



Yucaipa Valley Water District

12770 Second Street, Yucaipa, California 92399 Phone: (909) 797-5117

Notice and Agenda of a Special Meeting of the Board of Directors

Tuesday, March 24, 2020 at 4:00 p.m.

Due to the spread of COVID-19 and in accordance with the Governor's Executive Order N-29-20 (a copy of which is attached to this agenda), the Yucaipa Valley Water District will be conducting this meeting by teleconference only. Public comments on matters listed on the agenda or on any matter within the District's jurisdiction will be received during Public Comments, Agenda Item No. III.

**This meeting is available by calling
(888) 475-4499 using passcode 269-868-0464**

**View live meeting presentation material at
<https://zoom.us/j/2698680464>**

There will be no public physical location for attending this meeting in person. The District's Board meeting room will be closed to the public until further notice.

If you are unable to participate by telephone, you may submit comments and/or questions in writing for the Board's consideration by sending them to inquiry@yvwd.us. Submit your written inquiry prior to the start of the meeting. All public comments received prior to the start of the meeting will be provided to the Board and may be read into the record or compiled as part of the record.

- I. CALL TO ORDER** - Pledge of Allegiance
- II. ROLL CALL**
- III. PUBLIC COMMENTS** - At this time, members of the public may briefly address the Board of Directors on matters within its jurisdiction or on any matter listed on this agenda.

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

IV. CONSENT CALENDAR - All consent calendar matters are routine and will be acted upon in one motion. There will be no discussion of these items unless board members, administrative staff, or members of the public request specific items to be discussed and/or removed prior to the vote for approval.

- A. Minutes of Meetings
 - 1. Regular Board Meeting - February 18, 2020
 - 2. Board Workshop - February 25, 2020
 - 3. Board Workshop - March 10, 2020
- B. Payment of Bills
 - 1. Approve/Ratify Invoices for Board Awarded Contracts
 - 2. Ratify General Expenses for February 2019

V. STAFF REPORT

VI. DISCUSSION ITEMS

- A. Consideration of Resolution No. 2020-15 Proclaiming a Local Emergency Related to the Coronavirus and COVID-19 in the Yucaipa Valley Water District Service Area within the Counties of Riverside and San Bernardino [\[Director Memorandum No. 20-024 - Page 29 of 206\]](#)

RECOMMENDED ACTION: That the Board adopts Resolution No. 2020-15.
- B. Approval of Resolution No. 2020-16 Redesignating the Time and Place for Holding Regular Meetings of the Board of Directors [\[Director Memorandum No. 20-025 - Page 40 of 206\]](#)

RECOMMENDED ACTION: That the Board adopts Resolution No. 2020-16.
- C. Consideration of Resolution No. 2020-16 Updating the Authorized Signatories for Bank of America Accounts [\[Director Memorandum No. 20-026 - Page 54 of 206\]](#)

RECOMMENDED ACTION: That the Board approve Resolution No. 2020-16.
- D. Consideration of Change Order No. 2 and Notice of Completion for the Contract with Inland Potable Services for the Inspection and Cleaning of District Reservoirs and Facilities [\[Director Memorandum No. 20-027 - Page 56 of 206\]](#)

RECOMMENDED ACTION: That the Board authorize the General Manager to execute Change Order No. 2 for a sum of \$23,149 and file the Notice of Completion.
- E. Ratification of a Change Order for the Laboratory Remodel Project [\[Director Memorandum No. 20-028 - Page 65 of 206\]](#)

RECOMMENDED ACTION: That the Board ratify the Change Order from LCS for an amount of \$3,529.
- F. Consideration to Solicit Insurance Coverage Costs from Alliant Insurance Services [\[Director Memorandum No. 20-029 - Page 67 of 206\]](#)

RECOMMENDED ACTION: That the Board direct the General Manager to solicit a proposal from Alliant Insurance Services for bundled insurance coverage.
- G. Ratification of a Memorandum of Understanding with State of California Department of Forestry and Fire Protection to Provide Site Maintenance [\[Director Memorandum No. 20-030 - Page 68 of 206\]](#)

RECOMMENDED ACTION: That the Board ratify the Memorandum of Understanding with the State of California Department of Forestry and Fire Protection.
- H. Discussion Regarding the Adoption of an Updated Personnel Manual for the Yucaipa Valley Water District [\[Director Memorandum No. 20-031 - Page 77 of 206\]](#)

RECOMMENDED ACTION: That, by minute order, the Board adopts the proposed Personnel Manual.

- I. Consideration of Resolution No 2020-15 Approving the Notice of Exemption for the Interstate 10 Dunlap Sewer Crossing [\[Director Memorandum No. 20-032 - Page 173 of 206\]](#)
RECOMMENDED ACTION: That the Board adopt Resolution No.2020-18.
- J. Ratification of Electrical Service Authorization for Improvements at Drinking Water Reservoir R-18.4 [\[Director Memorandum No. 20-033 - Page 177 of 206\]](#)
RECOMMENDED ACTION: That the Board ratifies the authorization for Titan Electric to install electrical service at Reservoir R-18.4 for a sum not to exceed \$79,750.
- K. Presentation of the February 2020 Operational Report [\[Director Memorandum No. 20-033 - Page 184 of 206\]](#)
RECOMMENDED ACTION: That the Board receive and file the Operational Report.

VII. BOARD REPORTS & DIRECTOR COMMENTS

VIII. ANNOUNCEMENTS

- A. March 24, 2020 at 4:00 p.m. - Special Board Meeting - **Teleconference Only**
- B. March 31, 2020 at 4:00 p.m. - *Tentative* Special Board Meeting - **Teleconference Only**
- C. April 7, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- D. April 14, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- E. April 21, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- F. April 28, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- G. May 5, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- H. May 12, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- I. May 19, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- J. May 26, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- K. June 2, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- L. June 9, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- M. June 16, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- N. June 23, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**
- O. June 30, 2020 at 4:00 p.m. - *Tentative* Board Meeting - **Teleconference Only**

IX. 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 Real Property Negotiator(s) - Government Code 54956.8
Property: Overlying Water Rights in the Beaumont Basin
Agency Negotiator: Joseph Zoba, General Manager
Negotiating Parties: Oak Valley Development Company
Under Negotiation: Terms of Payment and Price

- D. Conference with Legal Counsel - Anticipated Litigation (Government Code 54956.9)
Two Cases
- E. **ADJOURNMENT**

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

EXECUTIVE ORDER N-29-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus continues to spread and is impacting nearly all sectors of California; and

WHEREAS the threat of COVID-19 has resulted in serious and ongoing economic harms, in particular to some of the most vulnerable Californians; and

WHEREAS time bound eligibility redeterminations are required for Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries to continue their benefits, in accordance with processes established by the Department of Social Services, the Department of Health Care Services, and the Federal Government; and

WHEREAS social distancing recommendations or Orders as well as a statewide imperative for critical employees to focus on health needs may prevent Medi-Cal, CalFresh, CalWORKs, Cash Assistance Program for Immigrants, California Food Assistance Program, and In Home Supportive Services beneficiaries from obtaining in-person eligibility redeterminations; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. As to individuals currently eligible for benefits under Medi-Cal, CalFresh, CalWORKs, the Cash Assistance Program for Immigrants, the California Food Assistance Program, or In Home Supportive Services benefits, and to the extent necessary to allow such individuals to maintain eligibility for such benefits, any state law, including but not limited to California Code of Regulations, Title 22, section 50189(a) and Welfare and Institutions Code sections 18940 and 11265, that would require redetermination of such benefits is suspended for a period of 90 days from the date of this Order. This Order shall be construed to be consistent with applicable federal laws, including but not limited to Code of Federal Regulations, Title 42, section 435.912, subdivision (e), as interpreted by the Centers for Medicare and Medicaid Services (in guidance issued on January 30, 2018) to permit the extension of

otherwise-applicable Medicaid time limits in emergency situations.

2. Through June 17, 2020, any month or partial month in which California Work Opportunity and Responsibility to Kids (CalWORKs) aid or services are received pursuant to Welfare and Institutions Code Section 11200 et seq. shall not be counted for purposes of the 48-month time limit set forth in Welfare and Institutions Code Section 11454. Any waiver of this time limit shall not be applied if it will exceed the federal time limits set forth in Code of Federal Regulations, Title 45, section 264.1.
3. Paragraph 11 of Executive Order N-25-20 (March 12, 2020) is withdrawn and superseded by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow

members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

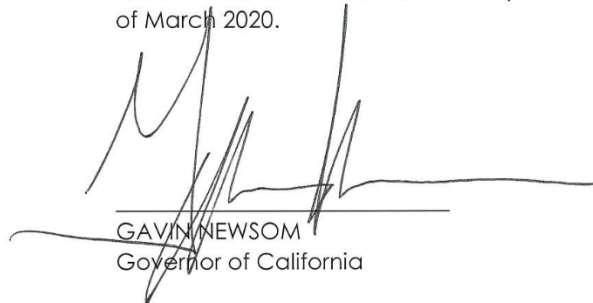
All of the foregoing provisions concerning the conduct of public meetings shall apply only during the period in which state or local public health officials have imposed or recommended social distancing measures.

All state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have
hereunto set my hand and caused
the Great Seal of the State of
California to be affixed this 17th day
of March 2020.



GAVIN NEWSOM
Governor of California

Consent Calendar



Yucaipa Valley Water District

MINUTES OF A REGULAR BOARD MEETING

February 18, 2020 at 6:00 P.M.

Directors Present:

Chris Mann, President
Bruce Granlund, Vice President
Jay Bogh, Director
Lonni Granlund, Director
Joyce McIntire, Director

Staff Present:

Jennifer Ares, Water Resource Manager
Allison Edmisten, Chief Financial Officer
Kathryn Hallberg, Implementation Manager
Matthew Porras, Implementation Manager
Joseph Zoba, General Manager

Directors Absent:

None

Consulting Staff Present:

David Wysocki, Legal Counsel

Registered Guests and Others Present:

Linda Shelton
Leonard Stephenson, San Geronio Pass Water Agency

CALL TO ORDER

The regular meeting of the Board of Directors of the Yucaipa Valley Water District was called to order by Chris Mann at 6:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.

FLAG SALUTE

Director Chris Mann led the pledge of allegiance.

ROLL CALL

The roll was called with Director Jay Bogh, Director Bruce Granlund, Director Lonni Granlund, Director Chris Mann, and Director Joyce McIntire present.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

Director Lonni Granlund moved to approve the consent calendar and Director Joyce McIntire seconded the motion.

- A. Minutes of Meetings
 - 1. Regular Board Meeting - February 4, 2020
 - 2. Board Workshop - February 11, 2020
- B. Payment of Bills
 - 1. Approve/Ratify Invoices for Board Awarded Contracts
 - 2. Ratify General Expenses for January 2020

The motion was approved by the following vote:
Director Jay Bogh - Yes

Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

STAFF REPORT

General Manager Joseph Zoba provided information on the following item(s):

- The City of Yucaipa is current constructing a storm drain on 3rd Street that has created issues for the District as a result of utility conflicts and poor roadbed compaction. The District staff will stay engaged on this project to protect our facilities.

DISCUSSION ITEMS:

DM 20-016

PRESENTATION OF THE UNAUDITED FINANCIAL REPORT FOR THE PERIOD ENDING ON JANUARY 31, 2020

Chief Financial Officer Allison Edmisten presented the unaudited financial report for the period ending on January 31, 2020.

Director Lonni Granlund moved that the Board receive and file the unaudited financial report.

Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

DM 20-017

AUTHORIZATION TO REQUEST FOR PROPOSALS FOR PROFESSIONAL AUDITING SERVICES

Chief Financial Officer Allison Edmisten reviewed the Request for Proposals for professional auditing services.

Director Joyce McIntire moved that the Board authorize the release of the Request for Proposals for professional auditing services.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

DM 20-018

CONSIDERATION OF
PROPOSED BUDGET
ADJUSTMENTS AND
RESERVE TRANSFERS
FOR FISCAL YEAR 2019-
20

Chief Financial Officer Allison Edmisten discussed the proposed budget and reserve transfers for the current fiscal year.

Director Jay Bogh moved that the Board approve budget adjustments for Fiscal Year 2019-20 and adopts Resolution No. 2020-10 Transferring Reserve Funds to the Operating Budget and Resolution No. 2020-11 Transferring Depreciation Reserves Within Each Fund to Infrastructure Reserves in the Respective Fund.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

DM 20-019

CONSIDERATION OF
RESOLUTION NO. 2020-
13 ESTABLISHING
EMPLOYEE BENEFIT,
ADMINISTRATIVE
OVERHEAD AND
SURCHARGE FACTORS

Chief Financial Officer Allison Edmisten presented Resolution No. 2020-13 updating employee benefit, administrative overhead, and surcharge factors.

Director Bruce Granlund moved that the Board adopt Resolution No. 2020-13.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

DM 20-020

CONSIDERATION OF
DEVELOPMENT
AMENDMENT NO. 1 TO
AGREEMENT NO. 2018-
05 TO PROVIDE
DRINKING WATER
SERVICE TO PARCEL
MAP NUMBER NO.

Implementation Manager Matthew Porras presented Amendment No. 1 to Development Agreement No. 2018-05.

Director Lonni Granlund moved that the Board authorize the Board President to execute Amendment No. 1 to Agreement No. 2018-05.

Director Bruce Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes

19822 IN THE CITY OF
YUCAIPA

Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

DM 20-021

CONSIDERATION OF
PARTICIPATION IN THE
INLAND EMPIRE WATER
WISE LANDSCAPE
CONTEST

Water Resource Manager Jennifer Ares presented information about the District's participation in the Inland Empire Waterwise Landscape Contest.

Lonni Granlund moved that the Board authorize District staff to participate in the 2020 Water Wise Landscape Contest for Inland Empire Residents.

Director Joyce McIntire seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

DM 20-022

CONSIDERATION OF A
TEMPORARY
REDUCTION IN
SUPPLEMENTAL
WATER COMMODITY
CHARGES FOR
CUSTOMERS IN
RIVERSIDE COUNTY

General Manager Joseph Zoba discussed Resolution No. 2020-12 which temporarily reduces the supplemental water charge in Riverside County.

Director Joyce McIntire moved that the Board adopt Resolution No. 2020-12.

Director Lonni Granlund seconded the motion.

The motion was approved by the following vote:

Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

DM 20-023

CONSIDERATION OF A
MEMORANDUM OF
AGREEMENT FOR THE
CREATION OF THE
COORDINATED SAN
TIMOTEO
GROUNDWATER

General Manager Joseph Zoba discussed the updates to the Memorandum of Agreement for the San Timoteo Groundwater Sustainability Agency.

Director Joyce McIntire moved that the Board adopt Resolution No. 2020-14.

Director Bruce Granlund seconded the motion.

SUSTAINABILITY
AGENCY

The motion was approved by the following vote:
Director Jay Bogh - Yes
Director Bruce Granlund - Yes
Director Lonni Granlund - Yes
Director Chris Mann - Yes
Director Joyce McIntire - Yes

BOARD REPORTS AND
DIRECTOR COMMENTS

None.

ANNOUNCEMENTS

Director Chris Mann called attention to the announcements listed on the agenda.

ADJOURNMENT

The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

(Seal)

MINUTES OF A BOARD WORKSHOP

February 25, 2020 at 4:00 P.M.

Directors Present:

Chris Mann, President
Bruce Granlund, Vice President
Lonni Granlund, Director
Joyce McIntire, Director

Staff Present:

Madeline Blua, Water Resource Specialist
Allison Edmisten, Chief Financial Officer
Chelsie Fogus, Administrative Assistant I
Ashley Gibson, Regulatory Compliance Manager
Kathryn Hallberg, Implementation Manager
Dustin Hochreiter, Senior Engineering Technician
Mike Kostelecky, Operations Manager
Matthew Porras, Implementation Manager
Mike Rivera, Public Works Supervisor
John Wrobel, Public Works Manager
Joseph Zoba, General Manager

Directors Absent:

Jay Bogh, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Leonard Stephenson, San Geronio Pass Water Agency

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- I. Call to Order - 4:00 p.m. - The workshop of the Board of Directors of the Yucaipa Valley Water District was called to order by Chris Mann at 4:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.
 - II. Public Comments
None
 - III. Staff Report
 - General Manager Joseph Zoba provided an article about recent US Drought Monitor information showing California heading back towards moderate drought conditions.
 - Public Works Manager John Wrobel discussed the recent water mainline leak on 1st Street in the downtown area.
 - IV. Operational Updates
 - A. Overview of the Site Improvements at Drinking Water Production Well No. 12 [Workshop Memorandum No. 20-051] - Implementation Manager Matthew Porras provided an overview of site improvements at Well No. 12.
 - V. Capital Improvement Projects
 - A. Status Report of the Replacement of the Drinking Water Reservoir R-16.6 - Calimesa [Workshop Memorandum No. 20-052] - Implementation Manager Matthew Porras provided a status report on the demolition of the existing Reservoir R-16.6.
 - B. Overview of a Replacement Drinking Water Pipeline in Wildwood Canyon Road, Yucaipa [Workshop Memorandum No. 20-053] - Implementation Manager

Matthew Porras provided an overview of the proposed pipeline replacement project on Wildwood Canyon Road between Limekiln Drive and Oak Mesa Drive, Yucaipa.

VI. Development Related

- A. Overview of a Proposed Sewer Connection for APN:300-192-08 on Avenue E [Workshop Memorandum No. 20-054] - Senior Engineering Technician Dustin Hochreiter provided an overview of the proposed development agreement for the Chick-Fil-A restaurant proposed for Assessor's Parcel Number 300-192-08.

VII. Administrative Issues

- A. Overview of the Demolition of Structures at 12816 Second Street, Yucaipa [Workshop Memorandum No. 20-055] - General Manager Joseph Zoba provided an overview of the Request for Proposals for the demolition of a home at 12816 Second Street, Yucaipa.
- B. Review of Sorenson Engineering's Soil Vapor and Groundwater Treatment Class I Significant Industrial User Discharge Permit No. SP-001-05 [Workshop Memorandum No. 20-056] - Public Works Manager John Wrobel provided information about the proposed vapor recovery system at Sorenson Engineering.
- C. Overview of a Memorandum of Understanding with State of California Department of Forestry and Fire Protection to Provide Site Maintenance [Workshop Memorandum No. 20-057] - Implementation Manager Matthew Porras provided information about coordination with the California Department of Forestry for site cleanup and maintenance.
- D. Overview of Open Space and Land Management Concepts [Workshop Memorandum No. 20-058] - This item was continued to a future workshop.

VIII. Board Reports & Director Comments

- Director Joyce McIntire reported on the San Gorgonio Pass Water Agency Finance and Budget Workshop held on February 24, 2020.
- Director Bruce Granlund, Director Lonni Granlund, and Director Chris Mann reported on the Association of San Bernardino County Special District meeting held on February 17, 2020.

IX. Announcements - The future meetings were referenced on the workshop agenda.

X. Closed Session - A closed session was not conducted at this meeting.

XI. Adjournment - The meeting was adjourned at 4:35 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

MINUTES OF A BOARD WORKSHOP

March 10, 2020 at 4:00 P.M.

Directors Present:

Chris Mann, President
Bruce Granlund, Vice President
Joyce McIntire, Director

Staff Present:

Jennifer Ares, Water Resource Manager
Madeline Blua, Water Resource Specialist
Allison Edmisten, Chief Financial Officer
Chelsie Fogus, Administrative Assistant I
Ashley Gibson, Regulatory Compliance Manager
Kathryn Hallberg, Implementation Manager
Dustin Hochreiter, Senior Engineering Technician
Mike Kostelecky, Operations Manager
Matthew Porras, Implementation Manager
Mike Rivera, Public Works Supervisor
John Wrobel, Public Works Manager
Joseph Zoba, General Manager

Directors Absent:

Jay Bogh, Director
Lonni Granlund, Director

Consulting Staff Present:

David Wysocki, Legal Counsel

Guests and Others Present:

Leonard Stephenson, San Geronio Pass Water Agency

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- I. Call to Order - 4:00 p.m. - The workshop of the Board of Directors of the Yucaipa Valley Water District was called to order by Chris Mann at 4:00 p.m. at the Administrative Office Building, 12770 Second Street, Yucaipa, California.
 - II. Public Comments
None
 - III. Staff Report
 - General Manager Joseph Zoba provided an overview of recent water conservation statistics.
 - Chief Financial Officer Allison Edmisten provided an overview of issues involving the customer web interface of Xpress Bill Pay during typical business hours.
 - IV. Presentations
 - A. Presentation of New Utility Bill Format [Workshop Memorandum No. 20-059] - Chief Financial Officer Allison Edmisten provided an overview of the new utility bill format that was mailed to District customers.
 - V. Capital Improvement Projects
 - A. Authorization to Solicit Bids for the Calimesa Recycled Water Conveyance Project [Workshop Memorandum No. 20-062] - Implementation Manager Matthew Porras presented information about the proposed 24" Recycled Water Conveyance Pipeline Project.

- B. Status Report of the Replacement of the Drinking Water Reservoir R-16.6 - Calimesa [Workshop Memorandum No. 20-063] - Implementation Manager Matthew Porras provided an update on the status of the reservoir demolition and construction project.
 - C. Overview of the Replacement of Drinking Water Reservoir R-16.2 and New Drinking Water Boosters B-16.2.1 and B-16.2.2 [Workshop Memorandum No. 20-064] - Implementation Manager Matthew Porras presented information about a future reservoir project serving the North Bench area.
- VI. Administrative Issues
- A. Overview of the Draft Construction Installment Sale and Grant Agreement with the State Water Resources Control Board for the Calimesa Recycled Water Conveyance Pipeline Project [Workshop Memorandum No. 20-065] - General Manager Joseph Zoba and Legal Counsel David Wysocki provided an overview of the draft funding agreement with the State Water Resources Control Board for the Calimesa Recycled Water Conveyance Project.
 - B. Overview of Open Space and Land Management Concepts [Workshop Memorandum No. 20-066] - General Manager Joseph Zoba provided an overview of the proposed land management program.
 - C. Overview of the 2020 Habitat Monitoring Program Activities, Groundwater/Surface Water Data Assistance, Annual Report, and Modification to the Monitoring and Reporting Requirements [Workshop Memorandum No. 20-067] - Water Resource Manager Jennifer Ares provided information about the 2020 Habitat Monitoring Program.
 - D. Overview of the Updated Personnel Manual for the Yucaipa Valley Water District [Workshop Memorandum No. 20-068] - Chief Financial Officer Allison Edmisten provided an overview of the proposed changes to the District's personnel manual.
 - E. Presentation of the Unaudited Financial Report for the Period Ending on February 29, 2020 [Workshop Memorandum No. 20-069] - Chief Financial Officer Allison Edmisten provided an overview of the unaudited financial report.
 - F. Proposed Budget Workshop Schedule for Fiscal Year 2020-21 [Workshop Memorandum No. 20-070]- Chief Financial Officer Allison Edmisten provided a draft schedule for the preparation and review of the operating budget.
 - G. Overview of the 2020 Groundwater and Surface Water Monitoring for the Yucaipa Valley Water District's Maximum Benefit Monitoring Program [Workshop Memorandum No. 20-071] - Water Resource Manager Jennifer Ares provided information about the proposed groundwater monitoring plan in the San Timoteo area.
- VII. Board Reports & Director Comments
- Director Joyce McIntire reported on the San Gorgonio Pass Water Agency Board Meeting held on March 2, 2020.
 - Director Bruce Granlund and Director Joyce McIntire reported on the San Gorgonio Pass Water Agency Engineering Workshop held on March 9, 2020.
- VIII. Announcements - The future meetings were referenced on the workshop agenda.
- IX. Closed Session - A closed session was not conducted at this meeting.
- X. Adjournment - The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Joseph B. Zoba, Secretary

