$ 445	\$ 117,544	47.02%
02-431-43120	Property Tax - Secured	\$ 3,000,000	\$ (341,918)	\$ 1,265,769	42.19%
02-431-43130	Tax Collection - Prior	\$ 45,000	\$ 696	\$ 26,723	59.38%
02-431-43140	Taxes - Other	\$ 180,000	\$ 50,371	\$ 132,545	73.64%
02-491-49110	Rental Income	\$ 3,000	\$ -	\$ -	0.00%
02-491-49150	Revenue - Misc Non-Operating	\$ 25,000	\$ 2,145	\$ 6,686	26.74%
	WATER OPERATING REVENUE	\$ 14,455,500	\$ 866,702	\$ 8,822,449	61.03%
	Transfer - Reserve Fund	\$ -	\$ -	\$ -	
02-480-48002	Grants	\$ 700,000	\$ -	\$ 436,745	62.39%
02-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ 249,662	\$ 295,626	N/A
02-480-48902	Contrib Cap-Sustainability	\$ -	\$ 18,185	\$ 68,005	N/A
	TOTAL WATER REVENUE	\$ 15,155,500	\$ 1,134,549	\$ 9,622,825	63.49%

NOTE: Plan check & inspection fees to 02-42122

FY 2019-20 Sewer Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-400-40016	Sales-Establish Service Fee	\$ 500	\$ -	\$ 50	10.00%
03-400-41000	Sales-Sewer Charges	\$ 12,132,712	\$ 1,228,380	\$ 7,652,949	63.08%
03-400-41005	Sales-Disc (Multi Units)-SC	\$ (200,000)	\$ (22,563)	\$ (141,187)	70.59%
03-400-41110	Meter/Lateral Installation	\$ 15,000	\$ -	\$ 2,500	16.67%
03-400-41121	Penalty - Late Charges	\$ 125,000	\$ 14,817	\$ 99,897	79.92%
03-400-41124	Bad Debt Write-Off & Recovery	\$ (15,000)	\$ -	\$ -	0.00%
03-400-41131	Front Footage Fees	\$ 55,000	\$ -	\$ 7,500	13.64%
03-421-42122	Revenue - Other, Operating	\$ 2,000	\$ 306	\$ 12,422	621.10%
03-430-43010	Interest Earned	\$ 100,000	\$ 17,271	\$ 41,661	41.66%
03-431-43110	Property Tax - Unsecured	\$ -	\$ -	\$ -	-
03-431-43120	Property Tax - Secured	\$ -	\$ -	\$ -	-
03-431-43130	Tax Collection - Prior	\$ -	\$ -	\$ -	-
03-431-43140	Taxes - Other	\$ -	\$ -	\$ -	-
03-491-49150	Revenue - Misc Non-Operating	\$ 2,500	\$ -	\$ -	0.00%
	SEWER OPERATING REVENUE	\$ 12,217,712	\$ 1,238,211	\$ 7,675,791	62.83%
03-480-48002	Grants	\$ -	\$ -	\$ -	-
03-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ 297,042	\$ 1,074,589	-
03-480-48905	Contrib Cap-Infrastructure	\$ -	\$ 60,525	\$ 185,025	-
	TOTAL SEWER REVENUE	\$ 12,217,712	\$ 1,595,778	\$ 8,935,406	73.13%

FY 2019-20 Recycled Revenue					
G/L ACCOUNT#	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
04-400-40010	Sales-Water & Non Potable	\$ 663,947	\$ 146,580	\$ 716,080	107.85%
04-400-40011	Sales-Construction Water	\$ 45,000	\$ -	\$ 45	0.10%
04-400-41000	Sales-Service Demand Charges	\$ 90,000	\$ 14,941	\$ 74,180	82.42%
04-400-41003	Sales-Const Water Minimum Chg	\$ 1,000	\$ -	\$ 313	31.26%
04-400-41110	Meter/Lateral Installation	\$ 70,000	\$ 10,838	\$ 54,905	78.44%
04-400-41121	Penalty - Late Charges	\$ 5,000	\$ 572	\$ 3,782	75.63%
04-400-41122	Revenue - Other, Operating	\$ 500	\$ -	\$ -	0.00%
04-430-43010	Interest Earned	\$ 25,000	\$ 3,838	\$ 9,258	37.03%
04-431-43110	Property Tax - Unsecured	\$ -	\$ -	\$ -	N/A
04-431-43120	Property Tax - Secured	\$ 400,000	\$ 400,000	\$ 400,000	100.00%
04-431-43130	Tax Collection - Prior	\$ -	\$ -	\$ -	N/A
04-431-43140	Taxes - Other	\$ -	\$ -	\$ -	N/A
04-491-49150	Revenue-Misc Non-Operating	\$ 1,000	\$ -	\$ 28	2.85%
	RECYCLED OPERATING REVENUE	\$ 1,301,447	\$ 576,769	\$ 1,258,590	96.71%
04-480-48002	Grants	\$ -	\$ -	\$ -	N/A
04-480-48901	Contrib Cap-Capacity Fees	\$ -	\$ 269,419	\$ 908,505	N/A
	TOTAL RECYCLED REVENUE	\$ 1,301,447	\$ 846,189	\$ 2,167,095	166.51%

FY 2019-20 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-501-50010	Labor	\$ 1,222,703	\$ 63,045	\$ 482,268	39.44%
02-501-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
02-501-50013	Benefits-FICA	\$ 93,537	\$ 5,449	\$ 44,085	47.13%
02-501-50014	Benefits-Life Insurance	\$ 6,264	\$ 123	\$ 1,086	17.34%
02-501-50016	Benefits-Health & Def Comp	\$ 251,826	\$ 16,517	\$ 136,737	54.30%
02-501-50017	Benefits-Disability Insurance	\$ 11,004	\$ 917	\$ 8,903	80.91%
02-501-50019	Benefits-Workers Compensation	\$ 33,013	\$ 2,571	\$ 11,208	33.95%
02-501-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-501-50022	Benefits-PERS Employer	\$ 183,405	\$ 3,887	\$ 35,147	19.16%
02-501-50023	Benefits-Uniforms	\$ 6,525	\$ 200	\$ 3,202	49.08%
02-501-50024	Benefits-Vacation & Sick Pay	\$ 8,000	\$ 3,008	\$ 46,745	584.31%
02-501-50025	Benefits-Boots	\$ 8,415	\$ -	\$ 2,700	32.09%
02-501-51003	R&M - Structures	\$ 300,000	\$ 3,815	\$ 171,959	57.32%
02-501-51011	R&M - Valves	\$ 20,000	\$ -	\$ 232	1.16%
02-501-51115	Laboratory Supplies	\$ -	\$ -	\$ -	N/A
02-501-51140	General Supplies & Expenses	\$ 3,000	\$ 3,662	\$ 3,857	128.58%
02-501-51210	Utilities - Power Purchases	\$ 1,300,000	\$ 54,450	\$ 732,759	56.37%
02-501-51211	Utilities - Electricity	\$ 5,000	\$ 387	\$ 2,000	40.00%
02-501-51316	Imported Water Purchases	\$ 1,075,000	\$ 54,710	\$ 524,680	48.81%
02-501-54019	Licenses & Permits	\$ 65,000	\$ 65	\$ 50,276	77.35%
02-501-54110	Laboratory Services	\$ 77,500	\$ 1,762	\$ 24,859	32.08%
02-501-57040	YVRWFF-Crystal Creek Exp	\$ 550,000	\$ 16,472	\$ 348,041	63.28%
	WATER RESOURCE TOTALS	\$ 5,220,192	\$ 231,042	\$ 2,630,744	50.40%
02-503-50010	Labor	\$ 1,593,344	\$ 133,011	\$ 849,509	53.32%
02-503-50011	Labor - Credit	\$ -	\$ -	\$ (1,383)	N/A
02-503-50013	Benefits-FICA	\$ 121,891	\$ 9,948	\$ 76,761	62.98%
02-503-50014	Benefits-Life Insurance	\$ 10,440	\$ 281	\$ 2,313	22.15%
02-503-50016	Benefits-Health & Def Comp	\$ 425,106	\$ 38,548	\$ 311,983	73.39%
02-503-50017	Benefits-Disability Insurance	\$ 14,340	\$ 1,627	\$ 13,050	91.00%
02-503-50019	Benefits-Workers Compensation	\$ 43,020	\$ 2,571	\$ 11,426	26.56%
02-503-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-503-50022	Benefits-PERS Employer	\$ 239,002	\$ 7,407	\$ 64,694	27.07%
02-503-50023	Benefits-Uniforms	\$ 10,875	\$ 675	\$ 9,173	84.35%
02-503-50024	Benefits-Vacation & Sick Pay	\$ 4,000	\$ 13,302	\$ 85,941	2148.54%
02-503-50025	Benefits-Boots	\$ 32,775	\$ -	\$ 9,000	27.46%
02-503-51001	R&M - Vehicles & Equipment	\$ 207,500	\$ 9,063	\$ 126,278	60.86%
02-503-51011	R&M - Valves	\$ 5,000	\$ -	\$ 1,629	32.57%
02-503-51020	R&M - Pipelines	\$ 200,000	\$ 17,780	\$ 211,242	105.62%
02-503-51021	R&M - Service Lines	\$ 96,000	\$ 4,598	\$ 29,844	31.09%
02-503-51022	R&M - Fire Hydrants	\$ 50,000	\$ 145	\$ 908	1.82%
02-503-51029	Repair & Maintenance-Backflow	\$ 65,000	\$ 2,401	\$ 19,532	30.05%
02-503-51030	R&M - Meters	\$ 30,000	\$ 1,246	\$ 3,950	13.17%
02-503-51031	R&M - Fire Flow Testing	\$ 25,000	\$ 2,322	\$ 11,089	44.36%
02-503-51092	Equipment Credits	\$ -	\$ -	\$ (1,990)	N/A

FY 2019-20 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-503-51140	General Supplies & Expenses	\$ 3,000	\$ 184	\$ 893	29.76%
	PUBLIC WORKS TOTALS	\$ 3,176,293	\$ 245,109	\$ 1,835,840	57.80%
02-506-50010	Labor	\$ 616,295	\$ 43,798	\$ 337,374	54.74%
02-506-50011	Labor - Credit	\$ -	\$ -	\$ -	N/A
02-506-50012	Director Fees	\$ 26,000	\$ 3,073	\$ 14,447	55.57%
02-506-50013	Benefits-FICA	\$ 47,147	\$ 4,098	\$ 28,937	61.38%
02-506-50014	Benefits-Life Insurance	\$ 3,120	\$ 86	\$ 717	22.98%
02-506-50016	Benefits-Health & Def Comp	\$ 130,980	\$ 14,026	\$ 119,075	90.91%
02-506-50017	Benefits-Disability Insurance	\$ 5,547	\$ 692	\$ 5,660	102.04%
02-506-50019	Benefits-Workers Compensation	\$ 16,640	\$ 1,200	\$ 7,476	44.93%
02-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	N/A
02-506-50022	Benefits-PERS Employer	\$ 92,444	\$ 4,037	\$ 29,866	32.31%
02-506-50023	Benefits-Uniforms	\$ 3,250	\$ 150	\$ 2,528	77.80%
02-506-50024	Benefits-Vacation & Sick Pay	\$ 10,000	\$ 5,226	\$ 26,995	269.95%
02-506-50025	Benefits-Boots	\$ 1,950	\$ -	\$ 3,300	169.23%
02-506-51003	R&M - Structures	\$ 35,000	\$ 989	\$ 26,069	74.48%
02-506-51091	Expense Credits (overhead)	\$ -	\$ -	\$ (766)	N/A
02-506-51120	Safety Equipment & Supplies	\$ 25,000	\$ -	\$ 4,716	18.86%
02-506-51125	Petroleum Products	\$ 150,000	\$ 3,800	\$ 80,247	53.50%
02-506-51130	Office Supplies & Expenses	\$ 35,000	\$ 54	\$ 8,106	23.16%
02-506-51140	General Supplies & Expenses	\$ 40,000	\$ 1,075	\$ 12,890	32.22%
02-506-51199	Disaster Repairs & Incidences	\$ -	\$ -	\$ -	N/A
02-506-51211	Utilities - Electricity	\$ 32,000	\$ 1,898	\$ 19,003	59.38%
02-506-51213	Utilities - Natural Gas	\$ 2,000	\$ 522	\$ 1,222	61.08%
02-506-54002	Dues & Subscriptions	\$ 30,000	\$ 3,890	\$ 15,209	50.70%
02-506-54005	Computer Expenses	\$ 145,000	\$ 900	\$ 63,770	43.98%
02-506-54010	Postage	\$ 10,000	\$ -	\$ 192	1.92%
02-506-54011	Printing & Publications	\$ -	\$ 65	\$ 65	N/A
02-506-54012	Education & Training	\$ 20,000	\$ 278	\$ 4,862	24.31%
02-506-54013	Utility Billing Expenses	\$ 185,000	\$ 17,469	\$ 107,978	58.37%
02-506-54014	Public Relations	\$ 31,500	\$ 788	\$ 7,466	23.70%
02-506-54016	Travel Related Expenses	\$ 7,500	\$ 77	\$ 9,757	130.10%
02-506-54017	Certifications & Renewals	\$ 12,000	\$ 654	\$ 4,969	41.41%
02-506-54020	Meeting Related Expenses	\$ 8,000	\$ 82	\$ 2,831	35.39%
02-506-54022	Utilities - YVWD Services	\$ 145,000	\$ 5,237	\$ 39,772	27.43%
02-506-54024	Waste Disposal	\$ 2,700	\$ 428	\$ 2,993	110.84%
02-506-54025	Telephone & Internet	\$ 45,000	\$ 2,787	\$ 29,256	65.01%
02-506-54099	Conservation & Rebates	\$ 30,000	\$ -	\$ 700	2.33%
02-506-54104	Contractual Services	\$ 135,000	\$ 35,558	\$ 156,984	116.28%
02-506-54107	Legal	\$ 30,000	\$ 21,816	\$ 71,415	238.05%
02-506-54108	Audit & Accounting	\$ 15,000	\$ -	\$ 10,260	68.40%
02-506-54109	Professional Fees	\$ 165,000	\$ 4,640	\$ 125,129	75.84%
02-506-55500	Depreciation	\$ 1,272,330	\$ 106,028	\$ 742,193	58.33%
02-506-56001	Insurance	\$ 100,000	\$ 11,492	\$ 73,394	73.39%

FY 2019-20 Water Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
02-506-57030	Regulatory Compliance	\$ 35,000	\$ -	\$ 16,090	45.97%
02-506-57090	Election Related Expenses	\$ -	\$ -	\$ -	N/A
02-506-57096	Beaumont Basin Watermaster	\$ 40,000	\$ -	\$ 23,498	58.75%
02-506-57097	San Timoteo SGMA	\$ 5,000	\$ -	\$ 6,100	-
02-506-57098	Bunker Hill GSC	\$ 15,000	\$ -	\$ 11,847	-
02-506-57199	Suspense	\$ -	\$ -	\$ -	
	ADMINISTRATION TOTALS	\$ 3,756,403	\$ 296,911	\$ 2,254,589	60.02%
02-540-57201	Series 2015A Principal	\$ 1,170,000	\$ -	\$ 1,170,000	100.00%
02-540-57402	Interest - Bond Repayment	\$ 1,122,612	\$ -	\$ 575,648	51.28%
	40 - Debt	\$ 2,292,612	\$ -	\$ 1,745,648	76.14%
02-540-57001	Asset Acq. - Water Dept	\$ -	\$ -	\$ -	--
02-540-57003	Asset Acq. - US Dept	\$ -	\$ -	\$ -	--
02-540-57006	Asset Acq. - Admin Dept	\$ -	\$ -	\$ -	--
	40 - Capital Outlay	\$ -	\$ -	\$ -	--
	TOTAL WATER EXPENSES	\$ 14,445,500	\$ 773,062	\$ -	0.00%

FY 2019-20 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-502-50010	Labor	\$ 1,059,129	\$ 91,847	\$ 717,099	67.71%
03-502-50013	Benefits-FICA	\$ 81,023	\$ 8,140	\$ 63,594	78.49%
03-502-50014	Benefits-Life Insurance	\$ 5,592	\$ 174	\$ 1,456	26.04%
03-502-50016	Benefits-Health & Def Comp	\$ 224,598	\$ 24,464	\$ 193,471	86.14%
03-502-50017	Benefits-Disability Insurance	\$ 9,535	\$ 1,379	\$ 11,188	117.34%
03-502-50019	Benefits-Workers Compensatn	\$ 28,596	\$ 2,571	\$ 11,208	39.20%
03-502-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
03-502-50022	Benefits-PERS Employer	\$ 158,869	\$ 5,825	\$ 49,982	31.46%
03-502-50023	Benefits-Uniforms	\$ 5,825	\$ 313	\$ 3,815	65.49%
03-502-50024	Benefits-Vacation & Sick Pay	\$ 9,000	\$ 6,571	\$ 48,269	536.32%
03-502-50025	Benefits-Boots	\$ 7,995	\$ -	\$ 3,640	45.53%
03-502-51003	R&M - Structures	\$ 350,000	\$ 20,270	\$ 51,791	14.80%
03-502-51010	R&M - Automation Control	\$ 65,000	\$ 4,523	\$ 47,177	72.58%
03-502-51106	Chemicals	\$ 600,000	\$ 52,535	\$ 424,523	70.75%
03-502-51111	Propane	\$ 500	\$ -	\$ 65	12.93%
03-502-51115	Laboratory Supplies	\$ 30,000	\$ 7,568	\$ 29,192	97.31%
03-502-51140	General Supplies & Expenses	\$ 5,000	\$ 3,662	\$ 4,310	86.19%
03-502-51210	Utilities - Power Purchases	\$ 850,000	\$ 73,621	\$ 567,792	66.80%
03-502-54110	Laboratory Services	\$ 85,000	\$ 5,234	\$ 60,959	71.72%
03-502-57031	Sewage Waste Disposal-Solids	\$ 226,000	\$ 22,715	\$ 155,336	68.73%
03-502-57034	Brineline Operating Expenses	\$ 396,500	\$ 32,096	\$ 36,530	9.21%
	TREATMENT TOTALS	\$ 4,198,162	\$ 363,506	\$ 2,481,397	59.11%
03-506-50010	Labor	\$ 616,295	\$ 36,500	\$ 286,593	46.50%
03-506-50011	Labor - Credit	\$ -	\$ -	\$ -	
03-506-50012	Director Fees	\$ 26,000	\$ 3,370	\$ 17,817	68.53%
03-506-50013	Benefits-FICA	\$ 47,147	\$ 3,463	\$ 24,222	51.37%
03-506-50014	Benefits-Life Insurance	\$ 3,120	\$ 75	\$ 640	20.50%
03-506-50016	Benefits-Health & Def Comp	\$ 122,640	\$ 12,751	\$ 105,609	86.11%
03-506-50017	Benefits-Disability Insurane	\$ 5,547	\$ 580	\$ 4,281	77.18%
03-506-50019	Benefits-Workers Compensation	\$ 16,640	\$ 1,200	\$ 7,476	44.93%
03-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
03-506-50022	Benefits-PERS Employer	\$ 92,444	\$ 3,169	\$ 26,100	28.23%
03-506-50023	Benefits-Uniforms	\$ 3,250	\$ -	\$ 204	6.29%
03-506-50024	Benefits-Vacation & Sick Pay	\$ 5,000	\$ 5,085	\$ 26,303	526.05%
03-506-50025	Benefits-Boots	\$ 1,950	\$ -	\$ 300	15.38%
03-506-50055	Pension Expense-GASB 68	\$ -	\$ -	\$ -	
03-506-51120	Safety Equipment & Supplies	\$ 9,500	\$ 643	\$ 5,775	60.79%
03-506-51125	Petroleum Products	\$ 24,000	\$ 2,000	\$ 15,274	63.64%
03-506-51130	Office Supplies & Expenses	\$ 7,000	\$ 232	\$ 3,405	48.64%
03-506-51140	General Supplies & Expenses	\$ 30,000	\$ 2,443	\$ 12,597	41.99%
03-506-51199	Disaster Repairs & Incidences	\$ -	\$ -	\$ (13,093)	
03-506-54002	Dues & Subscriptions	\$ 30,000	\$ 1,520	\$ 24,282	80.94%
03-506-54003	Management & Admin Services	\$ 210,000	\$ 17,500	\$ 122,500	58.33%
03-506-54005	Computer Expenses	\$ 120,000	\$ 900	\$ 59,283	49.40%
03-506-54011	Printing & Publications	\$ -	\$ -	\$ -	N/A

FY 2019-20 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-506-54012	Education & Training	\$ 20,000	\$ 618	\$ 9,372	46.86%
03-506-54014	Public Relations	\$ 25,000	\$ 138	\$ 2,635	10.54%
03-506-54016	Travel Related Expenses	\$ 10,000	\$ 77	\$ 9,275	92.75%
03-506-54017	Certifications & Renewals	\$ 10,000	\$ 804	\$ 3,755	37.55%
03-506-54019	Licenses & Permits	\$ 70,000	\$ 2,000	\$ 74,682	106.69%
03-506-54020	Meeting Related Expenses	\$ 5,000	\$ 46	\$ 4,324	86.49%
03-506-54022	Utilities - YVWD Services	\$ 265,000	\$ 45,549	\$ 237,942	89.79%
03-506-54024	Waste Disposal	\$ 14,000	\$ 1,283	\$ 16,749	119.64%
03-506-54025	Telephone & Internet	\$ 50,000	\$ 3,966	\$ 34,149	68.30%
03-506-54030	Drinking Water	\$ -	\$ -	\$ -	#DIV/0!
03-506-54104	Contractual Services	\$ 46,000	\$ 32,677	\$ 71,995	156.51%
03-506-54107	Legal	\$ 30,000	\$ 1,181	\$ 8,681	28.94%
03-506-54108	Audit & Accounting	\$ 15,000	\$ -	\$ 10,260	68.40%
03-506-54109	Professional Fees	\$ 200,000	\$ 3,950	\$ 389,518	194.76%
03-506-55500	Depreciation	\$ 472,982	\$ 39,415	\$ 275,906	58.33%
03-506-56001	Insurance	\$ 130,000	\$ 13,992	\$ 87,809	67.55%
03-506-57030	Regulatory Compliance	\$ 70,000	\$ 3,077	\$ 48,221	68.89%
	ADMINISTRATION TOTALS	\$ 2,803,515	\$ 240,204	\$ 2,014,841	71.87%
03-507-50010	Labor	\$ 625,069	\$ 41,208	\$ 324,152	51.86%
03-507-50011	Labor - Credit	\$ -	\$ -	\$ -	0.00%
03-507-50013	Benefits-FICA	\$ 47,818	\$ 3,848	\$ 29,570	61.84%
03-507-50014	Benefits-Life Insurance	\$ 3,864	\$ 105	\$ 855	22.13%
03-507-50016	Benefits-Health & Def Comp	\$ 151,662	\$ 13,999	\$ 114,356	75.40%
03-507-50017	Benefits-Disability Insurance	\$ 5,626	\$ 626	\$ 5,310	94.39%
03-507-50019	Benefits-Workers Compensatio	\$ 16,877	\$ 2,571	\$ 11,208	66.41%
03-507-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
03-507-50022	Benefit-PERS Employer	\$ 93,760	\$ 3,009	\$ 25,966	27.69%
03-507-50023	Benefits-Uniforms	\$ 4,025	\$ 193	\$ 2,417	60.04%
03-507-50024	Benefits-Vacation & Sick Pay	\$ 40,000	\$ 6,318	\$ 36,009	90.02%
03-507-50025	Benefits-Boots	\$ 2,415	\$ -	\$ 600	24.84%
03-507-51003	Sewer Pipeline & Facilities	\$ 250,000	\$ 15,713	\$ 107,102	42.84%
03-507-51140	General Supplies & Expenses	\$ 500	\$ -	\$ 896	179.23%
03-507-51241	Lift Station #1	\$ 52,500	\$ 3,861	\$ 29,125	55.48%
03-507-51242	Lift Station #2	\$ 18,000	\$ 1,246	\$ 9,620	53.45%
03-507-51243	Lift Station #3	\$ 3,200	\$ 132	\$ 3,804	118.88%
03-507-51244	Lift Station #4	\$ 9,500	\$ 859	\$ 15,091	158.86%
03-507-51246	Lift Station #6	\$ 5,000	\$ 410	\$ 3,077	
03-507-51248	Lift Station #8	\$ 2,500	\$ 76	\$ 568	22.74%
03-507-54111	Pretreatment	\$ 50,000	\$ 2,758	\$ 36,514	73.03%
	ENVIRONMENTAL CONTROL TOTAL	\$ 1,382,316	\$ 96,934	\$ 756,243	54.71%
03-540-57202	SRF Principal - WWTP	\$ 2,306,368	\$ -	\$ 2,306,368	100.00%
03-540-57203	SRF Principal - Brineline	\$ 447,138	\$ -	\$ 447,138	100.00%
03-540-57204	SRF Principal - Wise	\$ 136,599	\$ -	\$ -	0.00%
03-540-57205	SRF Principal - R 10.3	\$ 40,023	\$ -	\$ -	0.00%

FY 2019-20 Sewer Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
03-540-57206	SRF Principal - Crow St	\$ 15,667	\$ -	\$ -	0.00%
03-540-57403	Interest - Long Term Debt	\$ 887,924	\$ -	\$ 819,436	92.29%
	40 - Debt	\$ 3,833,719	\$ -	\$ 3,572,942	93.20%
03-540-57002	Asset Acq. - Treatment Dept	\$ -	\$ -	\$ -	
03-540-57006	Asset Acq. - Admin Dept	\$ -	\$ -	\$ -	
03-540-57007	Asset Acq. - EC Dept	\$ -	\$ -	\$ -	
	40 - Capital Outlay	\$ -	\$ -	\$ -	
	TOTAL SEWER EXPENSES	\$ 12,217,712	\$ 700,644	\$ 8,825,423	72.23%

FY 2019-20 Recycled Expenses					
G/L ACCOUNT #	DESCRIPTION	BUDGET	Jan '20	Year to Date	%
04-506-50010	Labor	\$ 705,207	\$ 41,885	\$ 321,394	45.57%
04-506-50011	Labor - Credit	\$ -	\$ -	\$ -	
04-506-50012	Director Fees	\$ 5,000	\$ -	\$ -	0.00%
04-506-50013	Benefits-FICA	\$ 53,948	\$ 3,823	\$ 27,353	50.70%
04-506-50014	Benefits-Life Insurance	\$ 3,600	\$ 88	\$ 731	20.31%
04-506-50016	Benefits-Health & Def Comp	\$ 143,004	\$ 12,883	\$ 104,441	73.03%
04-506-50017	Benefits-Disability Insurance	\$ 6,347	\$ 626	\$ 4,917	77.47%
04-506-50019	Benefits-Workers Compensation	\$ 19,041	\$ 1,200	\$ 7,583	39.82%
04-506-50021	Benefits-PERS Employee	\$ -	\$ -	\$ -	
04-506-50022	Benefits-PERS Employer	\$ 105,781	\$ 3,334	\$ 28,445	26.89%
04-506-50023	Benfits-Uniforms	\$ 3,750	\$ 43	\$ 1,506	40.16%
04-506-50024	Benefits-Vacation & Sick Pay	\$ -	\$ 5,615	\$ 33,069	#DIV/0!
04-506-50025	Benefits-Boots	\$ 4,750	\$ -	\$ 1,200	25.26%
04-506-51003	R&M - Structures	\$ 26,519	\$ -	\$ 3,671	13.84%
04-506-51011	R&M - Valves	\$ 500	\$ -	\$ -	0.00%
04-506-51020	R&M - Pipelines	\$ 500	\$ -	\$ 1,324	264.84%
04-506-51021	R&M - Service Lines	\$ 4,000	\$ -	\$ -	0.00%
04-506-51022	R&M - Fire Hydrants	\$ 4,000	\$ -	\$ -	0.00%
04-506-51030	R&M - Meters	\$ 1,500	\$ -	\$ -	0.00%
04-506-51140	General Supplies & Expenses	\$ 7,000	\$ 814	\$ 4,552	65.03%
04-506-51210	Utilities - Power Purchases	\$ 84,500	\$ 6,579	\$ 39,967	47.30%
04-506-54002	Dues & Subscriptions	\$ 3,000	\$ 38	\$ 2,895	96.50%
04-506-54005	Computer Expenses	\$ 11,000	\$ -	\$ 8,250	75.00%
04-506-54011	Printing & Publications	\$ -	\$ -	\$ -	N/A
04-506-54012	Education & Training	\$ 3,500	\$ 35	\$ 671	19.17%
04-506-54014	Public Relations	\$ 4,200	\$ -	\$ 540	12.86%
04-506-54016	Travel Related Expenses	\$ 1,000	\$ 17	\$ 646	64.59%
04-506-54017	Certifications & Renewals	\$ 500	\$ -	\$ -	0.00%
04-506-54019	Licenses & Permits	\$ 7,500	\$ -	\$ 11,898	158.64%
04-506-54020	Meeting Related Expenses	\$ 1,400	\$ 24	\$ 786	56.13%
04-506-54022	Utilities - YVWD Services	\$ 12,500	\$ -	\$ 3,113	24.91%
04-506-54025	Telephone & Internet	\$ 1,400	\$ -	\$ 949	67.76%
04-506-54104	Contractual Services	\$ 10,000	\$ 5,425	\$ 8,729	87.29%
04-506-54107	Legal	\$ 500	\$ -	\$ -	0.00%
04-506-54108	Audit & Accounting	\$ 4,000	\$ -	\$ 2,280	57.00%
04-506-54109	Professional Fees	\$ 30,000	\$ 975	\$ 10,799	36.00%
04-506-54110	Laboratory Services	\$ -	\$ -	\$ -	
04-506-55500	Depreciation	\$ -	\$ -	\$ -	
04-506-56001	Insurance	\$ 25,000	\$ 2,785	\$ 13,904	55.62%
04-506-57030	Regulatory Compliance	\$ 6,500	\$ -	\$ 6,030	92.77%
04-506-57040	Environmental Compliance	\$ 500	\$ -	\$ -	0.00%
	TOTAL RECYCLED EXPENSES	\$ 1,301,447	\$ 86,189	\$ 651,643	50.07%



Date: February 11, 2020
From: Allison M. Edmisten, Chief Financial Officer
Subject: Review of a Draft Request for Proposals for Professional Auditing Services

The District staff has prepared and attached a draft Request for Proposal (RFP) for professional auditing services commencing with the financial audit for fiscal year ending June 30, 2020 as outlined and attached in the RFP.

The RFP is anticipated to be released February 19, 2020 with responses due by 2 p.m. on Monday, March 9, 2020. A contract is anticipated to be brought before the Board for approval on April 7, 2020.



Request for Proposals

Professional Auditing Services

Proposal No. 20200219

**Response Due
Monday, March 9, 2020 at 2:00 p.m.**

Yucaipa Valley Water District
12770 Second Street
Yucaipa, California 92399

Yucaipa Valley Water District Contact:

Allison M. Edmisten, Chief Financial Officer
aedmisten@yvwd.us – Phone (909) 797-5117

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Introduction

Yucaipa Valley Water District (the “District” or “YVWD”) is requesting proposals (RFP) from qualified certified public accounting firms to audit its financial statements for the fiscal years ending June 30, 2020 through June 30, 2022 with the option of extending the contract for two additional one-year periods, at the District’s discretion.

The RFP must conform with the requirements included herein. The District reserves the right to waive any irregularity in any proposal or to reject any proposal that does not comply with this RFP. Selection of the proposer will be made solely by the District on criteria determined by the District.

The use of the term “firm” throughout this document means individual proprietorship, partnership, limited liability company, corporation or joint venture.

The successful proposer will be required to enter into a professional services agreement that will include the requirements of this RFP as well as other requirements. By submitting a proposal, the proposer agrees to all of the terms of this RFP.

Other than as specified in the RFP, proposers may not contact individual Board members of the District. To do so will disqualify the proposer. Proposers may only speak with the District’s elected officials in a setting that is part of the formal selection process. This is for the protection of all proposers so that the proposals will be submitted to the same evaluative process.

Overview of the Yucaipa Valley Water District

The District was formed as part of reorganization, pursuant to the Reorganization Act of 1965, being Division I of Title 6 of the Government Code of the State of California. This reorganization consisted of the formation of the District, dissolution of the Calimesa Water District and formation of Improvement District No. 1 of the District as successor-in-interest, and dissolution of Improvement District “A” of the San Bernardino Valley Municipal Water District and the formation of Improvement District “A” of the District as successor-in-interest. On September 14, 1971, the Secretary of State of the State of California certified and declared the formation of the Yucaipa Valley County Water District. The District operates under the County Water District Law, being Division 12, section 30000 of the State of California Water Code. Although the immediate function of the District was to provide water service, the District has assumed responsibility for providing recycled water and sewer service in Yucaipa Valley.

The District is located about 70 miles east of Los Angeles and 20 miles southeast of San Bernardino in the foothills of the San Bernardino Mountains and provides water, sewer, and recycled water services.

Land and Land Use

The altitude of the District rises from about 2,000 feet above sea level at the western end of the valley to about 5,000 feet at the eastern end, with average elevation of roughly 2,650 feet. The topography of the area is characterized by rolling hills separated by deeply entrenched stream beds, namely, the Yucaipa and Wilson Creeks. The District includes the incorporated cities of Yucaipa and Calimesa which are in San Bernardino and Riverside Counties respectively.

Yucaipa Valley Water District
Professional Auditing Services

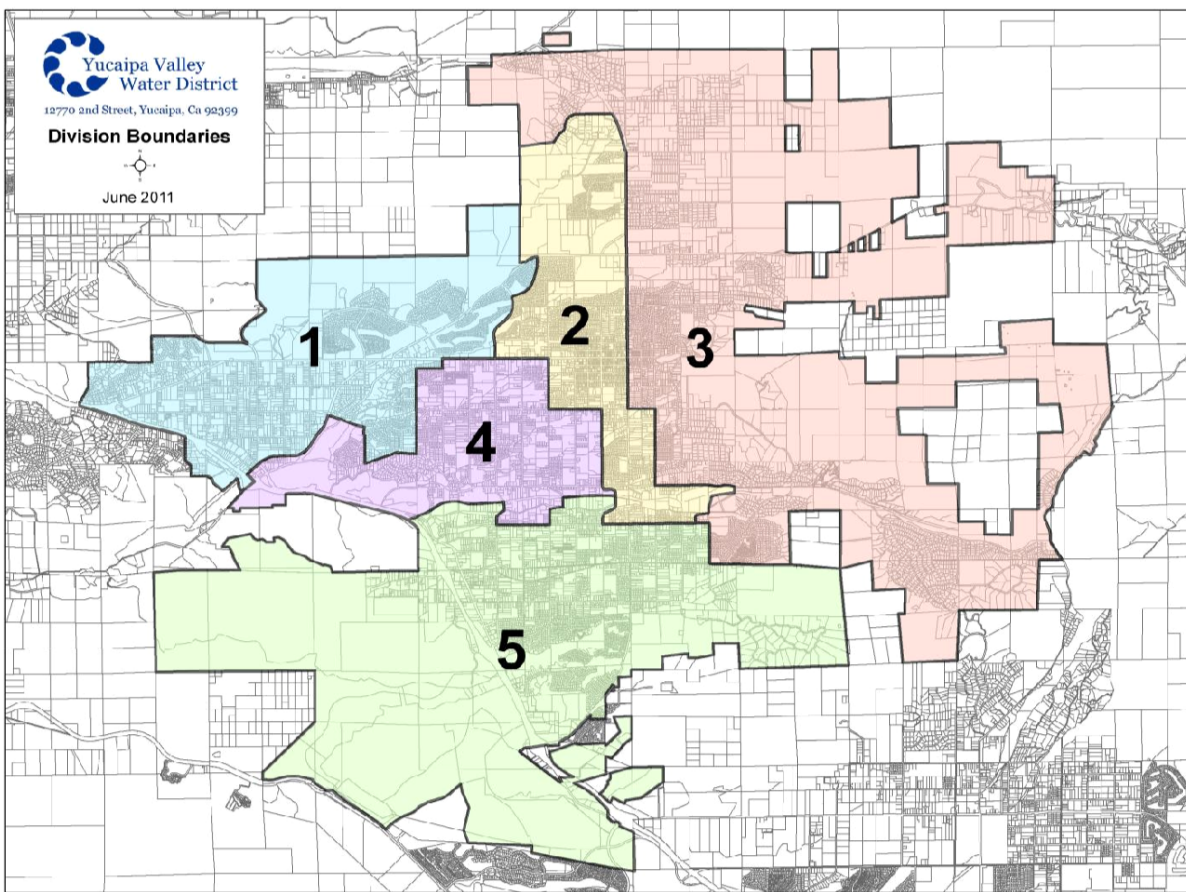
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The District expects that the undeveloped land within its boundaries will continue to be developed consistent with the general plans as provided by the City of Yucaipa and the City of Calimesa. The projected population of the District in the year 2060 will be approximately 94,800, which reflects build-out of the City of Yucaipa, City of Calimesa, and the Oak Valley development. Although approximately 49.8% of the land within the boundaries of the District is currently undeveloped, less than 1% of District water sales are to agricultural water users.

Governance and Management

The District is governed by a 5-member board of directors (the "Board"), the members of which are elected from five separate divisions of the District to staggered 4-year terms. The current Board members, the expiration dates of their terms and their occupations are set forth below.

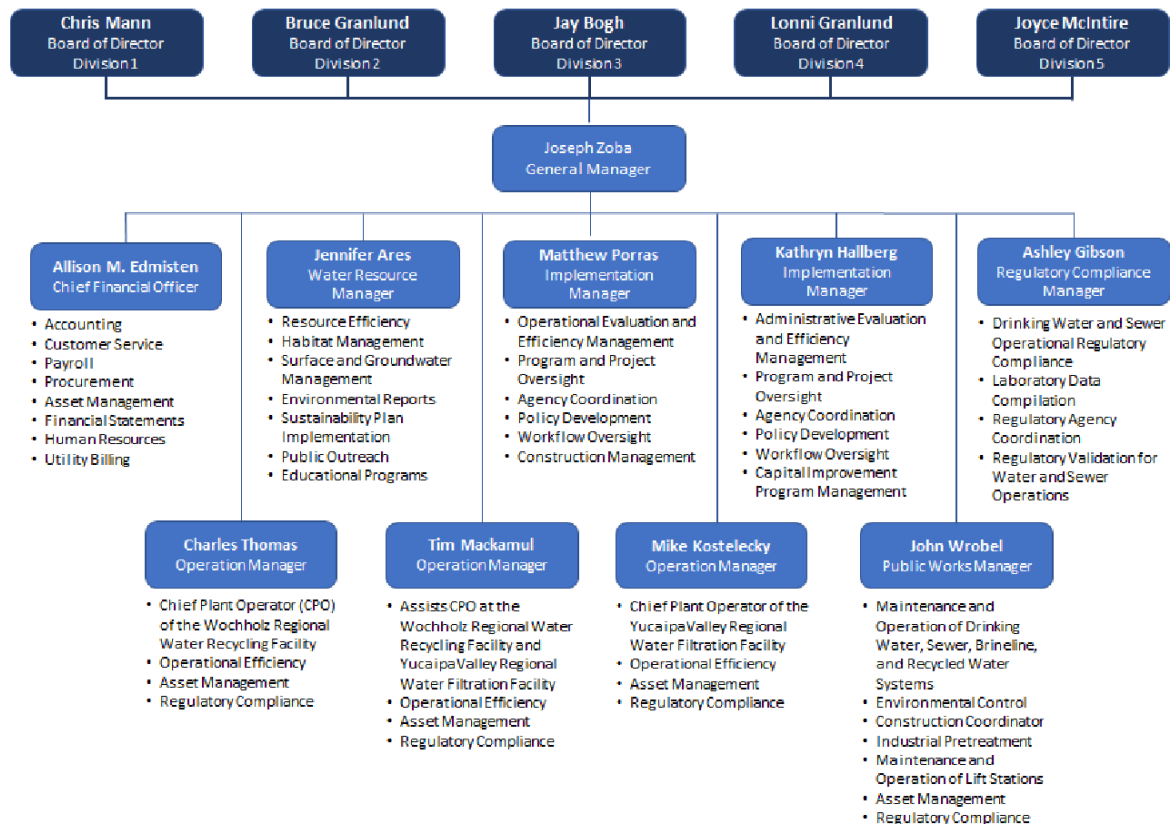
Member of the Board of Directors	Division	Initial Date of Service	Expiration of Term	Occupation
Chris Mann, President	One	12/2/2016	2020	Public Relations Firm President
Bruce Granlund, Vice President	Two	12/23/1998	2022	Retired Senior D.A. Investigator
Jay Bogh, Director	Three	09/07/2005	2022	Building Firm Manager
Lonni Granlund, Director	Four	12/05/2008	2020	Property Manager/Real Estate Broker
Joyce McIntire, Director	Five	12/07/2018	2022	Retired School District Employee



Yucaipa Valley Water District
Professional Auditing Services

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Day-to-day management of the District is delegated to the General Manager who works closely with an executive team who ultimately oversee all of the District's services and functions.



Financial Overview of the District

The District's total operating budget for Fiscal Year 2019-20 is approximately \$27.9 million. The Fiscal Year 2019-20 Capital Improvement Budget is approximately \$16.1 million.

The District recently implemented Caselle as the District financial system, which is used for cash receipting, utility billing, accounts payable, payroll, general ledger and inventory. The District maintains eight accounts (three checking, two savings, and two investment accounts) with major financial institutions.

The District formed the Yucaipa Valley Water District Financing Corporation in June 2004, refinanced bonds in 2015 and maintains an acquisition fund and reserve fund balance in excess of \$25 million.

During fiscal year 2020, the District expects to issue 1,950 payroll payments and 3,000 accounts payable checks.

The District participates in the PERS 2% at 60 program and maintains a deferred compensation plan structured in accordance with provisions of Internal Revenue Code Section 457. Employee deposits are transmitted to third parties who are responsible for plan administration.

The District's accounting department maintains all financial records. There are no known exceptions to generally accepted accounting principles or other material accounting problems. Eide Bailly, CPA's and Business Advisors of California completed the most recent audit for fiscal year ending June 30, 2019. Copies of the most recent financial statements are available upon request.

About this Request for Proposal

Schedule

The anticipated schedule is as follows:

- | | |
|---|-------------------------------------|
| • Issuance of Request for Proposals | Wednesday, February 19, 2020 |
| • Proposals due at District Office | Monday, March 9, 2020 before 2 p.m. |
| • Presentation and Interviews (if required) | Tuesday, March 17, 2020 |
| • Board Approval of Contract | Tuesday, April 7, 2020 |

Procedure for Submitting Proposals

Proposals must be received at the District office **no later than 2:00 p.m. on Monday, March 9, 2020**. Proposals received in the mail or courier after the deadline, regardless of the date of their postmarks, may be rejected. Proposals may be received via electronic transmission as long as the District receives an appropriate signature document from an authorized representative of the firm.

Proposals submitted by mail must:

- Show page numbers for all pages in the proposal
- Include five (5) copies
- Be printed on 8 ½" x 11" or 11" x 17" paper, or any combination of the two paper sizes
- Be submitted in one envelope which must:
 - Clearly state "Professional Auditing Services Proposal"
 - Identifies the proposer
 - Be addressed as follows:

**Yucaipa Valley Water District
Attention: Allison M. Edmisten, Chief Financial Officer
12770 Second Street
Yucaipa, California 92399**

Procedures for Compiling Proposals

To achieve a uniform process and obtain the maximum degree of comparability, it is required that proposals be organized in the following manner:

TABLE OF CONTENTS

Identify the material by section and page number.

LETTER OF TRANSMITTAL

- State, briefly, the firm's understanding of the work to be done, and make a positive commitment to perform the work within the proposed time-period.
- Provide the names of the individuals authorized to make representations for the firm, their titles, addresses, and telephone numbers.

PROFILE OF THE FIRM

- Affirm that you meet the independence requirement of the General Accounting Office.
- State whether the firm is local, national, or international.
- Give the location of the office from which the work is to be performed and the number or partners, managers/principals, supervisors, seniors, and other professional staff employed at the office.
- Describe the range of activities performed by the local office, such as audit, accounting, tax service, or management services.
- Provide a brief resume of the partner, manager/principal, or senior who will be assigned to the District's audit. The resume should minimally include educational background; the state(s) and year(s) in which licensed as a Certified Public Accountant, professional memberships; years associated with your firm; and specific qualifications, education, and experience as they relate to auditing governmental units.
- Describe your firm's previous governmental auditing experience. Include names of political subdivisions, name and telephone number of contact person(s).

SCOPE

Clearly describe the scope of the required services to be provided. Include an affirmation that the audit timeline due dates, as presented in this proposal, will be met.

AUDIT FEES

In recent years, the total payment for services and supplies for audit services has been based on a fixed fee. To allow each firm some flexibility in their proposal, we will accept proposals that propose either the CPI indexing or fixed fees for each of the three years. Therefore, your proposal should specify which fee method you are proposing.

The District reserves the right to issue a contract for up to five years.

Contract language for the CPI indexing will read similar to the following:

The total payment for services and supplies for audit services shall be based on a not to exceed basis for the fiscal year ending June 30, 2020. For subsequent years, this compensation will be adjusted to, but shall not exceed, the Consumer Price Index for All Urban Consumers for the Los Angeles/ Riverside/Orange County areas on a

Yucaipa Valley Water District
Professional Auditing Services

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calendar year basis. The calendar year prior to the applicable fiscal year will be the calendar year used for these calculations.

Any change in the cost of audit services due to a change in the scope or other consideration will be subject to negotiation and agreement to all parties of this agreement.

The proposal shall breakdown the basic audit fees, including all expenses as illustrated below (if a fixed fee is proposed, indicate the fee for each of the three years):

	Fee for Fiscal Year 2020 (ending 6/30/2020)
1. Financial audit and preparation of the District's Comprehensive Annual Financial Audit Report	\$
2. Opinion on the computation of Net Revenue and Revenue Coverage for the 2015A Series Bonds	\$
3. Preparation of Single Audit Act reporting for grant received from U.S. Bureau of Reclamation	\$
4. Preparation of GASB 68	\$
5. Travel Expenses and other incidental costs	\$
Total	\$

Phone consultation between the District and the selected Auditor, and any Auditor familiarization with the District, shall be included in the base fee.

Include a schedule of hourly charges for principals and various staff levels to be used as a basis for audit costs that are outside the scope of the basic auditing and accounting services.

Partner	\$	per hour
Manager	\$	per hour
Senior	\$	per hour
Staff	\$	per hour
Clerical	\$	per hour

Procedure for Evaluating Proposals

Proposals will be evaluated by District staff to ascertain which firm best meets the needs of the District. Factors that will be considered are:

- Water District auditing experience of the firm.
- Professional qualifications and experience of the firm and proposed audit team.
- Professional approach to assignment and willingness to work with management.

- Responsiveness of the proposal by clearly stating an understanding of the work to be performed.
- The anticipated support requirement of District staff.
- The audit fee.
- Evaluation by selection committee based on material and oral interview.

Scope of Services

The District desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditor shall examine all District funds in accordance with the generally accepted auditing standards in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts, the provisions of the Federal Single Audit Act, and express an opinion on the fair presentation of its general purpose financial statements in conformity with generally accepted accounting principles. The Auditor shall prepare the Comprehensive Annual Financial Audit Report in conformance with the latest edition of the GAAFR, all GAAFR Update Supplements, and the latest NCGA and GASB pronouncements.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

Management is not aware of any unusual circumstances warranting an extended scope beyond that called for above. However, if in due course of the examination, evidence of such circumstances arise, you shall agree to provide the District with all ascertainable facts relative to such circumstances together with an estimate of additional services required and the additional cost thereof in order that proper contract modifications may be completed before you commence with such extended examination.

It is expected that the auditor keep the Agency informed of any new state and national developments affecting municipal finance and reporting standards and trends. This shall include at least one formal updating session per fiscal year with the District's Management and Accounting staff.

Report Requirements

Auditor shall prepare and provide the specified reports in the format and quantities listed below:

	Document	Submission Format	Quantity
1.	Comprehensive Annual Financial Audit Report	Digital PDF	One
2.	Opinion on the computation of Net Revenue and Revenue Coverage for the 2015A Series Bonds	Digital PDF	One
3.	Single Audit Reports	Digital PDF	One
4.	Management Letter	Digital PDF	One

Auditor shall address the required Management Letter to the YVWD Board of Directors and include statements on audit findings and recommendations affecting the financial statements, internal controls, accounting systems, legality of actions, other instances of non-compliance with laws and regulations, and any other material findings.

Time Consideration and Other Requirements

An annual timeline of due dates will be prepared by the District and forwarded to the Auditor. The proposed timeline for Fiscal Year 2020 is summarized below:

- Auditor shall commence interim fieldwork prior to July 30th of each year.
- Auditor shall commence District year-end audit on or around the first week of September following fiscal year end.
- Draft copy of reports due by October 15th.
- The final copy of the Comprehensive Annual Financial Audit Report shall be:
 - Presented at the board workshop prior to the first regular board meeting in November;
 - Presented at the first regular board meeting in November; and
 - Ready for submission to the California Society of Municipal Finance Officers and the Government Finance Officers Association awards programs.

Audits for each of the following fiscal years subsequent to 2020 shall have similar due dates.

Auditor's staff assigned to the District's audit will include at least one person with three or more years of water district auditing experience and shall be at a supervisory level. There shall be at least one additional person on the audit staff who has completed at least one full year in water district auditing. The total audit staff should be at a level sufficient to complete the audit in the time schedule specified above. In addition, the audit staff should remain constant throughout an audit with a minimum of one member returning each year.

District Responsibilities

District staff will prepare unaudited closing entries including work papers supporting asset and liability balances. Staff will be available on a reasonable basis to locate, reproduce, and re-file required or requested documentation during the audit fieldwork.

District staff will provide the information required for the Management Discussion and Analysis and statistical section of the Comprehensive Annual Financial Audit Report.

Accounting staff will be available during the audit to assist the auditor by providing requested information, documentation and explanations.

The preparation of confirmations will be the responsibility of the auditor.

District staff shall provide a reasonable work area (table and chairs), telephones, photocopying facilities, facsimile machines and electrical power to the Auditor for use during the audit.

Irregularities and Illegal Acts

Auditor shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which he/she becomes aware to the following parties:

- District Chief Financial Officer
- District Attorney
- General Manager
- Board of Directors

Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years following the Board's adoption of the audit, unless the firm is notified in writing by the District of the need to extend the retention period.

The firm shall promptly respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers related to matters of continuing accounting significance.

Additional Information

1. The submission of proposal shall be prima-facie evidence that the proposer has full knowledge of the scope, nature, quantity, and the quality of work to be performed as well as the detailed requirements of the specifications and the conditions under which the work is to be performed.
2. The District reserves the right to conduct reference checks.
3. The District will not be liable for any costs incurred by the proposer in connection with such interview (i.e., travel, accommodations, etc.).
4. The District reserves the right to reject any and all proposals, the right in its sole discretion to accept the proposal that it considers most favorable to the District's best interest, and the right to waive minor irregularities in the procedure.
5. The contracting firm shall make itself available to present the Audit Report to the District's Board of Directors and answer any questions related to the Audit Report or any audit findings.
6. Compensation for the conduct of the audit service will be paid upon submission of progress billing and upon a final billing along with the required reports.
7. It is expected that the firm chosen will make itself available for additional projects that may be necessary from time-to-time. These projects are to be in accordance Government Auditing Standards.
8. The contracting firm shall provide certificate of insurance including workers' compensation, commercial general liability, commercial automobile liability, and professional liability insurance.

Yucaipa Valley Water District
Professional Auditing Services

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9. No subcontracting of auditing services will be allowed without the expressed prior written consent of the District. The Auditor shall be staffed adequately to provide all services requested.
10. The Auditor and all subcontractors shall comply with all applicable federal, state, and local laws, rules, and regulations.
11. It is expected that the firm selected will be required to enter into a professional services agreement prior to the commencement of fieldwork. A standard District agreement may be reviewed, if requested.
12. All bids are to include any and all applicable taxes.
13. An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly registered/licensed to practice in California.
14. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. The personnel may also be changed for other reasons with the express prior written permission of the District. However, in either case, the District retains the right to approve or reject replacements. Firm specialists identified in response to the proposal can only be changed with the express prior written permission of the District, which retains the right to approve or reject replacements. Other staff personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.
15. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
16. All proposals submitted in response to this RFP will become the property of the District and a matter of public record.
17. Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the District in connection with the award or terms of the Agreement that will be executed as a result of award of this RFP, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the District will receive compensation, directly or indirectly, from Consultant, or from any officer, employee or agent of Consultant, in connection with the award of the Agreement or any work to be conducted as a result of the Agreement. Violation of this Section shall be a material breach of the Agreement entitling the District to any and all remedies at law or in equity.



Date: February 11, 2020

From: Allison M. Edmisten, Chief Financial Officer

Subject: Review of Proposed Budget Adjustments for Fiscal Year 2019-20 Including Draft Resolution 2020-xx Transferring Reserve Funds to the Operating Budget and Draft Resolution 2020-xx Transferring Depreciation Reserves Within Each Fund to Infrastructure Reserves in the Respective Funds

As discussed throughout the prior fiscal year, at various times, the Board of Directors approve projects and/or purchases that are funded through reserve funds. Throughout the fiscal year, these expenses were paid and funded via reserves as approved, but the corresponding budget adjustment was not completed. The result was the percentages of expenses to budget were overstated. By adjusting the budget to show the reserve funds being transferred in, this will more clearly state the expenditures compared to budget.

Resolution 2020-08 approves the transfer of funds from the District Reserve Funds to the Water Fund operating budget for the purchase of equipment as well as the transfer to the Sewer Fund to cover the budget for the MORE project and the Calimesa Lakes project that were previously approved by the Board.

Resolution 2020-09 approves the transfer of Depreciation Reserves within each fund to Infrastructure Reserves within the respective funds.

The adjustments attached are a result of transfers in from reserves to the 2019-20 budget as well as adjustments to various line items within the water and sewer funds. There is no change to the Recycled Water fund.

For both the water and sewer funds there is an increase in both revenue and expenses as a result of a transfer to the operating budget from the reserve funds. After the adjustments, this continues to be a balanced budget.

District staff will continue to do budget adjustments each fiscal year as needed.

RESOLUTION NO. 2020-xx**RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT
TRANSFERRING FUNDS WITHIN BOTH THE WATER FUND AS TRANSFER NUMBER 1 AND
SEWER FUNDS AS TRANSFER NUMBER 2 FOR
FISCAL YEAR 2020**

WHEREAS, the Yucaipa Valley Water District recognizes the importance of funding projects within the District with funds set aside for this purpose, and

WHEREAS, the Board of Directors has approved the Monitoring Operations and Reporting Enhancement (MORE) project for a sum not to exceed \$330,436, and

WHEREAS, the Board of Directors has approved the Pilot Recharge Testing/Calimesa Lake and Spreading Basin for a total amount of \$1,021,771, and

WHEREAS, the District requests to purchase a bobcat and trailer for district projects in the estimated amount of \$122,200, and

NOW, THEREFORE, the Board of Directors of the Yucaipa Valley Water District hereby RESOLVE, DETERMINE, and ORDER as follows:

Section 1: Fund Transfer No. 1 in the amount of \$122,200 from the Water Fund Depreciation Reserves (02-000-10310) to fund the purchase of the bobcat for \$107,200 (02-000-13601) and trailer for \$15,000 (02-000-13602), as well as

Section 2: Fund Transfer No. 2 in the amount of \$1,352,207 from the Sewer Fund Depreciation Reserves (03-000-10310) for the MORE and Calimesa Lake and Spreading Basin projects (03-506-54109).

PASSED, APPROVED and ADOPTED this 18th day of February 2020.

YUCAIPA VALLEY WATER DISTRICT

Chris Mann, President Board of Directors

ATTEST:

Joseph B. Zoba, General Manager

RESOLUTION NO. 2020-xx**RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT
TRANSFERRING FUNDS WITHIN THE WATER, SEWER AND RECYCLED WATER FUNDS TO
MOVE THE DEPRECIATION RESERVES BALANCE TO THE INFRASTRUCTURE RESERVES
ACCOUNT IN FISCAL YEAR 2020**

WHEREAS, the Yucaipa Valley Water District recognizes the importance of funding projects within the District with funds set aside for this purpose, and

WHEREAS, the District requests to maintain one reserve account within each fund, and

NOW, THEREFORE, the Board of Directors of the Yucaipa Valley Water District hereby RESOLVE, DETERMINE AND ORDER as follows:

- Section 1: Transfer of the balance of approximately \$900,000 from the Water Fund Depreciation Reserves (02-000-10310) to Infrastructure Reserves (02-000-10311),
- Section 2: Transfer of the balance of approximately \$2.8 million from the Sewer Fund Depreciation Reserves (03-000-10310) to Infrastructure Reserves (03-000-10311),
- Section 3: Transfer of the balance of approximately \$28,000 from the Recycled Water Fund Depreciation Reserves (04-000-10310) to Infrastructure Reserves (04-000-10311).

PASSED, APPROVED and ADOPTED this 18th day of February 2020.

YUCAIPA VALLEY WATER DISTRICT

Chris Mann, President Board of Directors

ATTEST:

Joseph B. Zoba, General Manager

WATER DIVISION BUDGET Fiscal Year 2020

OPERATING REVENUE:					
	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	Explanation
Potable Water - Commodity Charge	02-40010	5,600,000		5,600,000	
Construction Water - Commodity Charge	02-40011	100,000		100,000	
Imported Water - San Gorgonio Pass W.A.	02-40012	250,000		250,000	
Imported Water - San Bernardino Valley M.W.D.	02-40013	850,000		850,000	
Potable Water - Commodity Multi-Unit Discount	02-40014	(110,000)		(110,000)	
Water Wholesale Revenue	02-40015	200,000		200,000	
Water Service Establishment Fee	02-40016	6,000		6,000	
Potable Water - Service Demand Charge	02-41000	3,500,000		3,500,000	
Fire Service Standby Fee	02-41001	40,000		40,000	
Construction Water - Service Charge	02-41003	5,000		5,000	
Potable Water - Service Charge Multi-Unit Discount	02-41005	(135,000)		(135,000)	
Unauthorized Use of Water Charges	02-41010	2,000		2,000	
Water Meter & Service Installation Charges	02-41110	100,000		100,000	
Fire Flow Measurements & Reports	02-41112	4,500		4,500	
Disconnection and Reconnection Charges	02-41113	100,000		100,000	
Delinquent Payment Charges	02-41121	135,000		135,000	
Management & Accounting Services	02-42123	210,000		210,000	
Bad Debt Write-Off & Recovery	02-42124	(20,000)		(20,000)	
Total Operating Revenue		10,837,500	0	10,837,500	
NON-OPERATING REVENUE:					
Transfer - Reserve Fund					Reserves Transfer-Pall Membranes
Transfer - Dev. Impact Fees to 2004A Debt Service		-	20,122	20,122	and Calimesa Lakes
Transfer - Rate Stabilization Fund to Water Division		-	-	-	
Interest Earned		-	-	-	
Property Tax-Unsecured	02-43010	115,000		115,000	
Property Tax-Secured	02-43110	250,000		250,000	
Tax Collection-Prior	02-43120	3,000,000		3,000,000	
Other Taxes	02-43130	45,000		45,000	
Rental Income - Water Stock	02-43140	180,000		180,000	
Miscellaneous Non-Operating Revenue	02-49110	3,000		3,000	
Total Non-Operating Revenue	02-49150	25,000		25,000	
		3,618,000	20,122	3,638,122	
TOTAL WATER REVENUE		14,455,500	20,122	14,475,622	

WATER DIVISION BUDGET

Fiscal Year 2020

OPERATING EXPENSE

Water Resource Department	5,220,192	(257,569)	4,962,623
Public Works Department	3,176,293	-	3,176,293
Administration Department	3,766,403	277,691	4,044,094
Long-Term Debt Obligations	2,292,612	-	2,292,612
Asset Acquisition	-	-	-
Total Operating Expense	14,455,500	20,122	14,475,622

TOTAL WATER EXPENSES 14,455,500 20,122 14,475,622

	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	
WATER RESOURCE DEPARTMENT					
Labor	02-5-01-50010	1,222,703	(195,000)	1,027,703	Transfer budget to Administrative Services Department
Benefits	02-5-01-500xx	601,989	(80,000)	521,989	Transfer budget to Administrative Services Department
Repair & Maintenance - Structures	02-5-01-51003	300,000		300,000	
Repair & Maintenance - Valves	02-5-01-51011	20,000		20,000	
General Supplies & Expenses	02-5-01-51140	3,000		3,000	
Power Purchases	02-5-01-51210	1,300,000		1,300,000	
Electricity and Fuel	02-5-01-51211	5,000		5,000	
Imported Water Purchases	02-5-01-51316	1,075,000		1,075,000	
Licenses & Permits	02-5-01-54019	65,000		65,000	
Laboratory Services	02-5-01-54110	77,500		77,500	
Operation, Repair & Maintenance - YVRWFF	02-5-01-57040	550,000	17,431	567,431	Reserves Transfer-Pall Membranes
Sub-Total Water Resource Department		5,220,192	(257,569)	4,962,623	
PUBLIC WORKS DEPARTMENT					
Labor	02-5-03-50010	1,593,344		1,593,344	
Benefits	02-5-03-500xx	901,449		901,449	
Repair & Maintenance - Vehicles & Equipment	02-5-03-51001	207,500		207,500	
Repair & Maintenance - Valves	02-5-03-51011	5,000		5,000	
Repair & Maintenance - Pipelines	02-5-03-51010	200,000		200,000	
Repair & Maintenance - Service Lines	02-5-03-51021	96,000		96,000	
Repair & Maintenance - Fire Hydrants	02-5-03-51022	50,000		50,000	
Repair & Maintenance - Backflow	02-5-03-51029	65,000		65,000	
Repair & Maintenance - Water Meters	02-5-03-51030	30,000		30,000	
Fire Flow Testing	02-5-03-51031	25,000		25,000	
General Supplies & Expenses	02-5-03-51140	3,000		3,000	
Sub-Total Utility Services Department		3,176,293	-	3,176,293	

WATER DIVISION BUDGET

Fiscal Year 2020

ADMINISTRATIVE SERVICES DEPARTMENT	G/L Number	Budget		Modified Budget
		Adopted Budget	Adjustment	
		Fiscal Year 2020	February 2020	Fiscal Year 2020
Labor	02-5-06-50010	616,295		616,295
Director Fees	02-5-06-50012	26,000		26,000
Benefits	02-5-06-500xx	311,078		311,078
Repair & Maintenance - Structures	02-5-06-51003	35,000		35,000
Safety Equipment & Supplies	02-5-06-51120	25,000		25,000
Petroleum Products	02-5-06-51125	150,000		150,000
Office Supplies	02-5-06-51130	35,000		35,000
General Supplies & Expenses	02-5-06-51140	40,000		40,000
Electricity	02-5-06-51211	32,000		32,000
Natural Gas	02-5-06-51213	2,000		2,000
Dues & Subscriptions	02-5-06-54002	30,000		30,000
Computer Expenses	02-5-06-54005	145,000		145,000
Postage	02-5-06-54010	10,000		10,000
Education & Training	02-5-06-54012	20,000		20,000
Utility Billing Expenses	02-5-06-54013	185,000		185,000
Public Relations	02-5-06-54014	31,500		31,500
Travel Related Expenses	02-5-06-54016	7,500		7,500
Certifications & Renewals	02-5-06-54017	12,000		12,000
Meeting Related Expenses	02-5-06-54020	8,000		8,000
Utilities - YVWD Services	02-5-06-54022	145,000		145,000
Waste Disposal	02-5-06-54024	2,700		2,700
Telephone	02-5-06-54025	45,000		45,000
Conservation & Rebates	02-5-06-54099	30,000		30,000
Contractual Services	02-5-06-54104	135,000	135,000	270,000
Legal	02-5-06-54107	30,000	90,000	120,000
Audit & Accounting	02-5-06-54108	15,000		15,000
Professional Fees	02-5-06-54109	165,000		165,000
Reserve Funds	02-5-06-55500	1,272,330	52,691	217,691
Water Infrastructure Replacement	02-5-06-xxxxx	-		1,272,330
Insurance	02-5-06-56001	100,000		100,000
Regulatory Compliance	02-5-06-57030	35,000		35,000
Election Related Expenses	02-5-06-57090	-		-
Yucaipa SGMA	02-5-06-57095	10,000		10,000
Beaumont Basin Watermaster	02-5-06-57096	40,000		40,000
San Timoteo SGMA	02-5-06-57097	5,000		5,000
Bunker Hill GSC	02-5-06-57098	15,000		15,000
Sub-Total Administration Department		3,766,403	277,691	4,044,094

Various software systems, temp labor
Various legal expenses that were not
anticipated in the budget.

Reserves Transfer-Calimesa Lakes.
Also transfer budget from Water
Resources Department.

WATER DIVISION BUDGET

Fiscal Year 2020

	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020
LONG-TERM DEBT				
Debt Service - Series 2004A Principal	02-5-40-57201	1,170,000		1,170,000
Debt Service - Series 2004A Interest	02-5-40-57402	1,122,612		1,122,612
Rate Stabilization Fund	02-5-40-57806	-	-	-
	Sub-Total Long-Term Debt	2,292,612	-	2,292,612
ASSET ACQUISITION				
Water Department	02-5-40-57001	-	-	-
Utility Services Department	02-5-40-57003	-	-	-
Administration	02-5-40-57006	-	-	-
	Sub-Total Asset Acquisition	-	-	-

SEWER DIVISION BUDGET

Fiscal Year 2020

OPERATING REVENUE:		G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	Explanation
Sewer Service Establishment Fee		03-40016	500		500	
Sewer Service Demand Charge		03-41000	12,132,712		12,132,712	
Sewer Service Demand - Multi-User Discount		03-41005	(200,000)		(200,000)	
Sewer Lateral Installation		03-41110	15,000		15,000	
Penalty Late Charges		03-41121	125,000		125,000	
Revenue-Other, Operating		03-42122	2,000		2,000	
Bad Debt Write-Off & Recovery		03-41124	(15,000)		(15,000)	
Front Footage Fees		03-41131	55,000		55,000	
Total Operating Revenue			12,115,212	-	12,115,212	
NON-OPERATING REVENUE:						
Reserve Fund Transfer - Asset Acquisition			-		-	Reserves Transfer - Calimesa Lakes, engineering for Summerwind Lift Station.
Reserve Fund Transfer - Operational Expenses						
Rate Stabilization Fund Transfer In			-	1,367,274	1,367,274	
Interest Earned		03-43010			-	
Property Tax-Unsecured		03-43110	100,000		100,000	
Property Tax-Secured		03-43120	-		-	
Tax Collection-Prior		03-43130	-		-	
Other Taxes		03-43140	-		-	
Misc. Non-Operating Revenue		03-49150	2,500		2,500	
Total Non-Operating Revenue			102,500	1,367,274	1,469,774	
TOTAL SEWER REVENUE			12,217,712	1,367,274	13,584,986	
OPERATING EXPENSE						
Treatment			4,198,162	-	4,198,162	
Administration			2,803,515	1,367,274	4,170,789	
Environmental Control			1,382,316	-	1,382,316	
Debt Service			3,833,719	-	3,833,719	
Asset Acquisition			-	-	-	
Total Operating Expense			12,217,712	1,367,274	13,584,986	

SEWER DIVISION BUDGET

Fiscal Year 2020

TOTAL SEWER EXPENSES 12,217,712 1,367,274 13,584,986

TREATMENT	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020
Labor	03-5-02-50010	1,059,129		1,059,129
Benefits	03-5-02-500xx	531,033		531,033
Repair and Maintenance - Structures	03-5-02-51003	350,000		350,000
Automation Control	03-5-02-51010	65,000		65,000
Chemicals	03-5-02-51106	600,000		600,000
Propane	03-5-02-51111	500		500
Laboratory Supplies	03-5-02-51115	30,000		30,000
General Supplies & Expenses	03-5-02-51140	5,000		5,000
Utilities-Power Purchases	03-5-02-51210	850,000		850,000
Laboratory Services	03-5-02-54110	85,000		85,000
Sludge Disposal	03-5-02-57031	226,000		226,000
Brineline Operating Expenses	03-5-02-57034	396,500		396,500
	Sub-total Treatment	4,198,162	-	4,198,162
ADMINISTRATION				
Labor	03-5-06-50010	616,295		616,295
Directors Fees	03-5-06-50012	26,000		26,000
Benefits	03-5-06-500xx	297,738		297,738
Safety Equipment	03-5-06-51120	9,500		9,500
Petroleum Products	03-5-06-51125	24,000		24,000
Office Supplies	03-5-06-51130	7,000		7,000
General Supplies & Expenses	03-5-06-51140	30,000		30,000
Dues & Subscriptions	03-5-06-54002	30,000		30,000
Management & Accounting Services	03-5-06-54003	210,000		210,000
Computer Expenses	03-5-06-54005	120,000		120,000
Education & Training	03-5-06-54012	20,000		20,000
Public Relations	03-5-06-54014	25,000		25,000
Travel Related Expenses	03-5-06-54016	10,000		10,000
Certifications & Renewals	03-5-06-54017	10,000		10,000
Licenses & Permits	03-5-06-54019	70,000		70,000

SEWER DIVISION BUDGET

Fiscal Year 2020

[illegible]

SEWER DIVISION BUDGET

Fiscal Year 2020

ASSET ACQUISITION			
Sewer Treatment Department	03-5-40-57002	-	-
Sewer Administration Department	03-5-40-57006	-	-
Environmental Control Department	03-5-40-57007	-	-
Sub-Total Asset Acquisition		-	-

RECYCLED WATER DIVISION BUDGET

Fiscal Year 2020

OPERATING REVENUE:					
	G/L Number	Adopted Budget Fiscal Year 2020	Budget Adjustment February 2020	Modified Budget Fiscal Year 2020	Explanation
Recycled Water - Commodity Charge	04-40010	663,947		663,947	
Construction Recycled Water - Commodity Chrg	04-40011	45,000		45,000	
Recycled Water - Service Demand Charge	04-41000	90,000		90,000	
Construction Recycled Water - Service Charge	04-41003	1,000		1,000	
Meter/Lateral Installation	04-41110	70,000		70,000	
Delinquent Payment Charges	04-41121	5,000		5,000	
Revenue-Other, Operating	04-41122	500		500	
Total Operating Revenue		875,447	-	875,447	
NON-OPERATING REVENUE:					
Transfer - Reserve Fund	--	-		-	
Interest Earned	04-43010	25,000		25,000	
Property Tax-Unsecured	04-43110	-		-	
Property Tax-Secured	04-43120	400,000		400,000	
Tax Collection-Prior	04-43130	-		-	
Other Taxes	04-43140	-		-	
Misc. Non-Operating Revenue	04-49150	1,000		1,000	
Total Non-Operating Revenue		426,000	-	426,000	
TOTAL RECYCLED WATER REVENUE		1,301,447	-	1,301,447	

RECYCLED WATER DIVISION BUDGET

Fiscal Year 2020

OPERATING EXPENSES				
	G/L Number	Fiscal Year 2020	February 2020	Fiscal Year 2020
Labor - Recycled Water	04-5-06-50010	705,207		705,207
Director Fees	04-5-06-50012	5,000		5,000
Benefits - Recycled Water	04-5-06-500xx	340,221		340,221
R&M - Structures	04-5-06-51003	26,519		26,519
R&M - Valves	04-5-06-51011	500		500
R&M - Pipelines	04-5-06-51020	500		500
R&M - Service Lines	04-5-06-51021	4,000		4,000
R&M - Fire Hydrants	04-5-06-51022	4,000		4,000
R&M - Meters	04-5-06-51030	1,500		1,500
General Supplies and Expenses	04-5-06-51140	7,000		7,000
Utilities - Power Purchases	04-5-06-51210	84,500		84,500
Dues & Subscriptions	04-5-06-54002	3,000		3,000
Computer Expense	04-5-06-54005	11,000		11,000
Education & Training	04-5-06-54012	3,500		3,500
Public Relations	04-5-06-54014	4,200		4,200
Travel Related Expenses	04-5-06-54016	1,000		1,000
Certifications & Renewals	04-5-06-54017	500		500
Licenses & Permits	04-5-06-54019	7,500		7,500
Meeting Related Expenses	04-5-06-54020	1,400		1,400
Utilities - YVWD Services	04-5-06-54022	12,500		12,500
Telephone	04-5-06-54025	1,400		1,400
Contractual Services	04-5-06-54104	10,000		10,000
Legal	04-5-06-54107	500		500
Audit & Accounting	04-5-06-54108	4,000		4,000
Professional Services	04-5-06-54109	30,000		30,000
Reserve Funds	04-5-06-55500	-		-
Recycled Water Infrastructure Replacement	04-5-06-xxxxx	-		-
Insurance	04-5-06-56001	25,000		25,000
Regulatory Compliance	04-5-06-57030	6,500		6,500
Environmental Compliance	04-5-06-57040	500		500
Total Operating Expense		1,301,447	-	1,301,447
TOTAL RECYCLED WATER EXPENSES		1,301,447	-	1,301,447



Date: February 11, 2020

Prepared By: Allison M. Edmisten, Chief Financial Officer

Subject: Review of the Updated Personnel Manual for the Yucaipa Valley Water District

The current version of the Personnel Manual was adopted by the Board on June 4, 2019 [DM 19-061]. Revisions and updates were made to the Personnel Manual to update insurance benefit amounts and dates as well as elimination of “days” instead referencing “hours” with many employees changing to the 10-hour workdays. The revisions and updates to the Personnel Manual are currently under review by multiple district staff in each employee group (General, Supervisory and Exempt). Attached is a draft version of the District’s Personnel Manual.