Board Awarded Contracts
Consent Calendar Board Meeting - March 17, 2020

District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	Encumbered Funds - Remaining Contract Amount				
										General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds
Law Office of David L. Wysocki - FY 2019 Legal Services (Operating)	--	*5-06-54107	--	--	\$51,866	\$3,450	\$55,316							
DDB Engineering (R-Reserves) Application to DDW for the Recharge at Wilson Creek Basins	15-086	04-19771	--	\$35,900	\$25,395	\$0	\$25,395	\$10,505	29%				\$10,505	
Delta Partners \$90,000 per year-LegislativeConsult (exp 12/18) WS Oper Three Year Contract Extension (exp 12/2021)	13-079 19-052	*5-06-54109 *5-06-54109	\$90,000 \$270,000	\$360,000	\$180,000	\$7,500	\$187,500	\$172,500	48%	\$172,500				
Dudek (S-Operating) 2019-Max Benefit Monitoring for San Timoteo/Yucaipa Mgmt Zones	19-045	03-5-06-54109	--	\$89,426	\$47,534	\$5,751	\$53,285	\$36,141	40%	\$36,141				
Dudek (S-Operating) 2018-HMP in San Timoteo Creek	18-055	65-15339 03-5-06-57030	--	\$56,340	\$53,335	\$0	\$53,335	\$3,005	5%	\$3,005				
Dudek (S-Operating) 2019-Habitat Monitoring Program (HMP) in San Timoteo Creek	19-044	65-15339 03-5-06-57030	--	\$73,830	\$68,480	\$800	\$69,280	\$4,550	6%	\$4,550				
Dudek (W/S Operating) Insepection of Proposed Sites for Remote Telemetry	17-059	0*-5-06-54109	--	\$10,775	\$5,428	\$0	\$5,428	\$5,348	50%	\$5,348				
Dudek (W/S/R Operating) Developing a Comprehensive Database Management System (DMS) Amendment #1	17-084 0*-5-06-54109	65-26145 \$89,750 \$6,600	--	\$96,350	\$95,626	\$0	\$95,626	\$724	1%	\$724				
Dudek (Sewer Operating) WWTP BioWin Modeling	19-041	03-506-54109	--	\$29,235	\$20,679	\$0	\$20,679	\$8,556	29%	\$8,556				
ECORP (W/S Reserves) Prepare Study/Mitigated Negative Declaration/Oak Valley Recharge DM 19-039 Ratification of original contract-addt'l sum not to exceed \$4500.00	02-5-06-54109 18-157 19-093	77-32719	\$47,520 \$4,500	\$52,020	\$25,974	\$0	\$25,974	\$26,046	50%		\$26,046			
ECORP (W/S Reserves) YVWD-Salinity and Groundwater Enhancement (Sage) Project W/S Reserves	03-502-51003 19-022	88-23792		\$9,645	\$266	\$0	\$266	\$9,379	97%			\$9,645		
Geoscience (R-Operating) Preparation of a groundwater model for the Gateway Basin CO #1 - preparation of groundwater model	14-070 15-010	04-5-06-54109	\$35,320 \$16,390	\$51,710	\$49,284	\$0	\$49,284	\$2,426	5%	\$2,426				
Geoscience (W-Operating) Calculation of Water Budgets for Validation of Annual Change in Storage Exp of the Yucaipa Watershed & Yucaipa Groundwater Basin Model	16-058 16-110	02-5-06-54109	\$130,236 \$41,770	\$172,006	\$161,252	\$0	\$161,252	\$10,754	6%	\$10,754				
Geoscience Pilot Recharge Testing of the Beaumont Basin (S-Reserves) \$326,956 Amendment #1 -DM 19-057 - \$101,464 Amendment #2 -DM 19-097 - \$456,064 Amendment #3 -DM 19-125 - \$89,767	18-140 19-057 19-097 19-125	03-5-06-54109	--	\$974,251	\$607,436	\$105,687	\$713,123	\$261,128	27%			\$261,128		
Geoscience Monitoring Wells in San Timoteo Cyn	19-076	02-5-06-54109	--	\$24,556	\$9,553	\$18,727	\$28,280	(\$3,724)	-15%	(\$3,724)				
Geoscience Tracer Study Analysis at Wilson Creek Spreading Basins (\$34,560.00) DM 20-008 Budget Amendment for the Tracer Study (\$7,930.00)_	19-024 20-008	02-5-06-54109	--	\$42,490	\$35,534	\$688	\$36,222	\$6,269	15%	\$6,269				
HDR (W-Operating) Perform Tracer Study on R13.1 Clearwell at YVRWFF	17-068	02-5-06-54109	\$37,726 \$4,000	\$41,726	\$41,319	\$0	\$41,319	\$407	1%	\$407				
Inland Potable Services Reservoir Cleaning and Inspection Services/expires 2021(Water & Recycled) 2019- (15)Reservoirs-43,537.00- DM 19-038 Change Order to Increase 35,900.00 2020- (16)Reservoirs 54,540.00 2021- (17)Reservoirs-41,616.00	18-158 19-038	*5-01-51003	--	\$175,593	\$79,437	\$77,689	\$157,126	\$18,467	11%	\$18,467				
Krieger & Stewart Initiate Design of R-12.4 (W-Reserves) TO#4 Revised TO#4, Amendment #2	04-164 05-075 14-014	65-295	\$74,900 \$600 \$45,000	\$585,100	\$552,636	\$0	\$552,636	\$32,464	6%		\$32,464			

Board Awarded Contracts
Consent Calendar Board Meeting - March 17, 2020

										Encumbered Funds - Remaining Contract Amount				
District Awarded Contracts	Director Memorandum	Job or GL #	Job Cost Breakdown	Awarded Contract Amount	Prior Payments to Date	Pending Invoice Amount	Total Contract Payments	Remaining Contract Amount	Percent Remaining	General Operating Expenses	Water Division Funds	Sewer Division Funds	Recycled Division Funds	Other Funds
TO#5- Construction Mgmt Services	14-092		\$482,500											
TO#5, Amendment #1 - Construction Mmgt Services	16-069		\$102,600											
TO#5, Design R-13.4 and H-2 Reservoirs for JP Ranch	05-083	65-180	\$47,400	\$79,000	\$50,471	\$0	\$50,471	\$28,529	36%					\$28,529
60% R-13.4 and 40% H-2 (Developer Funds)	05-083	65-179	\$31,600											
Prepare a Biological Model of System Processes	19-041	03-5-06-54109		\$29,235		\$0	\$0	\$29,235	100%	\$29,235				
Novotx (Elements) (W/S Operating)	18-127	*-5-06-54005		\$121,100	\$121,000	\$0	\$121,000	\$100	0%	\$100				
Elements XS asset management software														
One Stop Landscape Supply FY 2019 Sludge Hauling\Reuse (Oper)	--	03-5-02-57031	--	--	\$387,871	\$22,788	\$410,659							
Pascal Ludwig/Forstra Filters(W-Reserves)	19-098	02-13004		\$355,169	\$277,250	\$2,254	\$279,504	\$75,665	21%		\$75,665			
Three Forsta Filters and Pascal Ludwig for Installation at YVRWFF														
Change Order #1 w/Pascal Ludwig - \$17,069.00	19-137													
Platinum Advisors (WS Operating)														
2018 Lobbyist N-T-E per month	13-080	*-5-06-54109	--	--	\$95,000	\$0	\$95,000							
2018 Quarterly Filing & Misc. Expenses		02-5-06-54109	--	--	\$750	\$0	\$750							
Rain For Rent														
Pipeline-Calimesa Lakes Recharge Study-DM 19-008 was superseded by DM 19-017	19-017	02-5-03-51020		\$24,375	\$0	\$0	\$0	\$24,375	100%		\$24,375			
RMC Water & Environment/Woodard & Curran														
TO#26, SRF Mgmt Svcs-Calimesa Regional Recycled Pipeline (R-FCC)	14-023	04-5-06-54109		\$95,692	\$69,361	\$0	\$69,361	\$26,331	28%				\$26,331	
Application to DDW for the Recharge at Wilson Creek Basins (R-Resvs)	15-086	04-19771	--	\$237,668	\$236,474	\$0	\$236,474	\$1,194	1%				\$1,194	
Amendment #3	18-085													
Scinor Water America/Pascal Ludwig (S- Reserves)	17-088	03-10311	--	\$215,000	\$186,074	\$0	\$186,074	\$28,926	13%			\$28,926		
Install UF Modules and Mesh Strainer AT WRWRF														
Separation Processes, Inc. (W-Reserves)		55-19200												
Design & Construction Supports Servs for NF SCRAM	15-047	02-14500		\$191,820	\$170,980	\$0	\$170,980	\$20,840	11%		\$20,840			
Application to DDW for the Recharge at Wilson Creek Basins (R-Resrvs)	15-086	04-19771	--	\$42,860	\$24,527	\$0	\$24,527	\$18,333	43%				\$18,333	
Feasibility Report for Wochholz SAGE Project (\$67,575.00)	17-043	03-5-06-54109		\$99,835	\$84,520	\$9,272	\$93,792	\$6,043	6%			\$6,043		
Preliminary Engineering Design Study-SAGE Project (\$32,260.00)	19-106	03-5-06-54109												
WWTP Monitoring Operations & Reporting Enhancement (MORE) (S-Oper)	18-122	03-5-06-54109		\$330,436	\$150,072	\$24,704	\$174,776	\$155,660	47%			\$155,660		
WWTP -RCA - Foaming- Improve energy efficiency and treatment process	19-025	03-5-06-54109		\$36,800	\$34,137	\$0	\$34,137	\$2,663	7%			\$2,663		
Superior Tank - R-16.6 drinking water(Water Fund, Infrastructure Reserves)														
Replacement of Drinking Water Reservoir R-16.6	19-138	Task #		\$565,668	\$0	\$46,762	\$46,762	\$518,906	92%		\$518,906			
Vavrinek, Trine, Day & Company (VTD) /EideBailly (Operating)														
FY 2019 Auditing Services \$23,900 + \$3,500 for Single Audit	15-106	*-5-06-54108		\$27,400	\$25,700	\$0	\$25,700	\$1,700	6%	\$1,700				
Villalobos and Associates (W-Operating)	16-064	02-5-06-54109	--	\$72,200	\$39,064	\$0	\$39,064	\$33,136	46%	\$33,136				
Permitting of Recharge Oper at the Wilson Creek Spreading Basins														
GRAND TOTALS				\$5,333,011	\$4,025,221	\$326,071	\$4,351,291	\$1,576,580	--	\$329,593	\$698,296	\$464,065	\$56,363	\$28,529
										\$329,593		\$1,218,724		\$28,529

Check Register - February 2020

Date	Check #	Payee or Description	Amount
02/03/2020	36300	ADS, LLC	\$ 4,275.00
02/03/2020	36301	Alexander's Meter Reading Solutions	\$ 793.00
02/03/2020	36302	Ameripride Uniform Services	\$ 875.00
02/03/2020	36303	Aqua-Metric Sales Company	\$ 38,143.50
02/03/2020	36304	Auto Care Clinic	\$ 119.40
02/03/2020	36305	Avista Technologies, Inc.	\$ 7,192.62
02/03/2020	36306	Best Home Center	\$ 11.74
02/03/2020	36307	C & B Crushing, Inc.	\$ 50.00
02/03/2020	36308	California Water Environment Association	\$ 192.00
02/03/2020	36309	CFC Security Inc	\$ 5,000.00
02/03/2020	36310	CRAIG STOKES	\$ 25.65
02/03/2020	36311	Crown Ace Hardware - Yucaipa	\$ 185.32
02/03/2020	36312	Custom Metal Fabrication	\$ 120.00
02/03/2020	36313	Desmond & Louis, Inc	\$ 1,150.00
02/03/2020	36314	Hemet Valley Tool Inc.	\$ 325.88
02/03/2020	36315	House Of Quality, Parts Plus	\$ 514.63
02/03/2020	36316	Houston & Harris PCS, Inc.	\$ 1,973.25
02/03/2020	36317	InfoSend, Inc.	\$ 9,336.44
02/03/2020	36318	Integrity Hose and Fittings	\$ 2,534.00
02/03/2020	36319	Kelly Services, Inc.	\$ 806.72
02/03/2020	36320	Krieger & Stewart	\$ 47,693.45
02/03/2020	36321	MBC Applied Environmental Sciences	\$ 1,350.00
02/03/2020	36322	Merit Oil Company	\$ 2,116.84
02/03/2020	36323	Meyers Nave	\$ 58,385.00
02/03/2020	36324	Office Solutions Bsns Products, L	\$ 54.28
02/03/2020	36325	Pro-Pipe & Supply, Inc.	\$ 1,777.57
02/03/2020	36326	R.F MacDonald Co.	\$ 3,692.39
02/03/2020	36327	Redline	\$ 3,438.21
02/03/2020	36328	SB CNTY-Solid Waste Mgmt Div	\$ 40.67
02/03/2020	36329	SCCI, Inc.	\$ 350.00
02/03/2020	36330	The Gas Company	\$ 3,062.15
02/03/2020	36331	TPX Communications	\$ 2,649.93
02/03/2020	36332	VP Imaging, Inc.	\$ 2,700.00
02/03/2020	36333	Water ISAC-Information Sharing & Analysi	\$ 2,099.00
02/03/2020	36334	Yucaipa Disposal, Inc.	\$ 1,923.84
02/03/2020	36335	VOID	\$ -
02/03/2020	36336	VOID	\$ -
02/03/2020	36337	VOID	\$ -
02/03/2020	36338	California State Disbursement Unit	\$ 743.52
02/03/2020	36339	FRANCHISE TAX BOARD	\$ 100.00
02/03/2020	36340	WageWorks Inc	\$ 1,414.03
02/04/2020	36341	CA-EDD	\$ 274.00
02/04/2020	36342	Blue Shield of California	\$ 3,770.60
02/04/2020	36343	Nippon Life Insurance Co	\$ 2,889.74
02/04/2020	36344	Standard Dental Insurance Co	\$ 1,437.12
02/04/2020	36345	Standard Insurance Vision Plan	\$ 255.00
02/10/2020	36346	ALYSSA KRAUTZ	\$ 196.08

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02/10/2020	36347	Ameripride Uniform Services	\$	876.75
02/10/2020	36348	Aqua-Metric Sales Company	\$	67,755.78
02/10/2020	36349	Armorcast Products Company	\$	21,599.57
02/10/2020	36350	BofA Credit Card	\$	758.84
02/10/2020	36351	Caselle, Inc.	\$	12,445.00
02/10/2020	36352	Clinical Laboratory of San Bernardino	\$	8,475.50
02/10/2020	36353	Coverall North America, Inc.	\$	1,331.00
02/10/2020	36354	Dig Safe Board	\$	1,965.14
02/10/2020	36355	Donegan Tree Service	\$	4,200.00
02/10/2020	36356	Ferguson Waterworks #1083	\$	3,323.01
02/10/2020	36357	First American Data Tree, LLC	\$	50.00
02/10/2020	36358	Grainger	\$	319.91
02/10/2020	36359	Hach Company	\$	797.35
02/10/2020	36360	Home Depot U.S.A. Inc	\$	491.30
02/10/2020	36361	Houston & Harris PCS, Inc.	\$	1,973.25
02/10/2020	36362	InfoSend, Inc.	\$	14,180.66
02/10/2020	36363	Inland Water Works Supply Co.	\$	1,639.63
02/10/2020	36364	IPT Holdings LLC	\$	6,260.28
02/10/2020	36365	JB Paving & Engineering, Inc.	\$	80,145.00
02/10/2020	36366	JW D'Angelo Co.	\$	3,758.04
02/10/2020	36367	Kelly Services, Inc.	\$	890.67
02/10/2020	36368	Konica Minolta Business Solutions	\$	1,132.08
02/10/2020	36369	LCS Constructors, Inc.	\$	44,896.50
02/10/2020	36370	Leach Microbial Consulting, LLC	\$	2,350.00
02/10/2020	36371	Les Schwab Tire Center	\$	1,932.57
02/10/2020	36372	Lowe's Companies, Inc.	\$	368.38
02/10/2020	36373	McCrometer, Inc.	\$	488.29
02/10/2020	36374	Merit Oil Company	\$	2,348.46
02/10/2020	36375	NetComp Technologies, Inc.	\$	2,350.00
02/10/2020	36376	Pacific Coast Landscape & Design, Inc.	\$	6,145.00
02/10/2020	36377	Pro-Pipe & Supply, Inc.	\$	375.89
02/10/2020	36378	Q Versa, LLC	\$	4,606.52
02/10/2020	36379	Raiset R. Santana and Adriana L. Santana	\$	207.69
02/10/2020	36380	San Bdn. Valley Muni. Water Dist.	\$	99,970.52
02/10/2020	36381	SCE Rosemead	\$	12.70
02/10/2020	36382	Separation Processes, Inc.	\$	1,820.00
02/10/2020	36383	Time Warner Cable	\$	280.77
02/10/2020	36384	Underground Service Alert Of So. CA	\$	297.10
02/10/2020	36385	US Bank	\$	5,289.84
02/10/2020	36386	USA BlueBook	\$	424.39
02/10/2020	36387	Yucaipa Valley Water District	\$	38,715.58
02/18/2020	36388	David L. Wysocki	\$	3,150.00
02/18/2020	36389	Delta Partners, LLC	\$	7,500.00
02/18/2020	36390	Dudek & Associates, Inc	\$	5,104.37
02/18/2020	36391	Eide Bailly LLP	\$	2,900.00
02/18/2020	36392	Geoscience Support Services, Inc.	\$	11,727.21
02/18/2020	36393	One Stop Landscape Supply Inc	\$	24,478.00
02/18/2020	36394	Pascal & Ludwig Constructors Inc.	\$	109,260.00

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02/18/2020	36395	Separation Processes, Inc.	\$	21,316.50
02/17/2020	36396	California State Disbursement Unit	\$	743.52
02/17/2020	36397	FRANCHISE TAX BOARD	\$	100.00
02/17/2020	36398	IBEW Local #1436	\$	601.00
02/17/2020	36399	WageWorks Inc	\$	1,414.03
02/13/2020	36400	Berkshire Hathaway Homestate Companies	\$	13,885.41
02/18/2020	36401	All American Sewer Tools	\$	1,465.24
02/18/2020	36402	Alpine Springs	\$	62.45
02/18/2020	36403	Ameripride Uniform Services	\$	871.85
02/18/2020	36404	Assoc. SB Cty Special Districts	\$	105.00
02/18/2020	36405	Atlas Copco Compressors, LLC	\$	23,294.28
02/18/2020	36406	Best Home Center	\$	18.17
02/18/2020	36407	Brenntag Pacific, Inc	\$	20,414.70
02/18/2020	36408	CA-ARB/PERP	\$	735.00
02/18/2020	36409	Calmat Company	\$	2,599.30
02/18/2020	36410	Contron Scada Systems	\$	5,236.27
02/18/2020	36411	Corelogic, Inc.	\$	330.00
02/18/2020	36412	Crown Ace Hardware - Yucaipa	\$	170.17
02/18/2020	36413	DENNIS PINE	\$	1,030.62
02/18/2020	36414	Diversified Manufacturing Inc.	\$	6,770.43
02/18/2020	36415	Epic Pest Management	\$	85.00
02/18/2020	36416	Evoqua Water Technologies LLC	\$	3,316.66
02/18/2020	36417	Fastenal Company	\$	-
02/18/2020	36418	Fedex	\$	131.37
02/18/2020	36419	Frontier Communications	\$	162.37
02/18/2020	36420	Hasa, Inc.	\$	5,103.94
02/18/2020	36421	Inland Water Works Supply Co.	\$	431.00
02/18/2020	36422	JW D'Angelo Co.	\$	401.91
02/18/2020	36423	Kelly Services, Inc.	\$	1,008.40
02/18/2020	36424	Les Schwab Tire Center	\$	824.71
02/18/2020	36425	Merit Oil Company	\$	2,663.02
02/18/2020	36426	Office Solutions Bsns Products, L	\$	2,755.75
02/18/2020	36427	Pacific Coast Landscape & Design, Inc.	\$	1,275.00
02/18/2020	36428	Polydyne Inc.	\$	3,462.86
02/18/2020	36429	Pro-Pipe & Supply, Inc.	\$	44.56
02/18/2020	36430	Quinn Company	\$	5,053.87
02/18/2020	36431	Red Alert Special Couriers	\$	344.26
02/18/2020	36432	Safeguard Business Systems Inc	\$	1,191.18
02/18/2020	36433	San Bdno. Valley Muni. Water Dist.	\$	97,776.40
02/18/2020	36434	SB CNTY-Solid Waste Mgmt Div	\$	435.49
02/18/2020	36435	Southwest Membrane Operator Association	\$	150.00
02/18/2020	36436	Spectrum Business	\$	1,834.00
02/18/2020	36437	The Counseling Team International	\$	450.00
02/18/2020	36438	Uline, Inc.	\$	2,303.34
02/18/2020	36439	USA BlueBook	\$	9,218.00
02/18/2020	36440	Wells Fargo Bank-Corporate Trust Service	\$	545,712.83
02/18/2020	36441	Yucaipa/Calimesa News Mirror	\$	286.60
02/18/2020	36442	Fastenal Company	\$	1,333.02

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02/24/2020	36443	Concentra	\$	133.00
02/24/2020	36446	Joe DeSalliers	\$	592.13
02/24/2020	36447	Peggy Little	\$	640.51
02/24/2020	36448	Robert Wall	\$	785.37
02/24/2020	36449	Timothy M. Mackamul	\$	368.03
02/24/2020	36450	WageWorks, Inc.	\$	191.75
02/24/2020	36451	YVWD-Petty Cash	\$	306.72
02/24/2020	36452	Addiction Medicine Consultants, Inc.	\$	350.00
02/24/2020	36453	Ameripride Uniform Services	\$	866.23
02/24/2020	36454	Aqua-Metric Sales Company	\$	125,370.63
02/24/2020	36455	AT&T Mobility	\$	2,400.91
02/24/2020	36456	Best Home Center	\$	97.99
02/24/2020	36457	BofA Credit Card	\$	2,043.55
02/24/2020	36458	Brenntag Pacific, Inc	\$	2,499.92
02/24/2020	36459	BSK Associates	\$	2,455.00
02/24/2020	36460	Caselle, Inc.	\$	15,000.00
02/24/2020	36461	Crown Ace Hardware - Yucaipa	\$	99.27
02/24/2020	36462	Donald Kent Stone	\$	738.00
02/24/2020	36463	Fedex	\$	132.09
02/24/2020	36464	Frontier Communications	\$	111.26
02/24/2020	36465	House Of Quality, Parts Plus	\$	130.61
02/24/2020	36466	Houston & Harris PCS, Inc.	\$	3,125.75
02/24/2020	36467	In-Situ Inc.	\$	169.37
02/24/2020	36468	Kelly Services, Inc.	\$	1,021.64
02/24/2020	36469	Kenneth Carnes	\$	70.00
02/24/2020	36470	Les Schwab Tire Center	\$	105.06
02/24/2020	36471	Medical Biowaste Solutions. Inc.	\$	1,952.50
02/24/2020	36472	Merit Oil Company	\$	2,378.62
02/24/2020	36473	NetComp Technologies, Inc.	\$	2,550.00
02/24/2020	36474	Paxxo, Inc.	\$	2,481.93
02/24/2020	36475	Polydyne Inc.	\$	3,462.86
02/24/2020	36476	Pro-Pipe & Supply, Inc.	\$	1,333.62
02/24/2020	36477	Red Alert Special Couriers	\$	344.26
02/24/2020	36478	Redline	\$	1,380.24
02/24/2020	36479	Safeguard Business Systems Inc	\$	939.25
02/24/2020	36480	San Bernardino County Dept of Public Wor	\$	1,236.00
02/24/2020	36481	SB CNTY-Solid Waste Mgmt Div	\$	725.28
02/24/2020	36482	SCE Rosemead	\$	186,452.43
02/24/2020	36483	Spectrum Business	\$	1,834.00
02/24/2020	36484	Tri County Pump Company	\$	88,645.49
02/24/2020	36485	Western Municipal Water District	\$	1,000.00
02/24/2020	36486	Wilson Bohannon Company	\$	1,858.18
02/28/2020	36487	California State Disbursement Unit	\$	743.52
02/28/2020	36488	FRANCHISE TAX BOARD	\$	100.00
02/28/2020	36489	WageWorks Inc	\$	1,414.03
01/27/2020	36298	Westrux International, Inc.	\$	59.45
01/27/2020	36299	Yucaipa Valley Water District	\$	79.88
				<u>\$ 2,078,645.75</u>

Check Register - February 2020

02/04/2020	electronic pmt	CalPERS Health Insurance	\$ 99,260.32
02/14/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 150,884.67
02/14/2020	electronic pmt	CalPERS 457 & Loan	\$ 26,986.66
02/14/2020	electronic pmt	CalPERS Retirement	\$ 31,115.66
02/14/2020	electronic pmt	EDD - State of California	\$ 10,152.90
02/14/2020	electronic pmt	IRS	\$ 58,729.70
02/14/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 5,753.87
02/28/2020	electronic pmt	DIRECT DEPOSIT TOTAL	\$ 143,056.22
02/28/2020	electronic pmt	CalPERS 457 & Loan	\$ 24,568.93
02/28/2020	electronic pmt	CalPERS Retirement	\$ 31,118.02
02/28/2020	electronic pmt	EDD - State of California	\$ 10,314.51
02/28/2020	electronic pmt	IRS	\$ 58,127.19
02/28/2020	electronic pmt	VOYA 457 Retirement Plan	\$ 3,877.16
			<u>\$ 653,945.81</u>
Checks	192		
Electronic	13		
	205		\$ 2,732,591.56

Staff Report



Yucaipa Valley Water District

Discussion Items



Yucaipa Valley Water District



Date: March 24, 2020

Prepared By: Joseph B. Zoba, General Manager

Subject: Consideration of Resolution No. 2020-15 Proclaiming a Local Emergency Related to the Coronavirus and COVID-19 in the Yucaipa Valley Water District Service Area within the Counties of Riverside and San Bernardino

Recommendation: That the Board adopts Resolution No. 2020-15.

The Centers for Disease Control and Prevention (CDC) is responding to an outbreak of respiratory disease caused by a novel (new) coronavirus that was first detected in China and which has now been detected in more than 168 countries, including in the United States. The virus has been named "SARS-CoV-2" and the disease it causes has been named "coronavirus disease 2019" (abbreviated "COVID-19").

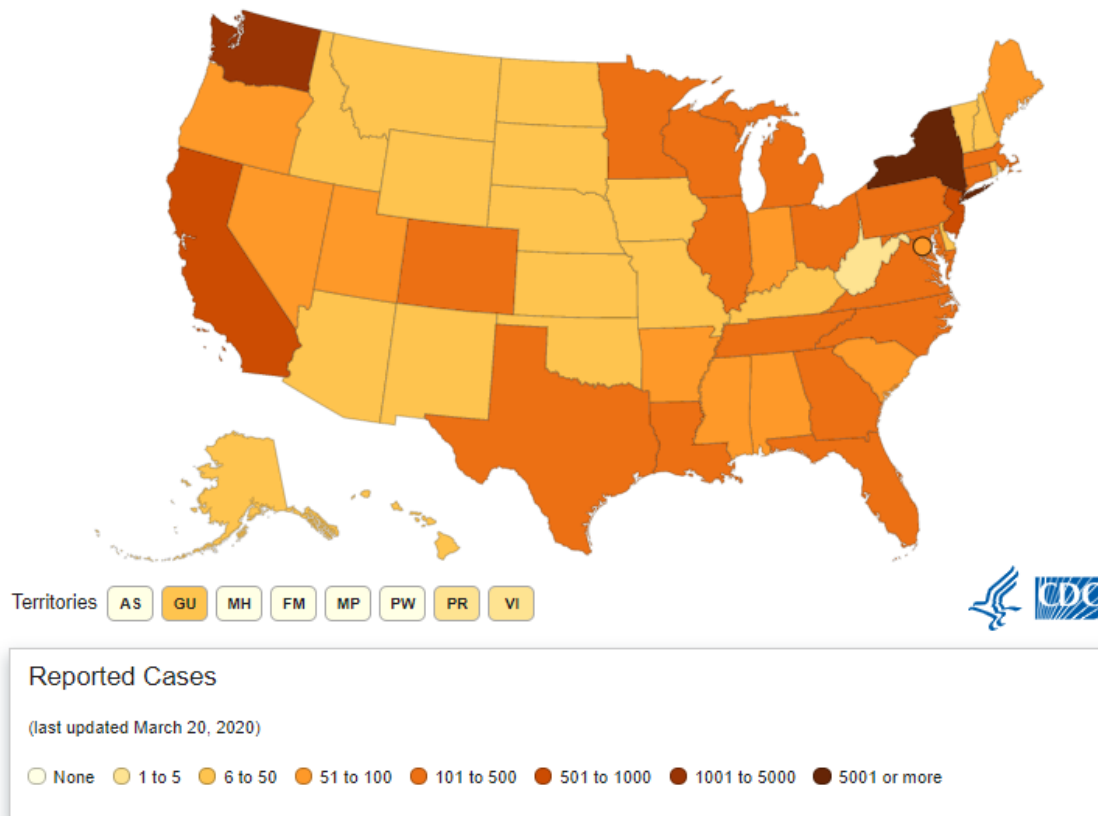
In light of rising public concern over the coronavirus disease 2019 (COVID-19), the drinking water supplied by the Yucaipa Valley Water District is clean, safe and reliable. The SARS-CoV-2 virus has no impact on the quality or supply of tap water. The use of high pressure membranes at the Yucaipa Valley Regional Water Filtration Facility and the Wochholz Regional Water Recycling Facility have been proven to be an effective additional barrier to viruses and various undesirable chemical molecules. Additionally, the Yucaipa Valley Water District uses chlorine to disinfect the water before it enters the distribution system to protect against microorganisms such as bacteria, viruses, fungus, and other micro-organisms. This ensures safe drinking water for all our customers.