Some of the changes to the Personnel Manual include:

- Medical, Dental, Vision calculations/language updated
- Various time off categories – updated language
- Catastrophic Sick Leave – updated language
- Paid Family Leave – updated language

Financial Consideration:

There is no financial impact to the District by updating the Personnel Manual.



Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399

Personnel Manual

~~June Month 4DD, 2019~~20

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NOTICE

This Personnel Manual has been prepared to inform you of Yucaipa Valley Water District's employment practices and policies, as well as the benefits provided to you as a valued employee.

- The District, at its option, may change, delete, suspend or discontinue any part or all parts of the policies in this Personnel Manual at any time without prior notice as business, employment legislation, and economic conditions dictate. Copies of such changes shall be posted upon the District's regular bulletin boards and provided to employee unions and bargaining units within five (5) days of such change. Any such action shall apply to existing as well as to future employees.
- Employees shall not accrue eligibility for monetary or advanced leave benefits that they have not become eligible for through actual time worked.
- Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.
- No one other than the District's Board of Directors or General Manager may alter or modify any of the policies in this Personnel Manual. Any alteration or modification of the policies in this Personnel Manual must be in writing.
- No statement or promise by a supervisor, manager, or Board Member, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.
- Should any provision in this Personnel Manual be found to be unenforceable and invalid by a court or tribunal of competent jurisdiction, such finding does not invalidate the entire Personnel Manual, but only that particular provision.
- This Personnel Manual replaces (supersedes) any and all other or previous Personnel Manuals, or other policies whether written or oral.
- The most recent Memoranda of Understanding (MOU) for each bargaining units is attached as Appendices.

INTRODUCTION

This personnel manual summarizes the major employee wages, benefits, procedures, services, and employment policies of the District. You are responsible for becoming familiar with its contents so that you will have a basic understanding of the District's programs and policies. You are responsible for knowledge of this manual's contents and are encouraged to direct any questions you may have as to the interpretation, implementation or application to your immediate supervisor, utilizing the chain-of-command.

Some divisions or departments within the District have additional policies and procedures that are necessary for their internal operations. It is also your responsibility to become familiar with those policies, procedures and practices. Additionally, sometimes a program or benefit applies to only one division or department and therefore may not be discussed here.

This manual is based on federal and state law, District Board ordinances or resolutions, administrative policies, or agreements with employee organizations, unions, and bargaining units, all of which may change. It summarizes those source documents; it does not amend or replace them. Consequently, the District reserves the right to amend, supplement or rescind any provisions of this manual. Additional or replacement pages will be provided as they are published and shall serve to cancel or supersede prior subjects within their scope.

Please feel free to offer suggestions for improving this manual to your supervisor.

Management Rights

The California Water Code provides that the General Manager shall have the full power and authority to employ and discharge all employees and assistants at pleasure, prescribe duties of employees and assistants, and fix and alter the compensation of employees and assistants. (Section 30580.)

In order to ensure that the District is able to efficiently carry out its functions and responsibilities as prescribed by law, the District has the exclusive right to manage and direct the District services and the work force performing such services. Therefore, the following matters are not subject to the meet and confer process:

- Determine the mission of each of its operations;
- Establish the merits, necessity or organization of any service or activity provided by law;
- Direct the work of the District employees;
- Set standards of service;
- Determine the overall responsibilities of employees assigned to carry out the various operations of the District;
- Take disciplinary action;
- Take all necessary action to carry out the functions of the District in emergency situations;
- Determine the methods, means and personnel by which operations are to be conducted;
- Determine the budget and organization of the District;
- Lay off employees because of lack of work or for other legitimate reasons;
- Determine the content of job classifications;
- Expand or diminish services;

- Subcontract any work or operations that is not expressively contained in current job descriptions allocated to employee bargaining units;
- Determine the size and composition of the work force and determine work assignments;
- Establish and change work schedules and assignments;
- Establish the days and hours when employees shall work;
- Establish reasonable work and safety rules and regulations in order to maintain efficiency and economy desirable in the performance of District services;
- To hire, promote, demote, transfer, terminate, classify, and reasonably accommodate qualified employees within the District; and
- Take appropriate action it deems necessary in an emergency.

The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this manual and then only to the extent such specific and express terms are in conformance with law.

YVWD General Employee Bargaining Unit

The Board of Directors recognizes the International Brotherhood of Electrical Workers (IBEW), hereinafter referred to as the Union, as the exclusive bargaining body representing the general classification employees. The Union is the recognized group for exclusive rights to meet and confer on all matters pertaining to wages, benefits and working conditions for all regular employees of the District, exclusive of supervisory, management and confidential employees. Employees shall have the right to join or not to join the Union.

YVWD Supervisory Bargaining Unit

The Board of Directors recognizes the Yucaipa Valley Water District Supervisory Bargaining Unit as the exclusive bargaining body representing the supervisory employees who are classified as supervisors.

YVWD Exempt Bargaining Unit

The Board of Directors recognizes the Yucaipa Valley Water District Exempt Bargaining Unit as the exclusive bargaining body representing the employees who are classified as exempt.

Confidential Employee Bargaining Unit

A "confidential employee" means an employee who is required to develop or present management positions with respect to meeting and conferring or whose duties normally require access to confidential information which contributes significantly to the development of such management position. Confidential employees shall be represented by the Supervisory Bargaining Unit.

END OF SECTION

YOU AND YOUR JOB

SELECTION PROCEDURES

The District is confident that as a result of the mutual selection process undertaken, your employment will prove to be beneficial to the Yucaipa Valley Water District as well as yourself and we look forward to having you join us.

We carefully select our employees through written applications, job related testing, personal interviews and reference checks. After all available information was considered and evaluated; you were selected to become a member of our team!

This selection process helps the District find and employ people who are concerned with their own personal success and the success of YVWD; people who want to do a job well; people who can carry on their work with skill and ability; and people who are comfortable with YVWD and who can work well with our team.

- A. Employee Background Check – The District conducts job-related background checks prior to hiring employees. A comprehensive background check may consist of prior employment verification, professional reference checks, criminal, education confirmation and/or driving record history. As appropriate, a credit check, may have also been obtained.
- B. Credit Investigation – Following the requirements imposed by the Federal-Truth-In-Lending and the Fair Credit Reporting Acts (a federal statute that regulates the activities of consumer reporting agencies and users of credit reports, and protects consumers from invasions of privacy by placing certain restrictions on persons who may use or disseminate credit information about consumers) the District may conduct a pre-employment credit check, generally for those applicants for positions that involve financial responsibility. Your employment with the District may be conditional upon our review of the information in the credit check. The District reserves the right to conduct this credit check at any time after you have been employed. Employees are entitled to certain legal rights to discover and to dispute or explain any information prepared by the credit checking company.
- C. Criminal Records – As part of the District's zero-tolerance Violence in the Workplace Policy, YVWD will conduct a pre-employment criminal check on all applicants. The criminal record is checked to protect the District's interest and that of its employees and customers.
- D. Driver's License and Driving Record – Employees whose work requires the operation of a motor vehicle (and employees who may drive District vehicles) must present and maintain a valid and appropriate driver's license and a driving record acceptable to our insurer. To be eligible to drive District vehicles, employees will be required to provide the District with an annual authorization for the release of driver record information consistent with the DMV Employee Pull Notice Program. The District will receive regular updates of your driving record directly from the California Department of Motor Vehicles. Any changes in your driving record must be reported to your supervisor immediately. Failure to do so may result in disciplinary action, up to and including termination.

- E. Health Examinations – Upon extension of a conditional offer of employment, the District reserves the right to require an employee's participation in a health examination to determine the employee's ability for performing his or her essential job functions. The District shall pay for all pre-employment health exams.

Physical Examinations and Fitness for Duty

The District retains the right to employ and retain persons who have physical and mental health consistent with the bona fide requirements of the position to be filled. It is further the policy of the District not to discriminate against applicants or candidates for employment because of physical or mental disabilities or medical conditions, when such disabilities can be reasonably accommodated.

- Successful candidates for initial employment, employees promoted, and employees rehired after a layoff will be required to successfully pass a physical examination prescribed by the District to ascertain if the physical or mental requirements of the position may be accomplished with or without reasonable accommodation.
- All physical examinations prescribed by the District shall be performed by a licensed physician approved and paid for by the District.
- In order to determine if job performance is impaired, the General Manager may require an employee to undergo a physical or behavioral examination at any time, with the examination paid for by the District. Upon reasonable suspicion, this examination may include drug and alcohol testing.

Fair and Equal Employment

It is the District's policy to employ, retain, promote, terminate and otherwise treat any and all employees and job applicants on the basis of merit, qualification and competence. This policy shall be applied without regard to an individual's race, religious creed (including religious dress and grooming practices), color, national origin, ancestry, citizenship, U.S. veteran's status, mental or physical disability, medical condition, genetic information, age, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, gender, gender identity, gender expression, or another other status protected by state or federal law. Consideration for such personnel transactions shall be based upon a bona fide occupational qualification, business necessity, and applicable security regulations.

Annual Evaluations

All employees (other than new employees serving their probationary period) shall receive annual evaluations during March of each calendar year completed by the employees' immediate supervisor and reviewed by the Department Manager prior to submittal to the General Manager.

New Employees

The first day of employment shall be considered the employee's "Hire Date" for calculations of employment seniority and benefit calculations. The "Anniversary Date" shall be the later of the "Hire Date" or the first day following a promotion for purposes of salary administration and benefit calculations. All new employees shall have their starting salary placed within the range assigned for their classification and shall be subject to a minimum one-year introductory period beginning

on the first day of employment. If necessary, the District may extend an employee's probation period for up to three more months (for a total of 15 months) for reasons of performance deficiency.

After completing the initial probationary period, an employee shall be promoted to permanent status and the employee shall be eligible for regular merit increases consistent with the other members of their bargaining group.

Promotions & Demotions

A promotion is defined as a regular change in an assigned position which encompasses a significant change in skill level, responsibility, authority and/or accountability. When an employee is promoted, he/she shall be placed upon the schedule in a new range in such a manner as to reflect a minimum 5% increase, independent of merit considerations. A promotion/demotion to a new range in the District's salary schedule shall be at the discretion and approval of the General Manager.

An existing employee being placed in a new classification as a result of a promotion shall be subject to a six-month (1040 hours of paid status) introductory period beginning at the first day of the pay period in the newly assigned classification. This date shall then be established as the employee's new Anniversary Date. In the event of an unsuccessful completion of the introductory period, as the result of a promotion, the employee shall then be returned to the range, salary, and classification previously occupied, and the "Anniversary Date" shall remain as it was prior to the promotion/demotion. In the event of an unsuccessful introductory period as a result of a demotion, additional disciplinary proceedings may be initiated.

Following the successful completion of the introductory period, the promoted/demoted employee shall receive notice stating the successful completion of the introductory period.

Reclassification of Employees

The General Manager shall make periodic studies of the classification of District staff and reclassify employees to a more appropriate classification. If an occupied position is reclassified the incumbent shall be affected as follows:

- A. To a Lower Classification. When a position is reallocated to a lower classification, the incumbent is transferred to a vacant position in the lower classification. If the incumbent's current salary is greater than the range maximum (not bonus maximum) of the lower classification, the employee will be Y-rated at his/her current salary until the salary of the lower classification is at or above the incumbent's current salary.
- B. To a Different Classification With the Same Salary Range. When a position is reallocated to a different classification with the same salary range, the incumbent shall be granted the same status in the new classification as was held in the other classification and shall be paid at the same within the range.
- C. To a Higher Classification. When a position is reclassified to a classification with a higher salary range, the incumbent is moved into the higher classification with the position, except in the circumstances prescribed below.

1. If the reclassification is based on duties and responsibilities that are substantially different in nature from the position's current classification or are not a natural progression or expansion of the current classification, then the position must be filled through a competitive selection process. If the incumbent is not successful in this recruitment process, she/he would be assigned to any vacant position in a comparable or lower class for which the employee meets the minimum qualifications or would be laid off per the provisions of District policy.
 2. In the situation described above, the incumbent may be granted temporary status in the higher-level classification until the selection process is completed.
- D. Introductory Period Following Reclassification. If an employee in the introductory period is reclassified, the employee must serve the remainder of the introductory period to attain permanent status. Employees of permanent status will not be placed in an introductory period following reclassification.

Classifications of Employment

A. Exempt and Non-Exempt Employees

All employee positions are defined as exempt or non-exempt in accordance with the provisions of the Fair Labor Standards Act (FLSA).

Non-exempt employees are covered by the overtime pay and other provisions as described in this manual and entitled to pay or compensatory time off calculated at the rate of 1-1/2 times for work performed over 40 hours within the defined workweek.

Exempt employees are ineligible for overtime pay and other employment conditions. Generally, those employees occupy executive, administrative or professional positions, and serve at the pleasure of the General Manager.

Exempt employees are not compensated on an hourly basis and leave usage is on a half-day basis. Based on the regulations provided by the Internal Revenue Service, the members of the Board of Directors shall be considered exempt employees and shall not be entitled to the overtime provisions contained herein.

B. Introductory Period and Evaluations for New Employees

All new employees shall have their starting salary placed within the range assigned for their classification and shall be subject to a minimum one-year introductory period beginning on the first day of employment. If necessary, the District may extend an employee's introductory period for up to three more months (for a total of 15 months) for reasons of performance deficiency. An introductory employee may be terminated by the District without advance notice and without cause. A written evaluation and confirmation of satisfactory completion of the introductory period must be completed by the supervisor and approved by the General Manager for the employee to gain regular status. Employees failing to successfully complete their one-year introductory period will be relieved of their duties.

Introductory employees shall be subject to a minimum of 4 evaluations during their one-year introductory period, generally provided on a quarterly basis.

Introductory employees are not eligible to use vacation (but may be eligible to use Family Leave if all guideline and requirements are achieved). During the introductory period, new employees may use regular sick leave or bereavement leave and will be paid for holidays in accordance with the provisions of this Manual and the laws of the State of California.

After completing their initial probationary period, new employees shall be promoted to permanent status and the new employees shall be eligible for merit increases.

C. Introductory Period for Promoted, Reassigned or Reclassified Employees

The assignment or reassignment of ranges and classifications within the applicable Salary Schedule resulting from appointments, reclassifications, promotions or demotions, will be at the discretion and approval of the General Manager.

An existing employee being placed in a new classification (promotions or demotions) shall be subject to a six-month introductory period beginning at the first day in the newly assigned classification. This date shall then be established as the employee's new Anniversary Date. In the event of an unsuccessful completion of the introductory period, as the result of a promotion, the employee shall then be, if feasible, returned to the position, range and salary previously occupied, and the Anniversary Date shall remain as it was prior to the promotion. In the event of an unsuccessful introductory period as a result of a demotion, additional disciplinary proceedings may be initiated.

Following the successful completion of the introductory period, the promoted, reclassified, or reassigned employee shall receive notice stating the successful completion of the introductory period.

D. Regular Full-Time Employee

A regular full-time employee is defined as an individual who has satisfactorily completed the introductory period and works a minimum of 40 hours per week on a continuous basis. An employee in this status is eligible for all employee benefits provided by the District.

E. Regular Part-Time Employee

A regular part-time employee is defined as an individual who regularly works less than 40 hours per week on a continuous basis, or less than 1,000 hours per year. An employee in this category is ineligible for employee benefits.

F. Intern Employee

An intern employee is defined as an individual who works on a periodic basis, within a limited scope or duration. An employee in this category is ineligible for employee benefits. However, per CalPERS Membership Eligibility, when a part-time employee works 1,000 hours in a fiscal year, membership into the PERS retirement system becomes effective no later than the first day of the next period after the completion of 1,000 hours or 125 days in a fiscal year. The intern employee will pay the employee portion of the retirement and the District will pay the employer share just as with full time, regular employees.

Safety equipment including work boots will be provided as listed in “Rules and Regulations/Work Boots.”

G. Temporary Employee

A temporary employee is defined as an individual who works on a periodic basis, within a limited scope or duration. An employee in this category is ineligible for employee benefits. Safety equipment including work boots will be provided as listed in “Rules and Regulations/Work Boots.”

Transfer and Promotion Policy

Any employee involved in a promotion, or movement, to another classification or transfer to another department shall serve a 6-month introductory period during which time a determination will be made regarding the employee's ability to perform the duties and assume the responsibilities of the new position. If it is determined at any time during the introductory period that the employee is not satisfactorily performing the duties of the new position, the employee may be returned to the position previously held, in keeping within business necessity.

Policy Against Harassment in the Workplace

The District is committed to a policy of equal employment opportunity for all applicants and employees and to providing a work environment that is free of unlawful discrimination. In keeping with this commitment, the District maintains a policy prohibiting unlawful harassment on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. This policy applies to all employees, applicants, unpaid interns or volunteers, or any other person providing services pursuant to a contract with the District. Harassment includes, but is not limited to the following:

A. Verbal Harassment

Examples of verbal harassment include, but are not limited to, epithets, derogatory comments or slurs based upon race, religious creed, color, national origin, ancestry, physical condition, mental disability, medical condition, marital status, sex (including sexual preference), age, political opinion or affiliation.

B. Physical Harassment

Examples of physical harassment include, but are not limited to, assault, touching, impeding or blocking movement or any physical interference with normal work or movement when directed at an individual based upon race, religious creed, color, national origin, ancestry, physical condition, mental disability, medical condition, marital status, sex (including sexual preference), age, political opinion or affiliation.

C. Visual Forms of Harassment

Examples of visual forms of harassment include, but are not limited to, derogatory posters, cartoons or drawings (directed at an individual or present in the work area) based upon race,

religious creed, color, national origin, ancestry, physical condition, mental disability, medical condition, marital status, sex (including sexual preference), age, political opinion or affiliation.

D. Sexual Harassment

Examples of sexual harassment include, but are not limited to, any unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when (1) submission to such conduct is explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

E. Resolution Procedure

An employee who believes he or she has been harassed by a co-worker, supervisor, Board member, or an agent of the District, should promptly report the facts of the incident or incidents to the General Manager or the President of the Board of Directors if the complaint is against the General Manager. An employee also has the right to file a complaint to the California Department of Fair Employment and Housing, or the Equal Employment Opportunity Commission. Upon receipt of a harassment complaint, the General Manager or the President of the Board of Directors, as appropriate, shall take prompt action to conduct an impartial and timely investigation to determine whether harassment has taken place and/or is presently taking place. The investigation will be kept confidential to the extent possible, consistent with the District's need to effectively investigate the complaint. Where found appropriate, actions shall be taken to effectively stop such behavior where it does exist. Any person who is found to condone, participate, or initiate such harassment will be disciplined, in the form of written warning, demotion, suspension or termination. No employee will be disciplined or otherwise retaliated against for initiating a good faith harassment complaint or participating in an investigation regarding a harassment complaint.

F. Disciplinary Procedure

The disciplinary action taken with respect to each violation of this policy will be determined in conjunction with the seriousness of the particular offense.

1. In the event that a thorough investigation of an alleged incident of harassment reveals that an employee has not engaged in any actions or conduct constituting harassment, management will inform both the employee and the complaining party that a thorough investigation has been conducted and that there exist no grounds or basis to substantiate the alleged harassment.
2. In the event that a thorough investigation of an alleged incident of harassment reveals that an employee has engaged in actions or conduct constituting harassment, progressive disciplinary action will be taken up to and including termination depending upon the seriousness of the violation. Disciplinary actions may range from written warnings, suspensions, demotion, discharge, etc., or a combination of actions.
3. In any case where an investigation has revealed that an employee has engaged in either egregious or repeated acts of harassment, the employee may be subject to immediate termination.

The General Manager will document all matters related to complaints of alleged harassment, including contents of meetings, interviews, results of investigations, and all other actions attendant to the allegation. ALL documentation must be maintained for all charges, substantiated or unsubstantiated, in CONFIDENTIAL, SEALED FILES, at the District office or in the offices of its investigative agent.

Following an investigation and the completion of appropriate corrective measures, management will advise the complaining party that a thorough investigation has been conducted and that appropriate corrective action has been taken by management.

Discrimination

Equitable access to programs, services and activities of the District shall be provided to qualified disabled persons, consistent with the concepts of reasonable accommodation and of business necessity.

There shall be no discrimination on the part of the District or the Employee's Association because of the race, ancestry, medical condition, genetic information, marital status, gender, gender identity, gender expression, creed, color, sex (including sexual orientation), age, national origin or political or religious belief, physical/mental condition, or military or veteran status of any employee or applicant. Sensitivity training is available for all departments and can be scheduled through Administration.

END OF SECTION

MONEY MATTERS

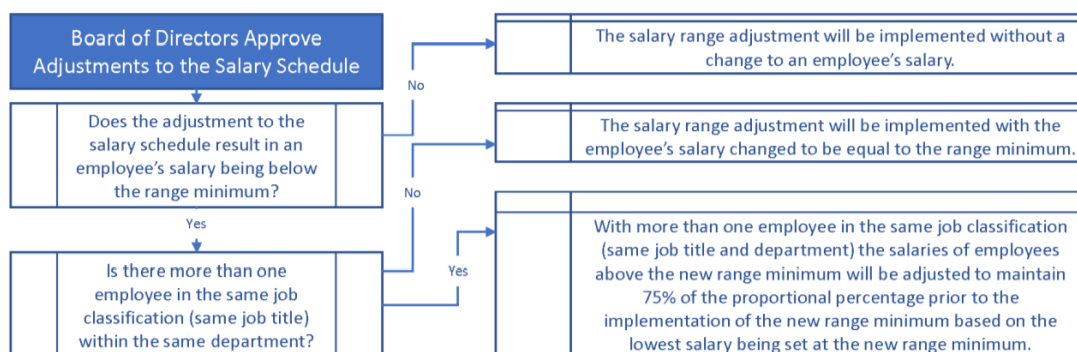
Pay Periods

Pay periods in the District are 2 weeks in duration and end each alternate Sunday at 12 midnight. Payment for each pay period is made on the Friday following the end of each pay period. The amount payable is determined by multiplying the monthly salary times 12 and dividing by 26.

Hours worked in excess of 40 hours each week are compensated in accordance with the District's overtime policy for non-exempt employees.

Salaries

The salaries of all regular employees are established and approved by the Board of Directors. A copy of the most recently adopted salary schedule is included in this manual.



Mandatory Deductions from Paycheck

The District is required by law to make certain deductions from your paycheck each time payroll is prepared. Among these are your federal, state income taxes, California State Disability Insurance (EDSDI), and your contribution to Social Security (FICA and Medicare) as required by law. These deductions will be itemized on your check stub. The amount of the deductions will depend on your earnings and on the information you furnish on your W-4 form regarding the number of exemptions you claim. If you wish to modify this number, please request a new W-4 form from the payroll representative immediately. Only you may modify your W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. We advise you to check your pay stub to ensure that it reflects the proper number of withholdings.

The W-2 form you receive annually reflects how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered garnishments, will be itemized on your check stub whenever the District is ordered to make such deductions.

Automatic Payroll Deposit

All new employees will be enrolled in the District's automatic payroll deposit program. Automatic Payroll Deposit is the automatic deposit of your pay into the financial institution account(s) of your choice. Each employee can arrange to have up to three different automatic deposits debited from their payroll check. Contact the District's payroll representative for details and the necessary authorization forms.

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, notify the payroll representative immediately. Undue delay in notification may impede the making of an adjustment. The District's payroll representative will take the necessary steps to research the problem and to assure that any necessary correction is made promptly.

Overtime

All overtime work must be authorized in advance of work by the employee's supervisor. All hours worked by a non-exempt employee in excess of 40 hours in the designated workweek shall be classified as overtime hours and will be compensated at one and one-half times the employee's regular rate of pay. Paid leave hours, with the exception of sick leave, will be included in the calculation for determination of a 40-hour workweek. Benefits are based upon a 40-hour work week, and overtime hours will not change or otherwise modify benefits or benefit accrual rates.

Unless indicated by the employee and approved by the supervisor at the time the overtime hours are worked, all overtime hours earned will be automatically paid in the next pay period. All overtime hours earned in excess of the 40 hours will be automatically paid in the next pay period. Hours physically worked in excess of 8 hours per day (or 10 hours per day) shall be paid at 1-1/2 times the employee's regular rate of pay.

Non-exempt employees accruing in excess hours of the standard workweek may, at the discretion of their supervisor, exchange such accrued excess hours in the form of compensatory time -- that is time off with pay. Employees shall log such excess hours with their supervisor. Such compensatory time may be used subject to the needs of the District at a 1-1/2 rate per one hour of overtime worked, not to exceed an accrual of 80 hours of compensatory time without the permission of the General Manager.

Non-exempt employees can accrue up to a maximum of 80 hours of compensatory time per year after which it shall be automatically paid as specified above. The calculation of the annual period shall begin on November 1st of each year and end on October 31st. Any unused accrued compensatory time on October 31st shall be paid on or before November 30th at the employees' current rate of pay.

An employee can use compensatory time off where: (1) the employee voluntarily requests the time off in writing; (2) such time is used during regular work hours; and (3) the employee's supervisor approves the request for time off;

Salary Review Policy

Job descriptions have been prepared which define typical duties (essential and marginal) that an employee is expected to perform in each classification. They are not intended to limit the work which may be performed as other tasks may be assigned that are similar to but not exactly as that task an employee is normally expected to do. Departmental duty statements may further define work requirements. Additionally, since the District work force is limited, extenuating circumstances may dictate an employee's performance on occasion in new endeavors, owing to emergencies, or efficient use of existing work force.

All positions in the service of the District are evaluated according to their relative worth. Positions that are similar in type of work, level of difficulty, and level of responsibility are grouped together in the same class. All positions in the same class are treated alike in such matters as salary and minimum qualifications.

The General Manager and supervisors will review job duties periodically to determine if a position has changed substantially. Should such a change occur, the position will be re-evaluated and may be reclassified accordingly.

Periodically the District may conduct a salary and classification study to assure comparability within the industry.

Performance Evaluations

All employees' work performance shall be subject to supervisory review at any time with a formal evaluation at least once each year, according to a schedule established by the General Manager. Currently, annual evaluations for all regular employees shall be completed during March of each year.

Merit Increases

Employees become eligible for merit salary increase consideration until they reach the top of their respective salary range (Control Point). Each employee is able to receive a merit increase within their individual classification range, which extends from 80% minimum to 100% (Control Point), with an additional 5% for exceptional performance.

The merit salary increases shall be established at 0% to 6%. In accordance with established negotiated practice, evaluations will be completed in March of each contract year and any merit increases based thereon shall be effective April 1st of each contract year.

Holiday Pay

For the purpose of this article, holidays are those days designated in the "Time Off" section of this manual. Any employee required to work on a recognized holiday shall receive payment for hours actually worked at a rate of 1-1/2 times the employees' regular rate of pay plus 8 or 10 hours (as determined by their regular schedule) holiday pay at straight time ~~(as determined by their regular schedule)~~. If a holiday occurs on the employee's scheduled day off, that day is still considered to be a day off, and the employee receives the accrued holiday leave ~~(at straight time)~~ as part of their

leave balances. Employees are not entitled to holiday pay if they extend a holiday by an unexcused absence on the last regular day before or the next regular workday after a holiday at your supervisor's discretion. All holiday leave accrued must be approved and utilized by December 31st of the same year.

An employee on a non-paid status the day before and/or after a holiday(s) shall not be entitled to holiday compensation.

Employees on an approved medical or temporary military training leave of absence or on leave for a job-related injury or occupational disease shall be paid holiday pay as provided above. Employees on jury duty shall be paid holiday pay as provided above for a holiday observed during the period of jury duty service. Employees on other types of leave shall not be eligible for holiday pay during the duration of their leave of absence.

Standby Duty

A. General Regulations

Standby duty is an assignment of responsibility that includes routine computerized monitoring and requires individuals to remain available by telephone or District communications equipment to respond rapidly (in keeping with departmental standards) to emergency calls after the regular workday, on holidays, and on weekends.

The assignment is of 24 hours duration, normally from 12 noon to 12 noon Tuesday through Friday. The weekend assignment is from 12 noon Friday to 12 noon Tuesday. The supervisor will establish the work schedule for each employee assigned the duty and may grant exchanges or waiver of duty for documented justifiable reason. Employees so assigned are authorized to use the duty truck provided by the District only for District business.

Field employees subject to be assigned this duty are those within their department who meet the following minimum certification requirements as listed below unless otherwise authorized by the General Manager.

- Public Works – Water Distribution Certification – D3 and Collection System Certification – Grade 1
- Water Treatment – Water Treatment Certification – T3
- Sewer Treatment – Wastewater Operator Certification – Grade III

In the event a standby duty truck is not available to be driven home, the personnel on standby will not be eligible for mileage reimbursement to and from the District. The costs associated with personal vehicle expenses and telephone expenses, as well as other related costs, are included in the standby rate of pay.

B. Pay Regulations

The base rate for standby duty shall be equal to the hourly rate of pay of the employee on call pursuant to the table below.

Description	Rate of Pay Information
Water and Sewer Operations Departments	Three regular hours daily, which includes 1 hour of computer monitoring and process adjustments. Additional computer monitoring will only be paid with prior approval from a Supervisor.
Public Works and Environmental Control Departments	Two hours daily, which includes 1 hour of computer monitoring and process adjustments. Additional monitoring will only be paid with prior approval from a Supervisor.
Employee Scheduled Non-Workday	Four hours daily, which includes 1-1/2 hours of computer monitoring and process adjustments. Additional monitoring will only be paid with prior approval from a Supervisor.
Emergency Call Response	Extra compensation in the event assigned employee responds to a call shall be 1-1/2 times the employee's regular hourly rate for time worked in response to a call, with a minimum of 1/2 hour.

Class A Driver's License Bonus

District employees that possess a commercial Class A driver's license shall receive an annual bonus payment of \$750 in January of each calendar year for maintaining their Class A driver's license endorsement for the remainder of the calendar year.

Backflow and Cross-Connection Certifications Bonus

District employees that possess the following four certifications shall receive an annual bonus payment of \$1,250 in January of each calendar year for maintaining the following four certifications:

- Cross-Connection Specialist Certification - AWWA
- Backflow Tester Certification - AWWA
- Backflow Tester Certification - Riverside County Department of Environmental Health
- Backflow Tester Certification - San Bernardino County Department of Environmental Health

10-Hour Workday

The 10-hour workday policy (40-hour work week, 80-hour pay period) applies to District employees based on achieving the following:

- All operational requirements of the District are met;
- Service to the customer must be maintained or enhanced;
- Costs to the District will not be increased;
- Each department must be covered during the normal business hours during the five-day workweek (Monday-Friday);
- The 10-hour workday schedule will not diminish the ability of the District to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.

For holidays, the following policies will be followed:

- A full-time employee who is relieved from working on a day designated as a holiday is entitled to basic pay for 10 hours.
- If a holiday occurs on the employee's regularly scheduled day off, the employee receives the accrued holiday leave as part of their leave balances.

When an employee is required to work on the employee's scheduled day off or beyond the 10-hour workday, normal overtime provisions shall apply.

In training and/or travel instances, supervisors must ensure that employees complete their 80-hour workweek requirement. This may require employees to revert to a temporary workday schedule for that period of time – at the supervisor's discretion.

~~The District provisions related to earning sick, vacation leave, and other types of leaves have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days". Such references to day or workday (or to multiples or parts thereof) shall be considered to be references to 8 hours. The implementation of a compressed work schedule is not intended to either decrease or increase any employees existing entitlement to leave or creditable service for retirement purposes.~~

8/6 Work Schedule

Upon approval by the General Manager, an employee may be required to work a basic schedule of eight, 10-hour days within an 80-hour biweekly work period consistent with District payroll cycle. Time off during an employee's basic work requirement must be charged to the appropriate leave category (such as vacation, sick leave, compensatory, etc.) according to the work schedule; 10 hours leave for a 10-hour workday.

Schedule/Schedule Change

The District Main Office is open Monday through Friday 8:00 a.m. – 5:00 p.m.

• Administration/Office Employees: -

- Employees will be scheduled to work a 10-hour workday on either a Monday-Thursday schedule or a Tuesday-Friday schedule with a 30-minute lunch, ensuring there is sufficient coverage Monday-Friday at the discretion of the General Manager. Administration/Office

employees have the option of an 8-hour workday schedule Monday-Friday with a 30-minute lunch.