The District staff constantly monitors our distribution system to ensure that there is sufficient chlorine residual and there are no bacteriological issues. We conduct thousands of water quality tests annually to ensure our drinking water meets rigorous drinking water standards. Highly-skilled District staff constantly perform analyses both on-site and send other samples to state-certified laboratories for independent validation.

In addition, the Yucaipa Valley Water District has an extensive backflow prevention program where water cannot flow back into the drinking water system from properties that may pose a contamination risk.

The Yucaipa Valley Water District has installed microfiltration and reverse osmosis systems that further protect drinking water and recycled water from bacteriological impacts. The recycled water supply is further protected with the use of ultraviolet disinfection and reverse osmosis membranes that are able to provide additional protections against microorganisms.

The District staff will provide an update about the current steps taken by the District to protect the safety of employees and the community we serve.



COVID-19 in California by the Numbers:

As of March 19, 2020, 6 p.m. Pacific Daylight Time, there are a total of 1,006 positive cases and 19 deaths in California (including one non-California resident). This total does not include passengers from the Grand Princess cruise ship currently docked in Oakland.

Ages of all confirmed positive cases:

- Age 0-17: 18 cases
- Age 18-64: 711 cases
- Age 65+: 273 cases
- Unknown: 4 cases

24 – Cases of positive tests related to federal repatriation flights

982 – Cases not related to repatriation flights

- 86 – Travel related
- 108 – Person-to-person acquired
- 266 – Community acquired (see [map of local health jurisdictions reporting community transmission - PNG](#))
- 522 – Under investigation

THE PRESIDENT'S **CORONAVIRUS GUIDELINES FOR AMERICA**

15 DAYS TO SLOW THE SPREAD

Listen to and follow the directions of your **STATE AND LOCAL AUTHORITIES**.

IF YOU FEEL SICK, stay home. Do not go to work. Contact your medical provider.

IF YOUR CHILDREN ARE SICK, keep them at home. Do not send them to school. Contact your medical provider.

IF SOMEONE IN YOUR HOUSEHOLD HAS TESTED POSITIVE for the coronavirus, keep the entire household at home. Do not go to work. Do not go to school. Contact your medical provider.

IF YOU ARE AN OLDER PERSON, stay home and away from other people.

IF YOU ARE A PERSON WITH A SERIOUS UNDERLYING HEALTH CONDITION that can put you at increased risk (for example, a condition that impairs your lung or heart function or weakens your immune system), stay home and away from other people.



For more information, please visit

CORONAVIRUS.GOV

THE PRESIDENT'S CORONAVIRUS GUIDELINES FOR AMERICA

DO YOUR PART TO SLOW THE SPREAD OF THE CORONAVIRUS

Even if you are young, or otherwise healthy, you are at risk and your activities can increase the risk for others. It is critical that you do your part to slow the spread of the coronavirus.

Work or engage in schooling **FROM HOME** whenever possible.

IF YOU WORK IN A CRITICAL INFRASTRUCTURE INDUSTRY, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule. You and your employers should follow CDC guidance to protect your health at work.

AVOID SOCIAL GATHERINGS in groups of more than 10 people.

Avoid eating or drinking at bars, restaurants, and food courts — **USE DRIVE-THRU, PICKUP, OR DELIVERY OPTIONS.**

AVOID DISCRETIONARY TRAVEL, shopping trips, and social visits.

DO NOT VISIT nursing homes or retirement or long-term care facilities unless to provide critical assistance.

PRACTICE GOOD HYGIENE:

- *Wash your hands, especially after touching any frequently used item or surface.*
- *Avoid touching your face.*
- *Sneeze or cough into a tissue, or the inside of your elbow.*
- *Disinfect frequently used items and surfaces as much as possible.*

CORONAVIRUS.GOV

School operations can accelerate the spread of the coronavirus. Governors of states with evidence of community transmission should close schools in affected and surrounding areas. Governors should close schools in communities that are near areas of community transmission, even if those areas are in neighboring states. In addition, state and local officials should close schools where coronavirus has been identified in the population associated with the school. States and localities that close schools need to address childcare needs of critical responders, as well as the nutritional needs of children.

Older people are particularly at risk from the coronavirus. All states should follow Federal guidance and halt social visits to nursing homes and retirement and long-term care facilities.

In states with evidence of community transmission, bars, restaurants, food courts, gyms, and other indoor and outdoor venues where groups of people congregate should be closed.

Coronavirus Outbreak Timeline

- December 31, 2019 – Cases of pneumonia detected in Wuhan, China, [are first reported to the WHO](#). During this reported period, the virus is unknown. The cases [occur between December 12 and December 29](#), according to Wuhan Municipal Health.
- January 1, 2020 – Chinese health authorities close the [Huanan Seafood Wholesale Market](#) after it is discovered that wild animals sold there may be the source of the virus.
- January 5, 2020 – China announces that the unknown pneumonia cases in Wuhan are not SARS or MERS. In a [statement](#), the Wuhan Municipal Health Commission says a retrospective probe into the outbreak has been initiated.
- January 7, 2020 – Chinese authorities confirm that they have identified the virus as a novel coronavirus, initially named [2019-nCoV](#) by the WHO.
- January 11, 2020 – The Wuhan Municipal Health Commission announces the first death caused by the coronavirus. A 61-year-old man, exposed to the virus at the seafood market, died on January 9 after respiratory failure caused by severe pneumonia.
- January 13, 2020 – Thai authorities [report a case of infection caused by the coronavirus](#). The infected individual is a Chinese national who had arrived from Wuhan.
- January 20, 2020 – [The National Institutes of Health announces that it is working on a vaccine against the coronavirus](#). “The NIH is in the process of taking the first steps towards the development of a vaccine,” says Dr. Anthony Fauci, director of the National Institutes of Allergy and Infectious Diseases.
- January 21, 2020 – [Officials in Washington state confirm the first case on US soil](#).
- January 23, 2020 – At an emergency committee convened by the World Health Organization, [the WHO says that the Wuhan coronavirus does not yet constitute a public health emergency of international concern](#).
- January 29, 2020 – The White House announces the formation of a new [task force](#) that will help monitor and contain the spread of the virus, and ensure Americans have accurate and up-to-date health and travel information, it said.
- January 30, 2020 – [The US reports its first confirmed case of person-to-person transmission of the Wuhan coronavirus](#). On the same day, the WHO determines that the outbreak constitutes a Public Health Emergency of International Concern (PHEIC).
- January 30, 2020 - The International Health Regulations Emergency Committee of the World Health Organization declared the outbreak a “[public health emergency of international concern](#)” (PHEIC).
- January 30, 2020 - CDC published [guidance for healthcare professionals on the clinical care of COVID-19 patients](#).

- February 3, 2020 - CDC posted [guidance for assessing the potential risk for various exposures](#) to COVID-19 and managing those people appropriately.
- February 7, 2020 – Li Wenliang, [a Wuhan doctor](#) who was [targeted by police](#) for trying to sound the alarm on a “SARS-like” virus in December, dies of the coronavirus. Following news of Li’s death, the topics “Wuhan government owes Dr. Li Wenliang an apology,” and “We want freedom of speech,” [trend on China’s Twitter-like platform, Weibo, before disappearing from the heavily censored platform.](#)
- February 11, 2020 – [The WHO names the coronavirus COVID-19.](#)
- February 21, 2020 – The CDC changes criteria for counting confirmed cases of novel coronavirus in the US and begins tracking two separate and distinct groups: [those repatriated by the US Department of State and those identified by the US public health network.](#)
- February 25, 2020 – [The NIH announces](#) that a clinical trial to evaluate the safety and effectiveness of the antiviral drug remdesivir in adults diagnosed with coronavirus [has started at the University of Nebraska Medical Center in Omaha.](#) The first participant is an American who was evacuated from the Diamond Princess cruise ship docked in Japan.
- February 26, 2020 – [CDC officials say that a California patient being treated for novel coronavirus is the first US case of unknown origin.](#) The patient, who didn’t have any relevant travel history nor exposure to another known patient, is the first possible US case of “community spread.”
- February 26, 2020 – [President Donald Trump places Vice President Mike Pence in charge of the US government response to the novel coronavirus,](#) amid growing criticism of the White House’s handling of the outbreak.
- February 27, 2020 - CDC updated its [criteria to guide evaluation of persons under investigation for COVID-19.](#)
- March 4, 2020 - Governor Gavin Newsom declared a State of Emergency due to the threat of COVID-19.
- March 8, 2020 - CDC issued a Health Alert Network (HAN).
- March 10, 2020 - CDC issued updated infection control guidance for healthcare settings, including guidance on the use of personal protective equipment (PPE) during a shortage.
- March 11, 2020 - [WHO publicly](#) characterized COVID-19 as a pandemic.
- March 12, 2020 - Governor Gavin Newsom issued [Executive Order N-25-20](#) suspending requirements of the Brown Act and Bagley-Keene Act in response to the Coronavirus. More specifically, the following Brown Act requirements are waived:
 - That the location from which each member participating via teleconference be noticed on the agenda for the meeting that member is participating via teleconference.

- That each teleconference location be open and accessible to any member of the public.
- That each teleconference location be equipped to allow comments from any member of the public wishing to make a public comment.
- That an agenda be posted at each teleconference location.
- That a quorum of members of the legislative body participate from teleconference locations within the local agency's jurisdiction.
- The waiver of these Brown Act provisions is nevertheless subject to the following requirements:
 - That advance notice of meetings being conducted be accomplished in accordance with the Brown Act.
 - That at least one ADA-accessible location be made available and equipped to allow members of the public to observe and participate in public meetings, and that such a location be listed on the notice for such a meeting.
- March 12, 2020 - President Donald Trump declares a National Emergency in response to the Coronavirus.
- March 15, 2020 - Governor Newsom called for voluntary closure of bars and in-home self-isolation of seniors 65 and older, as well as persons at-risk due to underlying conditions.
- March 16, 2020 - The health officers of Alameda, Contra Costa, Marin, San Francisco, San Mateo, and Santa Clara counties announced, with the City of Berkeley, a legal order directing their respective residents to shelter in place for three weeks beginning midnight March 17 to April 7 in order to slow the spread of the coronavirus. The order limited activity, travel and business functions to only the most essential needs.

Yucaipa Valley Water District implements restrictions to public access at the District office and issues a press release regarding delinquent payments and turn-offs for District customers.

Yucaipa Valley Water District activates Level 3 Incident Command procedures.

- March 17, 2020 - More counties issued shelter in place orders. The federal Defense Secretary said the military would provide up to 5 million respirator masks and also 2,000 ventilators from its reserve.
- March 19, 2020 - Governor Newsom announces a statewide stay-at-home order ([Executive Order N-33-20](#)). Governor Newsom asked the Department of Defense to deploy the Navy's USNS *Mercy* hospital ship in California.

The operations of the Yucaipa Valley Water District are designated by the Federal government as a critical infrastructure sector. Therefore, the orders to stay home do not apply to employees, contractors, and vendors that we need to support our mission to provide drinking water and sewer service to the community. The continued operation of drinking water and sewer service is absolutely vital to the public health, safety, security, and functioning of our community. We will continue to provide safe and reliable service to the community under all circumstances. All employees are strongly encouraged to do their part to stay healthy and safe.

**For Immediate Release**

News Release

Date: March 17, 2020**Contact:** Joseph Zoba, General Manager
(909) 797-5119 x2 - jzoba@yvwd.us

YUCAIPA VALLEY WATER DISTRICT IMPLEMENTS 15 DAYS TO SLOW THE SPREAD District Office Closed to Public Effective March 17, 2020

At Yucaipa Valley Water District (District) the health and safety of our customers and employees is a top priority.

As part of the President's Coronavirus Guidelines for America - 15 Days to Slow the Spread, the Yucaipa Valley Water District offices at 12770 Second Street, Yucaipa, California will be closed to the public until further notice. However, District drinking water, recycled water, and sewer services remain fully safe and operational.

To assist our customers we have extended our phone service hours to speak with a live operator from 6:30 am to 5:00 pm. Please contact us directly at (909) 797-5117 with any questions you may have regarding your drinking water, recycled water, or sewer service.

As a result of the District office closure, the Yucaipa Valley Water District will not accept in-person payments at the District office. Customers may continue to make payments utilizing the following options:

- Online through the billing portal at:
 - <https://www.yvwd.dst.ca.us>, or
 - <https://www.xpressbillpay.com/#/?org=Yucaipavalleywaterdistrict10612>
- Pay by Interactive Voice Response available 24/7 at toll-free (866) 807-5769.
- Mail payment to:

Yucaipa Valley Water District
Post Office Box 730
Yucaipa, California 92399

or

YVWD Processing Facility
Post Office Box 997
Pleasant Grove, Utah 84062-0997

- Payment Drop Box for check or money order payments located at:

Yucaipa Valley Water District
12770 Second Street
Yucaipa, California 92399

While we appreciate your prompt payment, the Yucaipa Valley Water District will not be assessing late fees or discontinuing service to customers through April 30, 2020.

#####

RESOLUTION NO. 2020-15

A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY RELATED TO THE CORONAVIRUS AND COVID-19 IN THE YUCAIPA VALLEY WATER DISTRICT SERVICE AREA WITHIN THE COUNTIES OF RIVERSIDE AND SAN BERNARDINO

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 governing body of the Yucaipa Valley Water District has the authority to proclaim a local emergency; and

WHEREAS, California Government Code Section 3100 states that all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law, and the Yucaipa Valley Water District needs to provide drinking water, recycled water and sewer services deemed as an essential public service; and

WHEREAS, any actions that the Yucaipa Valley Water District may take to ensure the continuation of critical services to protect the safety of customers and to provide for immunities that will protect the Yucaipa Valley Water District for actions taken, as covered under the California Emergency Services Act; and

WHEREAS, working with the County of Riverside and the County of San Bernardino, this proclamation authorizes the undertaking of powers and invoking and disseminating emergency orders (e.g., emergency orders, emergency spending authorities, emergency or pre-established contracting, order necessary Personal Protective Equipment, recovery, etc.) and regulations necessary to provide for the protection of life, property, and the environment; and

WHEREAS, this proclamation establishes that an emergency exists, and that if mutual aid of in-county resources are needed to assist the District, as covered under the California Master Mutual Aid Agreement and any local agreements to provide mutual aid should be sufficient to establish, and that the Emergency Services Act applies; and

WHEREAS, this proclamation establishes that an emergency exists, and if out-of-county assistance is needed, requests for mutual aid should follow procedures set forth by the Standardized Emergency Management System (SEMS) and the Governor's Office of Emergency Services (CalOES), including obtaining mission numbers through the County of Riverside Emergency Management Department from CalOES for responding agencies. This is particularly important for possible reimbursement of extraordinary expenses in the event of a proclaimed "State of Emergency" or in the event of a presidential declaration of disaster when state or federal disaster relief funds become available; and

WHEREAS, conditions of disaster or of extreme peril to the health and safety of persons and property have arisen both internationally and within the United States as a result of the introduction of the novel coronavirus (COVID-19), a novel communicable disease which led to

California Governor Gavin Newsom, to proclaim a State of Emergency for California on March 4, 2020; and

WHEREAS, currently COVID-19 has spread globally and as of March 19, 2020 has impacted 168 countries, infecting more than 209,839 persons and causing more than 8,778 fatalities worldwide (Source: WHO Novel Coronavirus (COVID-19) Situation - <https://experience.arcgis.com/experience/685d0ace521648f8a5beeeee1b9125cd>). Due to the expanding list of countries with widespread transmission of COVID-19, and increasing travel alerts and warnings for countries experiencing sustained or uncontrolled community transmission issued by the Centers for Disease Control and Prevention (CDC), COVID-19 has created conditions that are likely to be beyond the control of local resources and require the combined forces of other political subdivisions to combat this virus; and

WHEREAS, a Local Health Emergency was proclaimed by the County of Riverside Public Health Officer on March 8, 2020, and ratified by the Board of Supervisors on March 10, 2020; and

WHEREAS, the County of San Bernardino Public Health Officer on March 17, 2020, ordered a cancellation of all gatherings; and

WHEREAS, a Local Emergency was proclaimed by the County of Riverside Board of Supervisors on March 10, 2020; and

WHEREAS, the CDC confirmed person-to-person transmission of COVID-19 in the United States, raising the possibility of community transmission occurring in the general public. This has resulted in a Federal Declaration of National Emergency as declared by President Donald Trump on March 13, 2020; and

WHEREAS, the Yucaipa Valley Water District's ability to mobilize local resources, coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and seek future reimbursement by State and Federal governments will be critical to successfully responding to COVID-19; and

WHEREAS, these conditions warrant and necessitate that the Yucaipa Valley Water District proclaim the existence of a local emergency; now, therefore,

BE IT RESOLVED that the Board of Directors of the Yucaipa Valley Water District hereby proclaims the existence of a local emergency and directs the General Manager (or his designee) to take the necessary steps for the protection of life, health and safety of the employees and residents of our community.

IT IS FURTHER RESOLVED that during the existence of said local emergency, the powers, functions, and duties of the Yucaipa Valley Water District shall be those prescribed by state law and by ordinances and resolutions of the Board of Directors at the discretion and direction of the General Manager.

IT IS FURTHER RESOLVED that all departments of the Yucaipa Valley Water District shall review and revise their department emergency and contingency plans to address the risks COVID-19 poses to the ongoing performance of their critical functions.

IT IS FURTHER RESOLVED that all District departments and employees shall track costs for staffing, supplies, and equipment related to COVID-19 preparation and prevention and forward that information to the Chief Financial Officer; and complete an Initial Damage Estimate (IDE) Category B, and forward that information to the Riverside County Emergency Management Department and the San Bernardino County Office of Emergency Services.

IT IS FURTHER RESOLVED that the District's departments shall coordinate District-wide planning, preparedness and response efforts regarding COVID-19 with the Riverside County EMD and San Bernardino County OES.

IT IS FURTHER RESOLVED that this Resolution shall take effect immediately and that widespread publicity and notice shall be given said Proclamation through the most feasible and adequate means of disseminating such notice throughout the District.

BE IT FURTHER RESOLVED AND ORDERED that a copy of this Resolution be forwarded to the Riverside County EMD and San Bernardino County OES to be forwarded to the Director of the California Governor's Office of Emergency Services.

PASSED, APPROVED and ADOPTED this 24th day of March 2020.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

Chris Mann, President Board of Directors

Joseph B. Zoba, General Manager



Date: March 24, 2020

Prepared By: Joseph B. Zoba, General Manager

Subject: Approval of Resolution No. 2020-16 Redesignating the Time and Place for Holding Regular Meetings of the Board of Directors

Recommendation: That the Board adopts Resolution No. 2020-16.

The Yucaipa Valley Water District operates critical water and sewer infrastructure as defined by the Department of Homeland Security and employs “Essential Critical Infrastructure Workers” that are needed to protect the public health, safety and, economic security of our community.

With the unprecedented response to overcome the public health and economic impacts of COVID-19, the Yucaipa Valley Water District hereby activates our plan for increased public information and decision making capabilities.

The District staff requests your approval of Resolution No. 2020-16 setting forth weekly teleconference board meetings that will allow the public to listen to the latest information regarding drinking water and sewer issues in the Yucaipa and Calimesa area. Weekly meetings will also allow the District staff with the ability to communicate important aspects of the District’s emergency response and related operational continuity to the Board of Directors and the public.

U.S. Department of Homeland Security
Cybersecurity & Infrastructure Security Agency
Office of the Director
Washington, DC 20528



CISA
CYBER+INFRASTRUCTURE

March 19, 2020

**MEMORANDUM ON IDENTIFICATION OF ESSENTIAL CRITICAL
INFRASTRUCTURE WORKERS DURING COVID-19 RESPONSE**

FROM: Christopher C. Krebs
Director
Cybersecurity and Infrastructure Security Agency (CISA)

As the Nation comes together to slow the spread of COVID-19, on March 16th, the President issued updated Coronavirus Guidance for America. This guidance states that:

"If you work in a critical infrastructure industry, as defined by the Department of Homeland Security, such as healthcare services and pharmaceutical and food supply, you have a special responsibility to maintain your normal work schedule."

The Cybersecurity and Infrastructure Security Agency (CISA) executes the Secretary of Homeland Security's responsibilities as assigned under the Homeland Security Act of 2002 to provide strategic guidance, promote a national unity of effort, and coordinate the overall federal effort to ensure the security and resilience of the Nation's critical infrastructure. CISA uses trusted partnerships with both the public and private sectors to deliver infrastructure resilience assistance and guidance to a broad range of partners.

In accordance with this mandate, and in collaboration with other federal agencies and the private sector, CISA developed an initial list of "Essential Critical Infrastructure Workers" to help State and local officials as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security. The list can also inform critical infrastructure community decision-making to determine the sectors, sub-sectors, segments, or critical functions that should continue normal operations, appropriately modified to account for Centers for Disease Control (CDC) workforce and customer protection guidance.

The attached list identifies workers who conduct a range of operations and services that are essential to continued critical infrastructure viability, including staffing operations centers, maintaining and repairing critical infrastructure, operating call centers, working construction, and performing management functions, among others. The industries they support represent, but are not necessarily limited to, medical and healthcare, telecommunications, information technology systems, defense, food and agriculture, transportation and logistics, energy, water and wastewater, law enforcement, and public works.

We recognize that State, local, tribal, and territorial governments are ultimately in charge of implementing and executing response activities in communities under their jurisdiction, while the Federal Government is in a supporting role. As State and local communities consider COVID-19-related restrictions, CISA is offering this list to assist prioritizing activities related to continuity of operations and incident response, including the appropriate movement of critical infrastructure workers within and between jurisdictions.

Accordingly, this list is advisory in nature. It is not, nor should it be considered to be, a federal directive or standard in and of itself.

In addition, these identified sectors and workers are not intended to be the authoritative or exhaustive list of critical infrastructure sectors and functions that should continue during the COVID-19 response. Instead, State and local officials should use their own judgment in using their authorities and issuing implementation directives and guidance. Similarly, critical infrastructure industry partners will use their own judgment, informed by this list, to ensure continued operations of critical infrastructure services and functions. All decisions should appropriately balance public safety while ensuring the continued delivery of critical infrastructure services and functions.

CISA will continue to work with you and our partners in the critical infrastructure community to update this list as the Nation's response to COVID-19 evolves. We also encourage you to submit how you might use this list so that we can develop a repository of use cases for broad sharing across the country.

Should you have questions about this list, please contact CISA at CISA.CAT@cisa.dhs.gov.

Attachment: "Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response"



Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response

Version 1.0 (March 19, 2020)

THE IMPORTANCE OF ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations.

This guidance and accompanying list are intended to support State, Local, and industry partners in identifying the critical infrastructure sectors and the essential workers needed to maintain the services and functions Americans depend on daily and that need to be able to operate resiliently during the COVID-19 pandemic response.

This document gives guidance to State, local, tribal, and territorial jurisdictions and the private sector on defining essential critical infrastructure workers. Promoting the ability of such workers to continue to work during periods of community restriction, access management, social distancing, or closure orders/directives is crucial to community resilience and continuity of essential functions.

CONSIDERATIONS FOR GOVERNMENT AND BUSINESS

This list was developed in consultation with federal agency partners, industry experts, and State and local officials, and is based on several key principles:

1. Response efforts to the COVID-19 pandemic are locally executed, State managed, and federally supported
2. Everyone should follow guidance from the CDC, as well as State and local government officials, regarding strategies to limit disease spread.
3. Workers should be encouraged to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations.
4. When continuous remote work is not possible, businesses should enlist strategies to reduce the likelihood of spreading the disease. This includes, but is not necessarily limited to, separating staff by off-setting shift hours or days and/or social distancing. These steps can preserve the workforce and allow operations to continue.

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For more information,
email CISA.CAT@cisa.dhs.gov



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Essential Critical Infrastructure Workforce

5. All organizations should implement their business continuity and pandemic plans, or put plans in place if they do not exist. Delaying implementation is not advised and puts at risk the viability of the business and the health and safety of the employees.
6. In the modern economy, reliance on technology and just-in-time supply chains means that certain workers must be able to access certain sites, facilities, and assets to ensure continuity of functions.
7. Government employees, such as emergency managers, and the business community need to establish and maintain lines of communication.
8. When government and businesses engage in discussions about critical infrastructure workers, they need to consider the implications of business operations beyond the jurisdiction where the asset or facility is located. Businesses can have sizeable economic and societal impacts as well as supply chain dependencies that are geographically distributed.
9. Whenever possible, jurisdictions should align access and movement control policies related to critical infrastructure workers to lower the burden of workers crossing jurisdictional boundaries.