- Public Works Employees - The majority of employees work a 10-hour workday, on a Monday-Thursday with a 30-minute lunch. There will be a portion of the Public Works staff scheduled to work a 10-hour workday on a Tuesday-Friday schedule with a 30-minute lunch to ensure sufficient coverage Monday-Friday at the discretion of the General Manager.
- Integrated Operations Employees - :
- The District intends to maintain eight (8) Integrated Operators scheduled on the 8/6 schedule. This is a 10-hour workday with a 30-minute lunch period.
-
- All other Operators work a 10-hour workday, on either a Monday – Thursday or Tuesday – Friday schedule with a 30-minute lunch, ensuring there is sufficient coverage Sunday-Saturday at the discretion of the General Manager.

Emergency Appointments

Generally, due to unforeseen circumstances, there may be times when employees are required to substantially fulfill the work responsibilities associated with individuals in higher classifications. The General Manager will make the determination of when such a condition exists.

When an emergency appointment is necessitated, the employee(s) who are involved will be appointed to a higher classification and may be compensated as follows:

- A. Their rate of pay may remain unchanged during the first 60 working days of such an assignment.
- B. After 60 continuous days of such temporary assignment, they shall be paid at the minimum wage level of the higher classification or at a rate 5 percent greater than their current rate, whichever is more.
- C. In no case shall employees be paid at a rate in excess of the Control Point of the salary range for the position to which they are temporarily assigned.
- D. There is no change in the employee's Anniversary Date as a result of the appointment.

Director Fees

The members of the Board of Directors shall be compensated at a rate specified by Resolution per meeting for a maximum of ten meetings per month. Each Director shall be responsible for submitting a summary of his or her monthly meetings on a District provided form by the fifth day of the following month. Once received by the District, the meeting form will be processed for payment. Directors are paid once per month, on the first regular payroll check processed each month.

END OF SECTION

BENEFITS AND RETIREMENT

Medical, Dental and Vision Insurance

The District contributes a fixed amount per employee per month per bargaining unit MOA. This amount is to be used toward employee premiums for medical, dental and vision insurance. All employees shall be required to maintain a minimum level of medical insurance for the employee through the District's current medical plan. A spouse and other family members shall be covered under the District's medical plan at the option of the employee with changes only made during open enrollment or at other times allowed by the District's medical plan in effect at the time. Any excess of District fixed contribution shall be applied to individual deferred compensation. Premiums requiring payment of more than the fixed amount are the responsibility of the employee.

The medical, dental and vision benefits, including but not limited to eligibility, scope of coverage and limits of reimbursement, are subject to change in keeping with carrier policies, market conditions, negotiations and business necessity.

Medical Insurance Premiums

- A. General Employees: The District shall contribute a monthly amount equal to the average (except for Health Net Salud y Mas) of the single employee, employee plus spouse, employee plus family plans [DM 18-024]. Below are the premiums for the 20~~19~~20 calendar year:

2019<u>20</u> Calendar Year Health Benefit Contribution – General Employees	
Single	\$ 675 <u>706</u>
Employee +1	\$ 1,350 <u>412</u>
Family	\$ 1,755 <u>836</u>

- B. Supervisory Employees: The District shall contribute an equal financial contribution utilizing a factor of 1.30 applied to the average premium of medical providers except for Health Net Salud y Mas [DM 18-025]. Below are the premiums for the 20~~19~~20 calendar year:

2019<u>20</u> Calendar Year Health Benefit Contribution – Supervisory Employees	
Single	\$ 1,638 <u>714</u>
Employee +1	\$ 1,638 <u>714</u>
Family	\$ 1,638 <u>714</u>

- C. Exempt Employees: The District shall contribute a monthly amount equal to the average (except for Health Net Salud y Mas) of the single employee, employee plus spouse, employee plus family plans [DM 18-123]. Below are the premiums for the 20~~19~~20 calendar year:

2019<u>20</u> Calendar Year Health Benefit Contribution – Exempt Employees	
Single	\$ 675 <u>706</u>
Employee +1	\$ 1,350 <u>412</u>
Family	\$ 1,755 <u>836</u>

Dental Insurance Premiums

- A. General, Supervisory and Exempt Employees: The District shall contribute a monthly amount equal to the average of the single employee, two-party employee, family employee plans. Below are the premiums ~~for the 2019 calendar year~~ effective April 1, 2020:

201920 Calendar Year Dental Benefit Contribution – All Employees	
Single	\$ 3540
Two-Party	\$ 7176
Family	\$ 92105

Group Disability Plan

The District provides all regular full-time employees a fully paid disability insurance plan for extended illness or disability. The benefits provided under the group coverage purchased by the District include a short-term plan provided through the State of California's S.D.I. program (Employees should consult the California State Disability Insurance brochure for details and conditions of coverage), and a long term private insurance plan providing 66-2/3% of salary (maximum benefit \$3,333/month) beginning after one year of disability and continuing to age 65. As with all benefits, this is subject to change/modification.

Group Life Insurance

The District maintains in full force and effect term life insurance coverage on all active, regular full-time employees only; this plan does not cover retirees or inactive employees.

A District paid \$65,000 life insurance policy exists with Nippon Insurance Company for employees, \$10,000 for spouses and \$5,000 for dependents. The following rules apply for dependent coverage:

- A dependent child up to the age of 21;
- A dependent child up to the age of 23 who is a regular full-time student at an accredited education institution; and
- No coverage is provided if (1) the dependent child/spouse is a full-time member of the armed forces of any country; (2) the dependent child is married; and (3) the dependent spouse becomes divorced from you.

Group Vision Plan

The District makes available a vision care plan with the premium for such insurance due payable by each employee unless there is sufficient unused allowance available from the District's medical, dental and vision contribution.

Retirement Plan

The District has a Retirement Plan through the Public Employees' Retirement System (PERS) to provide eligible employees (those who have completed sufficient service) with a monthly pension

benefit upon retirement. All regular full-time employees are eligible to participate in the Retirement Plan. Participation in the Plan begins on your date of hire.

Classic PERS unit members shall be responsible for paying the employee portion of the PERS retirement contribution (currently 7%), effective February 26, 2018 [DM 18-024, DM 18-025 and DM 18-026].

Consistent with the Public Employees' Pension Reform Act of 2013, new members entering the Public Employees' Retirement System after January 1, 2013, shall contribute 8% of his/her gross salary to pay for the retirement benefits offered by PERS. A new member includes: (1) a new hire who is brought into PERS membership for the first time on or after January 1, 2013, and who has no prior membership in any other California public retirement system; (2) a new hire who is brought into PERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system; or (3) a member who established PERS membership prior to January 1, 2013, and who is hired by a different PERS employer after January 1, 2013, after a break in service of greater than six months.

Upon retirement or death, the District will pay up to 100% of the accrued sick leave to the employee or the employee's beneficiary depending on the years of service based on the following schedule:

Number of Years of Continuous Service to the District	Amount of Sick Leave Paid to Employee (or Beneficiary upon death of employee)
Up to Ten (10) Years	50%
Ten (10) to Fifteen (15) Years	60%
Fifteen (15) to Twenty (20) Years	70%
Twenty (20) to Twenty-Five (25) Years	80%
Twenty-Five (25) to Thirty (30) Years	90%
Thirty Years (30) or Greater	100%

Retirement shall be generally defined as a separation from District service, as governed by the contracts between the Board of Directors and the Board of Administration of the Public Employees Retirement System, by virtue of the employee's/retiree's actual or pending receipt of a regular retirement annuity.

Retirement Health Coverage

The District pays retired employee's medical premium until the age of 65 with the requirement that the employee is vested with 10 years of regular, uninterrupted service and is at least 55 years of age at retirement. Employees retiring to a location not honoring the District's current plan shall receive the equivalent dollar amount of the "Employee only" premium for use toward an employee selected health plan.

This retirement health coverage will not be available for employees hired after July 1, 1999 [DM 99-008].

Flexible Spending Accounts

The Yucaipa Valley Water District offers Flexible Spending Accounts (FSA) to set up through a cafeteria plan. An FSA allows an employee to set aside a portion of earnings to pay for qualified

expenses as established in the cafeteria plan, most commonly for medical expenses but often for dependent care or other expenses. Money deducted from an employee's pay into an FSA is not subject to payroll taxes, resulting in payroll tax savings. One significant disadvantage to using an FSA is that funds not used by the end of the plan year are lost to the employee, known as the "use it or lose it" rule.

AFLAC Supplemental Plans

The Yucaipa Valley Water District offers AFLAC Supplemental Plans which provide a full range of worksite services and payroll-deducted insurance policies offered on a voluntary basis. AFLAC offers policies that are pre-tax eligible and are portable and guaranteed-renewable.

COBRA Benefits

Under Federal law, known as the Consolidated Omnibus Reconciliation Act of 1985 (COBRA), most employers sponsoring group health plans ("Plan") are required to offer employees and their eligible dependents the opportunity for temporary extension of health coverage (called "continuous coverage") at group rates in certain instances where coverage under the plan would otherwise end. This portion of the Personnel Manual is intended to inform you in a summary fashion, of your rights and obligations under the continuation coverage provisions of the law. Both you and your dependents should take the time to read this portion of the Personnel Manual carefully.

If you are an employee covered by the District health insurance plan, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following reasons:

- The hours of your employment were reduced; or
- Your employment with the District ends for any reason other than your gross misconduct.

If you are a spouse of an employee covered by the District health insurance plan, you have the right to choose continuation coverage for yourself if you lose group health coverage for any of the following reasons:

- The death of your spouse;
- A termination of your spouse's employment with the District for any reason other than gross misconduct;
- Spouse's reduction in hours of employment with the District;
- Spouse's change to a non-benefits eligible position;
- Divorce or legal separation from your spouse; or,
- Your spouse becomes entitled to Medicare.

If you are a dependent child of an employee covered by the District's health plan, you have the right to continuation coverage if group health coverage under the District plan is lost for any of the following reasons:

- The death of the parent;
- The termination of the parent's employment with the District for any reason other than gross misconduct;
- Parent's reduction in hours of employment with the District;
- Parent's change to a non-benefits eligible position;

- Parent's divorce or legal separation;
- The covered parent becomes entitled to Medicare; or
- You cease to be a "dependent child" under the Plan, due to age and/or student status change.

Under the law, the employee or a family member must inform the District of a divorce, legal separation, or a child losing dependent status under the District's medical plan within 60 days of such event. If the District's payroll representative does not receive notice within that 60-day period, the dependent will not be entitled to choose continuation coverage.

When the District's payroll representative is notified that one of these events has happened, you will in turn be notified of your right to choose continuation coverage. Under the law, you have 60 days from the later of the date you would lose coverage because of one of the events described above or the date you receive your COBRA Notice, to inform the District's payroll representative that you wish to elect continuation coverage.

If you do not choose continuation coverage, your group health insurance will end as of the date coverage would cease as a result of the qualifying event.

If you choose continuation coverage, the District is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the Plan to similarly situated employees or family members. If coverage under the Plan is changed for active employees, the same changes will be provided to individuals purchasing continuation coverage. You will be provided with notification of any plan changes. In the event that a child is born to you or placed in your home for adoption during your period of COBRA coverage, the child shall be a qualified beneficiary and may be covered immediately so long as you have informed the appropriate carrier(s) within 30 days.

The COBRA law lists specific times when continuation coverage may be terminated. The terminating events that follow are the only times when an employer may cancel COBRA coverage and be in compliance with the law. Coverage may be cancelled at the earliest of the following:

- Eighteen months from the event date for individuals whose coverage ended because of a termination or reduction of hours.
- Twenty-Nine months from the event date for individuals whose coverage ended because of a termination or reduction of hours, and the continuation coverage was extended due to a Qualified Beneficiary's Social Security disability determination.
- Thirty-Six months (for spouse and dependents only):
 - From the event date for individuals whose coverage ended because of the death of the employee, divorce/legal separation, a dependent child ceasing to be a dependent or the employee's Medicare entitlement.
 - From the date of the employee's Medicare entitlement (where insurance coverage is not lost) that precedes a termination or reduction of hours by 18 months or less.

The law also provides that your continuation coverage may be discontinued for any of the following reasons:

- The District no longer provides group health coverage to its employees;
- The premium for your continuation coverage is not paid in a timely fashion;
- You have been covered under another group health plan which either contains no pre-existing conditions limitations or contains such a limitation which you have satisfied with proof of credible coverage;

- You become entitled to Medicare; or,

In the case of the 11-month extended coverage due to disability, that coverage will be terminated as of the first month that starts at least 30 days after a final determination under the Social Security Act, that you are no longer disabled.

You do not have to prove evidence of insurability to choose continuation coverage. However, under the law, you will be required to pay the group rate premium (both employee and employer portion) plus a 2% administration fee for your continuation coverage. You will have a grace period of 45 days from the date of your election of COBRA coverage to pay any retroactive premium for the period from the date continuation coverage starts until the date you choose continuation coverage; and you will have a grace period of 30 days to pay any subsequent premiums.

Deferred Compensation

The District offers employees the ability to voluntarily participate in one of two 457(b) deferred compensation programs. The two programs are administered by VOYA Financial Services and the California Public Employees' System (CalPERS).

Based on the rules and regulations of the 457(b) programs, employees are eligible to contribute to deferred compensation in a number of different ways.

- A. Payroll Deduction – One opportunity for contributing to the deferred compensation program is through a payroll deduction. The District's payroll representative has additional information on the amount of contribution that is allowed under this provision.
- B. Allocation of Unused Medical, Dental and Vision Contribution – As discussed above, the District contributes a fixed monthly amount to employees and directors for medical, dental and vision benefits. An unused portion of this fixed contribution by the District can be applied to deferred compensation. If the unused portion of the medical, dental and vision benefit exceeds the maximum allowable contribution to the deferred compensation program made by the employee, or if the employee is equal to or greater than 65 years old, the employee may elect to receive the balance of the unused medical benefit in cash. In order for the employee to receive the remainder of the unused benefit in cash, the employee must make, or has attained, the maximum allowable monthly and/or annual contribution to the District's 457(b) deferred compensation program. The District's payroll representative has additional information on the amount of contribution that is allowed under this provision.
- C. Conversion of Accrued Sick Leave to Deferred Compensation – District employees with an excess of 400 hours of sick leave are also eligible to convert sick leave based on the maximum contribution amounts allowed by the 457(b) regulations. At no time can an employee contribute sick leave hours to deferred compensation with a balance of sick leave below 400 hours. The District's payroll representative has additional information on the amount of contribution that is allowed under this provision [DM 13-081, DM 13-083 and DM 13-084].
- D. Conversion of Accrued Sick Leave to Medical Premiums – District employees with an excess of 400 hours of sick leave are also eligible to convert sick leave up to 8 hours per month at the employee's current hourly rate of pay as a contribution to medical premiums.

The conversion of accrued sick leave shall not exceed the dollar difference between the total family medical premium and the amount of medical premium contributed by the District. At no time can an employee contribute sick leave hours for additional medical premiums with a balance of sick leave below 400 hours. The District's payroll representative has additional information on the amount of contribution that is allowed under this provision [DM 13-081, DM 13-083 and DM 13-084].

- E. **Employer Contributions and Matching Funds to Deferred Compensation** – The District shall contribute per the Bargaining Unit MOA per pay period on behalf of covered employees. This employee deferred compensation contribution shall be applied to the employee's deferred compensation account first, thereby allowing employees to receive any remaining unused medical, dental or vision benefits in the form of cash as provided in Paragraph B above.

1. **General Employees:** The District currently contributes a matched amount per payroll period up to \$125. The District will increase that matched contribution in future years as listed below.

General Employee Group	Employer Contribution	Match Required
Effective 7/1/2019	\$150 per pay period	Yes
Effective 7/1/2021	\$175 per pay period	Yes
Effective 7/1/2023	\$200 per pay period	Yes

2. **Supervisory Employees:** The District will contribute a matched amount per payroll period based on the annual Internal Revenue Code 457(b) Contribution Limit multiplied by a factor of 0.014. The annual Internal Revenue Code 457(b) shall not include catch up provisions. At no time shall the calculated dollar amount per pay period increase by more than \$15 per employee after January 1, 2013.
3. **Exempt Employees:** The District shall adjust the deferred compensation contribution to non-overtime eligible Exempt Employees as follows: 67% of the maximum contribution amount for individuals under 49 years not to exceed and annual adjustment of more than \$20.00 per payroll period each year.

The method of deferred compensation contribution in Section B discussed above also applies to the Board of Directors.

Workers' Compensation

All employees are entitled to Workers' Compensation benefits. This coverage is automatic and immediate and protects you from an on-the-job injury. An on-the-job injury is defined as an accidental injury suffered in the course of your work, or an illness which is directly related to performing your assigned job duties. The District pays for this job-injury insurance. If you cannot work due to a job-related injury or illness, Workers' Compensation insurance pays your injury related medical bills and provides a portion of your income until you can return to work.

Consistent with District practice, the difference between the daily amount of salary supplemented by Workers' Compensation benefits and your regular full salary may be assessed against your accrued sick leave, at the appropriate hourly rate to make your salary whole. You may elect to

pro-rate other available leaves (i.e. compensatory time, vacation leave, et cetera) in the event that your personal sick leave has become exhausted.

All injuries or illnesses arising out of the scope of your employment must be reported to your supervisor immediately. Prompt reporting is the key to prompt benefits. Benefits are automatic, but nothing can happen until your employer knows about the injury. Insure your right to benefits by reporting every injury, no matter how slight.

Although the District will pay for the time lost because of a work-related accident during the remainder of the normal workday in which the accident occurs, Workers' Compensation payments for lost wages aren't made for the first 3 calendar days. However, if you're hospitalized or off work more than 14 calendar days, payments will be made even for the first 3 days.

Employees returning to work after being absent due to a work-related injury must report to their supervisor prior to beginning work and must bring a doctor's clearance for returning to work.

Unemployment Compensation

Depending upon the circumstances, employees may be eligible for Unemployment Compensation upon termination of employment with the District. Eligibility for Unemployment Compensation is determined by the Division of Unemployment Insurance of the State Department of Labor. The District pays the entire cost of this insurance program.

Unemployment compensation is designed to provide you with a temporary income when you are out of work through no fault of your own. For your claim to be valid, you must have a minimum amount of earnings determined by the State, and you must be willing and able to work. You should apply for benefits through the local State Unemployment Office as soon as you become unemployed.

Social Security

The United States Government operates a system of mandated insurance known as Social Security. As a wage earner, you are required by law to contribute a set amount of your wages to the trust fund from which benefits are paid. As your employer, the District is required to deduct this amount from each paycheck you receive. In addition, the District matches your contribution as mandated, thereby paying approximately half of the cost of your Social Security benefits. Your Social Security number is used to record your earnings. Employees are encouraged to protect your Social Security record by ensuring your name, address, and Social Security number on your W-2 Form are correct. You may also want to make sure your earnings statement is accurate each year by requesting a Personal Earnings and Benefit Estimate Statement from the U.S. Social Security Administration by calling 1-800-772-1213 or you may even access them on-line at www.ssa.gov.

END OF SECTION

SAFETY ISSUES

General Safety

Employee safety is of utmost concern and each employee is expected to exercise safe work practices for his/her own benefit and the benefit and welfare of his/her co-workers. Responsibility for each employee's safety rests with each individual, and where unsafe work practices or work conditions exist, employees shall notify their supervisor immediately. Each department will hold safety meetings among employees regularly and records kept of the subject matter discussed and those in attendance. Employees injured on the job in the course of their duties shall notify their supervisor immediately or within 24 hours so that proper documentation can be provided.

The District strongly encourages you to communicate with your supervisor regarding safety issues.

What to Do If You Are Injured at Work

District employees are covered under the Workers' Compensation Laws of the State of California. These laws are intended to provide employees with medical care and treatment for injuries sustained in the course of their work. The Workers' Compensation Fund will also provide weekly benefits to those employees who are unable to work due to job-related illness or injury.

In order to be eligible for and receive benefits, the Workers' Compensation fund requires that certain steps be taken, and certain documents be filed. In conjunction with their requirements, the District also has certain requirements that must be met in order for the employee to receive benefits.

The following steps must be followed in order for injured employees to be covered in a timely and efficient manner. The establishment of these steps constitutes the written policy of the District, and failure on the part of an injured employee to follow these steps may be cause for disciplinary action up to and including termination. Moreover, pursuant to law, an injured employee who fails to properly notify his/her employer of a work-related injury may forfeit benefit entitlement.

- A. Every work-related injury/illness, no matter how minor must be reported **immediately** to your supervisor. If unable to locate your supervisor, report to the payroll representative.
- B. If the injury/illness is not an emergency, the supervisor will send the employee to the payroll representative. The payroll representative will give the employee a U.S. Healthworks Medical Group – San Bernardino Treatment Authorization Form located at 599 Inland Center Drive, Suite 105, San Bernardino, California. All injured employees, unless it's an emergency, should report to this facility regardless if it's after hours or weekends. The clinic is open 24 hours, 7 days a week, including holidays. If the injury/illness is an "emergency", please call 911 immediately or report to the nearest emergency facility.
- C. The payroll representative will also give the employee the following forms for completion:
 - 1. Employee's Claim for Worker's Compensation Benefits (SCIF 3301/DWC Form)
 - 2. Your Guide to Worker's Compensation (pamphlet #13710)

3. Incident Notification Form (in-house form to be completed by the injured employee)
- D. If the injury occurs after hours or on a weekend, the employee must report the incident immediately to his/her supervisor and the payroll representative on the first business day following the injury. Do not hesitate to contact your supervisor at home after normal business hours.
- E. The payroll representative is responsible for the processing of the required documents to the District's Workers' Compensation carrier.

Different injury situations will require different actions by the injured employee, and the following situations are presented separately so that you, as an injured employee, know what to do.

Work Place Violence

Violence in the workplace will not be tolerated. The following definitions are an important part of this policy:

- A. Act of Violence - The deliberate exertion of force against the person or property of an individual or group of individuals so as to cause physical injury or emotional harm to the targeted individual(s) or to third parties or result in damage to property.
- B. Threat of Violence – The threat by speech or overt action, to engage in an act of violence as defined above. An expression of intent to cause physical harm.
- C. Physical Attack – An aggression resulting in physical harm.
- D. Harassment – The act of someone creating a hostile environment through unwelcome words, actions, or physical contact not resulting in physical harm. Examples include, but are not limited to, physical abuse, sexual assault whether completed or attempted, battery, vandalism, arson, menacing and stalking.

The District encourages employees to report all incidents of violence in the work place. Incidents of threats, harassment, and other aggressive behavior should be immediately reported to a District supervisor.

Reporting Safety Issues

All accidents, injuries, potential safety hazards, safety suggestions and health and safety related issues must be reported immediately to your supervisor. If you or another employee is injured, you should contact outside emergency response agencies, if needed. If an injury does not require medical attention, a Supervisor and Employee Report of Accident Form must still be completed in case medical treatment is later needed and to ensure that any existing safety hazards are corrected. The Employee's Claim for Worker's Compensation Benefits Form must be completed in all cases in which an injury requiring medical attention has occurred. See the prior section of this manual on "What to Do If You Are Injured At Work".

Entering and Leaving the Premises

At the time you are hired, you will be advised about the proper entrances and exits for employees, as well as unauthorized areas, if any. Employees should not be in District work areas except for their regularly scheduled or overtime shifts or attendance at a District authorized meeting. For insurance purposes, unescorted or unauthorized visitors in our facilities are prohibited. If you are expecting visitors, such as clients, customers or friends, please notify your supervisor. Certain employees are authorized to arm and disarm the building alarms. If so, you will be given instruction on the alarms and codes. You are expected to abide by these rules at all times. Failure to do so will lead to disciplinary action.

Security Checks – Packages/Parcels

The District may exercise its right to inspect all packages and parcels entering and leaving our premises.

Parking Lot

You are encouraged to use the parking areas designated for our employees. Please keep in mind that the parking spaces adjacent to or in front of our building(s) are for customers and visitors only. Remember to lock your car every day and park within the specified areas.

Courtesy and common sense in the parking lot will help eliminate accidents, personal injuries, damage to your vehicle and to the vehicles of other employees. Remember that the area around all buildings, especially the District's administration building, has a great deal of pedestrian walking activity – please maintain a safe driving speed at all times. If you should damage another car while parking or leaving, immediately report the incident, along with the license numbers of both vehicles and any other pertinent information you may have, to your supervisor.

The District cannot be and is not responsible for any loss, theft or damage to your vehicle or any of its contents.

Safety Rules

Safety is everybody's business. Safety is to be given primary importance in every aspect of planning and performing all District activities. We want to protect you against industrial injury and illness, as well as minimize the potential loss of production.

Below are some general safety rules to assist you in making safety a regular part of your work. Your supervisor may post other safety procedures in your department or work area.

- A. Working Safely - Safety is everyone's responsibility. Remind your co-workers about safe work methods. Start work on any machine only after safety procedures and requirements have been explained. Immediately report any suspected hazards and all accidents to your supervisor.

- B. Lifting - Ask for assistance when lifting heavy objects or moving heavy furniture. Bend your knees, get a firm grip on the object, hold it close to your body and space your feet for good balance. Lift using your stronger leg muscles, not your weaker back muscles.
- C. Materials Handling - Do not throw objects. Always carry or pass them. Use flammable items, such as cleaning fluids, with caution. Also, stack materials only to safe heights.
- D. Trash Disposal - Keep sharp objects and dangerous substances out of the trash can. Items that require special handling should be disposed of in approved containers.
- E. Cleaning Up - To prevent slips and tripping, clean up spills and pick up debris immediately.
- F. Preventing Falls - Keep aisles, work places and stairways clean, clear and well lighted. Walk, do not run. Watch your step.
- G. Handling Tools - Exercise caution when handling objects and tools. Do not use broken, defective or greasy tools. Use tools for their intended purpose only. Wear safety glasses or goggles whenever using a power tool.
- H. Falling Objects - Store objects and tools where they won't fall. Do not store heavy objects or glass on high shelves.
- I. Work Areas - Keep cabinet doors, file cabinets, and desk drawers closed when not in use. Remove or pad torn, sharp corners and edges. Open only one drawer at a time.
- J. Using Ladders - Place ladders securely. Do not stand on boxes, chairs or other devices not intended to be used as ladders.
- K. Machine Guards - Keep guards in place at all times. Do not clean machinery while it is running. Lock all disconnect switches while making repairs or cleaning.
- L. Personal Protective Equipment - Always wear or use appropriate safety equipment as required in your work. Wear appropriate personal protective equipment, like shoes, hats, gloves, goggles, spats and hearing protectors in designated areas or when working on an operation which is potentially hazardous. Also, wear gloves whenever handling castings, scrap, or barrels.
- M. Electrical Hazards - Do not stand on a wet floor while using any electrical apparatus. Keep extension cords in good repair. Don't make unauthorized connections or repairs. Do not overload outlets.
- N. Fire Extinguishers - Know where fire extinguishers are and how to use them.
- O. Report Injuries - Immediately report all injuries, no matter how slight, to your supervisor.
- P. Ask Questions - If you are ever in doubt regarding the safe way to perform a task, please do not proceed until you have consulted with a colleague or supervisor. Employees will not be asked to perform any task which may be dangerous to their health, safety or security. If you feel a task may be dangerous, inform your supervisor at once.

Employee Participation in Making Safety a High Priority

We strongly encourage employee participation and your input on health and safety matters. Employees may report potential hazards and make suggestions about safety without fear of retaliation. We appreciate, encourage and expect this type of involvement! The success of the safety program relies on the participation of all employees. Though it is the District's responsibility to provide for the safety, health and security of its workers during working hours, it is the responsibility of each employee to abide by the rules, regulations and guidelines set forth.

A. Safety Officer:

- Implement and maintain administrative procedures and activities necessary for the operation of a meaningful safety program;
- Advise and coordinate with safety representatives on those matters pertaining to committee meetings, safety inspections, CAL-OSHA inspections, and safety training and related programs;
- Prepare periodic accident summaries, committee meeting minutes, agendas and reports as necessary, and summaries of inspections; research and provide information to safety representations and others concerning safety regulations, publications and other information as necessary;
- Maintain required records and make determinations of recordable/non-recordable, as defined by CAL-OSHA, or avoidable/non-avoidable accidents;
- Assist supervisors and department managers to investigate and report on every incident of a serious job injury to an employee;
- Report serious injuries involving hospitalization or death of an employee to the State Department of Industrial Relations within 24 hours of occurrence.

B. Department Managers

- Prepare or ensure the preparation and maintenance of specific safety rules and practices to be followed by all employees within the department and its various divisions and units.
- Such rules and practices shall be included in the departmental orientation of all new employees; they shall be the subject of periodic review (i.e. tailgate meetings) with affected employees; and they shall be posted on bulletin boards for reference.
- Assist in the implementation and maintenance of the safety program whenever practical or necessary;
- Consider and act upon appropriate recommendations from the safety committee concerning the abatement of unsafe or unhealthy work conditions or practices within a reasonable period of time.

C. Supervisors:

- Be responsible for the enforcement of safety rules among employees under their supervision;
- Be responsible for familiarizing employees with the hazards of the job to which they are assigned and shall instruct their personnel in the safe methods of performing the job;
- Periodically review the work practices of subordinate employees who work under their charge to ascertain that they continue to work in a safe manner, and in accordance with the safe practices covering the specific work;
- At the end of each workday/shift, inspect work areas for proper housekeeping and for fire, or other hazards and see that they are left in a safe condition;

- Report all injuries promptly to the safety officer and department manager pursuant to applicable administrative regulations of the District.
- D. Safety Representatives:
- Attend and take an active role in safety committee meetings;
 - Periodically evaluate and forward to the safety officer the department's safety and training needs for committee action;
 - With the approval of the respective department manager, submit work orders to appropriate departments for the immediate correction of safety hazards;
 - Participate as necessary in safety inspections, workshops or other training as may be necessary;
 - Observe and recommend correction as appropriate of any departmental working conditions or practice which can be deemed unsafe or unhealthy;
 - Periodically inspect and ensure that departmental safety supplies are replenished (first aid kits, fire extinguishers, etc.) by the department;
 - Consult with the safety officer on departmental safety matters requiring research and/or technical advice.
- E. The Safety Committee:
- Elect a committee chairperson and vice chairperson annually to conduct the business and tasks related to committee activities;
 - Participate as needed in the conducting of safety inspections;
 - Investigate, develop, and participate in the implementation of safety training programs;
 - Review, evaluate and make recommendations as appropriate on reports submitted by the safety officer;
 - Make recommendations to department managers and/or the General Manager on the Committee's findings concerning safety issues.
- F. All Employees:
- Notify their immediate supervisor of the need for correction of unsafe or unhealthy working conditions or practices, including potential workplace violence;
 - Adhere to all rules and regulations pertaining to the District's and departmental safety rules and program;
 - Apply a common-sense approach to safe working practices and conditions;
 - Report all injuries, regardless of severity, to the immediate supervisor.

Failure to adhere to these rules will be considered serious infractions of safety rules and will result in disciplinary action.

Weapons

The District prohibits all persons who enter District property from carrying a handgun, firearm, taser, knife, or other prohibited weapon of any kind. Any object used in a threatening manner shall be considered use of a weapon.

Knives are allowed on District property as long as they comply with California law.

The only exception to this policy will be police officers, security guards or other persons who are licensed to carry a weapon in the state of California. California Penal Code sections 26150 and

26155 provide that a sheriff of a county or the chief or other head of a municipal police department of any city or city and county may issue a license to carry a pistol, revolver, or other firearm capable of being concealed upon the person (CCW license). Employees with a CA conceal carry permit (CCW) must notify the Chief Financial Officer of their permit if they will be carrying a weapon on District property. Any employee disregarding this policy will be subject to immediate termination.

Fire Prevention

Know the location of the fire extinguisher(s) in your area and make sure they are **kept clear at all times**. Notify your supervisor if an extinguisher is used or if the seal is broken. Keep in mind that extinguishers that are rated ABC can be used for paper, wood, or electrical fires. Make sure all flammable liquids, such as alcohol, are stored in approved and appropriately labeled safety cans and are not exposed to any ignition source.

In Case of Fire

If you are aware of a fire, you should:

- Dial 911 or the local fire department.
- If possible, immediately contact your supervisor. Evacuate all employees and other persons from the area.
- If the fire is small and contained, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.
- If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
- When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation

If you are advised to evacuate the building, you should:

- Stop all work immediately.
- Contact outside emergency response agencies, if needed.
- Shut off all electrical equipment and machines, if possible.
- Walk to the nearest exit, including emergency exit doors.
- Exit quickly, but do not run. Do not stop for personal belongings.
- Proceed, in an orderly fashion, to a parking lot near the building. Be present and accounted for during roll call.
- Be alert to any person that may need assistance in the evacuation process.

Do not re-enter the building until instructed to do so by the appropriate safety designee.

In the event of a disaster, the Incident Commander and the County Emergency Operations Center (EOC) Representative are authorized to take such actions as may be necessary to facilitate recovery operations, including, but not limited to, deploying staff for damage assessment and emergency repair purposes; procuring materials, labor, and services required for damage control

and emergency repairs; suspending water service pending determination of public health and safety requirements; and restoring water service when safe and appropriate.

Property and Equipment Care

It is your responsibility to understand the machines needed to perform your duties. Good care of any machine that you use during the course of your employment, as well as the conservative use of supplies, will benefit you and the District. If you find that a machine is not working properly or in any way appears unsafe, please notify your supervisor immediately so that repairs or adjustments may be made. Under no circumstances should you start or operate a machine you deem unsafe, nor should you adjust or modify the safeguards provided.

Do not attempt to use any machine or equipment you do not know how to operate, or if you have not completed training on the proper use of the machine or equipment. Machines/equipment should only be used for their intended purpose and within their manufacturer's specified tolerances.

Safety Rules When Operating Machines and Equipment

When operating machines and equipment, please be sure to follow these procedures:

- Machines shall be used for their appropriate purposes and tolerances.
- Make sure machine guards are in place while machines are in operation.
- Remove loose clothing, jewelry or rings before operating machinery.
- Wear steel toe shoes and prescription eye protection to start the job, if required.

Required personal protective equipment, except for prescription glasses, will be issued to you by your supervisor.

We will continue to provide a clean, safe and healthy place to work and we will provide the best equipment possible. You are expected to work safely, to observe all safety rules and to keep the premises clean and neat. Remember that carelessly endangering yourself or others may lead to disciplinary action, including possible termination.

Security

Maintaining the security of YVWD buildings and vehicles is every employee's responsibility. Develop habits that insure security as a matter of course. For example:

- Always keep cash properly secured. If you are aware that cash is insecurely stored, immediately inform the person responsible.
- Know the location of all alarms and fire extinguishers and familiarize yourself with the proper procedure for using them, should the need arise.
- When you leave the District's, premises make sure that all entrances are properly locked and secured.
- Note and promptly report suspicious circumstances or persons about the premises.

END OF SECTION

MODIFIED DUTY FOR WORK RELATED INJURIES

Modified Duty Policy

This policy is distinguished and separate from the reasonable accommodation policy established to implement the Americans with Disabilities Act. The Yucaipa Valley Water District's Modified Duty Program provides the District with temporary working services of employees who have been injured on the job and have not been released by the District's physician for regular duty. The purpose of the Modified Duty Program is to emphasize the District's goal of facilitating the healing process and recovery of the transitional employee who has been injured by a work-related incident and have the employee return to full work status as quickly as possible.