IDENTIFYING ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

The following list of sectors and identified essential critical infrastructure workers are an initial recommended set and are intended to be overly inclusive reflecting the diversity of industries across the United States. CISA will continually solicit and accept feedback on the list (both sectors/sub sectors and identified essential workers) and will evolve the list in response to stakeholder feedback. We will also use our various stakeholder engagement mechanisms to work with partners on how they are using this list and share those lessons learned and best practices broadly. We ask that you share your feedback, both positive and negative on this list so we can provide the most useful guidance to our critical infrastructure partners. **Feedback can be sent to CISA.CAT@CISA.DHS.GOV.**



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Essential Critical Infrastructure Workforce

HEALTHCARE / PUBLIC HEALTH

- Workers providing COVID-19 testing; Workers that perform critical clinical research needed for COVID-19 response
- Caregivers (e.g., physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists)
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.)
- Workers in other medical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Organ Pharmacies, Procurement Organizations, Psychiatric Residential, Rural Health Clinics and Federally Qualified Health Centers)
- Manufacturers, technicians, logistics and warehouse operators, and distributors of medical equipment, personal protective equipment (PPE), medical gases, pharmaceuticals, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products
- Public health / community health workers, including those who compile, model, analyze and communicate public health information
- Blood and plasma donors and the employees of the organizations that operate and manage related activities
- Workers that manage health plans, billing, and health information, who cannot practically work remotely
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely
- Workers performing cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely
- Workers conducting research critical to COVID-19 response
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely
- Workers who support food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals, such as those residing in shelters
- Pharmacy employees necessary for filling prescriptions
- Workers performing mortuary services, including funeral homes, crematoriums, and cemetery workers
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident

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Essential Critical Infrastructure Workforce

LAW ENFORCEMENT, PUBLIC SAFETY, FIRST RESPONDERS

- Personnel in emergency management, law enforcement, Emergency Management Systems, fire, and corrections, including front line and management
- Emergency Medical Technicians
- 911 call center employees
- Fusion Center employees
- Hazardous material responders from government and the private sector.
- Workers – including contracted vendors – who maintain digital systems infrastructure supporting law enforcement and emergency service operations.

FOOD AND AGRICULTURE

- Workers supporting groceries, pharmacies and other retail that sells food and beverage products
- Restaurant carry-out and quick serve food operations - Carry-out and delivery food employees
- Food manufacturer employees and their supplier employees—to include those employed in food processing (packers, meat processing, cheese plants, milk plants, produce, etc.) facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging
- Farm workers to include those employed in animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically
- Farm workers and support service workers to include those who field crops; commodity inspection; fuel ethanol facilities; storage facilities; and other agricultural inputs
- Employees and firms supporting food, feed, and beverage distribution, including warehouse workers, vendor-managed inventory controllers and blockchain managers
- Workers supporting the sanitation of all food manufacturing processes and operations from wholesale to retail
- Company cafeterias - in-plant cafeterias used to feed employees
- Workers in food testing labs in private industries and in institutions of higher education
- Workers essential for assistance programs and government payments
- Employees of companies engaged in the production of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids
- Animal agriculture workers to include those employed in veterinary health; manufacturing and distribution of animal medical materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, etc.; transportation of live animals, animal medical materials; transportation of deceased animals for disposal; raising of animals for food; animal production operations; slaughter and packing plants and associated regulatory and government workforce
- Workers who support the manufacture and distribution of forest products, including, but not limited to timber, paper, and other wood products
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary to agricultural production and distribution

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Essential Critical Infrastructure Workforce

ENERGY

Electricity industry:

- Workers who maintain, ensure, or restore the generation, transmission, and distribution of electric power, including call centers, utility workers, reliability engineers and fleet maintenance technicians
- Workers needed for safe and secure operations at nuclear generation
- Workers at generation, transmission, and electric blackstart facilities
- Workers at Reliability Coordinator (RC), Balancing Authorities (BA), and primary and backup Control Centers (CC), including but not limited to independent system operators, regional transmission organizations, and balancing authorities
- Mutual assistance personnel
- IT and OT technology staff – for EMS (Energy Management Systems) and Supervisory Control and Data Acquisition (SCADA) systems, and utility data centers; Cybersecurity engineers; cybersecurity risk management
- Vegetation management crews and traffic workers who support
- Environmental remediation/monitoring technicians
- Instrumentation, protection, and control technicians

Petroleum workers:

- Petroleum product storage, pipeline, marine transport, terminals, rail transport, road transport
- Crude oil storage facilities, pipeline, and marine transport
- Petroleum refinery facilities
- Petroleum security operations center employees and workers who support emergency response services
- Petroleum operations control rooms/centers
- Petroleum drilling, extraction, production, processing, refining, terminal operations, transporting, and retail for use as end-use fuels or feedstocks for chemical manufacturing
- Onshore and offshore operations for maintenance and emergency response
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them

Natural and propane gas workers:

- Natural gas transmission and distribution pipelines, including compressor stations
- Underground storage of natural gas
- Natural gas processing plants, and those that deal with natural gas liquids
- Liquefied Natural Gas (LNG) facilities
- Natural gas security operations center, natural gas operations dispatch and control rooms/centers natural gas emergency response and customer emergencies, including natural gas leak calls
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation
- Propane gas dispatch and control rooms and emergency response and customer emergencies, including propane leak calls
- Propane gas service maintenance and restoration, including call centers

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Essential Critical Infrastructure Workforce

- Processing, refining, and transporting natural liquids, including propane gas, for use as end-use fuels or feedstocks for chemical manufacturing
- Propane gas storage, transmission, and distribution centers

WATER AND WASTEWATER

Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities
- Operational staff at community water systems
- Operational staff at wastewater treatment facilities
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring
- Operational staff for water distribution and testing
- Operational staff at wastewater collection facilities
- Operational staff and technical support for SCADA Control systems
- Chemical disinfectant suppliers for wastewater and personnel protection
- Workers that maintain digital systems infrastructure supporting water and wastewater operations

TRANSPORTATION AND LOGISTICS

- Employees supporting or enabling transportation functions, including dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, and workers that maintain and inspect infrastructure (including those that require cross-border travel)
- Employees of firms providing services that enable logistics operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use.
- Mass transit workers
- Workers responsible for operating dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment
- Maritime transportation workers - port workers, mariners, equipment operators
- Truck drivers who haul hazardous and waste materials to support critical infrastructure, capabilities, functions, and services
- Automotive repair and maintenance facilities
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations
- Postal and shipping workers, to include private companies
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers
- Air transportation employees, including air traffic controllers, ramp personnel, aviation security, and aviation management
- Workers who support the maintenance and operation of cargo by air transportation, including flight crews, maintenance, airport operations, and other on- and off- airport facilities workers

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Essential Critical Infrastructure Workforce

PUBLIC WORKS

- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees
- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences
- Support, such as road and line clearing, to ensure the availability of needed facilities, transportation, energy and communications
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste

COMMUNICATIONS AND INFORMATION TECHNOLOGY

Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call-centers, wireline and wireless providers, cable service providers, satellite operations, undersea cable landing stations, Internet Exchange Points, and manufacturers and distributors of communications equipment
- Workers who support radio, television, and media service, including, but not limited to front line news reporters, studio, and technicians for newsgathering and reporting
- Workers at Independent System Operators and Regional Transmission Organizations, and Network Operations staff, engineers and/or technicians to manage the network or operate facilities
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables
- Installation, maintenance and repair technicians that establish, support or repair service as needed
- Central office personnel to maintain and operate central office, data centers, and other network office facilities
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, and troubleshooting
- Dispatchers involved with service repair and restoration

Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Center, Broadcast Operations Control Center and Security Operations Command Center
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers, data transfer solutions engineers, software and hardware engineers, and database administrators
- Client service centers, field engineers, and other technicians supporting critical infrastructure, as well as

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Essential Critical Infrastructure Workforce

manufacturers and supply chain vendors that provide hardware and software, and information technology equipment (to include microelectronics and semiconductors) for critical infrastructure

- Workers responding to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, and other critical infrastructure categories and personnel
- Workers supporting the provision of essential global, national and local infrastructure for computing services (incl. cloud computing services), business infrastructure, web-based services, and critical manufacturing
- Workers supporting communications systems and information technology used by law enforcement, public safety, medical, energy and other critical industries
- Support required for continuity of services, including janitorial/cleaning personnel

OTHER COMMUNITY-BASED GOVERNMENT OPERATIONS AND ESSENTIAL FUNCTIONS

- Workers to ensure continuity of building functions
- Security staff to maintain building access control and physical security measures
- Elections personnel
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks
- Trade Officials (FTA negotiators; international data flow administrators)
- Weather forecasters
- Workers that maintain digital systems infrastructure supporting other critical government operations
- Workers at operations centers necessary to maintain other essential functions
- Workers who support necessary credentialing, vetting and licensing operations for transportation workers
- Customs workers who are critical to facilitating trade in support of the national emergency response supply chain
- Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions, if operating under rules for social distancing
- Hotel Workers where hotels are used for COVID-19 mitigation and containment measures

CRITICAL MANUFACTURING

- Workers necessary for the manufacturing of materials and products needed for medical supply chains, transportation, energy, communications, food and agriculture, chemical manufacturing, nuclear facilities, the operation of dams, water and wastewater treatment, emergency services, and the defense industrial base.

HAZARDOUS MATERIALS

- Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing test kits
- Workers who support hazardous materials response and cleanup
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations

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Essential Critical Infrastructure Workforce

FINANCIAL SERVICES

- Workers who are needed to process and maintain systems for processing financial transactions and services (e.g., payment, clearing, and settlement; wholesale funding; insurance services; and capital markets activities)
- Workers who are needed to provide consumer access to banking and lending services, including ATMs, and to move currency and payments (e.g., armored cash carriers)
- Workers who support financial operations, such as those staffing data and security operations centers

CHEMICAL

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, textiles, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, and packaging that prevents the contamination of food, water, medicine, among others essential products
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing

DEFENSE INDUSTRIAL BASE

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals, include but are not limited to, aerospace; mechanical and software engineers, manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers
- Personnel working for companies, and their subcontractors, who perform under contract to the Department of Defense providing materials and services to the Department of Defense, and government-owned/contractor-operated and government-owned/government-operated facilities

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RESOLUTION NO. 2020-16

A RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT REDESIGNATING THE TIME AND PLACE FOR HOLDING REGULAR MEETINGS OF THE BOARD OF DIRECTORS

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 Ralph M. Brown Act at Section 54954 of the Government Code requires the adoption of a resolution specifying the time and place of regular meetings of the Board of Directors of the Yucaipa Valley Water District ("District"); and

WHEREAS, the District has previously conducted its regular Board meetings on the first and third Tuesdays of each month and its regular workshops on the second and last Tuesday of each month; and

WHEREAS, it is the intent of the Board of Directors by this Resolution to change its regular Board meetings to each and every Tuesday of each month at 4:00 p.m., which meetings shall be conducted telephonically, until further notice, in order to facilitate the Governor's Executive Order N-29-20 issued on March 17, 2020 declaring a State of Emergency in the State of California as a result of the threat of COVID-19 also known as the Coronavirus. A copy of that Executive Order is attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Yucaipa Valley Water District as follows:

1. The District's regular Board meetings shall be held telephonically each Tuesday of each month at 4:00 p.m. until further notice and the District's regular Board workshops shall no longer be held until further notice. Special Board meetings may also be noticed from time-to-time.
2. Until further notice and as long as the State of Emergency remains in effect, the regular meetings and any special meetings of the Board of Directors will be held telephonically pursuant to the Governor's Executive Order N-29-20. Board members may participate telephonically and may not be physically present at such Board meetings. The public shall have the right to listen and offer public comment at such telephonic meetings as instructed in the agenda for each such meeting. While not anticipated, such meetings may also be noticed at the Board meeting room at the District's office located at 12770 Second Street, Yucaipa, California 92399. Such meetings may be noticed for another District location from time-to-time as the District, by and through its Board of Directors, Board President or Vice-President or its General Manager, so determines.
3. Such regular Board of Directors' meetings may be adjourned or rescheduled to another date or time or District location to accommodate a holiday, for lack of a quorum or for the convenience of the members of the Board of Directors.

4. This Resolution shall be effective immediately and all previous resolutions, setting the time and place for regular and special meetings of the Board of Directors.

PASSED, APPROVED and ADOPTED this 24th day of March 2020.

YUCAIPA VALLEY WATER DISTRICT

ATTEST:

Chris Mann, President Board of Directors

Joseph B. Zoba, General Manager



Date: March 24, 2020

Prepared By: Allison M. Edmisten, Chief Financial Officer

Subject: Consideration of Resolution No. 2020-17 Updating the Authorized Signatories for Bank of America Accounts

Recommendation: That the Board approve Resolution No. 2020-17.

The District currently has several financial accounts with Bank of America. Bank of America is requesting a resolution superseding prior designations and listing all signors on the account.

The attached resolution lists each Board Member as well as the General Manager as signors on each of the accounts. In addition, all checks are required to have two signatures in order to be processed and honored by the bank.

Once this Resolution is approved, the signors will also be required to sign the necessary Bank of America forms to update these accounts.

RESOLUTION NO. 2020-17

RESOLUTION OF THE YUCAIPA VALLEY WATER DISTRICT TO CHANGE THE LIST OF AUTHORIZED SIGNATORIES FOR BANK OF AMERICA ACCOUNTS

WHEREAS, this Resolution supersedes all earlier resolutions passed in this regard, the authorized signatories to the District's bank accounts maintained with Bank of America,

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

- Chris Mann, President
- Bruce Granlund, Vice President
- Jay Bogh, Director
- Lonni Granlund, Director
- Joyce McIntire, Director
- Joseph B. Zoba, General Manager

WHEREAS, the aforesaid Bank be and is hereby instructed to honor all checks and drafts drawn, accepted or made on behalf of the District by any two aforesaid authorized signatories jointly and to act on any instructions so give relating to the said Bank Accounts of the District,

WHEREAS, any of the two authorized signatories jointly listed above be authorized to close the Bank Accounts if considered in the interest of the District,

PASSED, APPROVED and ADOPTED this 24th day of March 2020.

		YUCAIPA VALLEY WATER DISTRICT
		Chris Mann, President Board of Directors
ATTEST:		
Joseph B. Zoba, General Manager		



Date: March 24, 2020

Prepared By: Mike Kostelecky, Operations Manager

Subject: Consideration of Change Order No. 2 and Notice of Completion for the Contract with Inland Potable Services for the Inspection and Cleaning of District Reservoirs and Facilities

Recommendation: That the Board authorize the General Manager to execute Change Order No. 2 for a sum of \$23,149 and file the Notice of Completion.

On December 18, 2018, the Board of Directors authorized the General Manager to execute a contract with Inland Potable Services for reservoir inspection and cleaning services for three years [Director Memorandum No. 18-158].

Contract Year	Number of Reservoirs to be Cleaned/Inspected	Cost
2019	15	\$ 43,537
2020	16	\$ 54,540
2021	17	\$ 41,616
Total		\$ 139,693

The first year of work was completed on Monday, March 11, 2019 which consisted of eight drinking water reservoirs, five recycled water reservoirs, and two basins. Due to the time duration between cleanings, extra sediment was discovered and approved to be removed. This resulted in an increased cost of \$36,900.

	Contract Changes	Contract Amount	Percentage Change from Original Bid Amount	Reference
Original Bid Amount		\$43,537	- -	DM 18-158
Change Order No. 1	\$36,900	\$80,437	84.8% increase	DM 19-038
Negotiated Deduction	(\$1,000)	\$79,437	82.5% increase	DM 19-038

The second year of work began Monday, January 13, 2020 and was completed on Thursday, February 13, 2020. This year the cleanings consisted of nine drinking water reservoirs, five recycled water reservoirs, and one basin. Extra sediment was discovered and approved to be removed in four of the recycled water reservoirs. This resulted in an increase cost of \$23,149.

	Contract Changes	Contract Amount	Percentage Change from Original Bid Amount	Reference
Original Bid Amount	- -	\$54,540	- -	DM 18-158
Change Order No. 2	\$23,149	\$77,689	42.4% increase	DM 20-025

Financial Impact

Funding for this contract will be split from the Water and Sewer Funds, Administrative Services Departments [GL Account #xx-506-54005].

District staff recommends that the Board authorizes the General Manager to execute Change Order No. 2 for an increase of \$23,149 and file the Notice of Completion for the second year of the project and pay a sum not to exceed \$77,689.



Remittance Address:
16297 E. Crestline Lane
Centennial, CO 80015
Phone: 303-400-4220
Toll Free: 1-844-372-2956
Fax: 303-400-4215

INLAND POTABLE SERVICES, INC.

INVOICE

Invoice Number:
B71-021320

Bill To:
YUCAIPA VALLEY WATER DISTRICT 12770 SECOND STREET YUCAIPA, CA 92399

Invoice Date:
2/18/20

Customer ID: YUCAIPA

Sales Rep ID	Payment Terms	Customer PO	Due Date
	1% 10, Net 30 Days		3/19/20

Description	Amount
Perform 2020 cleaning and inspection of 15 reservoirs:	
Reservoir 11.1	2,640.00
Reservoir 11.2	3,056.00
Reservoir 12.1	4,227.00
Reservoir 12.2	3,589.00
Reservoir 13.2	2,630.00
Reservoir 15.1	5,186.00
Reservoir 17.1.1	1,139.00
Reservoir 17.1.2	1,139.00
Reservoir 14.1	6,571.00
Reservoir RWR-12.1	3,225.00
Reservoir RWR-10.3.1	2,130.00
Reservoir RWR010.3.2	2,205.00
Reservoir RWR-8.1	5,399.00
Wochholz Regional Water Recycling Facility Wet Well	1,139.00
Reservoir 17.2 - clean, inspect, and leak repair	6,009.00
Additional Work Authorization: Removal of extra sediment from reservoirs 12.1, 10.3.2, 8.1, and 14.1.	27,264.00
Sediment bag removal	140.96
Job completed January 13 - February 13, 2020	

ALL INVOICES NOT PAID IN 30 DAYS
WILL BE CHARGED AN INTEREST RATE
OF 1.5% INTEREST PER MONTH.

Subtotal	77,688.96
Sales Tax	
Total Invoice Amount	77,688.96
Payment / Credit Applied	
TOTAL	77,688.96

THANK YOU, WE APPRECIATE YOUR BUSINESS!
For Billing Questions email tania@inlandpotableservices.com



Main Office
16297 E. Crestline Lane
Centennial, CO 80015
Phone: 303-400-4220
Fax: 303-400-4215

ADDITIONAL WORK AUTHORIZATION

Utility Name: YVWD State: CA

Additional work to be authorized:

Additional time required for removal of
4+ inches of sediment in RWR 12.1.

Total additional cost of Authorized work: \$

426 X 8 hrs

The above listed additional work will be completed as agreed by Inland Potable Services and the authorizing party.

D. M. Cox
Inland Potable Representative Signature

Mike Kostecky
(Please Print Name)

Authorized Utility Representative

M. Kostecky

Authorized Utility Rep. Signature

Date:

1-28-20



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ADDITIONAL WORK AUTHORIZATION

Utility Name: YVWD State: CA

Additional work to be authorized:

Additional time required to complete clean
and inspect. Additional sediment of 4-6" inches.
Same bag used both additional days. 2 bags used
on RWR 12th.

Total additional cost of Authorized work: \$ 426 x 8

The above listed additional work will be completed as agreed by Inland Potable Services and the authorizing party.

D. M. Cox
 Inland Potable Representative Signature

Mike Kostelecky
 (Please Print Name)
 Authorized Utility Representative

M. W. K.
 Authorized Utility Rep. Signature

Date: 1-29-20

Main Office

16297 E. Crestline Lane

Centennial, CO 80015

Phone: 303-400-4220

Fax: 303-400-4215

ADDITIONAL WORK AUTHORIZATION

Utility Name: Yucaipa Valley Water District State: California

Additional work to be authorized:

Extra work day (8hrs) to complete
RWR 10.3.2 due to water depth (short dinking)
and to pick up re-settled sediment.

Total additional cost of Authorized work: \$ 8hrs X 426

The above listed additional work will be completed as agreed by Inland Potable Services and the authorizing party.

D-Hill-Cox

Inland Potable Representative Signature

Mike Kostelecky

(Please Print Name)

Authorized Utility Representative

Mike Kostelecky

Authorized Utility Rep. Signature

Date: 2-6-20

**Main Office**

16297 E. Crestline Lane

Centennial, CO 80015

Phone: 303-400-4220

Fax: 303-400-4215

ADDITIONAL WORK AUTHORIZATIONUtility Name: Yucaipa Valley Water District State: California

Additional work to be authorized:

Additional 2 work Days (16 hrs) to
remove sediment and re-sorted sediment.
second day of work was cut short
due to highwinds deemed unsafe
to operate manlift and access tank
for second dive.

TANK RWR 8.1

Total additional cost of Authorized work: \$ 2 days (16 hrs) @ \$426

The above listed additional work will be completed as agreed by Inland Potable Services and the authorizing party.

D-Hill-Cox
Inland Potable Representative Signature

Mike Kostnecky
(Please Print Name)

Authorized Utility Representative

May Wilcox
Authorized Utility Rep. Signature

Date: 2-6-20

**Main Office**

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ADDITIONAL WORK AUTHORIZATION

Utility Name: YVWD State: CA

Additional work to be authorized:

Removal of additional sediment
 up to 6", uniform sed 4". 1/2" - 1" staining
 removed by hand brushing. Additional
 3 days (Feb 10th - 12th) was required.

2 SED BAGS

Total additional cost of Authorized work: \$ 3 days (24 hrs) @ \$426 per hour

The above listed additional work will be completed as agreed by Inland Potable Services and the authorizing party.

[Signature]
 Inland Potable Representative Signature

Mike Kostecky
 (Please Print Name)
 Authorized Utility Representative
[Signature]
 Authorized Utility Rep. Signature

Date: 2-12-20

Record Without Fee
Per Govt. Code 6303

Recording Requested By:
Yucaipa Valley Water District

And When Recorded Mail To:
Yucaipa Valley Water District
P.O. Box 730
Yucaipa, CA 92399

SPACE ABOVE THIS LINE FOR RECORDERS USE

NOTICE OF COMPLETION

Project Number/CMMS Number: N/A
Director Memorandum Number for Authorization: DM 18-158
Director Memorandum Number for Notice of Completion: DM 20-xxx

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion.


Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest in the property hereinafter described:
2. The full name of the owner is Yucaipa Valley Water District
3. The full address of the owner is 12770 Second Street, Yucaipa, CA 92399
4. The Nature of the Interest or Estate of the Undersigned is: In Fee
5. A work performed hereinafter described was completed on February 13, 2020. The work done was: Year two (2) of a three (3) year contract for the cleaning and inspection of District water distribution tanks.
6. The name of the contractor for such work was: Inland Potable Services

- (Date of Contract)
7. The property on which said work was complete in the City of Yucaipa
County of San Bernardino, State of CA, and is described as APN: NONE
 8. The street address of said property is _____

Dated February 18, 2020

(If no street address has been assigned, insert "none")


Mike Kostecky, Operations Manager
Yucaipa Valley Water District

Verification

I, the undersigned, say: I am the General Manager of the Declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the comments thereof; the same is true to my knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on March 3, 2020 at Yucaipa, CA.

Joseph B. Zoba, General Manager
Yucaipa Valley Water District



Date: March 24, 2020

Prepared By: Ashley Gibson, Regulatory Compliance Manager

Subject: Ratification of a Change Order for the Laboratory Remodel Project

Recommendation: That the Board ratify the Change Order from LCS for an amount of \$3,529.

On August 20, 2019 the Board approved a contract with LCS [Direct Memorandum 19-077] authorizing the District to remodel the laboratory at the Wochholz Regional Water Recycling Facility.

Since the onset of the laboratory remodel, both sink fixtures have begun to leak. It is recommended to replace the fixtures because they are too old to repair. While replacing the hot and cold-water fixtures, District staff redesigned the deionized water fixtures to eliminate the current issues with the deionized piping to the sinks. The cost for the water fixtures and deionized fixtures was \$1,914.

In the original bid, 120 linear square feet of cabinets were calculated for painting. LCS used the original calculated amount to determine the change order amount. The change order is to complete the painting of the storage room for the amount \$1,294.

After review and consideration, District staff is requesting the Board ratify the approval of the change order for the sink fixtures and painting of the storage area cabinets for the total amount of \$3,529.

	Contract Changes	Contract Amount	Percentage Change from Original Bid Amount	Reference
Original Bid Amount	--	\$89,793	--	DM 19-077
Change Order No. 1	\$3,529	\$93,322	3.93% increase	DM 20-026

Financial Impact

This change order will be paid from the Sewer Fund, Infrastructure Reserves, [G/L Account # 03-000-10311].



LCS Constructors, Inc.
15205 Alton Parkway Irvine Ca 92618
Tel: (949) 870-4500 Fax: (949) 870-4501

Change Order Request

Company: YVWD Chrstal Creek Facility	Project I.D.
Address: Yucaipa, CA 92399	Project Address Same
Attention: Ashley Gibson	LCS Job Number
Phone/Fax: 909-790-3311	P.O. Number
RE:	Change Order No. # 1
	Date February 18, 2020

We hereby agree to make the following change, priced as indicated :		
1. Provide painting inside and out of the tall storage cabinets in the storage room.		\$1,294.00
2. Provide one watersaver hot & cold water deck mount laboratory grade fixture.	\$	559.00
3. Provide one watersaver hot and cold water foot pedal laboratory grade fixture.	\$	647.00
4. Provide two laboratory grade DI water fixture self closing (TBD) or fixed postion.	\$	708.00
	\$	-
Change Order Subtotal:		\$3,208.00
General Conditions :	0%	\$ -
Sub-total:		\$3,208.00
Overhead:	0%	\$ -
Sub-total:		\$3,208.00
Profit	10%	\$ 320.80
TOTAL PRICE :		\$3,529.00

ACCEPTED

The above prices and specifications of this Change Order are satisfactory and are hereby accepted. All work is to be performed under the same terms and conditions as specified in the original contract unless otherwise stipulated.

_____ Authorized Agent	_____ Date
THIS CHANGE ORDER BECOMES PART OF AND IN CONFORMANCE WITH THE EXISTING CONTRACT	



Date: March 24, 2020

Prepared By: Kathryn Hallberg, Implementation Manager

Subject: Consideration to Solicit Insurance Coverage Costs from Alliant Insurance Services

Recommendation: That the Board direct the General Manager to solicit a proposal from Alliant Insurance Services for bundled insurance coverage.

Yucaipa Valley Water District currently has a property and liability insurance policy with Inland Counties Insurance Services Brokerage with insurance coverage by Water Plus Insurance Program and Allied World Assurance Coverage.

District staff has received exceptional and thorough service from Alliant Insurance Services and believes it would be prudent to obtain a cost proposal directly from Alliant Insurance Services for property and liability coverage. Alliant Insurance Services is one of the nation's leading distributors of diversified insurance products and services, as well as an expert in working closely with public utilities. Operating through a national network of offices, Alliant offers a comprehensive portfolio of services to its clients. They currently provide the District with Cyber Liability coverage.



Date: March 24, 2020

Prepared By: Matthew Porras, Implementation Manager

Subject: Ratification of a Memorandum of Understanding with State of California Department of Forestry and Fire Protection to Provide Site Maintenance

Recommendation: That the Board ratify the Memorandum of Understanding with the State of California Department of Forestry and Fire Protection.

The District has many properties that routinely require site maintenance including vegetation removal, weed abatement, and general clean up. Currently, either District staff or an outside contractor will perform these duties as needed.

Another option to complete these tasks is the use of inmates or wards that are assigned to conservation camps. The CAL FIRE Conservation Camp Program is utilized in emergency situations across the State to aid in firefighting activities. When the crews are not responding to emergencies, they can provide fire defense through the removal of combustible vegetation, creating fire breaks, and assisting in site maintenance. Their efforts result in clean, well maintained areas that reduce maintenance costs and elimination of certain hazards. Yucaipa-Calimesa Joint Unified School District and The City of Yucaipa have both utilized this program in the past and provided very positive feedback and recommendations.



CAL FIRE

The Memorandum of Understanding with State of California Department of Forestry and Fire Protection (CAL FIRE / PILOT ROCK) to provide site maintenance is attached as well as additional information regarding the program. The program application and agreement are valid for a single calendar year and could be renewed annually as needed.

District staff will coordinate the maintenance projects with CAL FIRE to optimize the benefit to the District and community. The cost to the District will be \$224.58 per day as outlined in the attachment. The size of the crew will be based on the size and scope of the job, but the daily cost will remain fixed.

This item was discussed on February 25, 2020 at the Board Workshop. As the board meeting on March 3, 2020 and March 17, 2020 were canceled, this item is presented for your ratification.

CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION



CAL FIRE CONSERVATION CAMP PROGRAM

The California Department of Forestry and Fire Protection (CAL FIRE) is currently authorized to operate 39 Conservation Camps statewide that house more than 4,000 inmates and wards. These camps are operated in conjunction with the California Department of Corrections and Rehabilitation (CDCR) and the Division of Juvenile Justice. Through these cooperative efforts CAL FIRE is authorized to operate 196 fire crews year-round. These crews, also referred to as hand crews, are available to respond to all types of emergencies including wildfires, floods, search and rescue. Fire crews perform more than 2.5 million hours of emergency response work each year.

The crews are completely mobile throughout the state and are strategically located in areas that are most likely to need their assistance. They are carefully screened by custodial agencies for their suitability for the program, including physical, emotional, and intellectual aptitudes, as well as a lack of arson in their records. Potential crew members are evaluated again during physical fitness training by the custodial agency and yet again during their basic training by CAL FIRE. Fire Crew Firefighter Basic Training consists of a week of classroom training and a week of field training and covers wildland fire safety and attack, hand tool use, teamwork, and crew expectations. Once assigned to a fire crew, a minimum of four hours-per-week of advanced training is provided to each fire crew firefighter, with some members progressing to more responsible positions on the crew. All CAL FIRE fire crews are tested each spring during rigorous Fire Crew Preparedness Exercises.

On fires, building "freeways" with chain saws and hand tools through whatever vegetation happens to be in the line of fire is normal crew routine. However, direct attack, where the crew's efforts are applied directly to the flaming front of a fire, is the tactic of choice when the distance between the wildfire, and life and property grows smaller. You will also see these crews set up ahead of a fire to protect structures.

CAL FIRE fire crews are available year-round; consequently, they have become California's storm troopers. All of California's major disasters over the last few years have seen the assistance of the fire crews in either a labor intensive effort to contain and mitigate the situation, such as the fires, floods, heavy snows, search and rescue operations, earthquakes and floods.

A typical conservation camp will be located within a few miles of a small population center. It will have a civil service staff of at least 24 employees, between CAL FIRE and the cooperating agency, and will field five fire crews. The budget for a typical camp, including both agencies' payroll and operating costs, is about \$2.35 million. Many of the goods and services required for operation of the conservation camp will be purchased from local vendors, and it is common for staff to be active, involved members of the local community.



**www.fire.ca.gov
April 2007**

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CONSERVATION CAMP PROGRAM – MEMORANDUM OF UNDERSTANDING
FC-31
MOU # _____3MOU9J044_____

This Memorandum of Understanding (MOU) is made and entered into by and between the California Department of Forestry and Fire Protection (CAL FIRE / PILOT ROCK) and (Yucaipa Valley Water District)

WHEREAS, CAL FIRE is authorized under Public Resources and Penal Codes to utilize inmates, or wards, assigned to conservation camps to perform the work of CAL FIRE;

WHEREAS, through contracts or cooperative agreement CAL FIRE may permit inmates, or wards to be used in the performance of conservation projects, fuels management and or hazard reduction (which could include slash and pile burning) for a public agency (local, state, or federal) or a qualified nonprofit organization under policies established by the Prison Industries Authority; and

WHEREAS, the Sponsor has a need for assistance in performing such projects,

The parties agree as follows:

- A. The Sponsor shall submit project proposals on a form approved by CAL FIRE (currently an FC-32). By doing so, with reference to any such proposals subsequently approved by the CAL FIRE, Sponsor agrees to:
 1. Pay for all costs directly related to and necessitated by such projects, except for wages, salaries, and other remuneration paid to CAL FIRE employees, inmates, or wards, and the cost of their support.
 2. Demonstrate the availability of adequate plans and specifications, sufficient funds, materials, supplies, and equipment, adequate technical supervision and any special labor requirements to complete such projects.
 3. Obtain the approvals, notification, and permits required by any state, federal, or local agency necessary to commence construction, fuels management, or operation of such projects.
 4. Hold an orientation meeting with CAL FIRE at the commencement of such projects to explain the technical aspects, execution of, and need for such projects.
- B. From proposals submitted by the Sponsor, CAL FIRE shall select those projects meeting the priorities and resources of CAL FIRE. CAL FIRE shall submit evaluations to Sponsor that set forth any special requirements or conditions related to the projects. By so doing, with reference to any such evaluations subsequently approved by Sponsor, CAL FIRE agrees to provide labor, crew, supervision, normal transportation, food, and such tools as CAL FIRE determines to be available. Upon receipt of Sponsor's acceptance of such evaluations, projects shall be assigned to a conservation camp where they will be scheduled in accordance with the priorities and resources of CAL FIRE.
- C. Timing
 1. Sponsor recognizes that fire suppression and other emergency activities have priority over any other work for conservation camp crews.
 2. Sponsor further recognizes that the resources of CAL FIRE are limited and the public service conservation work of CAL FIRE may be altered in priority from time to time.
 3. Projects will be performed within the rules and regulations of CAL FIRE which may require temporary suspension or permanent cessation of projects due to emergency conditions as defined by such rules and regulations.
 4. The Parties agree that any justified delays by either party shall be excused and costs caused by such delays shall be borne by the party incurring such costs.
- D. Work performed under this MOU will be under the immediate supervision of CAL FIRE officials. The Sponsor will provide such operation supervision, technical assistance, guidance, and inspection, as it considers necessary to properly complete the work.
- E. Nothing herein shall be construed as obligating the Sponsor to expend or to obligate funds in excess of appropriations authorized by law.
- F. All improvements constructed in whole or in part on lands owned or controlled by Sponsor will remain the property of Sponsor.

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CONSERVATION CAMP PROGRAM – MEMORANDUM OF UNDERSTANDING
FC-31

- G. Permission to perform work on lands owned or controlled by Sponsor does not in any way convey to CAL FIRE, its staff or any persons working with CAL FIRE in the performance of said work, employee status that would extend to them the benefits afforded to permanent employees of Sponsor.
- H. Upon completion of each project, or any phase thereof, permission is hereby granted to CAL FIRE to place upon the project site a sign or emblem consistent in size and design to its surroundings, indicating the participation of CAL FIRE and the year thereof.
- I. Other than as indicated in Section H, neither party shall use the name of the other party in any form or manner in advertisements nor other information released to the public without the prior written approval of the other party. Sponsor may be, and CAL FIRE is, subject to the California Public Records Act. This Section I is not intended to prohibit either party from legally complying with the PRA.
- J. Each party, to the extent permitted by law, agrees to indemnify and hold harmless the other party, its officers, agents and employees from all claims, demands, or liability arising out of the indemnifying party's performance under this MOU except where such injury or damage arose from the sole negligent or intentional acts or omissions of the other party.
- K. Neither party may assign this MOU or any interest herein without the written consent of the other party.
- L. Subject to the provisions herein, all remedies allowed by law are available to either party for enforcement of this MOU. Any waiver of rights by either party on any matter related to this MOU shall not be deemed to be a waiver on any other matter relating to the MOU.
- M. All provisions of this MOU constitute essential elements of the agreed exchange that is the subject matter of this MOU. Accordingly, if any of these provisions are determined to be invalid, illegal, or unenforceable in any material respect, the remainder of this MOU is not enforceable against either of the Parties except as may be necessary to effect payment for services already rendered.
- N. This MOU may be modified by mutual written agreement of the parties.
- O. This MOU shall remain in effect until **12/31/20** or unless terminated prior to that date by 60 days written notice from one party to the other.

BOTH PARTIES AGREE:

CAL FIRE

Yucaipa Valley Water District

Date: _____

Date: February 28, 2020

Sign: _____

Sign: 

Print Name: Tony Jones

Print Name: Joseph Zoba

Title: Division Chief

Title: General Manager

Address: PO Box 3670 Crestline, CA 92325

Address: PO Box 730 Yucaipa, CA 92399

Pilot Rock Conservation Camp
DEPARTMENT OF CORRECTIONS
P.O. Box 10
Crestline Ca 92325

Yucaipa Valley Water District
Agency

DIGEST OF LAW RELATED TO ASSOCIATION WITH PRISON INMATES

For information and guidance of persons visiting or working with or around prison inmates of the Department of Corrections, following is a digest of laws and rules to association with inmates.

1. It is a felony for anyone to encourage and / or assist prison inmates to escape. Bringing firearms, deadly weapons or explosives, tear gas on prison grounds or, giving inmates firearms, weapons, explosives, liquor, cocaine or other narcotics or any kind of drugs, including marijuana is a felony. Inmates are not permitted to use a telephone, cellular telephone or Bluetooth device public or otherwise or drive a vehicle of any kind on a public road. Reference Source: Sections 2772, 2790, 4533, 4534, 4535, 4550, 4573, 4573.5, 4573.6, 4574, 4600, California Penal Code.
2. It is illegal to give or take letters from prison inmates without the authorization of the Warden. It is also illegal to give or receive any type of gifts and / or gratuities from prison inmates. Reference Source: Section 2540, 2541 and 4570. California Penal Code; Section 3010, 3399, 3401, 3425 and title 15, California Code of Regulations
3. Giving tips, gifts, money or rewards of any kind to inmates is not permitted. Gambling is also prohibited. Receiving gifts from or buying anything for inmate is not permitted. Hobby craft items can be bought from the institutional hobby store, but anything from an inmate personal is prohibited. Reference Source: Section 2541. California Penal Code; 3399. Title 15, California Code of Regulations.
4. Persons who are not departmental employees but are assigned to or engaged in work at any institution / facility or Conservation Camp must observe all rules, regulations and laws governing the conduct of employees. Failure to do so may lead to exclusion from CDCR institutions / facilities or Conservation Camps. Reference Source: Sections 2540, 2541, California Penal Code; Sections 3285, 3415, Title 15, California Code of Regulations.
5. Employees must not permit inmates or others to use hostages to escape from custody or otherwise interfere with orderly institution operations. Hostages will not be recognized for bargaining purposes. All inmates, visitors and staff will be informed of this regulation. CDCR has a NO HOSTAGE policy. References Source: Section 5054, 5058 Penal Code; Section 3304, Title 15, California Code or Regulations.
6. No person shall make verbal or written statements concerning a discharged inmate for the purpose of depriving him/her of employment or of procuring same, or for extortion. Reference Source: Section 2647, California Penal Code.

7. Employees must not engage in undue familiarity with inmates, parolees, or the family and friends of inmates and parolees. Whenever there is a reason for an employee to have personal contact or discussions with an inmate or parolee or with the family and friends of inmate parolees, the employee must maintain a helpful but professional attitude and demeanor. Employees must not discuss their personal affairs with any inmate or parolee. Reference Source: Section 3400, Title 15, California Code of Regulations.
8. Employees must not contact or correspond with inmates or parolees or with any member of the inmate's or parolee's family except as required by the employee's assigned duties or as specifically approved by the Warden, Superintendent, or Regional Administrator. If an employee is contacted by an inmate or parolee's family, other than under approved circumstances, the employee must immediately report the fact to CDCR staff who will report it to the Warden, Superintendent, or Regional Administrator. Reference Source: Section 3403, Title 15, California Code of Regulations.
9. For security reasons, visitors and staff must not wear clothing that in any way resembles state issued prison inmate clothing: (i.e. blue denim shirts, blue denim pants). For Conservation Camps. (No Orange Denim Pants. No Orange Jacket's, T-Shirts or Shirts). Reference Source: Section 3171(b)(3), Title 15, California Code of Regulations.
10. Interviews with SPECIFIC INMATES are not permitted. Conspiring with an inmate to circumvent policy and/or regulations constitutes a rule that may result in appropriate legal action. Reference Source: Section 3261.5, 3315(3)(w) and 3177, Title 15, California Code of Regulations.
11. At any time, you believe or feel any inmate's requests(s) or action(s) is unusual or unwarranted, contact any on-duty staff for clarification. It is encouraged that you work closely with CDCR staff to help maintain a safe and secure environment for all.
12. Any and all crimes committed by prisoners must be reported to the inmates' immediate supervisor (CAL FIRE or CDCR staff) who will report it to the Warden or Superintendent of the institution.
13. No Individual shall strike or lay hands on an inmate unless it is in defense of himself, or unless it is necessary to prevent serious injury to a person. Reference Source: Section 3268, Title 15, California Code of Regulations.

PRINT/SIGNATURE_Joseph Zoba  DATE_February 28, 2020

PRINT/SIGNATURE__Matthew Porras  DATE_February 28, 2020

PRINT/SIGNATURE_____ DATE_____

PRINT/SIGNATURE_____ DATE_____

PRINT/SIGNATURE_____ DATE_____

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
**CONSERVATION CAMP PROGRAM PROJECT REQUEST
AND RECORD**
FC-32
PAGE 2 OF 3

PERIOD WORK CAN BE PERFORMED Monday through Friday 0830 – 1630 hours		ESTIMATED CREW DAYS Varies
REQUESTED START DATE 02-21-2020	REQUESTED FINISH DATE 12-31-20	
PLANS ATTACHED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

PROJECT NAME	SPONSOR'S PRIORITY As needed
PROJECT LOCATION Various Yucaipa Valley Water District areas in San Bernardino County. Each location/site will have a separate inspection by CDC.	
GPS COORDINATES	

PROJECT BENEFIT ASSESSMENT (Estimate the benefits of the project including such items as; fire defense, public safety, watershed, recreation, wildlife habitat, property, vegetation, soil, water, air surface configuration, wildlife, people, economic benefits that include; reduced maintenance costs, reduced suppression costs, reduced damage, elimination of hazards, etc. attach additional sheets as necessary).

This agreement would allow _Yucaipa Valley Water District_ to contact **Cal Fire / Pilot Rock Camp** for project availability and scheduling during the agreement period.

Area for project work would be in various locations in San Bernardino County where there is a need for general facilities and grounds maintenance. Depending on the facility, the benefits include but are not limited to:

Fire defense: Reduce fuel load and create a fire break.

Vegetation removal: Increased drainage for flood prone areas.

Maintenance: Reduce and prevent any future cost by keeping facilities clean and maintained.

Economic benefits include: Reduced maintenance costs, reduced suppression costs, reduced damage, and elimination of hazards.

All new project sites must have a security check performed by CDC supervisor prior to committing crews to that specific area/site.

-SPECIAL INSTRUCTIONS-
CAL FIRE employees and CDC inmates **WILL NOT** ignite any piles or material.

PROJECT SLASH & PILE BURNING PROCEDURES

- | | |
|------------------------------|---|
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO Predicted Fire Weather Watches or Warnings |
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO Hazard Reduction Pile Burning Checklist (8100) |
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO Sponsor has a valid burn permit on site. |
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO All slash & piles will be consumed or extinguished prior to crew leaving project site. |
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO Sponsor will provide suppression control capabilities and supervision of all slash & pile burning that continues beyond crew work day. |
| <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO Notification to agency with fire suppression responsibility for the project burn site. |

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
**CONSERVATION CAMP PROGRAM PROJECT REQUEST
AND RECORD**
FC-32
PAGE 1 OF 3
MOU # _____ 3MOU9J044 _____

CAL FIRE USE ONLY	PROJECT NAME Yucaipa Valley Water District
	DATE 02-21-2020
	FC-79 CODING

CAL FIRE USE ONLY	CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION	
	NAME CAL FIRE / PILOT ROCK CAMP	
	ADDRESS P.O. BOX 3670	
	CITY, STATE CRESTLINE, CA 92325	
	PHONE (909) 338-2812	FAX (909) 338-4603

CDCR/DJJ-CHECKLIST CUSTODIAL QUARTERLY REVIEW			
INITIAL INSPECTION			
SECURITY FORM PREPARED			
SUPERVISION LEVEL	1	2	3
SECOND QUARTER			
THIRD QUARTER			
FOURTH QUARTER			

SPONSORING AGENCY	
SPONSORING AGENCY	NAME Yucaipa Valley Water District
	ADDRESS 12770 Second Street, PO Box 730
	CITY, STATE Yucaipa, CA 92399
	PHONE 909 797 5117
	FAX
	E-MAIL ADDRESS: mporras@ywwd.us
	COMMENTS: Contact Person: Matthew Porras (909) 790 3300

CAL FIRE-CHECKLIST	
CAL FIRE USE ONLY	INITIAL INSPECTION
	PROJECT NUMBER 3MOU9J044
	IIPP-2 JOB HAZARD ANALYSIS On File @ PLT
	IIPP-3 CODE OF SAFE PRACTICES On File @ PLT
	IIPP-4 JOB SAFETY SURVEY On File @ PLT
	IIPP-6 EMPLOYEE TRAINING On File @ PLT
	CEQA/NEPA COMPLETED N/A
	FC-31 ATTACHED AND SIGNED
SLASH & PILE BURNING PROCEDURES No burning allowed	

PROPERTY OWNER

PRIVATE PROPERTY? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
PROPERTY OWNER Yucaipa Valley Water District	
ADDRESS 12770 Second Street, PO Box 730	
CITY/STATE/ZIP Yucaipa, CA 92399	PHONE 909 797 5117
DESCRIPTION OF PROJECT: This project request will include, but not limited to, vegetation removal, weed abatement, fuel reduction, fuel breaks and re-vegetation projects. General facilities and grounds maintenance may include, but not limited to, mowing lawns, fertilizing, seeding, hazard reduction of weeds, litter control, landscaping, garage/workshop clean up, light construction, carpentry and painting to maintain and enhance facilities and grounds. All work will be done with no public present around work site locations.	

STATE OF CALIFORNIA
 DEPARTMENT OF FORESTRY AND FIRE PROTECTION
**CONSERVATION CAMP PROGRAM PROJECT REQUEST
 AND RECORD**
 FC-32
 PAGE 3 OF 3

CAL FIRE USE ONLY	PROJECT SPONSOR RESPONSIBILITIES	DESCRIPTION	ESTIMATED DURATION OF NEED
	MATERIALS AND SUPPLIES	All specialty tools and equipment will be provided by sponsor.	As needed
	SPECIAL TOOLS	Pilot Rock Crews will provide basic hand tools, Pulaski's, McCleod's, Shovel's, Rake's and 2 Chainsaws per crew.	As needed
	VEHICLE OPERATIONS	None.	N/A
	TECHNICAL SUPERVISION AND LABOR	None	N/A
	OTHER (DESCRIBE)	Portable toilets will be provided by sponsor if no restrooms are available.	As needed

OPERATIONAL COST RECOVERY FROM SPONSOR

CAL FIRE USE ONLY			
	\$200.00 per day plus 2019 Admin Fee	12.29% = \$24.58	
	FY2019 Administration Fee = 12.29%	\$200.00 + \$24.58 = \$224.58	
			TOTAL - \$224.58 per day

CAL FIRE USE ONLY	Approved For Final Planning and Scheduling		Sponsors Signature	
	CAL FIRE DIVISION CHIEF	DATE	NAME (PRINT) Joseph Zoba	
	CDCR CAMP COMMANDER	DATE	SIGNATURE 	DATE 2-28-2020
	UNIT CHIEF	DATE	TITLE General Manager	



Date: March 24, 2020

Prepared By: Allison M. Edmisten, Chief Financial Officer

Subject: Discussion Regarding the Adoption of an Updated Personnel Manual for the Yucaipa Valley Water District

Recommendation: That, by minute order, the Board adopts the proposed Personnel Manual.

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 were presented at the Board Workshop on February 11, 2020 [Workshop Memorandum 20-044]. District staff has now received responses from each employee group (General, Supervisory and Exempt) concurring with the changes. 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

March 17, 2020

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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

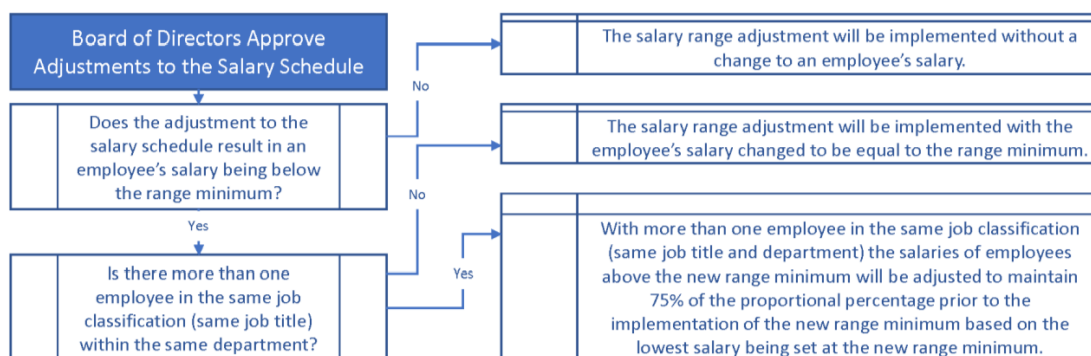
Pay Periods

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. 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.

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.

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 2020 calendar year:

2020 Calendar Year Health Benefit Contribution – General Employees	
Single	\$ 706
Employee +1	\$ 1,412
Family	\$ 1,836

- 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 2020 calendar year:

2020 Calendar Year Health Benefit Contribution – Supervisory Employees	
Single	\$ 1,714
Employee +1	\$ 1,714
Family	\$ 1,714

- 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 2020 calendar year:

2020 Calendar Year Health Benefit Contribution – Exempt Employees	
Single	\$ 706
Employee +1	\$ 1,412
Family	\$ 1,836

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 effective April 1, 2020:

2020 Calendar Year Dental Benefit Contribution – All Employees	
Single	\$ 40
Two-Party	\$ 76
Family	\$ 105

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	Hours Per Year
1 through 5 years	6-2/3	80
6 through 10 years	10	120
11 years & more	13-1/3	160

Upon satisfactory completion of the initial one-year introductory period, a new employee will be credited with 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 (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 (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 (160 hours per year).

Individual vacation accrual rates in excess of 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 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:

- A. 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.
- B. The scheduling of vacation time is subject to approval by the employee's supervisor.
- C. 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.
- D. 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 2 hours.
- E. 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 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.
- F. A District holiday occurring during an employee's vacation shall not be considered as a day of vacation.
- G. 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 ($\frac{1}{2}$) hour. Absences of more than one-half ($\frac{1}{2}$) hour shall be charged to the nearest one-quarter ($\frac{1}{4}$) 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 2 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 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 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 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 requests written notice to be provided to the General Manager of the intent to file for paid family leave and the anticipated dates of use.