This policy, applied on a case-by-case basis at Management's sole discretion, only covers employees who have sustained an accidental injury or occupational illness while performing duties within the course and scope of their employment or appointment. Modified duty for non-work-related injuries will be handled on a case-by-case basis.

Definitions

- A. Modified Duty – Duties or tasks which on an individual basis are intended to encourage the healing process and meet or accommodate specific medical work restrictions imposed by treating physicians upon employees temporarily disabled by an injury occurring on the job.

Procedure for Modified Duty

The following procedure shall be implemented for short-term modified duty.

- A. The injured worker is referred to the district's authorized medical physician for treatment and evaluation.
- B. The District's authorized physician notifies the General Manager, or designee, of any specific work restrictions placed upon the employee.
- C. The General Manager, or designee, contacts the departmental supervisor to assist in the determination of whether the imposed work restrictions can be accommodated in the current job description, including job analysis summary and/or duty statement.
- D. If the restrictions can be accommodated in the current job, the employee will report daily to modified duty until released by the designated physician to return to the pre-injury position.
- E. If restrictions cannot be accommodated in the current job, the District management will determine if the department or other departments have other work that can be conducted within the employee's restrictions.

- F. If restrictions cannot be accommodated, the employee will be sent home until fully recovered.
- G. No employee will be assigned to modified duty tasks which exceed medically imposed work restrictions.
- H. It will be the responsibility of the person supervising the injured worker while on modified duty to assure that the injured worker does not exceed medically imposed work restrictions, but performs duties required by assignment.
- I. Work restrictions and modified duty assignments will be evaluated at least every two weeks to verify that restrictions are still required.
- J. The modified duty days will not exceed 90 calendar days unless expressively authorized by the General Manager on a case by case basis. After 90 days on the modified duty program, the employee will return to his/her original job, take permanent/partial disability, or have the opportunity to apply for other open positions.
- K. By consensus, the supervisor, District physician, and Worker's Compensation insurer may approve a second 90-day Worker's Compensation modified duty period under exceptional circumstances.
- L. No modified duty after the second 90-day period without approval from the Board of Directors.
- M. An evaluative medical exam shall be conducted by the District physician on the employee who is on modified duty as frequently as indicated by the District physician or District Management.
- N. All allowable employee benefits will continue while the employee is on modified duty.

Procedures for Employees on Modified Duty

A detailed summary of procedures to be used when an employee is injured is found in the "Safety Issues" section of this manual. The following procedures are to be used by employees on modified duty.

- A. The modified-duty employee will report daily to the modified position until the District physician releases the employee to regular work duty.
- B. The modified-duty supervisor gives the employee a daily work location and work assignment.
- C. The employee completes his/her daily time card.
- D. At the end of the work period, the employee submits the daily time card to his/her supervisor.

The supervisor submits the time card to the payroll representative for processing.

END OF SECTION

REASONABLE ACCOMMODATION POLICY

Reasonable Accommodation Policy

The American with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of Yucaipa Valley Water District to comply with all federal and state laws concerning the employment of persons with disabilities.

It is our District's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment. Yucaipa Valley Water District will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job. An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relation to the ADA policy.

"Disability" means a physical or mental impairment or medical condition that substantially limits one or more major life activities of the individual; a record of such an impairment; or being regarded as having such an impairment. Major life activities include the following:

- A. In general, major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.
- B. Major bodily functions - A major life activity also includes the operation of a major bodily function, including, but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine and reproductive functions.

"Direct threat" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

"Qualified individual" means an individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. "Reasonable accommodation" may include making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, appropriate adjustment or modifications of examinations, training materials or policies, the provision of qualified readers or interpreters, and other similar accommodations for individuals with disabilities.

"Undue hardship" means an action requiring significant difficulty or expense by the employer.

In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include, but are not limited to:

- A. The nature and cost of the accommodation.
- B. The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of persons employed at such facility; the effect on expenses and resources or the impact of such accommodation upon the operation of the facility.
- C. The overall financial resources of the employer; the number, type and location of facilities.
- D. The type of operations of the company, including the composition, structure and functions of the workforce; relationship of the particular facility to the employer.

“Essential functions of the job” refer to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

END OF SECTION

TIME OFF

Recognized Holidays

Approved holidays for which employees shall receive their normal 8 hours or 10 hours of pay are recognized as follows:

January 1 st	New Year's Day
3rd Monday in January	Martin Luther King's Birthday
3rd Monday in February	President's Day
Last Monday in May	Memorial Day
July 4 th	Independence Day
1 st Monday in September	Labor Day
November 11 th	Veteran's Day
4th Thursday in November	Thanksgiving Day
Friday following Thanksgiving	Thanksgiving Friday
December 25 th	Christmas Day
Floating Holidays - Three	To be taken within the calendar year as a complete day

Saturday or Sunday Holiday

A holiday falling on a Saturday shall be observed on the preceding Friday, and a holiday falling on a Sunday shall be observed on the following Monday.

Floating Holidays

All floating holidays must be approved and utilized by December 31st of the same year. New employees hired in the month of January shall receive 3 floating holidays for that calendar year. New employees hired between February 1st and June 30th shall receive 2 floating holidays for that calendar year. New employees hired on or after July 1st shall receive 1 floating holiday for that calendar year. Full time regular employees shall each receive floating holidays for each calendar year thereafter, as stated above.

Vacation Leave

It is the District's policy to provide reasonable vacation credits to all regular employees of the District who have completed their introductory period. Regular full-time employees shall accrue vacation credit at varying rates depending on length of service and vary per Bargaining Unit Memorandum of Agreement (MOA). General, supervisory and exempt employees shall accrue vacation credit as outlined below:

Amount of Vacation Leave Provided by District		
Period of Continuous Employment	Hours Per Month	Working Days- Hours Per Year
1 through 5 years	6-2/3	1080
6 through 10 years	10	15120

11 years & more

13-1/3

20160

Upon satisfactory completion of the initial one-year introductory period, a new employee will be credited with ~~40 days (80 hours)~~ of vacation for the one-year period that the employee was on introductory status, after which and up to the completion of 5 years of continuous service, an employee shall accrue vacation time at a rate of 3.08 hours per pay period (~~40 days~~80 hours per year).

Upon completion of 5 years of continuous service and continuing through completion of 10 years of service, an employee shall accrue vacation time at a rate of 4.62 hours per pay period (~~15 days~~120 hours per year).

Upon completion of 10 years of service, an employee shall receive as a one-time bonus for longevity, 40 hours of vacation. In addition to this one-time bonus, upon completion of 10 years of service, an employee shall accrue vacation time at a rate of 6.15 hours per pay period (~~20 days~~160 hours per year).

Individual vacation accrual rates in excess of ~~20 days~~160 hours per year shall be frozen effective April 21, 1994 and shall not increase beyond this amount based on action by the Board of Directors on April 20, 1994, except as may have been subsequently negotiated in a Bargaining Unit MOA.

- Supervisory and confidential employees: On the 15th year of continuous service, and each year thereafter, employees shall be provided an additional ~~5 days~~40 hours per year of vacation leave which will increase the current 6.153 hours per pay period to 7.692 hours per pay period [DM 11-010].

The vacation time shall be used in a manner consistent with the following:

- Vacation time when taken shall not exceed the number of whole days of vacation credit accrued by the employee as of the day their vacation commences.
- The scheduling of vacation time is subject to approval by the employee's supervisor.
- Vacation time shall be taken by employees in such a fashion to ensure adequate staffing of both office and field personnel as determined by the supervisor.
- The minimum charge to an employee's vacation time off (with the exception of exempt employees) shall be one-half hour. Vacation time of more than one-half hour shall be charged to the nearest one-quarter hour. Exempt employees vacation time off is not to be for a period of less than ~~1/2 day~~(42 hours).
- Employees may accumulate vacation credits up to a maximum of 240 hours. They shall receive no further vacation credits when this accumulated total of unused credits reaches ~~30 full working days~~240 hours and for so long as such credits stand at that figure. Employees shall not be paid compensation in lieu of vacation time off.
- A District holiday occurring during an employee's vacation shall not be considered as a day of vacation.
- An employee who becomes ill while on vacation may use accumulated sick leave in lieu of vacation time for the period of such illness, provided, however, that the District is not obligated to extend the vacation beyond the scheduled expiration date.

- H. An employee who is receiving California Workers' Disability Insurance payments may use accrued vacation to supplement said payment provided the total amount received shall not exceed the employee's regular salary.
- I. Upon termination from employment of a regular full-time employee, all unused accrued vacation hours will be paid at the employee's current rate of pay.
- J. No accrual shall occur, or vacation be paid for new employees until the employee satisfactorily completes the initial one-year introductory period and has been classified a permanent full-time employee.

Sick Leave

Sick leave accrues at the rate of 3.7 hours per pay period, or 1 day (8 hours) per month. If an employee remains in a non-pay status for more than 50% of the total normal work hours in the pay period, sick leave credit will not be earned for the entire pay period.

Authorized vacation, paid sick leave, holidays, or other compensated time off shall be considered as time worked for the purpose of computing accrued sick leave. Employees shall not accrue sick leave during the period of an authorized leave of absence without pay, or the duration of compensated disability leave resulting from a work-related injury. The accrual of sick leave will be unlimited with no maximum allowance.

Sick leave usage means the absence from duty because of illness or injury, exposure to contagious disease, attendance upon a member of the employee's immediate family who is seriously ill or medical appointments. Immediate family members in the case of illness or injury shall include an employee's spouse/partner, parent, child, sibling or grandchild.

During any calendar year, not more than 6 days of sick leave may be granted to an employee for the purpose of attending ill family members.

Sick leave shall be allowed only in case of actual necessity resulting from personal sickness, disability, and attendance to an immediate family member or as otherwise provided in this article.

All employees who are compelled to be absent from work due to illness or injury shall be entitled to receive full compensation for each day of accrued sick leave used. A day, as referred to herein, shall mean a normal 8-hour work period (or 10-hour workday under certain cases).

In order to receive sick leave compensation, the employee must notify his/her immediate supervisor prior to or within 30 minutes after the time set for beginning of a workday and have a valid reason for use of sick leave accrual. In case of an accident or emergency, the employee or a representative of the employee should contact the immediate supervisor at the earliest possible time and explain the circumstances necessitating the absence.

The District may require the employee to submit a doctor's certificate, affidavit, or other documentation, on forms prescribed by the District, as verification and substantiation of the absence consistent with applicable law. A failure to provide the required documentation will result in the deduction of salary for the days of absence and may result in disciplinary action.

The minimum charge to an employee's sick leave allowance shall be one-half (½) hour. Absences of more than one-half (1/2) hour shall be charged to the nearest one-quarter (¼) hour. Despite prior approvals of sick leave, employees whose sick leave use indicates a pattern of abuse may have their sick leave records reviewed and face possible disciplinary action for such abuse. Exempt employees sick leave allowance shall not be less than ~~½ day (42 hours)~~.

Catastrophic Sick Leave

Catastrophic illness/injury shall be defined as those categories (exclusive of stress) generally accepted by medical insurance carriers. Employees of the District or their immediate family members (including employee's spouse/partner, parent, child, sibling or grandchild) who suffer a catastrophic injury/illness in which the employee is expected to be incapacitated for an extended period of time, the time to be determined on a case by case basis by the Catastrophic Sick Leave Plan Committee as specified below, shall become eligible to use this Catastrophic Sick Leave Plan ("Plan") subject to the restrictions and conditions outlined below:

- A. An employee may elect to enroll in the plan at any time. To enroll as a member of the Plan, the employee must donate a minimum of 24 hours at the time the employee elects to join the Plan.
- B. An employee may elect to join the Plan upon the first day of employment with the District. At that time, as the employee will not currently have any accrued sick leave, 2.78 hours per pay period (equal to 75% of the total pay period accrual) will be donated into the Plan and the employee will accrue the remaining sick leave of 0.92 hours per pay period (equal to 25% of the total pay period accrual) until 24 hours are contributed to the Plan. This mechanism is also available to existing employees for all or a portion of the 24 hours required to contribute to the Plan.
- C. The employee must be an active participating member of this Plan in order to receive any form of benefit as described below.
- D. In the event of a catastrophic illness as described above, the following options shall be utilized in the following order: (a) employee's accumulated sick leave; and (b) authorized catastrophic leave.
- E. The employee to receive donated sick leave from the Plan must have exhausted all but 10 hours of sick leave and must be in a true catastrophic condition.
- F. In order for members to remain as participants, each person must maintain continued participation as defined below.

The donation of sick leave time to the Plan shall be irrevocable. The member shall file an irrevocable "Catastrophic Sick Leave Plan Deposit Form" with Payroll. A donation to the Plan shall be a general donation and from prior years' accumulations, or future accrued sick leave as provided above, and shall not be donated to a specific employee for his or her exclusive use.

There is no limit to the number of sick leave days a member may donate to the Plan, so long as after the initial 24 hours of donation: (1) the minimum number of accumulated sick leave days available in the employee's account does not fall below 80 hours.

A contribution of 8 hours will be required of all participants if the number of hours in the Plan falls below 400 hours. This assessment will occur automatically with notification sent to all participating members that an additional contribution was made from your sick leave. Members who are drawing from the Plan at the time of the assessment will not be required to contribute to remain eligible to draw from the Plan. If a participant has ~~40 or less days (80 hours)~~ or less of remaining sick leave at the time of the assessment, they need not contribute the additional day to remain a participant in the Plan.

In the event, the accrued catastrophic leave fund balance exceeds the amount of \$250,000, each active member in the Plan will receive 8 hours of sick leave returned to their personal sick leave accruals and the fund balance of catastrophic leave will be reduced proportionately. Employees will receive written notification of this disbursement from the Plan.

Leave from the Plan may not be used for illness or disability which qualifies the employee for Worker's Compensation benefits; however, this plan may augment other benefits. When the employee may reasonably be presumed to be eligible for disability retirement or, if applicable, Social Security, he/she may be requested to apply for such retirement. Failure of the employee to submit a complete application, including medical information provided by the applicant's physician, within 20 working days will disqualify the member from further Catastrophic Sick Leave Plan payments.

Cancellation of membership in the Plan occurs automatically whenever a member fails to make his or her contribution as defined above. The employee shall not be eligible to draw from the Plan as of the effective date of cancellation. Sick leave previously authorized for contribution to the Plan shall not be returned if the member elects or causes cancellation.

A member wishing to use this Catastrophic Sick Leave Plan shall submit a "Catastrophic Sick Leave Plan Request for Withdrawal Form". This form shall be submitted to the General Manager. The request shall clearly state the details of the catastrophe and the amount of sick leave requested.

Appropriate written verification of the catastrophic illness or injury must be included with the request. The member should be prepared to provide additional documentation on the nature and severity of the illness or injury, if requested.

The Catastrophic Sick Leave Plan Committee ("Committee") shall consider each disbursement request by members of the Plan. The committee shall consist of the following:

- One active employee assigned by a majority of the Exempt Employee Bargaining Group
- One active employee assigned by a majority of the Supervisory Employee Bargaining Group
- One active employee assigned by IBEW from the General Employee Bargaining Group

The Committee may grant, reject or partially grant a request based on a number of factors, including but not limited to the degree of illness, other forms of leave available, and other factors deemed by the Committee to be relevant to the particular situation. The members of the Committee shall not disclose the medical conditions of the employee requesting Catastrophic Sick Leave under the Plan. The action by the Catastrophic Sick Leave Plan Committee is final.

In the event that an employee does not qualify for Catastrophic Sick Leave they may request approval from the General Manager to obtain individual donations of sick time from District employees.

The maximum number of duty days allowed to be utilized by one member for a single catastrophic injury/illness shall not exceed thirty days ~~(240 hours)~~ per request. A member may request a specific number of days on one "Catastrophic Sick Leave Plan Request for Withdrawal Form". The member may request additional days after the use of 20 duty days ~~(or 160 hours)~~ by filing an additional request for consideration to the Committee.

Any days approved that are unused by the member shall be returned to the Catastrophic Sick Leave Plan for future withdrawals by a Plan participant upon approval.

If an employee receives hours from the Plan, the member will receive those Plan hours at the same rate of pay currently received by the employee. No distinction shall be made as to the differing pay rates of the donors or recipients.

Leave of Absence (Medical and Non-Medical)

Under certain conditions, an employee may be granted leave of absence without pay. In order to receive consideration, a written request, stating the specific reasons for the leave of absence and the proposed duration thereof, must be submitted to the Board. If the Board determines that the leave of absence is justified, the employee may remain absent from work in a non-pay status for an approved period of time. The employee may have the option of using accumulated sick leave (if appropriate) and vacation leave in its entirety prior to a leave of absence without pay. A request for an extension of leave of absence must be submitted no later than 2 weeks prior to the expiration of the current leave of absence.

During an authorized leave of absence, vacation, sick leave, seniority, and retirement credits shall not accrue. Upon the employee's return to service, the accrual of vacation, sick leave and retirement credits shall resume. It will be the employee's responsibility to assume payment of the premiums for all applicable health, medical and life insurance policies during the period of the leave of absence.

Military Leave

Any employee who enters the Armed Forces of the United States during war or national emergency, as declared by the President or Congress of the United States shall be entitled to a leave of absence without pay for the duration of such service and for a period of 90 days thereafter. Any employee returning to the District within the specified time under federal law, and who has been discharged, other than dishonorably, from military service, shall be reinstated to their former classification without loss of status or seniority, provided they are not physically or mentally impaired to the extent that successful performance in the position cannot be accomplished with reasonable accommodation. Any person selected to fill a position vacated by an employee called to military service will be considered a temporary appointee only.

All employees who are members of reserve corps of the United States or the State of California shall be entitled to a leave of absence as provided in Section 395.01 of the Military and Veterans Code. (See also MVC 142, 143, and 146)

Employees who participate in the active military reserve (e.g. summer or special training) will be allowed 17 paid days per year to fulfill their obligation in the United States Armed Services as required by the Veterans Code 39405, upon reasonable advanced submittal of orders.

Family Care and Medical Leave (CFRA Leave) and Pregnancy Disability Leave

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to family care or medical leave (CFRA leave). CFRA leave is for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent or spouse. While the law provides only unpaid leave, employees may choose, or employers may require use of accrued paid leave while taking CFRA leave under certain circumstances.

Even if you are not eligible for CFRA leave, if you are disabled by pregnancy, childbirth or a related medical condition, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible, you have certain rights to take BOTH a pregnancy disability leave and a CFRA leave for reason of the birth of your child. Both leaves contain a guarantee of reinstatement for pregnancy disability to the same position and for CFRA it is to the same or a comparable position at the end of the leave, subject to any defense allowed under the law.

If possible, you must provide at least 30 days' advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events that are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy.

We may require certification from your health care provider before allowing you a leave for pregnancy disability or for your own serious health condition. We also may require certification from the health care provider of your child, parent or spouse, who has a serious health condition, before allowing you a leave to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced work schedule.

If you are taking a leave for the birth, adoption, or foster care placement of a child, the basic minimum duration of the leave is two weeks, and you must conclude the leave within one year of the birth or placement for adoption or foster care.

Taking a family care or pregnancy disability leave may impact certain of your benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact Payroll.

Disability Leave

An employee who is compelled to remain off of active work duty while under the care of a licensed physician for an extended period of time due to work or non-work-related injury or illness shall be entitled to disability leave.

If an employee is eligible to receive California Worker's Compensation benefits as a result of a work related injury or illness, he/she may request of the General Manager's authorization to have his/her benefits supplemented with sick leave or vacation credits to provide full salary during the period of absence, and be considered to be on paid status for the purposes of accruing fringe benefits provided by the District. Workers' Compensation benefits paid to the District will be paid to the employee without tax deduction. However, deductions will be made from any applied vacation or

sick leave credits used. An employee may not use unearned sick leave or vacation credits, except with the approval of the General Manager.

Paid Family Leave

California is the first state in the country to extend disability compensation to employees who take time off work to care for a seriously ill child, spouse, parent, domestic partner, or to bond with a new minor child. Starting on July 1, 2004, an employee may file a claim with the State Employment Development Department's (EDD) Disability Insurance Branch to care for a seriously ill child, spouse, parent or domestic partner, to bond with a new child, or to bond with a minor child in connection with the adoption or foster care placement of that child.

This Paid Family Leave policy does not create reinstatement rights of the employee.

No more than 6 weeks of Paid Family Leave benefits may be paid within any 12-month period. The District ~~requires requests~~ written notice to be provided to the General Manager ~~and ten days of vacation time to be applied to the time off immediately following the day the written notice for Paid Family Leave is received by the General Manager of the intent to file for paid family leave and the anticipated dates of use. This time is in addition to the 6 days of sick leave that may be applied to the illness of a family member as discussed in the preceding sections.~~

Paid Family Leave does not extend the amount of time the employee is eligible to take leave under the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA). Paid Family Leave is a benefit payment, not a leave. If the employer is covered and the employee is eligible, he or she could take FMLA/CFRA to care for a parent, spouse or dependent child up to 12 weeks in a 12-month period. The employee may be eligible for Paid Family Leave benefits for up to 6 weeks in the 12-month period.

For leave and benefits relating to a pregnant employee, Paid Family Leave and FMLA will run concurrently for the length of the disability due to pregnancy. After giving birth, an employee may receive Paid Family Leave benefits for the time period permitted to bond with the child. For paid family leave relating to bonding with a child, Paid Family Leave is limited to the first year after birth, adoption or foster care placement and a separate certification is required when the leave is required for baby bonding.

An employee cannot receive Paid Family Leave while receiving State Disability Insurance, unemployment insurance or worker's compensation benefits. However, an individual who is entitled to leave under FMLA and CFRA must take paid family leave concurrent with leave taken under those Acts.

Bereavement Leave

Employees are eligible to receive up to 5 days of paid leave for the death of a spouse/partner, parent, child, sibling, grandparent, grandchild, or spouse/partner's parent to attend services or assist in arrangements relative to the event in accordance with the applicable rules and regulations pertaining hereto.

Management Leave

In recognition of the additional time required (evening meetings, occasional weekends, etc.) to do their jobs properly, exempt employees will receive ~~5-days~~40 hours of paid time off each calendar year in the form of Management Leave. The employee will be credited with ~~5-days~~40 hours on January 1st of each year, all of which must be approved and utilized by December 31st of the same year. Management leave shall be taken in 2-hour increments. Management Leave not used in a given calendar year will not be accrued to future years.

The District allows exempt employees to convert their annual management leave to deferred compensation at their regular daily rate of pay. Please see the District payroll representative for details.

Jury Duty

Every employee of the District who is officially called to serve as a court trial juror shall be entitled to be absent from his or her duties for the period of such jury duty as provided below. If an employee serves on jury duty during a time when the employee is not expected to be at work, such as for a swing shift employee or an employee on a 10-hour workday with a normal day off during the time of jury duty, the District will not be responsible for compensating the employee. This shall be considered the civic responsibility of the employee to serve on jury duty.

If an employee who is assigned to a regular daytime work period is called to serve jury duty, and such jury duty does not exceed 4 hours duration, it shall be the responsibility of the employee to report to work within a reasonable time after being released from jury duty on that day. Should jury duty exceed 4 hours duration on any regularly scheduled work day, the employee shall contact his/her supervisor at the end of their jury duty day to determine if it is necessary to report for work on that same day following the release from jury duty.

When called for jury duty, the employee shall promptly notify his/her immediate supervisor of any intended absence from work resulting from such duty. If an employee fails to promptly report notification of jury duty, or is absent without proper notification, the employee shall be considered absent without leave on a non-pay status.

While serving on official jury duty, an employee shall be compensated at the regular rate of pay for a maximum of 160 hours per calendar year, provided that all fees paid to the employee for jury duty are surrendered to the District. In the event jury duty extends beyond the 160 hours in a calendar year, the employee may utilize sick leave or vacation leave for the additional time away from work. It is the responsibility of the employee to submit to the employee's immediate supervisor a time card furnished from the County every day the employee serves jury duty. This time card must indicate the day(s) jury duty was served, and the hours of service performed each day.

Automobile related expenses for jury duty shall not be reimbursed by the District.

END OF SECTION

RULES AND REGULATIONS

Attendance

Punctuality and regular attendance are expected. In case of absence, the immediate supervisor should be notified prior to or at the latest, within the first 30 minutes of the employee's starting time. If an employee must leave early during work hours, the supervisor should be notified as far in advance as possible. Tardiness, unexcused absence or failure to report, which renders an employee insufficiently available for work, will be evaluated and disciplinary measures or termination may result.

Hours of Work

The standard workweek consists of 4 ten-hour work periods, totaling 40 hours. Varying work schedules may be established in order to meet the business needs of the department, section, or District. Daily starting and ending times shall be as set by the General Manager in the best interest of the District's operation.

Lunch Periods

Lunch periods will be as scheduled by the supervisors in the interests of the District and may vary from time to time as emergencies direct. Lunch periods are not counted as time worked and should begin within 5 hours of the start of the work shift and shall be no longer than 30 minutes in duration.

Rest Periods

Under normal circumstances, a rest period not to exceed 15 minutes is provided employees working 4 consecutive hours. Rest periods are directed by the departmental supervisor in the interest of District operations and are considered time worked.

Smoking

The District prohibits the use of any tobacco, vaping and the use of e-cigarettes while on duty or in facilities, buildings, vehicles or other enclosed areas. This would include smoking as well as vaping or any other form of electronic cigarette or vapor inhalant. Smoking and vaping is permitted only beyond 30 feet from all entranceways, passageways, operable windows or ventilation systems of buildings, facilities vehicles or other enclosed areas.

Disaster Relief and Emergency Preparedness

As a District employee, you are registered as an emergency service worker. If a disaster occurs in the District, you may be assigned to any emergency duty for disaster relief. If such an emergency occurs during non-working hours, it is your responsibility to see if you are needed. Normally, you would respond to your regular supervisor or District administrator; however, there may be additional

District or Regional sites where your assistance will be required. Your family may be sheltered in designated District facilities during emergencies.

In certain circumstances, employees may request the General Manager to consider emergency pay status consideration to allow employees to receive full regular time pay for responding to emergencies in the region instead of alternative forms of leave. This policy allows an employee to retain leave, such as vacation leave, for assisting other communities in responding to disasters.

Employment of Relatives, Spouses and Co-Habitants

It is the policy of the District not to discriminate in its employment practices. Notwithstanding these provisions, the District retains the right to refuse to place a relative, spouse or living partner under the direct supervision of another employee or to place them in the same department, division or facility where such has the potential for creating a conflict of interest or an adverse effect on supervision, safety, security or morale.

Drug Free Workplace

Under the guidelines of the Drug Free Workplace Act of 1988, the District is committed to providing for a drug free workplace, including all places where District business is conducted, whether at the main offices of the District or any other site.

All employees are absolutely prohibited from manufacturing, distributing, dispensing, possessing or using any controlled substance, marijuana, or alcohol in the workplace without indication that the use was under medical supervision. An employee under the influence of alcohol, marijuana, controlled substances or prescribed medicine that may impair the employee's ability to safely operate District equipment shall advise their supervisor of their medical restrictions immediately and shall not operate District equipment until released by an authorized medical physician.

Any employee violating the above policy is subject to disciplinary action, up to and including termination, for the first offense.

As an employer resolving to maintain a drug free workplace, employees will be provided educational information on the dangers of drug abuse and drugs in the workplace. Supervisors will receive training in identifying and addressing drug use by employees. The District will work cooperatively with employees afflicted with drug or alcohol abuse in seeking a rehabilitation program to help the employee overcome dependency on drugs or alcohol. Any employee failing to pursue rehabilitative measures by satisfactory participation in an accepted counseling program will be subject to termination. Certain classifications are designated as DOT employees and must meet DOT drug free requirements.

Drug and Alcohol Policy

Purpose

Yucaipa Valley Water District ("YVWD" or the "District") has a significant interest in ensuring the health and safety of its employees. It has an obligation to ensure that its employees do not present a safety risk to the general public. Drug or alcohol use may

pose a serious threat to job performance, employee health and safety, and public safety.

YVWD will be firm in identifying and disciplining those employees who do not voluntarily seek assistance and who continue to abuse alcohol or use controlled substances in violation of the following:

No employee who is on duty or on standby for duty will:

1. Use, possess, or be under the influence of illegal or unauthorized drugs or other illegal mind-altering substances; or
2. Use or be under the influence of alcohol to any extent that would impede the employee's ability to perform his or her duties safely and effectively.

No employee will perform duties that, because of drugs taken under a legal prescription, cannot be performed without posing a threat to the health or safety of the employee or others. This includes medications that may impair the employee's ability to operate machinery or motor vehicles.

Employees will be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed herein. Moreover, applicants and employees may be subject to pre-employment testing, pre-placement testing, post-accident testing, and random testing as described in this policy. In addition, when such an employee has already been found in violation through the adverse action or medical examination process under this policy, as a result of substance testing under this policy, or by the employee's own admission, the employee will be required to submit to testing as a condition of remaining in or returning to District employment.

I. SCOPE

The purpose of this policy is to protect District employees and the public from risks associated with alcohol abuse and controlled substances use. This policy is also intended to comply with all applicable Federal and State regulations governing workplace anti-drug programs in the transportation industry. The Department of Transportation (DOT) has implemented "Procedures for Transportation Workplace Drug Testing Programs" (49 CFR, Part 40) and "Controlled Substances and Alcohol Use and Testing" (49 CFR, Part 382). The regulations mandate urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevent performance of such functions when there is a positive test result.

II. APPLICABILITY

This policy applies to all employees when they are on District property or when performing any District-related business. It also applies to employees operating District vehicles or equipment. It applies to off-site lunch periods and breaks when an employee is scheduled to return to work.

Visitors, vendors, and contracted employees violating this policy will not be permitted to conduct business on District property or projects and will be ordered off District property.

A. General (Non-Safety/Security Sensitive)

Positions not addressed as “safety-sensitive”. This employment category is subject to pre-employment, reasonable suspicion, return-to-duty and follow-up controlled substance and/or alcohol testing.

B. Safety-Sensitive (DOT)

Job positions requiring the use of a commercial driver’s license (CDL). A safety-sensitive employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive function. Safety-sensitive employees are subject to pre-employment, reasonable suspicion, random, post-accident, return-to-duty and follow-up controlled substance and/or alcohol testing as covered under Title 49 Code of Federal Regulations (CFR), Part 382.

III. PROPER APPLICATION OF THE POLICY

The District is dedicated to assuring fair and equitable application of this policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to their subordinates may be subject to disciplinary action, up to and including termination.

IV. PROHIBITED SUBSTANCES

Prohibited substances addressed by this policy include the following:

A. Controlled Substances

Controlled substances are drugs that include, but are not limited to, marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine.

B. Marijuana Use and the Compassionate Use Act of 1996

The Compassionate Use Act of 1996, Health & Safety Code section 11362.5, and the Adult Use of Marijuana Act, do not exempt or otherwise immunize an employee or job applicant from compliance with the YVWD Drug & Alcohol Policy and the consequences of positive detection of marijuana in accordance with this policy, even in cases where the marijuana use is for medical purposes on a physician's recommendation.

C. Alcohol

Alcohol is defined as the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl and isopropyl alcohol.

V. PROHIBITED CONDUCT

No employee will report to any work site or will work impaired by any drug or alcohol, lawful or unlawful.

No employee at any work site will use or possess any quantity of any drug or alcohol, lawful or unlawful, that would interfere with the performance of their duties. (Exception: The approved possession and use of certain drugs in the course of an employee's job, i.e. lab work).

No employee at any work site shall manufacture, dispense, distribute, or sell any drug or alcohol, lawful or unlawful.

No employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

VI. NOTIFICATION OF CRIMINAL DRUG CONVICTION

All employees must, as a condition of employment, abide by the terms of this policy and report any conviction under a criminal drug statute for violations occurring on or off District premises while conducting District business. A report of conviction must be made to the human resources contact within five days after conviction, as mandated by the Federal Drug-Free Workplace Act of 1988 and the California Drug-Free Workplace Act of 1990. Failure to report such convictions may subject the employee to disciplinary action, up to and including dismissal.

VII. PRESCRIPTION AND NON-PRESCRIPTION SUBSTANCES

Using or being under the influence of any legally obtained drug by an employee while performing District business, while on District property, or while on standby is prohibited if such use or influence may affect the safety of the employee, co-workers, members of the public, the employee's job performance, or the safe or efficient operation of the District's business.

An employee may continue to work, even though under the influence of a legal substance, if District management has determined that the employee does not pose a threat to their own safety or their co-workers and that the employee's job performance is not significantly affected by the legal drug.

VIII. VOLUNTARY ADMITTANCE

Employees who believe they may have a substance abuse problem are encouraged to seek assistance for resolving that problem. An employee voluntarily seeking help can make a confidential request for assistance to their supervisor. Employees who admit to alcohol misuse or controlled substances use are not subject to disciplinary measures provided that the employee does not self-identify in order to avoid testing under the requirements of this program. A decision to seek assistance after the District has detected unsatisfactory performance or a violation of this policy will not avoid disciplinary action, including discharge.

IX. TESTING FOR PROHIBITED SUBSTANCES

Testing will be conducted in a manner to assure a high degree of accuracy and reliability, using techniques, equipment, and laboratory facilities approved by the Department of Health and Human Services. Controlled substance testing includes marijuana, cocaine, opiates, amphetamines, and phencyclidine (PCP). An initial controlled substance screen

will be conducted on each specimen. For specimens that test above initial screening thresholds, a confirmatory test will be performed. The test will be considered positive if the controlled substance levels are above the minimum thresholds established in the DOT guidelines (49 CFR, Part 40). If an initial test for alcohol indicates an alcohol concentration of 0.04 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from their position for at least 24 hours. A breath alcohol concentration of 0.04 or greater will be considered a positive alcohol test.

A. ALL EMPLOYEES

1. Pre-Placement/Post-Offer Controlled Substance (Drug) Testing

An applicant with the District will be required to undergo a drug screening analysis prior to employment. Any offer of employment will be conditioned upon compliance with this policy. The applicant will be requested to execute a consent form which includes a waiver and release. The consent form will be completed by the applicant and collection center at the time of collection. A positive test indicating the presence of controlled substances as defined in this policy will constitute disqualification of the applicant for the position.

2. Reasonable Suspicion Testing

A drug and/or alcohol test shall be conducted when a manager or supervisor has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse.

The determination that reasonable suspicion exists shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. A supervisor, or other company official, who is trained in detecting the signs and symptoms of drug use and alcohol misuse must make the required observations.

A written record shall be made of the observations leading to an alcohol or controlled substances reasonable suspicion test, and signed by the supervisor or company official who made the observations, within 24 hours of the observed behavior or before the results of the alcohol or controlled substances tests are released, whichever is earlier.

- a. Reasonable suspicion testing may be based upon, among other things:
 - 1) Observable phenomena, such as direct observation of drug use or possession and/or the physical symptoms of being under the influence of a drug.
 - 2) A pattern of abnormal conduct or erratic behavior.
 - 3) Arrest or conviction for a drug-related offense, or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use, or trafficking.

- 4) Adequate documentation of unsatisfactory work performance or on-the-job behavior.
 - 5) Physical signs and symptoms consistent with prohibited substance use.
 - 6) Occurrence of a serious or potentially serious accident that may have been caused by human error.
 - 7) Fights (to mean physical contact), assaults and flagrant disregard or violations of established safety, security, or other operation procedures.
- b. Employees reasonably believed to be under the influence of drugs or alcohol will not be permitted to engage in further work. In addition, such employees will not be permitted to drive themselves from the worksite. A supervisor, Human Resources Representative or Safety Representative will see that the employee is transported to the designated collection center.
 - c. A controlled substance test is considered positive when a verified test indicates specimens have concentrations of a particular class of drug above the DOT-specified concentration levels.
 - d. An alcohol test is considered positive when a verified test indicates a breath alcohol content greater than 0.04.

3. Post-Accident Testing

All employees are required to immediately report any accident to his/her immediate supervisor.

Any accident that results in damage to private property and involves a District vehicle or heavy equipment requires drug and alcohol testing of that employee and any other safety-sensitive employees involved in the accident directly or indirectly. In some cases, this could include mechanics or office personnel.

Following an accident, the District will test the operator of the vehicle and each employee on duty in the vehicle at the time of the accident if it is believed that an employee could have contributed to that accident. Testing is also required if one or more vehicles has disabling damage and has to be towed or any time an individual requires transportation to a medical facility following an accident.

Refusal of a request to take a drug or alcohol test may result in disciplinary action, up to and including termination of employment.

B. SAFETY-SENSITIVE / DOT-COVERED EMPLOYEES

The adverse impact of substance abuse by drivers has been recognized by the federal government. The Federal Motor Carrier Safety Administration (FMCSA) has issued regulations which may require YVWD to implement a controlled substance testing program. YVWD will comply with these regulations and is committed to maintaining a drug-free workplace. All drivers are advised that remaining drug-free and medically qualified to drive are conditions of continued employment with YVWD.

1. Covered Employees

This policy applies to every employee whose position requires the possession of a commercial driver's license (CDL); every employee performing a "safety-sensitive function", and any person applying for such positions.

Under YWVD, an employee is performing a safety sensitive function if they are:

- a. Driving a commercial motor vehicle which requires the driver to have a commercial driver's license (CDL)
- b. Inspecting, servicing, or repairing any commercial motor vehicle
- c. Waiting to be dispatched to operate a commercial motor vehicle
- d. Performing all other functions in or upon a commercial motor vehicle
- e. Loading or unloading a commercial motor vehicle, supervising or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments being loaded or unloaded
- f. Performing driver requirements associated with an accident.
- g. Repairing, obtaining assistance, or remaining in attendance upon a disabled commercial motor vehicle.
- h. Performing duties in which job performance could result in a direct threat to the employee's safety and/or the safety of others.

2. Testing Procedure

All testing will be conducted as required in 49 CFR Parts 40 and 382, as amended.

3. Pre-Placement/Post Offer Controlled Substance (Drug) Testing

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive duties. A positive test indicating the presence of controlled substances as defined in this policy may constitute disqualification of the applicant for the position.

Pre-placement controlled substances tests will also be required for:

- a. Existing District employees who newly obtain a Commercial Driver's License or a Hazardous Materials Endorsement to haul hazardous materials (e.g., gaseous chlorine, propane) and will be using these licenses to perform safety sensitive functions within their job description;
- b. Existing District employees who are promoted to positions that require a Commercial Driver's License or a Hazardous Materials Endorsement to haul hazardous materials (e.g., gaseous chlorine, propane) and will be using these licenses to perform safety sensitive functions within their job description;
- c. Applicant's whose job descriptions include safety sensitive functions that are subject to DOT guidelines; and
- d. Existing District employees who are newly subject to a recently

implemented District program and have not been tested for controlled substances in the previous six months or have not participated in a random drug and/or alcohol testing program for the previous 12 months.

4. Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing must be conducted at all times of day when safety-sensitive functions are performed.

The selection of employees for random drug and alcohol testing shall be made by a scientifically valid method, such as a random number table or a computer-based random number generator that is matched with employees' Social Security numbers, payroll identification numbers, or other comparable identifying numbers. Under the selection process used, each covered employee shall have an equal chance of being tested each time selections are made.

Each employee selected for testing shall be tested during the selection period. A covered employee shall only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions; just before the employee is to perform safety-sensitive functions; or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing shall proceed to the test site immediately. In the event an employee, who is selected for a random test, is on vacation, laid off, or on an extended medical absence during the quarter of selection, an alternate employee will be randomly selected, and the unavailable employee will be put back into the pool for the next quarter. When this occurs, the District will keep documentation that the driver was ill, injured, laid off, or on vacation and that the employee was in the random selection pool for that cycle.

X. REFUSAL TO SUBMIT

Any employee who refuses to submit to a drug or alcohol test immediately when requested by a supervisor or law enforcement personnel, or an employee who fails to appear for testing, will be treated in the same manner as an employee who has failed an alcohol or controlled substance test, as defined in this policy. No applicant who refuses to be tested will be extended an offer of employment. Attempts to alter or substitute the specimen provided will be deemed a refusal to take the drug test when required.

XI. VIOLATION OF POLICY AND DISCIPLINARY CONSEQUENCES

An employee may be found to use illegal drugs or alcohol on the basis of any appropriate

evidence including, but not limited to:

- Direct observation;
- Evidence obtained from an arrest or criminal conviction;
- A verified positive test result; or
- An employee's voluntary admission.

A confirmed positive test will subject the employee to disciplinary action up to and including termination of employment.

XII. EMPLOYEE RIGHTS

Upon request, the employee will receive a full copy of any test results and related documentation of the testing process.

If an initial test is positive, the laboratory will be instructed to retest the specimen for the substance indicated before reporting the result to the District. In all cases of confirmed positive test results, employees will have the opportunity to explain the result, and to substantiate the explanation with medical evidence, which could include an additional confirmation of the same specimen.

District Property

All employees in possession of keys/access codes to District premises shall not permit them to be used by unauthorized persons.

Every job in the District requires the use of District supplies, materials and equipment. It is the employees' responsibility to maintain District property in the best possible condition, make the most economical use of supplies, and to see that all tools, equipment and unused materials are returned to the District after use. It shall be unacceptable conduct for any employee to engage in the use of District equipment for personal benefit or gain.

All work areas, including but not limited to desks, lockers, computers, tool boxes and vehicles used for District work on District property/worksites should not be considered as "private" by any employee. The District reserves the right to enter any and all areas for legitimate business purposes at any time.

Gifts and Gratuities

Employees are not to accept any gift or gratuity from an individual, company or organization doing business with the District because gifts can be viewed as unethical attempts to influence District operations. Although some offers are made in good faith and intent, all employees are expected to remain free from any potential conflict of interest. Any gift offered by an outside party should be politely, but firmly, declined. Persistent attempts by individuals to provide gifts and/or gratuities to employees should be reported to the General Manager.

Exceptions to this policy include perishable treats during the holiday season and nominal merchandise provided by vendors with corporate logos such as mugs, hats, pens and calendars.

Expense Reimbursement

District staff shall be reimbursed for expenses incurred in the performance of their duties required based on the requirements and limitations below. All expense reimbursement forms (outlining anticipated expenses and work attendance issues) must be completed and approved by your supervisor prior to incurring any District related expenses. This pre-approval ensures that the employee is fully aware of all expenses anticipated to be reimbursed by the District.

A. Mileage Reimbursement:

Prior to providing a reimbursement, the employee must submit a request for reimbursement with the necessary supporting documentation stating dates of travel and the details of District approved function.

Any other miscellaneous expense submitted for reimbursement must have a clearly legible and legitimate receipt in order to be approved for reimbursement.

When traveling to District approved seminars and meetings, there may be the need to use a District vehicle. When a District vehicle is approved for use as transportation, the employee shall not transport non-business-related guests such as family members or friends at any time. If the employee uses a personal vehicle as transportation to a District approved function, then the District will reimburse the employee in the form of a mileage allowance based on Federal standards adopted by the Internal Revenue Service. When calculating mileage traveled by an employee to attend an event, the District will use the lesser of (1) the distance from the employee's place of work to the event, and (2) the actual distance traveled. Mileage reimbursements shall not exceed the cost of the lowest available airfare.

B. Meals and Incidental Expenses (M & IE):

When an employee is required to travel more than 50 miles one-way, or more than one-day duration to attend District approved functions, the District will reimburse the employee for meals based on the applicable GSA per diem rate as set forth at [GSA.gov/per diem](https://www.gsa.gov/perdiem).

1. Determine the location where you will be working while on official travel.
2. Look up the location-specific information at www.gsa.gov/perdiem.
3. On the results page, click "View Rates" to jump to the Meals & Incidental Expenses (M&IE) rates table.
4. Note the amount listed for M&IE total, breakfast, lunch, dinner, incidentals, and first and last day of travel.
 - a. The table lists the full daily amount employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
 - b. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip. For example, if your trip includes meals that are already paid for through a registration fee for a conference, you will need to deduct those meals.
 - c. The "First & Last Day of Travel" column lists the amount employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

Internet and E-Mail

All employees are responsible for the material read, sent, received or delivered via the Internet or e-mail services. Access to the Internet and e-mail services from District computers and phone lines are for business purposes only. The District does not allow employees to use personal Internet or e-mail access accounts on District computers, phone lines, or equipment without the prior written approval of the General Manager.

The e-mail and Internet access from District computers may not be used for transmitting, retrieving or storage of any communications of a derogatory, defamatory, discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through the District's e-mail or Internet system. Electronic media may also not be used for any other purpose which is illegal or against District policy or contrary to the District's best interest or is otherwise inappropriate or unrelated to District business. Solicitation of non-District business or any use of the District's e-mail or Internet for personal use or gain is prohibited.

Any employee who violates this policy will be subject to disciplinary action up to and including termination. If necessary, the District reserves the right to advise appropriate legal officials of any violations.

Social Media

Social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with the District, as well as any other form of electronic communication. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects staff members, customers, suppliers, people who work on behalf of the District or the District's legitimate business interests may result in disciplinary action up to and including termination.

Always be fair and courteous to customers, staff members, suppliers or people who work on behalf of the District. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

- Post only appropriate and respectful content
- Maintain the confidentiality of the District's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from your blog, website, or other social networking site to a District website without identifying yourself as a staff member.
- Express only your personal opinions. If you do publish a blog or post online related to the work you do or subjects associated with the District, make it clear that you are not speaking on behalf of the District. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Yucaipa Valley Water District."

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the equipment use policy. Do not use District email addresses to register on social networks, blogs or other online tools utilized for personal use.

Electronic Communications

Each employee is responsible for the content of all text, audio or images that he or she places or sends over the District's e-mail or Internet system. No e-mail or other electronic communications may be sent which hides the identity of the sender or represents the sender as someone else or someone from another agency, district or company. All messages communicated on the District's e-mail and Internet system shall contain the sending employee's name.

All employees are hereby warned that deletion of a message or file may not fully eliminate the message from the system. No such deletion should be made without the express permission of the employee's supervisor.

All messages or information sent by an employee to another individual outside of the District via an electronic network (e.g. bulletin board, online service or Internet) are statements that reflect on the District. While some users include personal "disclaimers" in electronic messages, there is still a connection to the District, and the statements may be tied to the District.

All communications sent by employees via the District's e-mail or Internet system must comply with this and other District policies.

The District reserves the right to monitor, audit and disclose usage patterns for its e-mail and Internet communications for any reason, including cost analysis/allocation and the management of the District's gateway to the Internet. All messages created, sent, or retrieved using District resources are the property of the District and although proprietary should be considered accessible by the public during transmission. The District reserves the right to access and monitor all messages and files on the District's wireless, e-mail and Internet systems. Employees must be

aware that electronic communications are not private. Under some circumstances communications may be subject to disclosure under the Public Records Act of litigation.

Any employee who violates this policy will be subject to disciplinary action up to and including termination. If necessary, the District reserves the right to advise appropriate legal officials of any violations.

Software

To prevent computer viruses from being transmitted through the District's computer system, there will be no unauthorized downloading or installation of any unauthorized software. All software downloaded must be registered to the District and obtained through District approved sources. Supervisors will be responsible for providing written authorization prior to downloading or installing any software, upgrades, drivers, browsers, and other business-related software.

Any employee who violates this policy will be subject to disciplinary action up to and including termination. If necessary, the District reserves the right to advise appropriate legal officials of any violations.

Mileage Allowance

Employees who are required to drive their personal vehicle in the performance of work duties will receive a mileage allowance. The district will base the mileage allowance on federal standards adopted by the Internal Revenue Service.

Dress Code

Although there is no official District-wide dress code, most departments have standardized uniforms that must be worn during the regular workday. All employees are expected to wear clothing appropriate to your job and work site, even during afterhours (over time) work-related activities. Your clothing and appearance should be neat, clean, in good business taste, and not constitute a safety hazard or otherwise reflect adversely upon the District.

Uniforms

You may be required to wear uniforms in the performance of your duties. The District furnishes uniforms to most employees in the water and wastewater divisions. All employees who are provided with uniforms or are provided with partial District uniforms are required to wear them on the job at all times. These uniforms are to be worn during regular working hours and may include wear to and from work, but they are not to be worn at other venues/times. The uniform identifies you as a District employee. Proper care of the uniform, both on and off the job will reflect favorably upon you and the District.

Work Boots

It is the responsibility of each employee (administrative and non-administrative) to purchase and have available at work steel toe work boots ("Work Boots"). Work boots are worn on a regular basis by all non-administrative employees including but not limited to employees in the water, sewer and recycled divisions. All other employees may be required to wear Work Boots in the event of emergency or hazardous conditions.

All Work Boots shall meet the following minimum criteria:

- A. made of leather construction;
- B. required to have steel toe protection with an American National Standard Institute (ANSI) rating of no less than C-75;
- C. have a height of no less than six (6) inches in order to cover the ankle and provide support; and
- D. may be a style which is either a slip-on or have laces depending on the job requirement.

The District will provide an allowance of \$300.00 per employee for safety steel toe work boots in July of each fiscal year (July 1 to June 30). Any purchase or series of purchases, within a one-year period that exceeds this amount will be the responsibility of the employee [DM 18-024, DM 18-025, DM 18-026].

Distribution of Literature

No employee shall participate in the distribution of any literature, printed or electronic, during work hours, or on District property which may be construed as being political, religious, obscene or otherwise offensive or invasive to an individual's privacy.

Use of Bulletin Boards

The use of bulletin boards supplied by the District are for the benefit of all employees for the purpose of displaying information related to employee notices and other related business matters. All postings are subject to the approval of the General Manager.

The Union may utilize the existing bulletin boards to post information to effectively communicate the business of the District with all employees.

Outside Employment

The work of the Yucaipa Valley Water District shall take precedence over any other occupational interests of its employees. All outside employment for salary, wages or commission services and all self-employment must be reported in writing to the appropriate departmental supervisor and approved in advance. Each change in outside employment shall require separate approval.

No outside employment shall (1) involve the use for private gain or advantage of District time, facilities, equipment and supplies; or the uniform, prestige, or influence of the District office or employment; or (2) receive or accept any money or other consideration from anyone for the performance of an act which the officer or employee would be required or expected to render in the course of employment with the District; (3) occur if the act which may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by the District; (4) involve such time demands as would render performance of his or her duties as to the District less efficiently; or (5) lower the efficiency of the employee.

Personal Phone Calls (Regular & Cellular Phones)

While it is understood that the use of District telephones is for District related business, it is understood that on occasion personal calls are necessary. Employees may use phones for personal calls when necessary, understanding that the use of telephones for such use is a privilege and is not to be abused. Personal outgoing as well as incoming personal calls should be kept to a minimum. Personal toll calls are not to be charged to the District.

The District has an Optional Cellular Device Usage Program in which employees may complete a reimbursement form annually in January for approval by the General Manager. This allows employees to receive reimbursement in the amount of \$40 per month at the first payroll cycle of each month for the use of their personal cellular device for District and work-related tasks [DM 17-023].

Mail and Correspondence

Due to the size of the District and the wide range of services provided, it is common for the District to receive large volumes of mail on a regular basis. The intent of the District is to provide an efficient method of performing routine tasks such as opening and sorting the incoming mail. In order for the District to conduct business in a professional manner, there will be times when mail addressed to an individual employee is opened and sorted with the rest of the mail. When mail is directed to a specific individual and the words "PERSONAL AND CONFIDENTIAL" are clearly legible on the outside envelope, then the mail will be held for the employee or forwarded to the employee's most recent home address. Items marked "CONFIDENTIAL" may be opened by the General Manager (or designee). To allow the District to operate effectively, all employees are required to receive non-business-related mail at their home address and are not to give or use the District address for personal use.

Political Activities by District Employees

Although District employees are encouraged to support the governments in our political system in an appropriate fashion, there are limits on employee political activity. District employees may join civic, partisan or political organizations, may attend political meetings and advocate the principles or policies of civic or political organizations in accordance with the Constitution and laws of the state and nation. However, as public employees we are obligated to keep the workplace politically neutral.

Therefore, political activities should be limited to an employee's off duty hours, should not unduly reflect upon the District, and an employees' political activities must be clearly separated from activities related to their employment.

- A. No District employee shall be required to contribute any money or anything of value to any candidate for nomination or election to any office, or to any campaign or political committee, or take part in any political campaign.
- B. Prohibited activities by District employees include:
 - 1. Engaging in any type of political activities as set forth herein, during normal working hours or while pursuing regular duties in the course of employment. District employees may not take part in any political activity while in uniform.
 - 2. Receiving expenses, gifts, remuneration of any type or monetary reward in exchange for political activities.
 - 3. Using one's public or official position or knowingly allowing it to be used to further a political party, political candidacy, political issue or position, or influence a political outcome.
 - 4. Use of District facilities, equipment or resources (including email and Internet resources) for political campaigns or campaign related activities.
 - 5. Improper use of the District name or District logo indicating support/opposition for political candidates, forums or related political activities.
- C. Any District employee violating this section shall be guilty of improper conduct and shall be subject to disciplinary action, up to and including termination.

Certification and Licensing

Upon submittal of evidence of obtaining bona fide certification in Water Treatment, Backflow Device Tester, Water Distribution, Wastewater Treatment, CWPCA Industrial Waste, Laboratory Technologist, Mechanical Assistant and/or Collection System Maintenance or other required certifications or operating licenses, employees shall be reimbursed by the District for classes of mandatory applicable testing and renewal fees, provided said certifications are appropriate to their day-to-day employment responsibilities and the employees have obtained prior approval for reimbursement on forms provided by the District.

Seminar & Tuition Assistance Expenses

For employees to receive financial assistance in continuing education they must:

- A. Have prior approval of their supervisor and/or the General Manager; and
- B. Have selected credit or non-credit courses given by an accredited or approved college or school which relate directly to their present or future job assignments; and do not conflict with their assigned hours of work.

NOTE: Upon approval of the General Manager, employees may attend seminars or special education as may be beneficial to the District during working hours. The District may provide transportation and will pay for all registration fees and materials needed. The

employee is responsible for receiving prior approval for District related reimbursable expenses prior to incurring any expenses related to seminars and/or tuition and coordinating their time away from work with their immediate supervisor.

Employees who qualify and continue in the District as an employee and achieve a final grade of "C" or better will be reimbursed in full on a semester or course basis, whichever is applicable for the cost of their tuition, registration fees, and required text books. If the books are reimbursed, they become the property of the District.

Layoff Procedure

The District may initiate layoffs for lack of work, lack of funds, reorganization or other legitimate business reasons:

- A. Non-Discrimination in Workforce Reduction – Demotions which result from a reduction in force shall be made without regard to an employee's race, color, creed, national origin, religion, sex, age, physical/mental disability, medical condition, or U.S. Veterans' status.
- B. Layoff Plan – In the interest of Employees who may be adversely affected by a general layoff arising from the need to reduce the work force, the District may first solicit volunteers for alternative measures, such as early retirement, demotion, job sharing, reduced work hours, and the like, in order to reduce the impact upon employees, so long as the District determines that is in its best interest to take such measures.
- C. Abolition of Position – Consistent with its Reserved Rights, the Board of Directors may abolish any position in District service when, in the Board's judgment, such action becomes necessary. Employees transferred, demoted, or laid off because of abolition of positions shall receive written notice of such fact but shall not have the right of appeal in such cases. When a position is abolished, every effort will be made to transfer the affected employee to a comparable class and to follow the layoff procedures.
- D. Layoff Area and Priority – The General Manager in consultation with the Board of Directors, shall determine the area(s) and positions in which layoffs may occur, including the identity of the department, division, work unit, class, and specific position. When a list of the affected areas and/or positions has been prepared, a copy shall be submitted to all affected and recognized employee organizations, and these rules shall prevail as to the method and manner for implementing such layoffs:
 - Generally, employees holding temporary, seasonal, part-time, probationary, or provisional appointments shall be laid off first. Employees serving in permanent modified schedule (part-time) positions shall be laid off second. Employees in classified service who have completed probations should be laid off last.
 - For purposes of layoff and displacement, seniority for classified employees shall be determined first by service credit within an identified classification and by higher classification in the affected department. Seniority shall be determined thereafter on a District-wide basis. A seniority list will be developed and posted.
 - Service credit shall be weighed against the incumbents' efficiency and effectiveness:
 - Ability to perform work, as determined by assessment of qualifications and past work experience;
 - An assessment of the last 3 performance appraisals; and,
 - Discipline received during the last 12 months.

- E. Service Credit – A service credit shall be determined and defined as follows:
- Continuous service in the classification, including successful completion of the probationary period, shall be the basis for receiving one point for each year of service in the current classification, or fraction thereof for each full month of service in the current classification.
 - Continuous District service, including successfully completed probationary periods, shall be the basis for receiving additional service credits as follows:
 - One point for each year of service, or fractions thereof, for each full month of service, in lower classes of work within the same department; or
 - One-half point for each year of service, or fractions thereof, for each full month of service, in another classes of work within the different department than the one in which currently employed;
 - Performance evaluation based upon the employee's last 3 annual ratings shall be the basis of receiving additional service credits; each rating shall be valued as follows:

Superior	2 points
Satisfactory	1 point
Below Satisfactory	0 points
 - Disciplinary record evaluation for previous 12 months:

Two (2) or more conference memorandums	-1 points
Reprimand	-2 points
Suspension or other	-3 points
- F. Layoff Notifications – The General Manager, or designee, shall send written notice to the last known address of each employee affected by a layoff at least 15 calendar days prior to the effective date of such action. The notice shall include:
- The reason(s) for layoff;
 - Classes or positions to which the employee may transfer or demote within the department, or other departments, if any;
 - Effective date of the action;
 - Service credit of the employee based on the formula rating specified herein;
 - Rules regarding waiver of reinstatement and voluntary withdrawal from the reinstatement list; and
 - Limited appeal right of the employee, excluding layoff resulting from abolition of position.
- G. Bumping – An employee designated to be laid off may bump into any vacant position in the same class elsewhere in the District, or into any position of the same class held by an employee with lesser service credit elsewhere in the District. If no such position exists, the employee may bump into the next lower classification within the same department, provided that the employee has previously held permanent status in such classification with the District and possesses greater service credit than another employee in the lower class. Thereafter, an employee may bump into any previously held permanent position in the District, provided that the occupant of such position has lesser credit than the employee being laid off. Except as otherwise provided herein, an employee who is bumped shall be laid off in the same manner as an employee whose position is abolished.

- H. Layoff of Bumped Employee – A bumped employee, or an employee laid off as a result of a displaced employee's reversion to a lower classification, shall receive written notice of layoff not less than 10 calendar days prior to the effective date of the layoff.
- I. Reinstatement Lists – The names of permanent employees who have been laid off due to reduction in force shall be placed on an appropriate reinstatement list according to the date of separation on the following basis – the last employee laid off is the first employee on the list with other employees eligible in sequential order thereafter. This list shall be used by the appointing authority when a vacancy for that class is to be filled.

The eligibility of individuals on reinstatement lists shall extend for a period 1 year from the date of layoff. Persons who do not respond to written notification of an opening within 10 working days shall have their names removed from the reinstatement list.

- J. Notice of Recall from Layoff – Notice of recall from layoff shall be given by return receipt requested mail. The notice shall specify the date for reporting to work, which shall be not less than 5 calendar days nor more than 2 weeks from the date the notice is received. Notice shall be deemed to have been received when sent to the last known address on file with the District, and attempted delivery or actual delivery is certified by the Postal Service.

Upon receiving notice, the person on layoff shall have 3 calendar days to accept or decline the recall opportunity. An employee who fails to respond affirmatively in writing within 3 calendar days, refuses recall, or fails to report on the prescribed date waives all further right to recall and reinstatement as an employee.

When recall is declined or waived, the District will proceed to the next person on the reinstatement list and follow the same notice and response procedure. This process will continue through the list until recall needs are met or until the list is exhausted.

Reinstated persons shall receive the following upon return to service:

1. Retention of permanent full-time service credit accrued as the date of layoff.
2. The salary for the classification in effect as of the date of return, at the same step level as the date of layoff, not to exceed the top step;
3. The accrual rate of vacation and sick leave in effect for the employee's service credit length and class at the time of rehire, but insurance contributions and qualifying period shall be at the level of a new employee serving the obligatory probation period of at least 6 months if on layoff for more than 1 year;
4. All other benefits or programs in effect at the time of layoff shall be forfeited unless they are still applied to the classification or salary range at the time of rehire or provided to new hires as of that date.

Resignations

An employee who fails to report to scheduled work hours or does not have a valid leave for 3 consecutive business days shall have been deemed to have constructively resigned. The resignation of an employee is considered a voluntary termination and is initiated by the employee. Generally, a 2-week notification is requested as a matter of courtesy to the District as the employer. The District shall retain the option of dismissing the employee upon receipt of notice with full payment of remaining wages and due benefits as provided for in District benefit package.

Disciplinary Action

The following disciplinary action may be taken against any employee either by the General Manager or his/her designee.

- A. Oral or Written Warnings - Oral or written warnings may be filed in the employee's personnel record file following personal consultation between the employee and his/her supervisor.
- B. Suspension - Absence without pay directed as a disciplinary action.
- C. Demotion - Reduction from a position in one class to a position in another class having a lower salary range affected for disciplinary purposes. A demotion for disciplinary reasons places the employee on probation in accordance with the Wage and Benefit Manual. (Demotions resulting from employee inability to perform required duties, organizational changes, and layoff, are not disciplinary.)
- D. Dismissal - Discharge from the Water District service.
- E. The District is not precluded from taking other corrective measures intended to modify and/or sustain its norms.

In order to establish standards of conduct and work performance for Employees that are consistent with the efficient and effective delivery of public services, and to maintain the integrity of employment where public interest is vital, the District hereby sets forth those circumstances under which disciplinary action may be required and the procedures under which such actions may occur, which will afford employees fair treatment and due process.

To ensure equitable processing of disciplinary actions, the General Manager, or designee, shall be responsible for the proper handling of such matters, including the assurance that Employee rights are protected, and that appropriate action is taken when circumstances warrant. Officials of the District who are responsible for recommending or implementing disciplinary action shall do so based on the procedures prescribed herein and /or as dictated by external law.

Management Employees

No discipline will be proposed or implemented upon an exempt employee which would violate FLSA Regulations, i.e., there will be no disciplinary suspensions for increments of less than 1 week, except for major safety violations. (29 CFR Sections 541, 118(2) (5).)

Causes of Action

It is intended that discipline be imposed primarily for corrective purposes and to address deficiencies in work performance and events of misconduct. The following is a non-exclusive list of the more common causes for disciplinary action:

- A. Abuse or misuse of leave.
 - 1. Improper or unauthorized use of abuse of sick leave;
 - 2. Excessive or patterned absenteeism regardless of reason;

3. Being absent without authorized leave, repeated tardiness to assigned workstation, or leaving assigned workstation without authorization.
4. Leaving work before the end of a workday or not being ready to work at the start of a workday without approval of your supervisor; stopping work before time specified for such purposes.
5. Failure to report an absence or late arrival; falsely recording timesheet.

B. Behavior.

1. Excessive use of District telephone for personal calls.
2. Violation of any District rule; or any action that is detrimental to the operation of the District.
3. Immoral conduct or indecency on District property.
4. Conducting a lottery or gambling on District premises.
5. Violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment; tampering with YVWD equipment or safety equipment.
6. Spreading malicious gossip and/or rumors; engaging in behavior which creates discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
7. Negligence or any careless action that endangers the life or safety of one's self or another person.
8. Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on District premises or when representing YVWD; fighting, or provoking a fight on District property, or negligent damage of property.
9. Any act of unlawful harassment, sexual, racial or other; telling sexist or racist jokes; making racial or ethnic slurs.
10. Smoking in restricted areas as specified by department rules. (All YVWD facilities are designated as non-smoking facilities. Smoking is allowed on YVWD property, outside of the buildings in accordance with State law.)
11. Willful or negligent violation of the personnel rules and regulations, resolutions, and other related ordinances including departmental rules, regulations, manual and other policies.
12. Unauthorized possession of dangerous or illegal firearms, weapons or explosives on District property or while on duty.
13. Use of District vehicles or equipment for personal gain. The purchase of equipment, supplies, or other items intended for personal use using District funds.
14. Failure to follow safe working practices or failure to report promptly an injury.
15. Insubordination or refusing to obey instructions properly issued by your supervisor pertaining to your work for the District.
16. Responding defiantly to a supervisor's directive. Engaging in an act of sabotage; negligently causing the destruction or damage of District property, or the property of fellow employees, customers, suppliers, or visitors in any manner.
17. Participation in an unsanctioned strike, work stoppage, work slowdown, or other detrimental concerted activity.
18. Sleeping or loitering during working hours.
19. Acceptance or solicitation of gifts or gratuities in connection with or relating to the Employee's duties.
20. Conduct that is unbecoming a District Official or Employee which tends to discredit the District or District service, including off-duty misconduct or willful misrepresentation of the District.

21. Conviction of a crime, the nature of which reflects adversely upon the District or serves as an indication of possible serious consequences related to the continued assignment or employment of the Employee.
22. Dishonesty; falsification or misrepresentation on your application for employment or other work-related records or reports; lying about sick or personal leave; falsifying reasons for a leave of absence or other data requested by YVWD; alteration of District records or other District documents.
23. Discourteous treatment or harassment of the public or District employees. Threatening, intimidating or coercing fellow employees, or the public, on or off the premises at any time, for any purpose.
24. Conduct interfering with the reasonable management and discipline of the District or any of its departments or divisions.
25. Engaging in political activities while on duty.
26. Any act or conduct that is discriminator or harassing in nature towards another person's race, creed, color, national origin, sex (including sexual harassment), sexual preference, physical/mental disability, medical condition, age, religious, beliefs, U.S. Veterans status or political affiliations.
27. Obscene or abusive language toward any manager, employee or customer; indifference or rudeness towards a customer or fellow employee; any disorderly/antagonistic conduct on District premises.
28. Unauthorized release of confidential information or official record; failure to treat pending business matters as confidential.
29. Creating or contributing to unsanitary conditions.
30. Theft or unauthorized possession of District property or the property of fellow employees; unauthorized possession or removal of any District property, including documents, from the premises without prior permission from management; unauthorized use of District equipment or property for personal reasons; using District equipment for profit.
31. Speeding or careless driving of District vehicles.
32. Neglect of duty.

C. Work Performance

1. Unsatisfactory or careless work; failure to meet production or quality standards as explained to you by your supervisor.
2. Inefficiency, incompetence, or negligence in the performance of duties, or failure to discharge duties in a prompt, competent, and reasonable manner.
3. Refusal or inability to improve job performance in accordance with written or verbal direction after reasonable trial period.
4. Refusal to accept reasonable and proper assignment from an authorized supervisor.

D. Substance Abuse

1. Being intoxicated or under the influence of a controlled substance while at work; use, possession or sale of a controlled substance in any quantity while on District premises, except medications prescribed by a physician which do not impair work performance.
2. Inappropriate use of prescription drugs, possession of drug paraphernalia or open container of alcoholic beverage while on duty.

3. Driving under the influence of alcohol or drugs, including prescription drugs which are unauthorized/misused while on duty; or Suspension of driver's license where job duties require driving.
4. Selling or providing another party, either directly or through an intermediary, drugs or alcohol to any person, including, but not limited to another employee, while either party is on duty or subject to call.
5. Other reasons subject to a test of just cause.

Notice of Proposed Disciplinary Action (Suspension or other action equivalent to more than ~~5~~ 40 hours)

An affected employee shall be given prior notification of a proposed disciplinary action. Notification shall include a statement of proposed action and reasons therefore. A copy of the notice shall be sent to the General Manager.

A. Skelly Hearing - Administrative Review

Any regular employee, excepting introductory or part-time employees, shall have the right to an Administrative Review of a disciplinary action, demotion, or dismissal. Such review will be conducted by the General Manager or his/her designee prior to the effective date of the disciplinary action unless unusual circumstances justify an effective date which makes prior review unfeasible. In this event the review will be conducted within a reasonable period of time after the effective date of the disciplinary action. The employee shall be provided with written notice of materials supportive of the disciplinary action and permitted to appeal personally before the reviewing officer. An Administrative Review shall not affect any rights the employee may have to a hearing under provisions of the Grievance Procedure.

B. Administrative Review

The General Manager must approve recommendations for disciplinary action against an employee. Disciplinary action is taken primarily for corrective purposes to address deficiencies in work performance, misconduct or deviation from established policies. Types of disciplinary action may include verbal or written warnings, suspension without pay, demotion to a lower pay range or dismissal (termination). All proposed disciplinary actions shall be subject to administrative review prior to the effective date of the proposed disciplinary action, where such actions include suspension, demotion or dismissal.

Grievance Procedure

A grievance procedure has been established for the following purposes:

- A. Promoting improved employer/employee relations by establishing an appropriate means for determining the validity of grievances; that is, claims by an employee that the District has violated, misrepresented or misapplied an obligation to the employee as such obligation is expressed and written in the Personnel Policies of the District.
- B. Providing a method of resolving such claims as closely as possible to the point of origin and as informally as possible.

- C. Encouraging free communications between supervisors and employees.
- D. Providing due process for actions taken against regular employees.

Grievance Procedure Steps

- A. Step One: Supervisor - An employee who has a grievance shall first take it up informally with their immediate supervisor within 10 business days after they know or reasonably should have known of the occurrence of the cause for grievance.
- B. Step Two: Department Head - If the grievance is not resolved within 5 business days after its submission in Step One, an employee may submit their grievance in writing to their department head within 7 business days after the grievance was discussed with their Supervisor in Step One. No formal format is required for the written grievance claim. The Department Head shall meet with the employee within 5 business days after receiving the grievance and shall deliver his/her answer in writing to the employee within 5 business days after such meeting. At this, and all subsequent steps in the grievance procedure, the employee has the right to present their grievance with or without a representative, at their option. This grievance procedure does not waive the right to meet and confer on issues within the scope of bargaining in accordance with and to the extent permitted by a Memorandum of Understanding.
- C. Step Three: General Manager - If the grievance is not resolved in the Second Step, the employee may submit it in writing to the General Manager within 5 business days after the Department Head's answer is received in writing. The General Manager shall meet with the employee within 5 business days after having received the grievance and shall deliver his/her response to them in writing within 7 business days after such meeting.
- D. Step Four: Board of Director's Hearing - If the grievance is not resolved in Step Three, the employee may submit a request in writing to the Board of Directors through the General Manager asking for a hearing. The request for a hearing will be forwarded to the Board of Directors and a hearing officer will be appointed by the District to conduct a hearing and report findings and recommendations to the Board of Directors. Upon receipt of the hearing officer's report, the Board may (1) adopt the report in its entirety; (2) adopt the findings of fact but modify the recommended action; (3) find all or part of the report insufficient and elect to make further findings through an investigation or hearing. The decision of the Board as to the sufficiency of the cause for disciplinary action shall be conclusive administratively.