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 40 hours of paid time off each calendar year in the form of Management Leave. The employee will be credited with 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 YVWD, 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 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

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		
54	\$6,704	\$8,380	\$8,799		Senior Utility Service Worker	
53	\$6,584	\$8,230	\$8,641			Integrated Operator III
52	\$6,463	\$8,079	\$8,483			
51	\$6,343	\$7,929	\$8,325			
50	\$6,223	\$7,779	\$8,167	Engineering Technician IV		Operator IV
49	\$6,102	\$7,628	\$8,009		Utility Service Worker IV	
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	\$4,899	\$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

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		
54	\$6,872	\$8,590	\$9,019		Senior Utility Service Worker	
53	\$6,748	\$8,436	\$8,857			Integrated Operator III
52	\$6,625	\$8,281	\$8,695			
51	\$6,502	\$8,127	\$8,534			
50	\$6,378	\$7,973	\$8,372	Engineering Technician IV		Operator IV
49	\$6,255	\$7,819	\$8,210		Utility Service Worker IV	
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		
36	\$4,652	\$5,814	\$6,105		Utility Service Worker II	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

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	\$7,675	\$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	\$7,693	\$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	\$7,585		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

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		
54	\$7,220	\$9,025	\$9,476		Senior Utility Service Worker	
53	\$7,090	\$8,863	\$9,306			Integrated Operator III
52	\$6,960	\$8,701	\$9,136			
51	\$6,831	\$8,539	\$8,966			
50	\$6,701	\$8,377	\$8,795	Engineering Technician IV		Operator IV
49	\$6,572	\$8,215	\$8,625		Utility Service Worker IV	
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

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	\$10,080	\$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		
54	\$7,400	\$9,250	\$9,713		Senior Utility Service Worker	
53	\$7,267	\$9,064	\$9,538			Integrated Operator III
52	\$7,134	\$8,918	\$9,364			
51	\$7,002	\$8,752	\$9,190			
50	\$6,869	\$8,586	\$9,015	Engineering Technician IV		Operator IV
49	\$6,736	\$8,420	\$8,841		Utility Service Worker IV	
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		
36	\$5,009	\$6,262	\$6,575		Utility Service Worker II	Integrated Operator I
35	\$4,876	\$6,095	\$6,400	Administrative Clerk IV		Water Quality Technician
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	\$5,098	\$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

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	\$12,168			
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			
123	\$8,267	\$10,334	\$10,851			
122	\$8,133	\$10,166	\$10,675			
121	\$8,001	\$10,001	\$10,501			Senior Integrated Operator (Grade V)
120	\$7,871	\$9,839	\$10,331			
119	\$7,741	\$9,676	\$10,160			
118	\$7,610	\$9,513	\$9,988	Project Manager		
117	\$7,479	\$9,349	\$9,817		Public Works Supervisor	
116	\$7,349	\$9,186	\$9,645			
115	\$7,218	\$9,023	\$9,474			
114	\$7,088	\$8,860	\$9,303			
113	\$6,957	\$8,697	\$9,131	Water Resource Specialist		Senior Plant Operator
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

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	\$12,269			
128	\$9,196	\$11,486	\$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			
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		
117	\$7,666	\$9,583	\$10,062		Public Works Supervisor	
116	\$7,533	\$9,416	\$9,887			
115	\$7,399	\$9,249	\$9,711			
114	\$7,265	\$9,081	\$9,535			
113	\$7,131	\$8,914	\$9,360	Water Resource Specialist		Senior Plant Operator
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	\$8,078	\$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

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			
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		
117	\$7,858	\$9,823	\$10,314		Public Works Supervisor	
116	\$7,721	\$9,651	\$10,134			
115	\$7,584	\$9,480	\$9,954			
114	\$7,447	\$9,308	\$9,774			
113	\$7,309	\$9,137	\$9,594			
112	\$7,172	\$8,965	\$9,414	Water Resource Specialist		
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

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	\$12,881			
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			
123	\$8,903	\$11,129	\$11,685			
122	\$8,758	\$10,948	\$11,495			
121	\$8,616	\$10,770	\$11,309			
120	\$8,476	\$10,585	\$11,125			
119	\$8,336	\$10,420	\$10,941			
118	\$8,195	\$10,244	\$10,756	Project Manager		
117	\$8,055	\$10,068	\$10,572		Public Works Supervisor	
116	\$7,914	\$9,892	\$10,387			
115	\$7,773	\$9,717	\$10,203			
114	\$7,633	\$9,541	\$10,018			
113	\$7,492	\$9,365	\$9,834	Water Resource Specialist		Senior Plant Operator
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

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			
123	\$9,125	\$11,407	\$11,977			
122	\$8,977	\$11,222	\$11,783			
121	\$8,832	\$11,040	\$11,591			Senior Integrated Operator (Grade V)
120	\$8,688	\$10,860	\$11,403			
119	\$8,544	\$10,680	\$11,214			
118	\$8,400	\$10,500	\$11,025	Project Manager		
117	\$8,256	\$10,320	\$10,836		Public Works Supervisor	
116	\$8,112	\$10,140	\$10,647			
115	\$7,968	\$9,960	\$10,458			
114	\$7,824	\$9,780	\$10,269			
113	\$7,680	\$9,599	\$10,079	Water Resource Specialist		Senior Plant Operator
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	\$8,158	\$8,566			
104	\$6,383	\$7,978	\$8,377			

Yucaipa Valley Water District - Salary Ranges and Job Titles

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			
232	\$8,968	\$11,210	\$11,770	Water Resource Manager		
231	\$8,836	\$11,045	\$11,597			Operations Manager
230	\$8,704	\$10,881	\$11,425			
229	\$8,573	\$10,716	\$11,252	Engineering Manager		
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

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

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		Public Works Manager	
233	\$9,560	\$11,950	\$12,548	Water Resource Manager		
232	\$9,422	\$11,777	\$12,366			
231	\$9,283	\$11,604	\$12,185			
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

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

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			
236	\$10,480	\$13,100	\$13,755	Implementation Manager		
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			Operations Manager
231	\$9,753	\$12,192	\$12,801			
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: March 24, 2020

Prepared By: Jennifer Ares, Water Resource Manager
Matthew Porras, Implementation Manager

Subject: Consideration of Resolution No 2020-18 Approving the Notice of Exemption for the Interstate 10 Dunlap Sewer Crossing

Recommendation: That the Board adopt Resolution No.2020-18.

The proposed Interstate 10 Dunlap Sewer Crossing Project includes the installation of 1,350 linear feet of sewer main line, shown as the dashed line in the figure below. The upstream connection will be made to the existing 15" Vitrified Clay Pipe [Asset ID WW-PIP-1-0078] in 14th Street and will flow south west toward the downstream connection point [Asset WW-PIP-1-0023] near the Live Oak/Oak Glen off-ramp. This 1,350 LF segment of sewer main line will provide additional opportunities for existing and future customers to receive sewer service from the District.



The pipeline will convey sewer flows from the North West corner of 14th Street and Oak Glen Road under Interstate 10 Freeway, connecting to existing infrastructure near the Live Oak/Oak Glen off-ramp. The sewer mainline will be constructed of 15" Vitrified Clay Pipe (VCP) with the exception of 616 LF of High Density Poly-Ethylene (HDPE) that passes through the pipe jack under Interstate 10. During the construction, the District will require access to APN 030120113, APN 030118209, APN 030118212, APN 030118308, and APN 030118321.

The developer who has built the gas station and car wash on the corner of 14th street and Oak Glen Road also plans to develop the nearby parcels. The gas station and car wash are not currently connected to sewer. With the completion of this project, the gas station and carwash as well as future structures would be able to connect to the proposed new sewer main.



This purpose of this item is to authorize District staff to file the Notice of Exemption and the Board of Directors to adopt the Resolution.

RESOLUTION NO. 2020-18**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
YUCAIPA VALLEY WATER DISTRICT APPROVING THE NOTICE OF EXEMPTION
FOR THE CONSTRUCTION OF THE INTERSTATE 10 DUNLAP SEWER CROSSING**

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 District is responsible for the maintenance of water and wastewater facilities within the District's service area; and

WHEREAS, the District has completed a design for the installation of the Interstate 10 Dunlap Sewer Crossing (Project). The Project is required in order to provide sewer to areas that lack access to the sewer system.

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

1. The Board of Directors hereby finds that approval of the Project is not subject to environmental review under the California Environmental Quality Act (CEQA), Public Resources Code §21000 et seq. and the State CEQA Guidelines, California. Article 5, 15062 Notice of Exemption.
2. The installation of the Interstate 10 Dunlap Sewer Crossing is classified as Article 19, Categorical Exemption, 15303. New Construction, (c) water main, sewer, electrical, gas and other utility extensions, including street improvements, of reasonable length to serve such construction.
3. The Board of Directors hereby directs District staff to file a Notice of Exemption for the project within five working days of approval of the Interstate 10 Dunlap Sewer Crossing.
3. The Board of Directors hereby approves the Interstate 10 Dunlap Sewer Crossing Project and directs the General Manager to file the Notice of Exemption with the County of San Bernardino and the Office of Planning and Research.

PASSED, APPROVED and ADOPTED this 24th day of March 2020.

YUCAIPA VALLEY WATER DISTRICT

Chris Mann, President Board of Directors

ATTEST:

Joseph B. Zoba, General Manager

Notice of Exemption

TO: Office of Planning and Research P.O. Box 3044, Room 113 Sacramento, CA 95812-3044 San Bernardino County Clerk 385 N. Arrowhead Avenue, Second Floor San Bernardino, CA 92415	FROM: Yucaipa Valley Water District 12770 Second Street Yucaipa, CA 92399
--	--

Project Title: Interstate 10 Dunlap Sewer Crossing

Project Applicant: Yucaipa Valley Water District

Project Location – Specific:

The project is located in Yucaipa, northwest of the intersection between Interstate 10 (I-10) and Live Oak Canyon Road. The center of the pipeline is located at approximately 34°01'04.34"N, 117° 05'48.82"W.

Project Location – City: Yucaipa

Project Location – County: San Bernardino

Description of Nature, Purpose, and Beneficiaries of Project:

This project includes the installation of 1,350 Linear Feet (LF) of sewer main line. This 1,350 LF segment of sewer main line will provide additional opportunities for needed improvements for existing customers to receive sewer service from the District. The sewer main line will be constructed of 15" Vitrified Clay Pipe (VCP) with the exception of 616 LF of High Density Poly-Ethylene (HDPE) that passes through the pipe jack under Interstate 10.

Name of Public Agency approving project:

Yucaipa Valley Water District

Name of Person or Agency Carrying Out Project:

Matt Porras

Exempt status: **(check one)**

- (a) ☐ Ministerial project.
 (b) ☐ Not a project.
 (c) ☐ Emergency Project.
 (d) ☒ Categorical Exemption.

State type and class number:

15303 (d.) New Construction or Conversion of Small Structures

- (e) ☐ Declared Emergency.
 (f) ☐ Statutory Exemption.

State Code section number:

- (g) ☐ Other. Explanation:

Reason why project was exempt:

An aquatic resources delineation was completed for the project. The project is located on mostly disturbed land with little to no vegetation, much of which has been graded. A portion of the project runs under Interstate 10 and near commercial properties. Oak Glen Creek is not anticipated as part of the project thus not requiring resource agencies permitting. In addition the sewer length is only 1,350 linear feet.

Lead Agency Contact Person: Matt Porras

Telephone: 909-790-3300

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature:

Date:

Title:

☐ Signed by Lead Agency

☐ Signed by Applicant

Date Received for filing at OPR: _____



Date: March 24, 2020

Prepared By: Dustin Hochreiter, Senior Engineering Technician
Matthew Porras, Implementation Manager

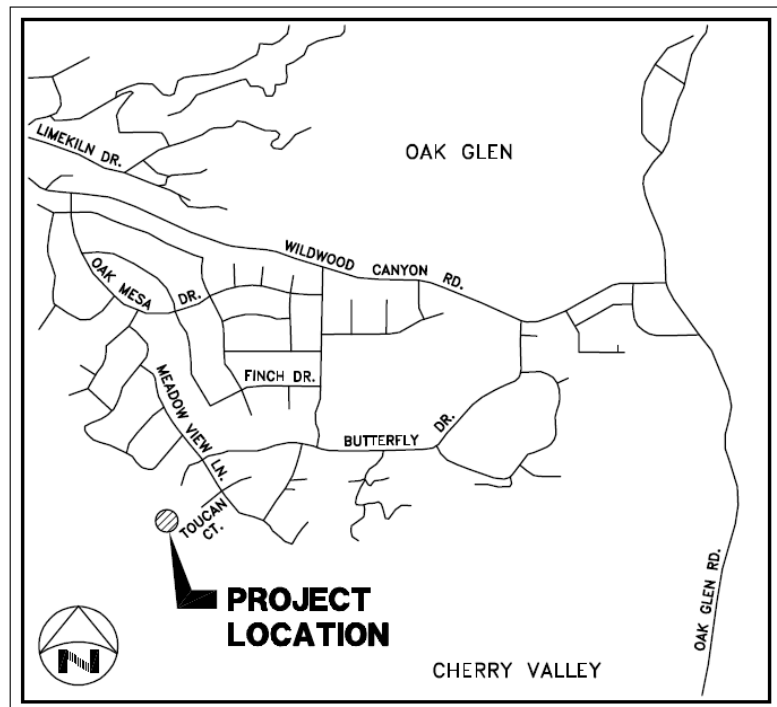
Subject: Ratification of Electrical Service Authorization for Improvements at Drinking Water Reservoir R-18.4

Recommendation: That the Board ratifies the authorization for Titan Electric to install electrical service at Reservoir R-18.4 for a sum not to exceed \$79,750.

The District owns and operates 27 drinking water reservoirs and 5 recycled water reservoirs as a part of the respective distribution systems. The District is in the process of adding electrical service to the drinking water reservoir site R-18.4 located off Toucan Court in Riverside County. The site requires reliable power to communicate with the Supervisory Control and Data Acquisition (SCADA) system that manages the drinking water distribution system. The current electrical demand for this site is supplied by a small solar panel and two deep cycle automotive style batteries. The District only operates two other sites in this manner, R-16.2 and R-17.51/R-17.52. These battery powered sites can be problematic and require additional maintenance for consistent performance.

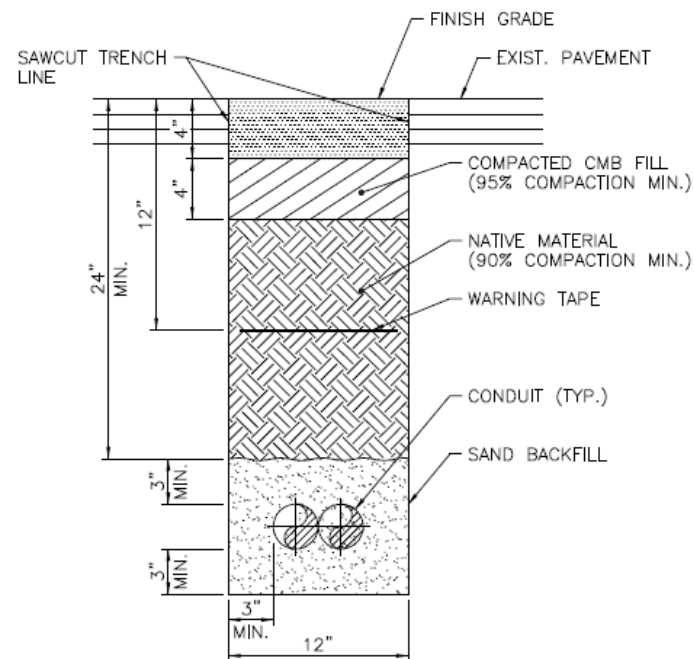
The R-18.4 site has been identified as an especially important location for the operation of the Automated Meter Infrastructure (AMI) as the physical location provides the most complete signal coverage.

This project will include the installation of an electrical service line buried in conduit from the existing meter pedestal to the service panel located near the reservoir and making all necessary connections for the electrical service to be operational. The future electrical service line will be approximately 1,400 linear feet and will include a spare empty conduit.



LOCATION MAP

NOT TO SCALE



CONDUIT TRENCH DETAIL

N.T.S.





The access road (pictured above) is used by the District to maintain the reservoir site as well as by the property owner of the adjacent parcel and will be paved over the trench after the conduit is installed. The final topcoat slurry seal will be applied over the entire road surface once the all work has been completed as a part of a separate paving contract. The preliminary construction drawings have been completed which will be the basis of the construction contract.

District staff recommends the Board of Directors authorize the General Manager to proceed with the project in compliance with the District's procurement policy. Future updates will be provided as the project moves forward. District staff solicited proposals from local contractors resulting in the three bids below.

Reservoir R18.4 Electrical Improvements - Bid Results



Financial Consideration: - This project is included in the 2019-20 Capital Improvement Plan and was initially estimated for \$150,000. This will be funded by Development Impact Fees, FCC-Water Storage Reservoirs [G/L Account #02-000-10413].



Estimate

ADDRESS

Yucaipa Valley Water District

ESTIMATE # 1328

DATE 03/09/2020

EXPIRATION DATE 04/09/2020

P.O. NUMBER

Reservoir R-18.4 electrical

JOB LOCATION

Yucaipa

ACTIVITY	QTY	RATE	AMOUNT
Per plans provided sheets G-1, C-1 and E-1 Includes: Bedding, backfill and AC Patch per trench detail on Sheet C-1. Prevailing Wage Excludes: Soil testing, soil remediation, rock excavation, plans, permits, special inspections.			79,750.00
TOTAL			\$79,750.00

Accepted By

Accepted Date

CSLB #954968 ~ DIR# 1000029119 ~
1090 5th Street ~ Suite 108A ~ Calimesa, CA 92320 ~ (951) 836-9033 ~
titanelectric01@yahoo.com

M. Brey Electric, Inc.

408 Elm Ave
Beaumont, CA 92223
951-845-5438

Bid Proposal

March 11, 2020

TO: Yucaipa Valley Water District
12770 Second Street
PO Box 730
Yucaipa, CA 92399-0730

JOB: Reservoir 18.4 Electrical Improvements

Work Description: This proposal includes the following:

Intercept two existing 3" conduit stub at meter pedestal and continue approximately 1,200' to the reservoir site and terminate in new unmetered pedestal per specification. Install two traffic rated #5 pull boxes. Install 2/0 copper feeders from existing metered pedestal to new unmetered pedestal. Install 1" conduit with #12 copper conductors from unmetered pedestal to existing AMI panel. Install two 1" conduits from new unmetered pedestal to existing RTU panel, one of the conduits will have #12 copper conductors for power. Trenching, backfill, asphalt remove and replace is included.

Our total price for the above job is: **\$83,236**

Exclusions:

Fees

Engineering

Welding

Permits

Sincerely,

Matthew A.
Brey
Matt Brey

Digitally signed by Matthew A. Brey
DN: cn=Matthew A. Brey, gn=Matthew A. Brey, c=US
United States, o=US United States, ou=M. Brey
Electric, Inc, email=mbrey@breyelectric.com
Reason: I am the author of this document
Location: Beaumont, CA
Date: 2020-03-11 09:24:07-00

**PROPOSAL**Date: 11-Mar-20

Metricom Networks
 34282 Yucaipa Blvd Suite 204
 Yucaipa, CA 92399

Client Name: YVWDProject: NCDTerms: Net 30

Site Name: Reservoir 18.4 Electrical Improvement Phase 1
YVWD

Scope:		Materials:
Mobilization	2,346.12	
Saw Cut/Demo/Haul Off/Disposal	15,406.19	
UG Power Conduit/Wire/Distribution Panel	46,169.73	
Asphalt Repair	12,568.50	
Grounding	0	
Electrician Labor	9,775.50	
Trenching/Backfill/Install Conduit and Pull Boxes	34,437.69	
Excludes		
Landscaping/Irrigation/SWPPS/BMP's		
Temp Fence/Porta Potty		
Site Security		
Compaction testing		
Geotechnical observations		
Over Excavation		
Trench plates		
Traffic control		
Rock Drilling		
Rock breaking/excavation		
Slurry backfill		
Water is assumed to be available on site		
Any additional work due to any unknown obstructions and or circumstances		

Admin	
Scope Total	\$ 120,704
TOTAL	\$ 120,704



Date: March 24, 2020

Prepared By: Joseph B. Zoba, General Manager

Subject: Presentation of the February 2020 Operational Report

Recommendation: That the Board receive and file the Operational Report.

Each month the District staff will be providing information about the overall operation of the District. The information in this report will be updated and expanded in the future to provide a quick reference for trends and issues that might impact policy decisions by the Board of Directors.

This information will also be used to bolster the social media posts for the District by sharing trends and data with the public.

Monthly Operational Report - February 2020

Overview of the Draft 2020 Strategic Plan

Over the past several decades, the Yucaipa Valley Water District has embarked on a series of capital improvement projects that have created integrated systems of drinking water, recycled water, sewer treatment, and brine disposal facilities. The integration of these important facilities has set the Yucaipa Valley Water District on a path to provide exceptionally pure and renewable water resources to the community we serve making the District more sustainable and resilient.

In preparation for future projects to expand upon the integrated groundwork already established, the Board of Directors of the Yucaipa Valley Water District continuously establish and update strategic goals that are used to set priorities for future capital improvement projects and related programs. The following priorities are currently being pursued by the District staff:

- **Monitoring Operations and Reporting Enhancements** - On September 4, 2018, the Board of Directors authorized the initiation of the Monitoring Operations and Reporting Enhancement (MORE) Project. This project monitors and records the operational status of the advanced treated water produced from the Wochholz Regional Water Recycling Facility for the development of specific scientific studies. The primary elements of the MORE project include:
 - The production and publication of Contaminants of Emerging Concerns (CEC);
 - The publication of reverse osmosis removal test results;
 - The continuous operation of microfiltration and reverse osmosis processes under drinking water compliance standards;
 - The initiation of additional microfiltration and reverse osmosis virus removal studies; and
 - The demonstration of reverse osmosis reliability through automated conductivity profiling.
- **Indirect Potable Reuse** - Plan and evaluate the opportunities and constraints related to implementation of indirect potable reuse to produce additional drinking water supplies. This strategic goal will involve the recharge of recycled water at the Wilson Creek Spreading Basins. The goal for 2020 will be to complete the tracer study and submit the Report of Findings.
- **Calimesa Lake and Aquifer Storage and Recovery (ASR) Facilities** - The Calimesa Aquifer Storage and Recovery Program has been in development to utilize the groundwater basin for the additional storage and extraction of recycled water and drinking water. This project will involve the construction of a lake and groundwater injection facilities in the Beaumont Basin to maximize the operational efficiency of groundwater resources within the Calimesa portion of the District's service area. The goal for 2020 will be to complete the preliminary design, environmental review, and cost estimate for the various phases of the project.

- **Public Relations and Outreach** - Plan and implement a program to gain and enhance the District's presence involving:
 - Social media;
 - Website refresh and upgrades;
 - Video clips;
 - Summary of the District's operations;
 - Historical information; and
 - Regular press releases to inform the public about District projects.
- **Energy Efficiency Improvements** - Plan and evaluate the opportunities and constraints related to implementation of solar, microturbines, biogas, and other technologies to stabilize energy expenses. This strategic goal will also involve the investigation of innovative technologies and programs to become more energy efficient. The goal for 2020 is to: (1) develop a site plan and a financial proforma for the installation of solar equipment and battery backup at the Yucaipa Valley Regional Water Filtration Facility; (2) develop a site plan and a financial proforma for the installation of solar equipment and battery backup at the Wochholz Regional Water Recycling Facility. and the Wochholz Regional Water Recycling Facility; and (3) evaluate the feasibility of a renewable natural gas (RNG) project at the Wochholz Regional Water Recycling Facility.
- **Septic Tank Elimination Program** - The implementation of a Septic Tank Elimination Program will provide a mechanism for customers to eliminate their septic system to protect groundwater quality for the future. The goal for 2020 is the complete the agreements associated with the Septic Tank Elimination Program and determine the location of future sewer mainlines.
- **Advanced Metering Infrastructure** - The District has completed the installation of about half of the Advanced Metering Infrastructure (AMI) throughout the District. The goal for 2020 is to achieve 85% completion of the AMI Project.

Departmental Performance Trends

The District staff continuously sets goals based on the strategic plan and further developed by specific operational performance trends. These trends are used to set goals and objectives that are SMART¹:

- *Specific* - target a specific area for improvement;
- *Measurable* - quantify or at least suggest an indicator of progress;
- *Achievable* - create reasonable and realistic targets;
- *Relevant* - identify results are consistent with the overall organizational goals; and
- *Time-bound* - specify when the result(s) can be achieved.

Specific goals have been established and will be modified to develop a series of Key Performance Indicators. A Key Performance Indicator ("KPI") is a measurable value that demonstrates how effectively the District is achieving vital objectives.

¹ "There is a SMART way to write management's goals and objectives, George T. Doran, AMA Forum, November 1981.

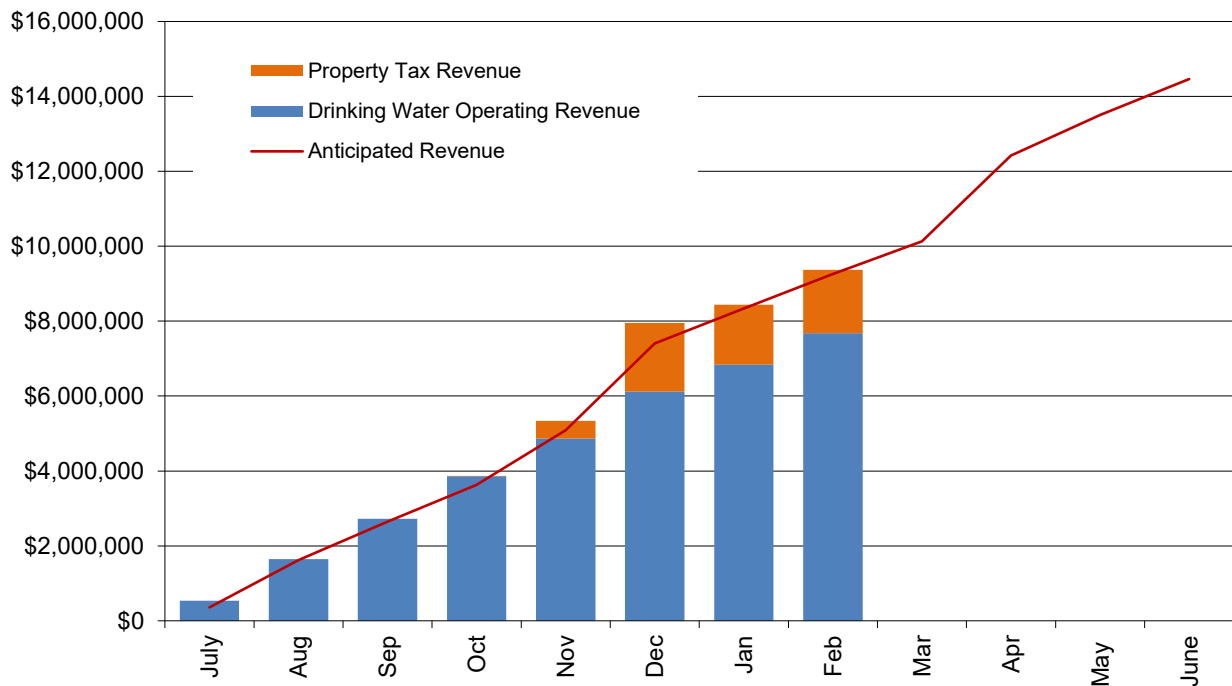
The purpose of this monthly operational report is: (1) to provide Key Performance Indicators to the Board of Directors to assist with the development and refinement of District policies; and (2) to summarize the Key Performance Indicators for various functions of the District; and (3) to share information with the public about the overall operational issues and performance of the Yucaipa Valley Water District.