Whether the hearing or review of hearing findings is conducted in public or executive session, the Board may deliberate its decision in executive session as permitted by law. The Board of Directors shall respond to the grievance in a timely fashion at their next regular Board Meeting following the meeting at which the grievance was heard or as soon as mutually convenient.

General Provisions

Upon receiving an employee request, the General Manager may approve the use of regular working hours which the employee may meet with his/her representative to prepare and present the grievance; otherwise such meeting must be held outside of working hours.

If appeal is not made within the time limits indicated, the grievance will be considered to have been settled on the basis of the last decision rendered. Any grievance not responded to within the prescribed time limits as described in this section will be automatically advanced to the next higher step unless the time limit is extended by mutual agreement.

Employees are assured freedom from reprisal for using the grievance procedure.

Observance of Policy

All employees are expected to observe the policies contained herein. Any questions or misunderstandings of the above shall be directed to the General Manager. Failure to observe the Personnel Policies of the District may result in disciplinary action, up to and including termination.

Effectiveness of Provisions

If any term, covenant, condition, or provision of this Document is found by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions hereof shall remain in full force and effect, and shall in no way be affected, impaired, or invalidated thereby.

END OF SECTION

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2019

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
60	\$7,426	\$9,282	\$9,746			Integrated Operator IV
59	\$7,305	\$9,132	\$9,588			
58	\$7,186	\$8,982	\$9,431			
57	\$7,065	\$8,831	\$9,273			
56	\$6,944	\$8,681	\$9,115			
55	\$6,824	\$8,531	\$8,957	Administrative Assistant III	Senior Utility Service Worker	
54	\$6,704	\$8,390	\$8,799			Integrated Operator III
53	\$6,584	\$8,230	\$8,641			
52	\$6,463	\$8,079	\$8,483			
51	\$6,343	\$7,929	\$8,325			
50	\$6,223	\$7,779	\$8,167	Engineering Technician IV	Utility Service Worker IV	Operator IV
49	\$6,102	\$7,628	\$8,009			
48	\$5,982	\$7,478	\$7,852			
47	\$5,862	\$7,327	\$7,694	Administrative Assistant II		
46	\$5,741	\$7,177	\$7,536			
45	\$5,621	\$7,026	\$7,378	Purchasing Agent		Water Quality Chemist
44	\$5,501	\$6,876	\$7,220		Utility Service Worker III	Operator III
43	\$5,380	\$6,726	\$7,062	Engineering Technician III		
42	\$5,260	\$6,575	\$6,904			Integrated Operator II
41	\$5,140	\$6,425	\$6,746			
40	\$5,019	\$6,274	\$6,588			
39	\$4,898	\$6,124	\$6,430	Administrative Assistant I		
38	\$4,779	\$5,973	\$6,272			Plant Maintenance Technician II
37	\$4,658	\$5,823	\$6,114	Engineering Technician II		
36	\$4,538	\$5,673	\$5,956		Utility Service Worker II	Integrated Operator I
35	\$4,418	\$5,522	\$5,798	Administrative Clerk IV		Water Quality Technician
34	\$4,297	\$5,372	\$5,640			
33	\$4,177	\$5,221	\$5,482	Engineering Technician I		Plant Maintenance Technician I
32	\$4,057	\$5,071	\$5,324		Utility Service Worker I	Integrated Operator In Training
31	\$3,936	\$4,921	\$5,167	Administrative Clerk III		
30	\$3,816	\$4,770	\$5,009			
29	\$3,696	\$4,620	\$4,851			
28	\$3,575	\$4,469	\$4,693			
27	\$3,455	\$4,319	\$4,535	Administrative Clerk II / Stock Clerk II		
26	\$3,335	\$4,168	\$4,377			
25	\$3,214	\$4,018	\$4,219			
24	\$3,094	\$3,868	\$4,061			
23	\$2,974	\$3,717	\$3,903	Administrative Clerk I / Stock Clerk I		
22	\$2,853	\$3,567	\$3,745			
21	\$2,733	\$3,416	\$3,587	Intern		
20	\$2,613	\$3,266	\$3,429			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2020

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
60	\$7,611	\$9,514	\$9,990			Integrated Operator IV
59	\$7,488	\$9,360	\$9,828			
58	\$7,365	\$9,207	\$9,667			
57	\$7,242	\$9,052	\$9,505			
56	\$7,118	\$8,898	\$9,342			
55	\$6,995	\$8,744	\$9,181	Administrative Assistant III	Senior Utility Service Worker	
54	\$6,872	\$8,590	\$9,019			Integrated Operator III
53	\$6,748	\$8,436	\$8,857			
52	\$6,625	\$8,281	\$8,695			
51	\$6,502	\$8,127	\$8,534			
50	\$6,378	\$7,973	\$8,372	Engineering Technician IV	Utility Service Worker IV	Operator IV
49	\$6,255	\$7,819	\$8,210			
48	\$6,132	\$7,665	\$8,048			
47	\$6,008	\$7,510	\$7,886	Administrative Assistant II		
46	\$5,885	\$7,356	\$7,724			
45	\$5,762	\$7,202	\$7,562	Purchasing Agent		Water Quality Chemist
44	\$5,638	\$7,048	\$7,400		Utility Service Worker III	Operator III
43	\$5,515	\$6,894	\$7,238	Engineering Technician III		
42	\$5,392	\$6,740	\$7,077			Integrated Operator II
41	\$5,268	\$6,585	\$6,915			
40	\$5,145	\$6,431	\$6,753			
39	\$5,022	\$6,277	\$6,591	Administrative Assistant I		
38	\$4,898	\$6,123	\$6,429			Plant Maintenance Technician II
37	\$4,775	\$5,969	\$6,267	Engineering Technician II	Utility Service Worker II	
36	\$4,652	\$5,814	\$6,105			Integrated Operator I
35	\$4,528	\$5,660	\$5,943	Administrative Clerk IV		Water Quality Technician
34	\$4,405	\$5,506	\$5,781			
33	\$4,282	\$5,352	\$5,619	Engineering Technician I		Plant Maintenance Technician I
32	\$4,158	\$5,198	\$5,458		Utility Service Worker I	Integrated Operator In Training
31	\$4,035	\$5,044	\$5,296	Administrative Clerk III		
30	\$3,911	\$4,889	\$5,134			
29	\$3,788	\$4,735	\$4,972			
28	\$3,665	\$4,581	\$4,810			
27	\$3,541	\$4,427	\$4,648	Administrative Clerk II / Stock Clerk II		
26	\$3,418	\$4,273	\$4,486			
25	\$3,295	\$4,118	\$4,324			
24	\$3,171	\$3,964	\$4,162			
23	\$3,048	\$3,810	\$4,001	Administrative Clerk I / Stock Clerk I		
22	\$2,925	\$3,656	\$3,839			
21	\$2,801	\$3,502	\$3,677	Intern		
20	\$2,678	\$3,348	\$3,515			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2021

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
60	\$7,802	\$9,752	\$10,240			Integrated Operator IV
59	\$7,875	\$9,594	\$10,074			
58	\$7,549	\$9,437	\$9,909			
57	\$7,423	\$9,278	\$9,742			
56	\$7,296	\$9,120	\$9,576			
55	\$7,170	\$8,962	\$9,411	Administrative Assistant III		
54	\$7,044	\$8,804	\$9,245		Senior Utility Service Worker	
53	\$6,917	\$8,646	\$9,079			Integrated Operator III
52	\$6,791	\$8,488	\$8,913			
51	\$6,664	\$8,330	\$8,747			
50	\$6,538	\$8,172	\$8,581	Engineering Technician IV		Operator IV
49	\$6,411	\$8,014	\$8,415		Utility Service Worker IV	
48	\$6,285	\$7,856	\$8,249			
47	\$6,159	\$7,688	\$8,083	Administrative Assistant II		
46	\$6,032	\$7,540	\$7,917			
45	\$5,906	\$7,382	\$7,751	Purchasing Agent		Water Quality Chemist
44	\$5,779	\$7,224	\$7,555		Utility Service Worker III	Operator III
43	\$5,653	\$7,066	\$7,419	Engineering Technician III		
42	\$5,526	\$6,908	\$7,253			Integrated Operator II
41	\$5,400	\$6,750	\$7,087			
40	\$5,274	\$6,592	\$6,922			
39	\$5,147	\$6,434	\$6,756	Administrative Assistant I		
38	\$5,021	\$6,276	\$6,590			Plant Maintenance Technician II
37	\$4,894	\$6,118	\$6,424	Engineering Technician II		
36	\$4,768	\$5,960	\$6,258		Utility Service Worker II	Integrated Operator I
35	\$4,641	\$5,802	\$6,092	Administrative Clerk IV		Water Quality Technician
34	\$4,515	\$5,644	\$5,926			
33	\$4,389	\$5,486	\$5,760	Engineering Technician I		Plant Maintenance Technician I
32	\$4,262	\$5,328	\$5,594		Utility Service Worker I	Integrated Operator in Training
31	\$4,136	\$5,170	\$5,428	Administrative Clerk III		
30	\$4,009	\$5,012	\$5,262			
29	\$3,883	\$4,854	\$5,096			
28	\$3,756	\$4,696	\$4,930			
27	\$3,630	\$4,537	\$4,764	Administrative Clerk II / Stock Clerk II		
26	\$3,504	\$4,379	\$4,598			
25	\$3,377	\$4,221	\$4,432			
24	\$3,251	\$4,063	\$4,267			
23	\$3,124	\$3,905	\$4,101	Administrative Clerk I / Stock Clerk I		
22	\$2,998	\$3,747	\$3,935			
21	\$2,871	\$3,589	\$3,769	Intern		
20	\$2,745	\$3,431	\$3,603			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2022

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
60	\$7,997	\$9,996	\$10,496			Integrated Operator IV
59	\$7,867	\$9,834	\$10,325			
58	\$7,738	\$9,673	\$10,156			
57	\$7,608	\$9,510	\$9,986			
56	\$7,478	\$9,348	\$9,815			
55	\$7,349	\$9,187	\$9,646	Administrative Assistant III	Senior Utility Service Worker	
54	\$7,220	\$9,025	\$9,476			Integrated Operator III
53	\$7,090	\$8,863	\$9,306			
52	\$6,960	\$8,701	\$9,136			
51	\$6,831	\$8,539	\$8,966			
50	\$6,701	\$8,377	\$8,795	Engineering Technician IV	Utility Service Worker IV	Operator IV
49	\$6,572	\$8,215	\$8,625			
48	\$6,442	\$8,053	\$8,455			
47	\$6,313	\$7,891	\$8,285	Administrative Assistant II		
46	\$6,183	\$7,729	\$8,115			
45	\$6,053	\$7,567	\$7,945	Purchasing Agent		Water Quality Chemist
44	\$5,924	\$7,405	\$7,775		Utility Service Worker III	Operator III
43	\$5,794	\$7,243	\$7,605	Engineering Technician III		
42	\$5,665	\$7,081	\$7,435			Integrated Operator II
41	\$5,535	\$6,919	\$7,265			
40	\$5,405	\$6,757	\$7,095			
39	\$5,276	\$6,595	\$6,924	Administrative Assistant I		
38	\$5,146	\$6,433	\$6,754			Plant Maintenance Technician II
37	\$5,017	\$6,271	\$6,584	Engineering Technician II		
36	\$4,887	\$6,109	\$6,414		Utility Service Worker II	Integrated Operator I
35	\$4,757	\$5,947	\$6,244	Administrative Clerk IV		Water Quality Technician
34	\$4,628	\$5,785	\$6,074			
33	\$4,498	\$5,623	\$5,904	Engineering Technician I		Plant Maintenance Technician I
32	\$4,369	\$5,461	\$5,734		Utility Service Worker I	Integrated Operator In Training
31	\$4,239	\$5,299	\$5,564	Administrative Clerk III		
30	\$4,110	\$5,137	\$5,394			
29	\$3,980	\$4,975	\$5,224			
28	\$3,850	\$4,813	\$5,054			
27	\$3,721	\$4,651	\$4,883	Administrative Clerk II / Stock Clerk II		
26	\$3,591	\$4,489	\$4,713			
25	\$3,462	\$4,327	\$4,543			
24	\$3,332	\$4,165	\$4,373			
23	\$3,202	\$4,003	\$4,203	Administrative Clerk I / Stock Clerk I		
22	\$3,073	\$3,841	\$4,033			
21	\$2,943	\$3,679	\$3,863	Intern		
20	\$2,814	\$3,517	\$3,693			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2023

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
60	\$8,197	\$10,246	\$10,758			Integrated Operator IV
59	\$8,064	\$10,090	\$10,584			
58	\$7,932	\$9,914	\$10,410			
57	\$7,798	\$9,748	\$10,235			
56	\$7,665	\$9,582	\$10,061			
55	\$7,533	\$9,416	\$9,887	Administrative Assistant III	Senior Utility Service Worker	
54	\$7,400	\$9,250	\$9,713			Integrated Operator III
53	\$7,267	\$9,084	\$9,538			
52	\$7,134	\$8,918	\$9,364			
51	\$7,002	\$8,752	\$9,190			
50	\$6,869	\$8,586	\$9,015	Engineering Technician IV	Utility Service Worker IV	Operator IV
49	\$6,736	\$8,420	\$8,841			
48	\$6,603	\$8,254	\$8,667			
47	\$6,470	\$8,088	\$8,492	Administrative Assistant II		
46	\$6,338	\$7,922	\$8,318			
45	\$6,205	\$7,756	\$8,144	Purchasing Agent		Water Quality Chemist
44	\$6,072	\$7,590	\$7,969		Utility Service Worker III	Operator III
43	\$5,939	\$7,424	\$7,795	Engineering Technician III		
42	\$5,806	\$7,258	\$7,621			Integrated Operator II
41	\$5,673	\$7,092	\$7,446			
40	\$5,541	\$6,926	\$7,272			
39	\$5,408	\$6,760	\$7,098	Administrative Assistant I		
38	\$5,275	\$6,594	\$6,923			Plant Maintenance Technician II
37	\$5,142	\$6,428	\$6,749	Engineering Technician II	Utility Service Worker II	Integrated Operator I
36	\$5,009	\$6,262	\$6,575			Water Quality Technician
35	\$4,876	\$6,095	\$6,400	Administrative Clerk IV		
34	\$4,744	\$5,929	\$6,226			
33	\$4,611	\$5,763	\$6,052	Engineering Technician I		Plant Maintenance Technician I
32	\$4,478	\$5,597	\$5,877		Utility Service Worker I	Integrated Operator In Training
31	\$4,345	\$5,431	\$5,703	Administrative Clerk III		
30	\$4,212	\$5,265	\$5,529			
29	\$4,079	\$5,099	\$5,354			
28	\$3,947	\$4,933	\$5,180			
27	\$3,814	\$4,767	\$5,006	Administrative Clerk II / Stock Clerk II		
26	\$3,681	\$4,601	\$4,831			
25	\$3,548	\$4,435	\$4,657			
24	\$3,415	\$4,269	\$4,483			
23	\$3,282	\$4,103	\$4,308	Administrative Clerk I / Stock Clerk I		
22	\$3,150	\$3,937	\$4,134			
21	\$3,017	\$3,771	\$3,960	Intern		
20	\$2,884	\$3,605	\$3,785			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2019

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$9,271	\$11,588	\$12,188			
129	\$9,120	\$11,400	\$11,970			
128	\$8,972	\$11,215	\$11,776			
127	\$8,827	\$11,033	\$11,585			
126	\$8,683	\$10,854	\$11,397			
125	\$8,542	\$10,678	\$11,212			
124	\$8,404	\$10,505	\$11,030			Senior Integrated Operator (Grade V)
123	\$8,267	\$10,334	\$10,851			
122	\$8,133	\$10,166	\$10,675			
121	\$8,001	\$10,001	\$10,501			
120	\$7,871	\$9,839	\$10,331			
119	\$7,741	\$9,676	\$10,160			
118	\$7,610	\$9,513	\$9,988	Project Manager	Public Works Supervisor	
117	\$7,479	\$9,349	\$9,817			
116	\$7,349	\$9,185	\$9,645			
115	\$7,218	\$9,023	\$9,474			
114	\$7,088	\$8,860	\$9,303			Senior Plant Operator
113	\$6,957	\$8,697	\$9,131	Water Resource Specialist		
112	\$6,827	\$8,533	\$8,960			
111	\$6,696	\$8,370	\$8,789			
110	\$6,566	\$8,207	\$8,617	Senior Engineering Technician		
109	\$6,435	\$8,044	\$8,446			
108	\$6,305	\$7,881	\$8,275			
107	\$6,174	\$7,717	\$8,103			
106	\$6,043	\$7,554	\$7,932	Management Analyst		
105	\$5,913	\$7,391	\$7,761			
104	\$5,782	\$7,228	\$7,589			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2020

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$9,502	\$11,878	\$12,472			
129	\$9,348	\$11,685	\$12,259			
128	\$9,196	\$11,496	\$12,070			
127	\$9,047	\$11,309	\$11,874			
126	\$8,900	\$11,125	\$11,682			
125	\$8,756	\$10,945	\$11,492			
124	\$8,614	\$10,767	\$11,306			Senior Integrated Operator (Grade V)
123	\$8,474	\$10,592	\$11,122			
122	\$8,336	\$10,420	\$10,941			
121	\$8,201	\$10,251	\$10,764			
120	\$8,068	\$10,085	\$10,589			
119	\$7,934	\$9,918	\$10,413			
118	\$7,800	\$9,750	\$10,238	Project Manager	Public Works Supervisor	
117	\$7,666	\$9,583	\$10,062			
116	\$7,533	\$9,416	\$9,887			
115	\$7,399	\$9,249	\$9,711			
114	\$7,265	\$9,081	\$9,535			Senior Plant Operator
113	\$7,131	\$8,914	\$9,360	Water Resource Specialist		
112	\$6,997	\$8,747	\$9,184			
111	\$6,864	\$8,579	\$9,008			
110	\$6,730	\$8,412	\$8,833	Senior Engineering Technician		
109	\$6,596	\$8,245	\$8,657			
108	\$6,462	\$8,079	\$8,482			
107	\$6,328	\$7,910	\$8,306			
106	\$6,194	\$7,743	\$8,130	Management Analyst		
105	\$6,061	\$7,576	\$7,955			
104	\$5,927	\$7,409	\$7,779			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2021

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$9,740	\$12,175	\$12,784			
129	\$9,582	\$11,977	\$12,576			
128	\$9,426	\$11,783	\$12,372			
127	\$9,273	\$11,592	\$12,171			
126	\$9,123	\$11,404	\$11,974			
125	\$8,975	\$11,218	\$11,779			
124	\$8,829	\$11,036	\$11,588			Senior Integrated Operator (Grade V)
123	\$8,686	\$10,857	\$11,400			
122	\$8,545	\$10,681	\$11,215			
121	\$8,406	\$10,508	\$11,033			
120	\$8,270	\$10,337	\$10,854			
119	\$8,132	\$10,166	\$10,674			
118	\$7,995	\$9,994	\$10,494	Project Manager	Public Works Supervisor	
117	\$7,858	\$9,823	\$10,314			
116	\$7,721	\$9,651	\$10,134			
115	\$7,584	\$9,480	\$9,954			
114	\$7,447	\$9,308	\$9,774			Senior Plant Operator
113	\$7,309	\$9,137	\$9,594	Water Resource Specialist		
112	\$7,172	\$8,965	\$9,414			
111	\$7,035	\$8,794	\$9,234			
110	\$6,898	\$8,622	\$9,054	Senior Engineering Technician		
109	\$6,761	\$8,451	\$8,874			
108	\$6,624	\$8,280	\$8,694			
107	\$6,487	\$8,108	\$8,514			
106	\$6,349	\$7,937	\$8,334	Management Analyst		
105	\$6,212	\$7,765	\$8,153			
104	\$6,075	\$7,594	\$7,973			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2022

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$9,983	\$12,479	\$13,103			
129	\$9,821	\$12,277	\$12,891			
128	\$9,662	\$12,078	\$12,681			
127	\$9,505	\$11,881	\$12,476			
126	\$9,351	\$11,689	\$12,273			
125	\$9,199	\$11,499	\$12,074			
124	\$9,050	\$11,312	\$11,878			Senior Integrated Operator (Grade V)
123	\$8,903	\$11,129	\$11,685			
122	\$8,758	\$10,948	\$11,495			
121	\$8,616	\$10,770	\$11,309			
120	\$8,476	\$10,595	\$11,125			
119	\$8,336	\$10,420	\$10,941			
118	\$8,195	\$10,244	\$10,756	Project Manager	Public Works Supervisor	
117	\$8,055	\$10,068	\$10,572			
116	\$7,914	\$9,892	\$10,387			
115	\$7,773	\$9,717	\$10,203			
114	\$7,633	\$9,541	\$10,018			Senior Plant Operator
113	\$7,492	\$9,365	\$9,834	Water Resource Specialist		
112	\$7,352	\$9,190	\$9,649			
111	\$7,211	\$9,014	\$9,464			
110	\$7,070	\$8,838	\$9,280	Senior Engineering Technician		
109	\$6,930	\$8,662	\$9,095			
108	\$6,789	\$8,487	\$8,911			
107	\$6,649	\$8,311	\$8,726			
106	\$6,508	\$8,135	\$8,542	Management Analyst		
105	\$6,367	\$7,959	\$8,357			
104	\$6,227	\$7,784	\$8,173			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2023

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
130	\$10,233	\$12,791	\$13,431			
129	\$10,067	\$12,584	\$13,213			
128	\$9,904	\$12,379	\$12,998			
127	\$9,743	\$12,179	\$12,787			
126	\$9,585	\$11,981	\$12,580			
125	\$9,429	\$11,786	\$12,376			
124	\$9,276	\$11,595	\$12,175			Senior Integrated Operator (Grade V)
123	\$9,125	\$11,407	\$11,977			
122	\$8,977	\$11,222	\$11,783			
121	\$8,832	\$11,040	\$11,591			
120	\$8,688	\$10,860	\$11,403			
119	\$8,544	\$10,680	\$11,214			
118	\$8,400	\$10,500	\$11,025	Project Manager	Public Works Supervisor	
117	\$8,256	\$10,320	\$10,836			
116	\$8,112	\$10,140	\$10,647			
115	\$7,968	\$9,960	\$10,459			
114	\$7,824	\$9,780	\$10,269			Senior Plant Operator
113	\$7,680	\$9,599	\$10,079	Water Resource Specialist		
112	\$7,535	\$9,419	\$9,890			
111	\$7,391	\$9,239	\$9,701			
110	\$7,247	\$9,059	\$9,512	Senior Engineering Technician		
109	\$7,103	\$8,879	\$9,323			
108	\$6,959	\$8,699	\$9,134			
107	\$6,815	\$8,519	\$8,945			
106	\$6,671	\$8,338	\$8,755	Management Analyst		
105	\$6,527	\$8,153	\$8,566			
104	\$6,383	\$7,978	\$8,377			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2019

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
250	\$11,338	\$14,173	\$14,881			
249	\$11,206	\$14,008	\$14,708			
248	\$11,075	\$13,843	\$14,536	Chief Financial Officer		
247	\$10,943	\$13,679	\$14,363			
246	\$10,811	\$13,514	\$14,190			
245	\$10,680	\$13,350	\$14,017			
244	\$10,548	\$13,185	\$13,844			
243	\$10,416	\$13,020	\$13,671			
242	\$10,285	\$12,856	\$13,499			
241	\$10,153	\$12,691	\$13,326			
240	\$10,021	\$12,527	\$13,153			Integrated Operations Manager
239	\$9,890	\$12,362	\$12,980			
238	\$9,758	\$12,197	\$12,807			
237	\$9,626	\$12,033	\$12,634			
236	\$9,495	\$11,868	\$12,462	Implementation Manager		
235	\$9,363	\$11,704	\$12,289			
234	\$9,231	\$11,539	\$12,116		Public Works Manager	
233	\$9,100	\$11,374	\$11,943	Water Resource Manager		
232	\$8,968	\$11,210	\$11,770			
231	\$8,836	\$11,045	\$11,597			Operations Manager
230	\$8,704	\$10,881	\$11,425	Engineering Manager		
229	\$8,573	\$10,716	\$11,252			
228	\$8,441	\$10,551	\$11,079			
227	\$8,309	\$10,387	\$10,906			
226	\$8,178	\$10,222	\$10,733			
225	\$8,046	\$10,058	\$10,560			
224	\$7,914	\$9,893	\$10,388			
223	\$7,783	\$9,728	\$10,215			
222	\$7,651	\$9,564	\$10,042			
221	\$7,519	\$9,399	\$9,869			
220	\$7,388	\$9,235	\$9,696			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2020

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
250	\$11,622	\$14,527	\$15,253			
249	\$11,487	\$14,358	\$15,076			
248	\$11,352	\$14,190	\$14,899	Chief Financial Officer		
247	\$11,217	\$14,021	\$14,722			
246	\$11,082	\$13,852	\$14,545			
245	\$10,947	\$13,683	\$14,368			
244	\$10,812	\$13,515	\$14,190			
243	\$10,677	\$13,346	\$14,013			
242	\$10,542	\$13,177	\$13,836			
241	\$10,407	\$13,009	\$13,659			
240	\$10,272	\$12,840	\$13,482			Integrated Operations Manager
239	\$10,137	\$12,671	\$13,305			
238	\$10,002	\$12,502	\$13,127			
237	\$9,867	\$12,334	\$12,950			
236	\$9,732	\$12,165	\$12,773	Implementation Manager		
235	\$9,597	\$11,996	\$12,596			
234	\$9,462	\$11,827	\$12,419		Public Works Manager	
233	\$9,327	\$11,659	\$12,242	Water Resource Manager		
232	\$9,192	\$11,490	\$12,065			
231	\$9,057	\$11,321	\$11,887			Operations Manager
230	\$8,922	\$11,153	\$11,710	Engineering Manager		
229	\$8,787	\$10,984	\$11,533			
228	\$8,652	\$10,815	\$11,356			
227	\$8,517	\$10,646	\$11,179			
226	\$8,382	\$10,478	\$11,002			
225	\$8,247	\$10,309	\$10,824			
224	\$8,112	\$10,140	\$10,647			
223	\$7,977	\$9,972	\$10,470			
222	\$7,842	\$9,803	\$10,293			
221	\$7,707	\$9,634	\$10,116			
220	\$7,572	\$9,465	\$9,939			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2021

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
250	\$11,912	\$14,890	\$15,635			
249	\$11,774	\$14,717	\$15,453			
248	\$11,635	\$14,544	\$15,271	Chief Financial Officer		
247	\$11,497	\$14,371	\$15,090			
246	\$11,359	\$14,198	\$14,908			
245	\$11,220	\$14,025	\$14,727			
244	\$11,082	\$13,853	\$14,545			
243	\$10,944	\$13,680	\$14,364			
242	\$10,805	\$13,507	\$14,182			
241	\$10,667	\$13,334	\$14,000			
240	\$10,529	\$13,161	\$13,819			Integrated Operations Manager
239	\$10,390	\$12,988	\$13,637			
238	\$10,252	\$12,815	\$13,456			
237	\$10,114	\$12,642	\$13,274			
236	\$9,975	\$12,469	\$13,093	Implementation Manager		
235	\$9,837	\$12,296	\$12,911			
234	\$9,699	\$12,123	\$12,729			
233	\$9,560	\$11,950	\$12,548	Water Resource Manager	Public Works Manager	
232	\$9,422	\$11,777	\$12,366			
231	\$9,283	\$11,604	\$12,185			Operations Manager
230	\$9,145	\$11,431	\$12,003	Engineering Manager		
229	\$9,007	\$11,258	\$11,821			
228	\$8,868	\$11,086	\$11,640			
227	\$8,730	\$10,913	\$11,458			
226	\$8,592	\$10,740	\$11,277			
225	\$8,453	\$10,567	\$11,095			
224	\$8,315	\$10,394	\$10,914			
223	\$8,177	\$10,221	\$10,732			
222	\$8,038	\$10,048	\$10,550			
221	\$7,900	\$9,875	\$10,369			
220	\$7,762	\$9,702	\$10,187			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2022

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
250	\$12,210	\$15,262	\$16,026			
249	\$12,068	\$15,085	\$15,839			
248	\$11,926	\$14,908	\$15,653	Chief Financial Officer		
247	\$11,785	\$14,731	\$15,467			
246	\$11,643	\$14,553	\$15,281			
245	\$11,501	\$14,376	\$15,095			
244	\$11,359	\$14,199	\$14,909			
243	\$11,217	\$14,022	\$14,723			
242	\$11,075	\$13,844	\$14,537			
241	\$10,934	\$13,667	\$14,350			
240	\$10,792	\$13,490	\$14,164			Integrated Operations Manager
239	\$10,650	\$13,313	\$13,978			
238	\$10,508	\$13,135	\$13,792			
237	\$10,366	\$12,958	\$13,606			
236	\$10,225	\$12,781	\$13,420	Implementation Manager		
235	\$10,083	\$12,604	\$13,234			
234	\$9,941	\$12,426	\$13,048		Public Works Manager	
233	\$9,799	\$12,249	\$12,861	Water Resource Manager		
232	\$9,657	\$12,072	\$12,675			
231	\$9,516	\$11,894	\$12,489			Operations Manager
230	\$9,374	\$11,717	\$12,303	Engineering Manager		
229	\$9,232	\$11,540	\$12,117			
228	\$9,090	\$11,363	\$11,931			
227	\$8,948	\$11,185	\$11,745			
226	\$8,807	\$11,008	\$11,559			
225	\$8,665	\$10,831	\$11,372			
224	\$8,523	\$10,654	\$11,186			
223	\$8,381	\$10,476	\$11,000			
222	\$8,239	\$10,299	\$10,814			
221	\$8,098	\$10,122	\$10,628			
220	\$7,956	\$9,945	\$10,442			

Yucaipa Valley Water District - Salary Ranges and Job Titles

DRAFT Effective 7/1/2023

Range	Range Minimum	Range Maximum	Range Bonus	Administration Department	Public Works Departments	Water and Sewer Departments
250	\$12,515	\$15,644	\$16,426			
249	\$12,370	\$15,462	\$16,235			
248	\$12,224	\$15,281	\$16,045	Chief Financial Officer		
247	\$12,079	\$15,099	\$15,854			
246	\$11,934	\$14,917	\$15,663			
245	\$11,788	\$14,736	\$15,472			
244	\$11,643	\$14,554	\$15,282			
243	\$11,498	\$14,372	\$15,091			
242	\$11,352	\$14,190	\$14,900			
241	\$11,207	\$14,009	\$14,709			
240	\$11,062	\$13,827	\$14,518			Integrated Operations Manager
239	\$10,916	\$13,645	\$14,328			
238	\$10,771	\$13,464	\$14,137			
237	\$10,626	\$13,282	\$13,946	Implementation Manager		
236	\$10,480	\$13,100	\$13,755			
235	\$10,335	\$12,919	\$13,565			
234	\$10,190	\$12,737	\$13,374		Public Works Manager	
233	\$10,044	\$12,555	\$13,183	Water Resource Manager		
232	\$9,899	\$12,374	\$12,992			
231	\$9,753	\$12,192	\$12,801			Operations Manager
230	\$9,608	\$12,010	\$12,611	Engineering Manager		
229	\$9,463	\$11,828	\$12,420			
228	\$9,317	\$11,647	\$12,229			
227	\$9,172	\$11,465	\$12,038			
226	\$9,027	\$11,283	\$11,848			
225	\$8,881	\$11,102	\$11,657			
224	\$8,736	\$10,920	\$11,466			
223	\$8,591	\$10,738	\$11,275			
222	\$8,445	\$10,557	\$11,084			
221	\$8,300	\$10,375	\$10,894			
220	\$8,155	\$10,193	\$10,703			

Receipt and Acknowledgment of Yucaipa Valley Water District Personnel Manual

Please read, sign and return to your supervisor.

Understanding and Acknowledging Receipt of Yucaipa Valley Water District Personnel Manual.

- I have received a copy, read and understand the Drug and Alcohol Testing Program policy. I consent to submit to the drug and alcohol testing program as required by the Drug and Alcohol Program policy and the law.

ANY EMPLOYEE WHO REFUSES TO COMPLY WITH THE REQUIREMENTS OF THE DRUG & ALCOHOL TESTING POLICY MAY BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

DO NOT SIGN THIS ACKNOWLEDGEMENT FORM UNTIL YOU HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE POLICY PROVISIONS LISTED ABOVE.

- I have received and read a copy of the District's Personnel Manual. I understand that the policies and benefits described in it are subject to change at the sole discretion of Yucaipa Valley Water District at any time.

Employee's Printed Name

Employee's Signature

Date



Date: February 11, 2020

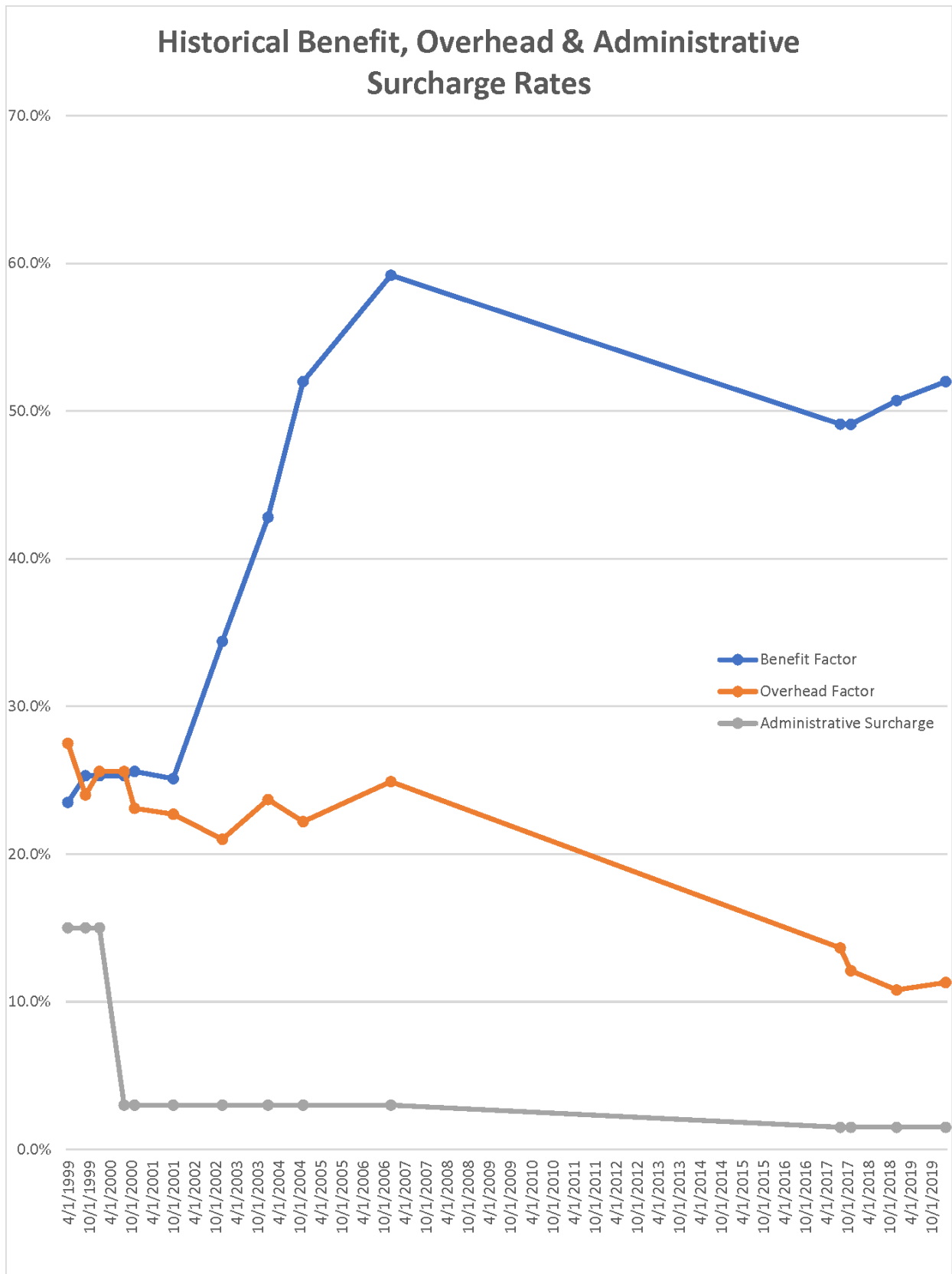
Prepared By: Allison M. Edmisten, Chief Financial Officer

Subject: Review of Draft Resolution No. 2020-xx Establishing Employee Benefit, Administrative Overhead and Surcharge Factors

On November 1, 2000, the Board of Directors adopted Resolution No. 36-2000 establishing the methodology and factors related to calculating employee benefits, administrative overhead, and surcharges for outside billing purposes. Following the establishment of the methodology, the District has implemented several updates to the cost factors to make certain the billing factors are based on current financial data. The most recently adopted billing factors and the proposed factors are provided below.

	Existing YVWD Resolution No. 2018-33	Proposed YVWD Resolution No. 2020-xx
Resolution Adoption Date	December 4, 2018	February 18, 2020
Employee Benefit Factor	50.7%	52.0%
Administrative Overhead Factor	10.8%	11.3%
Administrative Surcharge	1.5%	1.5%

Based on the District's Operating Budget for Fiscal Year 2020 and the Audited Financial Statement for Fiscal Year 2019, the District staff recommends adopting the attached resolution to amend the factors used to calculate charges for District services.



RESOLUTION NO. 2020-xx**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE YUCAIPA VALLEY
WATER DISTRICT ESTABLISHING EMPLOYEE BENEFIT, ADMINISTRATIVE
OVERHEAD AND SURCHARGE FACTORS**

The Board of Directors of the Yucaipa Valley Water District does hereby resolve as follows:

WHEREAS, the Yucaipa Valley Water District regularly invoices customers and developers on a time and material basis to arrive at the actual cost of the work completed by District employees, and,

WHEREAS, when the District uses time and material methodology to generate the cost of a project, it is necessary to include an employee benefit factor, and administrative overhead and surcharge factors in calculating actual project cost.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Yucaipa Valley Water District does hereby establish the following factors to be used in the calculation of charges for time and material based services:

1. Employee Benefit Factor: The Employee Benefit Factor shall be 52.0%. Attachment "A" illustrates the manner in which the Employee Benefit Factor was calculated.
2. Administrative Overhead Factor: The Administrative Overhead Factor shall be 11.3%. Attachment "A" illustrates the manner in which the Administrative Overhead Factor was calculated.
3. Administrative Surcharge: An Administrative Surcharge equal to 1.5% shall be applied to all outside service charges generated by consultants and contractors for all District related projects.
4. Benefit & Overhead Calculation Methodology: Attachment "B" illustrates how the factors established above will be used to calculate total project cost.
5. Hourly Labor Rates: The calculated hourly labor rate shall be updated on a regular basis to reflect the sum of the range maximum in effect for each job position plus the benefit factor plus the overhead factor as provided in Attachment "B."

This resolution should take effect immediately and shall apply to all active and future projects.

PASSED AND ADOPTED this 18th day of February 2020.

YUCAIPA VALLEY WATER DISTRICT

Chris Mann, President Board of Directors

ATTEST:

Joseph B. Zoba, General Manager

Attachment "A"

CALCULATION OF EMPLOYEE BENEFIT FACTOR

	Labor	Benefits	Benefit Percentage Calculation
LABOR RELATED EXPENSES:			
Water Division:			
Water Resource Department	\$1,222,703	\$601,989	49.2%
Public Works Department	\$1,593,344	\$901,449	56.6%
Administrative Services Department*	\$616,295	\$311,078	50.5%
Wastewater Division:			
Treatment Department	\$1,059,129	\$531,033	50.1%
Environmental Control Department	\$625,069	\$366,047	58.6%
Administration Department	\$616,295	\$297,738	48.3%
Recycled Water Division:			
Recycled Water Department	\$705,207	\$340,221	48.2%
TOTAL LABOR RELATED EXPENSES:	\$6,438,042	+ \$3,349,555	= \$9,787,597
	Benefits	= \$3,349,555	= 52.0%
	Total Labor	= \$6,438,042	

THE RATE OF LABOR RELATED BENEFITS FOR PROJECTS BASED ON THE FY 2020 OPERATING BUDGET SHALL BE BILLED AT A RATE EQUAL TO:	0.520
--	--------------

* This department is considered to be non-enterprise related. This percentage of total labor associated with this department is used to distinguish between enterprise and non-enterprise duties in the Salaries and Employee Benefits below

Source: The information above was derived from the Operating Budget for Fiscal Year 2020.

CALCULATION OF OVERHEAD FACTOR

	District Related Expenses for Fiscal Year 2019	Enterprise Related Expenses	Non-Enterprise & Related Expenses (Overhead)
OPERATING EXPENSES:			
Salaries and Employee Benefits	\$8,317,654	\$7,521,429	\$796,225
Electrical Power	\$2,894,832	\$2,894,832	
Water Purchases	\$1,092,040	\$1,092,040	
Administrative Services	\$1,268,992		\$1,268,992
Operating Supplies	\$1,162,503	\$1,162,503	
Maintenance and Repairs	\$2,859,775	\$2,859,775	
Crystal Creek Water Treatment	\$618,228	\$618,228	
Brineline Charges	\$413,813	\$413,813	
Depreciation/Amortization (Split 85%:15%)	\$8,696,191	\$7,391,762	\$1,304,429
Insurance	\$251,678	\$251,678	
Professional Fees	\$1,934,604	\$1,934,604	
Other (Split 50%:50%)	\$497,454	\$248,727	\$248,727
NONOPERATING EXPENSES:			
Interest Expense	\$1,897,490	\$1,897,490	
TOTAL EXPENSES	\$31,905,254	\$28,286,882	\$3,618,372
PERCENTAGE OF TOTAL EXPENSES	100.0%	88.7%	11.3%

THE RATE OF OVERHEAD FOR PROJECTS BASED ON THE FISCAL YEAR 2019 AUDIT SHALL BE BILLED AT A RATE EQUAL TO:	0.113
--	--------------

Source: The information above was derived from the Audited Financial Statement dated June 30, 2019.

Attachment "B"

BENEFIT & OVERHEAD CALCULATION METHODOLOGY

Hourly Range Maximum of Job Title	[A]
Benefit Calculation Factor (0.520)	[B] = [A] x 0.520
Overhead Calculation Factor (0.113)	[C] = [A] x 0.113
Total District Labor Expense	[D] = [A] + [B] + [C]
Sum of District Material Costs	[E]
Overhead Calculation Factor (0.113)	[F] = [E] x 0.113
Subtotal of District Material Expense	[G] = [F] + [E]
Sum of District Equipment Costs	[H]
Overhead Calculation Factor (0.113)	[I] = [H] x 0.113
Subtotal of District Equipment Expense	[J] = [H] + [I]
Sum of All Outside Services	[K]
Administrative Surcharge (0.015)	[L] = [K] x 0.015
Total of Outside Services Charges	[M] = [K] + [L]
Total District Labor Expense	[D] = [A] + [B] + [C]
Subtotal of District Material Expense	[G] = [F] + [E]
Subtotal of District Equipment Expense	[J] = [H] + [I]
Total of Outside Services Charges	[M] = [K] + [L]
Total Project Cost	[N] = [D] + [G] + [J] + [M]



Date: February 11, 2020

From: Jennifer Ares, Water Resource Manager
Madeline Blua, Water Resource Specialist

Subject: Overview of the Water Wise Landscape Contest for Inland Empire Residents

Water Districts strive to assist customers with water conservation and water efficiency programs in order to reduce residential water use while also complying with the State requirements for water use reduction.

The District participates in the Basin Technical Advisory Committee (BTAC) Water Conservation Sub-committee meetings where collaborative programs and water conservation presentations are shared bi-monthly. In the past, the BTAC sub-committee hired a public outreach consultant firm in order advertise cohesive conservation programs for the region. This experience, while beneficial also revealed each water district has unique issues and programs to suit their water conservation goals.

However, one regional outreach program that rewards customers who have made great strides in conservation is the Water Wise Landscape Contest. The Inland Empire Landscape Contest is held biennially (even years) to promote attractive water-wise landscapes. Participating agencies sponsor the event and is operated by Western Municipal Water District of Riverside County, California. The following summary describes the details of the landscape contest.



- **Entry period:** April 18 through May 18, 2020.
- **Awards:** There will be at least four awards consisting of \$1,000, \$900, \$800, and \$700.
- **Agency costs:** The only costs to each participating agency are to fund an award (or two) if an award winner is from their service area, and to help market the program locally (bill insert, social media, etc.).
- **Judging:** Each water agency can participate in the judging process.
- **Awards ceremony:** The awards ceremony will take place at Western Municipal Water District prior to July.



Date: February 11, 2020
From: Joseph Zoba, General Manager
Subject: Discussion Regarding a Temporary Reduction in Supplemental Water Commodity Charges for Customers in Riverside County

On April 15, 2019, the San Geronio Pass Water Agency increased their wholesale water rate from \$309/acre foot to \$399/acre foot.

On January 21, 2020, the Yucaipa Valley Water District adopted Resolution No. 2020-01 which adjusts the supplemental water rates on February 1, 2021 from a calculation factor of 0.700 to a calculation factor 0.722 based on the following equation.

$$\text{Supplemental Water Commodity Charge} = \text{Calculation Factor} \times \text{SBVMWD or SGPWA Imported Water Rate} \times 0.00307$$

Resolution No. 2020-01 went into effect on February 1, 2020. The District staff recommends your consideration of the attached resolution that will temporarily reduce the Supplemental Water Commodity Charge for customers in Riverside County from \$0.86/kgal to \$0.66/kgal for a period not to exceed one year (expires on January 31, 2021).

This resolution will not impact the charge to new development for the 7-acre feet of imported water required for new development.

RESOLUTION NO. 2020-xx**A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT
REDUCING THE REDUCING THE SUPPLEMENTAL WATER COMMODITY CHARGE
APPROVED IN RESOLUTION NO. 2020-01 FOR CUSTOMERS IN
RIVERSIDE COUNTY UNTIL JANUARY 31, 2021**

WHEREAS, the Yucaipa Valley Water District (the "District") is a public agency of the State of California organized and existing pursuant to the provisions of the County Water District Law of this State (Section 30000, et seq. of the Water Code); and

WHEREAS, Section 21080(b)(8) of the Public Resources Code provides that the establishment, modification, structuring, restructuring or approval of rates, tolls, fares, or other charges by public agencies are exempt from the requirements of the California Environmental Quality Act (CEQA) provided that certain findings are made specifying the basis for the claim of exemption; and

WHEREAS, the actions taken herein are necessary for setting rates, fees, charges for the provision of water and sewer service within the boundaries of the District and are therefore exempt from the requirements of the California Environmental Quality Act as provided by Public Resources Code Section 21080(b)(8); and

WHEREAS, the amount of rates and charges hereby adopted do not exceed the reasonable anticipated costs for the corresponding services provided by the District, and therefore the fees imposed hereby do not qualify as a "tax" under Article XIII C, Section 1€, of the California Constitution or Section 50076 of the California Government Code, and the actions taken herein are exempt from the additional notice and public meeting requirements of the Brown Act pursuant to Government Code Section 54954.6(a)(1)(A) and (B); and

WHEREAS, on January 21, 2020, the Board of Directors conducted a public hearing on the proposed rate adjustments as provided in the notice mailed to customers who would be affected by the rates, considered all written protests to the proposed rate adjustments filed with the District prior to the conclusion of the public hearing, and has determined that the written protests filed with the District represent fewer than fifty percent (50%) of the number of parcels that would be affected by the proposed rate adjustment; and

WHEREAS, Section 4.05 of Resolution No. 2020-01 provides for the implementation of a Supplemental Water Commodity Charge for "all Yucaipa Valley Water District drinking water consumption recorded at all individual drinking water meters including, but not limited to, residential, multi-family, commercial, industrial, institutional, and construction users"; and

WHEREAS, the calculation methodology within Section 4.05 of Resolution No. 2020-01 results in a Supplemental Water Commodity Charge of \$0.86/kgal effective on February 1, 2020 for residents within Riverside County; and

WHEREAS, the Yucaipa Valley Water District staff has determined that a rate of \$0.66/kgal will provide sufficient revenue for the next year.

NOW, THEREFORE, the Yucaipa Valley Water District hereby resolves that the Supplemental Water Commodity Charge for customers in Riverside County shall be temporarily reduced from \$0.86/kgal to \$0.66/kgal for a period not to exceed one year (expires on January 31, 2021) consistent with the provisions of Resolution No. 2020-01.

FURTHERMORE, his temporary reduction to the Supplemental Water Commodity Charge does not reduce the unit price charged by the San Geronio Pass Water Agency of \$399/acre foot for the calculation of supplemental water associated with the Groundwater Deposits for New Development required by Resolution No. 2008-11, Section 9.

PASSED, APPROVED and ADOPTED this 18th day of February 2020.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

Chris Mann, President Board of Directors

Joseph B. Zoba, General Manager



Date: February 11, 2020
From: Joseph Zoba, General Manager
Subject: Overview of Proposed Public Education and Outreach Events

The District staff has been meeting with the ad hoc Public Education committee to review the prior month activities and to set future goals associated with the District's public information efforts. A couple of the future goals are provided below for review and discussion by the board members.

Future Goals and Milestones:

- Review of Draft District Website
 - Anticipated Activation Date: May 2020
- Emergency Expo
 - Yucaipa Community Center - March 26, 2020
- Open House and Tours (Date is tentative):
 - Wochholz Regional Water Recycling Facility Tour - Saturday, April 18, 2020
 - Yucaipa Valley Regional Water Filtration Facility - Saturday, April 18, 2020
- Schedule Community Tours (Date is tentative)
 - May 2020
- Consumer Confidence Report
 - ASR Wells Article
 - Dual-Plumbed Homes
 - Reduction in Water Use
 - Groundwater Levels
- History Book
 - Being reviewed by District Staff
 - Anticipated Review by Board Members - April 2020 (Date is tentative)
- Video Production
 - YVRWFF
 - WRWRF
 - Dual-Plumbed Homes
 - ASR



Date: February 11, 2020

From: Kathryn Hallberg, Implementation Manager

Subject: Overview of the Preparation of Public Information and Educational Videos of District Operations

On November 5, 2020, the Board of Directors approved the bids for Public Education Support Services [Director Memorandum 19-124]. CV Strategies has proposed to produce and edit four short-format videos (2-4 minutes) on the following topics:

- Yucaipa Valley Water District's Drinking Water Filtration Facility
- Dual-Plumbed Homes
- Wochholz Regional Water Recycling Facility
- Aquifer Recovery and Storage

The production of the videos will include the development of video concepts, written script in collaboration with staff, up to (2) full days of shooting, and video production crew. Also included is basic animation services, drone services, professional network TV level voice talent, and basic sound mix and color correction.

Video production services are projected to be from February 2020 to May 2020, with a fee not to exceed \$17,500.

These videos will be used on the District website and for community outreach and education.

Financial Consideration:

Funding for this project is included in the Fiscal Year 2019-20 approved budget and will be from the Water, Sewer and Recycled Funds, Public Relations [G/L Account No. xx-506-54014].



Date: January 27, 2020

Client:

Kathryn Hallberg, MSES, MBA, Implementation Manager
Yucaipa Valley Water District, 12770 Second Street, Yucaipa, California 92399

Video Production Services

OUTREACH STRATEGY	DESCRIPTION	NOT TO EXCEED COST
Build video series capturing Yucaipa Valley Water District's objectives	» Preproduction strategy meeting / scout / walkthrough a. Develop initial script direction, shooting schedule/shot sheet with client » Up to (2) full days of shooting » Capture footage for video with crew of 2 a. Director/Producer/camera operator b. Drone operator/camera assistant/b-camera operator	\$5,500
	» Produce and edit 4 short-format videos (2-4 minutes) on topics including: Yucaipa Valley Water District's Drinking Water Filtration Facility, dual-plumbed homes, Wochholz Regional Water Recycling Facility, and aquifer recovery and storage. » Produce video content as needed, including use of existing and stock video » Develop video concepts for written script in collaboration with staff » Craft script, pulling quotes and weaving the story together for written script » Basic animation for any current branding into the look of the final piece » Provide and direct professional network TV level voice talent » Basic sound mix and color correction (no CGI) » Provide client with access to any/all raw footage and final cuts on hard drive	\$12,000
Subtotal		\$17,500
Not to exceed:		\$17,500

..... Terms & Compensation

Video production services for the above project will be billed as a project fee for \$17,500 for work performed February 2020 through May 2020. 50% of project fee due at the start of the project and the remainder due upon completion.

Either party may end this agreement by providing written notice to the other party. In the event of termination, CV Strategies shall be paid for all hours and expenses accrued up to the date of termination.

Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as post-production graphics, stock footage, etc. Required travel mileage will be billed at the published IRS rate.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

..... Agreed & Approved

_____ Name	_____ Signature
_____ Title	_____ Date



Date: February 11, 2020
From: Joseph Zoba, General Manager
Subject: Overview of Open Space and Land Management Concepts

The Yucaipa Valley Water District retains and manages several hundred acres of watershed properties throughout the District. These properties are retained in their natural state and provide natural groundwater recharge and wildlife benefits to the region.



The District staff has previously discussed our current activities and funding to achieve the following goals:

- Implement conservation practices to protect soil erosion, water quality and quantity, and wildlife habitat;
- Conserve and restore wetlands, which purify water and provide habitat for birds, fish and other animals;
- Protect groundwater resources;
- Plant trees and other land cover to hold soil in place, provide cover for wildlife, and beautify neighborhoods; and
- Reach out and teach the value of natural resources and encourage conservation efforts.

These goals have been a large part of the District's efforts in the past and will continue to be our focus in the future. Therefore, it seems logical to fully accept these obligations and firmly make a commitment to the protection of watershed and open space land within our service area.

Director Comments



Yucaipa Valley Water District



FACTS ABOUT THE YUCAIPA VALLEY WATER DISTRICT

Service Area Size: 40 square miles (sphere of influence is 68 square miles)

Elevation Change: 3,140 foot elevation change (from 2,044 to 5,184 feet)

Number of Employees: 5 elected board members
72 full time employees

FY 2019-20 Operating Budget: Water Division - \$14,455,500
Sewer Division - \$12,217,712
Recycled Water Division - \$1,301,447

Number of Services: 13,794 drinking water connections serving 19,243 units
14,104 sewer connections serving 22,774 units
111 recycled water connections serving 460 units

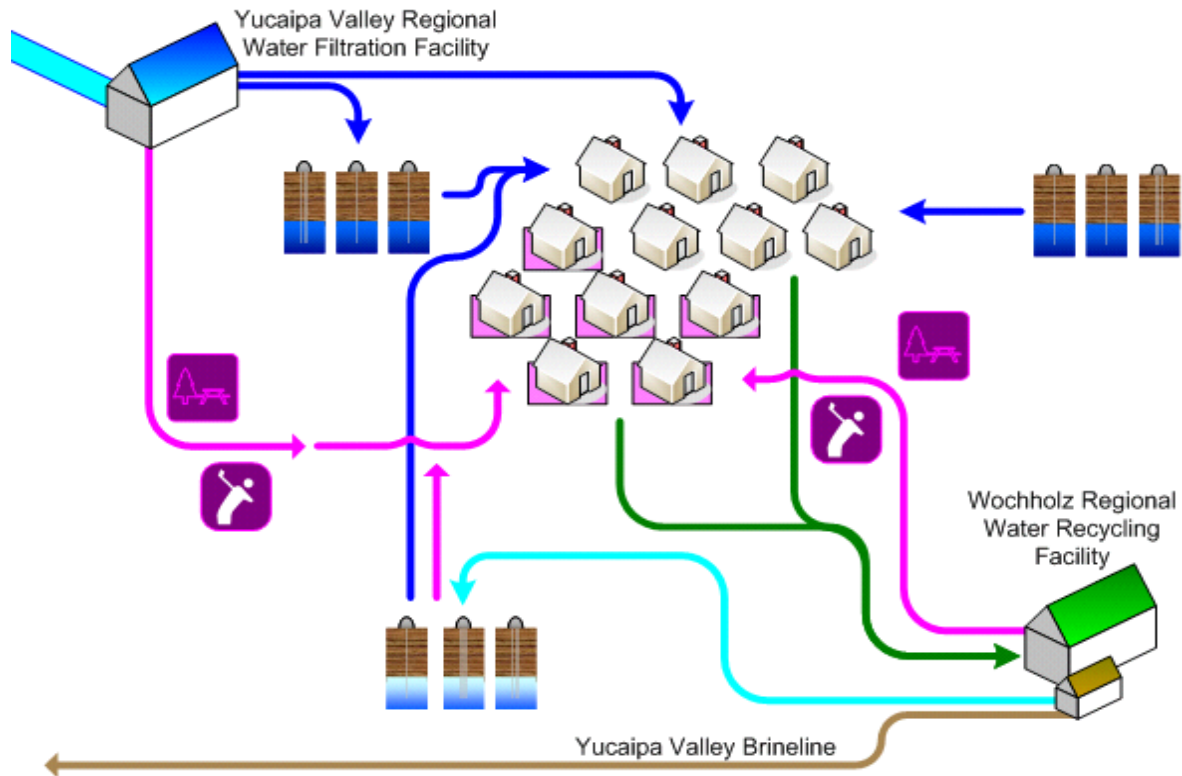
Water System: 223 miles of drinking water pipelines
2,033 fire hydrants
27 reservoirs - 34 million gallons of storage capacity
18 pressure zones
2.958 billion gallon annual drinking water demand
Two water filtration facilities:
- 1 mgd at Oak Glen Surface Water Filtration Facility
- 12 mgd at Yucaipa Valley Regional Water Filtration Facility

Sewer System: 8.0 million gallon treatment capacity - current flow at 3.5 mgd
213 miles of sewer mainlines
4,504 sewer manholes
5 sewer lift stations
1.27 billion gallons of recycled water produced per year

Recycled Water: 22 miles of recycled water pipelines
5 reservoirs - 12 million gallons of storage
0.681 billion gallon annual recycled water demand

Brine Disposal: 2.2 million gallon desalination facility at sewer treatment plant
1.756 million gallons of Inland Empire Brine Line capacity
0.595 million gallons of treatment capacity in Orange County

Sustainability Plan: A Strategic Plan for a Sustainable Future: The Integration and Preservation of Resources, adopted on August 20, 2008.



Typical Rates, Fees and Charges:

- **Drinking Water Commodity Charge:**

1,000 gallons to 15,000 gallons	\$1.429 per each 1,000 gallons
16,000 gallons to 60,000 gallons	\$1.919 per each 1,000 gallons
61,000 gallons to 100,000 gallons	\$2.099 per each 1,000 gallons
101,000 gallons or more	\$2.429 per each 1,000 gallons
- **Recycled Water Commodity Charge:**

1,000 gallons or more	\$1.425 per each 1,000 gallons
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- **Water Meter Service Charge (Drinking Water or Recycled Water):**

5/8" x 3/4" Water Meter	\$14.00 per month
1" Water Meter	\$23.38 per month
1-1/2" Water Meter	\$46.62 per month
- **Sewer Collection and Treatment Charge:**

Typical Residential Charge	\$42.43 per month
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State Water Contractors: San Bernardino Valley Municipal Water District
San Gorgonio Pass Water Agency



	San Bernardino Valley Municipal Water District	San Gorgonio Pass Water Agency
Service Area Size	353 square miles	222 square miles
Table "A" Water Entitlement	102,600 acre feet	17,300 acre feet
Imported Water Rate	\$125.80 / acre foot	\$399 / acre foot
Tax Rates for FY 2019-20	\$0.1425 per \$100	\$0.1775 per \$100
Number of Board Members	Five (5)	Seven (7)
Operating Budget FY 2019-20	\$58,372,000	\$9,551,000

Imported Water Charges (Pass-through State Water Project Charge)

- San Bernardino Valley Municipal Water District - Customers in San Bernardino County or City of Yucaipa pay a pass-through amount of \$0.270 per 1,000 gallons.
- San Gorgonio Pass Water Agency - Customers in Riverside County or City of Calimesa pay a pass-through amount of \$0.660 per 1,000 gallons. A proposed rate change to \$0.857 per 1,000 gallons is pending future consideration by YVWD.





GLOSSARY OF COMMONLY USED TERMS

Every profession has specialized terms which generally evolve to facilitate communication between individuals. The routine use of these terms tends to exclude those who are unfamiliar with the particular specialized language of the group. Sometimes jargon can create communication cause difficulties where professionals in related fields use different terms for the same phenomena.

Below are commonly used water terms and abbreviations with commonly used definitions. If there is any discrepancy in definitions, the District's Regulations Governing Water Service is the final and binding definition.

Acre Foot of Water - The volume of water (325,850 gallons, or 43,560 cubic feet) that would cover an area of one acre to a depth of 1 foot.

Activated-Sludge Process - A secondary biological wastewater treatment process where bacteria reproduce at a high rate with the introduction of excess air or oxygen and consume dissolved nutrients in the wastewater.

Annual Water Quality Report - The document is prepared annually and provides information on water quality, constituents in the water, compliance with drinking water standards and educational material on tap water. It is also referred to as a Consumer Confidence Report (CCR).

Aquifer - The natural underground area with layers of porous, water-bearing materials (sand, gravel) capable of yielding a supply of water; see Groundwater basin.

Backflow - The reversal of water's normal direction of flow. When water passes through a water meter into a home or business it should not reverse flow back into the water mainline.

Best Management Practices (BMPs) - Methods or techniques found to be the most effective and practical means in achieving an objective. Often used in the context of water conservation.

Biochemical Oxygen Demand (BOD) - The amount of oxygen used when organic matter undergoes decomposition by microorganisms. Testing for BOD is done to assess the amount of organic matter in water.

Biosolids - Biosolids are nutrient rich organic and highly treated solid materials produced by the wastewater treatment process. This high-quality product can be recycled as a soil amendment on farmland or further processed as an earth-like product for commercial and home gardens to improve and maintain fertile soil and stimulate plant growth.

Capital Improvement Program (CIP) - Projects for repair, rehabilitation, and replacement of assets. Also includes treatment improvements, additional capacity, and projects for the support facilities.

Certificate of Participation (COP) - A type of financing where an investor purchases a share of the lease revenues of a program rather than the bond being secured by those revenues.

Coliform Bacteria - A group of bacteria found in the intestines of humans and other animals, but also occasionally found elsewhere used as indicators of sewage pollution. E. coli are the most common bacteria in wastewater.

Collections System - In wastewater, it is the system of typically underground pipes that receive and convey sanitary wastewater or storm water.

Conjunctive Use - The coordinated management of surface water and groundwater supplies to maximize the yield of the overall water resource. Active conjunctive use uses artificial recharge, where surface water is intentionally percolated or injected into aquifers for later use. Passive conjunctive use is to simply rely on surface water in wet years and use groundwater in dry years.

Consumer Confidence Report (CCR) - see Annual Water Quality Report.

Contaminants of Potential Concern (CPC) - Pharmaceuticals, hormones, and other organic wastewater contaminants.

Cross-Connection - The actual or potential connection between a potable water supply and a non-potable source, where it is possible for a contaminant to enter the drinking water supply.

Disinfection by-Products (DBPs) - The category of compounds formed when disinfectants in water systems react with natural organic matter present in the source water supplies. Different disinfectants produce different types or amounts of disinfection byproducts. Disinfection byproducts for which regulations have been established have been identified in drinking water, including trihalomethanes, haloacetic acids, bromate, and chlorite

Drought - a period of below average rainfall causing water supply shortages.

Fire Flow - The ability to have a sufficient quantity of water available to the distribution system to be delivered through fire hydrants or private fire sprinkler systems.

Gallons per Capita per Day (GPCD) - A measurement of the average number of gallons of water use by the number of people served each day in a water system. The calculation is made by dividing the total gallons of water used each day by the total number of people using the water system.

Groundwater Basin - An underground body of water or aquifer defined by physical boundaries.

Groundwater Recharge - The process of placing water in an aquifer. Can be a naturally occurring process or artificially enhanced.

Hard Water - Water having a high concentration of minerals, typically calcium and magnesium ions.

Hydrologic Cycle - The process of evaporation of water into the air and its return to earth in the form of precipitation (rain or snow). This process also includes transpiration from plants, percolation into the ground, groundwater movement, and runoff into rivers, streams, and the ocean; see Water cycle.

Levels of Service (LOS) - Goals to support environmental and public expectations for performance.

Mains, Distribution - A network of pipelines that delivers water (drinking water or recycled water) from transmission mains to residential and commercial properties, usually pipe diameters of 4" to 16".

Mains, Transmission - A system of pipelines that deliver water (drinking water or recycled water) from a source of supply the distribution mains, usually pipe diameters of greater than 16".

Meter - A device capable of measuring, in either gallons or cubic feet, a quantity of water delivered by the District to a service connection.

Overdraft - The pumping of water from a groundwater basin or aquifer in excess of the supply flowing into the basin. This pumping results in a depletion of the groundwater in the basin which has a net effect of lowering the levels of water in the aquifer.

Pipeline - Connected piping that carries water, oil, or other liquids. See Mains, Distribution and Mains, Transmission.

Point of Responsibility, Metered Service - The connection point at the outlet side of a water meter where a landowner's responsibility for all conditions, maintenance, repairs, use and replacement of water service facilities begins, and the District's responsibility ends.

Potable Water - Water that is used for human consumption and regulated by the California Department of Public Health.

Pressure Reducing Valve - A device used to reduce the pressure in a domestic water system when the water pressure exceeds desirable levels.

Pump Station - A drinking water or recycled water facility where pumps are used to push water up to a higher elevation or different location.

Reservoir - A water storage facility where water is stored to be used at a later time for peak demands or emergencies such as fire suppression. Drinking water and recycled water systems will typically use concrete or

steel reservoirs. The State Water Project system considers lakes, such as Shasta Lake and Folsom Lake to be water storage reservoirs.

Runoff - Water that travels downward over the earth's surface due to the force of gravity. It includes water running in streams as well as over land.

Santa Ana River Interceptor (SARI) Line - A regional brine line designed to convey 30 million gallons per day (MGD) of non-reclaimable wastewater from the upper Santa Ana River basin to Orange County Sanitation District for treatment, use and/or disposal.

Secondary treatment - Biological wastewater treatment, particularly the activated-sludge process, where bacteria and other microorganisms consume dissolved nutrients in wastewater.

Service Connection - The water piping system connecting a customer's system with a District water main beginning at the outlet side of the point of responsibility, including all plumbing and equipment located on a parcel required for the District's provision of water service to that parcel.

Sludge - Untreated solid material created by the treatment of wastewater.

Smart Irrigation Controller - A device that automatically adjusts the time and frequency which water is applied to landscaping based on real-time weather such as rainfall, wind, temperature, and humidity.

South Coast Air Quality Management District (SCAQMD) - Regional regulatory agency that develops plans and regulations designed to achieve public health standards by reducing emissions from business and industry.

Special district - A form of local government created by a local community to meet a specific need. Yucaipa Valley Water District is a County Water District formed pursuant to Section 30000 of the California Water Code

Supervisory Control and Data Acquisition (SCADA) - A computerized system which provides the ability to remotely monitor and control water system facilities such as reservoirs, pumps, and other elements of water delivery.

Surface Water - Water found in lakes, streams, rivers, oceans, or reservoirs behind dams. In addition to using groundwater, Yucaipa Valley Water District receives surface water from the Oak Glen area.

Sustainable Groundwater Management Act (SGMA) - Pursuant to legislation signed by Governor Jerry Brown in 2014, the Sustainable Groundwater Management Act requires water agencies to manage groundwater extractions to not cause undesirable results from over production.

Transpiration - The process by which water vapor is released into the atmosphere by living plants.

Trickling filter - A biological secondary treatment process in which bacteria and other microorganisms, growing as slime on the surface of rocks or plastic media, consume nutrients in wastewater as it trickles over them.

Underground Service Alert (USA) - A free service (<https://www.digalert.org>) that notifies utilities such as water, telephone, cable and sewer companies of pending excavations within the area (dial 8-1-1 at least 2 working days before you dig).

Urban runoff - Water from city streets and domestic properties that carry pollutants into the storm drains, rivers, lakes, and oceans.

Valve - A device that regulates, directs, or controls the flow of water by opening, closing, or partially obstructing various passageways.

Wastewater - Any water that enters the sanitary sewer.

Water Banking - The practice of actively storing or exchanging in-lieu surface water supplies in available groundwater basin storage space for later extraction and use by the storing party or for sale or exchange to a third party. Water may be banked as an independent operation or as part of a conjunctive use program.

Water Cycle - The continuous movement water from the earth's surface to the atmosphere and back again.

Water Pressure - Water pressure is created by the weight and elevation of water and/or generated by pumps that deliver water to customers.

Water Service Line - A water service line is used to deliver water from the Yucaipa Valley Water District's mainline distribution system.

Water table - the upper surface of the zone of saturation of groundwater in an unconfined aquifer.

Water transfer - a transaction, in which a holder of a water right or entitlement voluntarily sells/exchanges to a willing buyer the right to use all or a portion of the water under that water right or entitlement.

Watershed - A watershed is the region or land area that contributes to the drainage or catchment area above a specific point on a stream or river.

Water-Wise House Call - a service which provides a custom evaluation of a customer's indoor and outdoor water use and landscape watering requirements.

Well - a hole drilled into the ground to tap an underground aquifer.

Wetlands - lands which are fully saturated or under water at least part of the year, like seasonal vernal pools or swamps.





COMMONLY USED ABBREVIATIONS

AQMD	Air Quality Management District
BOD	Biochemical Oxygen Demand
CARB	California Air Resources Board
CCTV	Closed Circuit Television
CWA	Clean Water Act
EIR	Environmental Impact Report
EPA	U.S. Environmental Protection Agency
FOG	Fats, Oils, and Grease
GPD	Gallons per day
MGD	Million gallons per day
O & M	Operations and Maintenance
OSHA	Occupational Safety and Health Administration
POTW	Publicly Owned Treatment Works
PPM	Parts per million
RWQCB	Regional Water Quality Control Board
SARI	Santa Ana River Inceptor
SAWPA	Santa Ana Watershed Project Authority
SBVMWD	San Bernardino Valley Municipal Water District
SCADA	Supervisory Control and Data Acquisition system
SGMA	Sustainable Groundwater Management Act
SSMP	Sanitary Sewer Management Plan
SSO	Sanitary Sewer Overflow
SWRCB	State Water Resources Control Board
TDS	Total Dissolved Solids
TMDL	Total Maximum Daily Load
TSS	Total Suspended Solids
WDR	Waste Discharge Requirements
YVWD	Yucaipa Valley Water District