Operation Report Quick Reference

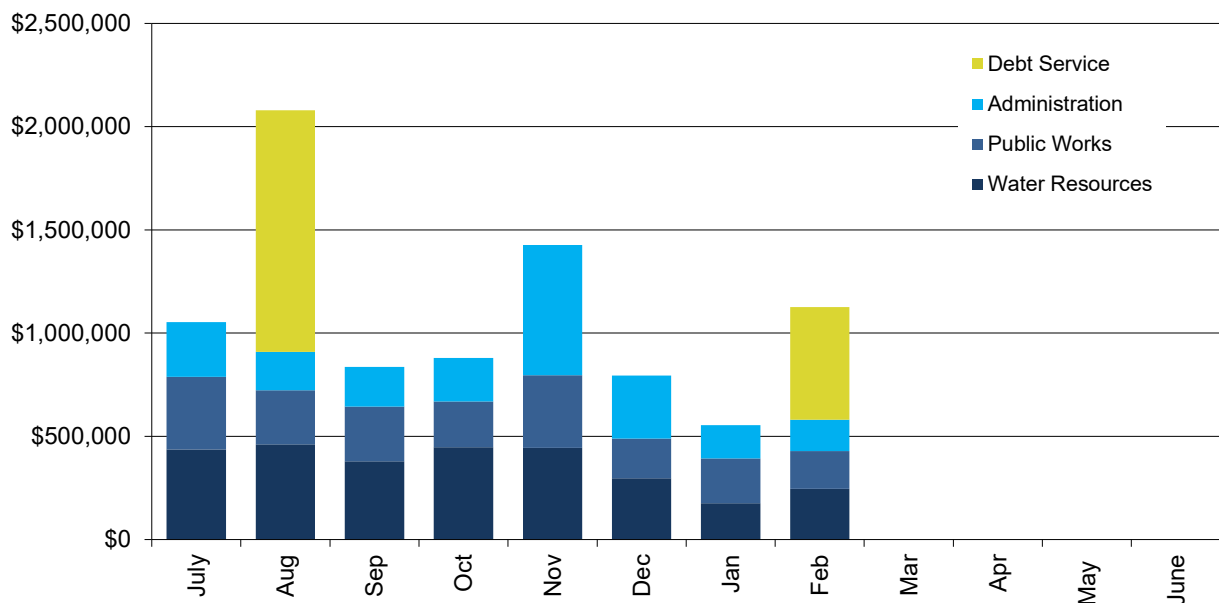
- **Financial**
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Additional performance indicators will be included in the next monthly report.

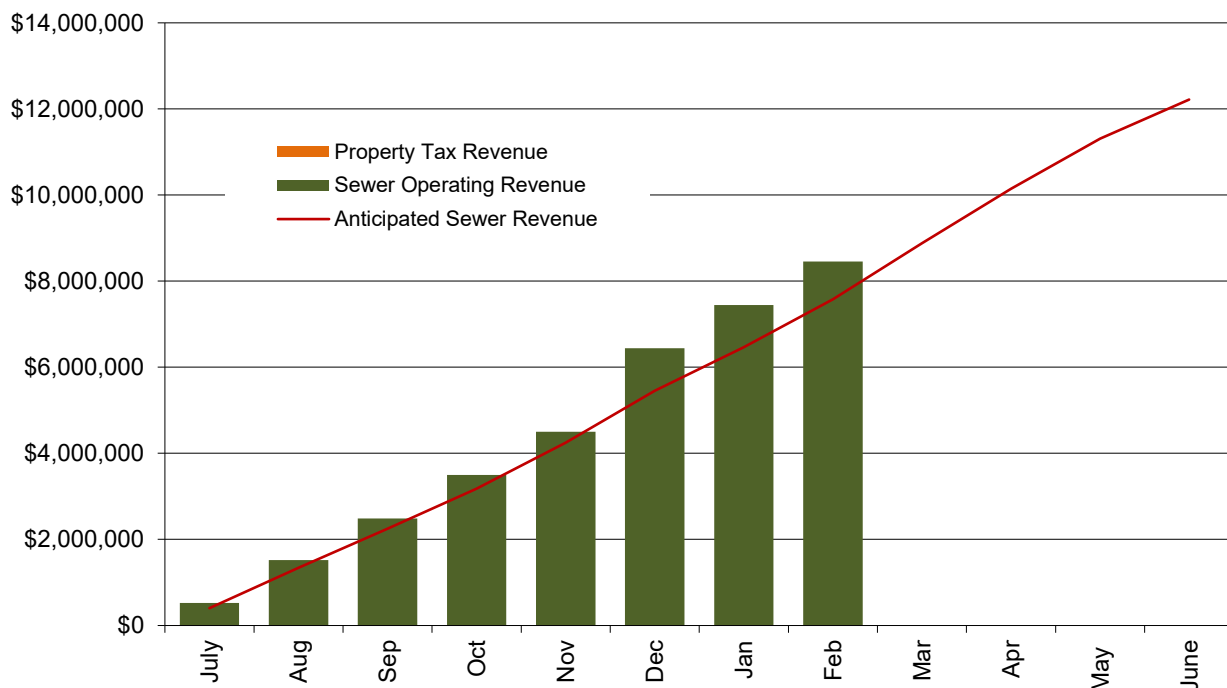
Year-to-Date Drinking Water Revenue - The chart below illustrates the year-to-date drinking water revenue collected during the fiscal year. The drinking water revenue consists of the revenue generated from drinking water service charges and the revenue received from the property taxes.



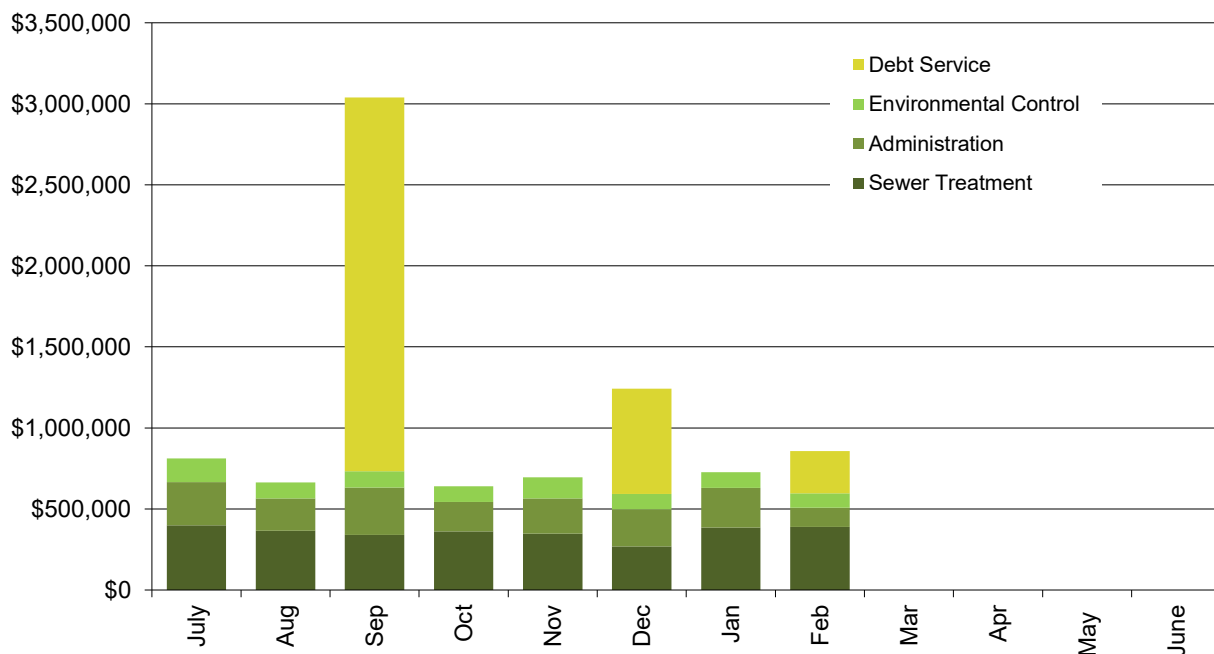
Monthly Drinking Water Expenses – The chart below illustrates the monthly drinking water expenses by department. This information helps to monitor the impacts of seasonal expenses, maintenance costs, and debt payments on the operating budget.



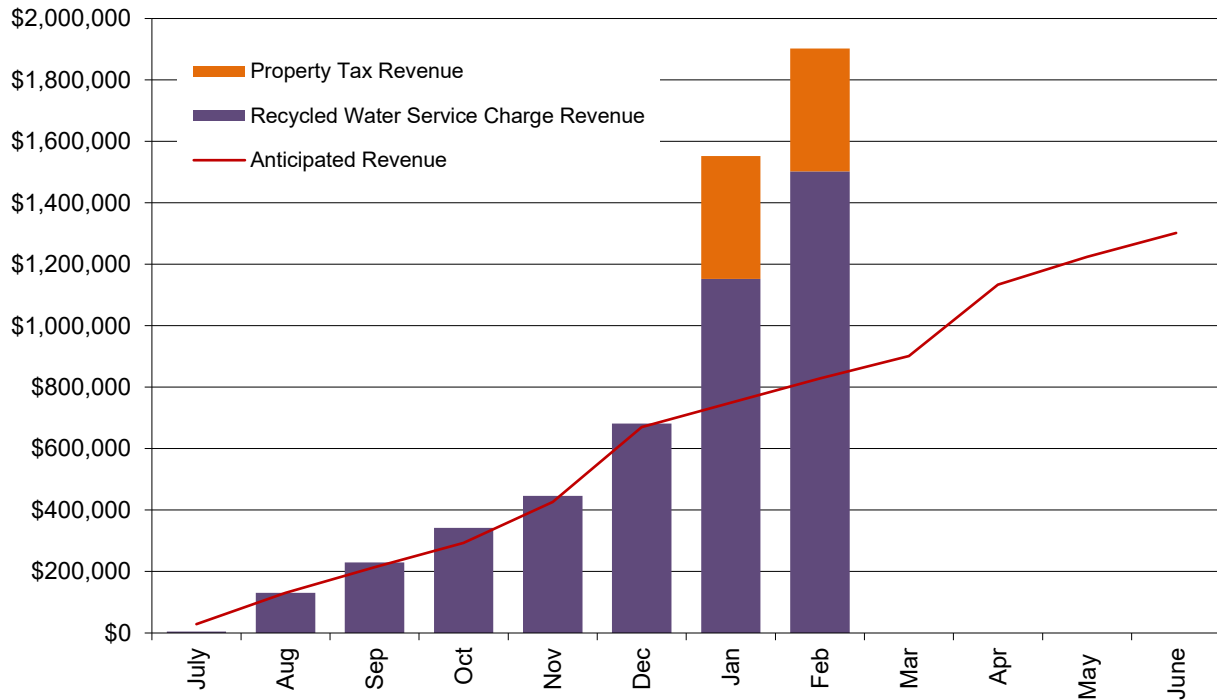
Year-to-Date Sewer Revenue - The chart below illustrates the year-to-date sewer revenue collected during the fiscal year. The sewer revenue mainly consists of the revenue generated from monthly sewer service charges.



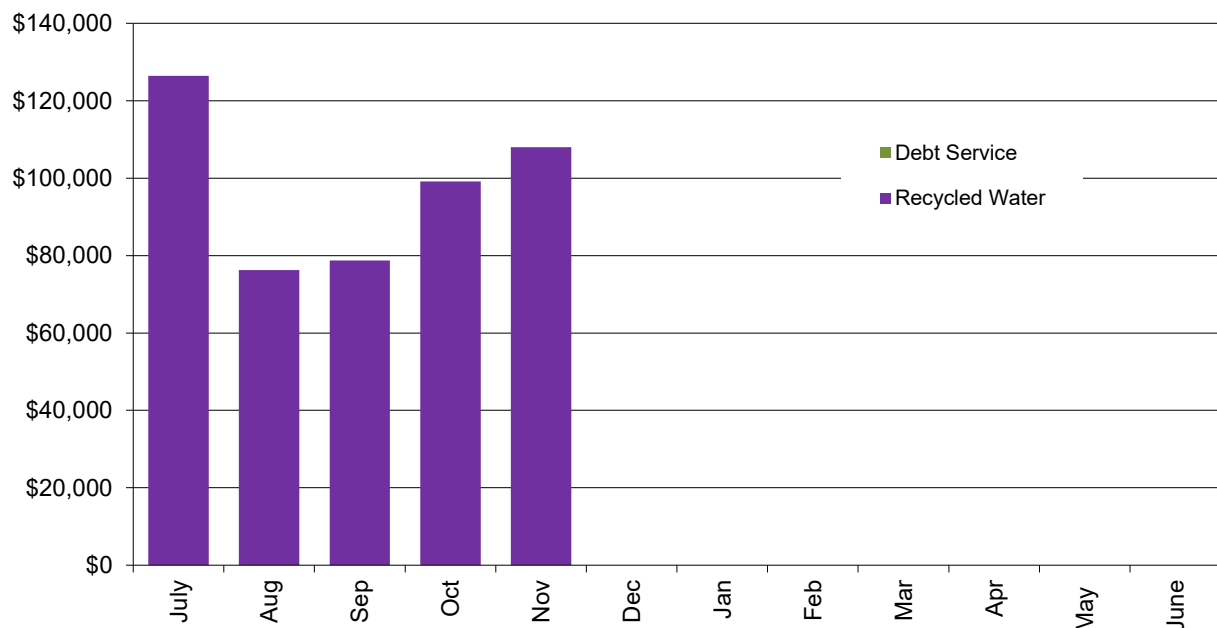
Monthly Sewer Expenses - The chart below illustrates the monthly sewer expenses by department. This information helps to monitor the impacts of seasonal expenses, maintenance costs, and debt payments on the operating budget.



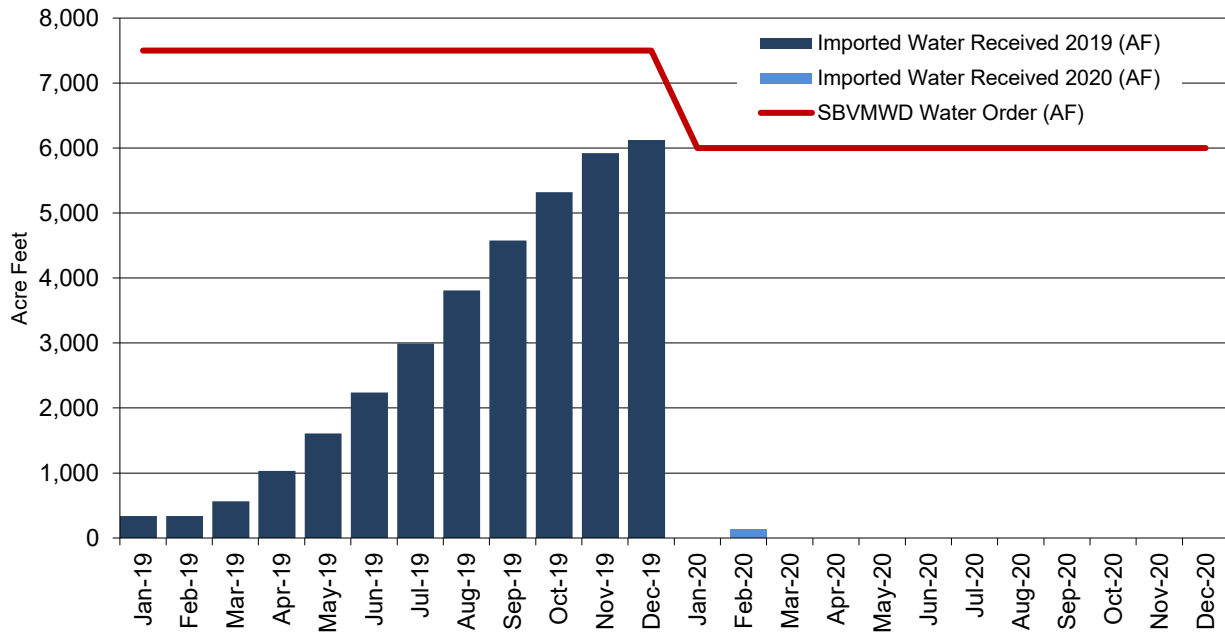
Year-to-Date Recycled Water Revenue - The chart below illustrates the year-to-date recycled water revenue collected during the fiscal year. The recycled water revenue consists of the revenue generated from recycled water service charges and the revenue received from the property taxes.



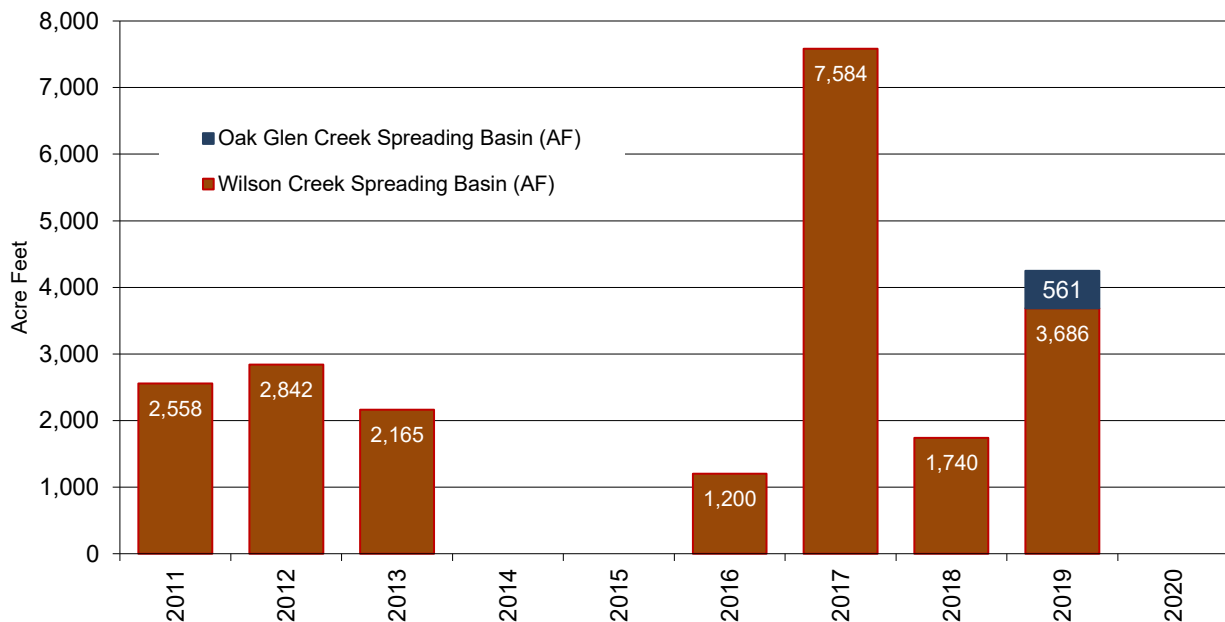
Monthly Recycled Water Expenses – The chart below illustrates the monthly recycled water expenses. This information helps to monitor the impacts of seasonal expenses and maintenance costs on the operating budget.



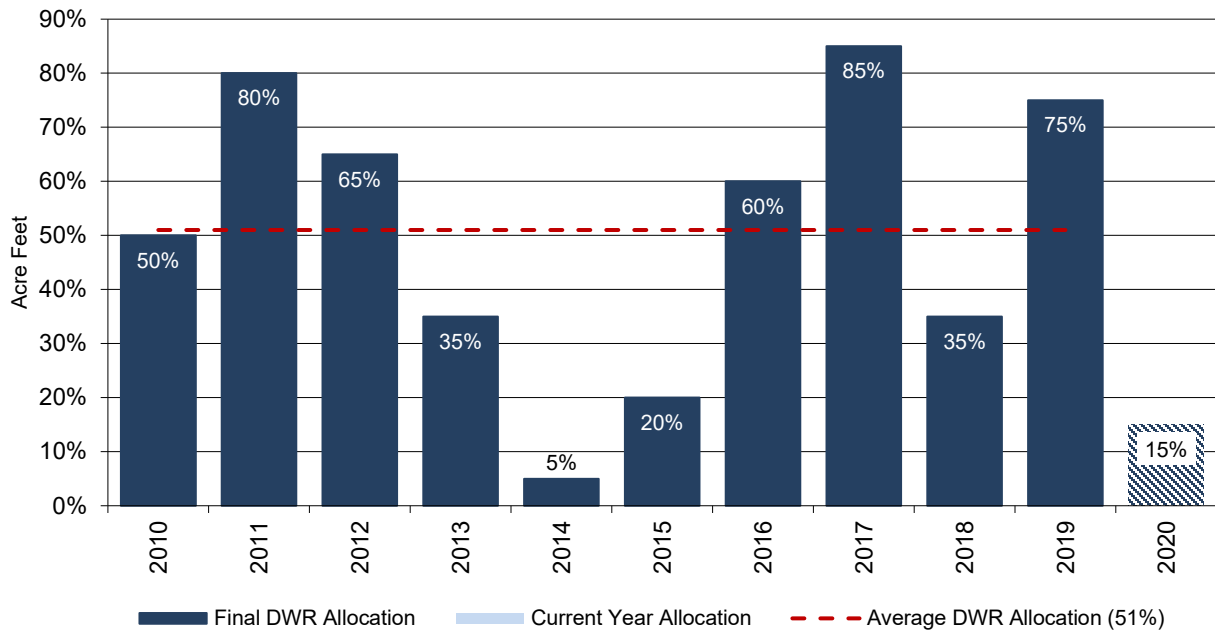
SBVMWD Annual Water Order – The Yucaipa Valley Water District ordered 6,000 acre feet of imported water from the San Bernardino Valley Municipal Water District for calendar year 2020 [DM 19-087]. The following chart will be used to track the monthly delivery rate of imported water received by the District for direct delivery to the Yucaipa Valley Regional Water Filtration Facility.



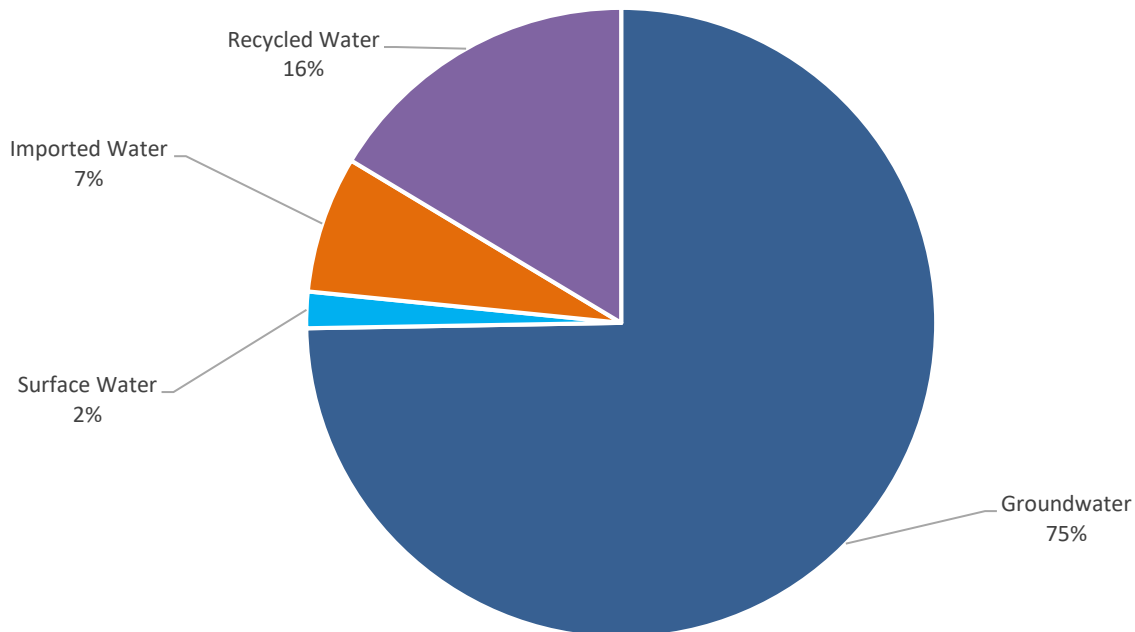
Artificial Groundwater Recharge – The Yucaipa Valley Water District routinely recharges the groundwater at the Wilson Creek Spreading Basins and the Oak Glen Creek Spreading Basins. The following chart shows the total quantity of water that has been added to the groundwater basin in recent years.



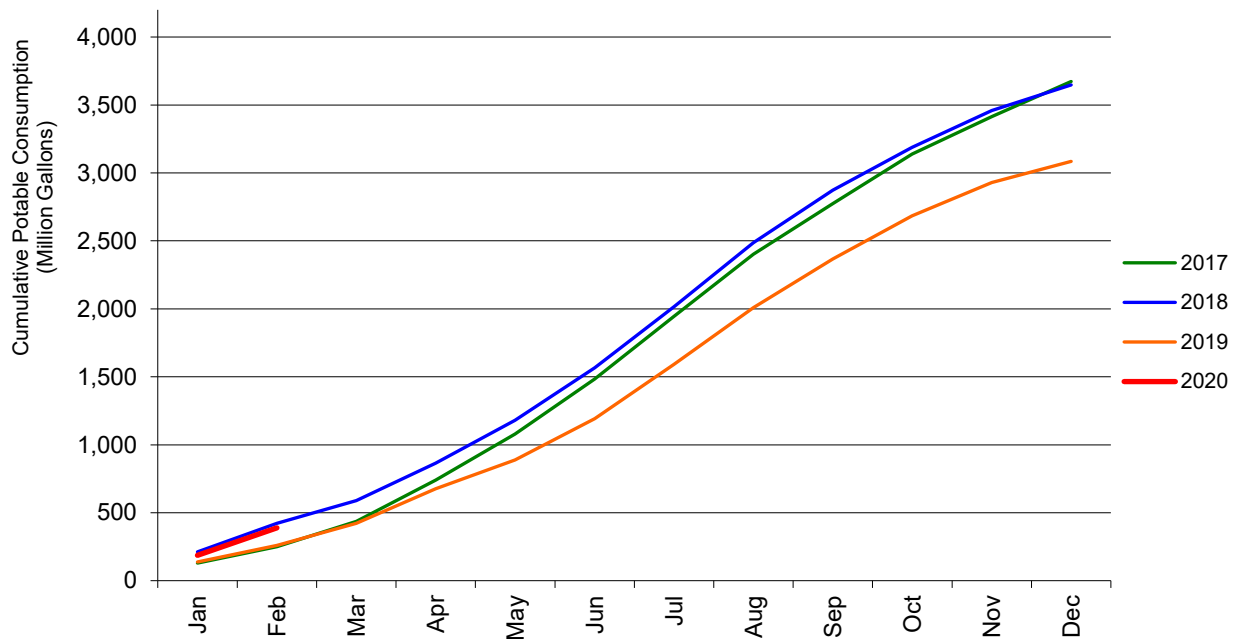
State Water Project - 10-Year Trend – The Yucaipa Valley Water District purchases imported water from the San Bernardino Valley Municipal Water District and the San Gorgonio Pass Water Agency. Both of these agencies rely on the availability of imported water to provide wholesale water service to their customers. The chart below provides the ten-year trend on allocations from the State Water Project along with the current year allocation.



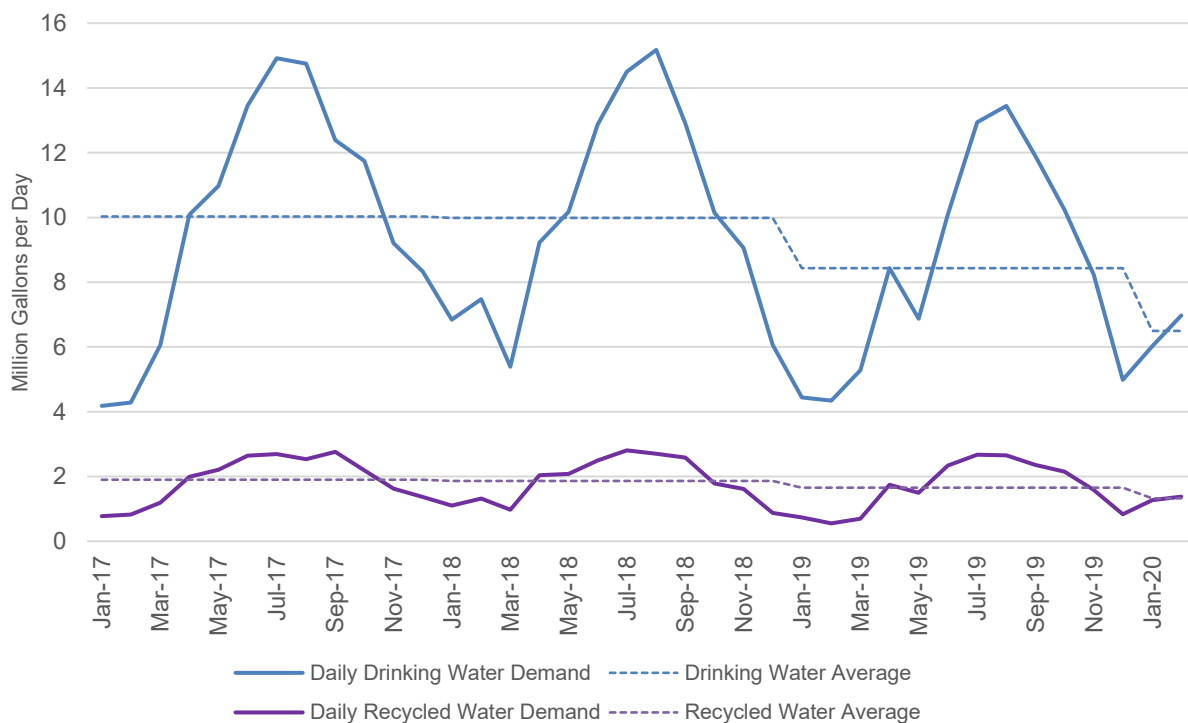
Water Resource Portfolio – The Yucaipa Valley Water District has access to four major sources of water resources: groundwater, local surface water, imported water and recycled water. The following chart illustrates the year-to-date use of these water resources. The amount of imported water and groundwater will vary depending on availability and management strategies.



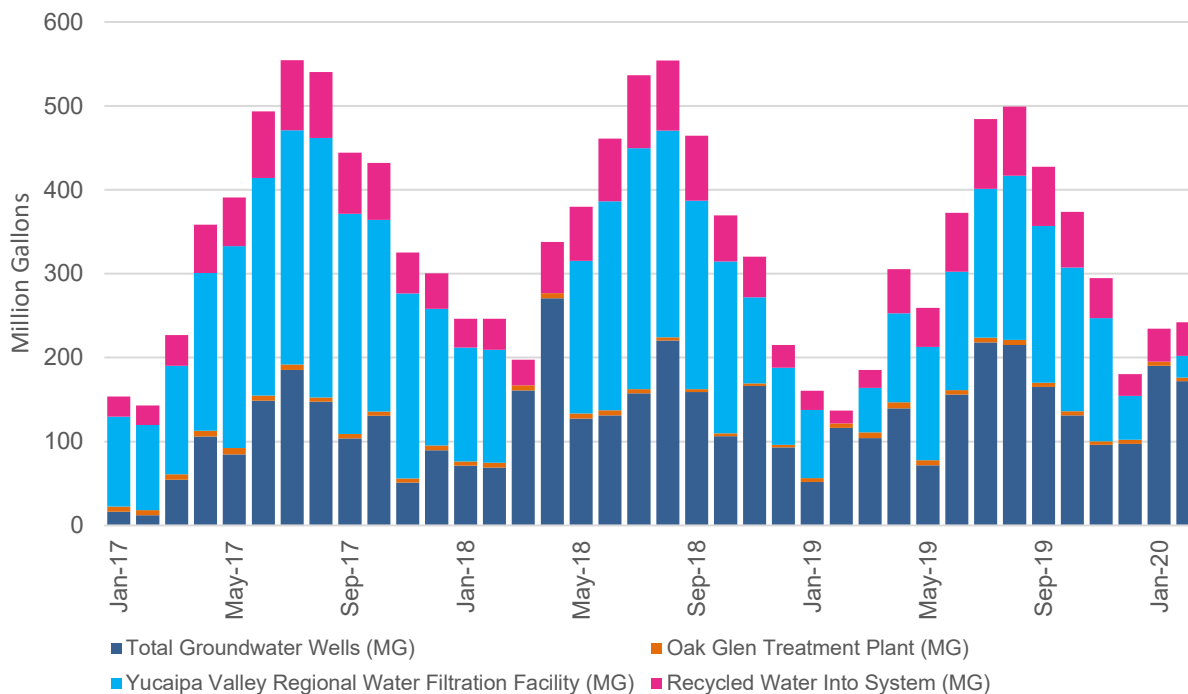
Cumulative Monthly Drinking Water Consumption Comparison – The diagram below illustrates a comparison of cumulative drinking water consumption for this calendar year and the prior three years. This information is useful to identify the impacts of annual weather variations.



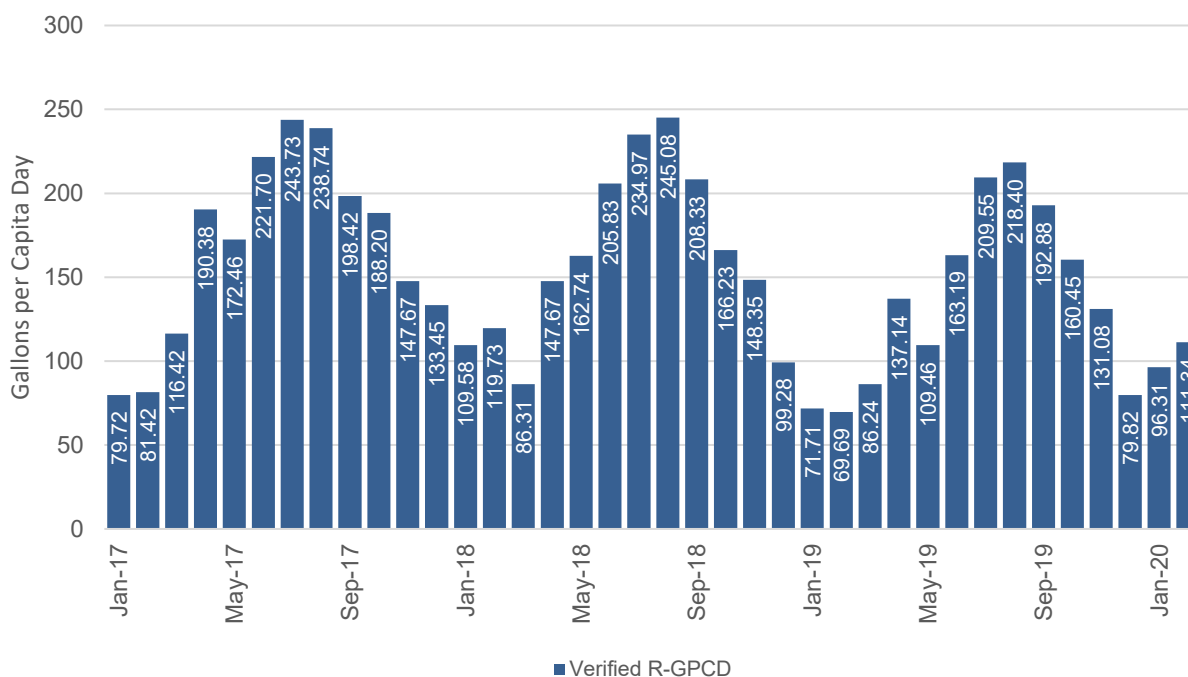
Average Daily Demands – The diagram below illustrates the average daily demand and maximum daily demand for drinking water and recycled water. Monitoring the average and maximum system demands is important to make sure pipelines and sources of supply are properly sized.



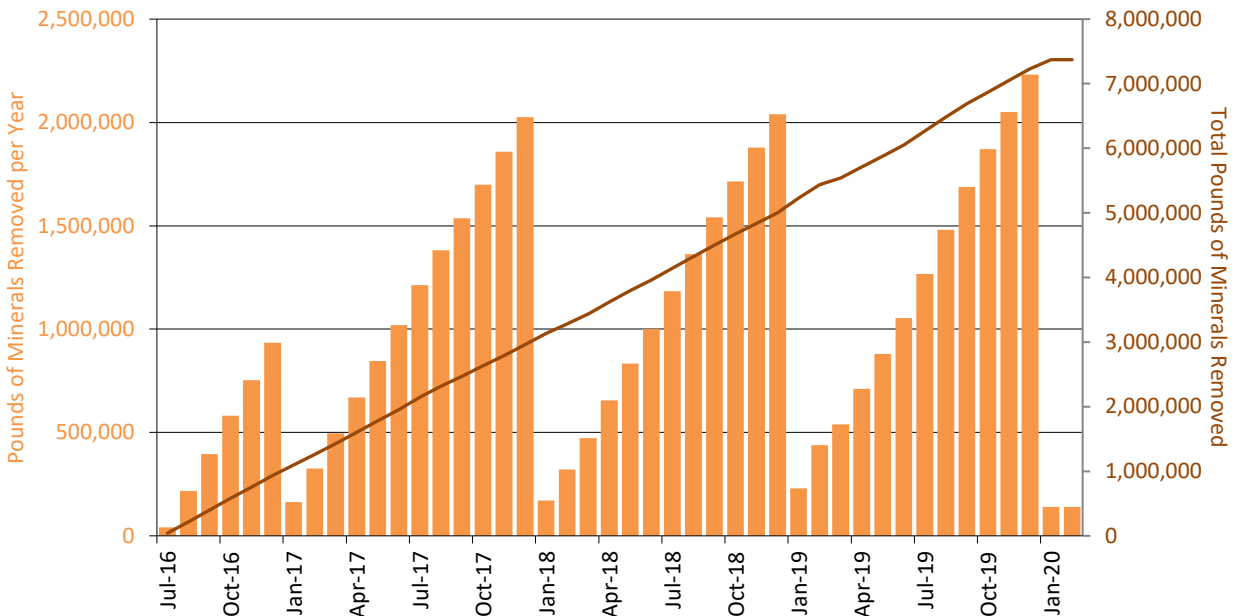
Monthly Water Resource Usage – The Yucaipa Valley Water District manages and has access to several different types of water resources. Each month the amount of water used from the portfolio will vary based on seasonality, availability, long-term management goals, and cost.



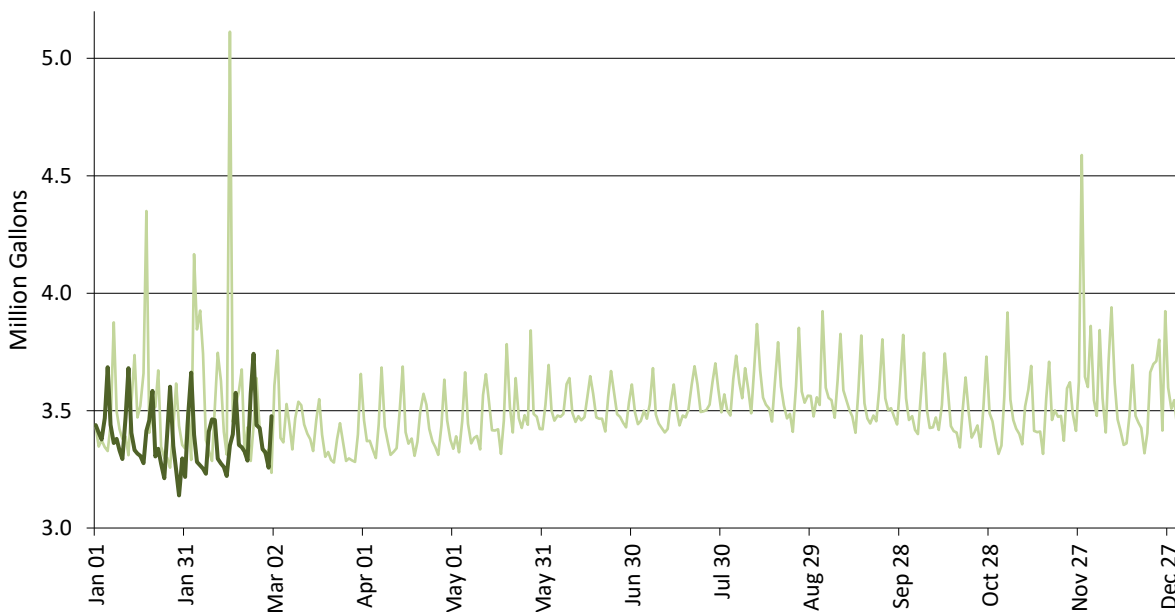
Residential Gallons per Capita Consumption – Each month the Yucaipa Valley Water District reports the amount of water produced manages and has access to several different types of water resources. Each month the amount of water used from the portfolio will vary based on seasonality, availability, long-term management goals, and cost.



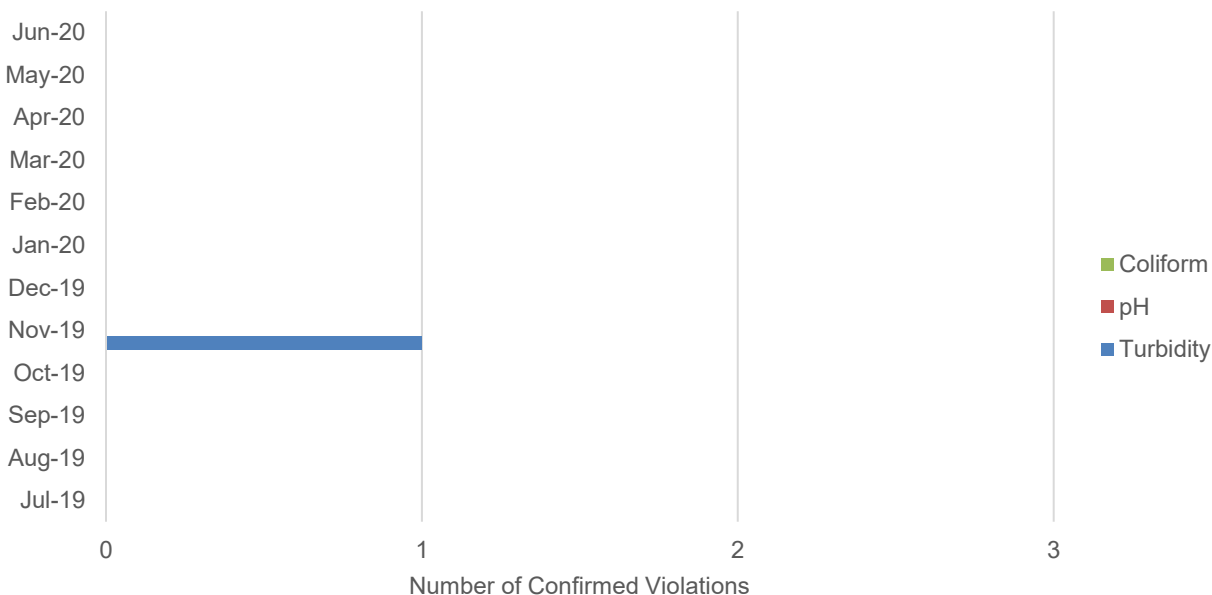
Brine Disposal - Pounds of Minerals Removed – In 2016, the Yucaipa Valley Water District started operating reverse osmosis equipment at the Wochholz Regional Water Recycling Facility. On average, this facility removes about 370,000 gallons of brine solution per day which contains about 5,633 pounds of minerals from the Santa Ana Watershed area.



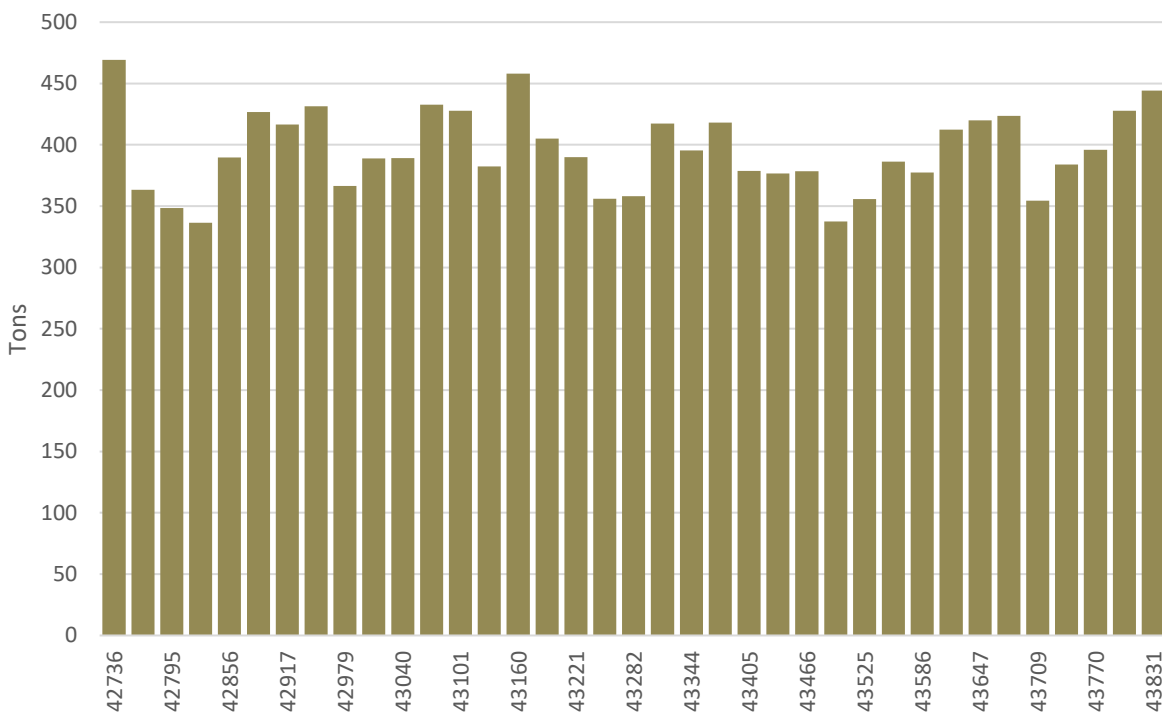
Daily Sewer Flows - Annual Comparison – The Wochholz Regional Water Recycling Facility receives sewage from throughout the community. Daily variations of influent flows follow a pattern of increased flows on weekends and during storm events where rainwater infiltrates into the sewer collection system adds to the volume of water received at the wastewater plant.



Wastewater Discharge Permit Monitoring – On October 30, 2015, the District was issued permit No. R8-2015-0027 from the Santa Ana Regional Water Quality Control Board. Each month the District provides information about compliance with the permit which is summarized below. The existing permit expires on May 2, 2020 but will remain in effect until a new permit is issued.



Tons of Biosolids Produced per Month – Biosolids production from the Wochholz Regional Water Recycling Facility is reported on a monthly basis. The chart below is an illustration of the monthly variation since January 2017. Biosolids are hauled to One Stop for processing into topsoil.



Board Reports



Yucaipa Valley Water District

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

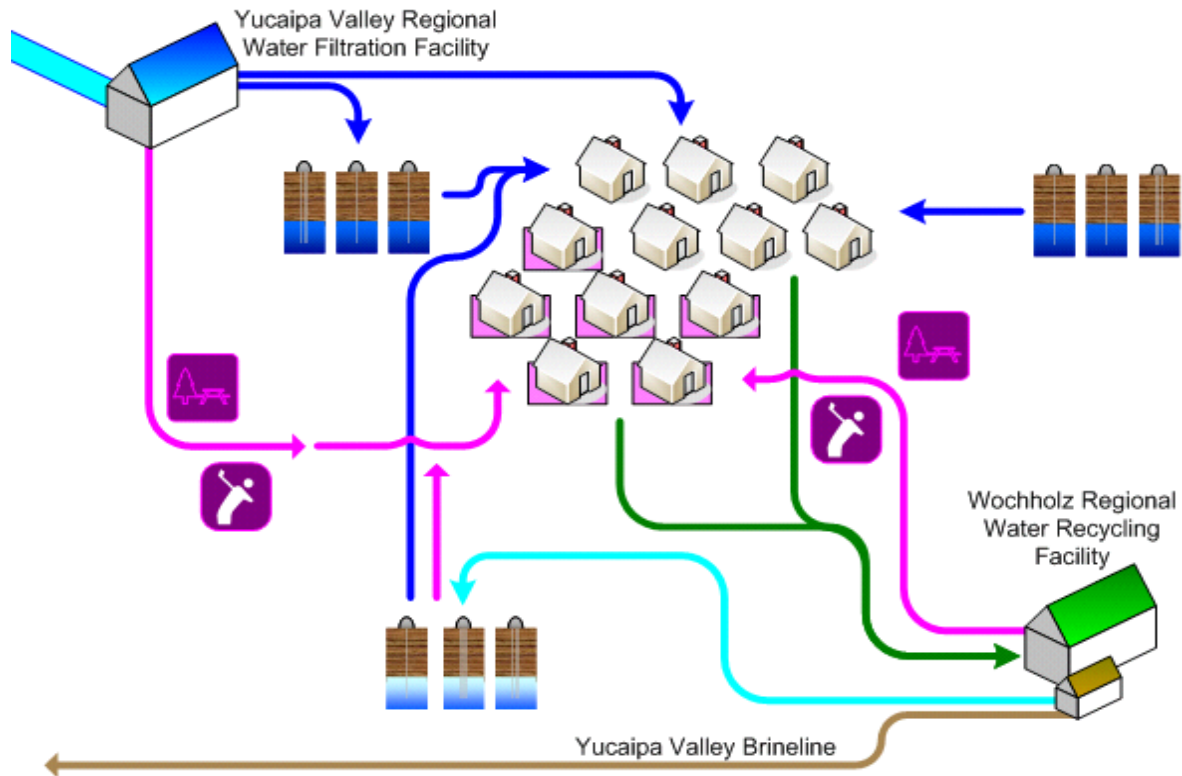
Water System: 223 miles of drinking water pipelines
2,033 fire hydrants
27 reservoirs - 34 million gallons of storage capacity
18 pressure zones
2.958 billion gallon annual drinking water demand
Two water filtration facilities:
- 1 mgd at Oak Glen Surface Water Filtration Facility
- 12 mgd at Yucaipa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

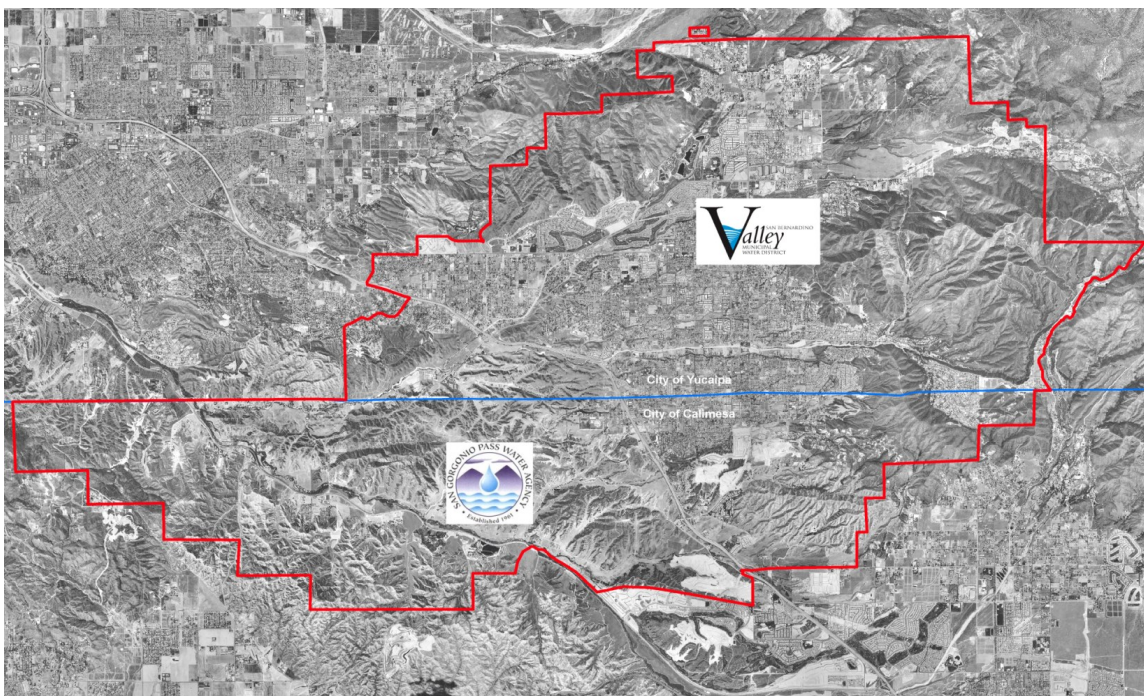
1,000 gallons to 15,000 gallons	\$1.429 per each 1,000 gallons
16,000 gallons to 60,000 gallons	\$1.919 per each 1,000 gallons
61,000 gallons to 100,000 gallons	\$2.099 per each 1,000 gallons
101,000 gallons or more	\$2.429 per each 1,000 gallons
- **Recycled Water Commodity Charge:**

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